

PUBLIC MEETING OF THE NEBRASKA REAL PROPERTY APPRAISER BOARD
Thursday, June 22, 2023, 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 10:00 a.m. If needed, the Board will re-enter executive session at the conclusion of the public agenda items discussion to complete review of the above-mentioned items. The Board will not take action on agenda items C, D, E, and F until executive session is completed.

C. Credentialing as a Nebraska Real Property Appraiser 1-16

- 1. New Applicants for Certified General Credential through Education, Experience, and Examination
 - a. CG23011
- 2. Pending Applications
 - a. CG22009
 - b. CG23006
 - c. CR23002
 - d. CR23003

D. Registration as an Appraisal Management Company

E. Consideration of Compliance Matters 1

- 1. Active Investigations
 - a. 23-01

F. Consideration of Other Executive Session Items 1-8

- 1. 2023.08
- 2. Personnel Matters

G. Welcome and Chair’s Remarks (*Public Agenda 10.00 am*)

H. Board Meeting Minutes

- 1. Approval of May 25, 2023 Meeting Minutes 1-16

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. Appraisal Management Company Report 9

J. Financial Report and Considerations

1. May Financial Report
 - a. Budget Status Report 1-3
 - b. MTD General Ledger Detail Report 4-9
 - c. Financial Charts 10-13
2. Per Diems

K. General Public Comments

L. Consideration of Education/Instructor Requests 1-19

1. New Continuing Education Activities
 - a. Appraiser eLearning “Appraiser’s Guide to Appraisal Inspections – Online” (2232434.33)
 - b. Appraiser eLearning “Diversifying Your Practice – Inside and Out” (2233436.33)
2. New Supervisory Real Property Appraiser and Trainee Real Property Appraiser Courses
 - a. Appraisal Institute “Supervisory Appraiser/Trainee Appraiser Course” (3231312.02 and 3233340.02)
3. Other Education Matters
 - a. ASFMRA “Appraising Ag Facilities Swine Confinement Seminar” (2201443.01)

M. Unfinished Business

1. Open At-Large Licensed Real Estate Broker Position

N. New Business

O. Legislative Report and Business

1. Title 298
 - a. Governor Pillen Approval Letter_May 31, 2023 1
2. Other Legislative Matters

P. Administrative Business

1. Guidance Documents
 - a. 23-01: CHRC Carried Out by the Board for 10% or More Owners of AMC at Renewal of Registration 1-4
 - b. 22-01: Education Activity Instructor Application Requirements (Retire) 5-8
 - c. 21-04: Certification by the International Distance Education Certification Center for Correspondence Education Activities (Retire) 9-12
 - d. 21-02: Real Property Appraisal Practice Experience Review and Approval for Real Property Appraiser Applicant to Sit for Exam (Retire) 13-14
2. Internal Procedural Documents
 - a. 202301: Real Property Appraiser Applicant Experience Review Subcommittees 15
3. Forms, Applications, and Procedures
 - a. Selection Procedures for Random CHRC For Real Property Appraiser Credential Renewal 16
 - b. Real Property Appraiser Renewal Application Procedures 17-28
 - c. 2024-25 Application for Renewal of Real Property Appraiser Credential 29-38
 - d. 2024-25 Application for Renewal of Trainee Credential 39-46

4. Real Property Appraiser Applicant Experience Review Subcommittee Assignments
 - a. 2023A
 - b. 2023B
 - c. 2023C
 - d. 2023D
 - e. 2023E
 - f. 2023F

Q. Other Business

1. Board Meetings
 - a. Reschedule October 19, 2023 meeting to October 26, 2023
2. Conferences/Education
3. Memos from the Board
4. Quarterly Newsletter
5. Appraisal Subcommittee
6. The Appraisal Foundation
 - a. TAF June Newsletter 1-3
 - b. TAF Seeks Candidates for the Appraiser Qualifications Board
and the Appraisal Standards Board 4-5
7. Association of Appraiser Regulatory Officials
 - a. AARO Quarterly Update – June 2023
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**

May 25, 2023 Meeting Minutes

A. OPENING

Chairperson Wade Walkenhorst called to order the May 25, 2023 meeting of the Nebraska Real Property Appraiser Board at 9:00 a.m. by virtual conferencing 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 Walkenhorst 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 May 16, 2023. 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 Wade Walkenhorst of Lincoln, Nebraska, Bonnie Downing of Dunning, Nebraska, Kevin Hermsen of Gretna, Nebraska, and Thomas Luhrs of Imperial, Nebraska were present. Cody Gerdes of Lincoln, Nebraska was absent and excused. Also present were Director Tyler Kohtz and Business and Education Program Manager Kashinda Sims, who are headquartered in Lincoln, Nebraska. Business and Licensing Program Manager Allison Nespor was absent and excused.

ADOPTION OF THE AGENDA

Chairperson Walkenhorst 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 Luhrs seconded the motion. With no further discussion, the motion carried with Downing, Hermsen, Luhrs, and Walkenhorst voting aye.

Board Member Downing 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 Luhrs seconded the motion. The time on the meeting clock was 9:03 a.m. The motion carried with Downing, Hermsen, Luhrs, and Walkenhorst voting aye.

Board Member Downing moved to come out of executive session at 9:45 a.m. Board Member Hermsen seconded the motion. The motion carried with Downing, Hermsen, Luhrs, and Walkenhorst voting aye.

Board Member Luhrs exited the meeting at 9:45 a.m.

G. WELCOME AND CHAIR'S REMARKS

Chairperson Walkenhorst welcomed all to the May 25, 2023 meeting of the Nebraska Real Property Appraiser Board and thanked everyone for attending. There were no members of the public present.

H. BOARD MEETING MINUTES

1. APPROVAL OF APRIL 20, 2023 MEETING MINUTES

Chairperson Walkenhorst asked for any additions or corrections to the April 20, 2023 meeting minutes. With no discussion, Chairperson Walkenhorst called for a vote. Board Member Downing moved to approve the April 20, 2023 meeting minutes as presented. Board Member Hermsen seconded the motion. The motion carried with Downing, Hermsen, and Walkenhorst voting aye.

I. DIRECTORS 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 May 25, 2023 to the Board for review. The Director indicated that he had no specific comments on this report and asked for any questions or comments. Chairperson Walkenhorst commented that the numbers look good. 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 April 30, 2023 to the Board for review. The Director indicated that the trends are maintaining 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 May 25, 2023 to the Board for review. The Director indicated that the trends are maintaining and asked for any questions to comments. There was no discussion.

d. Appraisal Management Company Report

Director Kohtz presented two charts outlining the number of AMCs as of May 25, 2023 to the Board for review. The Director reported that the trends are maintaining and asked for any questions or comments. There was no discussion.

2. DIRECTOR APPROVAL OF APPLICANTS

a. Real Property Appraisal 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 April 12, 2023 and May 16, 2023. The Director asked for any questions or comments. Chairperson Walkenhorst mentioned that there were four trainee real property appraisers approved with no supervisory real property appraiser. Director responded that trainee real property appraisers approved with no supervisory real property appraiser tend to come in waves. Some of the trainee real property appraisers do have a supervisory real property appraiser, but have not yet submitted the application. The Director added that he is not sure what the status of these individuals is. There was no further discussion.

b. Education Activity and Instructor(s) Report

Director Kohtz presented the Education Activities and Instructor's Report to the Board for review showing education activities and instructors approved by the Director for the period between April 12, 2023 and May 16, 2023. 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 the Laws, Rules, and Guidance Documents section and reported the short-term goal to adopt changes to Title 298 is currently at the Governor's Policy and Research Office. The Director followed up on Monday with no response and plans to continue working the GPO to get final approval.

The Director then brought the Board's attention to the Credentialing and Registration section and reported that the report has been prepared for the goal to exploration alternatives for verification of AMC owner AMC Rule background compliance related to AMC registration renewal, and is on the agenda.

Director Kohtz then guided the Board to the Education section and noted that updates were made to various documents to address the Board's goals to encourage potential real property appraiser applicants who intend to engage in real property appraisal practice pertaining to agricultural real property complete agricultural-based education, and to encourage real property appraisers to complete continuing education related to their area of real property appraisal practice focus. The updated documents are on the agenda for the Board's review.

Director Kohtz then moved on to the Public Information section and informed the Board that the goal to explore adding disciplinary action orders/consent agreements to the Appraiser Listing search as a PDF attachment will likely undergo some changes. The Director noted that specific roster requirements are defined in statute, and according to the Attorney General's Office, including disciplinary action to the Nebraska Credentialed Real Property Appraiser Search page would not meet the intent of the roster requirements as defined in statute. The Director informed the Board that this does not mean the project cannot be completed, but that the way that disciplinary action orders and consent agreements are accessed needs to be changed. The Director then indicated that he is still working with the Attorney General's Office on an acceptable method.

Finally, the Director brought attention to the Administration section and noted that the status of the goal to complete the online AMC renewal application and upgrade to the AMC interface in the NRPAB Database is very close to completion as the project is scheduled to move to production on July 1, 2023.

The Director asked for any additional questions or comments on the 2022-23 NRPAB Goals and Objective and SWOT Analysis update. Chairperson Walkenhorst thanked Director Kohtz for the report. There was no further discussion.

J. FINANCIAL REPORT AND CONSIDERATIONS

1. APPROVAL OF APRIL RECEIPTS AND EXPENDITURES

The receipts and expenditures for April were presented to the Board for review in the Budget Status Report. Director Kohtz brought attention to the Data Processing Expense in the amount of \$8,362.62 and noted that this expenditure is primarily due to the AMC Online Renewal Application and NRPAB Database AMC Interface Update Project. As of this date, the project is significantly under budget. The Director indicated that the expenditures for the month of April totaled \$31,450.43, and the year-to-date expenditures for the fiscal year are \$315,059.56, which amounts to 65.09 percent of the of the budgeted expenditures for the fiscal year; 83.29 percent of the fiscal year has passed. The Director asked for any questions or comments. There was no further discussion.

The Director turned the Board's attention to revenues and informed the Board that the revenues for the month of April were \$17,062.32, and the year-to-date revenues for the fiscal year are \$371,360.16, which amounts to 87.45 percent of the projected revenues for the fiscal year. The Director reiterated that 83.29 percent of the fiscal year has passed. The Director then asked for any questions or comments. There was no further discussion.

Director Kohtz then brought attention to the MTD General Ledger for April and reported that the Payee/Explanations "CORRECTIONAL SERVICES, DEPARTM" and "NRPAB CSI STAFF MEMBER NAMEPLA" found on page J.6 pertain to the expenditure for BEPM Sims' nameplate for the board meeting room. The Director asked for any questions or comments. There was no further discussion.

The Director presented four graphs showing expenses, revenues, and cash balances. Director Kohtz once again pointed out the expenditures and revenues for the month of April for the Real Property Appraiser Program, which includes both the Appraiser Fund and the AMC Fund. The Director reported that the Real Property Appraiser Fund revenues for the month of April totaled \$7,377.88, the Real Property Appraiser Fund expenses totaled \$17,496.78, the AMC fund revenues totaled \$9,684.44, and the AMC expenses totaled \$13,953.65. Director Kohtz remarked that the cash balance for the AMC fund is \$331,394.24, the Appraiser Fund is \$440,487.80, and the overall cash balance for both funds is \$771,882.04. The Director asked for any questions or comments. There was no further discussion.

Board Member Downing moved to accept and file the April 2023 financial reports for audit. Board Member Hermsen seconded the motion. Chairperson Walkenhorst recognized the motion and asked for any discussion. With no discussion, Chairperson Walkenhorst called for a vote. The motion carried with Downing, Hermsen, and Walkenhorst voting aye.

2. 2023-2025 BIENNIAL BUDGET UPDATE – AM1730

Director Kohtz presented AM1730 to LB814 to the Board for review, and informed the Board that AM1730 provides authorization to the Board to hire an additional employee. AM1730 does not provide additional funding, but transfers funding from the operations appropriation to the PSL appropriation. Director Kohtz then indicated that significant budget changes must be made to clear the funding for an additional employee, and asked the Board how far it wants to reduce funding in operations to afford a new employee. The Director explained that the Appropriations Committee agreed with Governor Pillen that the funding for an additional FTE exists within the current appropriations. Director Kohtz indicated that the funding changes can be made, but the budget would be tight, and budget deficit requests may become an annual task. Director Kohtz provided three levels of options to the Board for consideration. The first option is to pursue another FTE Administrative Specialist classification, which would require approximately \$45,000.00 in changes to operations funding. The second option is to pursue the Office Specialist classification, which would reduce the previous amount mentioned by around \$10,000.00. The final option is to pursue a part-time employee, which would cut the previous funding changes in half depending on the classification. Director Kohtz expressed preference for an FTE employee and mentioned that hiring, training, and maintaining a part-time employee may be more time intensive and costly in the long run. The Director also indicated that other options could be considered depending on budgetary constraints, such as, it is just not possible to find \$45,000.00 in changes to operations funding. Director Kohtz then circled back and once again asked the Board what it would like the target to be. Board Members Walkenhorst, Downing, and Hermsen all expressed support for making the budgetary changes necessary to hire another Administrative Specialist classification. Chairperson Walkenhorst acknowledged the work that Director Kohtz put into securing the PSL funding and thanked the Director for his efforts. The Director then brought attention to changes the Board has made during the past few years that has resulted in lower expenditures, and expressed optimism for bringing another FTE Administrative Specialist employee on board. The Director asked for any questions or comments. There was no further discussion.

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 Walkenhorst asked for any public comments. No members of the public were present. With no comments, Chairperson Walkenhorst moved on to Consideration of Education/Instructor Requests.

L. CONSIDERATION OF EDUCATION/INSTRUCTOR REQUESTS

1. NEW CONTINUING EDUCATION ACTIVITIES

a. ASFMRA “Cost Estimating” (2231403.01)

BEPM Sims presented a Memo to the Board concerning the Application for Approval as a Continuing Education Activity in Nebraska titled, “Cost Estimating,” and provided an update. At its regular meeting on March 16, 2023, the Board voted to hold the activity and request that materials be updated to contain current materials, theory, and methodology within thirty days. BEPM Sims presented the updated materials provided by ASFMRA to the Board. Board Member Downing stated that, while some of the materials appear dated, the methodologies are correct. Board Member Downing moved to approve the ASFMRA activity titled, “Cost Estimating” as presented. Board Member Hermsen seconded the motion. Chairperson Walkenhorst recognized the motion and asked for any discussion. With no discussion, Chairperson Walkenhorst asked for a vote. The motion carried with Downing, Hermsen, and Walkenhorst voting aye.

b. ASFMRA “Appraising Natural Resources: Oil, Gas, and Minerals” (2233453.01 and 2231455.01)

BEPM Sims then presented a Memo to the Board concerning the Application for Approval as a Continuing Education Activity in Nebraska for two continuing education activities titled, “Appraising Natural Resources: Oil, Gas, and Minerals,” received at the Board office on March 16, 2023. BEPM Sims reported that it is unclear as to whether or not these activities meet the requirements of 298 NAC Chapter 6, § 003.01A. Board Member Downing noted that agricultural appraisers do need to know how to value property above and below the ground and that this activity does contribute to a real property appraiser’s development of skills, knowledge, and competency in valuation methodology. Board Member Downing moved to approve the ASFMRA synchronous continuing education activity 2233453.01, titled “Appraising Natural Resources: Oil, Gas, and Minerals” and ASFMRA classroom continuing education activity 2231455.01 titled, “Appraising Natural Resources: Oil, Gas, and Minerals.” Board Member Hermsen seconded the motion. Chairperson Walkenhorst recognized the motion and asked for any discussion. With no discussion, Chairperson Walkenhorst called for a vote. The motion carried with Downing, Hermsen, and Walkenhorst voting aye.

2. NEW SUPERVISORY REAL PROPERTY APPRAISER AND TRAINEE REAL PROPERTY APPRAISER COURSES

a. Appraisal Institute “Supervisory Appraiser/Trainee Appraiser Course” (3231312.02 and 3233340.02)

BEPM Sims then presented a Memo to the Board concerning the Application for Approval as a Supervisory Real Property Appraiser and Trainee Course in Nebraska for two courses titled, “Supervisory Appraiser/Trainee Appraiser Course,” received at the Board office on March 13, 2023. BEPM Sims reported that these courses were submitted on continuing education applications and multiple attempts have been made to obtain the correct application for these courses. Director Kohtz requested that the Board consider giving the provider a month to submit the correct form, and that a notice from the Board may get some movement. The Board agreed with this request. Board Member Downing moved to request that education provider submit the two courses on the correct application forms prior to June 16, 2023. Board Member Hermsen seconded the motion. Chairperson Walkenhorst recognized the motion and asked for any discussion. With no discussion, Chairperson Walkenhorst called for a vote. The motion carried with Downing, Hermsen, and Walkenhorst voting aye.

M. UNFINISHED BUSINESS

1. OPEN AT-LARGE LICENSED REAL ESTATE BROKER POSITION

Director Kohtz informed the Board that he provided the feedback he received to the Governor’s Office, but that he had no other updates for the open At-Large Licensed Real Estate Broker position. Board Member Downing asked if there were still three applicants for the position. The Director confirmed that to date, there are three candidates. Chairperson Walkenhorst asked if the applications have been received at the Governor’s Office. The Director confirmed that they have been. There was no further discussion.

N. NEW BUSINESS

1. REPORT ON CHANGE TO CHRC PROCEDURES FOR AMC OWNERS OF 10 PERCENT OR MORE AT AMC RENEWAL_ APRIL 17, 2023

Director Kohtz presented a document titled, “Report on Change to CHRC Procedures for AMC Owners of 10 Percent or More at AMC Renewal_ April 17, 2023” to the Board for review. The Director reminded the Board that, at its strategic planning meeting on June 15, 2022, it set a goal to explore alternatives for verification of AMC owner AMC Rule background compliance related to AMC registration renewal, and then provided a brief summary of the report. The Director informed the Board that this topic is timely as reducing the number of CHRCs for owners of more than 10% of an AMC at renewal of registration is one of the ways that the Board could reduce operations expenditures. Director Kohtz then provided the rationale for making this change. When referring to a person applying for issuance of a registration or renewal of a registration, a person shall not, per Neb. Rev. Stat. § 76-3207(1)(b), “Be more than ten percent owned by a person who is not of good moral character, which for purposes of this section shall require that such person has not been convicted of, or entered a plea of nolo contendere to, a felony relating to the real property appraisal practice or any crime involving fraud, misrepresentation, or moral turpitude or failed to submit to a criminal history record check through the Nebraska State Patrol and the Federal Bureau of Investigation.”

(Continued on page 8)

(Continued from page 7)

Although N.R.S. § 76-3207(2) establishes the CHRC requirement for each individual owner of more than ten percent of an AMC at the time an application for issuance of a registration is made for the purpose of N.R.S. § 76-3207(1)(b), no such CHRC requirement is established for each individual owner of more than ten percent of an AMC at the time an application for renewal of a registration is made. Throughout the Appraisal Management Company Registration Act, the requirements for issuance of a registration are defined separately from the requirements for renewal of a registration. This is established by the use of specific phrasing “issuance of a registration” and “renewal of a registration.”

The Director then reported that many peer states require CHRCs for all owners of 10% or more of an AMC at initial registration, but only require a CHRC for new owners of 10% or more of an AMC after initial registration. The procedure for carrying out these CHRCs varied from state to state. Director Kohtz informed the Board that he has had discussions with the AAG Schultz regarding new owners identified outside of the AMC registration renewal period, and AAG Schultz opined that the Board has the authority to request a CHRC in these situations. The Director indicated that he hesitates to require a CHRC outside of the registration renewal process, as it may create confusion for an AMC. Director Kohtz continued by saying that a CHRC can still be carried out for any new owner of more than ten percent of an AMC, as identified by the Board, at the time application for renewal of a registration is made, which would ensure that all owners of more than 10 percent of any AMC would have a CHRC. No longer carrying out a CHRC for any individual owner of more than ten percent of an AMC that has had a CHRC previously completed would save the agency money and reduce an unnecessary burden on owners of more than ten percent of an AMC that has previously completed a CHRC. The Director then mentioned that Rapback reports issued by the Nebraska State Patrol, which identify criminal activity for those that have had a CHRC completed, could also be utilized by the Board. The Board agreed that it should pursue this change and requested that Director Kohtz draft a Guidance Document for consideration at the June meeting.

O. LEGISLATIVE REPORT AND BUSINESS

1. 108th LEGISLATURE (1ST REGULAR SESSION) BILLS OF NRPAB INTEREST

Director Kohtz presented the fifth legislative report of the current session to the Board for review. The following bills were discussed:

LB302 – The Director reported that AM1368 was filed on April 25, 2023. The language closely mirrors that that found in AM603.

LB814 – The Director reported that LB814 was presented to the Governor on May 18, 2023.

Director Kohtz asked for any questions or comments concerning the legislative report. There was no further discussion.

2. Title 298: No discussion.

3. OTHER LEGISLATIVE MATTERS: No discussion.

P. ADMINISTRATIVE BUSINESS

1. GUIDANCE DOCUMENTS: No discussion.

2. INTERNAL PROCEDURAL DOCUMENTS: No discussion.

3. FORMS, APPLICATIONS, AND PROCEDURES:

a. 2022-2023 Goals and Objectives Document Update

Director Kohtz informed the Board that all of the documents found under Agenda Item 3.a are updated to address the Board's goals to encourage potential real property appraiser applicants who intend to engage in real property appraisal practice pertaining to agricultural real property complete agricultural-based education, and to encourage real property appraisers to complete continuing education related to their area of real property appraisal practice focus. Director Kohtz requested that the Board take action on all of the documents listed under Agenda Item 3.a upon completion of the review of each document if no changes are required. The Board agreed to make one motion for all items.

i. Supervisory Real Property Appraiser Approval Form Letter

Director Kohtz presented the Supervisory Real Property Appraiser Approval Form Letter to the Board for consideration. The Director guided the Board to the proposed language change found on page P.2, and asked for any questions or concerns. There was no further discussion.

ii. Trainee Real Property Appraiser Approval (Supervisory Appraiser) Form Letter

Director Kohtz presented the Trainee Real Property Appraiser Approval (Supervisory Appraiser) Form Letter to the Board for consideration. The Director guided the Board to the proposed language change found on page P.5, and asked for any questions or concerns. There was no further discussion.

iii. Trainee Real Property Appraiser Approval (no Supervisory Appraiser) Form Letter

Director Kohtz presented the Trainee Real Property Appraiser Approval (no Supervisory Appraiser) Form Letter to the Board for consideration. The Director guided the Board to the proposed language change found on page P.9, and asked for any questions or concerns. There was no further discussion.

iv. Certified General Real Property Appraiser Credential Requirements

Director Kohtz presented the Certified General Real Property Appraiser Credential Requirements website document to the Board for consideration. The Director guided the Board to the proposed language change found on page P.14, and asked for any questions or concerns. There was no further discussion.

v. Credential Renewal Questions and Answers

Director Kohtz presented the Credential Renewal Questions and Answers document to the Board for consideration. The Director guided the Board to the proposed language change found on page P.17, and asked for any questions or concerns. There was no further discussion.

Board Member Downing moved to approve the Supervisory Real Property Appraiser Approval Form Letter, Trainee Real Property Appraiser Approval (Supervisory Appraiser) Form Letter, Trainee Real Property Appraiser Approval (no Supervisory Appraiser) Form Letter, Certified General Real Property Appraiser Credential Requirements, and the Credential Renewal Questions and Answers documents as presented. Board Member Hermsen seconded the motion. Chairperson Walkenhorst recognized the motion and asked for any discussion. With no discussion, Chairperson Walkenhorst called for a vote. The motion carried with Downing, Hermsen, and Walkenhorst voting aye.

b. Request for Criminal History Record Information

Director Kohtz presented the document titled, "Request for Criminal History Record Information" to the Board for consideration. The Director informed the Board that during the last FBI audit of the Board's CHRC program, the Board was requested to change the record retention for CHRCs. These records are retained by the Board for two years instead of ninety days as previously indicated in this document. When the updates were being made after the last audit, this update was missed. Board Member Downing moved to approve the Request for Criminal History Record Information form as presented. Board Member Hermsen seconded the motion. Chairperson Walkenhorst recognized the motion and asked for any discussion. With no discussion, Chairperson Walkenhorst called for a vote. The motion carried with Downing, Hermsen, and Walkenhorst voting aye.

Q. OTHER BUSINESS

1. BOARD MEETINGS: No discussion.

2. CONFERENCES/ EDUCATION

a. Kohtz Spring AARO Conference Report

Director Kohtz reported that he attended the 2023 Spring AARO Conference May 9-11, 2023 in Savannah, GA. The Director provided a detailed summary of the conference for the board members to review, and noted the following highlights:

- The Appraisal Subcommittee has started the State Appraiser and AMC Compliance Reviews. Some issues that the ASC reported were, the AMC rules, staffing changes, new state technologies and processes, as well as backlogged investigations. The ASC is currently focused on Appraisal Bias and is studying USPAP and AQB Qualification Criteria and will be sending out an Appraiser Profession Survey. The ASC also provided an update on Federal Legislation. Various bills include creating an appraiser licensing information portal, adding the VA and USDA RHD to the ASC, allowing licensed appraisers back on the FHA roster, adding trainees to the National Registry, broadening the ASC grant-making authority, and improving governance of the appraisal industry.

- The Appraisal Foundation discussed Foundation resources for state regulators and the state regulator advisory groups.
- The AQB focused on additional qualifying and continuing education that meets the content requirements of the Valuation Bias and Fair Housing Laws and Regulations course content outline. The AQB also reported that, to date, nine concept reviews have been submitted to date, and eight providers are actively working on PAREA programs. The AQB also reported that the CAP delivery mechanism approval is now available for asynchronous activities. A subject matter expert is writing new exam items and the AQB will be reviewing them this summer. Finally, the fifth exposure draft of USPAP has been adopted and will not have an end date.
- Appraisal Institute and McKissock gave a presentation on their PAREA programs. McKissock explained their PAREA program will include dashboards and simulations; a mix of urban, suburban, and rural experiences and geographies; and interaction between the mentor and the student. The Appraisal Institute is aiming for a start date of September 1, 2023 with a pilot program of invited cohorts. The Appraisal Institute's research shows a value up to \$5,000.00 per seat. Payment plans and a scholarship program will address affordability.
- At the Executive Directors and Administrators Roundtable, several items were discussed. Most agencies are utilizing a hybrid work schedule with employees working from a remote location and in the office, while other agencies are 100% remote work. PAREA credit, discrimination by state agencies in the disciplinary process, artificial Intelligence and hypothetical situations from an administrative perspective, and military personnel and license portability were all discussed.
- A presentation was given by the State of Texas and HUD on Fair Housing.
- A presentation was given on board member legal concerns and the administrative law process.
- Freddie Mac reported that refinance and purchase volume is down from the second half of 2022 through 2023, and appraiser capacity dropped significantly at the beginning of 2023 but are now rebounding. During a review of the last four months, Freddie Mac noted a positive trend for refinance and purchase volume and appraiser capacity. Freddie Mac also brought attention to appraisal issues it is observing, specifically, unacceptable appraisal practices for comparable selection, appraiser reluctance in analyzing market conditions, not properly addressing buydowns and seller concessions, unsupported condition adjustments, and overvaluation.

- Fannie Mae reported that it is developing a UAD curriculum that focuses on the importance of value and the management of risks. Loan to value ratio is Fannie Mae’s fundamental driver and risk management is the cornerstone. The Fannie Mae Selling Guide was updated with the new term “value acceptance,” which replaces the term “appraisal waiver”. Value acceptance and property data is a new option that requires collection of subject property data in conjunction with value acceptance. Hybrid appraisals are allowed, but only on a limited basis. These alternate methods have been added to Form 1004D. Fannie Mae reported that the modern valuation spectrum ranges from value acceptance to value determination. According to Fannie Mae, Property Data Collection (PDC) consists of a standardized interior and exterior data collection in which appraisers are well suited to do this work. To become a Property Data Collector, a background check and professional training is required.

The Director concluded the report on AARO and asked the Board for any questions or comments. There was no further discussion.

3. MEMOS FROM THE BOARD: No discussion.

4. QUARTERLY NEWSLETTER: No discussion.

5. APPRAISAL SUBCOMMITTEE

a. ASC Compliance Review

i. 2023 ASC Staff Preliminary Compliance Review Findings of the Nebraska Appraiser Program_April 18, 2023

Director Kohtz presented the document titled, “2023 ASC Staff Preliminary Compliance Review Findings of the Nebraska Appraiser Program_April 18, 2023” to the Board for review. The Director informed the Board that all areas were found to be in compliance. There was no further discussion.

ii. 2023 ASC Staff Preliminary Compliance Review Findings of the Nebraska AMC Program_April 18, 2023

Director Kohtz presented the document titled, “2023 ASC Staff Preliminary Compliance Review Findings of the Nebraska AMC Program_April 18, 2023” to the Board for review. The Director informed the Board that the preliminary findings state that the Board’s Statutes, Regulations, Policies and Procedures are not compliant. ASC staff observed that the State’s regulations require federally regulated AMCs to report additional information that is not consistent with the AMC rule. Director Kohtz indicated that he is working with the Governor’s Policy and Research Office to get the rules approved. The Director informed the Board that its response is due mid-June. Director Kohtz then asked, if the adopted changes to Title 298 are not approved in time, and a response must be provided to the finding, how would the Board want to approach this response. One option is to accept the findings and respond that the rules are in the process of being approved without the violating language and this language is not being utilized in practice. This will likely get the finding moved to an area of concern. The other option would be to challenge the finding.

(Continued on page 13)

(Continued from page 12)

The problem with this method is that the finding could be removed or stand as is.

Chairperson Walkenhorst expressed support for accepting the finding and providing a response that does not challenge the finding. The Board concurred with the Chairperson. Director Kohtz thanked the Board for the guidance and informed the Board that he would provide a draft of the response to board members for review before it is sent if this is necessary.

b. Nebraska PAVE Dashboard Results

Director Kohtz presented the PAVE Dashboard results for Nebraska to the Board for review. The Director informed the Board that the PAVE Dashboard is to publish additional requirements to entry. Director Kohtz indicated that he sent the email on page Q.14 expressing concern with the content, the methodology, and the ASC's role in the development of the PAVE Dashboard that he worked on with Chairperson Walkenhorst. Initially, a response was provided by ASC Attorney Natalie Lutz, which did not address the majority of the concerns specified in the email. Director Kohtz informed the Board that he spoke with Jim Park and Denise Graves at the AARO Conference about this. Shortly after that, he was contacted by Natalie Lutz, who requested a meeting, which took place on May 18, 2023. The Director indicated that, based on the discussions at that meeting, there will be significant changes made to the PAVE Dashboard that address many of the concerns raised in the email sent. Director Kohtz informed the Board that it will still have one "Y" for exam requirements, but acknowledged that the Criteria is very specific in this area, and the Real Property Appraiser Act does exceed the minimum. This will be a discussion item at the strategic planning meeting. Chairperson Walkenhorst thanked the Director for his work on this. The Director asked for any questions or comments. There was no further discussion.

6. THE APPRAISAL FOUNDATION

a. Appraisal Standards Board Adopts New Edition of USPAP

Director Kohtz presented a press release issued by The Appraisal Foundation titled, "Appraisal Standards Board Adopts New Edition of USPAP" to the Board for review. The Director informed the Board that he had no specific comments, and asked for any questions or comments. There was no further discussion.

b. Second Exposure Draft of Proposed Changes to the Real Property Appraiser Qualifications Criteria

Director Kohtz presented the Second Exposure Draft of Proposed Changes to the Real Property Appraiser Qualifications Criteria to the Board for review. The Director informed the Board that the second exposure draft includes the two changes proposed in the first exposure draft, adding qualifying education and continuing education requirements for course work in valuation bias and fair housing laws and regulations in addition to revising and updating the name of the current 7-Hour National USPAP Update Course. The second exposure slightly modifies the proposed requirements. The Director asked for any questions or comments. There was no further discussion.

c. The Appraisal Foundation May Newsletter

Director Kohtz presented The Appraisal Foundation’s May Newsletter to the Board for review and reported that he had no specific comments. The Director asked for any questions or comments. There was no further discussion.

d. Appraisal Institute PAREA Program Receives Approval from Appraiser Qualifications Board

Director Kohtz presented a press release issued by The Appraisal Foundation titled, “Appraisal Institute PAREA Program Receives Approval from Appraiser Qualifications Board” to the Board for review. The Director informed the Board that the Appraisal Institute’s Licensed Residential PAREA Program has received approval from the Appraiser Qualifications Board. Director Kohtz asked for any questions or comments. There was no further discussion.

e. AQB Public Meeting: June 22, 2023 – Virtual

Director Kohtz informed the Board that the Appraiser Qualifications Board will hold its next public meeting virtually on June 22, 2023 and asked for any questions or comments. There was no further discussion.

7. ASSOCIATION OF APPRAISER REGULATORY OFFICIALS: No discussion.

8. IN THE NEWS: No discussion.

Board Member Downing moved to go into executive session at 11:00 a.m. Board Member Hermsen seconded the motion. The motion carried with Downing, Hermsen, and Walkenhorst voting aye.

Board Member Downing moved to exit executive session at 11:10 a.m. Board Member Hermsen seconded the motion. The motion carried with Downing, Hermsen, and Walkenhorst voting aye.

C. CREDENTIALING AS A NEBRASKA REAL PROPERTY APPRAISER

The Board reviewed applicants CR22013, CR23004, CG22005, and CG22024R. Chairperson Walkenhorst asked for motions on CR22013, CR23004, CG22005, and CG22024R.

Board Member Downing moved to take the following action:

CR22013 / Deny application for failure to pass the National Uniform Licensing and Certification Examination within the twelve months following approval of applicant’s education and experience as required under Neb. Rev. Stat. § 76-2231.01(1)(g).

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

Board Member Downing moved to take the following action:

CR23004 / Authorize staff to select two additional reports, one single-family residential property and one two-to-four unit property, in which no supervisor hours were reported, from the Applicant Real Property Appraisal Practice Experience Log submitted on March 21, 2023, and authorize the director to select one report to be sent to a disinterested third-party contractor for a USPAP compliance review.

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

Board Member Downing moved to take the following action:

CG22005 / Deny application for failure to have experience acceptable to the Board as required under Neb. Rev. Stat. § 76-2232(1)(e)(i). Assign Board Members Luhrs and Downing to work with staff to draft letter to be sent explaining the deficiencies as determined by the Board.

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

Board Member Downing moved to take the following action:

CG22024R / Authorize Director to approve application upon receipt of final order of court.

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

D. REGISTRATION AS APPRAISAL MANAGEMENT COMPANY

The Board reviewed the registration for applicant NE2016005. Chairperson Walkenhorst asked for a motion on NE2016005.

Board Member Downing moved to take the following action:

NE2016005 / Deny application for failure of each individual owner of more than ten percent of the appraisal management company to meet the fingerprint submission requirements as defined in Neb. Rev. Stat. § 76-3207(2).

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

E. CONSIDERATION OF COMPLIANCE MATTERS

The Board reviewed Grievances 23-01 and 23-02. Chairperson Walkenhorst asked for a motion on Grievance 23-02.

Board Member Downing moved to take the following action:

23-02 / Dismiss with Prejudice

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

F. CONSIDERATION OF OTHER EXECUTIVE SESSION ITEMS

1. 2023.07

The Board reviewed an executed copy of a Confidential Settlement and Release Agreement that a Nebraska real property appraiser entered into related to real property appraisal practice services provided. No action was taken by the Board.

2. PERSONNEL MATTERS

a. Director's Performance Review Discussion

The Board discussed personnel matters. Board Member Downing moved to increase the Director's salary by 7.0% as recommended by the Governor and approved by the Legislature for FY 2023-24, effective July 1, 2023. Board Member Hermsen seconded the motion. Motion carried with Downing, Hermsen, and Walkenhorst voting aye.

R. ADJOURNMENT

Board Member Downing moved to adjourn the meeting. Board Member Hermsen seconded the motion. Motion carried with Downing, Hermsen, and Walkenhorst voting aye. At 11:14 a.m., Chairperson Walkenhorst adjourned the May 25, 2023 meeting of the Nebraska Real Property Appraiser Board.

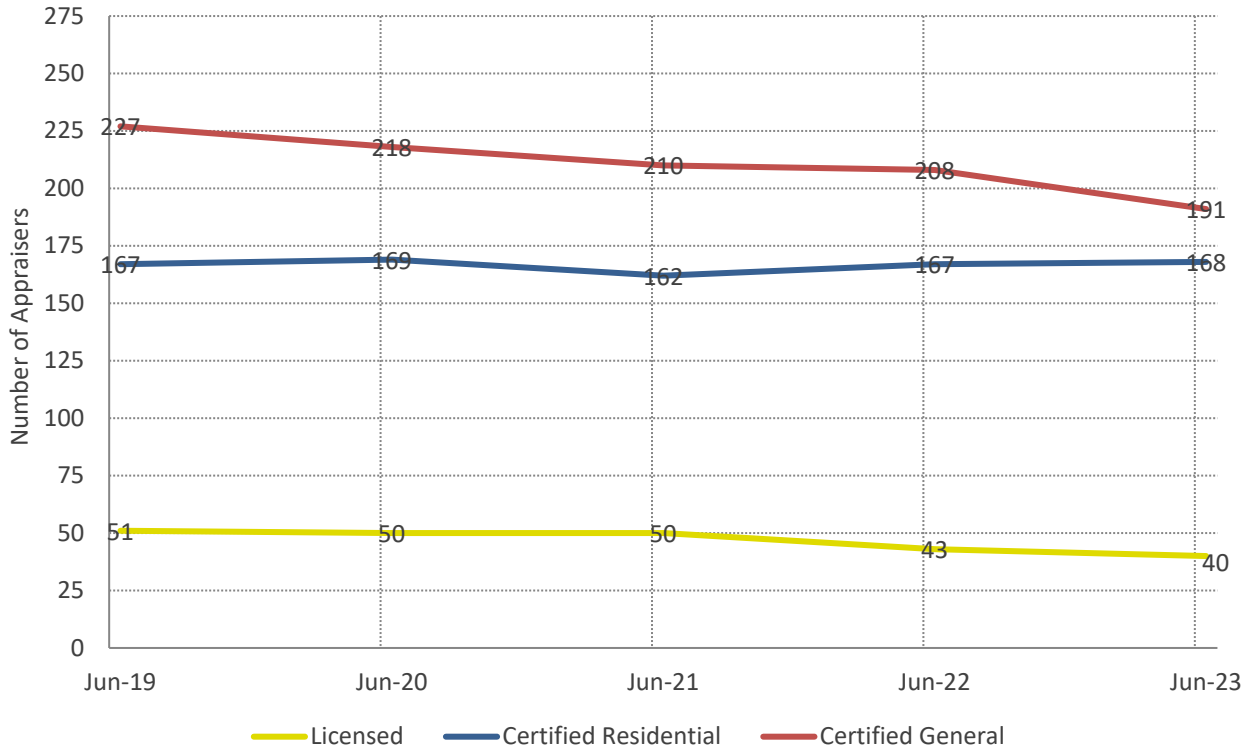
Respectfully submitted,

Tyler N. Kohtz
Director

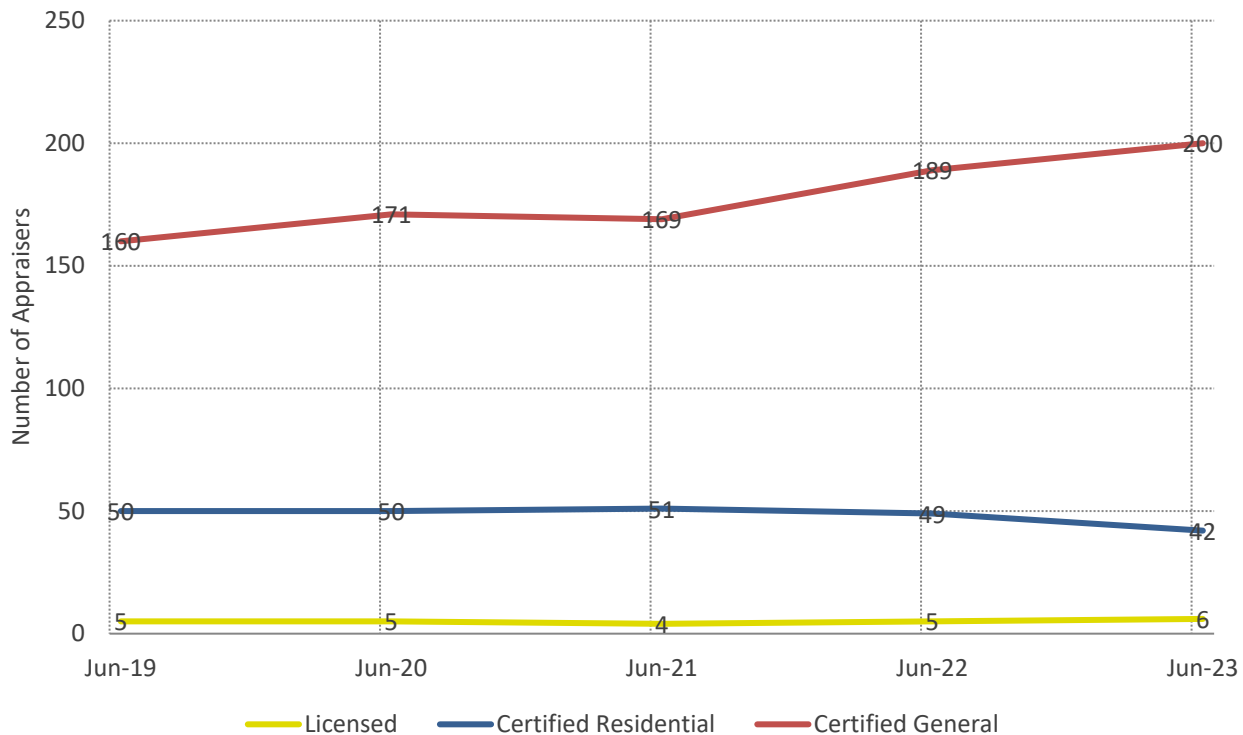
These minutes were available for public inspection on June 2, 2023, in compliance with Nebraska Revised Statute § 84-1413 (5).

Real Property Appraiser Report

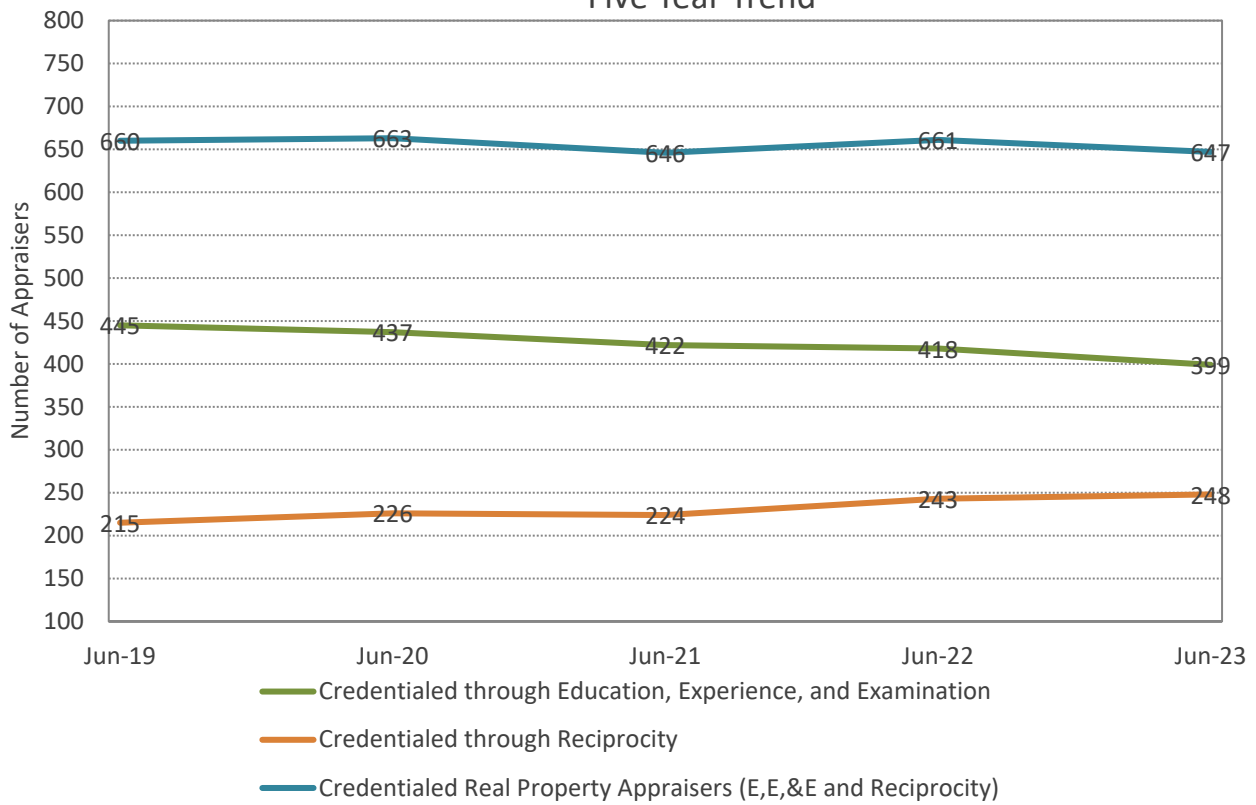
Real Property Appraisers Credentialed through Education, Experience, and Examination (not including Trainee) - Five Year Trend



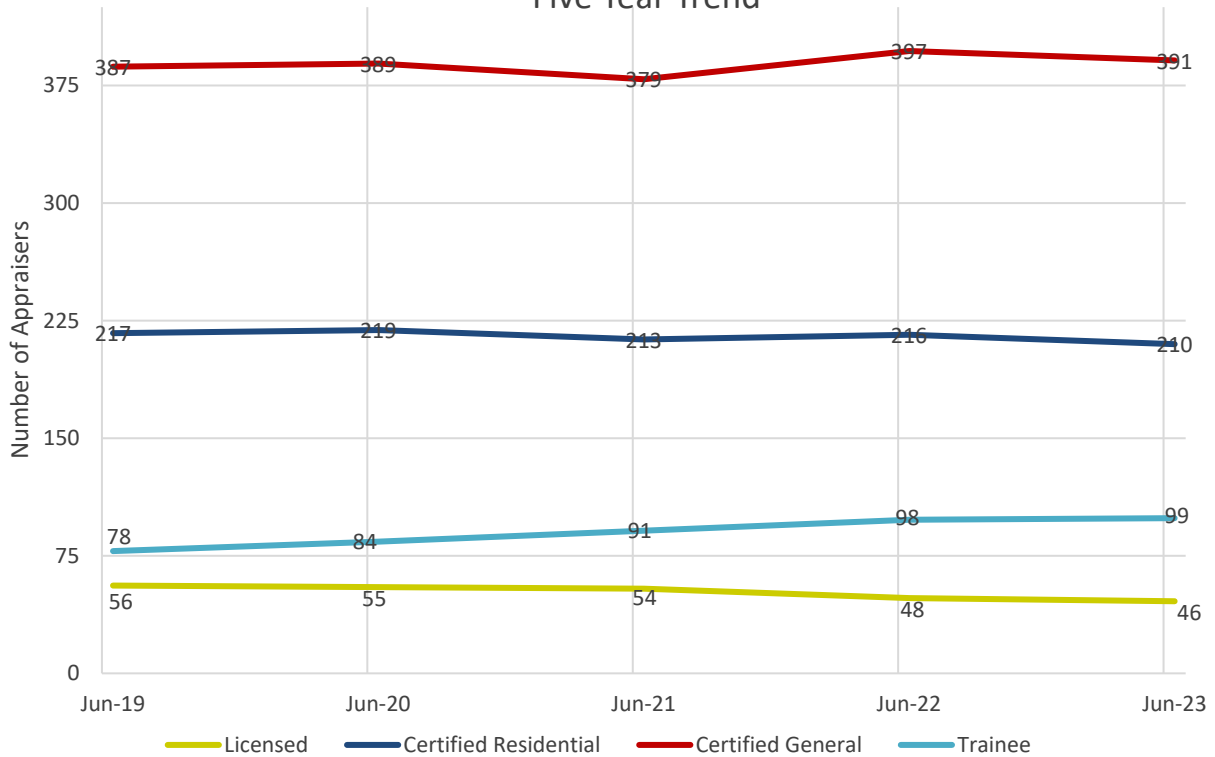
Real Property Appraisers by Classification Credentialed through Reciprocity - Five Year Trend



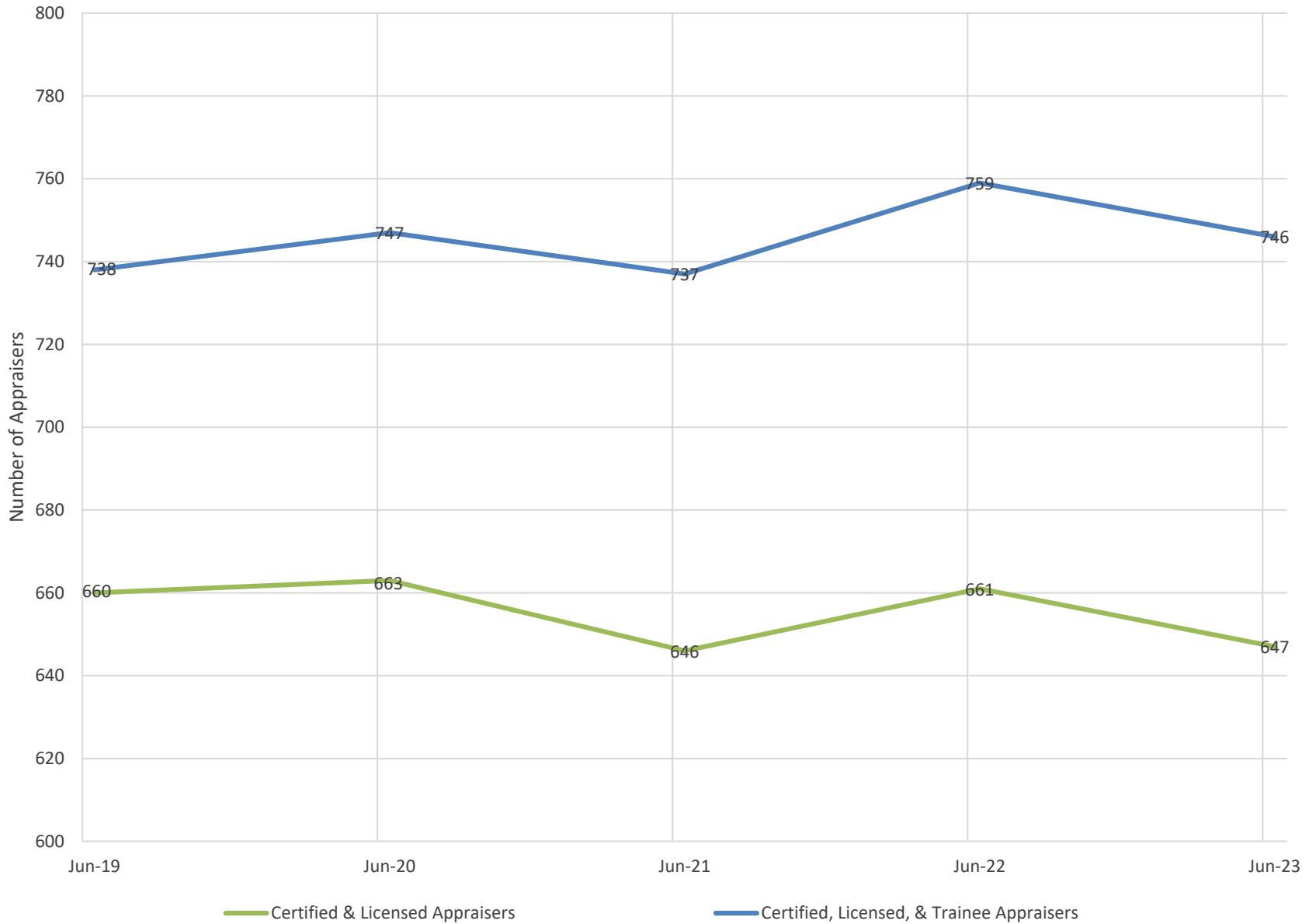
Total Real Property Appraisers (not including Trainee)
- Five Year Trend



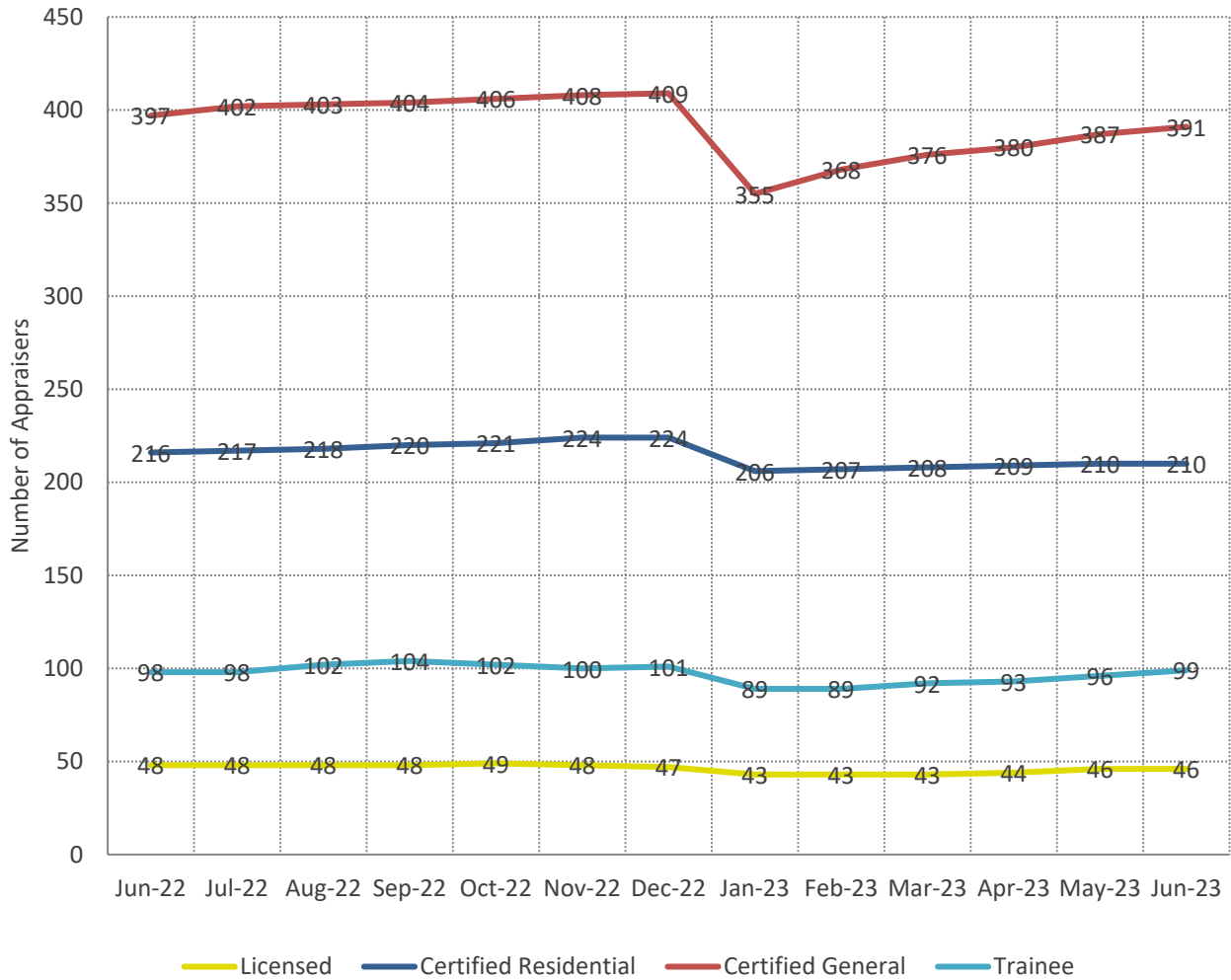
Total Real Property Appraisers by Classification -
Five Year Trend



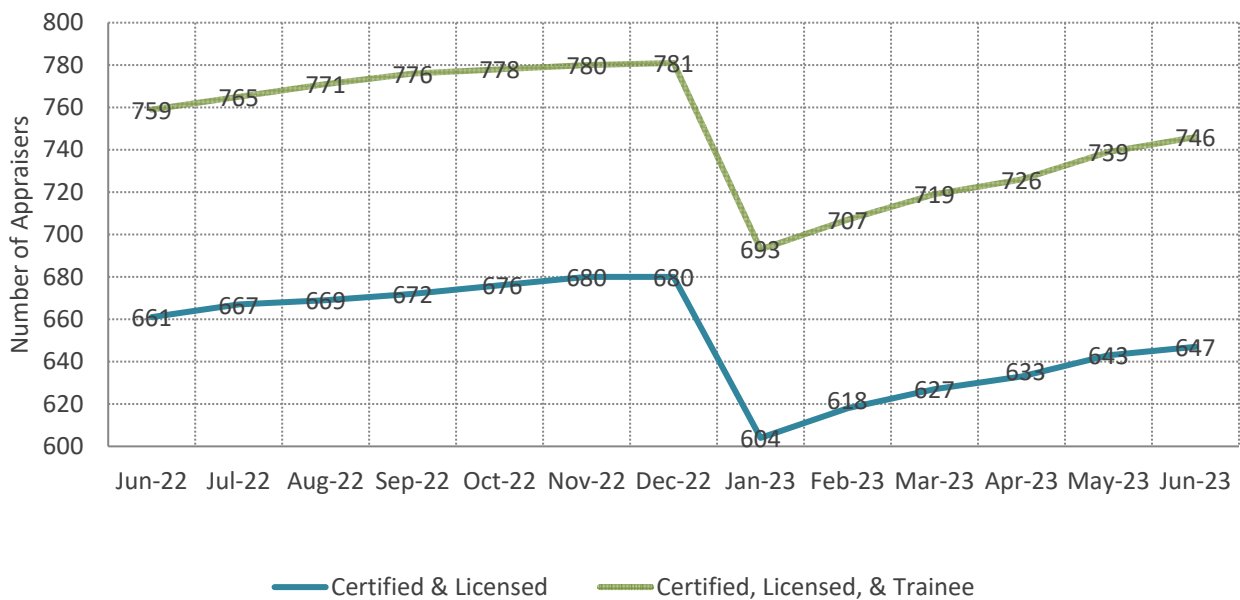
Total Real Property Appraisers - Five Year Trend



Real Property Appraisers by Classification - Thirteen Month Trend

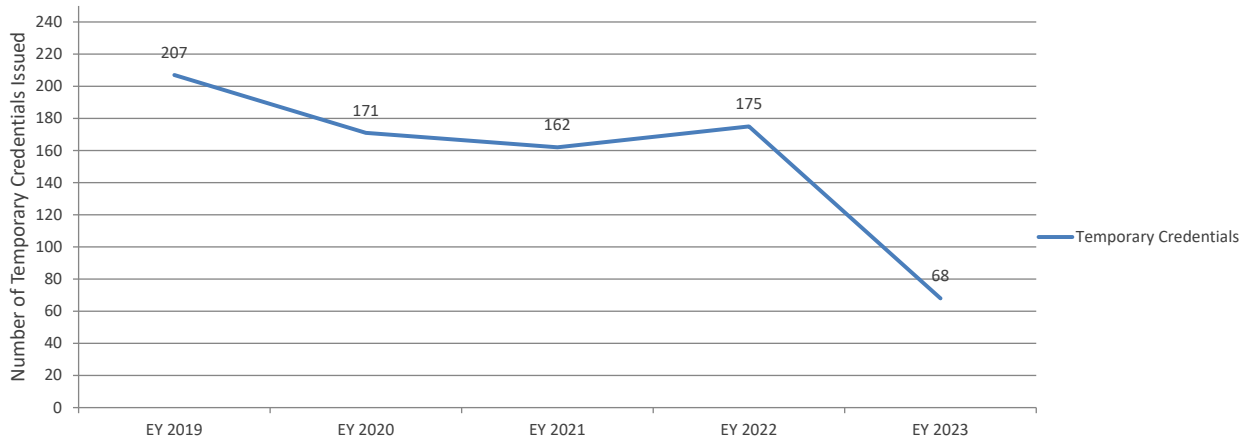


Total Real Property Appraisers - Thirteen Month Trend

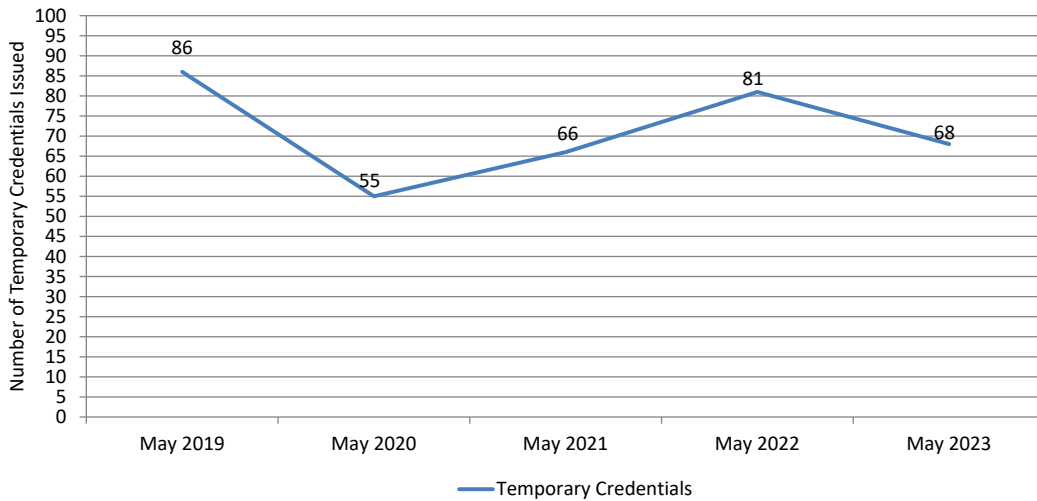


Temporary Real Property Appraiser Report

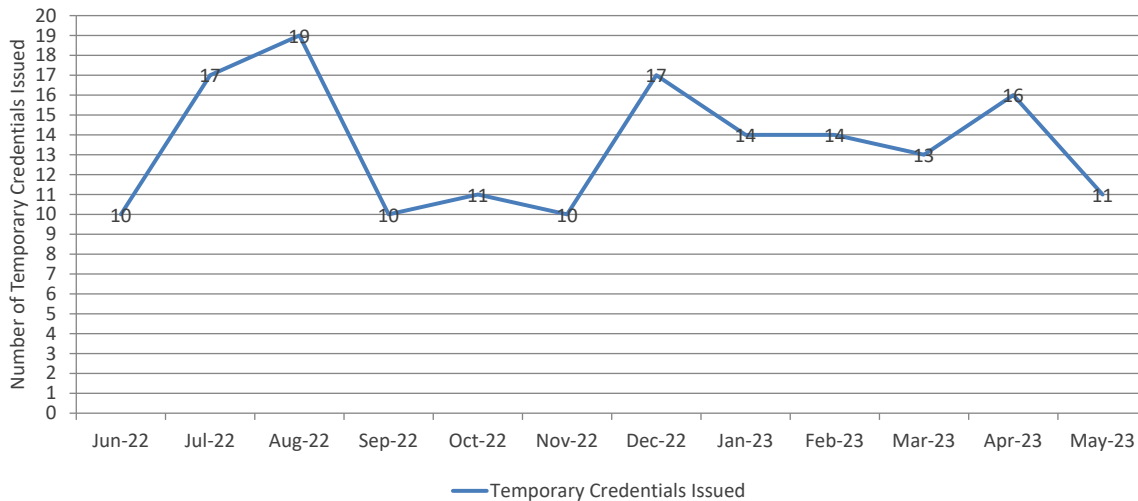
Temporary Real Property Appraiser Credentials Issued by Calendar Year - Five Year Trend



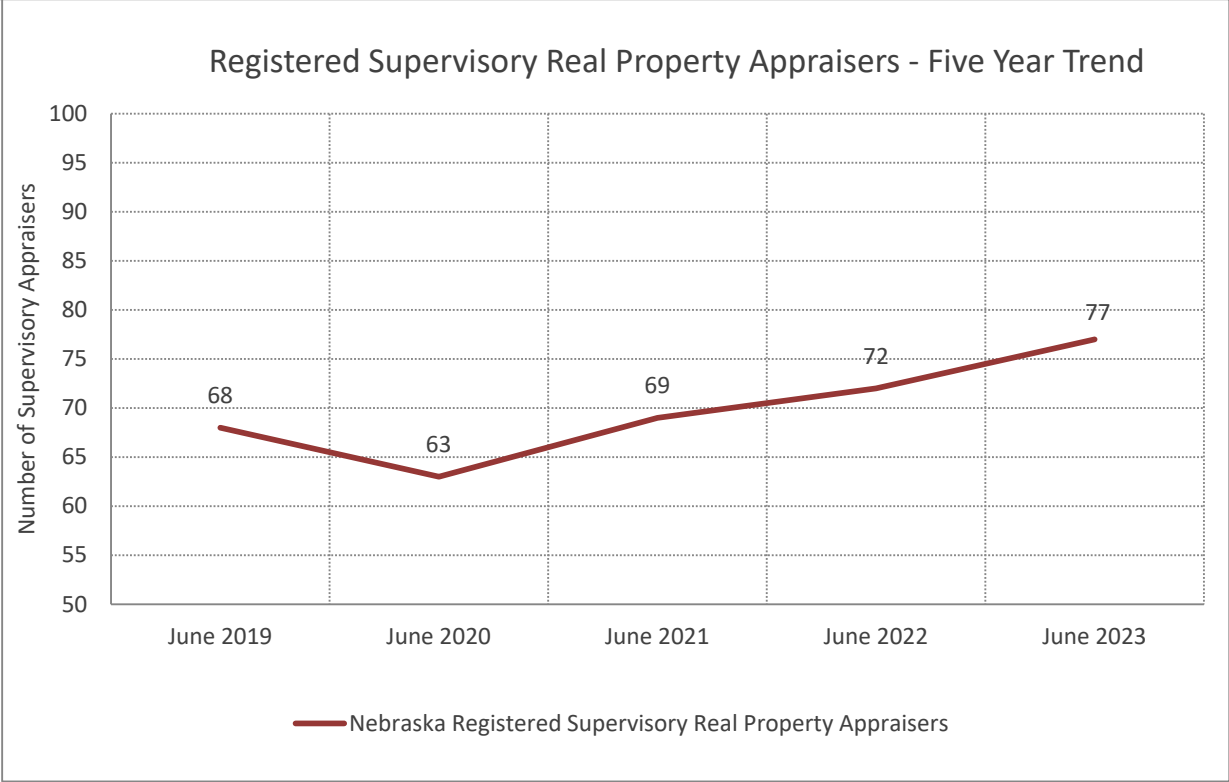
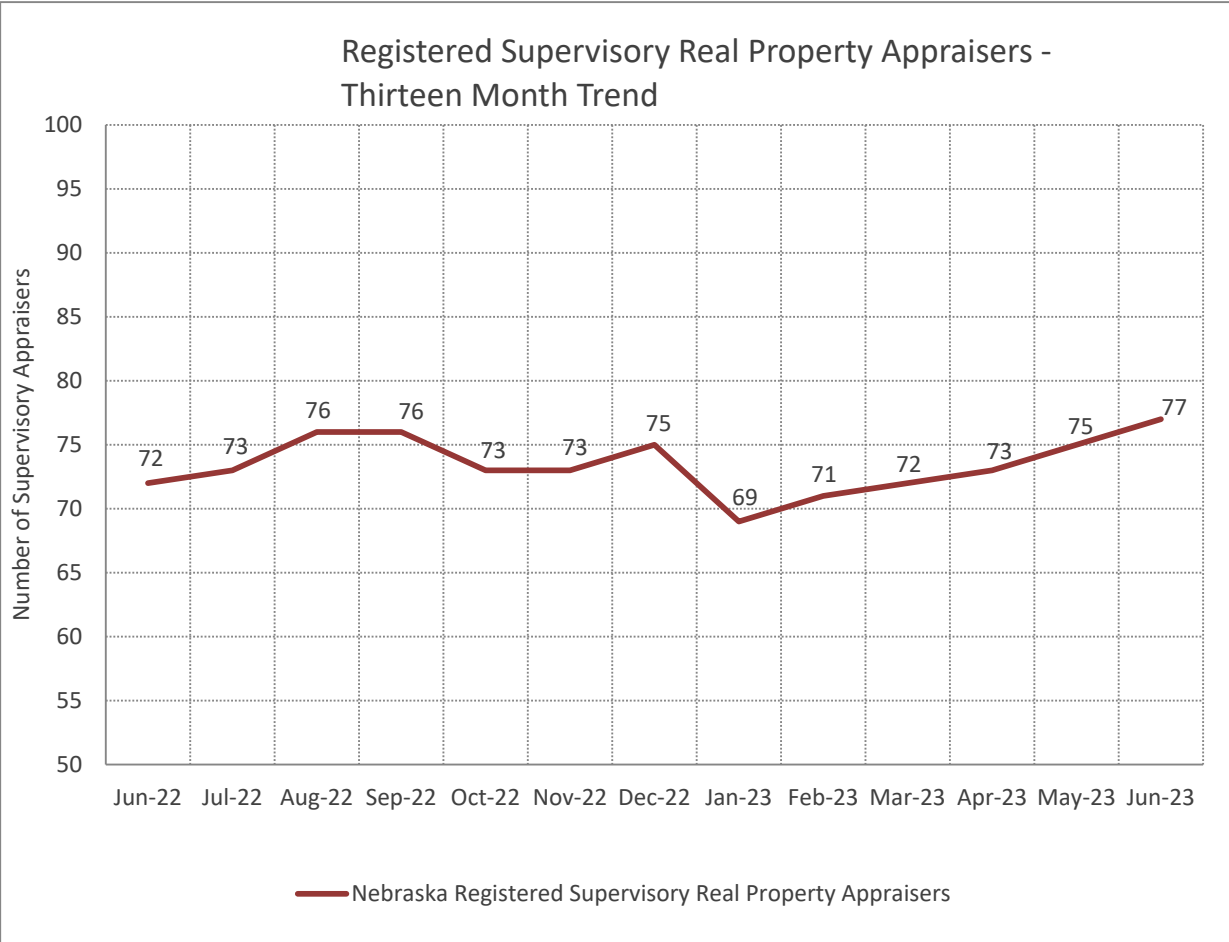
Year-to-date Temporary Real Property Appraiser Credentials Issued - Five Year Trend



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

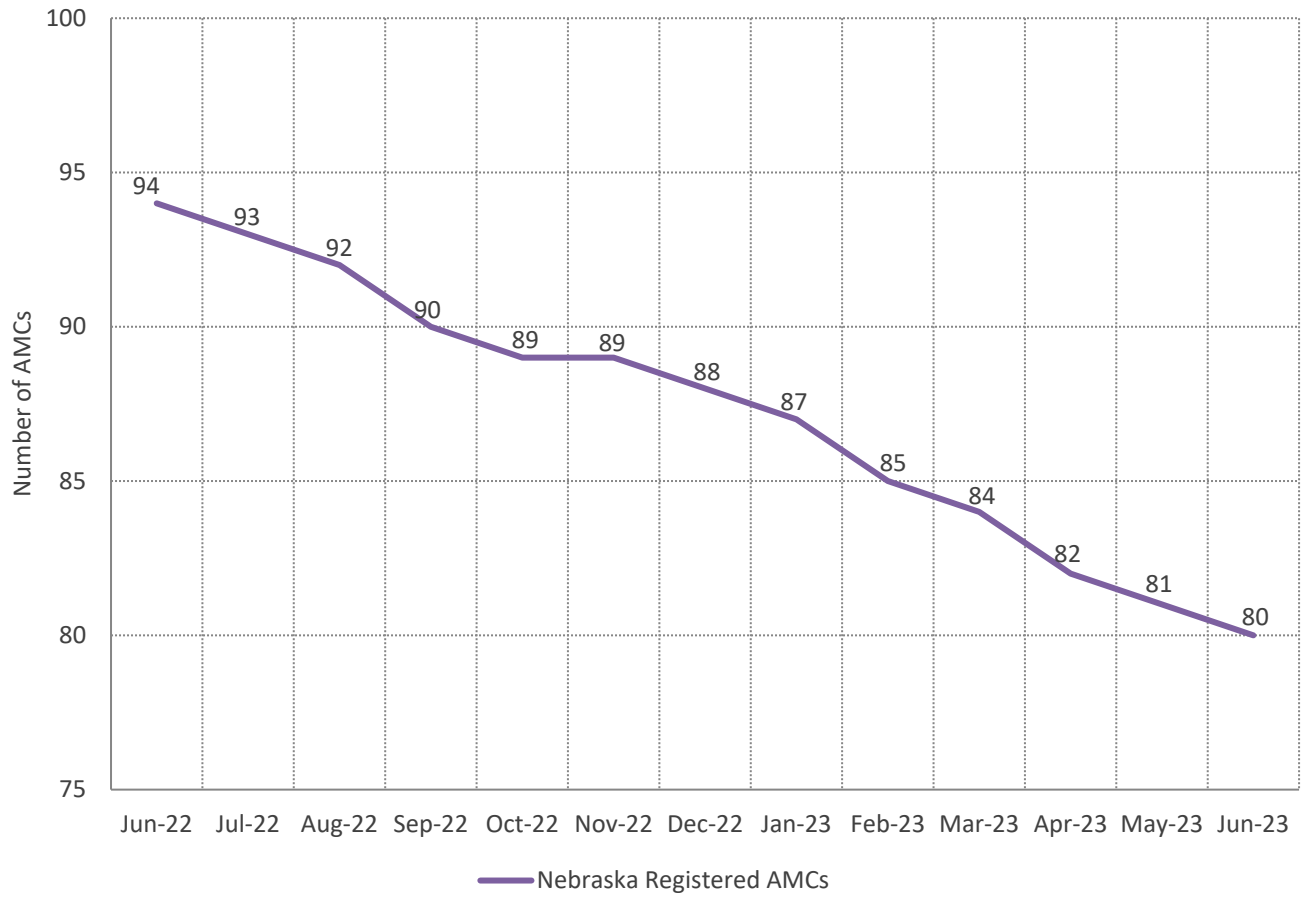


Supervisory Real Property Appraiser Report

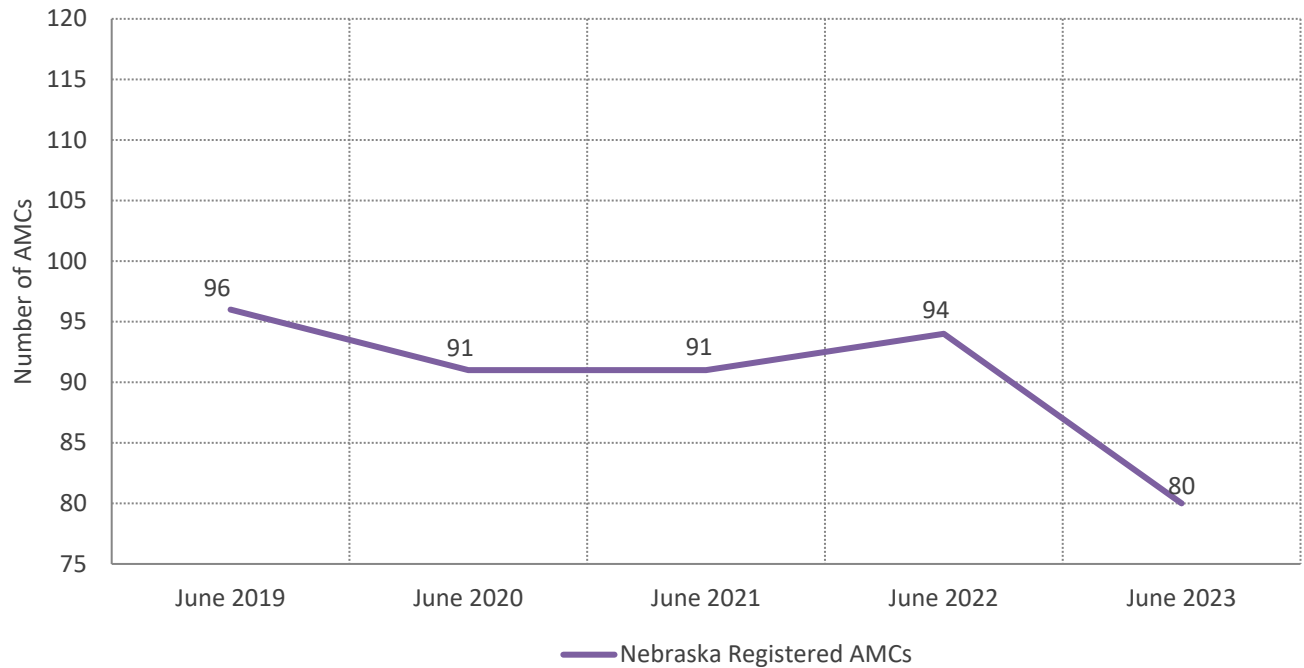


Appraisal Management Company Report

Appraisal Management Companies - Thirteen Month Trend



Appraisal Management Companies - Five Year Trend



NEBRASKA REAL PROPERTY APPRAISER BOARD

DIRECTOR APPROVAL OF REAL PROPERTY APPRAISER APPLICANTS

May 17, 2023 – June 6, 2023

<i>New Trainee Real Property Appraisers</i>		
T2023010	Cole Klinkebiel	Approved May 18, 2023 with advisory, no supervisor
T2023011	Dennis Engel	Approved May 31, 2023
T2023012	Rhett Safranek	Approved June 2, 2023 with advisory, no supervisor
<i>New Certified General Real Property Appraisers through Reciprocity</i>		
CG2023022R	Scott Hopewell	Approved May 17, 2023
CG2023023R	Philip Dahl	Approved June 1, 2023
CG23020R	Jeremiah Wethington	Approved June 1, 2023

NEBRASKA REAL PROPERTY APPRAISER BOARD
DIRECTOR APPROVAL OF AMC APPLICANTS

May 17, 2023 – June 6, 2023

<i>New AMCs</i>		
NE2023002	EA Appraisals LLC	Approved May 31, 2023

STATE OF NEBRASKA
Department of Administrative Services
Accounting Division
Budget Status Report
As of 05/31/23

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

Percent of Time Elapsed = 91.78

ACCOUNT CODE DESCRIPTION	BUDGETED AMOUNT	CURRENT MONTH ACTIVITY	YEAR-TO-DATE ACTUALS	PERCENT OF BUDGET	ENCUMBERANCES	VARIANCE
BUDGETED FUND TYPES - EXPENDITURES						
510000 PERSONAL SERVICES						
511100 PERMANENT SALARIES-WAGES	154,777.63	16,515.29	134,359.80	86.81		20,417.83
511300 OVERTIME PAYMENTS	1,633.48		4,156.16	254.44		2,522.68-
511600 PER DIEM PAYMENTS	9,100.00	400.00	4,500.00	49.45		4,600.00
511700 EMPLOYEE BONUSES	1,000.00		500.00	50.00		500.00
511800 COMP TIME PAYMENT	1,633.48		379.28	23.22		1,254.20
512100 VACATION LEAVE EXPENSE	13,100.54	2,138.79	11,781.56	89.93		1,318.98
512200 SICK LEAVE EXPENSE	824.88	442.23	1,524.42	184.81		699.54-
512300 HOLIDAY LEAVE EXPENSE	8,556.05	658.50	7,893.38	92.25		662.67
512500 FUNERAL LEAVE EXPENSE			851.55			851.55-
Personal Services Subtotal	190,626.06	20,154.81	165,946.15	87.05	0.00	24,679.91
515100 RETIREMENT PLANS EXPENSE	13,637.41	1,479.24	12,051.56	88.37		1,585.85
515200 FICA EXPENSE	14,565.37	1,455.68	11,702.82	80.35		2,862.55
515500 HEALTH INSURANCE EXPENSE	36,686.00	2,741.90	32,397.80	88.31		4,288.20
516300 EMPLOYEE ASSISTANCE PRO	37.08		37.08	100.00		
516500 WORKERS COMP PREMIUMS	1,528.00		1,528.00	100.00		
Major Account 510000 Total	257,079.92	25,831.63	223,663.41	87.00	0.00	33,416.51
520000 OPERATING EXPENSES						
521100 POSTAGE EXPENSE	3,091.70	125.08	2,293.70	74.19		798.00
521300 FREIGHT	100.00					100.00
521400 DATA PROCESSING EXPENSE	82,794.28	6,155.91	71,098.83	85.87		11,695.45
521500 PUBLICATION & PRINT EXPENSE	5,531.36	468.77	4,571.39	82.64		959.97
521900 AWARDS EXPENSE	100.00		28.00	28.00		72.00
522100 DUES & SUBSCRIPTION EXPENSE	600.00		600.00	100.00		
522200 CONFERENCE REGISTRATION	1,100.00		1,100.00	100.00		
524600 RENT EXPENSE-BUILDINGS	11,754.62	972.07	10,744.79	91.41		1,009.83
524900 RENT EXP-DUPR SURCHARGE	3,859.00	321.59	3,537.49	91.67		321.51
527100 REP & MAINT-OFFICE EQUIP	500.00					500.00
531100 OFFICE SUPPLIES EXPENSE	2,072.18		596.75	28.80		1,475.43
532100 NON CAPITALIZED EQUIP PU	500.00					500.00
532260 VOICE EQUIP			60.19			60.19-
533100 HOUSEHOLD & INSTIT EXP	235.00		68.00	28.94		167.00

STATE OF NEBRASKA
Department of Administrative Services
Accounting Division
Budget Status Report
As of 05/31/23

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

Percent of Time Elapsed = 91.78

ACCOUNT CODE DESCRIPTION		BUDGETED AMOUNT	CURRENT MONTH ACTIVITY	YEAR-TO-DATE ACTUALS	PERCENT OF BUDGET	ENCUMBERANCES	VARIANCE
534900	MISCELLANEOUS SUPPLIES EXPENSE	50.00					50.00
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		45.00	.64		6,955.00
542100	SOS TEMP SERV-PERSONNEL	7,830.00		2,232.65	28.51		5,597.35
547100	EDUCATIONAL SERVICES	1,500.00					1,500.00
554900	OTHER CONTRACTUAL SERVICE	42,629.00	862.96	19,740.83	46.31	26.39-	22,914.56
556100	INSURANCE EXPENSE	47.00		48.34	102.85		1.34-
559100	OTHER OPERATING EXP	82.77		80.00	96.65		2.77
Major Account 520000 Total		207,503.91	8,906.38	117,965.96	56.85	26.39-	89,564.34
570000 TRAVEL EXPENSES							
571100	BOARD & LODGING	4,938.00	98.00	2,691.44	54.50		2,246.56
571600	MEALS-NOT TRAVEL STATUS	100.00					100.00
571800	TAXABLE TRAVEL EXPENSES	2,113.26	61.96	962.98	45.57		1,150.28
572100	COMMERCIAL TRANSPORTATION	1,950.00					1,950.00
573100	STATE-OWNED TRANSPORT	200.00					200.00
574500	PERSONAL VEHICLE MILEAGE	9,199.56	383.84	4,888.78	53.14		4,310.78
575100	MISC TRAVEL EXPENSES	1,059.65	19.00	187.80	17.72		871.85
Major Account 570000 Total		19,560.47	562.80	8,731.00	44.64	0.00	10,829.47
BUDGETED EXPENDITURES TOTAL		484,144.30	35,300.81	350,360.37	72.37	26.39-	133,810.32
SUMMARY BY FUND TYPE - EXPENDITURES							
2	CASH FUNDS	484,144.30	35,300.81	350,360.37	72.37	26.39-	133,810.32
BUDGETED EXPENDITURES TOTAL		484,144.30	35,300.81	350,360.37	72.37	26.39-	133,810.32

BUDGETED FUND TYPES - REVENUES

470000 REVENUE - SALES AND CHARGES

471100	SALE OF SERVICES	400.00-		325.00-	81.25		75.00-
471120	QUALIFYING ED COURSE FEES	750.00-		1,650.00-	220.00		900.00
471121	CONTINUING ED NEW FEES	1,250.00-	350.00-	3,025.00-	242.00		1,775.00
471122	CONTINUING ED RENEWAL FEES	150.00-	10.00-	180.00-	120.00		30.00

STATE OF NEBRASKA
Department of Administrative Services
Accounting Division
Budget Status Report
As of 05/31/23

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

Percent of Time Elapsed = 91.78

	BUDGETED	CURRENT MONTH	YEAR-TO-DATE	PERCENT OF		
ACCOUNT CODE DESCRIPTION	AMOUNT	ACTIVITY	ACTUALS	BUDGET	ENCUMBERANCES	VARIANCE
475150 CERTIFIED GENERAL NEW FEES	9,000.00-	1,500.00-	9,000.00-	100.00		
475151 LICENSED NEW FEES	1,200.00-		900.00-	75.00		300.00-
475152 FINGERPRINT FEES	3,077.00-	407.25-	3,348.50-	108.82		271.50
475153 CERTIFIED RESIDENTIAL NEW	3,000.00-	300.00-	2,700.00-	90.00		300.00-
475154 CERTIFIED GENERAL RENEWAL	122,375.00-		116,325.00-	95.06		6,050.00-
475155 LICENSED RENEWAL	15,950.00-		14,025.00-	87.93		1,925.00-
475156 FINGERPRINT AUDIT PROGRAM FEES	3,960.00-		3,790.00-	95.71		170.00-
475157 CERTIFIED RESIDENTIAL RENEWAL	64,625.00-		63,250.00-	97.87		1,375.00-
475161 TEMPORARY CERTIFIED GENERAL	9,000.00-	600.00-	7,700.00-	85.56		1,300.00-
475163 AMC REGISTERED NEW FEES	12,000.00-		2,000.00-	16.67		10,000.00-
475164 AMC APPLICATION FEES	2,100.00-	350.00-	1,050.00-	50.00		1,050.00-
475165 AMC REGISTERED RENEWAL	129,000.00-	7,500.00-	112,500.00-	87.21		16,500.00-
475167 CERTIFIED RESIDENTIAL INACTIVE	300.00-					300.00-
475168 CERTIFIED GENERAL INACTIVE	300.00-					300.00-
475234 APPLICATION FEES	28,200.00-	2,550.00-	26,500.00-	93.97		1,700.00-
476101 LATE PROCESSING FEES	4,500.00-	25.00-	3,150.00-	70.00		1,350.00-
Major Account 470000 Total	411,137.00-	13,592.25-	371,418.50-	90.34	0.00	39,718.50-
480000 REVENUE - MISCELLANEOUS						
481100 INVESTMENT INCOME	6,000.00-	1,524.24-	14,691.39-	244.86		8,691.39
481101 AMC INVESTMENT INCOME	5,000.00-					5,000.00-
484500 REIMB NON-GOVT SOURCES	2,500.00-	14.47-	381.23-	15.25		2,118.77-
Major Account 480000 Total	13,500.00-	1,538.71-	15,072.62-	111.65	0.00	1,572.62
BUDGETED REVENUE TOTAL	424,637.00-	15,130.96-	386,491.12-	91.02	0.00	38,145.88-
SUMMARY BY FUND TYPE - REVENUE						
2 CASH FUNDS	424,637.00-	15,130.96-	386,491.12-	91.02		38,145.88-
BUDGETED REVENUE TOTAL	424,637.00-	15,130.96-	386,491.12-	91.02	0.00	38,145.88-

Fund	Program	Sub-Program	Account Number	Sub-ledger	Doc Number	Tran Date	Tran Type	Batch Type	Payee/Explanation	Batch Number	Posted Code	Month to Date
25310	079	000	53105018.471121.		503835	05/24/23	RC	RB	NRPAB DEPOSIT 230524	7122545		350.00-
Total for Object			471121 CONTINUING ED NEW FEES									350.00-
25310	079	000	53105018.471122.		504338	05/26/23	RC	RB	NRPAB DEPOSIT 230526	7126663		10.00-
Total for Object			471122 CONTINUING ED RENEWAL FEES									10.00-
25310	079	000	53105018.475150.		501019	05/09/23	RC	RB	NRPAB DEPOSIT 230509	7104543		600.00-
25310	079	000	53105018.475150.		502656	05/17/23	RC	RB	NRPAB DEPOSIT 230517	7114600		600.00-
25310	079	000	53105018.475150.		503835	05/24/23	RC	RB	NRPAB DEPOSIT 230524	7122545		300.00-
Total for Object			475150 CERTIFIED GENERAL NEW FEES									1,500.00-
25310	079	000	53105018.475152.		500509	05/04/23	RC	RB	NRPAB DEPOSIT 230504	7100441		90.50-
25310	079	000	53105018.475152.		501940	05/12/23	RC	RB	NRPAB DEPOSIT 230512	7109908		135.75-
25310	079	000	53105018.475152.		502289	05/16/23	RC	RB	NRPAB DEPOSIT 230516	7113034		90.50-
25310	079	000	53105018.475152.		503835	05/24/23	RC	RB	NRPAB DEPOSIT 230524	7122545		45.25-
25310	079	000	53105018.475152.		504338	05/26/23	RC	RB	NRPAB DEPOSIT 230526	7126663		45.25-
Total for Object			475152 FINGERPRINT FEES									407.25-
25310	079	000	53105018.475153.		500832	05/08/23	RC	RB	NRPAB DEPOSIT 230508	7102748		300.00-
Total for Object			475153 CERTIFIED RESIDENTIAL NEW									300.00-
25310	079	000	53105018.475161.		500509	05/04/23	RC	RB	NRPAB DEPOSIT 230504	7100441		150.00-
25310	079	000	53105018.475161.		501019	05/09/23	RC	RB	NRPAB DEPOSIT 230509	7104543		100.00-
25310	079	000	53105018.475161.		501940	05/12/23	RC	RB	NRPAB DEPOSIT 230512	7109908		100.00-
25310	079	000	53105018.475161.		502289	05/16/23	RC	RB	NRPAB DEPOSIT 230516	7113034		100.00-
25310	079	000	53105018.475161.		503835	05/24/23	RC	RB	NRPAB DEPOSIT 230524	7122545		100.00-
25310	079	000	53105018.475161.		504338	05/26/23	RC	RB	NRPAB DEPOSIT 230526	7126663		50.00-
Total for Object			475161 TEMPORARY CERTIFIED GENERAL									600.00-
25310	079	000	53105018.475234.		500509	05/04/23	RC	RB	NRPAB DEPOSIT 230504	7100441		600.00-
25310	079	000	53105018.475234.		501019	05/09/23	RC	RB	NRPAB DEPOSIT 230509	7104543		200.00-
25310	079	000	53105018.475234.		501940	05/12/23	RC	RB	NRPAB DEPOSIT 230512	7109908		650.00-
25310	079	000	53105018.475234.		502289	05/16/23	RC	RB	NRPAB DEPOSIT 230516	7113034		500.00-
25310	079	000	53105018.475234.		503835	05/24/23	RC	RB	NRPAB DEPOSIT 230524	7122545		350.00-
25310	079	000	53105018.475234.		504338	05/26/23	RC	RB	NRPAB DEPOSIT 230526	7126663		250.00-
Total for Object			475234 APPLICATION FEES									2,550.00-
25310	079	000	53105018.481100.		21064975	05/18/23	JE	G	OIP APR 23 2.38362%	7117803		870.78-
Total for Object			481100 INVESTMENT INCOME									870.78-

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	53105018.484500.		20984408	05/08/23	JE	G	P Card Rebates 1st Qtr 2023	7104817		14.47-
Total for Object			484500 REIMB NON-GOVT SOURCES									14.47-
25310	079	000	53105018.511100.		3172775	05/03/23	T2	7	PAYROLL LABOR DISTRIBUTION	7089864		4,024.91
25310	079	000	53105018.511100.		3173002	05/17/23	T2	7	PAYROLL LABOR DISTRIBUTION	7105293		3,095.87
25310	079	000	53105018.511100.		3173436	05/31/23	T2	7	PAYROLL LABOR DISTRIBUTION	7124040		3,614.23
Total for Object			511100 PERMANENT SALARIES-WAGES									10,735.01
25310	079	000	53105018.511600.		3172775	05/03/23	T2	7	PAYROLL LABOR DISTRIBUTION	7089864		260.00
Total for Object			511600 PER DIEM PAYMENTS									260.00
25310	079	000	53105018.512100.		3172775	05/03/23	T2	7	PAYROLL LABOR DISTRIBUTION	7089864		128.62
25310	079	000	53105018.512100.		3173002	05/17/23	T2	7	PAYROLL LABOR DISTRIBUTION	7105293		657.42
25310	079	000	53105018.512100.		3173436	05/31/23	T2	7	PAYROLL LABOR DISTRIBUTION	7124040		604.19
Total for Object			512100 VACATION LEAVE EXPENSE									1,390.23
25310	079	000	53105018.512200.		3172775	05/03/23	T2	7	PAYROLL LABOR DISTRIBUTION	7089864		126.67
25310	079	000	53105018.512200.		3173002	05/17/23	T2	7	PAYROLL LABOR DISTRIBUTION	7105293		98.90
25310	079	000	53105018.512200.		3173436	05/31/23	T2	7	PAYROLL LABOR DISTRIBUTION	7124040		61.79
Total for Object			512200 SICK LEAVE EXPENSE									287.36
25310	079	000	53105018.512300.		3173002	05/17/23	T2	7	PAYROLL LABOR DISTRIBUTION	7105293		428.02
Total for Object			512300 HOLIDAY LEAVE EXPENSE									428.02
25310	079	000	53105018.515100.		3172776	05/03/23	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	7089864		320.48
25310	079	000	53105018.515100.		3173003	05/17/23	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	7105293		320.50
25310	079	000	53105018.515100.		3173437	05/31/23	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	7124040		320.49
Total for Object			515100 RETIREMENT PLANS EXPENSE									961.47
25310	079	000	53105018.515200.		3172776	05/03/23	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	7089864		319.31
25310	079	000	53105018.515200.		3173003	05/17/23	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	7105293		299.41
25310	079	000	53105018.515200.		3173437	05/31/23	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	7124040		327.44
Total for Object			515200 FICA EXPENSE									946.16
25310	079	000	53105018.515500.		3172776	05/03/23	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	7089864		891.11
25310	079	000	53105018.515500.		3173003	05/17/23	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	7105293		891.13
Total for Object			515500 HEALTH INSURANCE EXPENSE									1,782.24

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	53105018.521100.		21041941	05/16/23	JE	G	POSTAGE DUE APR 2023	7114876		125.08
25310	079	000	53105018.521100.		21064883	05/18/23	JE	G	NRPAB POSTAGE APRIL 2023	7117055		43.78-
Total for Object			521100 POSTAGE EXPENSE									81.30
25310	079	000	53105018.521400.		52306059	05/01/23	PV	V	AS - OCIO - COMMUNICATIONS	7089074		136.69
25310	079	000	53105018.521400.		52462074	05/18/23	PV	V	AS - OCIO - IMSERVICES	7117042		1,522.64
Total for Object			521400 CIO CHARGES									1,659.33
25310	079	000	53105018.521500.		20791548	05/12/23	JE	G	COPY SERVICES JAN-MAR 2023	7076802		468.77
25310	079	000	53105018.521500.		21064851	05/18/23	JE	G	NRPAB COPY SERV JAN-MAR 2023	7116911		164.07-
Total for Object			521500 PUBLICATION & PRINT EXP									304.70
25310	079	000	53105018.524600.		20901377	05/05/23	JE	G	RENT & LB530 MAY 2023 - OTHER	7090561		939.94
25310	079	000	53105018.524600.		21064855	05/18/23	JE	G	NRPAB RENT MAY 2023	7116928		328.98-
25310	079	000	53105018.524600.		52462064	05/18/23	PV	V	SECRETARY OF STATE	7117010		20.88
Total for Object			524600 RENT EXPENSE-BUILDINGS									631.84
25310	079	000	53105018.524900.		20901377	05/05/23	JE	G	RENT & LB530 MAY 2023 - OTHER	7090561		321.59
25310	079	000	53105018.524900.		21064855	05/18/23	JE	G	NRPAB RENT MAY 2023	7116928		112.56-
Total for Object			524900 RENT EXP-DEPR SURCHARGE									209.03
25310	079	000	53105018.539500.		52365599	05/02/23	PC	V	Purchase Card Offset	7097024		98.00
25310	079	000	53105018.539500.		20938933	05/02/23	J1	G	PURCHASE CARD TRANSACTION	7097109		98.00-
Total for Object			539500 PURCHASING CARD SUSPENSE									
25310	079	000	53105018.554900.		52306283	05/01/23	PV	V	PATROL, NEBRASKA STATE	7089366		362.00
25310	079	000	53105018.554900.		52462064	05/18/23	PV	V	SECRETARY OF STATE	7117010		3.21
Total for Object			554900 OTHER CONTRACTUAL SERVICES									365.21
25310	079	000	53105018.571100.		20938933	05/02/23	J1	G	PURCHASE CARD TRANSACTION	7097109		10.67-
25310	079	000	53105018.571100.		20938933	05/02/23	J1	G	PURCHASE CARD TRANSACTION	7097109		74.37
Total for Object			571100 LODGING									63.70
25310	079	000	53105018.571800.		52323546	05/01/23	PV	V	DOWNING, BONNIE M	7090804		40.27
Total for Object			571800 MEALS - TRAVEL STATUS									40.27
25310	079	000	53105018.574500.		52323529	05/01/23	PV	V	HERMSEN, KEVIN P	7090784		42.58
25310	079	000	53105018.574500.		52323546	05/01/23	PV	V	DOWNING, BONNIE M	7090804		200.11
25310	079	000	53105018.574500.		52462036	05/18/23	PV	V	WALKENHORST, WADE	7116956		6.61

R5509168M
 NIS0003
 Agency 053
 Division 000
 Grant

REAL PROPERTY APPRAISER BD
 AGENCY DEFINED DIVISION

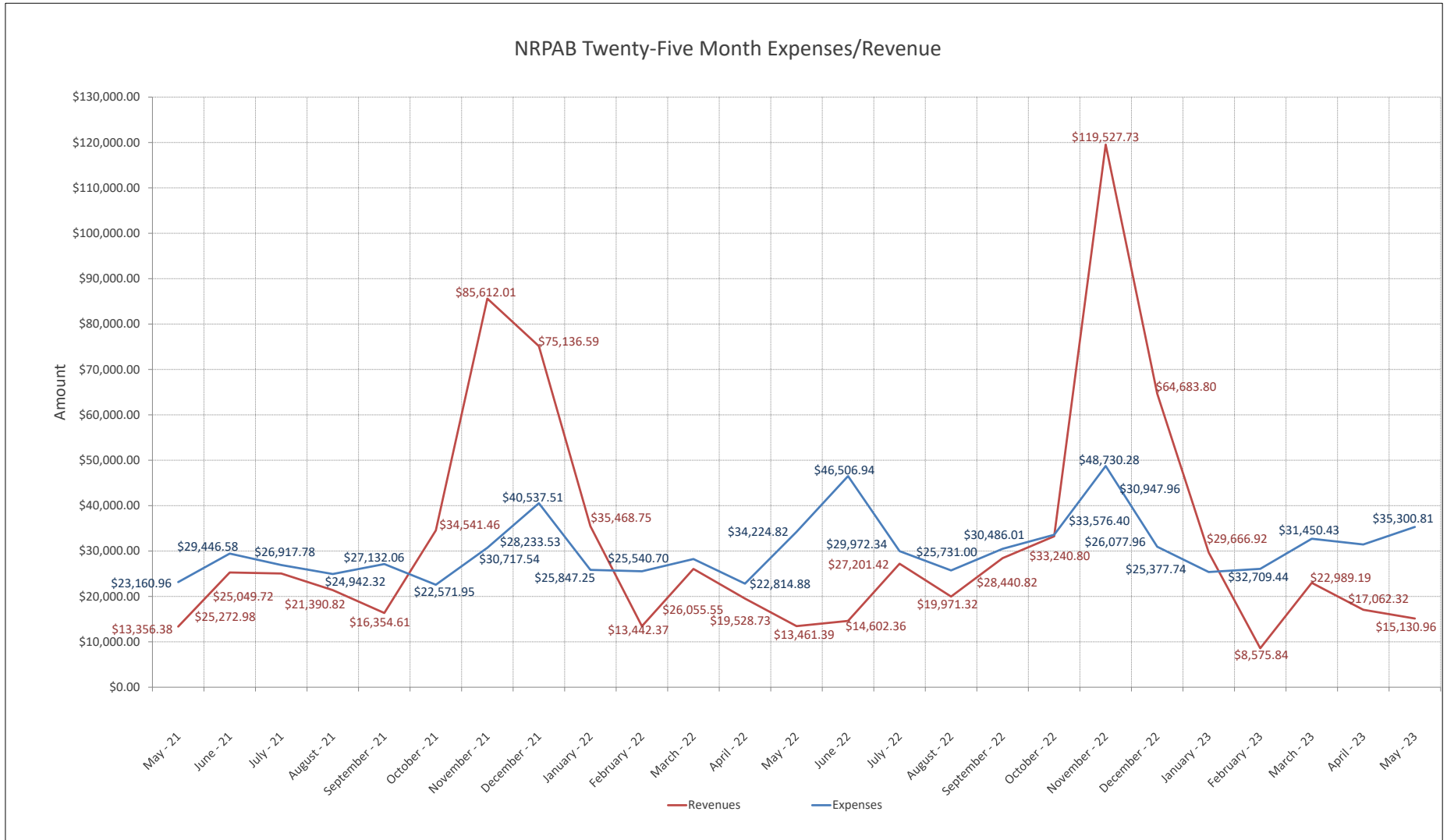
STATE OF NEBRASKA
 MTD General Ledger Detail
 All Objects
 As of 05/31/23

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			574500	PERSONAL VEHICLE MILEAGE								249.50
25310	079	000	53105018.575100.		52323529	05/01/23	PV	V	HERMSEN, KEVIN P	7090784		2.60
25310	079	000	53105018.575100.		52323546	05/01/23	PV	V	DOWNING, BONNIE M	7090804		7.31
25310	079	000	53105018.575100.		52462036	05/18/23	PV	V	WALKENHORST, WADE	7116956		2.44
Total for Object			575100	MISC TRAVEL EXPENSE								12.35
Total for Business Unit			53105018	NE REAL PROPERTY APPRAISER								13,805.22
25320	079	000	53105200.475164.		500833	05/08/23	RC	RB	NRPAB AMC DEPOSIT 230508	7102759		350.00-
Total for Object			475164	AMC APPLICATION FEES								350.00-
25320	079	000	53105200.475165.		500508	05/04/23	RC	RB	NRPAB AMC DEPOSIT 230504	7100424		1,500.00-
25320	079	000	53105200.475165.		501018	05/09/23	RC	RB	NRPAB AMC DEPOSIT 230508	7104558		1,500.00-
25320	079	000	53105200.475165.		502840	05/18/23	RC	RB	NRPAB DEPOSIT 020518	7116020		1,500.00-
25320	079	000	53105200.475165.		503836	05/24/23	RC	RB	NRPAB AMC DEPOSIT 230524	7122658		1,500.00-
25320	079	000	53105200.475165.		504384	05/26/23	RC	RB	NRPAB AMC RENEW DEPOSIT 230526	7126751		1,500.00-
Total for Object			475165	AMC REGISTERED RENEWAL								7,500.00-
25320	079	000	53105200.476101.		501018	05/09/23	RC	RB	NRPAB AMC DEPOSIT 230508	7104558		25.00-
Total for Object			476101	LATE PROCESSING FEES								25.00-
25320	079	000	53105200.481100.		21064975	05/18/23	JE	G	OIP APR 23 2.38362%	7117803		653.46-
Total for Object			481100	INVESTMENT INCOME								653.46-
25320	079	000	53105200.511100.		3172775	05/03/23	T2	7	PAYROLL LABOR DISTRIBUTION	7089864		2,167.19
25320	079	000	53105200.511100.		3173002	05/17/23	T2	7	PAYROLL LABOR DISTRIBUTION	7105293		1,667.03
25320	079	000	53105200.511100.		3173436	05/31/23	T2	7	PAYROLL LABOR DISTRIBUTION	7124040		1,946.06
Total for Object			511100	PERMANENT SALARIES-WAGES								5,780.28
25320	079	000	53105200.511600.		3172775	05/03/23	T2	7	PAYROLL LABOR DISTRIBUTION	7089864		140.00
Total for Object			511600	PER DIEM PAYMENTS								140.00
25320	079	000	53105200.512100.		3172775	05/03/23	T2	7	PAYROLL LABOR DISTRIBUTION	7089864		69.26
25320	079	000	53105200.512100.		3173002	05/17/23	T2	7	PAYROLL LABOR DISTRIBUTION	7105293		353.96
25320	079	000	53105200.512100.		3173436	05/31/23	T2	7	PAYROLL LABOR DISTRIBUTION	7124040		325.34
Total for Object			512100	VACATION LEAVE EXPENSE								748.56
25320	079	000	53105200.512200.		3172775	05/03/23	T2	7	PAYROLL LABOR DISTRIBUTION	7089864		

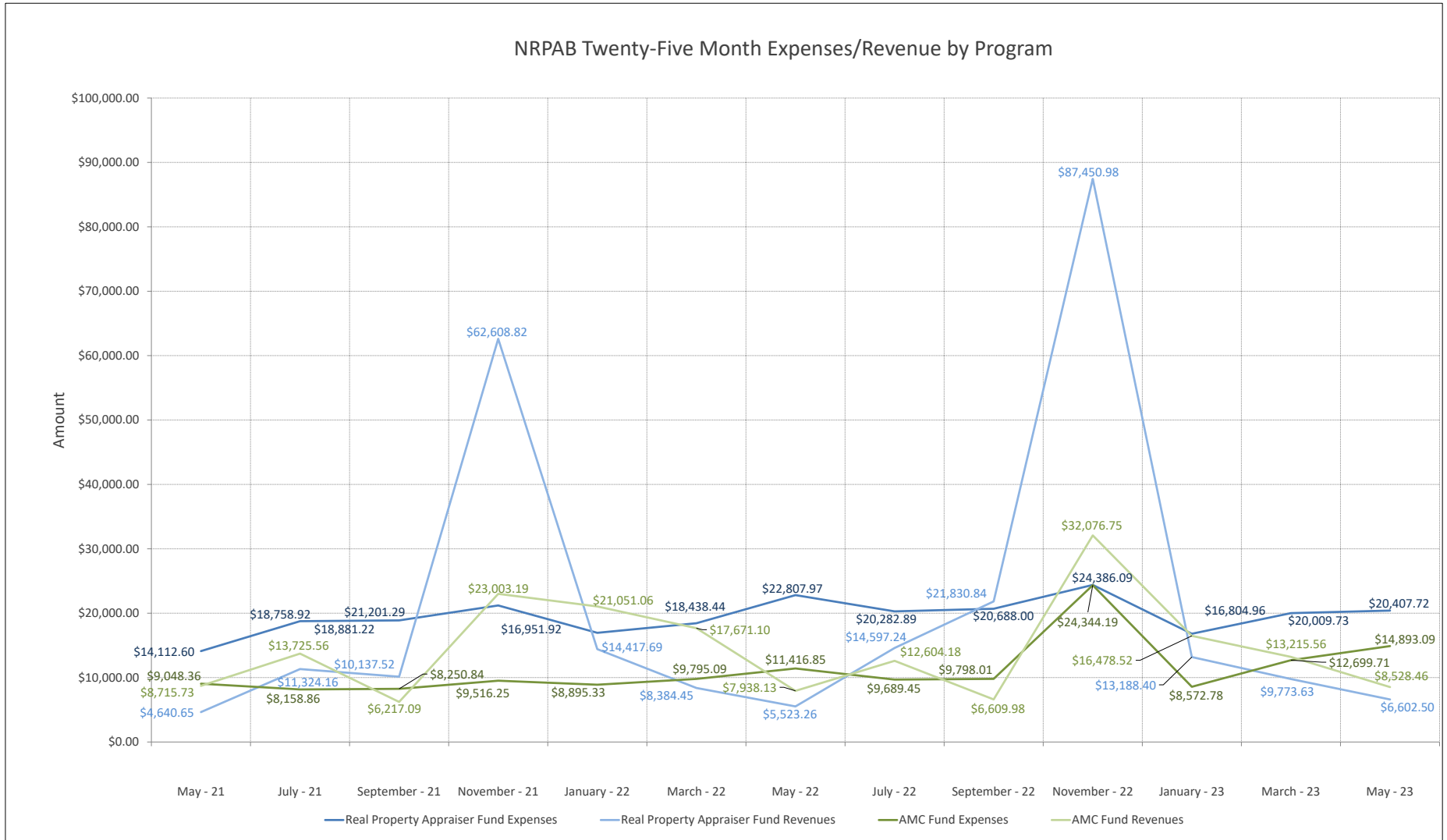
Fund	Program	Sub-Program	Account Number	Sub-ledger	Doc Number	Tran Date	Tran Type	Batch Type	Payee/Explanation	Batch Number	Posted Code	Month to Date
25320	079	000	53105200.512200.		3173002	05/17/23	T2	7	PAYROLL LABOR DISTRIBUTION	7105293		53.26
25320	079	000	53105200.512200.		3173436	05/31/23	T2	7	PAYROLL LABOR DISTRIBUTION	7124040		33.33
Total for Object			512200 SICK LEAVE EXPENSE									154.87
25320	079	000	53105200.512300.		3173002	05/17/23	T2	7	PAYROLL LABOR DISTRIBUTION	7105293		230.48
Total for Object			512300 HOLIDAY LEAVE EXPENSE									230.48
25320	079	000	53105200.515100.		3172776	05/03/23	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	7089864		172.60
25320	079	000	53105200.515100.		3173003	05/17/23	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	7105293		172.58
25320	079	000	53105200.515100.		3173437	05/31/23	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	7124040		172.59
Total for Object			515100 RETIREMENT PLANS EXPENSE									517.77
25320	079	000	53105200.515200.		3172776	05/03/23	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	7089864		171.95
25320	079	000	53105200.515200.		3173003	05/17/23	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	7105293		161.26
25320	079	000	53105200.515200.		3173437	05/31/23	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	7124040		176.31
Total for Object			515200 FICA EXPENSE									509.52
25320	079	000	53105200.515500.		3172776	05/03/23	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	7089864		479.84
25320	079	000	53105200.515500.		3173003	05/17/23	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	7105293		479.82
Total for Object			515500 HEALTH INSURANCE EXPENSE									959.66
25320	079	000	53105200.521100.		21064883	05/18/23	JE	G	NRPAB POSTAGE APRIL 2023	7117055		43.78
Total for Object			521100 POSTAGE EXPENSE									43.78
25320	079	000	53105200.521400.		52306059	05/01/23	PV	V	AS - OCIO - COMMUNICATIONS	7089074		73.60
25320	079	000	53105200.521400.		52462074	05/18/23	PV	V	AS - OCIO - IMSERVICES	7117042		4,422.98
Total for Object			521400 CIO CHARGES									4,496.58
25320	079	000	53105200.521500.		21064851	05/18/23	JE	G	NRPAB COPY SERV JAN-MAR 2023	7116911		164.07
Total for Object			521500 PUBLICATION & PRINT EXP									164.07
25320	079	000	53105200.524600.		21064855	05/18/23	JE	G	NRPAB RENT MAY 2023	7116928		328.98
25320	079	000	53105200.524600.		52462064	05/18/23	PV	V	SECRETARY OF STATE	7117010		11.25
Total for Object			524600 RENT EXPENSE-BUILDINGS									340.23
25320	079	000	53105200.524900.		21064855	05/18/23	JE	G	NRPAB RENT MAY 2023	7116928		112.56
Total for Object			524900 RENT EXP-DEPR SURCHARGE									112.56
25320	079	000	53105200.554900.		52306283	05/01/23	PV	V	PATROL, NEBRASKA STATE	7089366		407.85

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			554900	OTHER CONTRACTUAL SERVICES								497.75
25320	079	000	53105200.571100.		20938933	05/02/23	J1	G	PURCHASE CARD TRANSACTION	7097109		40.04
25320	079	000	53105200.571100.		20938933	05/02/23	J1	G	PURCHASE CARD TRANSACTION	7097109		5.74-
Total for Object			571100	LODGING								34.30
25320	079	000	53105200.571800.		52323546	05/01/23	PV	V	DOWNING, BONNIE M	7090804		21.69
Total for Object			571800	MEALS - TRAVEL STATUS								21.69
25320	079	000	53105200.574500.		52323529	05/01/23	PV	V	HERMSEN, KEVIN P	7090784		22.92
25320	079	000	53105200.574500.		52323546	05/01/23	PV	V	DOWNING, BONNIE M	7090804		107.75
25320	079	000	53105200.574500.		52462036	05/18/23	PV	V	WALKENHORST, WADE	7116956		3.67
Total for Object			574500	PERSONAL VEHICLE MILEAGE								134.34
25320	079	000	53105200.575100.		52323529	05/01/23	PV	V	HERMSEN, KEVIN P	7090784		1.40
25320	079	000	53105200.575100.		52323546	05/01/23	PV	V	DOWNING, BONNIE M	7090804		3.94
25320	079	000	53105200.575100.		52462036	05/18/23	PV	V	WALKENHORST, WADE	7116956		1.31
Total for Object			575100	MISC TRAVEL EXPENSE								6.65
Total for Business Unit			53105200	AMC LICENSING								6,364.63
Total for Division			000									20,169.85
Total for Agency			053	REAL PROPERTY APPRAISER BD								20,169.85

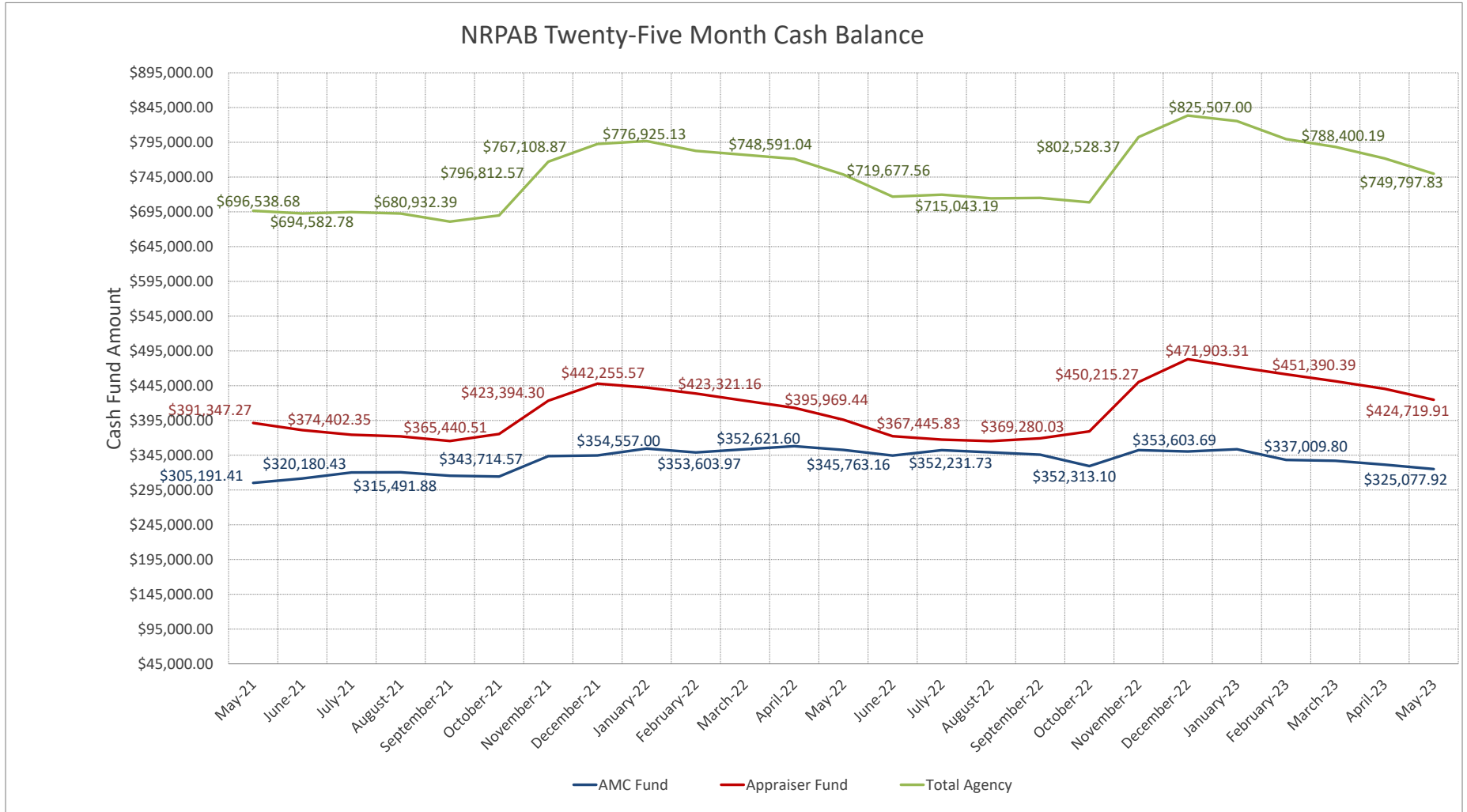
Financial Report and Considerations - Financial Charts



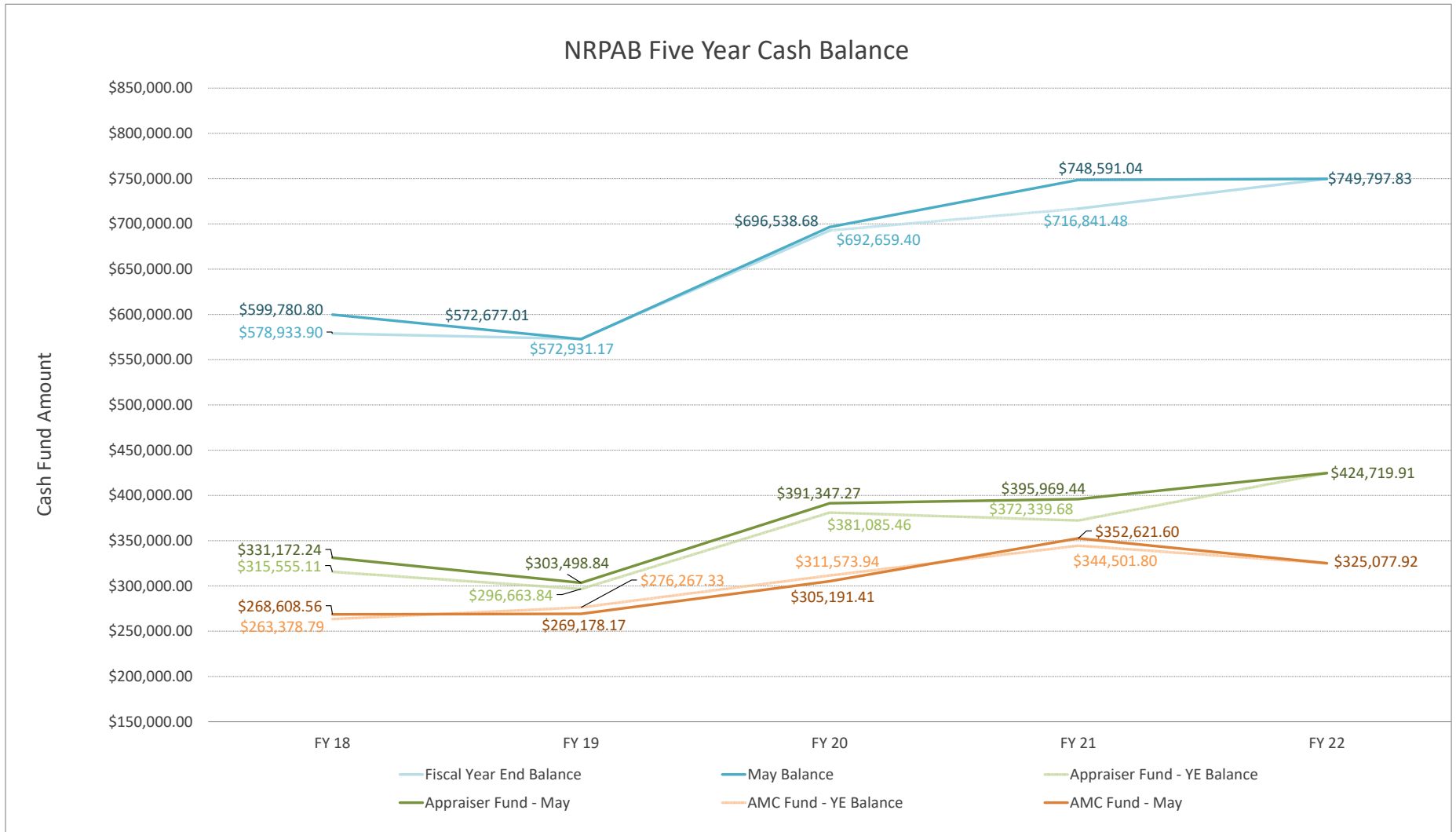
Financial Report and Considerations - Financial Charts



Financial Report and Considerations - Financial Charts



Financial Report and Considerations - Financial Charts



NEBRASKA REAL PROPERTY APPRAISER BOARD

EDUCATION

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June 22, 2023

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- 1- Appraiser's Guide to Appraisal Inspections – Online
Appraiser eLearning
2232434.33
Bryan Reynolds
- 2- Diversifying Your Practice – Inside and Out
Appraiser eLearning
2233436.33
Bryan Reynolds

NEW SUPERVISORY REAL PROPERTY APPRAISER AND TRAINEE COURSES

- 3- Supervisory Appraiser/ Trainee Appraiser Course
Appraisal Institute
3231312.02
Thomas Kirby
- 4- Supervisory Appraiser/Trainee Appraiser Course Livestream
Appraisal Institute
3233340.02
Thomas Kirby

OTHER EDUCATION MATTERS

- 5- Appraising Ag Facilities Swine Confinement Seminar
ASFMR
2201443.01
Brian Gatzke



Memo

To: Nebraska Real Property Appraiser Board
From: Kashinda Sims, Business and Education Program Manager
CC:
Date: 6/16/2023
Re: Appraiser eLearning Application for Approval as a Continuing Education Activity titled, "Appraiser's Guide to Appraisal Inspections – Online"

An application for approval as a continuing education activity titled, "Appraiser's Guide to Appraisal Inspections – Online" was received at the board office on February 27, 2023. Upon initial review, BEPM Sims discovered that the learning objectives in the application were vague. (Exhibit 1) BEPM Sims requested updated learning objectives from the provider. On May 16, 2023, BEPM Sims sent a deficient letter with a deadline of June 9, 2023. If updated materials are not received, the application will go before the board at its next meeting on June 22, 2023. (Exhibit 2)

EXHIBITS

Exhibit 1 Appraiser eLearning (Appraiser's Guide to Appraisal Inspections) TCO, Obj, Des_February 27, 2023 in the Education Interface in NRPAB Database (Education Interface Dropdown/ Select 'Search Education'/ Selection 'Activity' in 'Search By' dropdown/ Enter '2232434' for Activity Number)

Exhibit 2 Appraiser eLearning (2232434.33 and 2233436.33) Submission Deficiencies_May 16, 2023 located in Database attached in the Email log dated 05/16/2023 in the Education Interface in NRPAB Database (Education Interface Dropdown/ Select 'Search Education'/ Selection 'Activity' in 'Search By' dropdown/ Enter '2232434' for Activity Number)

By the end of the course, students will be able to demonstrate an understanding of:

- The significance of whether an inspection is necessary
 - Understanding the difference between bifurcated, hybrid and traditional inspections
 - The importance of utilizing innovation in the appraisal inspection process
 - The differences between requirements and best practices
 - Understanding the preferences available to the appraiser
 - Actions to take to remain safe
 - The significance of obtaining significant assistance
-

INDIVIDUAL CHAPTER OBJECTIVES / TIMED OUTLINE

10 min **Introduction (What is an Inspection or Observation)**

30 min **To Inspect or Not**

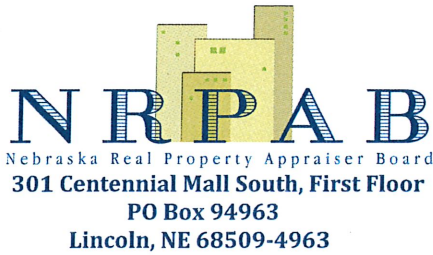
- **What is an appraiser**
- **Definitions**
- **Appraisal Process**

45 min **Types of Appraisal Inspections**

- **Drive-By**
- **Hybrid, Bifurcated**
- **Traditional**

40 min **Appraiser's Tools**

- **Getting organized**
- **Utilizing technology**



Jim Pillen, Governor
Tyler N. Kohtz, Director
Tyler.kohtz@nebraska.gov

Website: <https://appraiser.ne.gov/>
Facebook: www.facebook.com/nrpab
Phone: 402-471-9015
Fax: 402-471-9017

May 16, 2023

DIANA TERRELL
APPRAISER ELEARNING
3314 WEST END AVE STE 102
NASHVILLE TN 37203-1022

RE: Continuing Education Activity Submission Deficiencies

Dear Diana Terrell,

The Nebraska Real Property Appraiser Board ("Board") has received an Application for Approval of Continuing Education Activity in Nebraska from Appraiser eLearning for the following education activities:

- Appraiser's Guide to Appraisal Inspections – Online
- Diversifying Your Practice - Inside and Out

In accordance with Title 298 NAC Chapter 6, § 003.02A.2, an education provider applying for approval of a continuing education activity must submit evidence that the activity is approved by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program for continuing education, or submit the following (in part):

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

The continuing education activity submittals identified above are deficient the listed materials required in 298 NAC Chapter 6, § 003.02A.2. Please provide the deficient materials before the end of the day on June 9, 2023.

The materials may be sent via email to nrpab.education@nebraska.gov or by the address listed below.

NEBRASKA REAL PROPERTY APPRAISER BOARD
301 CENTENNIAL MALL SOUTH
PO BOX 94963
LINCOLN NE 68509-4963

Exhibit #2

Diana Terrell
May 16, 2023
Page 2 of 2

If the requested materials are not received at the Board's office by the end of the day on June 9, 2023, the applications will go before the Board for consideration at its next scheduled meeting on June 22, 2023.

Please feel free to contact me with any questions or concerns by phone at 402-471-9015, or by email at kashinda.sims@nebraska.gov.

Sincerely,



Kashinda Sims
Business and Education Program Manager



Memo

To: Nebraska Real Property Appraiser Board
From: Kashinda Sims, Business and Education Program Manager
CC:
Date: 6/16/2023
Re: Appraiser eLearning Application for Approval as a Continuing Education Activity titled, "Diversifying Your Practice – Inside and Out"

An application for approval as a continuing education activity titled, "Diversifying Your Practice – Inside and Out," was received at the board office on February 27, 2023. Upon initial review, BEPM Sims contacted the provider to request updated learning objectives along with a certificate with a presentation method. Terrell stated that they would be in contact with the instructor and forward that information along as soon as it is received on April 10, 2023. (Exhibit 1) On May 16, 2023 BEPM Sims notified the provider of the application's deficiencies with a deadline of June 9, 2023. If updated materials are not received, the application will go before the board on June 22, 2023. (Exhibit 2)

EXHIBITS

Exhibit 1 Terrell-Sims Updated Certificates Email Chain_April 3-10, 2023 located in Database attached in the Email log dated 04/10/2023 in the Education Interface in NRPAB Database (Education Interface Dropdown/ Select 'Search Education'/ Selection 'Activity' in 'Search By' dropdown/ Enter '2233436' for Activity Number)

Exhibit 2 Appraiser eLearning (2232434.33 and 2233436.33) Submission Deficiencies_May 16, 2023 located in Database attached in the Email log dated 05/16/2023 in the Education Interface in NRPAB Database (Education Interface Dropdown/ Select 'Search Education'/ Selection 'Activity' in 'Search By' dropdown/ Enter '2232434' for Activity Number)



Appraiser eLearning

Instructor Guide *Diversifying Your Practice – Inside and Out*

✓ I.

Course Description:

Diversifying Your practice is an examination of the business decisions or non-decisions that impact your ability as a business owner to make more money as well as minimize your risk by placing all your eggs in one valuation basket. If you are a residential appraiser performing appraisals on mortgage transactions only what will likely happen to your business if or when the interest rates go up? If you are doing only appraisals for refinancing and first mortgages your work volume could be drastically impacted. There are numerous ways to generate significant income with the knowledge and expertise you possess as an appraiser. These opportunities are available when wearing your appraisal hat or when wearing another hat, such as a real estate agent, property manager, consultant, etc.

In the book *Down to Earth* by Sanders Kahn, PHD many references are made that the author reminds appraisers their sharpest tool in their appraisal toolbox is Good Judgement. Appraisers should consider utilizing this good judgement with a variety of hats on that will allow them to diversify and not be solely reliant on one avenue of income stream.

This class will offer a review of many ways to make money from several different sources utilizing the skillset they possess.

II.

Course Learning Objectives:

This offering is intended to assist those appraisers who would like to expand their practice for more opportunities within the valuation services as well as appraisal practices.

Exhibit #1

The following topics will be covered:

- Introduction
- Change is Hard
- One Hour Photo Labs, Block Buster Video
- Advisory Opinion 21 (AO-21)
- The Appraisal Process
- The Appraisal Process
 1. Development
 2. Report
- Think Outside the Box
- How does USPAP Apply?
- USPAP Compliance
- Competency Rule
- Appraisal
- Appraisal Review
- Appraisal Development
 1. Types of Appraisals
 2. Clients
- Reporting Options
 3. Appraisal Report
 4. Restricted Appraisal Report
- Oral Report
- Teaching a Class
- Consulting
- Providing Sales Data
- Writing Curriculums
- Measurement Services
- Litigation Support
- USPAP Compliance
- Brokers/Real Estate Agents
- Consulting (when acting as an advocate)
- Ad Valorem Tax Consulting (when acting as an advocate)
- Auctioning
- Measurement Services
- Property Management
- Underwriting
- Mediation
- Arbitration
- Litigation Support (when acting as an advocate)



Exhibit #2

Jim Pillen, Governor
Tyler N. Kohtz, Director
Tyler.kohtz@nebraska.gov

Website: <https://appraiser.ne.gov/>
Facebook: www.facebook.com/nrpab
Phone: 402-471-9015
Fax: 402-471-9017

May 16, 2023

DIANA TERRELL
APPRAISER ELEARNING
3314 WEST END AVE STE 102
NASHVILLE TN 37203-1022

RE: Continuing Education Activity Submission Deficiencies

Dear Diana Terrell,

The Nebraska Real Property Appraiser Board ("Board") has received an Application for Approval of Continuing Education Activity in Nebraska from Appraiser eLearning for the following education activities:

- Appraiser’s Guide to Appraisal Inspections – Online
- Diversifying Your Practice - Inside and Out

In accordance with Title 298 NAC Chapter 6, § 003.02A.2, an education provider applying for approval of a continuing education activity must submit evidence that the activity is approved by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program for continuing education, or submit the following (in part):

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

The continuing education activity submittals identified above are deficient the listed materials required in 298 NAC Chapter 6, § 003.02A.2. Please provide the deficient materials before the end of the day on June 9, 2023.

The materials may be sent via email to nrpab.education@nebraska.gov or by the address listed below.

NEBRASKA REAL PROPERTY APPRAISER BOARD
301 CENTENNIAL MALL SOUTH
PO BOX 94963
LINCOLN NE 68509-4963

Diana Terrell
May 16, 2023
Page 2 of 2

If the requested materials are not received at the Board's office by the end of the day on June 9, 2023, the applications will go before the Board for consideration at its next scheduled meeting on June 22, 2023.

Please feel free to contact me with any questions or concerns by phone at 402-471-9015, or by email at kashinda.sims@nebraska.gov.

Sincerely,



Kashinda Sims
Business and Education Program Manager



Memo

To: Nebraska Real Property Appraiser Board
From: Kashinda Sims, Business and Education Program Manager
CC:
Date: 6/16/2023
Re: Appraisal Institute Applications for Supervisory Real Property Appraiser and Trainee Course Approval titled, "Supervisory Appraiser/Trainee Appraiser Course"

At its regular meeting on May 25, 2023, the Board voted to hold the activities and request that the education provider submit the two courses on the correct application forms prior to June 16, 2023.

On June 15, 2023, one updated classroom application was received on the correct form. Staff is working with Appraisal Institute to obtain additional materials as required by Title 298.



Memo

To: Nebraska Real Property Appraiser Board
From: Kashinda Sims, Business and Education Program Manager
CC:
Date: 6/16/2023
Re: ASFMRA Approved Activity titled, "Appraising Ag Facilities Swine Confinement Seminar" (2201443.03)

An application for approval as a continuing education titled, "Appraising Ag Facilities Swine Confinement Seminar," was received at the board office on March 31, 2023. Upon the Director's review on June 9, 2023, it was discovered that a previous activity was approved for the same number of hours and presentation method on October 27, 2020. (Exhibit 1) BEPM Sims emailed the provider to ask for clarification on the activity and was told that the material is a massive rewrite from what was approved before. (Exhibit 2) Ilk stated that the Board can rescind approval of what was previously approved. The new activity (2231459.01) was approved on June 15, 2023. (Exhibit 3)

The Board Staff recommends to rescind approval for the activity titled, "Appraising Ag Facilities Swine Confinement Seminar," that was approved on October 27, 2020.

EXHIBITS

Exhibit 1 201027_Approve_2 CE located in Database attached in the email log dated 10/27/2020 in the Education Interface in NRPAB Database (Education Interface Dropdown/ Select 'Search Education'/ Select 'Activity' in 'Search By' dropdown/ Enter '2201443' for Activity Number)

Exhibit 2 Sims-Ilk Email Chain (Appr Ag Fac Swn Con)_June 14, 2023 located in Database attached in the email log dated 06/14/2023 in the Education Interface in NRPAB Database (Education Interface Dropdown/ Select 'Search Education'/ Select 'Activity' in 'Search By' dropdown/ Enter '2231459' for Activity Number)

Exhibit 3 ASFMRA (Swine Confine Sem) 2 CE New Approval_June 16, 2023 located in Database attached in the email log dated 06/16/2023 in the Education Interface in NRPAB Database (Education Interface Dropdown/ Select 'Search Education'/ Select 'Activity' in 'Search By' dropdown/ Enter '2231459' for Activity Number)

October 27, 2020

DEANNA ILK
ASFMRA
720 S COLORADO BLVD STE 360S
GLENDALE CO 80246-1931

RE: Continuing Education Activity Applications

Dear Ms. Ilk,

The Director of the Nebraska Real Property Appraiser Board (“Board”) has approved your applications for continuing education under the executive authority granted in relation to Governor Ricketts’ 2020 State of Emergency Proclamation made on March 13, 2020. Approval of the following activities is effective October 27, 2020:

Cost Approach Applications	8 hours	2201442.01
	Instructor(s): Brian Gatzke	
Appraising Ag Facilities Swine Confinement Seminar	8 hours	2201443.01
	Instructor(s): Brian Gatzke	

All instructors approved to teach the above activities meet the requirements specified in 298 NAC Chapter 6, Section 005.01.

In accordance with 298 NAC Chapter 6, Section 003.04A, the approval of the application(s) is valid through October 27, 2025. An education provider may renew a continuing education activity on forms approved by the Board when the activity expires. If any of the following changes are made to the content prior to this date, the activity must once again be submitted to the Board for approval through the resubmission process.

- (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 certification by the International Distance Education Certification Center,
- (3) There is a substantial change to the materials, presentation, or policies,
- (4) There is a change in the qualifications as specified in Section 005.01 of this Chapter under which an instructor was approved by the Board,
- (5) One or more instructors are added or removed by the education provider,
- (6) The materials, theories, and/or methodologies are no longer current,

Exhibit #1

October 27, 2020

Page 2 of 2

(7) The activity content and/or policies are no longer communicated to the credential holder(s) as presented to the Board for approval, or

(8) There is a change to a secondary provider's rights to the activity.

According to 298 NAC Chapter 6, Section 005.04A, approval of an instructor for an activity shall expire on the same date the activity is no longer approved. If changes to the instructor's qualifications take place prior to the completion of the five year period, an education provider shall resubmit the continuing education activity for approval. Furthermore, any additional instructors for this continuing education activity must also be approved by the Board through the resubmission process.

The education provider is responsible for seeing that the education activity consumes the full number of hours for which it is approved, that the subject matter is taught as approved by the Board, and that an approved instructor is teaching the activity.

Sincerely,



Katja Duerig

Administrative Specialist

Exhibit #2

From: [Deanna Ilk](#)
To: [Sims, Kashinda](#)
Subject: RE: CE Information Request
Date: Wednesday, June 14, 2023 10:24:47 AM
Attachments: [image001.png](#)
[image005.png](#)
[Appraising Ag Facilities Swine Seminar Seminar Notebook.pdf](#)

Here is the correction.

Yes, we are replacing the old one with this new one.

Sincerely,
Deanna

Deanna Ilk
Senior Coordinator of State Approvals & Accreditation
American Society of Farm Managers and Rural Appraisers
720 S. Colorado Blvd., Suite 360-S | Denver, CO 80246
Direct: 303.692.1222 | Fax: 303.758.0190
The Most Trusted Rural Property Professionals | asfmra.org
QE & CE for Rural Property Professionals
View Upcoming Education and Networking Events
ASFMRA.org/Education-Calendar

From: Sims, Kashinda <Kashinda.Sims@nebraska.gov>
Sent: Wednesday, June 14, 2023 9:19 AM
To: Deanna Ilk <DIlk@asfmra.org>
Subject: RE: CE Information Request

Thank you!

To confirm, we are replacing the old activity (2201443.01) with the new one that was received on March 31, 2023. The Board will rescind approval of 2201443.01.

Also the 2016-17 USPAP is referenced twice, the one on page 58 of the document and 59. If you could update the USPAP on 59, that'd be great.

Genuinely,

Kashinda Sims
Business and Education Program Manager
Nebraska Real Property Appraiser Board



Exhibit #2

From: Deanna Ilk <Dilk@asfmra.org>
Sent: Wednesday, June 14, 2023 10:01 AM
To: Sims, Kashinda <Kashinda.Sims@nebraska.gov>
Subject: RE: CE Information Request

Good Morning, Kashinda,

We got the USPAP reference updated. Not sure how that one slipped by.

Let's do this as new. The material is a massive rewrite from what was approved before. You can expire what we previously approved.

Sincerely,
Deanna

Deanna Ilk
Senior Coordinator of State Approvals & Accreditation
American Society of Farm Managers and Rural Appraisers
720 S. Colorado Blvd., Suite 360-S | Denver, CO 80246
Direct: 303.692.1222 | Fax: 303.758.0190
The Most Trusted Rural Property Professionals | asfmra.org
QE & CE for Rural Property Professionals
[View Upcoming Education and Networking Events](#)
ASFMRA.org/Education-Calendar

From: Sims, Kashinda <Kashinda.Sims@nebraska.gov>
Sent: Wednesday, June 14, 2023 8:40 AM
To: Deanna Ilk <Dilk@asfmra.org>
Subject: CE Information Request

Good morning Deanna,

The Nebraska Real Property Appraiser Board is processing the applications submitted under the title, "Appraising Ag Facilities: Swine Confinement Seminar."

In the student and instructor materials that were submitted, the 2016-17 Edition of USPAP is referenced. Could this be changed to reference the most current edition of USPAP (2020-2021)?

In addition, there seems to be a classroom activity already approved in Nebraska titled, "Appraising Ag Facilities: Swine Confinement Seminar," Activity #2201443.01. Is the classroom activity received on March 31, 2023 a resubmission or a different new continuing education activity for the same number of hours.

Please let me know at your earliest convenience.

June 16, 2023

DEANNA ILK
 ASFMRA
 720 S COLORADO BLVD STE 360S
 GLENDALE CO 80246-1931

RE: Applications for Approval as a Continuing Education Activities in Nebraska

Dear Deanna Ilk,

The Nebraska Real Property Appraiser Board ("Board") has received an Application for Approval as a Continuing Education Activity in Nebraska for the following education activity(s):

ASFMRA	Appraising Ag Facilities Swine Confinement Seminar (Nebraska Activity #2231459.01)	Continuing Education	Classroom	8 Hours	Effective: 06/15/2023 Expiration: 06/15/2028
ASFMRA	Appraising Ag Facilities Swine Confinement Seminar (Nebraska Activity #2233458.01)	Continuing Education	Synchronous	8 Hours	Effective: 06/15/2023 Expiration: 06/15/2028

The continuing education activity(s) listed above has been approved as shown. An education provider may renew a continuing education activity by submitting the Application for Renewal as a Continuing Education Activity in Nebraska form prior to the date on which the activity expires (recommended that the application is submitted to the Board's office thirty days prior to expiration). If any of the following changes are made to the content prior to this date, the activity must be resubmitted to the Board for approval using the Application for Approval as a Continuing Education Activity in Nebraska form:

- (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 qualifications specified in Section 001.15 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 of Chapter 6 in Title 298 for any instructor,

June 16, 2023

Page 2 of 2

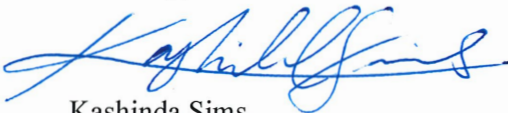
- (5) One or more instructors are added or removed by the education provider,
- (6) The materials, theories, and/or methodologies are no longer current,
- (7) The activity content and/or policies are no longer communicated to the credential holder(s) as presented to the Board for approval, or
- (8) There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

Any Instructor(s) identified in the Application for Approval as a Continuing Education Activity that meets the education provider's instructor qualifications policy and is responsible for ensuring that the activity content is communicated to the activity's audience as approved, is included in the Board's records for this continuing education activity. If there is a change in the qualifications of one of the instructors for this continuing education activity as specified in 298 NAC, Chapter 6, § 005, or one or more instructors have been added or removed, this education activity must be resubmitted for approval. 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.

The education provider is responsible for seeing that the education activity content covers the full number of hours for which it is approved, the activity content is disseminated as approved by the Board, and that an instructor on record with the Board is responsible for ensuring that the activity content is communicated to the activity's audience as presented to the Board for approval.

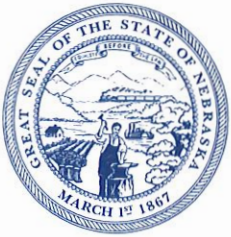
A receipt (22444, 22445) for payment of this education activity(s) is enclosed with this letter.

Sincerely,



Kashinda Sims

Business and Education Program Manager



Jim Pillen
Governor

STATE OF NEBRASKA

Governor's Policy Research Office

Kenny Zoeller, Director

P.O. Box 94601 • Lincoln, Nebraska 68509-4601
Phone (402) 471-2414 • Fax (402) 471-2528

May 31, 2023

Tyler Kohtz, Director
Real Estate Commission
301 Centennial Mall, South
Lincoln, NE 68509-4667

RE: Title 298 NAC 1-7 — Title XI Updates

Dear Director Kohtz:

On May 31, 2023, the Governor approved the above-referenced regulations. The Governor's Policy Research Office filed the regulations with the Secretary of State's Office on May 31, 2023.

Sincerely,

Kenny Zoeller
Director of Policy Research Office

cc: Grant Latimer
Policy Advisor
Governor's Policy Research Office



Guidance Document 23-01

Proposed June 22, 2023

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

SUBJECT: CHRC Carried Out by the Board for 10% or More Owners of AMC at Renewal of Registration

LEGAL REFERENCE: Neb. Rev. Stat. § 76-3203 (Laws 2019, LB77, § 12); Neb. Rev. Stat. § 76-3207(1)(b), (2) (Laws 2020, LB808, § 91)

SUMMARY OF ACTION

Presented to the Board at its June 22, 2023 meeting.

BACKGROUND

At its strategic planning meeting on June 15, 2022, the Nebraska Real Property Appraiser Board (“Board”) set a goal to explore alternatives for verification of AMC owner AMC Rule background compliance related to AMC registration renewal. At its regular meeting on May 25, 2023, the Board reviewed a report titled, “Report on Change to CHRC Procedures for AMC Owners of 10 Percent or More at AMC Renewal” prepared by Director Kohtz. While reviewing information in preparation for drafting this report, it was discovered that many peer states only require a Criminal History Record Check (“CHRC”) for new owners of 10% or more of an AMC after initial registration (CHRCs conducted for all owners of 10% or more of an AMC at initial registration). The Board agreed that annual CHRCs place a burden on an AMC and its owners.

ANALYSIS

When referring to renewal requirements for AMC registration, Neb. Rev. Stat. § 76-3203(6) states, “The renewal of a registration includes the same requirements found in subsections (1) through (5) of this section. An application for renewal of a registration shall be furnished to the board no later than sixty days prior to the date of expiration of the registration.” In addition, N.R.S. § 76-3203(7) says, “For the purpose of subdivision (6) of section 76-3202, the twelve-month period for renewal of a registration shall consist of the twelve months pursuant to subsection (4) of this section.”

Although N.R.S. § 76-3203 establishes certain requirements for issuance of a registration as an appraisal management company, and those requirements found in subsections (1) through (5) are applicable to renewal of a registration of an appraisal management company, N.R.S. § 76-3203 is silent regarding requirements for owners of 10% or more of an appraisal management company. As such, N.R.S. § 76-3203(6) does not include CHRCs for owners of 10% or more of an appraisal management company as a condition of renewal of a registration as an appraisal management company by association to the requirements for issuance of a registration as an appraisal management company as found in subsections (1) through (5) of 76-3203.

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

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

Although N.R.S. § 76-3207(1)(b) applies to a person applying for issuance of a registration or renewal of a registration, N.R.S. § 76-3207(2) clearly establishes the requirement for each individual owner of more than ten percent of an appraisal management company at the time an application for issuance of a registration is made. Throughout the Appraisal Management Company Registration Act the requirements for issuance of a registration are defined separately from the requirements for renewal of a registration. This is established by the use of specific phrasing “issuance of a registration” and “renewal of a registration.” N.R.S. § 76-3207(2) does not establish that the CHRC requirements pertain to each individual owner of more than ten percent of an appraisal management company at the time an application for renewal of a registration is made.

Title XI of the Financial Institutions Reform, Recovery, and Enforcement Act of 1989 ("Title XI") was amended by the Dodd–Frank Wall Street Reform and Consumer Protection Act (“Dodd-Frank”), which was signed into law on July 21, 2010. Dodd-Frank required states to register and supervise the operations and activities of appraisal management companies. LB410 was approved by Governor Heineman on March 10, 2011, enacting the Appraisal Management Company Registration Act, which became effective on January 1, 2012. AM360 to LB410 was adopted by the Nebraska State Legislature on February 17, 2011, inserting the language found in N.R.S. § 76-3207(1)(b),(2) pertaining to CHRC requirements.

During floor discussion on February 17, 2011, Senator Utter introduced AM360 and stated, *“Thank you very much, Mr. President. Good morning, colleagues. This is a simple amendment that clarifies that all 10 percent, or more, owners of an appraisal management fee must undergo a vetting process that includes fingerprinting and a criminal records check through the national Federal Bureau of Investigation. And it...and this amendment also clarifies that the fees for this criminal records background check will be taken out of the application fees that the appraisal management company is paying. I urge your adoption of this amendment.”* AM360 was adopted with no further discussion.

At its February 17, 2011 regular meeting, the Board discussed AM360. The following excerpt from the meeting minutes details this discussion (p.4): *“AM360 was not submitted with AM197 as we were awaiting approval from the FBI of language necessary to conduct a criminal background check. AM360 simply requests that each individual owner of more than ten percent of an appraisal management company must, at the time of application for registration, submit two copies of legible ink-rolled fingerprint cards or equivalent electronic fingerprint submissions to the board for delivery to the Nebraska State Patrol in a form approved by the Nebraska State Patrol and the Federal Bureau of Investigation. Enrollment and Review ER27 was adopted on February 17, 2011.”*

Since N.R.S. § 76-3203(5) (2012) required that an application for the renewal of a registration includes substantially similar information required for the initial registration as provided in subsection (2) of the same section (through LB410), and N.R.S. § 76-3207(2) (2012) required each individual owner of more than ten percent of an appraisal management company to submit to a CHRC, at the time an application for registration as an appraisal management company was made, the requirement for renewal of an AMC registration was established as the same for AMC owners of 10 percent or more under N.R.S. § 76-3203(2)(m) (2012), which says, *“Any other information required by the board which is reasonably necessary to implement the Nebraska Appraisal Management Company Registration Act.”* The AMC Rule was adopted on June 9, 2015, with an effective date of August 10, 2015, by the Board of Governors of the Federal Reserve System, the Federal Deposit Insurance Corporation, the Office of the Comptroller of the Currency, the National Credit Union Administration, the Consumer Financial Protection Bureau, and the Federal Housing Finance Agency to implement the minimum requirements in the Dodd-Frank Wall Street Reform and Consumer Protection Act, which added a new Section 1124 to Title XI, to be applied by participating States in the registration and supervision of appraisal management companies. LB17, approved by Governor Ricketts on March 21, 2018, updated the Appraisal Management Company Registration Act for compliance with the Title XI and the AMC Rule. LB17 simplified the language in N.R.S. § 76-3203 to better align with the language found in the AMC Rule. Thus, the language, *“Any other information required by the board which is reasonably necessary to implement the Nebraska Appraisal Management Company Registration Act”* was removed.

GUIDANCE

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

Although N.R.S. § 76-3207(2) establishes the CHRC requirement for each individual owner of more than ten percent of an appraisal management company at the time an application for issuance of a registration is made, for the purpose of N.R.S. § 76-3207(1)(b), no such CHRC requirement is established for each individual owner of more than ten percent of an appraisal management company at the time an application for renewal of a registration is made. However, it is the Nebraska State Legislature's intent that all individual owners of more than ten percent must undergo a vetting process that includes CHRC. Therefore, in order to reduce an unnecessary burden, as of July 1, 2023, the Board will no longer carry out a CHRC for any individual owner of more than ten percent of an appraisal management company that has had a CHRC previously completed. Any owner of more than ten percent of an appraisal management company that has previously completed a CHRC, as identified by the Board, will be evaluated for compliance with N.R.S. § 76-3207(1)(b) by the appraisal management company's response to the Application for Renewal of Nebraska Appraisal Management Company Registration question, "Has any individual owner of more than 10% of the Appraisal Management Company been convicted of, or entered a plea of nolo contendere to, a felony related to real property appraisal practice or any crime involving fraud, misrepresentation, or moral turpitude since the criminal history record check was carried out by the Board?" A CHRC is still carried out for any new owner of more than ten percent of an appraisal management company, as identified by the Board, at the time application for renewal of a registration as an appraisal management company is made. Rapback reports issued by the Nebraska State Patrol that identify criminal activity for those that have had a CHRC completed will be utilized by the Board as well.



Guidance Document 22-01

Adopted May 19, 2022

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

SUBJECT: Education Activity Instructor Application Requirements

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

SUMMARY OF ACTION

Adopted by the Board at its May 19, 2022 meeting.

BACKGROUND

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

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

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

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

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

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

ANALYSIS

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

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

In accordance with 298 NAC Chapter 6, § 005.02A, an education provider applying for approval of an instructor for any qualifying education activity, continuing education activity, or supervisory real property appraiser and trainee course, must:

- Submit an application for each activity on forms approved by the Board showing compliance by the instructor applicant with all requirements established by the Act or by this Title (005.02A.1);
- Submit written evidence of the instructor applicant’s qualifications related to the activity for which approval is requested (005.02A.2); and
- Submit evidence of the instructor applicant’s approval as an AQB Certified USPAP Instructor by the Appraiser Qualifications Board of The Appraisal Foundation for approval as an instructor of any qualifying education fifteen-hour National Uniform Standards of Professional Appraisal Practice Course, continuing education seven-hour National Uniform Standards of Professional Appraisal Practice Update Course, and/or supervisory real property appraiser and trainee course (005.02A.3).

298 NAC Chapter 6, § 005.02C says, “If the Board’s director finds that the instructor applicant meets the requirements in the Act and this Title, the application will be considered a completed application and the instructor applicant may be approved for a specific activity. If the Board’s director finds that the instructor applicant may not meet one or more of the requirements in the Act and this Title, the application shall be placed before the Board for consideration. If the Board finds that the instructor applicant meets the requirements in the Act and this Title, the application will be considered a completed application and the instructor applicant may be approved. The education provider will receive a written notification of approval, which outlines the details of approval.”

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

GUIDANCE

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



Guidance Document 21-04

Adopted October 21, 2021

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

SUBJECT: Certification by the International Distance Education Certification Center for Correspondence Education Activities

LEGAL REFERENCE: Neb. Rev. Stat. § 76-2223(1)(m),(n) (Laws 2020, LB808, § 71); Neb. Rev. Stat. § 76-2228.01 (Laws 2021, LB23, § 4); Neb. Rev. Stat. § 76-2230 (Laws 2021, LB23, § 6); Neb. Rev. Stat. § 76-2231.01 (Laws 2021, LB23, § 7); Neb. Rev. Stat. § 76-2232 (Laws 2021, LB23, § 8); Neb. Rev. Stat. § 76-2236 (Laws 2020, LB808, § 82); 298 NAC Chapter 1, § 001.05 (2020); 298 NAC Chapter 1, § 001.08 (2020); 298 NAC Chapter 2, § 001 (2020); 298 NAC Chapter 4, § 001 (2020); 298 NAC Chapter 6, § 001 (2020)

SUMMARY OF ACTION

Adopted by the Board at its October 21, 2021 meeting.

BACKGROUND

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

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

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

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

It is the Board’s priority to reduce unnecessary regulatory burden and remove barriers for the real property appraiser profession. Just as the AQB experienced, the Board also saw a tremendous response from real property appraisers who were able to take advantage of this new educational opportunity. The Board’s change to its education program due to Covid-19 successfully accomplished the Board’s objectives and aligns with its mission and vision. As the ASC temporary waiver expires on January 1, 2022, and the new Criteria go into effect on the same date, it is the Board’s intent to permanently remove the requirement that a correspondence education activity must be certified by the International Distance Education Certification Center (“IDECC”) effective as of January 1, 2022.

ANALYSIS

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

N.R.S. § 76-2228.01 (Trainee Real Property Appraisers), N.R.S. § 76-2230 (Licensed Residential Real Property Appraisers), N.R.S. § 76-2231.01 (Certified Residential Real Property Appraisers), and N.R.S. § 76-2232 (Certified General Real Property Appraisers), establish that an applicant for credentialing must successfully complete and pass examination for a specific number hours in real property appraiser Board-approved qualifying education courses conducted by education providers as prescribed by rules and regulations. Furthermore, N.R.S. § 76-2236 establishes that an applicant for renewal of a real property appraiser credential shall furnish evidence to the Board that he or she has satisfactorily completed no fewer than twenty-eight hours of approved continuing education activities in each two-year continuing education period.

298 NAC Chapter 2, § 001 defines the requirements for acceptance of qualifying education activities and the supervisory real property appraiser and trainee course required for issuance of a credential as a trainee real property appraiser, licensed residential real property appraiser, certified residential real property appraiser and certified general real property appraiser. In accordance with Section 001, any classroom qualifying education activity or supervisory real property appraiser and trainee course completed in the State of Nebraska must be approved by the Board, and any classroom qualifying education activity or supervisory real property appraiser and trainee course completed in another jurisdiction must be approved as such by the jurisdiction in which it was completed at the time the classroom activity was completed, and meet or exceed the requirements for approval of such classroom education activity as outlined in Chapter 6 of Title 298.

Any qualifying education activity or supervisory real property appraiser and trainee course completed online, or by correspondence, by a resident of Nebraska, must be approved by the Board, and any qualifying education activity or supervisory real property appraiser and trainee course not approved by the Board completed by a resident of another jurisdiction online, or by correspondence, must be approved as such by the jurisdiction in which he or she is a legal resident at the time the online or correspondence activity was completed, and meet or exceed the requirements for approval of such online or correspondence education activity as outlined in Chapter 6 of Title 298.

298 NAC Chapter 4, § 001 defines the requirements for acceptance of continuing education activities required for renewal of a credential as a trainee real property appraiser, licensed residential real property appraiser, certified residential real property appraiser, and certified general real property appraiser. In accordance with Section 001, any classroom continuing education activity completed in the State of Nebraska, including attendance at an in person conference, must be approved by the Board, and any classroom continuing education activity or in person conference completed in another jurisdiction must be approved as continuing education by the jurisdiction in which it was completed at the time the classroom continuing education activity was completed or in person conference was attended, and meet or exceed the requirements for approval of a classroom continuing education activity as outlined in Chapter 6 of Title 298.

Any continuing education activity completed online, or by correspondence, by a resident of Nebraska, including attendance of a virtual conference, must be approved by the Board, and any continuing education activity not approved by the Board completed online, or by correspondence, including attendance of a virtual conference, by a resident of another jurisdiction, must be approved as continuing education by the jurisdiction in which he or she is a legal resident at the time the online or correspondence activity was completed, or the virtual conference was attended, and meet or exceed the requirements for approval of an online or correspondence continuing education activity as outlined in Chapter 6 of Title 298.

298 NAC Chapter 6, § 001 defines the requirements for approval of education activities offered by education providers and colleges, community colleges, or universities. Subsection 001.07 outlines the specific requirements for approval of online or correspondence education activities. Per 298 NAC Chapter 6, § 001.07A, “Each online education and correspondence education activity shall be certified by the International Distance Education Certification Center (“IDECC”), or conducted by an accredited college, community college, or university that offers distance education programs and is approved or accredited by the Commission on Colleges, a regional or national accreditation association, or by an accrediting agency that is recognized by the U.S. Secretary of Education, that awards academic credit for the distance education courses.”

Section III.D of the Criteria effective on January 1, 2022 states, “Distance education is defined as any education process based on the geographical separation of student and instructor. Components of distance education include synchronous, asynchronous, and hybrid. In synchronous educational offerings, the instructor and students interact simultaneously online, similar to a phone call, video chat or live webinar, or web-based meeting...” In addition, “Synchronous courses provide for instruction and interaction substantially the same as on-site classroom courses. Synchronous courses meet class hour requirements if they comply with requirements III.A and III.B.” Per 298 NAC Chapter 1, § 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.” For the purpose of its administrative duties as they relate to Chapter 6 of the Nebraska Administrative Code, the AQB’s definition of asynchronous distance education and the Board’s definition of correspondence education are equivalent.

Finally, per 298 NAC Chapter 1, § 001.05, Conference means a formal or informal scheduled gathering in which many people discuss problems or ideas related to a particular topic. A conference may be held as correspondence education activity.

GUIDANCE

The AQB of The Appraisal Foundation has determined that a correspondence education activity provide for instruction and interaction substantially the same as a classroom education activity, thus, effective on January 1, 2022, IDECC certification is no longer required for the Board’s approval of a correspondence education activity to be offered by an education provider, or for acceptance of a correspondence education activity as real property appraiser education, if the education activity is approved by the Board or meets or exceeds the requirements for approval as an education activity as outlined in Chapter 6 of Title 298.



Guidance Document 21-02

Adopted July 15, 2021

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

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

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

SUMMARY OF ACTION

Adopted by the Board at its July 15, 2021 meeting.

BACKGROUND

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

ANALYSIS

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

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

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

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

GUIDANCE

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



INTERNAL PROCEDURE 202301

Proposed July 22, 2023

Real Property Appraiser Applicant Experience Review Subcommittees

For the purpose of 298 NAC Chapter 2, § 002.13, the Real Property Appraiser Applicant Experience Review Subcommittee (“Subcommittee”) assignments will be established at the time any new board member is appointed by the Governor, or at the request of a board member or the Director. The number of Subcommittees established will be determined by the Board and a board member may participate on one or more Subcommittees. If applicable, the Director will assign a real property appraiser applicant to a Subcommittee based on that Subcommittee’s experience and expertise. If a Subcommittee rejects a real property appraiser applicant experience review, the Director will assign the real property appraiser applicant to another Subcommittee utilizing the same criteria. If no Subcommittee accepts the real property appraiser applicant experience review, the Director will place the applicant before the Board for consideration. No board member per diem is received for participation on a Subcommittee.

Selection Procedures for Random CHRC For Real Property Appraiser Renewal Proposed June 22, 2023

	A	B	C	D	E	F	G	H	I
1	Sir Gordon Chalk	0.810087							
2	Sir Joh Bjelke-Petersen	0.188936							
3	Peter Beattie	0.700644							
4	Frank Cooper	0.030621							
5	Anna Bligh	0.246233							
6	Jack Pizzey	0.613393							
7	Russell Cooper	0.696986							
8	Rob Borbidge	0.361598							
9	Ned Hanlon	0.868152							
10	Sir Francis Nicklin	0.027859							
11	Mike Ahern	0.161017							
12	Wayne Goss	0.944119							
13	Campbell Newman	0.499478							
14	William Francis Smith	0.000755							

- On June 1st of each year or shortly thereafter, the Director will generate the OBIEE Appraiser Random CHRC Selection Report from the NRPAB Database for the year of the next renewal, which includes contact information for all active real property appraisers.
- The Row 1 headers will be deleted.
- The formula =RAND() will be entered into the first row of Column S. (This generates a random number between 0 and 1.)
- The formula will be copied and pasted to the remaining rows that contain appraiser names. This will place a different random number in each cell next to the relevant names.
- Column S, filled with random numbers, will be selected by clicking on the initial row letter at the top to highlight the entire column.
- The ‘Sort & Filter’ button on the Home tab will be selected, and the column will be sorted by using ‘Sort Smallest To Largest’. Excel will offer to expand the selection, so the names will actually be sorted as well.
- Column S will be highlighted and deleted. This gets rid of the random numbers, as they are no longer needed.
- 2% of the total number of appraisers shown on the Appraiser Random CHRC Selection Report will be identified and rounded up to the next whole number.
- Delete all appraisers shown below the whole number as determined above.
- The list will be saved as “Years Appraiser Random CHRC Selection Report”.
- Each appraiser selected will be notified in writing by certified letter that informs the real property appraiser of the selection, and of the submission procedures and requirements.



Real Property Appraiser Credential Renewal Application Procedures

Effective ~~May 19~~ June 22, 2022

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

3. All applications received, whether online or PDF, are reviewed for completeness. Applications that are incomplete due to unanswered questions; missing information, signatures, documentation, or fingerprints; incorrect payment; ineligibility for two-year renewal; fewer than 28 hours CE submitted at the end of the CE period; or no [USPAP 7-Hour USPAP Update Course](#) Update completion documentation submitted if required with the renewal, will be rejected. The [applicant/real property appraiser's USPAP 7-Hour USPAP Update Course](#) due date will be verified. The [applicant/real property appraiser's](#) CE period will be verified to determine whether 28 hours of CE are required with the application. For [applicant/real property appraiser](#)s whose credentials were issued within the past 3 years, the date on which the credential was issued and whether the credential was approved through reciprocity will be verified to determine the beginning date of the two-year CE period in accordance with N.R.S. § 76-2218. Applicants whose applications are incomplete may be offered a specific deadline by which to complete the application, in which case processing can continue. If all elements of an application are present, the application is considered complete. Upon further review, complete applications may be found to have incorrect information, CE activities submitted may be found not to meet requirements, or the ASC [Appraiser Registry](#) or background results may reveal undisclosed disciplinary action or criminal history. Complete applications are eventually approved or denied by staff, the Director, or the Board, or are withdrawn by the [applicant/real property appraiser](#).
4. The Business and Licensing Program Manager (BLPM) will check each day for new online renewal applications. If all questions have been answered and all necessary additional information has been provided or attached, and the Criminal History Record Check questions have been answered if the [applicant/real property appraiser](#) was randomly selected to provide fingerprints, the BLPM will mark the application "Accepted" in Initial Staff Review and "Under Review" in Status in the Appraiser Applications and Reviews Interface. The EFW payment will be included in the next EFW file to be built and sent to US Bank. All receipts will be deposited with Treasury Management in accordance with the Internal Control Plan after US Bank confirms receipt of the EFW file. The application will be entered in the Applicant Tracker spreadsheet.
 - a. If the application is late, the BLPM will enter the late processing fees in the [applicant/real property appraiser's](#) Payments tab in the Database with the EFW reference number as the payment and receipt numbers. No paper receipt is required as the payment of the late processing fee is itemized in the EFW receipt.
 - b. If additional information or documentation is missing, the [applicant/real property appraiser](#) was selected to provide fingerprints and answered that he or she was not selected, or the submission is a duplicate of a previously submitted application, the BLPM will mark the application "Rejected" in Initial Staff Review in the Appraiser Applications and Reviews Interface and detail the reason in the text box. The BLPM will change the Status to "Rejected." The BLPM will send the [applicant/real property appraiser](#) a letter with the reason for rejection and log the

letter in the application Communication and Documentation log. The BLPM will verify that any EFW payment is not included in the next EFW file built.

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

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

8. The BLP or ~~renewal processing temporary employee~~ other NRPAB teammate as assigned by the director ~~employee assisting with renewal processing~~ verifies that the application is complete. During that process the teammate ~~employee~~ will check the application for the following and mark each step as complete in the Appraiser Applications and Reviews Interface, logging all communications and documents in the Communication and Documentation Log for that application.
 - a. The information in the application is accurate and complete. Teammate ~~Employee~~ will determine whether the applicant real property appraiser has provided any incorrect/misleading responses (e.g., education completion, disciplinary action, legal action), and all address or personal information fields match the application's information in the database. If there is a discrepancy regarding the address or personal information between the PDF application and database, the database will be updated to reflect the information included on the PDF application. If there is a change in the appraiser real property appraiser's name or Principal Place of Business Contact Information in Appraiser Login or on a PDF application, the ASC Appraiser Registry will be updated with the new information. If clarification is needed on any answers, a letter will be sent to the applicant real property appraiser requesting a response. The appraiser real property appraiser will be asked to respond to the Board's office in writing within ten business days. The Board's Director has authority to approve the response, or the Director may determine that the response will be reviewed by the Board at its next regular meeting.
 - b. Verify if it is for a one- or two-year renewal. If the applicant real property appraiser is not eligible for a two-year renewal and this was missed at step 4b, or an online renewal application allowed an incorrect two-year renewal and was accepted at Step 3, the application will be processed as a 1-year renewal and the applicant real property appraiser notified with a letter explaining the requirements for a two-year renewal and why the applicant real property appraiser has not met those. The letter will include a W-9 form to be completed and mailed or emailed back to the Board's office. The letter to the applicant real property appraiser will explain that the W-9 is required in order to process the refund of the overpayment.
 - c. Verify the application has all required documents. A complete PDF renewal application includes:
 - i. a completed application form,

- ii. \$320 ~~check-payment~~ for a timely one-year renewal, \$640 for a timely two-year renewal, or \$10 for a timely Trainee two-year renewal (credentialing fee, ~~ASC Appraiser~~~~federal~~ ~~R~~Registry fee, random fingerprint program fee),
 - iii. two sets of fingerprint cards or date fingerprints taken electronically by the Nebraska State Patrol, if applicable,
 - iv. explanations and documents for any “yes” answers to disciplinary questions, and
 - v. all continuing education certificates not previously submitted and approved (or submitted separately by electronic means and not yet approved) including 7-Hour ~~USPAP~~~~7-Hour USPAP Update Course~~ Update if due that year and all others if it is the end of the second year in the two-year continuing education cycle;
- vi. late processing fees are required to be included for any application postmarked after November 30 of the current year.

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

A complete online renewal application includes:

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

- vi. late processing fees are calculated by the online renewal application system for any application date stamped after November 30 of the current year.

If the online renewal application is missing any of the required information for renewal, the application will not be processed any further. A letter will be sent to the [applicant/real property appraiser](#) explaining the deficiencies and will be logged in the application log. The portions of the review that were completed will be marked as Complete in the Appraiser Applications and Reviews Interface. The Status will be set to “Rejected.” The letter will include a W-9 form to be completed and mailed or emailed back to the Board’s office. The letter to the [applicant/real property appraiser](#) will explain that the W-9 is required in order to process the refund of the payment of fees.

- d. Verify that the education certificates required have been received. Verify that all education activities were completed within the [appraiser/real property appraiser](#)’s two-year CE period. The two-year CE period may not begin on January 1 for new credential holders. For [applicant/real property appraisers](#) whose credentials were issued within the past 3 years, the date on which the credential was issued and whether the credential was approved through reciprocity will determine the beginning date of the two-year CE period in accordance with N.R.S. § 76-2218. If the number of continuing education hours are deficient, the application will not be processed any further. A letter will be sent to the [applicant/real property appraiser](#) explaining the deficiencies and will be logged in the Appraiser Applications and Reviews Interface log. The portions of the review that were completed will be marked as “Complete” in the Appraiser Applications and Reviews Interface. If the [applicant/real property appraiser](#) does not choose to remedy the deficiencies and complete the continuing education requirements, the Status will be set to “Rejected” if insufficient hours were submitted and “Denied” if the appropriate number of hours were submitted, but one or more of the activities does not meet requirements for approval (If denial is not clear, application is presented to the Director for decision to deny or take to the Board for decision.). A rejection or denial letter, as appropriate, will be sent and will include a W-9 form to be completed and mailed or emailed back to the Board’s office. The letter to the [applicant/real property appraiser](#) will explain that the W-9 is required in order to process the refund of the payment of fees.
- e. [USPAP 7-Hour USPAP Update Course](#) has a specific date requirement. Often, [USPAP 7-Hour USPAP Update Course](#) is due in the first year of an [appraiser/real property appraiser](#)’s two-year continuing education period. If [USPAP 7-Hour USPAP Update Course](#) is found to not have been completed in a timely manner or not have been completed, [teammate/employee](#) will consult with the Director regarding how to proceed. The Director has authority to approve the activity in question with or without additional directives (advisory letter), or the Director

may determine that the application will go before the Board at its next regular meeting. Applicant will be notified of any action by letter.

- f. For continuing education activities completed in another jurisdiction, the certificate will be submitted to the Business and Education Program Manager (BEPM) for verification of approval of the activity in the jurisdiction in which it was completed, ~~and at the time it was completed, for classroom activities;~~ or ~~at the for verification of approval of the activity by a jurisdiction in which the real property real property appraiser is credentialed as verified through the ASC Appraiser Registry at the time the activity was completed for distance (asynchronous, synchronous) continuing education jurisdiction of residence credential for online and correspondencedistance education~~ activities not approved by Nebraska. ~~The BEPM will, and~~ entering the education activity into the NRPAB Database. The BEPM will then assign a continuing education activity number, write the number on the certificate, and return it to the ~~teammateemployee~~ processing the application. If BEPM cannot verify acceptance as continuing education by ~~anotherthe jurisdiction, if applicable in which the activity was completed or the a jurisdiction of residence credential for online and correspondencedistance education activities not approved by Nebraska,~~ he or she will return the certificate to the ~~teammateemployee~~ processing the application and request that ~~teammateemployee~~ send letter to ~~appraiserreal property appraiser~~: 1) requesting that ~~appraiserreal property appraiser~~ provide supporting documentation evidencing that the activity is accepted as continuing education by the jurisdiction ~~in question in which the activity was completed or the a jurisdiction of residence credential for online and correspondencedistance education activities not approved by Nebraska,~~ or 2) informing ~~appraiserreal property appraiser~~ that activity is not accepted for continuing education credit. If the continuing education requirements for renewal are not met, the application will not be processed any further. A letter will be sent to the ~~applicantreal property appraiser~~ explaining the deficiencies and will be logged in the application log. The portions of the review that were completed will be marked as "Complete" in the Appraiser Applications and Reviews Interface. If the ~~applicantreal property appraiser~~ does not choose to remedy the deficiencies and complete the continuing education requirements, the Status will be set to "Denied." A denial letter be sent and will include a W-9 form to be completed and mailed or emailed back to the Board's office. The letter to the ~~applicantreal property appraiser~~ will explain that the W-9 is required in order to process the refund of the payment of fees.
- g. Certificates will then be entered into the NRPAB database. The continuing education acceptance is validated by the NRPAB's records in the database. If the ~~appraiserreal property appraiser~~ has not supplied the required documentation, the ~~teammateemployee~~ will return the application with all the accompanying documentation or notify the ~~applicantreal property appraiser~~ with a letter explaining the continuing education deficiencies. If the continuing education

requirements for renewal are not met, the application will not be processed any further. A letter will be sent to the [applicant/real property appraiser](#) explaining the deficiencies and will be logged in the application log. The portions of the review that were completed will be marked “Complete” in the Appraiser Applications and Reviews Interface. If the [applicant/real property appraiser](#) does not choose to remedy the deficiencies and complete the continuing education requirements, the Status will be set to “Denied.” A denial letter be sent and will include a W-9 form to be completed and mailed or emailed back to the Board’s office. The letter to the [applicant/real property appraiser](#) will explain that the W-9 is required in order to process the refund of the payment of fees. If CE was taken late, the ~~teammate/employee~~ will write the year due on the certificate, and enter the activity as having been taken in the CE period to which it is being applied, not the CE period during which it was actually taken. If [USPAP 7-Hour USPAP Update Course](#) was taken late, next [USPAP 7-Hour USPAP Update Course](#) due date will be two years after it was due, not two years after it was actually completed. For CE certificates uploaded by the ~~appraiser/real property appraiser~~ in the education interface in Appraiser Login, CE applied to an earlier CE period than the period during which it was actually completed or [USPAP 7-Hour USPAP Update Course](#) applied to an earlier year than the year in which it was completed will have a note added in the Education tab when the CE is approved indicating why the CE period or the [USPAP 7-Hour USPAP Update Course](#) year does not match the date of completion of the activity.

- h. If continuing education is approved, the ~~teammate/employee~~ will update the database with the new [USPAP 7-Hour USPAP Update Course](#) due date (If [USPAP 7-Hour USPAP Update Course](#) was taken late, next [USPAP 7-Hour USPAP Update Course](#) due date will be two years after it was due, not two years after it was actually taken.), along with the new continuing education cycle for the ~~appraiser/real property appraiser~~ (if applicable). It is imperative that this be updated to ensure that there is no confusion arising from incorrect data on the Board’s website and to ensure that the online renewal application does not allow an ~~appraiser/real property appraiser~~ to submit an incorrect 2-year renewal application.
- i. The ~~teammate/employee~~ will mark the Education Review as “Complete” in the Appraiser Applications and Reviews Interface. This item will be marked as “Complete” even if the ~~appraiser/real property appraiser~~ was not required to submit any CE with the application, to indicate that the ~~teammate/employee~~ reviewed and verified that no CE was required and [USPAP 7-Hour USPAP Update](#)

[Course](#) was not required. The CE Period and year [USPAP 7-Hour USPAP Update Course](#) due updated will be marked as “Complete” if either of those dates were changed.

9. The [teammateemployee](#) will proceed to verify disciplinary action by utilizing the ~~ASC~~ [ASC Appraiser National](#) Registry. All credential holders will be verified on the [ASC Appraiser National](#) Registry whether they are reciprocal or resident credential holders. This ASC report will be saved as a PDF (or printed off and scanned) and uploaded as a Communication and Documentation log entry in the Appraiser Applications and Reviews Interface. If there is no disciplinary action the ASC review will simply be placed in the renewal application. In the Disciplinary Review section of the Application Review Interface, the Disciplinary Review, NE Disciplinary Action Review, and [ASC Appraiser National](#) Registry Review will be marked as “Complete” and Recommendation set to “Approved”. If there is disciplinary action, the [teammateemployee](#) will highlight it in the ASC report and verify that:
 - a. The Disciplinary action occurred more than 5 years ago.
 - b. The Disciplinary action has been appropriately reported on previous applications (if applicable).

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

10. For ~~applicant~~ [real property appraisers](#) required to submit to a criminal history record check, the BLPM will review results received from the Nebraska State Patrol.
 - a. If there are no results reported, the Background Results Review will be marked “Complete” and the Recommendation “Approved” selected. The results will be filed for the 2-year retention period.
 - b. If results are reported, but have been previously reviewed and approved, that will be noted in the application log. The Background Results Review will be marked “Complete” and the Recommendation “Approved” selected. The results will be filed for the 2-year retention period.
 - c. If results are reported that have not been previously reviewed, Director Review will be marked “Applicable” and the results given to the Director for review. The Director may request further information from police departments, courts, or the

[applicantreal property appraiser](#). The Director may approve, deny, or send the application to the board for review. If notification of any sort is to be made to the [applicantreal property appraiser](#), or the application will go before the Board, the [applicantreal property appraiser](#) will be notified in writing. The Director's review and recommendation and the Board Review and Board Action, if any, will be marked in the CHRC Review and appropriate log entries will be made for all actions and documents. The results will be filed for the 2-year retention period.

11. Late renewal applications requiring Board review will be placed on the agenda for the next board meeting. The Board will be informed of the [applicantreal property appraiser](#)'s late renewal history: none, a prior late renewal, or multiple prior late renewals. Late renewal applications approved by the Director will be entered in the "Director Approval of Real Property Appraiser Applicants" documents for the next board meeting.
12. Upon the successful completion of the education review, the disciplinary action check, and the CHRC review and Board review, if any, the status of the application will be updated to "Ready for Credentialing" in the Appraiser Applications and Reviews Interface. The required information will be entered under the credentialing card tab in the NRPAB database (credential type, fee amount, [ASC Appraiser Registryregistry](#) fee, effective date, expiration date, paid by, form of payment, check or EFW number, and receipt of EFW number). Once these items are entered, the credentialing card will be generated. The [teammateemployee](#) will enter the credentialing card number in the Applicant Tracker spreadsheet and on the photocopy of the check attached to the deposit or beside the [appraiserreal property appraiser](#)'s name on the EFW document attached to the deposit. If any late processing fees were paid, the [teammateemployee](#) will verify that the fees are recorded under the Payments tab in the NRPAB database (fee type, fee amount, paid by, form of payment, check or EFW number, and receipt or EFW number) and record any late processing fees not entered earlier in the process. Date credentialing card is issued will be entered in the Final Processing section of the Appraiser Applications and Reviews Interface.
13. To save the updated information in the database, the [teammateemployee](#) will click the "update" button at the bottom of the profile or the Appraiser Applications and Reviews Interface.
14. After completing the update in the NRPAB database, the [teammateemployee](#) will update the ASC extranet with the renewal information (unless [applicantreal property appraiser](#) is a Trainee). The [teammateemployee](#) will enter the appropriate information in the [Federal-ASC Appraiser](#) Registry Tracker. The date the contact information is updated in the ASC [Appraiser](#) Registry and the date the renewal is entered in the ASC [Appraiser R](#)egistry will be entered in the final Processing section of the Appraiser Applications and Reviews Interface.
15. The [teammateemployee](#) will change the Application Status to "Approved." This automatically generates an email to the [applicantreal property appraiser](#) that the credential has been renewed.

16. The Appraiser will be mailed a postcard with information on how to print the renewed credentialing card and access the current electronic version of [USPAP 7-Hour USPAP Update Course](#) if [USPAP 7-Hour USPAP Update Course](#) has not already been downloaded. Appraisers will be sent a receipt and any advisory letters regarding late application or late [USPAP 7-Hour USPAP Update Course](#) Update in addition to the postcard if late processing fees were paid or [USPAP 7-Hour USPAP Update Course](#) was taken late.
- a. If fingerprint cards were submitted with a renewal application postmarked on or before November 30 and the results have not been received by December 31, a letter notifying the ~~appraiser~~[real property appraiser](#) that the renewal is approved contingent upon the results of the background check will be sent.
 - b. The ~~teammate~~[employee](#) will review the information shown on the rap sheet received form from the NSP and determine if additional review is needed by the Director. The Director may approve the renewal application, request additional information from the ~~applicant~~[real property appraiser](#), and/or submit the application to the Board for review. If notification of any sort is to be made to the ~~applicant~~[real property appraiser](#), or the application will go before the Board, the ~~applicant~~[real property appraiser](#) will be notified in writing. If approved, the ~~appraiser~~[real property appraiser](#) will receive the email and postcard stating the renewal is complete.
17. For PDF applications, when the application is fully processed and all requirements have been met, the application, supporting documentation, and copies of any checks and receipts will be scanned and placed in the ~~appraiser~~[real property appraiser](#)'s log in the NRPAB Database.
18. Applications will be processed in the order in which they are received. Any renewals received postmarked or date stamped on or before November 30 of the designated year are considered priority and will be processed as soon as possible. For all late applications (those received at the Board's office not postmarked or date stamped by the November 30 deadline) processing will stop after all requirements have been met and verified and before the credentialing card is issued and the expiration date changed in the ASC Extranet. Late applications, once all requirements have been met and verified, ~~will~~[may](#) go to the Board for review at the next board meeting. After the Board approves the late applications, the credentialing cards will be issued and the expiration date changed in the ASC Extranet.
19. All applications are considered important; however, anything received after December 31 of the designated year will be completed as the office is able. The priorities of the office will shift back to normal duties as of January 1 of the next year.

Secondary or Residential

Address, if different:

PO Box or Street Number

City

State

Zip Code + 4

Email Address

Area Code + Phone Number

EDUCATION QUESTIONS

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

1. If this is the second year of your two-year continuing education period, have you completed at least 28 hours of continuing education approved by NRPAB, or approved by another appraiser licensing, credentialing, or registration authority, to meet the education requirements of this jurisdiction?
 N/A (first year of two-year continuing education period OR new credential) YES NO
2. Have you completed the 7-Hour National USPAP Update Course at least once during the previous two years?
Date last USPAP Update completed (month, year) or N/A YES NO
N/A for new credential:
If the USPAP Update Course was completed in 202~~32~~, is the certificate of completion attached, N/A YES NO
has it been submitted through the Education Submission Portal found in Appraiser Login, or has it been previously submitted to and approved by the NRPAB?

DISCIPLINARY QUESTIONS

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

7. Has your Nebraska appraiser credential, or your appraiser credential or any other registration, license, or certification issued by any other regulatory agency or held in any other jurisdiction, been revoked or suspended within the five-year period immediately preceding the date of application? **Please note that you are required to disclose any action, even if it has been previously disclosed on an application for this agency. Failure to disclose this may result in a delay in processing of your application for renewal of your credential.**
- YES NO
8. Has disciplinary action been taken against your appraiser credential or any other registration, license, or certification issued by any regulatory agency or held in any jurisdiction within the three-year period immediately preceding the date of application? **Please note that you are required to disclose any action, even if it has been previously disclosed on an application for this agency. Failure to disclose this may result in a delay in processing of your application for renewal of your credential.**
- YES NO
9. Are disciplinary proceedings pending against you or are you currently under investigation by any regulatory agency in Nebraska or in any other jurisdiction?
- YES NO

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

APPLICATION CHECKLIST

1. Completed application form signed on pages 4, 5, and 6.
2. All required continuing education certificates for renewal of your credential are attached, have been submitted through the Education Submission Portal found in Appraiser Login, or have previously been submitted to and approved by the NRPAB (approved means that you received an email from the NRPAB indicating approval of the continuing education submission). If you are in the first year of your continuing education cycle and you were required to complete the 7-Hour USPAP course ~~by~~^{before} December 31, 202~~3~~², submit a copy of the certificate of completion for the 7-Hour USPAP Update with this application, or submit a copy through the Education Submission Portal found in Appraiser Login (if not previously submitted to and approved by the NRPAB). **If the certificates are not attached, submitted through the Education Submission Portal in Appraiser Login, or have not already been submitted to and approved by the NRPAB before this application is received in the NRPAB office, your application will be considered incomplete and will not be processed.**
3. Credentialing fee, ~~Federal-ASC Appraiser~~ Registry fee, and random fingerprint program [criminal history record check](#) fee. *The random fingerprint program [criminal history record check](#) fee is required regardless of whether you have been selected to submit fingerprint cards.*
4. I was notified of selection for criminal history record check and two sets of fingerprints are included, or electronic fingerprints were submitted to the Nebraska State Patrol on _____. Signed and dated Authorization to Use Fingerprints for National Criminal History Check Through the Nebraska State Patrol and the Federal Bureau of Investigation form is attached. **OR**
 I was **not** notified of selection for criminal history record check.
5. I am submitting my application for renewal to be postmarked on or prior to November 30, 202~~3~~². **OR**
 I am **not** submitting my application for renewal postmarked on or before November 30, 202~~3~~². I understand that my application is required to go before the Nebraska Real Property Appraiser Board for review. I also acknowledge that the processing of my application may be delayed due to the late submission of my materials. Furthermore, I certify that I have

included all appropriate late processing fees. A \$25 per month late processing fee is charged for each month or portion of a month past the November 30, 2023~~2~~ renewal deadline.

6. I am submitting an application for a 1-year renewal. I have attached a certificate of completion for the 7-Hour National USPAP Update Course, or submitted the certificate through the Education Submission Portal in Appraiser Login, if I completed it in 2023~~2~~ (if not previously submitted to and approved by the NRPAB). **OR**
- I am submitting an application for a 2-year renewal. I understand that I am required to have completed the required 2 years of my 2-year continuing education period to be eligible for this option. I also acknowledge that if I have not completed the required 2nd year of my continuing education period, my application will be considered invalid and will not be processed. I understand that I will be responsible for all late processing fees incurred after November 30, 2023~~2~~.

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

Print Name: _____
Last First Middle

Applicant's Signature Date



UNITED STATES CITIZENSHIP ATTESTATION FORM

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

I am a citizen of the United States of America

OR

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

Immigration Status: _____

Alien Number: _____

OR

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

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

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

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

Print Name: _____

Last

First

Middle

Applicant's Signature

Date

LICENSE SUSPENSION ACT, LAWS OF NEBRASKA, 1997

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

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

Social Security Number: _____

AFFIDAVIT OF APPLICANT

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

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

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

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

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

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

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

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



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

Applicant's Signature

Date

SUPERVISORY APPRAISER CONTACT LIST

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

DIRECTIONS

1. Complete entire application. If required information is not provided, application may be considered incomplete and will not be processed. An application not processed for any reason may be returned to you.
2. Along with the application, the following is also required to be included:
 - a. Check or money order for non-refundable credential registration fee, ~~ASC Appraiser~~ ~~Federal~~ Registry fee, and random fingerprint program [criminal history record check](#) fee. If a late processing fee is applicable, include this amount as well. *See below for late processing fee requirements.*
 - b. Any copies of certificates for continuing education activities required ~~of the applicant~~ not submitted through the Education Submission Portal in Appraiser Login or previously submitted to and approved by the NRPAB.
 - c. Copy of certificate for 7-Hour National USPAP Update Course if due in 202~~32~~ and not submitted through the Education Submission Portal in Appraiser Login or previously submitted and approved by the NRPAB, even if the renewal is in the middle of the CE period and no other certificates are required at this time.
 - d. Two sets of fingerprints. *Only required if you were notified by the NRPAB to submit fingerprint cards.* The Nebraska State Patrol will not process cards if the information at the top of the cards is not completed, the cards are not signed by both the individual being fingerprinted **and** the official taking the fingerprints, or the cards are more than 1 year old. If fingerprints are being submitted electronically, the NRPAB ORI Number is NB920183Z, and the reason fingerprinted is AREN – 76-2233.02 Appraiser Credential Renewal.

If fingerprints are required, a signed and dated Authorization to Use Fingerprints for National Criminal History Check Through the Nebraska State Patrol and the Federal Bureau of Investigation form is required to accompany the application. The form was sent with the notification that fingerprints are required and is also available on the Board's website at <https://appraiser.ne.gov/> (click 202~~43~~-202~~54~~ Renewal Applications link located in menu box on right side of page).

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

ADDITIONAL INFORMATION

- All credentials issued under the Real Property Appraiser Act, other than temporary permits, shall remain in effect until December 31st of the designated year unless surrendered, revoked, suspended, or canceled prior to such date.
- All applications for renewal and evidence of continuing education completion are due to the NRPAB no later than November 30, 202~~32~~.

- To qualify for renewal of a credential, every credential holder is required to furnish evidence to the board that he or she has satisfactorily completed no fewer than twenty-eight hours of approved continuing education activities in each two-year continuing education period. The entire two-year continuing education period is required to be satisfactorily completed prior to renewing credential for a two-year period. If you have questions about whether or not you are eligible for a two-year renewal, the Board encourages you to contact the Board's office to determine your eligibility prior to submission. If fewer than twenty-eight hours of approved continuing education activities are submitted, the application will be considered incomplete and will not be processed. An application not processed for any reason may be returned to you. You will be responsible for the payment of any late processing fees incurred. If you are in the first year of your two-year continuing education period, you are not required to provide evidence of completion of continuing education activities except for the USPAP Update course if you are required to have completed it by December 31, 202~~32~~.
- ~~If any classroom continuing education activities/credit hours being submitted were~~ completed outside of the State of Nebraska, ~~the activity are~~ is required to be approved for continuing education credit by the jurisdiction in which the activity was completed at the time the activity was completed. Any distance (asynchronous, synchronous) continuing education activities not approved by the Board are required to be approved for continuing education credit by a jurisdiction in which the real property appraiser is credentialed as verified through the ASC Appraiser Registry at the time the activity was completed (jurisdiction of legal residency/any appraisal credential held for online or correspondence distance education activities). If approval cannot be verified, your application will be considered incomplete and will not be processed. An application not processed for any reason may be returned to you.
- The two-year continuing education period for a new real property appraiser credentialed prior to July 1 commences on the date of initial credentialing and is completed on December 31 of the following year. The two-year continuing education period for a new real property appraiser credentialed on or after July 1 commences January 1 of the year following the date of initial credentialing. Beginning January 1, 2022, for a new real property appraiser ~~credential holder~~ credentialed through reciprocity who held a valid credential of the same class to engage in real property appraisal practice under the laws of another jurisdiction on January 1 of the year in which the credential was issued by the Nebraska Real Property Appraiser Board, the two-year continuing education period ~~for a new real property appraiser credentialed prior to July 1~~ commences on January 1 of the year in which the credential was issued by the Nebraska Real Property Appraiser Board ~~and the two-year continuing education period for a new real property appraiser credentialed on or after July 1 commences January 1 of the year following the date of initial credentialing.~~
- At least once during every two-year continuing education period, a credential holder is required to successfully complete the 7-hour National Uniform Standards of Professional Appraisal Practice Update, as approved by the Appraiser Qualifications Board or the equivalent of the course as approved by the Nebraska Real Property Appraiser Board. The two-year period for this course begins one day after the course was last completed, or one day after a new credential is issued by the Board. Evidence of completion of the seven-hour National Uniform Standards of Professional Appraisal Practice Update course is required to be submitted with the application for renewal, or submitted through the Education Submission Portal in Appraiser Login, or previously submitted and approved by the NRPAB ~~by prior to~~ December 31 of the year in which the course is required.
- If you have been notified through certified mail by the NRPAB that you were randomly selected for a fingerprint-based criminal history record check, two copies of legible ink-rolled fingerprint cards or equivalent electronic fingerprint submissions are required to accompany your renewal application. If fingerprints are required, a signed and dated Authorization to Use Fingerprints for National Criminal History Check Through the Nebraska State Patrol and the Federal Bureau of Investigation form is required to accompany the application. The form was sent with the notification that fingerprints are required and is also available on the Board's website at <https://appraiser.ne.gov/>. The Real Property Appraiser Board will deliver the fingerprint cards to the Nebraska State Patrol in a form approved by both the Nebraska State Patrol and the Federal Bureau of Investigation. A fingerprint-based national criminal history record check will be conducted through the Nebraska State Patrol and the Federal Bureau of Investigation with such record check to be carried out by the Real Property Appraiser Board. If fingerprints were requested and not submitted the application will be considered incomplete and will not be processed. You will be responsible for the payment of any late processing fees incurred.
- If all requirements for renewal are not met by November 30, 202~~32~~, the credential holder has until July 1, 202~~43~~ to meet the requirements. A late processing fee of \$25 will be assessed for each month or portion of a month the credential is not renewed beginning on December 1, 202~~32~~ (January 1, 2023 for new credentials issued after November 1, 2023). The Board's staff will utilize postmark dates to determine late processing fees.
- If a credential holder who first obtained his or her credential at the current level on or after November 1, 202~~32~~ fails to apply and meet the requirements for renewal by December 31, 202~~32~~, the credential holder may obtain a renewal of their credential by satisfying all requirements for renewal and paying a late processing fee of \$25 per month or portion of a month the credential is not renewed, if the renewal takes place prior to July 1, 202~~43~~.
- Fees for 1-year renewal application: \$275 credentialing fee, \$40 ~~Federal~~ASC Appraiser Registry fee, and \$5 random fingerprint program criminal history record check fee, total \$320.
- Fees for 2-year renewal application: \$550 credentialing fee, \$80 ~~Federal~~ASC Appraiser Registry fee, and \$10 random fingerprint program criminal history record check fee, total \$640.

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



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

Check Number:
ASC Appraiser Registry Checked:
Education Reviewed:
Database Updated:
Credentialing Card Issued:
For Board Use Only

2023-24 APPLICATION FOR TWO-YEAR RENEWAL OF NEBRASKA TRAINEE REAL PROPERTY APPRAISER CREDENTIAL

PRE-ACKNOWLEDGEMENT

I understand that I am required to have completed the required two years of my continuing education cycle to be eligible for renewal. If I have not completed the required 28 continuing education hours prior to submitting my renewal application, my application will not be processed. I understand that an application that is not processed may be returned to me. I understand that I will be responsible for all late processing fees incurred after November 30, 2023.

RANDOM CRIMINAL HISTORY RECORD CHECK PROGRAM FEE

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

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

\$25 per month or portion of a month

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

APPLICATION INFORMATION

Nebraska Real Property Appraiser Credential Number: _____

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

Date of Application: _____ Date of Birth: _____

Name: _____
Last First Middle

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

Business Name: _____

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

Principal Business Email Address Business Area Code + Phone Number

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

Email Address Area Code + Phone Number

EDUCATION QUESTIONS

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

1. Have you completed at least 28 hours of continuing education approved by NRPAB, or approved by another appraiser licensing, credentialing, or registration authority, to meet the education requirements of this jurisdiction?
 YES NO
2. Have you completed the 7-Hour National USPAP Update Course at least once during the previous two years?
Date last USPAP Update completed (month, year): _____ YES NO
Not applicable, credential issued between January 1 and June 30, 202~~21~~, first USPAP Update due in 202~~34~~. N/A

DISCIPLINARY QUESTIONS

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

8. Has disciplinary action been taken against your appraiser credential or any other registration, license, or certification issued by any regulatory agency or held in any jurisdiction within the three-year period immediately preceding the date of application? **Please note that you are required to disclose any action, even if it has been previously disclosed on an application for this agency. Failure to disclose this may result in a delay in processing of your application for renewal of your credential.**
- YES NO
9. Are disciplinary proceedings pending against you or are you currently under investigation by any regulatory agency in Nebraska or in any other jurisdiction?
- YES NO

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

APPLICATION CHECKLIST

1. Completed application form signed on pages 3, 4, and 5.
2. All required education certificates for renewal of your credential ([including the 7-Hour National USPAP Update Course if applicable](#)) are attached, have been submitted through the Education Submission Portal in Appraiser Login, or have already been submitted to and approved by the NRPAB (approved means that you received an email from the NRPAB indicating approval of the continuing education submission). **If the certificates are not attached, submitted through the Education submission Portal in Appraiser Login, or have not already been submitted to and approved by the NRPAB before this application is received in the NRPAB office, your application will be considered incomplete and will not be processed.**
3. \$10.00 random fingerprint program [criminal history record check](#) fee. *The random fingerprint program [criminal history record check](#) fee is required regardless of whether you have been selected to submit fingerprint cards.*
4. I was notified of selection for criminal history record check and two sets of fingerprints are included, or electronic fingerprints were submitted to the Nebraska State Patrol on _____. Signed and dated Authorization to Use Fingerprints for National Criminal History Check Through the Nebraska State Patrol and the Federal Bureau of Investigation form is attached. **OR**
 I was **not** notified of selection for criminal history record check
5. I am submitting my application for renewal to be postmarked on or prior to November 30, 202~~32~~. **OR**
 I am **not** submitting my application for renewal postmarked on or before November 30, 202~~32~~. I understand that my application **may be** required to go before the Nebraska Real Property Appraiser Board for review. I also acknowledge that the processing of my application may be delayed due to the late submission of my materials. Furthermore, I certify that I have included all appropriate late processing fees. *A \$25 per month late processing fee is charged for each month or portion of a month past the November 30, 202~~32~~ renewal deadline.*

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

Print Name: _____
Last
First
Middle



Applicant's Signature

Date

UNITED STATES CITIZENSHIP ATTESTATION FORM

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

I am a citizen of the United States of America

OR

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

Immigration Status: _____

Alien Number: _____

OR

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

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

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

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

Print Name:

Last

First

Middle

Applicant's Signature

Date

LICENSE SUSPENSION ACT, LAWS OF NEBRASKA, 1997

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

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

Social Security Number: _____

AFFIDAVIT OF APPLICANT

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

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

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

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

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

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

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

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



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

Applicant's Signature

Date

DIRECTIONS

1. Complete entire application. If required information is not provided, the application will be considered incomplete and will not be processed. An application not processed for any reason may be returned to you.
2. Along with the application, the following documentation is also required to be included:
 - a. Check or money order for non-refundable random fingerprint program [criminal history record check](#) fee (due even if you were not randomly selected to submit fingerprints with your application) and any applicable late processing fee.
 - b. All copies of certificates for education activities required ~~of the applicant~~ (including the [7-Hour National USPAP Update Course if applicable](#)) not submitted through the Education Submission Portal in Appraiser Login or previously provided to and approved by the NRPAB.
 - c. Two sets of fingerprints. *Only required if you were notified by the NRPAB to submit fingerprint cards.* The Nebraska State Patrol will not process cards if the information at the top of the cards is not completed, the cards are not signed by both the individual being fingerprinted **and** the official taking the fingerprints, or the cards are more than 1 year old. If fingerprints are being submitted electronically, the NRPAB ORI Number is NB920183Z, and the reason fingerprinted is AREN – 76-2233.02 Appraiser Credential Renewal.

If fingerprints are required, a signed and dated Authorization to Use Fingerprints for National Criminal History Check Through the Nebraska State Patrol and the Federal Bureau of Investigation form is required to accompany the application. The form was sent with the notification that fingerprints are required and is also available on the Board's website at <https://appraiser.ne.gov/> (click [20243-20245](#) Renewal Applications link located in menu box on right side of page).

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

ADDITIONAL INFORMATION

- All credentials issued under the Real Property Appraiser Act, other than temporary permits, will remain in effect until December 31 of the designated year unless surrendered, revoked, suspended, or canceled prior to such date.
- All applications for renewal and evidence of continuing education completion are due to the NRPAB no later than November 30, ~~2023~~²⁰²³.
- To qualify for renewal of a credential, every credential holder is required to furnish evidence to the board that he or she has satisfactorily completed no fewer than twenty-eight hours of approved continuing education activities in each two-year continuing education period. Qualifying education, as approved by the board, successfully completed by a credential holder to fulfill the class-hour requirement to upgrade to a higher classification than his or her current classification, will be approved by the board as continuing education. If fewer than twenty-eight hours of approved continuing education activities are submitted, the application will be considered incomplete and will not be processed. An application not processed for any reason may be returned to you. You will be responsible for the payment of any late processing fees incurred.
- ~~If any classroom continuing education activities credit hours being submitted were~~ completed outside of the State of Nebraska are, the activity is required to be approved for continuing education credit by the jurisdiction in which the activity was completed at the time the activity was completed. Any distance (asynchronous, synchronous) continuing education activities not approved by the Board are required to be approved for continuing education credit by a jurisdiction in which the real property appraiser is credentialed as verified through the ASC Appraiser Registry at the time the activity was completed (jurisdiction of legal residency any appraisal credential held for online or correspondence distance education activities). If approval cannot be verified, your application will be considered incomplete and will not be processed. An application not processed for any reason may be returned to you.
- The two-year continuing education period for a new real property appraiser credentialed prior to July 1 commences on the date of initial credentialing and is completed on December 31 of the following year. The two-year continuing education period for a new real property appraiser credentialed on or after July 1 commences January 1 of the year following the date of initial credentialing.
- At least once during every two-year continuing education period, a credential holder is required to successfully complete the 7-hour National Uniform Standards of Professional Appraisal Practice Update, as approved by the Appraiser Qualifications Board or the equivalent of the course as approved by the Nebraska Real Property Appraiser Board.
- If all requirements for renewal are not met by November 30, ~~2023~~²⁰²³, the credential holder has until July 1, ~~2024~~²⁰²⁴ to meet the requirements. A late processing fee of \$25 will be assessed for each month or portion of a month the credential is not renewed beginning on December 1, ~~2023~~²⁰²³. The Board's staff will utilize postmark dates to determine late processing fees.
- If you have been notified through certified mail by the NRPAB that you were randomly selected for a fingerprint-based criminal history record check, two copies of legible ink-rolled fingerprint cards or equivalent electronic fingerprint submissions are required to accompany your renewal application. If fingerprints are required, a signed and dated Authorization to Use Fingerprints for National Criminal History Check Through the Nebraska State Patrol and the Federal Bureau of Investigation form is required to accompany the application. The form was sent with the notification that fingerprints are required and is also available on the Board's website at <https://appraiser.ne.gov/>. The Real Property Appraiser Board will deliver the fingerprint cards to the Nebraska State Patrol in a form

approved by both the Nebraska State Patrol and the Federal Bureau of Investigation. A fingerprint-based national criminal history record check will be conducted through the Nebraska State Patrol and the Federal Bureau of Investigation with such record check to be carried out by the Real Property Appraiser Board. If fingerprints were requested and not submitted the application will be considered invalid and will not be processed. An application not processed for any reason may be returned to you. You will be responsible for the payment of any late processing fees incurred.

NEWSLETTER



Dear Tyler,

A lot can happen in a month, and May was certainly a great example of that here at the Foundation.

In one short month, The Appraisal Foundation and our boards have:

- Adopted a new edition of USPAP
- Released a Second Exposure Draft of proposed changes to the Criteria
- Approved the first PAREA module
- Testified at an ASC hearing on the appraiser regulatory system
- Appointed two new trustees and reappointed two current trustees

And those are just the biggest highlights!

You can read more about USPAP and the Criteria further down in the newsletter, but I wanted to take a moment to highlight the other three activities on this list.

The AQB was pleased to approve the first PAREA module for the licensed residential credential from the Appraisal Institute. This is an important milestone for aspiring appraisers and the profession at large. We are looking forward to seeing this first PAREA program hit the marketplace this fall.

I also wanted to share the Foundation's deep appreciation for our two board chairs ASB Chair Michelle Czekalski Bradley and AQB Chair Brad Swinney for their dedication to the appraisal profession. Both chairs took time out of their busy professional lives to travel to Washington, DC last week to testify at the ASC's hearing on the appraiser regulatory system. Michelle and Brad did a wonderful job representing the Foundation and all of the work we have done to combat bias and open new pathways into the appraisal profession.

In This Newsletter

From the President's Desk:
A look inside a busy month at The Appraisal Foundation

Apply to Join the ASB and AQB

Apply to Join the Resource Panels

Updates from the ASB

Updates from the AQB

Appraiser Talk

Upcoming Events

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

June 22: [AQB Public Meeting](#)

June 27: [Joint Council Meeting](#)

Contact Us

T 202-347-7722

info@appraisalfoundation.org

www.appraisalfoundation.org

Finally, I want to take a moment to congratulate our newest trustees Pete Fontana and Juana Watkins. Both were appointed to three-year terms at our May Board of Trustees meeting. I'd also like to congratulate current trustees Leigh Lester and Krysta Gerstner on their reappointment to the Board. All of our boards benefit from a constant influx of new talents and views, and we cannot wait to see how each of these trustees contributes to the Foundation.

Spring is always a busy time here, but this year undoubtedly so. Please read on to learn much more about what the technical boards have been up to and learn about our newest opportunities to get involved in The Appraisal Foundation.

Sincerely,

Dave Bunton
President



From L to R: Juana Watkins, Pete Fontana, Leigh Lester, and Krysta Gerstner

Apply to Join the ASB and AQB

Applications to join the ASB and AQB, the Foundation's two technical boards, are now open. These boards are responsible for maintaining the standards and qualifications, respectively, to ensure they build public trust and advance the valuation profession.

The deadline to apply to join these boards is August 1, 2023. Click [here](#) to apply.

Be sure to check out [this video](#) talking about the application process and sharing insights from a few current board members.

Apply to Join the Resource Panels

Applications are now open to join the Business Valuation Resource Panel and Personal Property Resource Panel. These panels provide important insights to the Foundation's boards from the perspective of business valuers and personal property appraisers.

If you are interested in applying to join these groups, please submit an application by September 1st.

[Apply to join the BVRP.](#)

[Apply to join the PPRP.](#)

Follow Us



Share this Newsletter

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

Updates from the ASB

The ASB voted to adopt the Fifth Exposure Draft of proposed changes to USPAP on May 5, 2023. You can read more about this adoption [here](#).

Updates from the AQB

The AQB has released the Second Exposure Draft of proposed changes to the *Real Property Appraiser Qualification Criteria*. Here are some important links:

- [Read](#) the Exposure Draft
- [Submit](#) a public comment
- [Attend](#) the June 1 webinar

Public comments are critical to the AQB's work, and they hope you will read the new draft and submit a comment.

Appraiser Talk

Stay up to date on Appraiser Talk! This month we'll revisit some classic episodes you won't want to miss.

You can check out all episodes [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.

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



From: Dave Bunton <news@appraisalfoundation.org>
Sent: Thursday, June 1, 2023 12:42 PM
To: Kohtz, Tyler
Subject: Annual Call for Applicants is Now Open!



Call for Applicants

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

Application Deadline is August 1, 2023

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

Background and Qualifications:

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

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

The AQB and ASB each hold in-person two-day work sessions twice a year, with additional work sessions held virtually as needs arise. The meetings

are typically held in Washington, DC, but, at times, are held in other locations in conjunction with meetings of Foundation stakeholders. The Boards also hold half-day virtual public meetings two to three times per year and monthly two-to-three-hour conference calls.

Individuals serving on the Boards are compensated for their time and are reimbursed for travel expenses. Those individuals selected for a position on the AQB or ASB will serve initial terms of one to three years commencing January 1, 2024.

How to Apply:

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

Questions or More Information?

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



About The Appraisal Foundation

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

[Unsubscribe](#)

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

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

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 or Fran Oreto at franfreab@gmail.com. The next quarterly update will be sent around September 1, 2023.

AARO Spring Conference – Savannah GA

Please enjoy some photographs from Savannah. app.goo.gl



We had a great turn out and approximately 193 participants with approximately 52 first time attendees.

We would like to once again thank our sponsors:

REVAA; Appraisal Institute; McKissock, LLC; Florida Department of Real Estate-Unlicensed Activity; Service 1st LLC; Solidifi; American Society of Farm Managers and Rural Appraisers; National Association of Appraisers and NCPAC North Carolina Professional Appraiser's Coalition.

Please remember to complete any surveys. A special thanks to the Program Committee and Brandy March for another successful Conference.

Looking forward to what the Program Committee will be offering at the Fall Conference in Salt Lake City, Utah.



Highlights from some of the sessions:

ASC:

- Virtual Public Hearing will be held with testifying from the Chair of ASB; Chair of AQB; Fair Housing Representative; State Enforcement Representative from California and an Appraiser from New York. .
- This hearing was held on May 19, 2023 and can be viewed here: www.c-span.org/video/?528201-1/hearing-appraisal-industry-issues
- Coordinating efforts are underway to keep industry accountable within a state, not between states.
- Additions to ASC with VA and USDA
- Comments on allowing licensed appraisers on FHA roster; adding Trainees to the National Registry.

The following blurbs and links might be useful for AARO to place on the website or include in newsletters.

- **Did you know** that The Appraisal Subcommittee (ASC) provides a **free** training course geared toward new appraiser regulatory agency staff and board members? More info: <https://www.clearhq.org/asc-education>
- **Attention state investigators!** The Appraisal Subcommittee (ASC) provides a **free** introductory training course designed for new appraiser and AMC investigators! More info: <https://www.clearhq.org/asc-education>
- **Are You Ready for Your Compliance Review -- A Conversation with Your Policy Managers** is a video that features ASC Policy Managers Jenny Tidwell, Maria Brown, Kristi Klamet, and Tom Lewis in a panel discussion about the ASC Policy Statements. For more info: <https://www.clearhq.org/asc-education>



AQB Advisory Committee:

- Brad Swinney, Chair AQB took questions, discussed upcoming education criteria regarding Fair Housing and Bias issues.

*Announced 2nd exposure draft to be out soon and asked for comments; *New criteria will be adopted in the next few months; all states must comply by January 1, 2026; new 4-hour course for Fair housing will be required every two years

- PAREA is a start to finish program- all or none; PAREA will be for residential licenses at this time.

Board Members:

- Background checks were discussed, do states require a statement or background check at each renewal; do states have a policy on this matter; how do states maintain a level of consistency if there is not a policy or matrix to go by. Texas has an article on their website on disciplinary actions and background checks.
- The group discussed how states are dealing with bias and USPAP Peter Christiansen spoke of HUD and Bias and their ability to award damages; inappropriate words and a state's ability to truly determine bias were also discussed. Texas partners with the Civil Rights division to make the decisions. Get a policy in place was discussed. WHO?

ASC:

Public Hearing announced with virtual attendance with testifying of Chair of ASB; Chair of AQB; Fair Housing Representative; State Enforcement Representative from California and an Appraiser from New York. This was on 5/19/23. This hearing was held on May 19, 2023 and can be viewed here: www.c-span.org/video/?528201-1/hearing-appraisal-industry-issues

Coordinating efforts are underway to keep industry accountable within a state, not between states.

Additions to ASC with VA and USDA; Comments on allowing licensed appraisers on FHA roster; adding Trainees to the National Registry.



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Background checks was discussed, do states require a statement or background check at each renewal; do states have a policy on this matter; how do states maintain a level of consistency if there is no policy or matrix to go by. Texas has an article on their website on disciplinary actions and background checks.

Bias and how are states dealing with this and USPAP was discussed; Peter Christiansen spoke of HUD and Bias and their ability to award damages; inappropriate words and a state's ability to truly determine bias were also discussed. Texas partners with the Civil Rights division to make the decisions. Get a policy in place was discussed.

Affiliate Members:

ND discussed that AMC/Rules need to make sure that reviewers are certified in ND with geographic competency – they would like some input on drafting a rule.

Bring back the concept of across the state approvals for seminars so each state will not have to approve each one. Perhaps AARO might approve education and if they do the perhaps states will accept it. Comment was having the most difficult state do approval then other states accept that approval. Then who on AARO would do that? ARELLO has an approval process maybe partner with them.

Other discussions: can Affiliates have a time slot at the conference in front of all attendees; have different views so Regulators can see the “other side”; why are some sessions closed? Lenders come to the meetings – can Lenders have a panel?



Communications Committee:

A copy of the previous newsletter was uploaded in the CVENT application and available for review to committee attendees. This newer format was discussed. The dates of the prior “happenings” seemed to be additional information that was not necessary and dropping this format was discussed.

The addition of State interviews or information from the States website was discussed and attendees liked the idea. The interviews or information will be done alphabetically and hopefully each state will participate. Continue to have industry news and links; future events; States are free to send any news in for sharing; reminders will be in the newsletter; the addition of “fun facts” was well accepted. Next newsletter out on June 1, 2023.

Current and Past Newsletters are available on AARO website, look in photos for location, there is a “screen shot”. See if you can find it!!

OOPS YOU MISSED IT - OR MAYBE NOT (*BUT YOU CAN CATCH UP...*)

Board of Trustees met on May 18-20, 2023, in Cape Coral, FL.

The past agenda was posted on TAF website. January 19, 2023 –The Appraisal Foundation announced today that it is seeking qualified candidates to fill five at-large trustee positions for its governing body, the Board of Trustees. These five at-large openings include seats designated for a consumer representative, academic, and a state licensed or certified appraiser not affiliated with an Appraisal Sponsor of the Foundation. The individuals elected will serve three-year terms beginning on January 1, 2024.

Good News:

Please join us in congratulating Leigh Lester, Krysta Gerstner, Juana Watkins and Pete Fontana on their appointment to the Board of Trustees! We look forward to seeing their contributions to the Foundation and the appraisal profession.



ASB

The news is out! USPAP will be out later this year, with no end date and ASB committee members worked diligently to come to a final decision after drafts and comments and meetings. **Congratulations!!**

May 5, 2023 –The Appraisal Standards Board today voted to adopt the Fifth Exposure Draft of proposed changes to the Uniform Standards of Professional Appraisal Practice (USPAP). The new edition will be available this fall and will become effective on January 1, 2024. Unlike previous editions, it will not have an end date.

On March 30, 2023, the ASB released: [Fifth Exposure Draft of Proposed Changes to USPAP](#) The exposure draft comment period ended on April 29, 2023.

Future exposure draft comments can be submitted to: <https://www.surveymonkey.com/r/ASBComments> or find [Past Exposure Drafts](#)

The Appraisal Standards Board will hold a virtual Public Meeting on September 14, 2023.

Registration Register using this link: https://us02web.zoom.us/webinar/register/WN_12qgAsOIRVaJvjW-Yk5lZA

AQB

Conversation on the Second Exposure Draft on the Criteria

Registration Link: https://us02web.zoom.us/webinar/register/WN_urcWKnfIRc271Tvj-FQOSQ#/registration

The Second Exposure Draft of proposed changes to the *Real Property Appraiser Qualification Criteria* is now available for public comment until June 17th. [Click here](#) to comment

For questions, contact AQB@appraisalfoundation.org. [Past Exposure Drafts](#)

The Appraiser Qualifications Board will hold a Public Meeting virtually on June 22, 2023 from 1:00 PM ET.



AQB Continued...

Registration Link You can register to attend this meeting via this link: https://us02web.zoom.us/webinar/register/WN_k9hO2a94QRKmlw87K8I9w#/registration

TAF Newsletters

Sign up for the newsletter and keep up-to-date with the assorted meetings, latest information that impacts our industry and several links to find more information.

Click **here** to get a shareable link of this month's newsletter to share on social media.

More information on The Appraisal Foundation is available at www.appraisalfoundation.org.

[Sign up for our eNews](#) and stay up-to-date with the latest from The Appraisal Foundation!

TAF Comments:

The Foundation staff and board members appreciated the time you took at the AARO Spring Conference to talk to them about issues facing the state regulatory agencies.

To continue to keep you informed, we invite you to sign up for the Foundation's bi-monthly State Regulator eNewsletter **here**. We would keep you informed about the activities of the Boards, issues, and events that may be of interest to you.

Appraiser Talk

Stay up to date on Appraiser Talk! Recent podcasts have included a look at trainee hours and an update on PAREA.

You can check out all episodes **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.



OTHER INDUSTRY NEWS

FANNIE MAE

Perspectives Blog - How We Manage Appraisal Quality

https://www.fanniemae.com/research-and-insights/perspectives/manage-appraisal-quality?utm_source=sfmc&utm_medium=email&utm_campaign=10965074&utm_term=5121337&utm_content=42874340&sfmc_id=435807760

New Form/Format.... Appraisal Buzz commentary...

<https://appraisalbuzz.com/first-take-on-the-new-urar/>

National Association of Realtors

NAR's Board of Directors approved a new [fair housing training requirement](#) as a condition of membership at its May 11 meeting.

More News:

On March 1, 2023, we made a number of updates to the Selling Guide, including introducing value acceptance + property data, hybrid appraisals, and completion alternatives. In this update, we also provided additional details for appraisal report interior photograph requirements for the main living areas of the property to include the living room, family room, dining room, all bedrooms, and all finished and unfinished areas of the basement.

Appraisers may already be complying with these photograph requirements for the main living areas, and we encourage compliance immediately if not already doing so. However, we will require the full complement of main living area photographs for appraisals in loan applications dated on or after Sept. 1, 2023.

See Selling Guide, [B4-1.2-01](#), Appraisal Report Forms and Exhibits for the complete list of appraisal exhibits and photograph requirement.



AI PAREA program receives AQB approval

On May 18, the Appraisal Institute (AI) announced the Appraiser Qualifications Board has provided approval of AI's Practical Applications of Real Estate Appraisal (PAREA) program for the licensed residential path. The Appraisal Foundation's Board of Trustees awarded the Pathway to Success Grant to the Appraisal Institute to assist with the development of the PAREA program.

Freddie Mac's Loan Collateral Advisor alerts appraisers to ill-advised language

Effective June 29, Freddie Mac's Loan Collateral Advisor will include new feedback messages to alert users when certain prohibited, subjective or potentially biased words or phrases are included in appraisal reports submitted through the Uniform Collateral Data Portal. This insight is intended to help users identify potential issues and to assist in compliance with Freddie Mac's Single-Family Seller/Service Guide requirements.

Keeping up with Freddie Mac: Sign up for Freddie Mac newsletters to keep up with the changes in the industry that might impact you. <https://sf.freddiemac.com/news-insights> More articles can be found on the News & Insights Page using the topic filter Appraisers." <https://sf.freddiemac.com/news-insights>

HUD allocates affordable housing funds

Recently, the U.S. Department of Housing and Urban Development allocated \$382 million through the nation's Housing Trust Fund (HTF). The HTF is an affordable housing production program that complements existing federal, state and local efforts to increase and preserve the supply of decent, safe, and sanitary affordable housing for extremely low- and very low-income households, including families experiencing homelessness.



Interview with the States as follows (or a clip from their websites)

CALIFORNIA

In June of 2022, The California Bureau of Real Estate Appraisers (BREAA) hosted an Educational Symposium to introduce Subject Matter Experts to Appraiser Educational Providers on addressing Cultural Competency and Elimination of Bias. The goal of the educational discussion was to identify and evaluate best practices for instruction related to cultural competency and elimination of biases in the real estate appraisal industry, which became an educational requirement under the CALIFORNIA FAIR APPRAISAL ACT of 2021.

A portion of the law (AB948) required initial and renewal applicants in January 2023 1 hour of Cultural Competency and for continual education additionally 2 hours of Elimination of Bias course work. To- date, BREAA has seven Educational Course Providers that are approved to teach the CE courses and 2 pending approvals thus far.

To view the Educational Symposium: ***The Bureau of Real Estate Appraisers (BREAA) online discussion, “Educational Roundtable—Addressing Cultural Competency and Elimination of Bias.”*** [Play Recording](#) (2 hrs. 53 min) Recording password: [Kyu3gXm9](#)

COLORADO

Board of Real Estate Appraisers: There are three vacancies coming open on July 1, 2023. One seat is for a county assessor in office. The remaining two seats are for licensed or certified appraisers. Members of the Board hold office for terms of three years. The Board is responsible for protecting consumers through the licensing and regulation of real estate appraisers and appraisal management companies. ...*If you meet the criteria to serve on one of these boards and are interested in serving, please complete the [application for the Colorado Boards and Commissions](#).*

https://drive.google.com/file/d/1gH334OX4caLkXO-ro0AejgaFG5depy0_/view



Colorado Continued...

How reliable is your work file?

Appraisal work files and good record keeping practices are essential to every real estate appraisal practice. Unfortunately, it is also one of the most neglected tasks for appraisal professionals. The Division of Real Estate wants to help change that by offering a [free on-demand record keeping course](#). It is specifically tailored to provide up-to-date strategies and practical applications to ensure that your appraisal work files are reliable. The course also discusses a clear action plan which you can immediately implement in your professional business.

CONNECTICUT

Commission Members:

John J. Galvin Jr., Certified General Appraiser;

Gerald Rasmussen, Certified General Appraiser

Shawna M. Baron, Certified Residential Appraiser

Norris A. Hawkins, Public Member

Maria I. Rivera, Public Member

DELAWARE

The primary objective of the Delaware Council on Real Estate Appraisers is to protect the public from unsafe practices and practices which tend to reduce competition or fix prices for services. The Council must also maintain standards of professional competence and service delivery. To meet these objectives, the Council develops standards for professional competency; promulgates rules and regulations; adjudicates complaints against professionals and, when necessary, imposes disciplinary sanctions.

The Council issues three categories of licenses to real estate appraisers (RPAs) – licensed RPA, certified residential RPA and certified general RPA – as well as trainee appraiser licenses. The Council also issues temporary practice permits, certifies assessors and licenses appraisal management companies.

The Council's statutory authority is in [24 Del. C., Chapter 40](#).



FLORIDA

Find out about the Florida Real Estate Appraisal Board.

[http://www.myfloridalicense.com/DBPR/real-estate-appraisal-board-board-information/#1509044906969-7080e654-a662](http://www.myfloridalicense.com/DBPR/real-estate-appraisal-board/board-information/#1509044906969-7080e654-a662)

You can find out about the Board Members, Meetings, Disciplinary actions and other useful information as well as forms & publications; statutes and rules, etc.

Recently appointed and re-appointed members.

Governor Ron DeSantis Appoints Five to the Florida Real Estate Appraisal Board
On December 21, 2022, in *News Releases*, by Staff

TALLAHASSEE, Fla. — Today, Governor Ron DeSantis announced the appointment of Kristin Creegan, Mark Kruse, Evalyn Oreto and the reappointment of Herbert Jourdan Jr. and Shawn Wilson to the Florida Real Estate Appraisal Board.

NEXT NEWSLETTER THE STATES WILL BE:

GEORGIA; HAWAII; IDAHO; ILLINOIS; INDIANA AND IOWA!

**Please send some recent activity from your state to share with all AARO members.
Thank you in advance.**

Now...

FUN FACTS:

Oldest Tourist attraction in California: [Death Valley National Park](#) reportedly dates back between 500 million and 1.7 billion years. The state's Spanish missions—often thought to be representative of the state's history, the oldest of which dates back to 1769—seem downright youthful in comparison.

Oldest Tourist attraction in Colorado: You'll find this ancient cliff dwelling tucked into [Mesa Verde National Park](#). Built from mostly sandstone and wood, it's thought to date back to 1190 and also carries the distinction of being America's oldest cliff dwelling. On an hour-long hike along the Cliff Palace Loop Road, you can see Cliff Palace up close. Don't miss more [hidden gems in each state](#).

Oldest Tourist attraction in Connecticut: Not only is this the state’s oldest historic attraction, the Old Stone House, part of the [Henry Whitfield State Museum](#) in Guilford, but it’s also the oldest house in the state *and* the oldest stone house in all of New England. Stone structures were commonplace during the mid-1600s, and the Old Stone House dates back to 1639.

Oldest Tourist attraction in Delaware: Built in 1732, [this courthouse](#) in Delaware’s former capital city, New Castle, is at the center of the town known for many notable moments in history. These include being the area where William Penn landed in 1682 and also being home to four signers of the Declaration of Independence. In fact, the pivotal vote for Delaware to become its own state took place in this courthouse, in 1776. Don’t miss these [U.S. history facts you never learned in school](#).

Oldest Tourist attraction in Florida: St. Augustine was founded by Spain in 1565 and this [Spanish fort](#) dates back to the 17th century. The 20.5-acre site is now a national park and holds the rank of oldest masonry fortress in the United States. Don’t miss these [16 best American cities for history buffs](#), including St. Augustine.

Fact: The bumblebee bat is the world’s smallest mammal - Weighing in at 0.05 to 0.07 ounces, with a head-to-body length of 1.14 to 1.29 inches and a wingspan of 5.1 to 5.7 inches, the bumblebee bat—also known as Kitti’s hog-nosed bat—is the smallest mammal in the world, according to the *Guinness Book of World Records*. To see this tiny bat for yourself, you’d have to visit one of a select few limestone caves on the Khwae Noi River in Kanchanaburi Province of southwest Thailand. Here are more of [Earth’s tiniest creatures](#) that play a big role in the environment.

The Human Body

- AB negative is the rarest blood type.
- On average, the human heart beats 100,000 times a day.
- The strongest muscle in the body is the jaw.
- Fingernails grow faster than toenails.
- The average tongue is about three inches long.



More useless information:

Snails have been known to sleep up to three years if the weather isn't moist enough to meet their needs.

Honeybees flap their wings 230 times every second.

At birth, a panda cub is smaller than a mouse and weighs only four ounces.

Horses and cows can sleep standing up, but they can only dream when lying down.

Every continent except Antarctica has at least one McDonald's.

A duel between three people is called a truel.

Baked beans aren't baked. They're stewed.

Sunsets on Mars are blue.

If you start in Argentina, you could theoretically "dig a hole to China."

There are more LEGO mini-figures in existence than actual people on earth.

Spider webs were used as bandages in ancient times.

One-quarter of all your bones are located in your feet.

Newer website – check it out

Thank You Brian Reynolds, Appraiser eLearning for letting us know.

<https://openai.com/blog/chatgpt>

Thank you for reading. Please comment on anything that you would like to see in the AARO Newsletter. If you are interested in serving on a committee, please feel free to contact AARO or Brandy March. Look for the Newsletter past and current on the AARO website.

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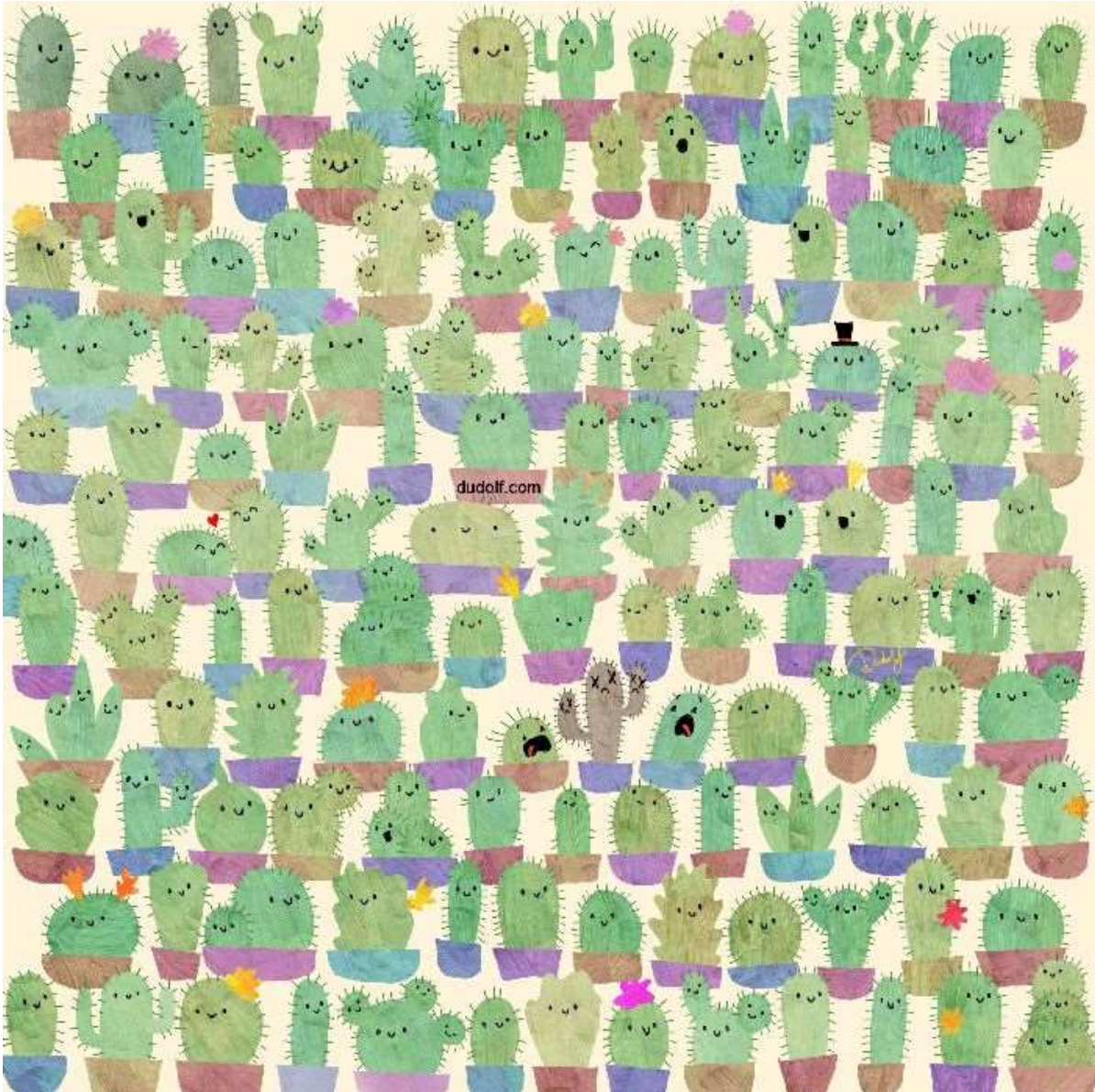
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Parting thought....

there's a [hidden apple](#) among the cacti, can you spot it?



Click the image to see a larger version. You got this!