

**PUBLIC MEETING OF THE NEBRASKA REAL PROPERTY APPRAISER BOARD  
BY VIRTUAL CONFERENCING  
Thursday, May 25, 2023, 9:00 a.m.  
Nebraska Real Property Appraiser Board Office, First Floor, Nebraska State Office Building  
301 Centennial Mall South, Lincoln, Nebraska**

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**AGENDA**

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

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

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

**C. Credentialing as a Nebraska Real Property Appraiser ..... 1-22**

1. New Applicants for Certified Residential Credential through Education, Experience, and Examination
  - a. CR22013
  - b. CR23004
2. Pending Applications
  - a. CG22005
  - b. CG22024R

**D. Registration as an Appraisal Management Company ..... 1-13**

1. AMC Registration Renewal Matters
  - a. NE2016005

**E. Consideration of Compliance Matters ..... 1**

1. Active Investigations
  - a. 23-01
  - b. 23-02

**F. Consideration of Other Executive Session Items ..... 1-14**

1. 2023.07
2. Personnel Matters

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## **R. Adjourn**

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

**April 20, 2023 Meeting Minutes**

**A. OPENING**

Chairperson Wade Walkenhorst called to order the April 20, 2023 meeting of the Nebraska Real Property Appraiser Board at 9:00 a.m., in the Nebraska Real Property Appraiser Board meeting room located on the first floor of the Nebraska State Office Building, 301 Centennial Mall South, Lincoln, Nebraska.

**B. NOTICE OF MEETING**

Chairperson 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](http://www.nebraska.gov) on April 10, 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/](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, Cody Gerdes of Lincoln, Nebraska, and Kevin Hermsen of Gretna, Nebraska were present. Thomas Luhrs of Imperial, Nebraska was absent and excused. Also present were Director Tyler Kohtz, Business and Licensing Program Manager Allison Nespore, and Business and Education Program Manager Kashinda Sims, who are headquartered in Lincoln, Nebraska.

**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 Gerdes seconded the motion. With no further discussion, the motion carried with Downing, Gerdes, Hermsen, 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 Gerdes seconded the motion. The time on the meeting clock was 9:03 a.m. The motion carried with Downing, Gerdes, Hermsen, and Walkenhorst voting aye.

Board Member Downing moved to come out of executive session at 10:12 a.m. Board Member Gerdes seconded the motion. The motion carried with Downing, Gerdes, Hermsen, and Walkenhorst voting aye.

Break from 10:12 a.m. to 10:18 a.m.

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

Chairperson Walkenhorst welcomed all to the April 20, 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 MARCH 16, 2023 MEETING MINUTES**

Chairperson Walkenhorst asked for any additions or corrections to the March 16, 2023 meeting minutes. With no discussion, Chairperson Walkenhorst called for a motion. Board Member Downing moved to approve the March 16, 2023 meeting minutes as presented. Board Member Gerdes seconded the motion. Chairperson Walkenhorst recognized the motion and asked for a vote. The motion carried with Downing, Gerdes, 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 April 20, 2023 to the Board for review. The Director indicated that the trends remain the same and asked for any questions or comments. There was no discussion.

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

Director Kohtz presented three charts outlining the number of temporary credentials issued as of March 31, 2023 to the Board for review. The Director indicated that the trends remain stable 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 April 20, 2023 to the Board for review. The Director indicated that there are no changes to the trends and asked for any questions or comments. There was no discussion.

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

Director Kohtz presented two charts outlining the number of AMCs as of April 20, 2023 to the Board for review. The Director reported that the trends remain the same 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 March 8, 2023 and April 11, 2023. Director Kohtz asked for any questions or comments. There was no further discussion.

### **b. Education Activity and Instructor(s) Report**

Director Kohtz presented the Education Activities and Instructors Report to the Board for review showing education activities and instructors approved by the Director for the period between March 8, 2023 and April 11, 2023. The Director asked for any questions or comments. Chairperson Walkenhorst commented that the board staff has been busy processing education applications. Director Kohtz agreed with this comment and indicated that BEPM Sims has made a lot of progress during the last month. 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 that the short term goal to adopt changes to Title 298 to reduce unnecessary regulatory burdens and remove barriers to entry into the real property appraiser profession, provide better clarification and administration, harmonize Title 298 with the changes made to the Nebraska Real Property Appraiser Act through LB707 in 2022, and incorporate changes made to the Real Property Appraiser Qualification Criteria and CAP Guidelines effective on January 1, 2022 is once again moving. The Attorney General's Office has requested an amendment to the adopted changes to Title 298. The Director noted that the amendment is on the agenda. Director Kohtz also brought attention to the urgency to keep the adopted changes to Title 298 progressing as the Appraisal Subcommittee ("ASC") has found the Board's AMC Program rules to be non-compliant with Title XI in its preliminary compliance review report; the Board has sixty days to correct the deficiency or to provide a response. Chairperson Walkenhorst expressed his disappointment with the preliminary compliance review report, as the Board office was gracious enough to assist the ASC by allowing it to conduct a review of the Board's programs due to another state being unprepared for their scheduled compliance review, after an Off-site Assessment ("SOA") was completed just a year ago. The Board was told that its next compliance review would not take place until 2024 after the SOA. Board Member Downing agreed with this statement, and indicated that while the policy managers attended the March meeting, no indication was provided signaling that there were issues with any of the Board's programs. The Director added that staff was also told that there were no substantial findings, and that there was no need to hold an exit conference because there was nothing to discuss. Director Kohtz informed the Board that Policy Manager Tidwell brought the alleged Title 298 non-compliance up during the intro conference, and that he reported this discussion to Chairperson Walkenhorst immediately after that conference.

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Director Kohtz then indicated that he has been through many audits during his time, and typically, if the auditor brings an issue to attention, but does not again during closing, that the issue has been addressed to the auditor's satisfaction. After the intro conference, this alleged Title 298 non-compliance was not discussed again with staff. According to the Director, Policy Manager Tidwell did contact him after the compliance review was completed and asked if the rules have been approved yet. Director Kohtz indicated that the question appeared to be a follow up question to establish as a fact whether or not the adopted rules have been approved to date; there was no mention of a potential finding of non-compliance or that there was an issue if the adopted rules were not yet approved. The Director finished his comments by expressing dissatisfaction with this finding as the alleged non-compliance was brought to the Board's attention during its SOA a year ago, and the Board took immediate steps to rectify the issue; getting final approval for the adopted changes to Title 298 is out of the Board's control. Director Kohtz indicated that the Board should have had two years to rectify this alleged non-compliance. Instead, because it did a favor to the ASC, it is being penalized. A question was asked if it was possible that someone could have overridden the initial review submitted by Policy Managers Tidwell and Brown. Director Kohtz responded that it is very much possible as the policy managers are not the final decision makers of the findings; the actual subcommittee is responsible for this. Director Kohtz informed the Board that he has already received confirmation from AAG Schultz that the adopted Title 298 will be approved by the AG's office once the amendment is adopted by the Board, and that he has discussed the matter with the Governor's Policy and Research Office to see if it can expedite the approval. The preliminary compliance review reports will be presented to the Board at its May meeting, at which time the Director hopes to have the adopted changes to Title 298 approved. If not, the Board must begin crafting its response to the finding of alleged non-compliance with Title XI in the AMC Program Preliminary Compliance Review Report.

The Director then brought attention to the Credentialing and Registration section and indicated that a report has been prepared for the Board's review at this meeting concerning the goal to explore changes to real property appraiser credential renewal dates.

Director Kohtz then guided the Board to the Education section, and noted that during the strategic planning held on June 15, 2022, the Board discussed the consistent deficiencies it was seeing in USPAP Compliance Review Reports concerning agricultural real property, and the effect that a lack of ag-specific appraisal education may have on those who prepare these reports. During this meeting, the Board set a goal to send a letter to the American Society of Farm Managers and Rural Appraisers ("ASFMRA") describing the real property appraisal practice deficiencies observed by the Board concerning the appraisal of agricultural real property and request that the provider consider increasing its frequency and availability of synchronous, asynchronous, and hybrid qualifying and continuing education offerings. The Director noted that, during the time between the strategic planning and now, ASFMRA has substantially increased the number of education offerings approved by the Board. The Director then asked the Board if this letter was still needed.

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After discussion, the Board decided that this letter to ASFMRA is no longer needed. Board Member Downing asked if the letter to supervisory real property appraisers would still be sent. Director Kohtz remarked that staff plans to draft a letter to supervisory real property appraisers and brought attention to the email sent regarding report deficiencies to be addressed in the letter. The Director requested that board members provide a response to that email providing deficiencies that they would like included in the letter.

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 was discussed at the March meeting, but Board Member Hermesen asked that it be discussed again at the April meeting, and it is on the agenda.

Finally, the Director brought attention to the Administration section and remarked that the goal to explore use of Federal grant money to pursue development of a translator system between the NRPAB Database and the ASC Federal Registry system is likely not going to be achieved. Director Kohtz informed the Board that another update was requested on April 11, 2023. A response was received from CIO indicating that the programming code used by the ASC is not compatible with the Board's programming code and there is no way to build a direct translator. The Director indicated that CIO is reviewing translation options that may involve a subscription service, but it is not sure that this is even a feasible option. Director Kohtz shifted focus to the goal to complete online AMC renewal applications and upgrade to AMC interface in the NRPAB Database, and reported that this project is still in progress. According to the Director, if the current progress continues, this project will come in around \$10,000 under budget.

The Director asked for any additional questions or comments on the 2022-23 NRPAB Goals and Objectives 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 MARCH RECEIPTS AND EXPENDITURES**

The receipts and expenditures for March were presented to the Board for review in the Budget Status Report. Director Kohtz brought attention to the Data Processing Expense in the amount of \$7,970.67 and noted that this expenditure is primarily due to the AMC Online Renewal Application and NRPAB Database AMC Interface Update Project. The Director then moved on to the Conference Registration expense of \$550.00, and the reported that this expenditure is for payment of the Director's 2023 Spring AARO Conference attendance. According to Director Kohtz, the Voice Equip expense of \$24.21 is for a headset for the Director's computer. The Director then moved on to the SOS Temp Serv-Personnel expense of \$869.42, and remarked that amount is for BEPM Sims' brief employment as an SOS temporary employee before transferring to being an agency employee.

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Director Kohtz indicated that the expenditures for the month of March totaled \$32,709.44, and the year-to-date expenditures for the fiscal year are \$283,609.13, which amounts to 59.04 percent of the budgeted expenditures for the fiscal year; 75.07 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 March were \$22,989.19, and that the year-to-date revenues for the fiscal year are \$354,297.84, which amounts to 83.44 percent of the projected revenues for the fiscal year. The Director reiterated that 75.07 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 March and reported that he had no specific comments. 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 March 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 March totaled \$9,773.63, the Real Property Appraiser Fund expenses totaled \$20,009.73, the AMC fund revenues totaled \$13,188.40, and the AMC expenses totaled \$12,699.71. The Director remarked that the cash balance for the AMC fund is \$337,009.80, the Appraiser Fund is \$451,390.39, and the overall cash balance for both funds is \$788,400.19. The Director asked for any questions or comments. There was no further discussion.

Board Member Downing moved to accept and file the March 2023 financial reports for audit. Board Member Gerdes 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, Gerdes, Hermsen, and Walkenhorst voting aye.

## **2. PER DIEMS**

Director Kohtz informed the Board that he has 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**

Chairperson Walkenhorst invited BEPM Sims to provide a summary of the education and instructor matter for consideration by the Board. BEPM Sims presented an Application for Approval as a Continuing Education Activity in Nebraska for the OREP Education Network activity titled, "Appraiser Liability and Risk Management," and reported that the provider submitted the materials with learning objectives deemed deficient in accordance with the requirements found in Title 298. After several attempts to contact the education provider to rectify the deficiency, BEPM Sims sent a letter requesting that the deficiency be rectified and informing the education provider that the application will go before the Board if not rectified timely. Director Kohtz recommended that the application be denied, clearing it from the Board's backlog. Board Member Downing moved to deny the application for the OREP Education Network activity titled, "Appraiser Liability and Risk Management," for the failure to provide adequate learning objectives as required in 298 NAC Chapter 6, § 003.02A.2d. Board Member Gerdes 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, Gerdes, Hermsen, and Walkenhorst voting aye.

#### **M. UNFINISHED BUSINESS**

##### **1. DISCIPLINARY HISTORY ADDED TO "NEBRASKA CREDENTIALLED REAL PROPERTY APPRAISERS" AND "NEBRASKA REGISTERED AMCs" TAB ON NRPAB WEBSITE**

Director Kohtz brought attention to the Board's discussion at its March 16, 2023 meeting regarding the 2022-23 strategic planning goal to add disciplinary history to the "Nebraska Credentialed Real Property Appraisers" and "Nebraska Registered AMCs" tab on the NRPAB Website. The Director reminded the Board that it approved the amount of \$4,500.00 for the development and implementation of the project as presented in User Story 25090 to add disciplinary history documents to the "Nebraska Credentialed Real Property Appraisers" search tab and "Nebraska Registered AMCs" search tab on the NRPAB website. After the meeting Board Member Hermsen notified Director Kohtz that he would like for this item to be discussed again at the April meeting. The Director promptly responded to the email that the green light to CIO would be rescinded and this matter would go back on the agenda for discussion. Board Member Hermsen indicated that he received a phone call shortly after the March meeting characterizing this as a "Scarlet Letter" and is fearful that it may have unintended, negative consequences. Director Kohtz informed the Board that he has put a lot of thought into this in preparation and has developed a concept that may alleviate the "Scarlet Letter" concerns. The Director recommended that a field be added at the end of the Nebraska Credentialed Real Property Appraisers and Nebraska Registered AMCs search tabs that is titled, "Disciplinary Action History." The box for that specific real property appraiser or AMC would include a hyperlink that says "yes" or "no." If a "no" hyperlink is selected, a popup message would say, "No disciplinary action records exist for this real property appraiser." If a "yes" hyperlink is selected, a popup message would prompt the requestor to enter their name, contact information, and email address to receive the disciplinary action records for the real property appraiser.

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An automated email would be sent to the [nrpab.compliance@nebraska.gov](mailto:nrpab.compliance@nebraska.gov) email folder indicating that a request has been made. Staff would then attach the pdf files and submit the response back to the requestor, which would be auto logged in the database under the real property appraiser. The Director pointed out that this is a rough concept and asked for any questions or comments. Board Member Hermesen expressed concern regarding the benefits of providing the disciplinary history of an appraiser to the public. Director Kohtz responded that disciplinary history is a matter of public record. These records cannot be withheld from the public. The idea behind the revised concept is to streamline the records request process and eliminate the work associated with disciplinary action public records requests where no such record exists. There are certain requirements that must be met for a public records request and staff can spend a lot of time engaged in this work. BLPM Nespore displayed the Board's current enforcement reporting document found on the Board's website. The Director stated that this document contains enforcement actions taken by the Board during the past ten years. Director Kohtz acknowledged that it has not had to be updated for a while, so it should be updated in the near future. The Director also informed the Board that this document would be removed from the website as it would no longer serve a purpose if the Board were to move forward with this project. Director Kohtz was asked what disciplinary action records would be received with a public records request. Director Kohtz responded that it would be any official disciplinary action taken by the Board, so it would be a copy of an order issued by the Board, or a consent agreement between the Board and the respondent. Things like advisory letters, where the grievance is dismissed, would not be included. The Director indicated that, if the Board would like to proceed, a new challenge is getting this project completed before the end of the fiscal year and keeping it within the approved budget. Director Kohtz asked if the Board would like to hold the project. After more discussion, the Board agreed to move forward with the approved project with the modifications recommended by the Director. Director Kohtz reminded the Board that he does not know how the modifications would affect the estimate, so if there is a significant increase, the new estimate will be brought back to the Board for approval, but if the modifications can be completed with little or no change in cost, then the greenlight will once again be provided to CIO work on this project. The Board agreed with this. There was no further discussion.

## **2. OPEN AT-LARGE LICENSED REAL ESTATE BROKER POSITION**

Director Kohtz reported that there has been one applicant for the open At-Large Licensed Real Estate Broker to date and asked the Board if it had any comments or feedback to pass along to the Governor's office regarding this applicant. There were no comments during the meeting. Director Kohtz reminded board members to let him know at any time if there were any comments or feedback to provide to the Governor's office concerning this appointment. There was no further discussion.

## **N. NEW BUSINESS**

### **1. REPORT ON EXPIRATION DATE CHANGE FOR NEBRASKA REAL PROPERTY APPRAISERS\_APRIL 5, 2023**

Director Kohtz presented a document titled, "Report on Expiration Date Change for Nebraska Real Property Appraisers\_April 5, 2023" to the Board for review. The Director provided a brief summary of the report and indicated that, much like in 2017, the most logical option for the Board to make a change to the expiration date for real property appraisers would be moving all credential holders to a two-year renewal that matches with the existing continuing education period. In 2017, the Board had many discussions regarding this idea, but could not reach a consensus on proceeding. The main concern was that real property appraisers would want to maintain the ability to renew their credentials for one year. The Director then moved on to the proposed option to standardize a one-year real property appraisal renewal period, and stated that the standardization of the one-year real property appraisal renewal period would drastically reduce staff efficiency. Instead of processing approximately 565 real property appraiser renewals for odd number years and 455 real property appraiser renewals for even numbered years, approximately 675 renewal applications would be processed each year. As noted in the support for adding an additional fulltime equivalent teammate, the State's temporary SOS staffing program has become unreliable for the Board's purposes. In addition, the Board is utilizing its full appropriation for overtime and unused per diem funds to complete the current work. Standardizing a one-year renewal period would not resolve any of the issues. Director Kohtz then brought attention to the proposed options to standardize a two-year real property appraisal renewal period. According to the Director, the standardization of a two-year renewal period utilizing the current continuing education period, would result in increased staff efficiency; be feasible to implement; easy to maintain; require only a minor law change; cause no disruption to the current continuing education period for real property appraisers; allow for continued compliance with Title XI and the Criteria; be based on verifiable data; and allow for an easy to define transition process. Instead of processing approximately 565 real property appraiser renewals for odd number years and 455 real property appraiser renewals for even numbered years, approximately 294 real property appraiser renewals would be processed for odd number years and 431 real property appraiser renewals would be processed for even number years. All of the other two-year real property appraiser renewal options studied revealed significant implementation or maintenance feasibility issues. Director Kohtz also indicated that another option for the Board to consider would be to remove the November 30<sup>th</sup> real property appraiser due date or move it up in the year to October 31<sup>st</sup>, to allow for a longer period for staff to process real property appraiser renewal applications. BLPM Nespor expressed support for this idea. Chairperson Walkenhorst declared that he was impressed with the level of information gathered. Board Member Gerdes referenced the graph displaying different options for standardized two-year real property appraisal renewal and declared that the logistical benefit to switching to the standardized two-year renewal period is clear. Gerdes also expressed skepticism regarding the effect that moving the due date from November 30<sup>th</sup> to October 31<sup>st</sup> would have from his perspective as a real property appraiser as the \$25.00 late processing fee is not a major deterrent to being late.

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Board Member Hermsen expressed support for moving up the due date, but added that not everyone would be interested in changing from a one-year period to the two-year period, especially for those who are employees of companies or those nearing retirement. The Director shifted the conversation and brought attention to the Board's pending Biennial Budget Request, and informed the Board that what is done in response to this report would depend on what funds the legislature appropriates to the Board. Board Member Downing asked when the Board would know more about the staffing makeup for the next fiscal year. BLPM Nespore displayed the online legislative calendar and indicated that the last day of the legislative session is scheduled for June 9 of this year. Director Kohtz stated that the budget information should be known by July and asked if the topic should be discussed at strategic planning. Chairperson Walkenhorst requested that this discussion be tabled until the July meeting. The Director asked for any questions or comments. There was no further discussion.

## **O. LEGISLATIVE REPORT AND BUSINESS**

### **1. 108<sup>th</sup> LEGISLATURE (1<sup>ST</sup> REGULAR SESSION) BILLS OF NRPAB INTEREST**

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

**LB214** – The Director reported that the provisions of LB214 were amended into AM398 and placed on General File as a Committee priority bill. AM1026 strikes Section 6 and adds a new Section 6 with language changes. There was no further discussion.

**LB461** – The Director reported that AM1065 strikes Amendment 2 of AM389 and adds language removing all state agency exemptions, except for the University of Nebraska, and defines state agency director. AM1067 strikes Amendment 7 of AM389 and adds a requirement that any contract that the state enters into for personal property or services must include language preventing discrimination against its employees on the basis of race, color, religion, national origin, ancestry, citizenship, gender, sexual orientation, gender identity, disability, or special education status. The Director noted that these amendments would have no effect on the Board. There was no further discussion.

**LB637** – The Director reported that this bill has been placed on General File as of March 22, 2023. There was no further discussion.

**LB684** – The Director reported that AM808 inserts, “that has previously conducted an efficiency review or study for another state,” on page 2, line 2, after “entity.” There was no further discussion.

Director Kohtz asked for any additional questions or comments concerning the legislative report. The Director asked that if there is a bill that is not included in the report that may be of importance to the Board, he be contacted to have it added to the list. There was no further discussion.

## **2. Title 298**

### **a. Amendment to November 17, 2022 Adopted Changes to Title 298**

Director Kohtz informed the Board that the Attorney General's Office requested that the Board adopt an amendment to the changes to Title 298 adopted by the Board on November 17, 2022, moving the authority for establishing the subcommittee in 298 NAC Chapter 2, § 002.13 from the director to the Board. The Director presented the amended language to the Board for consideration that strikes "Director" and adds "Board" between "the" and "for" on the fifth line of 002.13. Chairperson Walkenhorst asked if these become standing subcommittees. The Director responded "yes" to this question. Board Member Downing asked if this change would have any effect on who completes the review of an applicant's experience. Director Kohtz responded that due to the nature of the Board's makeup, it would be the same board members selected for review of an applicant's experience, depending on the types of reports, as it would be if the Director was making the selections. Chairperson Walkenhorst asked for any other discussion. With no further discussion, Chairperson Walkenhorst asked for a motion. Board Member Downing moved to adopt the amendment to the November 17, 2022 adopted changes to Title 298 as presented. Board Member Gerdes 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, Gerdes, Hermsen, and Walkenhorst voting aye.

## **3. OTHER LEGISLATIVE MATTERS**

### **a. REQ2251 – Interim Study of Real Property Appraiser Act and Appraisal Management Company Registration Act**

Director Kohtz presented Legislative Resolution REQ2251 concerning an interim study to examine whether the Real Property Appraiser Act or the Nebraska Appraisal Management Company Registration Act should be updated and to review the credentialing requirements in the Real Property Appraiser Act in furtherance of the purpose of the Occupational Board Reform Act. The Director reported that this is the standard resolution that gives the Banking, Commerce, and Insurance Committee legal counsel the authority to work with the Board on bill drafting. The Director asked for any questions or comments. There was no discussion.

## **P. ADMINISTRATIVE BUSINESS**

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

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

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

## **Q. OTHER BUSINESS**

### **1. BOARD MEETINGS**

#### **a. 2023 Strategic Planning**

Director Kohtz brought attention to the annual strategic planning meeting and informed the Board that this usually takes place around the regular meeting in June, which is on June 15th this year. Board Members Gerdes and Hermsen both indicated that they would be out of town during this week. Board Member Gerdes offered his availability to attend the meeting virtually. Board Member Hermsen asked if the strategic planning, as well as the regular board meeting, could be moved to the next week as he would be available again. Director Kohtz expressed support for this idea and informed the Board that it would give staff an extra week to prepare for the two meetings. Board Member Downing noted that last year, the Board scheduled the strategic planning meeting in the afternoon the day before the regular meeting, which significantly helps with travel. After further discussion, Board agreed to schedule the strategic planning meeting for June 21, 2023 at 2:00 p.m. and move the regular June meeting to June 22, 2023 at 9:00 a.m. Chairperson Walkenhorst called for two motions to set the strategic planning meeting and the June regular meeting. Board Member Downing moved to set the strategic planning meeting for June 21, 2023 at 2:00 p.m. Board Member Gerdes seconded the motion. Chairperson Walkenhorst recognized the motion and asked for any discussion. With no further discussion, Chairperson Walkenhorst called for a vote. The motion carried with Downing, Gerdes, Hermsen, and Walkenhorst voting aye. Board Member Downing moved to set the regular June meeting for June 22, 2023 at 9:00 a.m. Board Member Gerdes seconded the motion. Chairperson Walkenhorst recognized the motion and asked for any discussion. With no further discussion, Chairperson Walkenhorst called for a vote. The motion carried with Downing, Gerdes, Hermsen, and Walkenhorst voting aye.

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

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

### **4. QUARTERLY NEWSLETTER**

#### **a. Spring 2023 Edition of the Nebraska Appraiser**

Director Kohtz presented the Spring 2023 Edition of The Nebraska Appraiser to the Board for consideration. The Director asked for any questions or comments. Chairperson Walkenhorst commented that it looks good. With no further discussion, Chairperson Walkenhorst asked for a motion. Board Member Downing moved to approve the Spring 2023 Edition of The Nebraska Appraiser as presented. Board Member Gerdes 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, Gerdes, Hermsen, and Walkenhorst voting aye.

## 5. APPRAISAL SUBCOMMITTEE

### a. **ASC Notice for Comment – Information Collection Request – Appraiser Profession Survey**

Director Kohtz presented an email with the subject, “ASC Notice Comment – Information Collection Request – Appraiser Profession Survey” 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. **ASC Quarterly Meeting: June 14, 2023 (Online)**

Director Kohtz informed the Board that the next ASC quarterly meeting to be held on June 14, 2023. The Director asked for any questions or comments. There was no further discussion.

### c. **ASC Public Hearing Related to the Topic of Appraisal Bias: May 19, 2023**

Director Kohtz informed the Board that the ASC will hold a public hearing related to the topic of appraisal bias on May 19, 2023. The Director asked for any questions or comments. There was no further discussion.

### d. **Statement by the ASC Executive Director Jim Park on the One-Year Anniversary of the PAVE Task Force**

Director Kohtz presented the ASC press release, “Statement by the ASC Executive Director Jim Park on the One-Year Anniversary of the PAVE Task Force” 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.

### e. **ASC Staff comments on the First Exposure Draft of RPAQC**

Director Kohtz presented a letter from the ASC Staff to Brad Swinney, Chair of the Appraiser Qualifications Board, commenting on the First Exposure Draft of proposed changes to the Real Property Appraiser Qualifications Criteria, to the Board for review. The Director brought attention to the ASC comment indicating that the proposed Criteria made reference to a 2-year CE cycle, which is a new concept. The ASC requests that the AQB’s intent is clear as to whether it intends to implement a 2-year CE cycle. The ASC also expressed concern regarding the January 1, 2026 effective date. Specifically, that it does not allow sufficient time for States to require the valuation bias and fair housing course, and change the title from 7-Hour National USPAP Update Course to 7-Hour National USPAP Continuing Education Course. Many States have specific references in law or regulation, so codifying the title of this course in statute or regulation will respectively require enacting legislation or performing notice and comment rulemaking. The Director also brought attention to the ASC’s comments concerning the valuation bias and fair housing course content. The ASC staff is concerned that the valuation bias and fair housing course contains complex material that is not traditionally part of appraiser training and will require expertise to review the courses at the State level or through the Course Approval Program. The ASC Staff recommended that the AQB employ experts to review the national and the State specific components of the courses for CAP. Director Kohtz indicated that he appreciates that the ASC brought attention to these concerns. The Director asked for any questions or comments. There was no further discussion.



**f. ASC November 16, 2022 Meeting Minutes**

Director Kohtz presented the ASC November 16, 2022 Meeting Minutes 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.

**6. THE APPRAISAL FOUNDATION**

**a. Fifth Exposure Draft of Proposed Changes to USPAP**

Director Kohtz presented the Fifth Exposure Draft of Proposed Changes to USPAP to the Board for review. The Director reported that the Fifth Exposure Draft continues to propose omitting all materials relating to supported and unsupported conclusions, and also continues to propose adding a new section within the Ethics Rule titled Nondiscrimination. The proposed Nondiscrimination section begins by prohibiting an appraiser from acting “in a manner that violates or contributes to a violation of federal, state, or local antidiscrimination laws or regulations.” It also highlights the Fair Housing Act, the Equal Credit Opportunity Act, and the Civil Rights Act of 1866. The Nondiscrimination section continues with four additional prohibitions that apply across appraisal disciplines, regardless of whether antidiscrimination laws or regulations also apply. These prohibitions are drawn from federal antidiscrimination protections. The Nondiscrimination section also recognizes that limited circumstances exist where use of a protected characteristic in an assignment would not constitute discrimination and would not violate the Ethics Rule. The Director then turned the Board’s attention to Advisory Opinions 39 and 40. The proposed Advisory Opinion 39 notes that both the Ethics Rule and the Competency Rule require an appraiser to understand and comply with all applicable antidiscrimination laws, whether at the federal, state, or local level. The proposed Advisory Opinion 39 gives further explanation of when an appraiser can violate or contribute to a violation of applicable antidiscrimination law. It provides additional background on the Federal Housing Act, Equal Credit Opportunity Act, and the Civil Rights Act of 1866, and how these laws and their implementing regulations are relevant to appraisal practice. Advisory Opinion 40 provides greater detail on the requirements of applicable antidiscrimination laws and USPAP in the context of residential real property appraisal assignments. The Director stated that Advisory Opinion 40 provides guidance related to the prohibitions on using particular protected characteristics in developing an opinion of value for residential real property assignments and in the research, analysis, and reporting of location-related data, including demographics, for these types of assignments. Director Kohtz informed the Board that the redlined changes begin on page Q.32. The Director asked for any questions or comments. There was no further discussion.

**b. Press Release: TAF Shares Updates Ahead of One Year Anniversary of PAVE Task Force Report**

Director Kohtz presented the TAF press release titled, “TAF Shares Updates Ahead of One Year Anniversary of PAVE Task Force Report” to the Board for review. The Director informed the Board that he had no specific comments, and asked for any questions or comments.

**c. TAF April Newsletter**

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

**d. ASB Public Meeting: May 5, 2023 – Virtual**

Director Kohtz informed the Board that the Appraisal Standards Board will hold its next public meeting virtually on May 5, 2023. The Director asked for any questions or comments. There was no further discussion.

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

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

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

The Board reviewed applicants CG23003R, CR23002, CR23003, CR22015, CG22009, and CG22024R. Chairperson Walkenhorst asked for motions on CG23003R, CR23002, CR23003, CR22015, and CG22009.

Board Member Downing moved to take the following action:

**CG23003R / Rescind approval as certified general real property appraiser and deny application for failure to pay a non-refundable credentialing fee of \$300.00, and an annual Appraiser Registry fee of \$40.00, within thirty days of approval that the applicant may be issued a credential in accordance with 298 NAC Chapter 3, §§ 001.05 and 001.06.**

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

Board Member Downing moved to take the following action:

**CR23002 / Provide redacted copies of two USPAP Compliance Review Reports obtained by the Board to applicant and request that applicant submit one additional single-family report with a report date after April 20, 2023 that adequately addresses issues identified in the USPAP Compliance Review Reports. Applicant must submit the report to the Board's office within 60 days.**

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

Board Member Downing moved to take the following action:

**CR23003 / Provide redacted copies of two USPAP Compliance Review Reports obtained by the Board to applicant and request that applicant rewrite one of the two subject reports to adequately address the issues identified in the USPAP Compliance Review Reports. Applicant must submit the rewritten report to the Board's office within 60 days.**

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

Board Member Downing moved to take the following action:

**CR22015 / Approve to sit for exam and authorize director to issue credential as a certified residential real property appraiser upon providing evidence of successful completion of the national uniform licensing and certification examination and providing the necessary fees.**

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

Board Member Downing moved to take the following action:

**CG22009 / Approve applicant to utilize a different property for development of a report for a non-traditional client that demonstrates all three approaches to value and market supported adjustments with a current date, instead of reappraising property requested by the Board June 16, 2022.**

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

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

**E. CONSIDERATION OF COMPLIANCE MATTERS:**

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

Board Member Downing moved to take the following action:

**23-01 / Proceed with investigation for the alleged violation of Neb. Rev. Stat. §§ 76-2237 and 76-2238 (12) and (14).**

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

**F. CONSIDERATION OF OTHER EXECUTIVE SESSION ITEMS**

**1. 2023.05**

The Board reviewed an appraisal report received from the Fannie Mae Loan Quality Center. The Board concluded there were no substantial errors or omissions which lead to non-credible assignment results or USPAP violations; however, the Board requests that real property appraiser take notice of the issues identified by Fannie Mae in the Fannie Mae Loan Quality Center LQC State Tips document. Board Member Downing moved to provide a copy of the Loan Quality Center LQC State Tips document to real property appraiser and request in writing that real property appraiser take notice of the issues identified by Fannie Mae. Board Member Gerdes seconded the motion. Chairperson Walkenhorst recognized the motion and called for a vote. Motion carried with Downing, Gerdes, Hermsen, and Walkenhorst voting aye.

**2. 2023.06**

The Board reviewed an appraisal report received from the Fannie Mae Loan Quality Center. The Board concluded there were no substantial errors or omissions which lead to non-credible assignment results or USPAP violations; however, the Board requests that real property appraiser take notice of the issues identified by Fannie Mae in the Fannie Mae Loan Quality Center LQC State Tips document. Board Member Downing moved to provide a copy of the Loan Quality Center LQC State Tips document to real property appraiser and request in writing that real property appraiser take notice of the issues identified by Fannie Mae. Board Member Gerdes seconded the motion. Chairperson Walkenhorst recognized the motion and called for a vote. Motion carried with Downing, Gerdes, Hermsen, and Walkenhorst voting aye.

**3. PERSONNEL MATTERS:** No discussion.

**R. ADJOURNMENT**

Board Member Downing moved to adjourn the meeting. Board Member Gerdes seconded the motion. Motion carried with Downing, Gerdes, Hermsen, and Walkenhorst voting aye. At 11:57 a.m., Chairperson Walkenhorst adjourned the April 20, 2023 meeting of the Nebraska Real Property Appraiser Board.

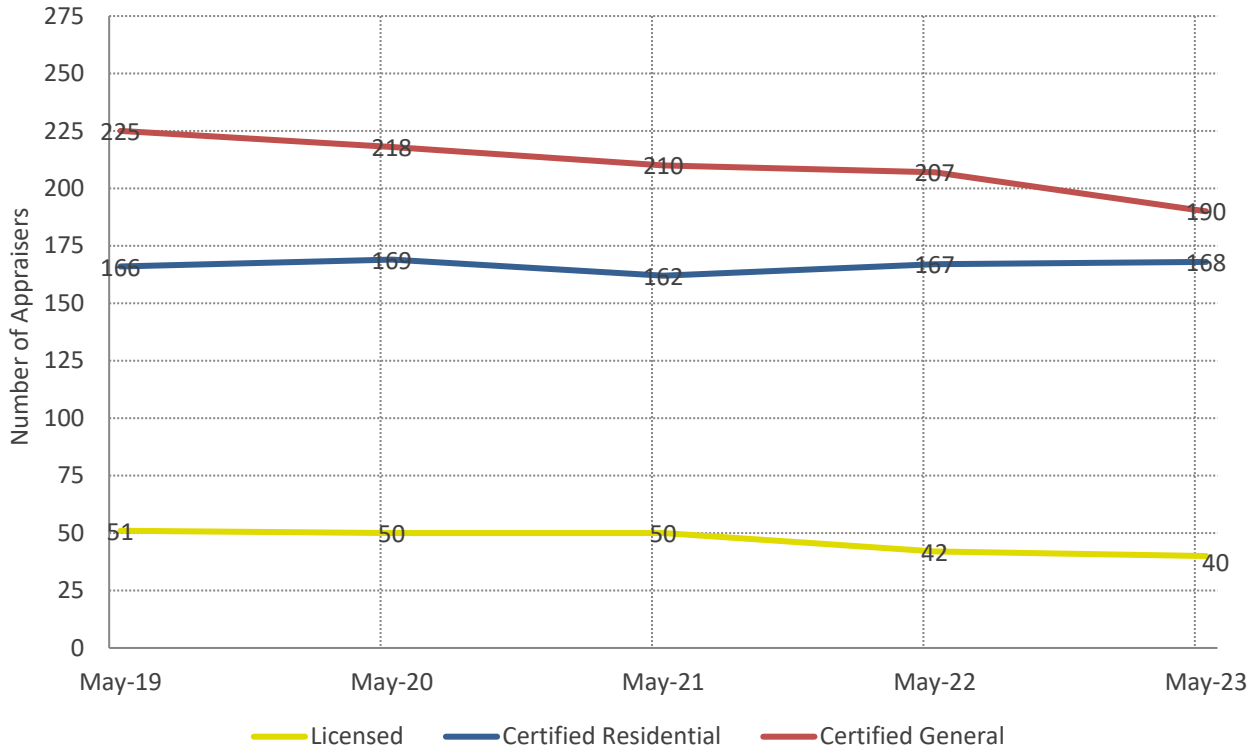
Respectfully submitted,

Tyler N. Kohtz  
Director

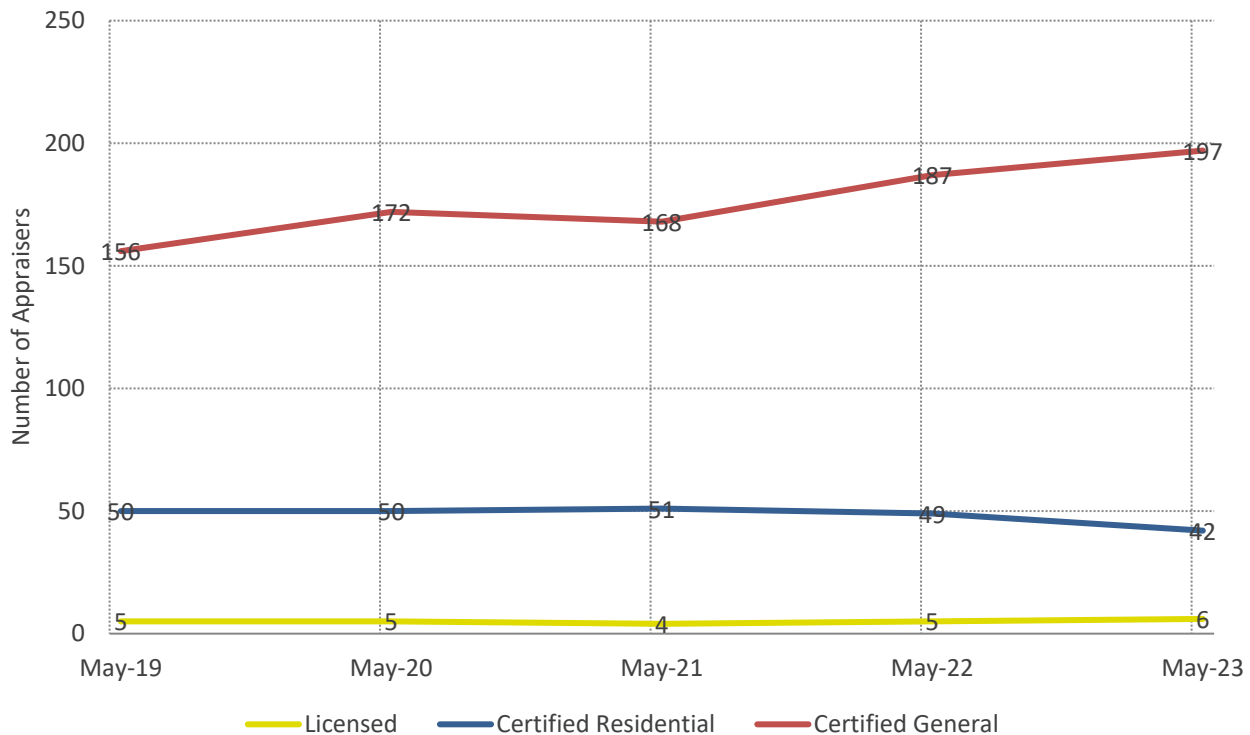
These minutes were available for public inspection on April 28, 2023, in compliance with Nebraska Revised Statute § 84-1413 (5).

# Real Property Appraiser Report

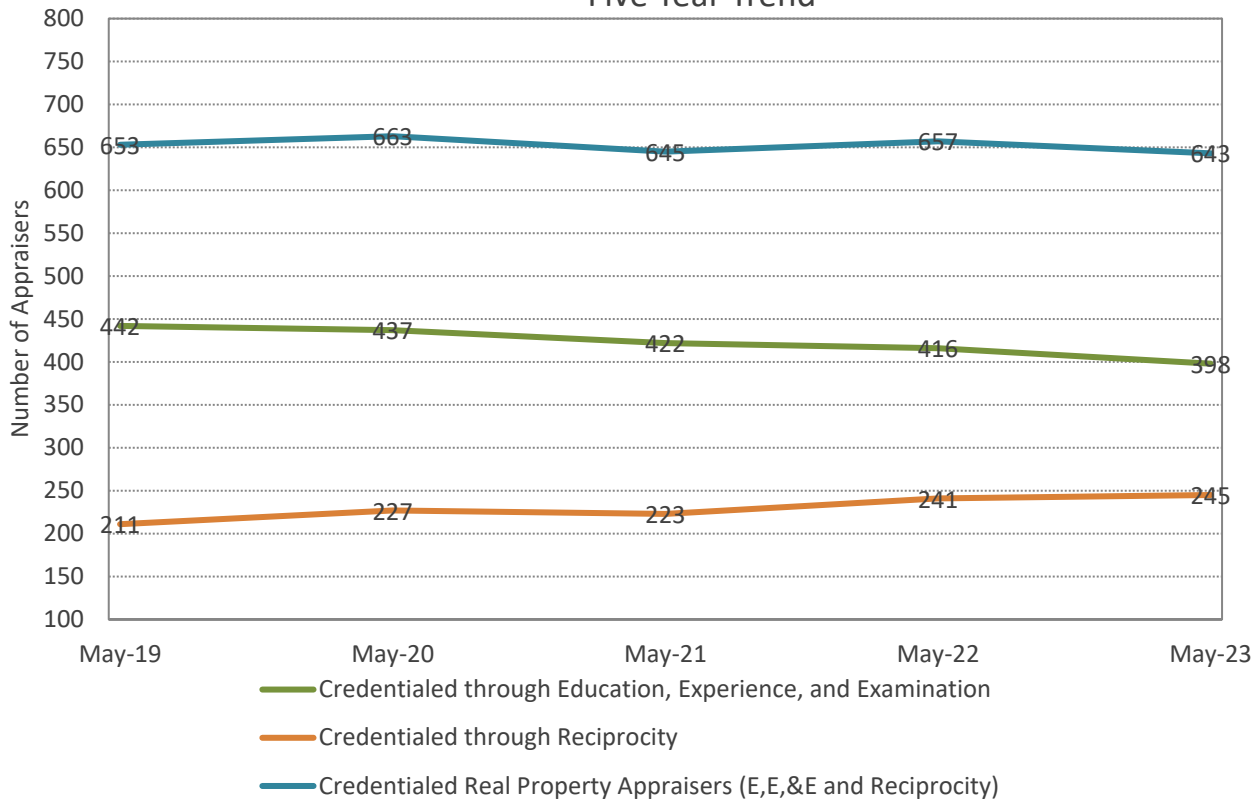
Real Property Appraisers Credentialed through Education, Experience, and Examination (not including Trainee) - Five Year Trend



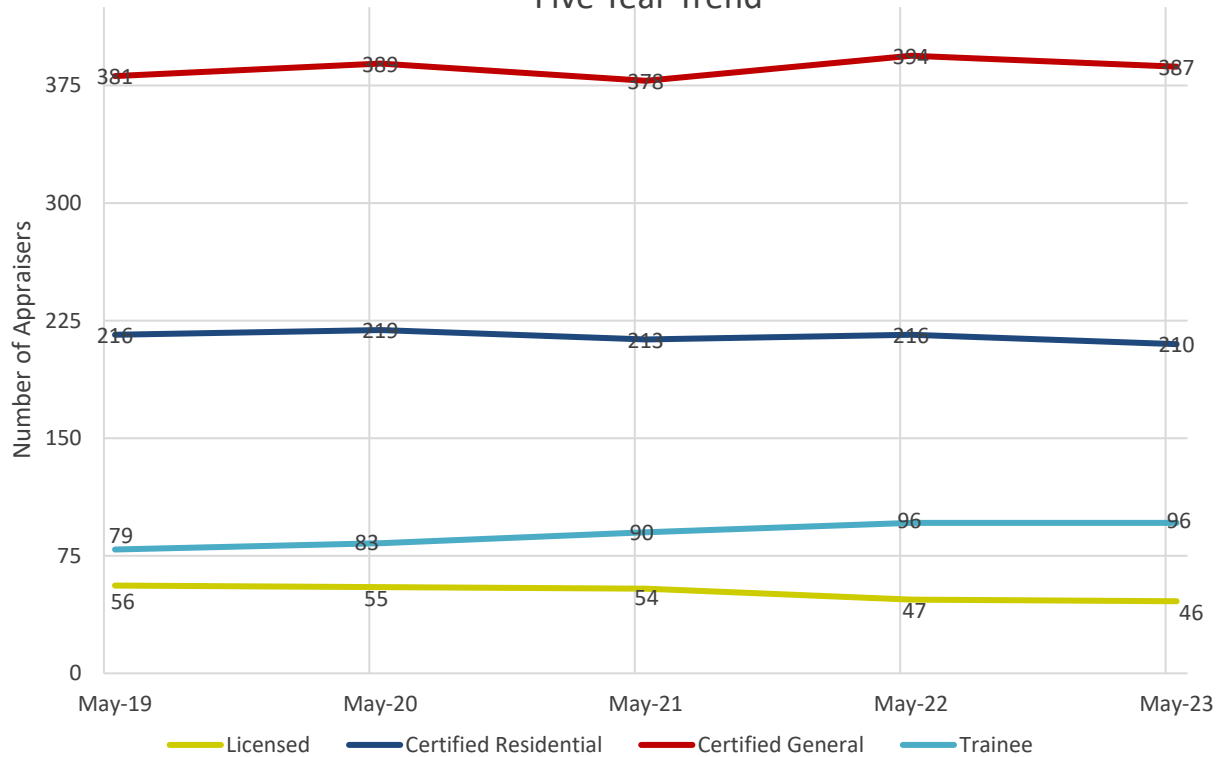
Real Property Appraisers by Classification Credentialed through Reciprocity - Five Year Trend



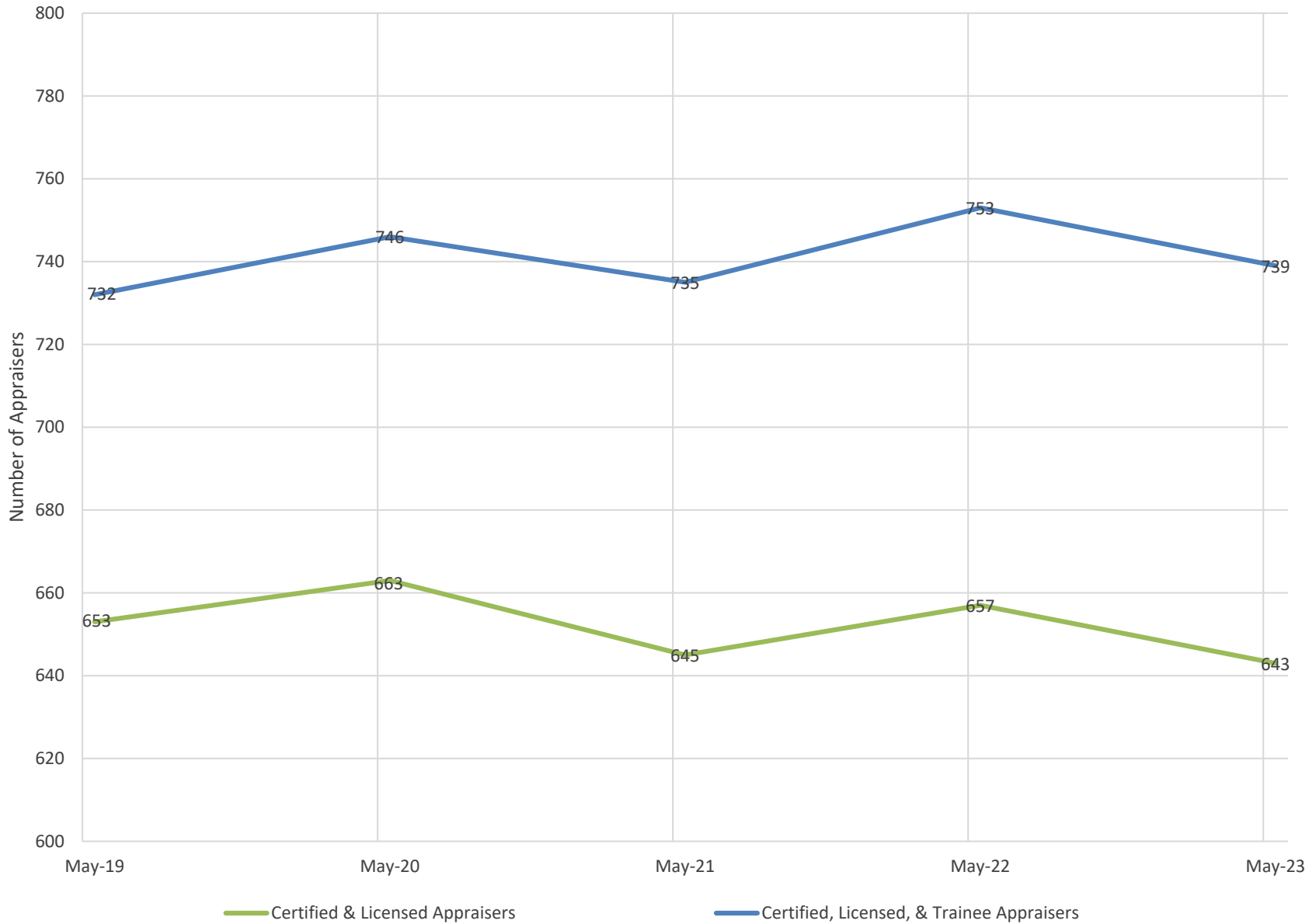
Total Real Property Appraisers (not including Trainee)  
- Five Year Trend



Total Real Property Appraisers by Classification -  
Five Year Trend

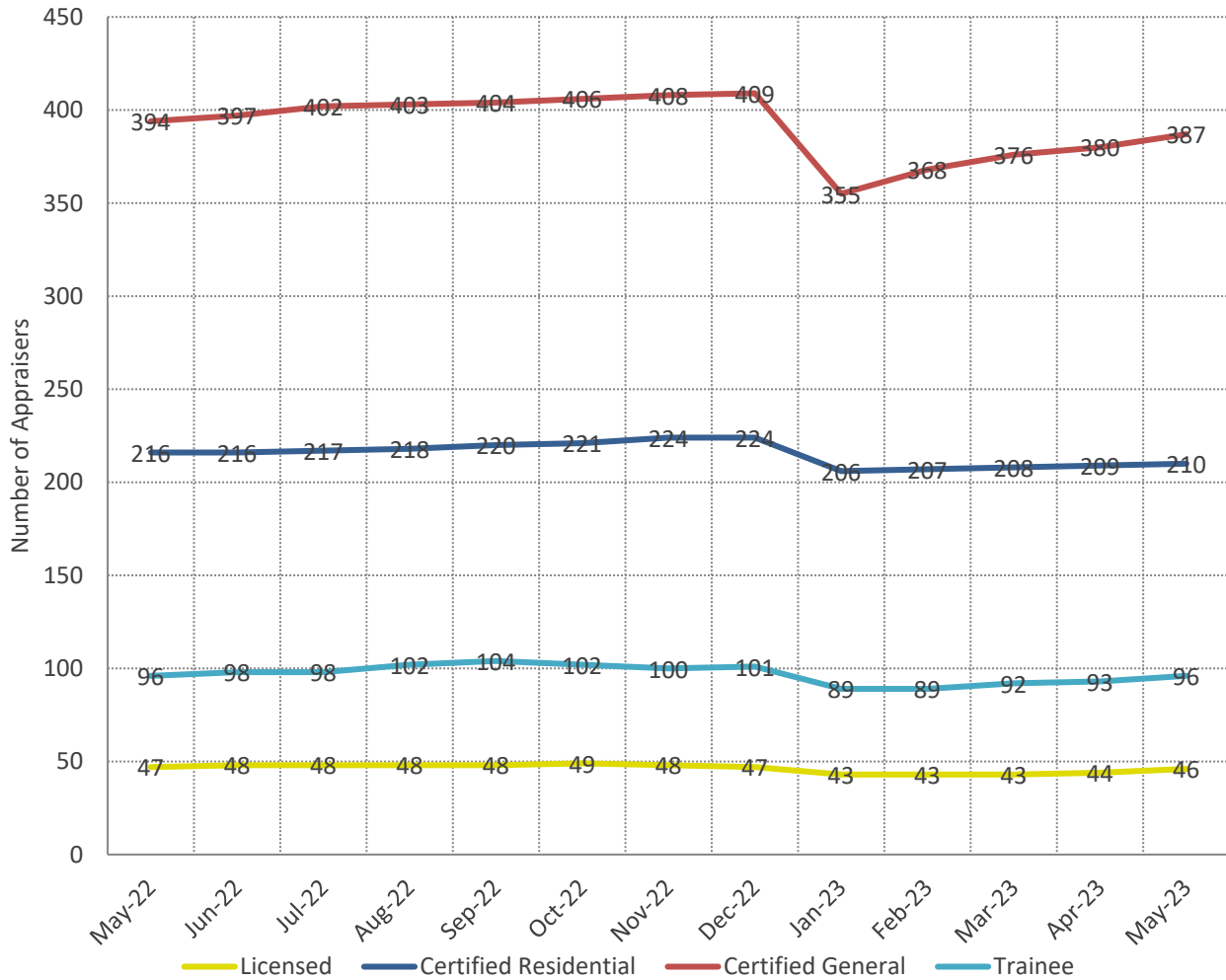


Total Real Property Appraisers - Five Year Trend

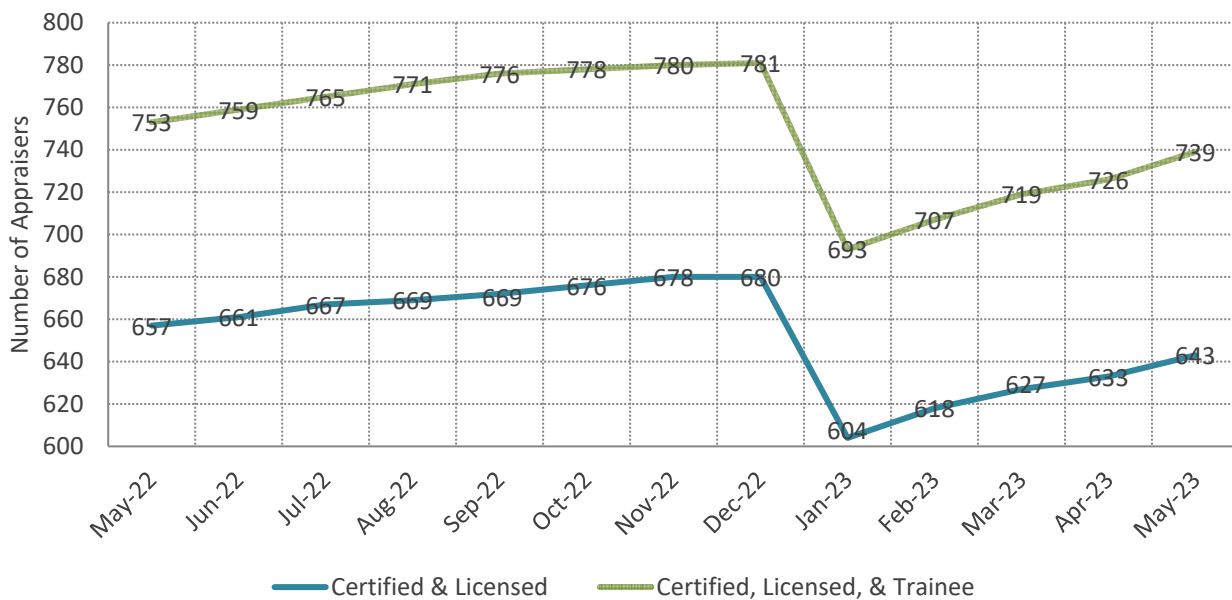




### Real Property Appraisers by Classification - Thirteen Month Trend

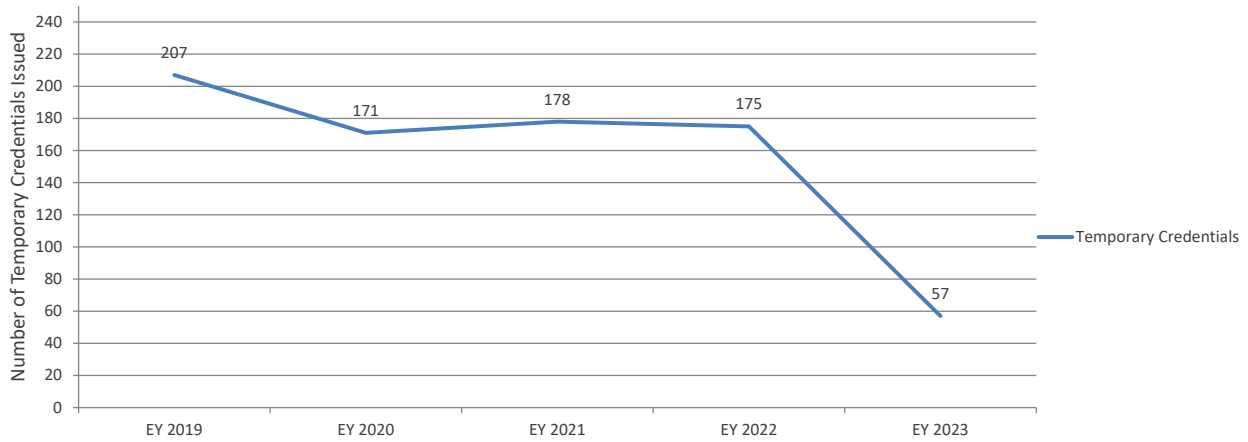


### Total Real Property Appraisers - Thirteen Month Trend

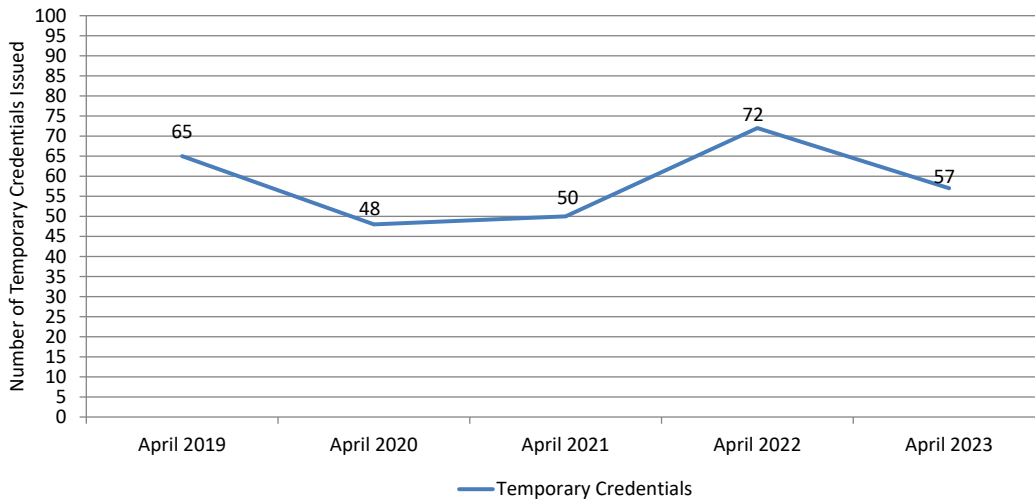


## Temporary Real Property Appraiser Report

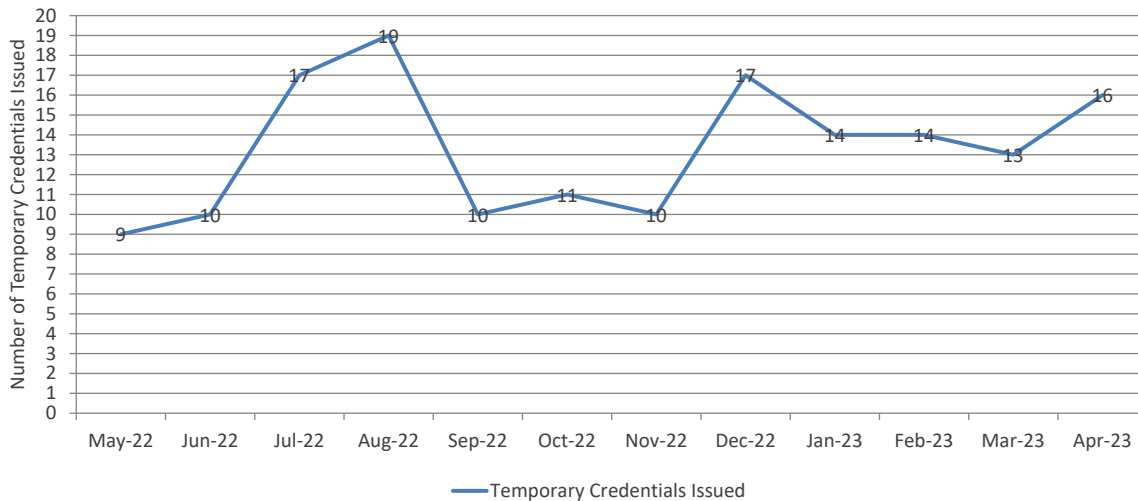
Temporary Real Property Appraiser Credentials Issued by Calendar Year - Five Year Trend



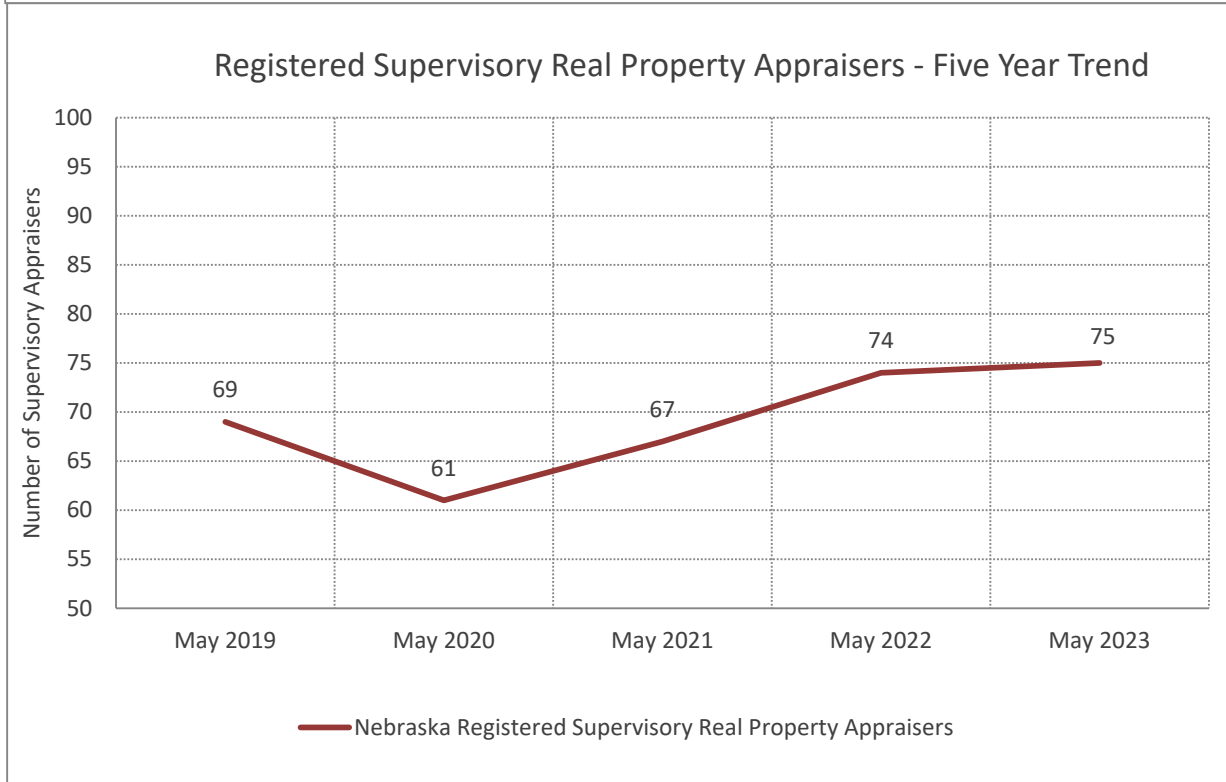
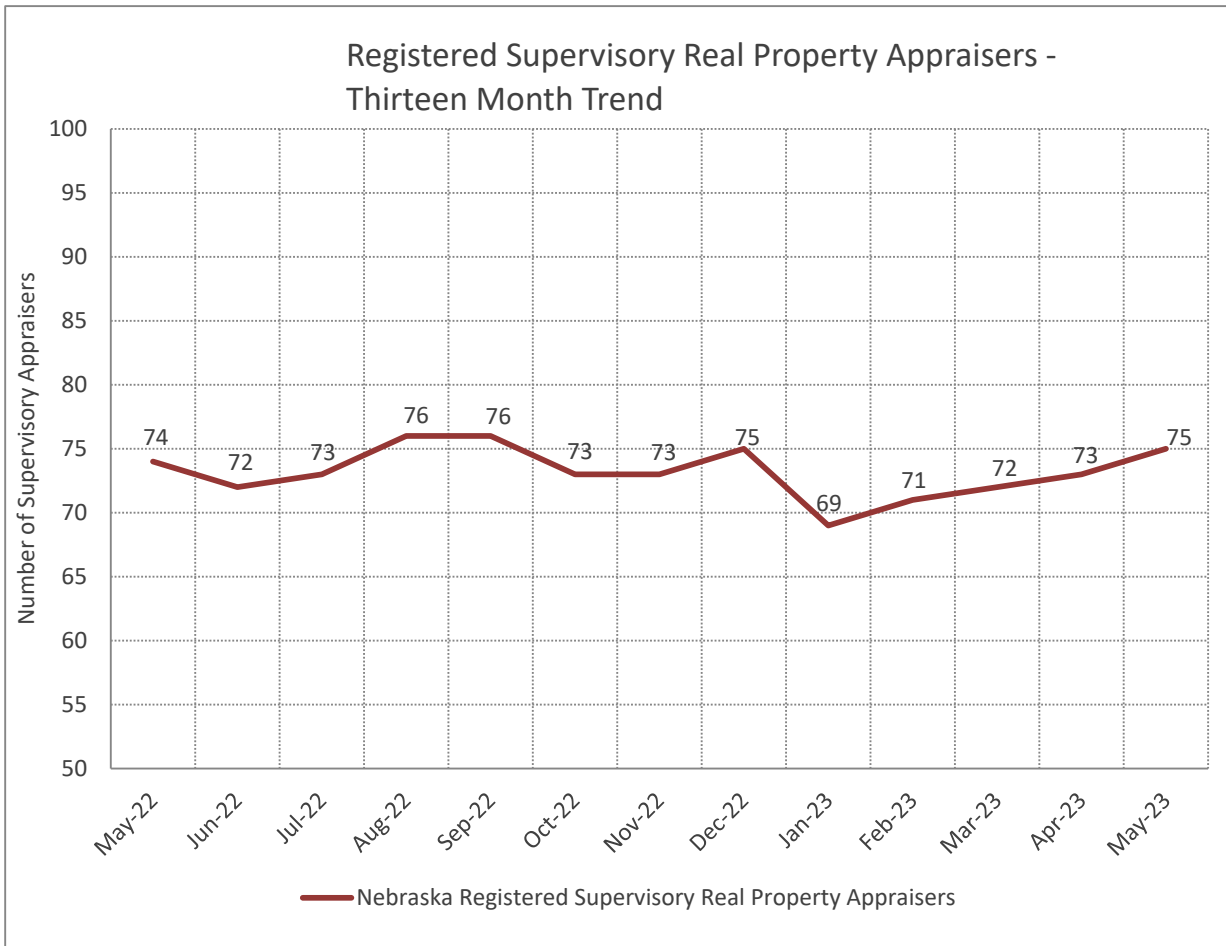
Year-to-date Temporary Real Property Appraiser Credentials Issued - Five Year Trend



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

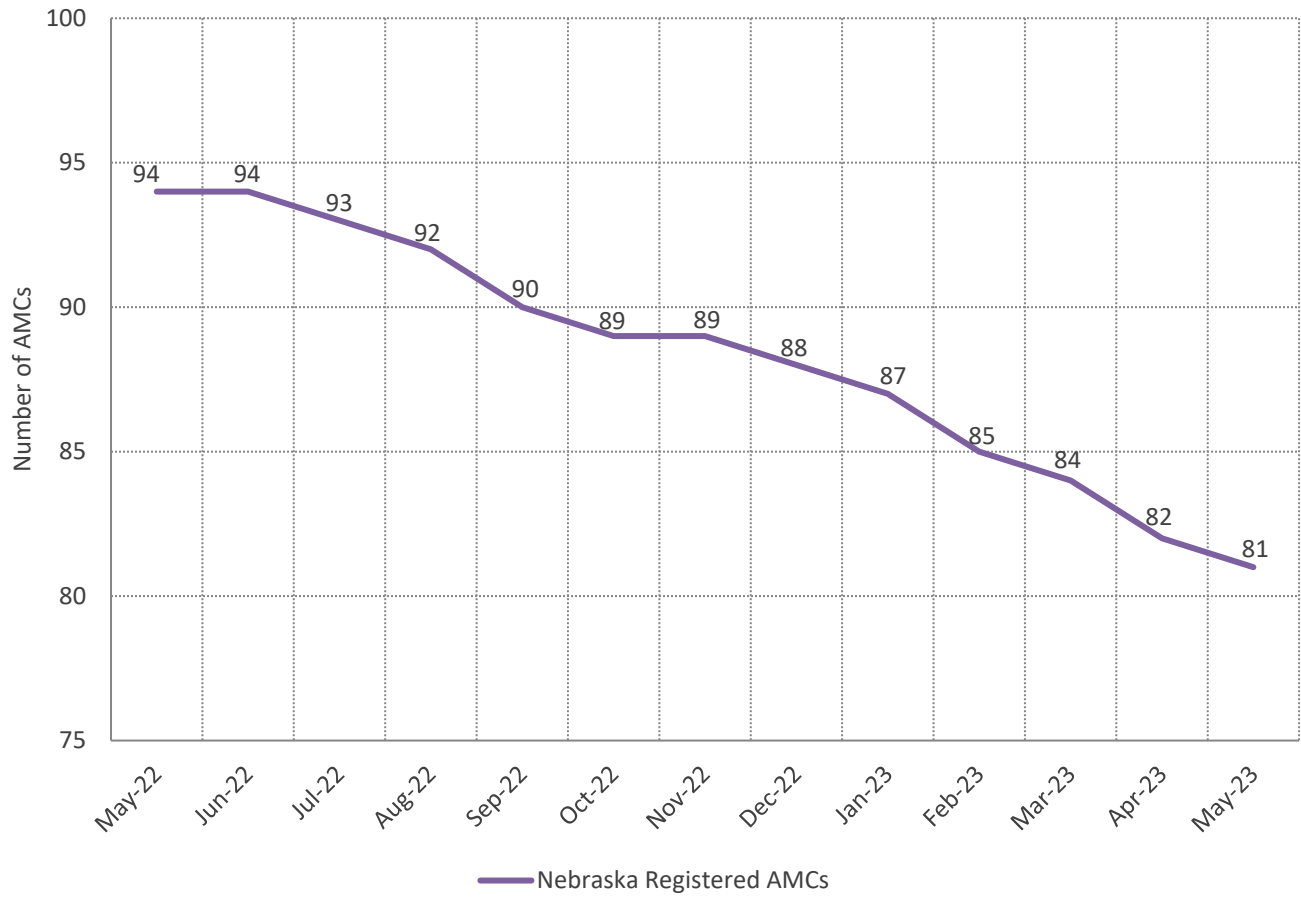


# Supervisory Real Property Appraiser Report

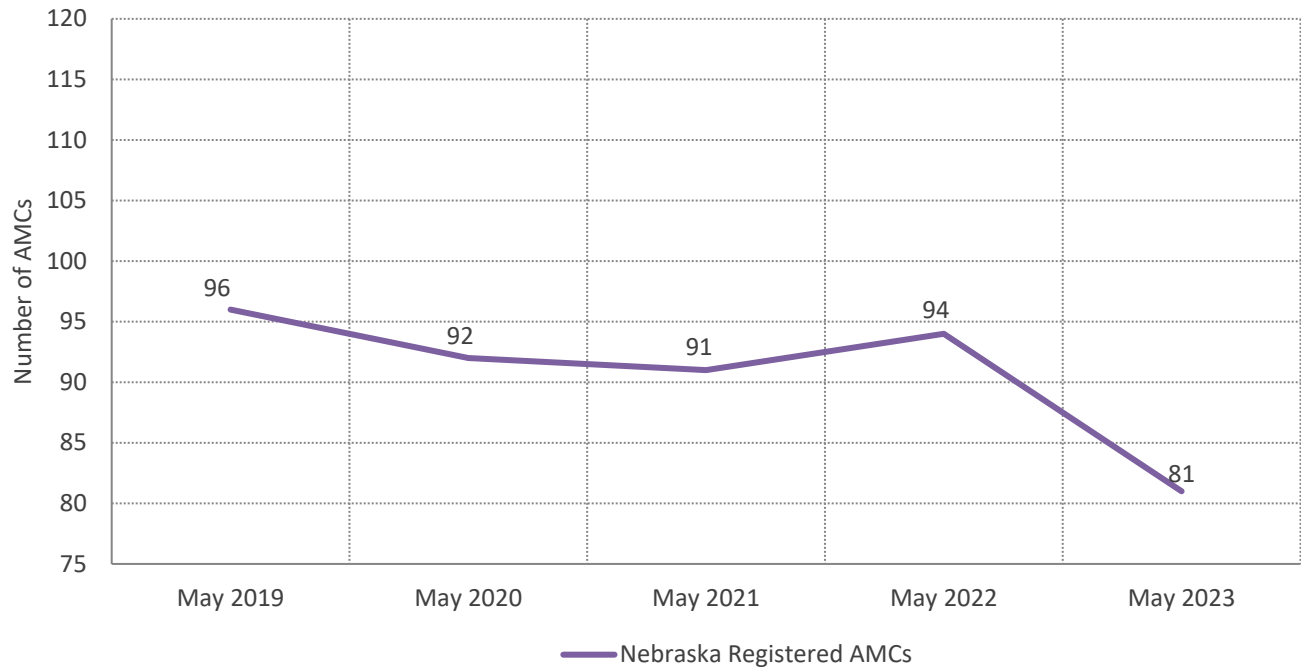


# Appraisal Management Company Report

## Appraisal Management Companies - Thirteen Month Trend



## Appraisal Management Companies - Five Year Trend



# NEBRASKA REAL PROPERTY APPRAISER BOARD

## DIRECTOR APPROVAL OF REAL PROPERTY APPRAISER APPLICANTS

April 12, 2023 – May 16, 2023

<i>New Trainee Real Property Appraisers</i>		
T2023006	Jeana Weise	Approved April 24, 2023 with advisory, no supervisor
T2023007	Kennadi Findley	Approved April 25, 2023 with advisory, no supervisor
T2023008	Joshua VanBoening	Approved April 28, 2023 with advisory, no supervisor
T2023009	Megan Dewey	Approved May 11, 2023 with advisory, no supervisor
<i>New Certified General Real Property Appraisers through Reciprocity</i>		
CG2023018R	Elizabeth Broussard	Approved April 25, 2023
CG2023017R	Andrew Porter	Approved April 27, 2023
CG2023019R	Travis Welch	Approved April 28, 2023
CG2023021R	James Marske	Approved May 3, 2023
CG2023020R	David Feeley	Approved May 11, 2023

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

April 12, 2023 – May 16, 2023

Provider	Activity Number	Hours	Title	Instructor(s)	Approval Date
<i>New Continuing Education Activities and Instructors</i>					
ASFMRA	2233449.01	8	Livestock Ranch Seminar	Lee Smith	4/13/2023
ASFMRA	2231450.01	8	Livestock Ranch Seminar	Lee Smith	4/13/2023
Appraisal Institute	2233439.33	7	Inconsistency: It's Hiding in Plain Sight in Your (commercial) Appraisal	Mark Smeltzer	4/14/2023
Appraiser eLearning	2233443.33	7	The Other Appraisal Reports: Exploring Restricted and Oral Appraisal Reports	Pam Teel, Bryan Reynolds	4/14/2023
ASFMRA	2233451.01	8	Introduction to Business Valuation for Rural Appraisers	Robert Schlegel	4/14/2023
ASFMRA	2231452.01	8	Introduction to Business Valuation for Rural Appraisers	Robert Schlegel	4/14/2023
Appraiser eLearning	2233416.33	3	6 Recent Appraiser Lawsuits and the Lessons from Each	Peter Christensen	4/18/2023
Appraiser eLearning	2233433.33	7	Appraiser's Guide to Appraisal Inspections	Bryan Reynolds	4/28/2023
Appraiser eLearning	2233437.33	4	Appraising Limited Market Properties	Bryan Reynolds	4/28/2023
Appraiser eLearning	2233444.33	7	FHA Roadmap	Pam Teel, Bryan Reynolds	4/28/2023

Appraiser eLearning	2233435.33	7	Appraiser's Guide to the Income Approach	Bryan Reynolds	5/1/2023
The CE Shop	2233154.77	7	2022-2023 7-Hour National USPAP Update Course	Rebecca Jones, Sam Martin	5/1/2023
McKissock	2231460.03	3	Responding to a Reconsideration of Value (ROV)	Dan Bradley, Wally Czekalski, Charles Huntoon, Larry McMillen, Philicia Lloyd, Dan Tosh, Robert McClelland, Julie Molendrop, Tony Pistilli, Alexander Gilbert, Josh Walitt, Charles Fisher, Robert Frazier	5/1/2023
The CE Shop	2232461.77	7	Appraisal Economics and Value	Rebecca Jones, Sam Martin	5/4/2023
<i>New Qualifying Education Activities and Instructors</i>					
The CE Shop	1233146.77	15	2020-2021 15-Hour National USPAP Course	Rebecca Jones, Sam Martin	5/1/2023
Appraisal Institute	1233456.02	30	General Appraiser Income Approach/Part 2	Kenneth Foltz	5/16/2023
Appraisal Institute	1233457.02	30	General Appraiser Market Analysis and Highest & Best Use	Matthew Larrabee	5/16/2023

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

	<b>SHORT TERM GOALS / OBJECTIVES</b>	<b>EXPECTED COMPLETION DATE</b>	<b>STATUS/GOAL MET</b>	<b>LONG TERM GOALS / OBJECTIVES</b>	<b>EXPECTED COMPLETION DATE</b>	<b>NOTES</b>
<b>LAWS, RULES, AND GUIDANCE DOCUMENTS</b>	Work with the Banking, Commerce and Insurance Legislative Committee's Legal Counsel to draft a bill for introduction addressing the changes needed in the Real Property Appraiser Act, which includes but is not limited to the ASC SOA recommendations.	12/31/2022	Completed in October - No Legislative Bill in 2023.	Address changes to USPAP, Real Property Appraiser Qualifications Criteria, ASC Policy Statements, AQB CAP Program Guidelines, and Title XI as required.	Ongoing.	
	Work with the Banking, Commerce and Insurance Legislative Committee's Legal Counsel to draft a bill for introduction addressing the changes needed in the AMC Registration Act, which includes but is not limited to the ASC SOA recommendations and inclusion of criminal and civil immunity language.	12/31/2022	Completed in October - No Legislative Bill in 2023.	Harmonize Title 298 with the changes made to the Nebraska Real Property Appraiser Act and Appraisal Management Company Registration Act as needed.	Ongoing.	
	Adopt Title 298 changes to reduce unnecessary regulatory burden and remove barriers to entry into the real property appraiser profession, provide for better clarification and administration, harmonize Title 298 with the changes made to the Nebraska Real Property Appraiser Act through LB707 in 2022, and incorporate changes made to the Real Property Appraiser Qualification Criteria and CAP Guidelines effective January 1, 2022.	6/30/2023	Proposed rules adopted by Board after November 17, 2022 Hearing. Attorney General's Office requested an amendment to the adopted changes to Title 298. The amendment was adopted by the Board at its April 20, 2023 meeting. The proposed rules have been approved by the AGO and have been submitted to the GPRO for review.	Continue to monitor the effectiveness of regulations to reduce unnecessary regulatory burden, remove barriers to entry into the real property appraiser profession, maintain an effective education program, and provide for better clarification and administration.	Ongoing.	
				Continue to adopt Guidance Documents for public advisement concerning interpretation of statutes and rules, and retire Guidance Documents that are no longer relevant.	Ongoing.	
			Continue to adopt internal procedures as needed to assist with the Board's administration of its programs, and retire internal procedures that are no longer relevant.	Ongoing.		
<b>COMPLIANCE</b>	None			None		
<b>CREDENTIALING AND REGISTRATION</b>	Explore change to real property appraiser credential renewal dates.	6/30/2023	Report presented to the Board for review at its April meeting. July agenda item.	Explore opportunities to increase the number of Nebraska resident real property appraisers.	Ongoing.	
	Explore alternatives for verification of AMC owner AMC Rule background compliance related to AMC registration renewal.	6/30/2023	Report presented to the Board for review at its May meeting.			
<b>EDUCATION</b>	Add language to the Certified General Real Property Appraiser Requirements document located on the Board's website encouraging potential real property appraiser applicants who intend to engage in real property appraisal practice pertaining to agricultural real property complete agricultural-based qualifying education offered by an education provider with an expertise in agricultural appraisal.	6/30/2023	Presented to the Board at its May Meeting.	Encourage trainee real property appraisers who intend to engage in real property appraisal practice pertaining to agricultural real property upon credentialing as a certified general real property appraiser complete agricultural-based qualifying education offered by an education provider with an expertise in agricultural appraisal in approval letter sent to trainee real property appraisers.	Ongoing.	
	Send letter to all registered supervisory real property appraisers describing the real property appraisal practice deficiencies observed by the Board concerning the appraisal of agricultural real property and to request that supervisory real property appraisers encourage their trainee real property appraisers who intend to engage in real property appraisal practice pertaining to agricultural real property upon credentialing as a certified general real property appraiser, to complete agricultural-based qualifying education offered by an education provider with an expertise in agricultural appraisal.	6/30/2023	In progress. Board members to provide feedback regarding report deficiencies that it wishes to bring attention to in letter.	Request that supervisory real property appraisers with trainee real property appraisers who intend to engage in real property appraisal practice pertaining to agricultural real property upon credentialing as a certified general real property appraiser encourage their trainee real property appraisers to complete agricultural-based qualifying education offered by an education provider with an expertise in agricultural appraisal in approval letter sent to supervisory real property appraisers.	Ongoing.	
	Send letter to American Society of Farm Managers and Rural Appraisers describing the real property appraisal practice deficiencies observed by the Board concerning the appraisal of agricultural real property and requesting that the organization consider increasing its frequency and availability of synchronous, asynchronous, and hybrid qualifying and continuing education offerings.	6/30/2023	Board removed this goal at its April meeting after determining that this goal is no longer needed.			
	Include language in the 2023-2024 Credential Renewal Reminder and Information article in the fall edition of The Nebraska Appraiser encouraging Nebraska real property appraisers to complete continuing education related to their area of real property appraisal practice focus.	12/31/2022	Completed in November.			
	Include a new Q&A in the 2023-2024 Credential Renewal Questions and Answers encouraging Nebraska real property appraisers to complete continuing education related to their area of real property appraisal practice focus.	12/31/2022	Presented to the Board at its May Meeting.			
<b>PERSONNEL</b>	Add additional Administrative Specialist classified employee. Adequate staffing is required to carry out the Board's mission, maintain a high-level operation, remain compliant with Title XI, and to maintain public satisfaction.	6/30/2023	Included as Issue Item in 2023-25 Biennial Budget Request. Request for appropriations not included in Appropriations Committee's Budget. Director Kohtz worked with Senator Clements office to get authority to hire additional employee. Authorization included in AM1730 to LB814.	Continue updating the policies and procedures documents as needed to ensure compliance with state policy changes, NAPE/ASFCME contract changes and to address general work environment needs and/or changes.	Ongoing.	
	Utilize SOS temporary employee as available to assist with processing real property appraiser renewal applications for the 2023-24 real property appraiser renewals.	6/30/2023	Completed in October.			
	Add the Juneteenth holiday to the NRPAB Employee Handbook.	12/31/2022	Completed in July.			



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

<b>PUBLIC INFORMATION</b>	Explore adding disciplinary action orders/consent agreements to the Appraiser Listing search as a PDF attachment (Obtain quote form CIO and present to the Board for consideration).	6/30/2023	In progress.	Encourage development of Memos from the Board and Facebook posts that contain facts of interest to the appraiser community.	Ongoing.	
	Remove Education Provider Offerings Calendar from the NRPAB website.	12/31/2022	Completed in February.	Continue utilizing the NRPAB website, NRPAB Facebook page, The Nebraska Appraiser, and Memos from the Board to disseminate relevant and important information to the appraisal business community and the general public in a timely manner. This includes information related to state and federal regulations, credentialing and registration requirements, renewal information, education information, Board policies and procedures, documents posted to the NRPAB website, meeting information, and other information that affects the industry.	Ongoing.	
	Restructure the Appraiser Listing page on the NRPAB website and remove the distribution map.	6/30/2023	Completed in March	Continue utilization of Memos from the Board to disseminate important information in a timely manner that should not be held for the next release of The Nebraska Appraiser.	Ongoing.	
	Complete addition of a solid or scrolling message screen at the top of the NRPAB website for use to disseminate relevant timely information, such as notices of meetings.	12/31/2022	Completed in November.	Continue releasing new issues of The Nebraska Appraiser on a quarterly basis to disseminate important information to the appraisal business community and the general public in an effective and efficient manner.	Ongoing.	
<b>ADMINISTRATION</b>	Complete supervisory real property appraiser list derived from Application for Renewal of Nebraska Real Property Appraiser Credential.	6/30/2023	Completed in July.	Continue to monitor the effectiveness of current processes and procedures, and update processes and procedures as needed to maintain effectiveness and efficiency of the administration of the Board's programs.	Ongoing.	
	Explore use of Federal grant money to pursue development of a translator system between the NRPAB Database and the ASC Federal Registry system.	6/30/2023	An update was requested on April 11, 2023. A response was received from CIO indicating that the programming code used by the ASC is not compatible with the Board's programming code and there is no way to build a direct translator. CIO is reviewing subscription service translators, but it is not sure that this is even a feasible option.	Continue to monitor the effectiveness of current NRPAB database, repair bugs, and make improvements and add enhancements needed to address program or use changes.	Ongoing.	
	Complete online AMC renewal application and upgrade to the AMC Interface in the NRPAB Database.	6/30/2023	Work on this project is in progress.	Explore online real property appraiser initial applications (Reciprocity; E,E,&E; Temporary) AMC initial applications, education activity applications, and other services that require payment of a fee.	None.	
	Include request for an increase in funding for CIO and technology maintenance expenditures, additional AARS contractor services, and an additional Administrative Specialist classified employee in the FY2023-25 Biennial Budget Request.	12/31/2023	Completed in August.	None.		

**2022-23 NRPAB SWOT Analysis**

<p><b>STRENGTHS:</b></p> <ul style="list-style-type: none"> <li>- Customer service</li> <li>- Organization</li> <li>- Board member knoweldge</li> <li>- Staff knowledge</li> <li>- Adaptability</li> <li>- Professional Diversity of Board</li> <li>- Modernization of Accessability</li> </ul>	<p><b>WEAKNESSES:</b></p> <ul style="list-style-type: none"> <li>- Inability to grow the industry</li> <li>- Efficiency loss due to database</li> <li>- Size of agency staff</li> <li>- Regulatory and statutory regulations</li> </ul>	<p><b>OPPORTUNITIES:</b></p> <ul style="list-style-type: none"> <li>- Growth in appraiser field</li> <li>- Continually evaluate how the Board and Agency operate</li> </ul>	<p><b>THREATS:</b></p> <ul style="list-style-type: none"> <li>- Agency turnover</li> <li>- Federal agency oversight</li> <li>- State economic climate</li> <li>- Aging appraiser population</li> <li>- Inadequate supervisory appraiser knowledge</li> </ul>
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STATE OF NEBRASKA  
Department of Administrative Services  
Accounting Division  
Budget Status Report  
As of 04/30/23

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

Percent of Time Elapsed = 83.29

ACCOUNT CODE DESCRIPTION	BUDGETED AMOUNT	CURRENT MONTH ACTIVITY	YEAR-TO-DATE ACTUALS	PERCENT OF BUDGET	ENCUMBERANCES	VARIANCE
<b>BUDGETED FUND TYPES - EXPENDITURES</b>						
<b>510000 PERSONAL SERVICES</b>						
511100 PERMANENT SALARIES-WAGES	154,777.63	12,832.28	117,844.51	76.14		36,933.12
511300 OVERTIME PAYMENTS	1,633.48	732.41	4,156.16	254.44		2,522.68-
511600 PER DIEM PAYMENTS	9,100.00	400.00	4,100.00	45.05		5,000.00
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	299.56	9,642.77	73.61		3,457.77
512200 SICK LEAVE EXPENSE	824.88	38.04	1,082.19	131.19		257.31-
512300 HOLIDAY LEAVE EXPENSE	8,556.05		7,234.88	84.56		1,321.17
512500 FUNERAL LEAVE EXPENSE			851.55			851.55-
<b>Personal Services Subtotal</b>	<b>190,626.06</b>	<b>14,302.29</b>	<b>145,791.34</b>	<b>76.48</b>	<b>0.00</b>	<b>44,834.72</b>
515100 RETIREMENT PLANS EXPENSE	13,637.41	1,041.00	10,572.32	77.52		3,065.09
515200 FICA EXPENSE	14,565.37	1,007.98	10,247.14	70.35		4,318.23
515500 HEALTH INSURANCE EXPENSE	32,903.00	2,741.90	29,655.90	90.13		3,247.10
516300 EMPLOYEE ASSISTANCE PRO	37.08		37.08	100.00		
516500 WORKERS COMP PREMIUMS	1,528.00		1,528.00	100.00		
<b>Major Account 510000 Total</b>	<b>253,296.92</b>	<b>19,093.17</b>	<b>197,831.78</b>	<b>78.10</b>	<b>0.00</b>	<b>55,465.14</b>
<b>520000 OPERATING EXPENSES</b>						
521100 POSTAGE EXPENSE	3,091.70	161.26	2,168.62	70.14		923.08
521300 FREIGHT	100.00					100.00
521400 DATA PROCESSING EXPENSE	82,794.28	8,362.62	64,942.92	78.44		17,851.36
521500 PUBLICATION & PRINT EXPENSE	5,531.36	9.25	4,102.62	74.17		1,428.74
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	1,006.24	9,772.72	83.14		1,981.90
524900 RENT EXP-DUPR SURCHARGE	3,859.00	321.59	3,215.90	83.34		643.10
527100 REP & MAINT-OFFICE EQUIP	500.00					500.00
531100 OFFICE SUPPLIES EXPENSE	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

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Program 079 APPRAISER LICENSING

Percent of Time Elapsed = 83.29

ACCOUNT CODE DESCRIPTION		BUDGETED AMOUNT	CURRENT MONTH ACTIVITY	YEAR-TO-DATE ACTUALS	PERCENT OF BUDGET	ENCUMBERANCES	VARIANCE
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	2,004.25	18,877.87	44.28		23,751.13
556100	INSURANCE EXPENSE	47.00		48.34	102.85		1.34
559100	OTHER OPERATING EXP	82.77		80.00	96.65		2.77
<b>Major Account 520000 Total</b>		<b>207,503.91</b>	<b>11,865.21</b>	<b>109,059.58</b>	<b>52.56</b>	<b>0.00</b>	<b>98,444.33</b>
<b>570000 TRAVEL EXPENSES</b>							
571100	BOARD & LODGING	4,938.00	98.00	2,593.44	52.52		2,344.56
571600	MEALS-NOT TRAVEL STATUS	100.00					100.00
571800	TAXABLE TRAVEL EXPENSES	2,113.26	61.96	901.02	42.64		1,212.24
572100	COMMERCIAL TRANSPORTATION	1,950.00					1,950.00
573100	STATE-OWNED TRANSPORT	200.00					200.00
574500	PERSONAL VEHICLE MILEAGE	9,199.56	318.34	4,504.94	48.97		4,694.62
575100	MISC TRAVEL EXPENSES	1,059.65	13.75	168.80	15.93		890.85
<b>Major Account 570000 Total</b>		<b>19,560.47</b>	<b>492.05</b>	<b>8,168.20</b>	<b>41.76</b>	<b>0.00</b>	<b>11,392.27</b>
<b>BUDGETED EXPENDITURES TOTAL</b>		<b>480,361.30</b>	<b>31,450.43</b>	<b>315,059.56</b>	<b>65.59</b>	<b>0.00</b>	<b>165,301.74</b>

**SUMMARY BY FUND TYPE - EXPENDITURES**

2	CASH FUNDS	480,361.30	31,450.43	315,059.56	65.59		165,301.74
<b>BUDGETED EXPENDITURES TOTAL</b>		<b>480,361.30</b>	<b>31,450.43</b>	<b>315,059.56</b>	<b>65.59</b>	<b>0.00</b>	<b>165,301.74</b>

**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-	50.00-	2,675.00-	214.00		1,425.00
471122	CONTINUING ED RENEWAL FEES	150.00-		170.00-	113.33		20.00

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Program 079 APPRAISER LICENSING

Percent of Time Elapsed = 83.29

	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-	900.00-	7,500.00-	83.33		1,500.00-
475151 LICENSED NEW FEES	1,200.00-	300.00-	900.00-	75.00		300.00-
475152 FINGERPRINT FEES	3,077.00-	452.50-	2,941.25-	95.59		135.75-
475153 CERTIFIED RESIDENTIAL NEW	3,000.00-		2,400.00-	80.00		600.00-
475154 CERTIFIED GENERAL RENEWAL	122,375.00-	275.00-	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-	10.00-	3,790.00-	95.71		170.00-
475157 CERTIFIED RESIDENTIAL RENEWAL	64,625.00-	275.00-	63,250.00-	97.87		1,375.00-
475161 TEMPORARY CERTIFIED GENERAL	9,000.00-	750.00-	7,100.00-	78.89		1,900.00-
475163 AMC REGISTERED NEW FEES	12,000.00-		2,000.00-	16.67		10,000.00-
475164 AMC APPLICATION FEES	2,100.00-		700.00-	33.33		1,400.00-
475165 AMC REGISTERED RENEWAL	129,000.00-	9,000.00-	105,000.00-	81.40		24,000.00-
475167 CERTIFIED RESIDENTIAL INACTIVE	300.00-					300.00-
475168 CERTIFIED GENERAL INACTIVE	300.00-					300.00-
475234 APPLICATION FEES	28,200.00-	3,000.00-	23,950.00-	84.93		4,250.00-
476101 LATE PROCESSING FEES	4,500.00-	200.00-	3,125.00-	69.44		1,375.00-
<b>Major Account 470000 Total</b>	<b>411,137.00-</b>	<b>15,212.50-</b>	<b>357,826.25-</b>	<b>87.03</b>	<b>0.00</b>	<b>53,310.75-</b>
<b>480000 REVENUE - MISCELLANEOUS</b>						
481100 INVESTMENT INCOME	6,000.00-	1,599.82-	13,167.15-	219.45		7,167.15
481101 AMC INVESTMENT INCOME	5,000.00-					5,000.00-
484500 REIMB NON-GOVT SOURCES	2,500.00-	250.00-	366.76-	14.67		2,133.24-
<b>Major Account 480000 Total</b>	<b>13,500.00-</b>	<b>1,849.82-</b>	<b>13,533.91-</b>	<b>100.25</b>	<b>0.00</b>	<b>33.91</b>
<b>BUDGETED REVENUE TOTAL</b>	<b>424,637.00-</b>	<b>17,062.32-</b>	<b>371,360.16-</b>	<b>87.45</b>	<b>0.00</b>	<b>53,276.84-</b>
<b>SUMMARY BY FUND TYPE - REVENUE</b>						
2 CASH FUNDS	424,637.00-	17,062.32-	371,360.16-	87.45		53,276.84-
<b>BUDGETED REVENUE TOTAL</b>	<b>424,637.00-</b>	<b>17,062.32-</b>	<b>371,360.16-</b>	<b>87.45</b>	<b>0.00</b>	<b>53,276.84-</b>

Fund	Program	Sub-Program	Account Number	Sub-ledger	Doc Number	Tran Date	Tran Type	Batch Type	Payee/Explanation	Batch Number	Posted Code	Month to Date
25310	079	000	53105018.471121.		497611	04/18/23	RC	RB	NRPAB DEPOSIT 230418	7081056		25.00-
25310	079	000	53105018.471121.		497705	04/19/23	RC	RB	NRPAB DEPOSIT 230419	7082408		25.00-
Total for Object			471121 CONTINUING ED NEW FEES									50.00-
25310	079	000	53105018.475150.		496289	04/07/23	RC	RB	NRPAB DEPOSIT 220407	7069680		300.00-
25310	079	000	53105018.475150.		496835	04/12/23	RC	RB	NRPAB DEPOSIT 230412	7074490		300.00-
25310	079	000	53105018.475150.		497186	04/14/23	RC	RB	NRPAB DEPOSIT 230414	7077323		300.00-
Total for Object			475150 CERTIFIED GENERAL NEW FEES									900.00-
25310	079	000	53105018.475151.		497186	04/14/23	RC	RB	NRPAB DEPOSIT 230414	7077323		300.00-
Total for Object			475151 LICENSED NEW FEES									300.00-
25310	079	000	53105018.475152.		495544	04/04/23	RC	RB	NRPAB DEPOSIT 230404	7064800		45.25-
25310	079	000	53105018.475152.		496289	04/07/23	RC	RB	NRPAB DEPOSIT 220407	7069680		90.50-
25310	079	000	53105018.475152.		496835	04/12/23	RC	RB	NRPAB DEPOSIT 230412	7074490		90.50-
25310	079	000	53105018.475152.		497186	04/14/23	RC	RB	NRPAB DEPOSIT 230414	7077323		181.00-
25310	079	000	53105018.475152.		499367	04/26/23	RC	RB	NRPAB DEPOSIT 230426	7090346		45.25-
Total for Object			475152 FINGERPRINT FEES									452.50-
25310	079	000	53105018.475154.		499457	04/25/23	RC	RB	NRPAB RENEW EFW DEPOSIT 230425	7089746		275.00-
Total for Object			475154 CERTIFIED GENERAL RENEWAL									275.00-
25310	079	000	53105018.475156.		495544	04/04/23	RC	RB	NRPAB DEPOSIT 230404	7064800		5.00-
25310	079	000	53105018.475156.		499457	04/25/23	RC	RB	NRPAB RENEW EFW DEPOSIT 230425	7089746		5.00-
Total for Object			475156 FINGERPRINT AUDIT PROGRAM FEES									10.00-
25310	079	000	53105018.475157.		495544	04/04/23	RC	RB	NRPAB DEPOSIT 230404	7064800		275.00-
Total for Object			475157 CERTIFIED RESIDENTIAL RENEWAL									275.00-
25310	079	000	53105018.475161.		496289	04/07/23	RC	RB	NRPAB DEPOSIT 220407	7069680		100.00-
25310	079	000	53105018.475161.		497186	04/14/23	RC	RB	NRPAB DEPOSIT 230414	7077323		100.00-
25310	079	000	53105018.475161.		497611	04/18/23	RC	RB	NRPAB DEPOSIT 230418	7081056		250.00-
25310	079	000	53105018.475161.		497705	04/19/23	RC	RB	NRPAB DEPOSIT 230419	7082408		50.00-
25310	079	000	53105018.475161.		498497	04/21/23	RC	RB	NRPAB DEPOSIT 230421	7085186		50.00-
25310	079	000	53105018.475161.		498780	04/25/23	RC	RB	NRPAB DEPOSIT 230425	7089018		100.00-
25310	079	000	53105018.475161.		499367	04/26/23	RC	RB	NRPAB DEPOSIT 230426	7090346		100.00-
Total for Object			475161 TEMPORARY CERTIFIED GENERAL									750.00-
25310	079	000	53105018.475234.		495544	04/04/23	RC	RB	NRPAB DEPOSIT 230404	7064800		150.00-

Fund	Program	Sub-Program	Account Number	Sub-ledger	Doc Number	Tran Date	Tran Type	Batch Type	Payee/Explanation	Batch Number	Posted Code	Month to Date
25310	079	000	53105018.475234.		496289	04/07/23	RC	RB	NRPAB DEPOSIT 220407	7069680		500.00-
25310	079	000	53105018.475234.		496835	04/12/23	RC	RB	NRPAB DEPOSIT 230412	7074490		300.00-
25310	079	000	53105018.475234.		497186	04/14/23	RC	RB	NRPAB DEPOSIT 230414	7077323		800.00-
25310	079	000	53105018.475234.		497611	04/18/23	RC	RB	NRPAB DEPOSIT 230418	7081056		500.00-
25310	079	000	53105018.475234.		497705	04/19/23	RC	RB	NRPAB DEPOSIT 230419	7082408		100.00-
25310	079	000	53105018.475234.		498497	04/21/23	RC	RB	NRPAB DEPOSIT 230421	7085186		100.00-
25310	079	000	53105018.475234.		498780	04/25/23	RC	RB	NRPAB DEPOSIT 230425	7089018		200.00-
25310	079	000	53105018.475234.		499367	04/26/23	RC	RB	NRPAB DEPOSIT 230426	7090346		350.00-
Total for Object			475234 APPLICATION FEES									3,000.00-
25310	079	000	53105018.476101.		495544	04/04/23	RC	RB	NRPAB DEPOSIT 230404	7064800		75.00-
25310	079	000	53105018.476101.		499457	04/25/23	RC	RB	NRPAB RENEW EFW DEPOSIT 230425	7089746		125.00-
Total for Object			476101 LATE PROCESSING FEES									200.00-
25310	079	000	53105018.481100.		20911611	04/26/23	JE	G	OIP March 2023 2.36511%	7092342		915.38-
Total for Object			481100 INVESTMENT INCOME									915.38-
25310	079	000	53105018.484500.		497705	04/19/23	RC	RB	NRPAB DEPOSIT 230419	7082408		250.00-
Total for Object			484500 REIMB NON-GOVT SOURCES									250.00-
25310	079	000	53105018.511100.		3172287	04/05/23	T2	7	PAYROLL LABOR DISTRIBUTION	7060138		4,184.35
25310	079	000	53105018.511100.		3172513	04/19/23	T2	7	PAYROLL LABOR DISTRIBUTION	7074836		4,156.58
Total for Object			511100 PERMANENT SALARIES-WAGES									8,340.93
25310	079	000	53105018.511300.		3172287	04/05/23	T2	7	PAYROLL LABOR DISTRIBUTION	7060138		329.59
25310	079	000	53105018.511300.		3172513	04/19/23	T2	7	PAYROLL LABOR DISTRIBUTION	7074836		146.48
Total for Object			511300 OVERTIME PAYMENTS									476.07
25310	079	000	53105018.511600.		3172287	04/05/23	T2	7	PAYROLL LABOR DISTRIBUTION	7060138		260.00
Total for Object			511600 PER DIEM PAYMENTS									260.00
25310	079	000	53105018.512100.		3172287	04/05/23	T2	7	PAYROLL LABOR DISTRIBUTION	7060138		95.86
25310	079	000	53105018.512100.		3172513	04/19/23	T2	7	PAYROLL LABOR DISTRIBUTION	7074836		98.90
Total for Object			512100 VACATION LEAVE EXPENSE									194.76
25310	079	000	53105018.512200.		3172513	04/19/23	T2	7	PAYROLL LABOR DISTRIBUTION	7074836		24.73
Total for Object			512200 SICK LEAVE EXPENSE									24.73
25310	079	000	53105018.515100.		3172288	04/05/23	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	7060138		

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	53105018.515100.		3172514	04/19/23	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	7074836		331.45
Total for Object			515100 RETIREMENT PLANS EXPENSE									676.63
25310	079	000	53105018.515200.		3172288	04/05/23	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	7060138		344.53
25310	079	000	53105018.515200.		3172514	04/19/23	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	7074836		310.65
Total for Object			515200 FICA EXPENSE									655.18
25310	079	000	53105018.515500.		3172288	04/05/23	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	7060138		891.11
25310	079	000	53105018.515500.		3172514	04/19/23	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	7074836		891.12
Total for Object			515500 HEALTH INSURANCE EXPENSE									1,782.23
25310	079	000	53105018.521100.		20838762	04/18/23	JE	G	POSTAGE DUE MAR 2023	7082336		161.26
25310	079	000	53105018.521100.		20861797	04/20/23	JE	G	NRPAB POSTAGE MARCH 2023	7085563		56.44-
Total for Object			521100 POSTAGE EXPENSE									104.82
25310	079	000	53105018.521400.		51969578	04/01/23	PV	V	AS - OCIO - COMMUNICATIONS	7061990		136.86
25310	079	000	53105018.521400.		52131531	04/13/23	PV	V	AS - OCIO - IMSERVICES	7077644		1,696.64
Total for Object			521400 CIO CHARGES									1,833.50
25310	079	000	53105018.521500.		1969442	04/10/23	OV	O	CORRECTIONAL SERVICES, DEPARTM	7072656		9.25
25310	079	000	53105018.521500.		20754289	04/10/23	JE	G	NRPAB CSI STAFF MEMBER NAMEPLA	7072823		3.24-
Total for Object			521500 PUBLICATION & PRINT EXP									6.01
25310	079	000	53105018.524600.		20621732	04/07/23	JE	G	RENT & LB530 APR 2023 - OTHER	7055454		939.94
25310	079	000	53105018.524600.		51969616	04/01/23	PV	V	SECRETARY OF STATE	7062033		21.55
25310	079	000	53105018.524600.		20769323	04/11/23	JE	G	NRPAB RENT APRIL 2023	7074650		328.98-
25310	079	000	53105018.524600.		52131952	04/13/23	PV	V	SECRETARY OF STATE	7077849		21.55
Total for Object			524600 RENT EXPENSE-BUILDINGS									654.06
25310	079	000	53105018.524900.		20621732	04/07/23	JE	G	RENT & LB530 APR 2023 - OTHER	7055454		321.59
25310	079	000	53105018.524900.		20769323	04/11/23	JE	G	NRPAB RENT APRIL 2023	7074650		112.56-
Total for Object			524900 RENT EXP-DEPR SURCHARGE									209.03
25310	079	000	53105018.539500.		52015606	04/05/23	PC	V	Purchase Card Offset	7067654		98.00
25310	079	000	53105018.539500.		20710666	04/05/23	J1	G	PURCHASE CARD TRANSACTION	7067801		98.00-
Total for Object			539500 PURCHASING CARD SUSPENSE									
25310	079	000	53105018.554900.		51972101	04/01/23	PV	V	JIM BAIN APPRAISAL ASSOCIATES	7062550		593.75
25310	079	000	53105018.554900.		51972104	04/01/23	PV	V	JIM BAIN APPRAISAL ASSOCIATES	7062565		458.65

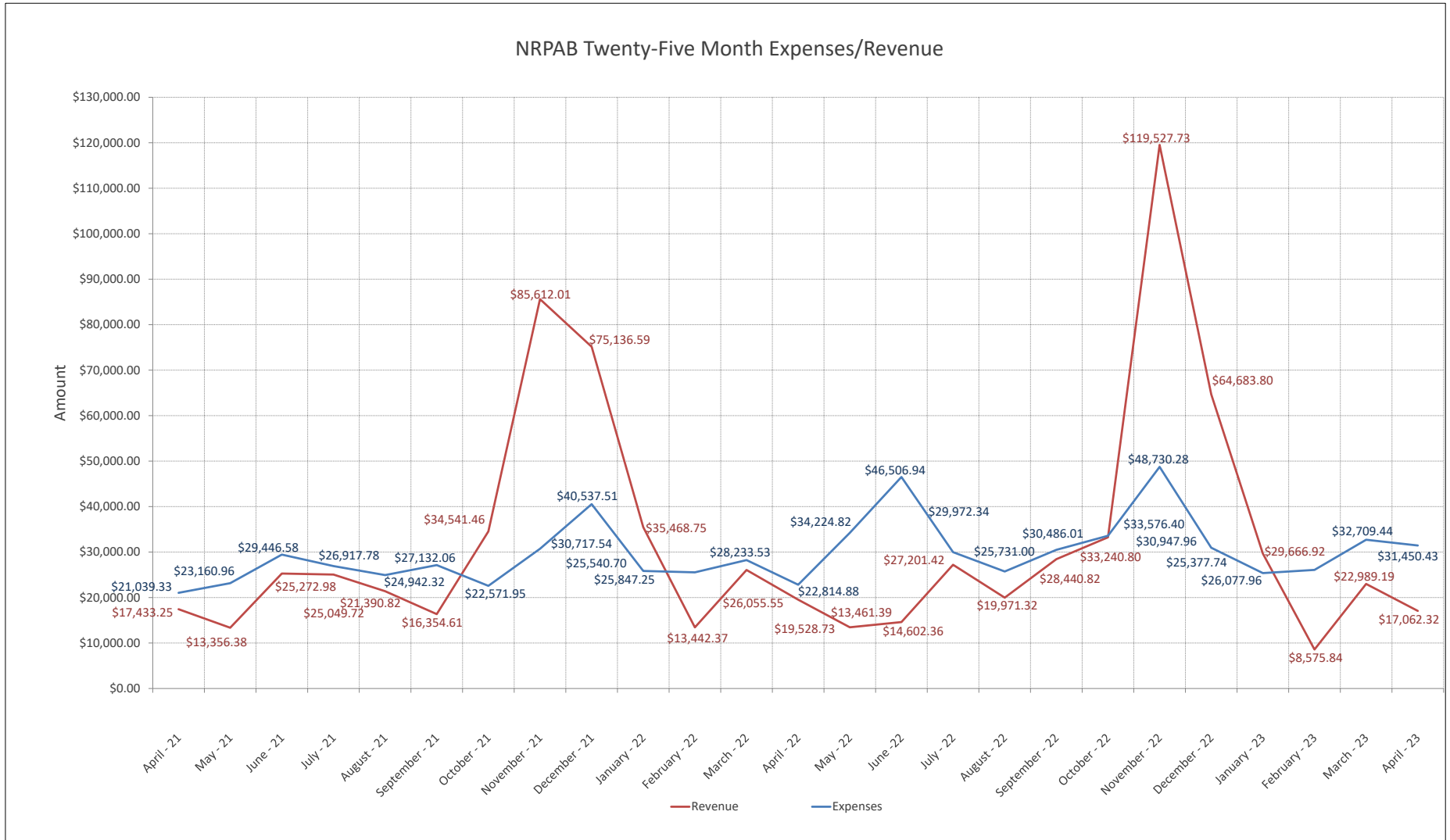


Fund	Program	Sub-Program	Account Number	Sub-ledger	Doc Number	Tran Date	Tran Type	Batch Type	Payee/Explanation	Batch Number	Posted Code	Month to Date
25310	079	000	53105018.554900.		51972912	04/01/23	PV	V	REALCORP	7063296		625.00
25310	079	000	53105018.554900.		51989069	04/03/23	PV	V	PATROL, NEBRASKA STATE	7065463		271.50
Total for Object			554900 OTHER CONTRACTUAL SERVICES									1,959.00
25310	079	000	53105018.571100.		20710666	04/05/23	J1	G	PURCHASE CARD TRANSACTION	7067801		63.70
Total for Object			571100 LODGING									63.70
25310	079	000	53105018.571800.		52048915	04/07/23	PV	V	DOWNING, BONNIE M	7071758		40.27
Total for Object			571800 MEALS - TRAVEL STATUS									40.27
25310	079	000	53105018.574500.		51969642	04/01/23	PV	V	WALKENHORST, WADE	7062048		6.81
25310	079	000	53105018.574500.		52048915	04/07/23	PV	V	DOWNING, BONNIE M	7071758		200.11
Total for Object			574500 PERSONAL VEHICLE MILEAGE									206.92
25310	079	000	53105018.575100.		51969642	04/01/23	PV	V	WALKENHORST, WADE	7062048		1.63
25310	079	000	53105018.575100.		52048915	04/07/23	PV	V	DOWNING, BONNIE M	7071758		7.31
Total for Object			575100 MISC TRAVEL EXPENSE									8.94
Total for Business Unit			53105018 NE REAL PROPERTY APPRAISER									10,118.90
25320	079	000	53105200.475165.		496307	04/07/23	RC	RB	NRPAB AMC DEPOSIT 230407	7069674		1,500.00-
25320	079	000	53105200.475165.		497612	04/18/23	RC	RB	NRPAB AMC DEPOSIT 230418	7081043		4,500.00-
25320	079	000	53105200.475165.		498498	04/21/23	RC	RB	NRPAB AMC DEPOSIT 230421	7085182		1,500.00-
25320	079	000	53105200.475165.		498779	04/25/23	RC	RB	NRPAB AMC DEPOSIT 230425	7089010		1,500.00-
Total for Object			475165 AMC REGISTERED RENEWAL									9,000.00-
25320	079	000	53105200.481100.		20911611	04/26/23	JE	G	OIP March 2023 2.36511%	7092342		684.44-
Total for Object			481100 INVESTMENT INCOME									684.44-
25320	079	000	53105200.511100.		3172287	04/05/23	T2	7	PAYROLL LABOR DISTRIBUTION	7060138		2,253.19
25320	079	000	53105200.511100.		3172513	04/19/23	T2	7	PAYROLL LABOR DISTRIBUTION	7074836		2,238.16
Total for Object			511100 PERMANENT SALARIES-WAGES									4,491.35
25320	079	000	53105200.511300.		3172287	04/05/23	T2	7	PAYROLL LABOR DISTRIBUTION	7060138		177.57
25320	079	000	53105200.511300.		3172513	04/19/23	T2	7	PAYROLL LABOR DISTRIBUTION	7074836		78.77
Total for Object			511300 OVERTIME PAYMENTS									256.34
25320	079	000	53105200.511600.		3172287	04/05/23	T2	7	PAYROLL LABOR DISTRIBUTION	7060138		140.00
Total for Object			511600 PER DIEM PAYMENTS									140.00

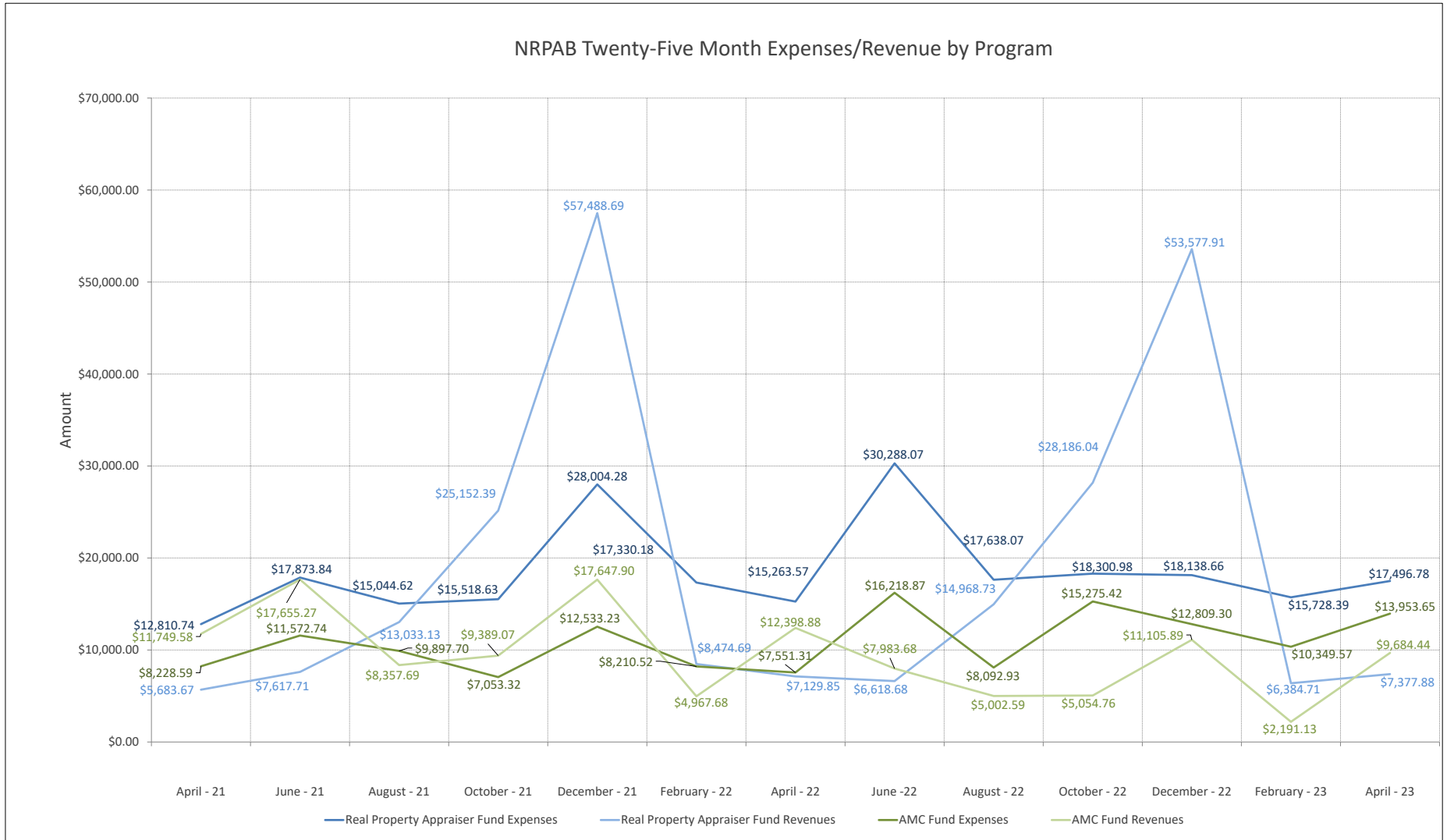
Fund	Program	Sub-Program	Account Number	Sub-ledger	Doc Number	Tran Date	Tran Type	Batch Type	Payee/Explanation	Batch Number	Posted Code	Month to Date
25320	079	000	53105200.512100.		3172287	04/05/23	T2	7	PAYROLL LABOR DISTRIBUTION	7060138		51.54
25320	079	000	53105200.512100.		3172513	04/19/23	T2	7	PAYROLL LABOR DISTRIBUTION	7074836		53.26
Total for Object			512100 VACATION LEAVE EXPENSE									104.80
25320	079	000	53105200.512200.		3172513	04/19/23	T2	7	PAYROLL LABOR DISTRIBUTION	7074836		13.31
Total for Object			512200 SICK LEAVE EXPENSE									13.31
25320	079	000	53105200.515100.		3172288	04/05/23	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	7060138		185.87
25320	079	000	53105200.515100.		3172514	04/19/23	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	7074836		178.50
Total for Object			515100 RETIREMENT PLANS EXPENSE									364.37
25320	079	000	53105200.515200.		3172288	04/05/23	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	7060138		185.54
25320	079	000	53105200.515200.		3172514	04/19/23	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	7074836		167.26
Total for Object			515200 FICA EXPENSE									352.80
25320	079	000	53105200.515500.		3172288	04/05/23	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	7060138		479.84
25320	079	000	53105200.515500.		3172514	04/19/23	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	7074836		479.83
Total for Object			515500 HEALTH INSURANCE EXPENSE									959.67
25320	079	000	53105200.521100.		20861797	04/20/23	JE	G	NRPAB POSTAGE MARCH 2023	7085563		56.44
Total for Object			521100 POSTAGE EXPENSE									56.44
25320	079	000	53105200.521400.		51969578	04/01/23	PV	V	AS - OCIO - COMMUNICATIONS	7061990		73.70
25320	079	000	53105200.521400.		52131531	04/13/23	PV	V	AS - OCIO - IMSERVICES	7077644		6,455.42
Total for Object			521400 CIO CHARGES									6,529.12
25320	079	000	53105200.521500.		20754289	04/10/23	JE	G	NRPAB CSI STAFF MEMBER NAMEPLA	7072823		3.24
Total for Object			521500 PUBLICATION & PRINT EXP									3.24
25320	079	000	53105200.524600.		51969616	04/01/23	PV	V	SECRETARY OF STATE	7062033		11.60
25320	079	000	53105200.524600.		20769323	04/11/23	JE	G	NRPAB RENT APRIL 2023	7074650		328.98
25320	079	000	53105200.524600.		52131952	04/13/23	PV	V	SECRETARY OF STATE	7077849		11.60
Total for Object			524600 RENT EXPENSE-BUILDINGS									352.18
25320	079	000	53105200.524900.		20769323	04/11/23	JE	G	NRPAB RENT APRIL 2023	7074650		112.56
Total for Object			524900 RENT EXP-DEPR SURCHARGE									112.56
25320	079	000	53105200.554900.		51989069	04/03/23	PV	V	PATROL, NEBRASKA STATE	7065463		

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								45.25
25320	079	000	53105200.571100.		20710666	04/05/23	J1	G	PURCHASE CARD TRANSACTION	7067801		34.30
Total for Object			571100	LODGING								34.30
25320	079	000	53105200.571800.		52048915	04/07/23	PV	V	DOWNING, BONNIE M	7071758		21.69
Total for Object			571800	MEALS - TRAVEL STATUS								21.69
25320	079	000	53105200.574500.		51969642	04/01/23	PV	V	WALKENHORST, WADE	7062048		3.67
25320	079	000	53105200.574500.		52048915	04/07/23	PV	V	DOWNING, BONNIE M	7071758		107.75
Total for Object			574500	PERSONAL VEHICLE MILEAGE								111.42
25320	079	000	53105200.575100.		51969642	04/01/23	PV	V	WALKENHORST, WADE	7062048		.87
25320	079	000	53105200.575100.		52048915	04/07/23	PV	V	DOWNING, BONNIE M	7071758		3.94
Total for Object			575100	MISC TRAVEL EXPENSE								4.81
Total for Business Unit		53105200	AMC LICENSING									4,269.21
Total for Division		000										14,388.11
Total for Agency		053	REAL PROPERTY APPRAISER BD									14,388.11

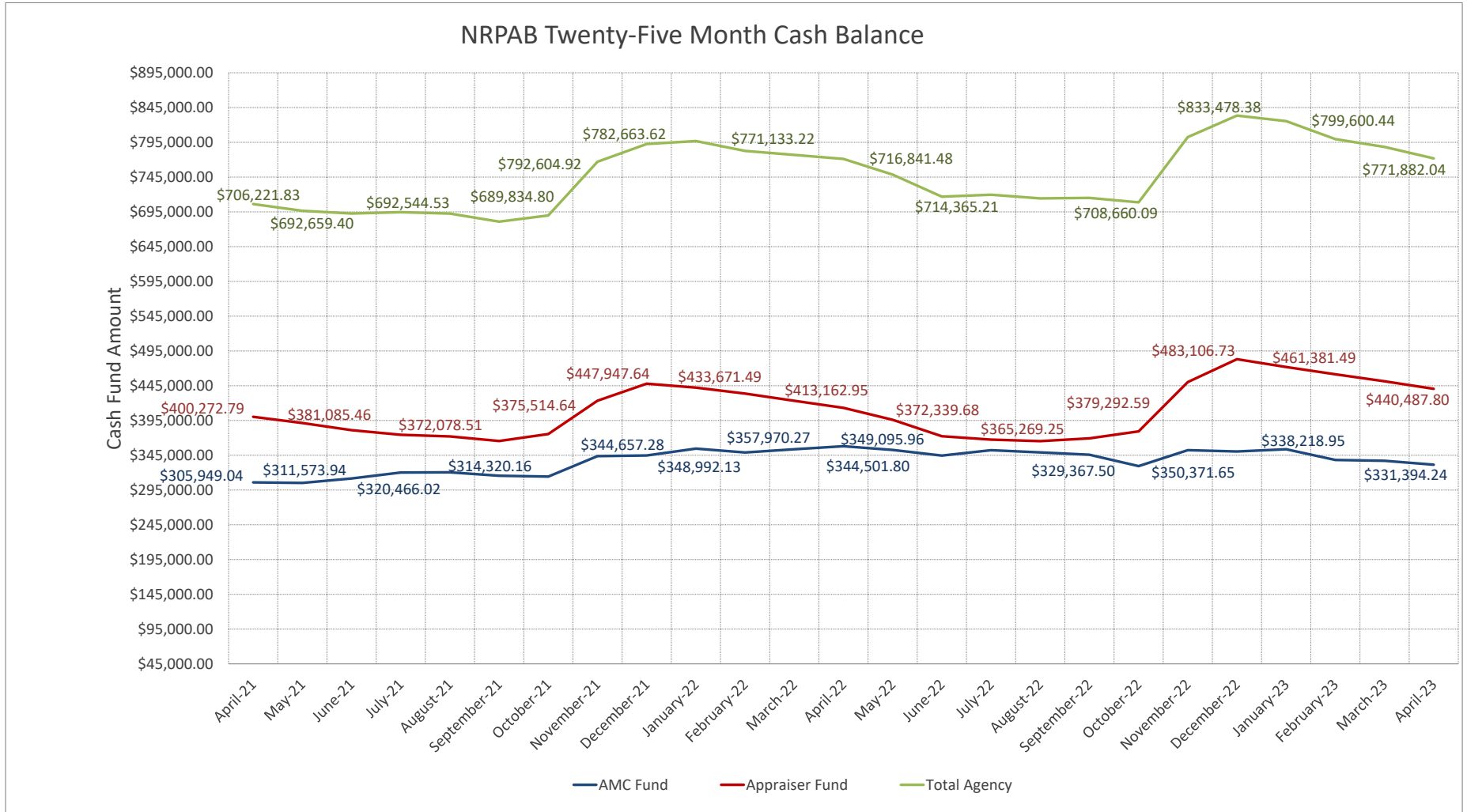
# Financial Report and Considerations - Financial Charts



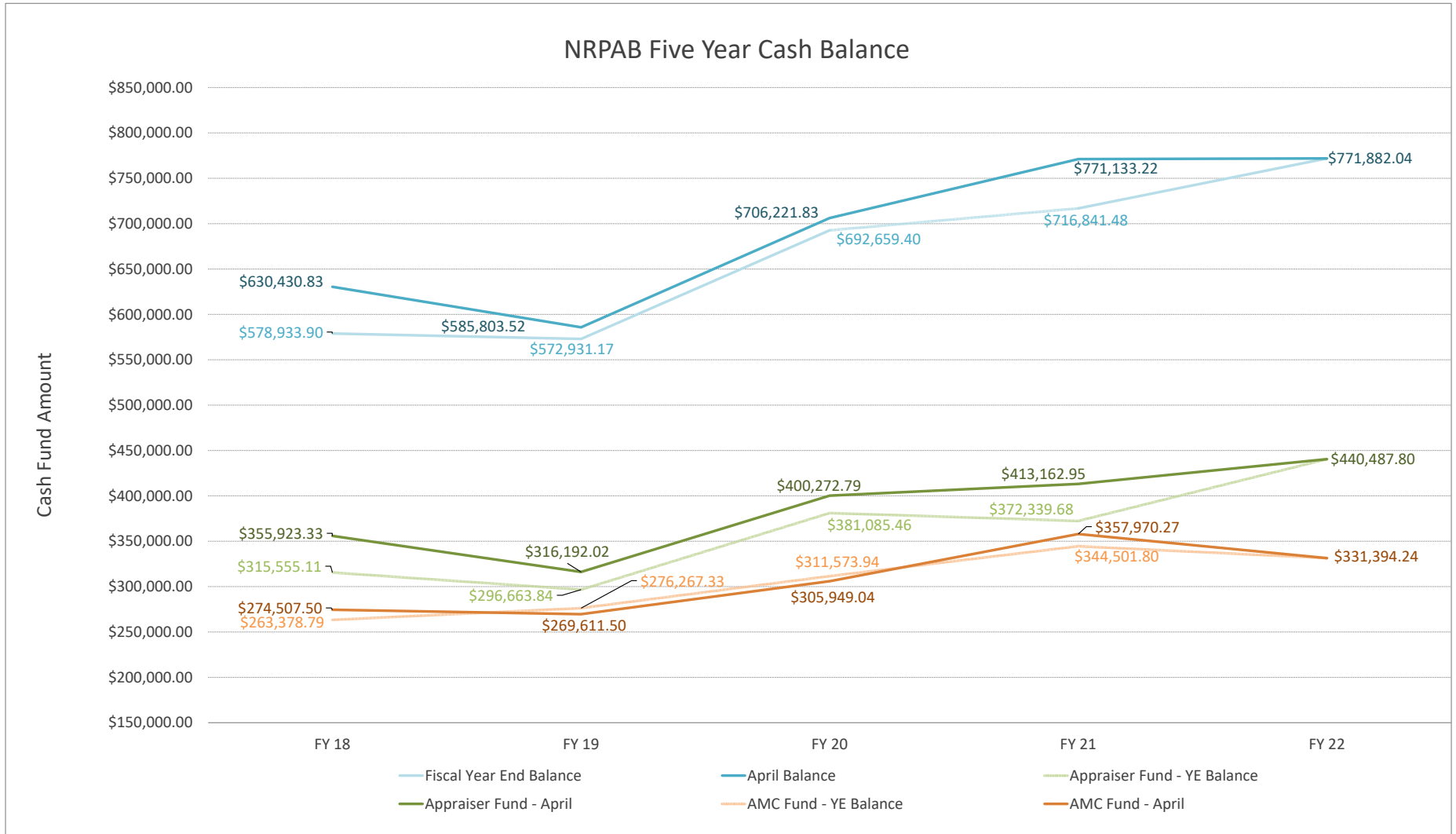
# Financial Report and Considerations - Financial Charts



# Financial Report and Considerations - Financial Charts



# Financial Report and Considerations - Financial Charts



AMENDMENTS TO LB814  
(Amendments to E&R amendments, ER31)

Introduced by Clements, 2.

1 1. Purpose: For Agency 18 - Department of Agriculture: Correct  
2 health insurance amounts for the Department of Agriculture, Program 78.

3 Amendment:

4 a. On page 32, strike lines 21 through 27 and insert:

	FY2023-24	FY2024-25
6 GENERAL FUND	7,938,695	7,699,995
7 CASH FUND	9,181,693	9,451,729
8 FEDERAL FUND est.	4,449,238	4,556,258
9 REVOLVING FUND	424,822	435,436
10 PROGRAM TOTAL	21,994,448	22,143,418
11 SALARY LIMIT	9,094,466	9,532,945

12 2. Purpose: For Agency 53 - Real Property Appraiser Board: Increase  
13 the salary limit for Program 79 to provide for one full-time employee.

14 Amendment:

15 a. On page 109, strike line 3 and insert:

16 SALARY LIMIT	233,044	243,592
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17 3. Purpose: For Agency 94 - Commission on Public Advocacy: Increase  
18 the salary limit for retirement payout.

19 Amendment:

20 a. On page 151, strike line 26 and insert:

21 SALARY LIMIT	988,052	961,209
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22 4. Purpose: For Agency 48 - Coordinating Commission for  
23 Postsecondary Education: Update the program name for Program 692.

24 Amendment:

25 a. On page 95, line 2, strike "Community College GAP Program" and



**NEBRASKA REAL PROPERTY APPRAISER BOARD**

**EDUCATION**

**TABLE OF CONTENTS**

May 25, 2023

**NEW CONTINUING EDUCATION ACTIVITIES**

- 1- Cost Estimating  
ASFMRA  
2231403.01 – 8 CE  
Doug Hodge
  
- 2- Appraising Natural Resources: Oil, Gas, and Minerals  
ASFMRA  
2233453.01 – 8 CE  
Briana Lamphier
  
- 3- Appraising Natural Resources: Oil, Gas, and Minerals  
ASFMRA  
2231455.01 – 8 CE  
Briana Lamphier

**NEW SUPERVISORY REAL PROPERTY APPRAISER AND TRAINEE COURSES**

- 1- Supervisory Appraiser/Trainee Appraiser Course  
Appraisal Institute  
3231312.02  
Thomas Kirby
  
- 2- Supervisory Appraiser/Trainee Appraiser Course Livestream  
Appraisal Institute  
3233340.02  
Thomas Kirby



# Memo

**To:** Nebraska Real Property Appraiser Board  
**From:** Kashinda Sims, Business and Education Program Manager  
**CC:**  
**Date:** 5/19/2023  
**Re:** ASFMRA Application for CE approval titled, "Cost Estimating"

---

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.

ASFMRA was notified of the Board's decision in a March 20, 2023 letter sent to Deanna Ilk. An email conversation took place on March 29, 2023 where Ilk submitted an updated timed outline, learning objectives, and description. BEPM Sims requested the specific student and instructor materials as mentioned in the letter sent. There was no response.

On April 24, 2023, BEPM Sims reached out to the provider to inquire on the status of procurement of information. Ilk requested clarification with the Board's request and BEPM Sims provided the meeting minutes for review. On May 17, 2023, Ilk responded that after speaking with the instructor about the seminar, the pictures, while they seem outdated, are correct. Ilk stated that they did update the reference for Appraisal of Real Estate textbook, and mentioned that when speaking with the Director at AARO, they informed the Director of their findings and would be sending the updated student and instructor materials to the Board. ([Exhibit 1](#))

## EXHIBITS

[Exhibit 1 ASFMRA \(Cost Estimating\) Updates Stdnt Ins Materials\\_May 17, 2023 in Database attached in the Email log dated 05/17/2023 in the Education Interface in NRPAB Database \(Education Interface dropdown/ select 'Search Education'/ select 'Activity' in 'Search By' dropdown/ enter '2231403' for Activity Number.](#)



# Memo

**To:** Nebraska Real Property Appraiser Board  
**From:** Kashinda Sims, Business and Education Program Manager  
**CC:**  
**Date:** 5/19/2023  
**Re:** ASFMRA Applications for CE Approval for, “Appraising Natural Resources: Oil, Gas, and Minerals”

---

Two applications for CE approval for the ASFMRA activity titled, “Appraising Natural Resources: Oil, Gas, and Minerals,” were received on March 16, 2023. During the Director’s review of the application, it was discovered that the activity is unclear in meeting the requirements of 298 NAC Chapter 6, § 003.01A.

298 NAC Chapter 6, § 003.01A states, “Any continuing education activity must contribute to a credential holder’s development of real property appraiser skill, knowledge, and competency in any one or more of the following subjects:

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

The presented description located in the education activity materials of the activity does not appear to meet the requirements listed above. (Exhibit 1) The student and instructor materials provided with these education activity submissions place focus on interest in, and valuation of, oil, gas, and minerals, not real property that may contain mineral or oil rights. (Exhibit 2)

## EXHIBITS

**Exhibit 1** ASFMRA (Appraising Natural Resources Oil Gas and Minerals) TO, Des, Obj\_April 18, 2023 in Database attached in the Education Activity Materials log dated 04/19/2023 in the Education Interface in NRPAB Database (Education Interface dropdown/ select 'Search Education'/ select 'Activity' in 'Search By' dropdown/ enter either '2233453' or '2231455')

**Exhibit 2** ASFMRA (Appraising Natural Resources Oil Gas and Minerals) Stdnt Ins Materials\_March 16, 2023 in Database attached in the Education Activity Materials log dated 04/19/2023 in the Education Interface in NRPAB Database (Education Interface dropdown/ select 'Search Education'/ select 'Activity' in 'Search By' dropdown/ enter either '2233453' or '2231455').



# Memo

**To:** Nebraska Real Property Appraiser Board  
**From:** Kashinda Sims, Business and Education Program Manager  
**CC:**  
**Date:** 5/18/2023  
**Re:** Appraisal Institute Applications for Supervisory Real Property Appraiser and Trainee Course Approval titled, "Supervisory Appraiser/Trainee Appraiser Course"

---

Three applications for Continuing Education approval for the Appraisal Institute activities titled, "Supervisory Appraiser/Trainee Appraiser Course" were received at the board office on March 13, 2023. Upon review, it was discovered that the applications needed to be submitted on the Application for Approval as a Supervisory Real Property Appraiser and Trainee ("SRPAT") Course in Nebraska form. An email was sent to the provider on April 4, 2023. There was no response. On April 11, 2023, BEPM Sims sent a letter notifying the provider of the application's deficiencies with an original deadline of April 28, 2023 requesting new applications.

On May 2, 2023, BEPM Sims requested an update from State Specialist, Derricka Alexander where she was told that the updated applications would be sent to the [nrpab.education@nebraska.gov](mailto:nrpab.education@nebraska.gov) before the end of the workday. BEPM Sims received an email later that day with an application for approval for one asynchronous SRPAT Course when three individual applications with all three Nebraska approved presentation methods were requested. BEPM Sims responded on May 3, 2023 with a request to update the materials. There was no response.



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

Board Number: \_\_\_\_\_  
 Date Received: \_\_\_\_\_

**RECEIVED**  
 MAR 13 2023  
 BY: *[Signature]*

For Board Use Only

## APPLICATION FOR APPROVAL AS A CONTINUING EDUCATION ACTIVITY IN NEBRASKA

This application must be used by an education provider applying for approval of a continuing education activity or resubmission of an approved continuing education activity. A separate application form must be filed for each continuing education activity submitted for approval. Applicants should read carefully Chapter 6 of Title 298 of the Nebraska Administrative Code before completing the information below. Any application deemed to be incomplete may be returned.

### EDUCATION PROVIDER INFORMATION

Education Provider Name: Appraisal Institute

Contact Person Name: Houston Alisha  
Last First Middle

Address: 200 W Madison Suite 1500 Chicago IL 60606  
PO Box or Street Number City State Zip Code + 4

statecert@appraisalinstitute.org 312 335 4100  
Email Address Area Code + Phone Number

### CONTINUING EDUCATION ACTIVITY INFORMATION

Per the Real Property Appraiser Qualifications Criteria effective on January 1, 2022, synchronous educational offering means, the instructor and students interact simultaneously online, similar to a phone call, video chat or live webinar, or web-based meeting; asynchronous educational offering means the instructor and students' interaction is non-simultaneous, and the students progress at their own pace and follow a structured course content and quiz/exam schedule.

Activity Title: Supervisory Appraiser/Trainee Appraiser Course

Activity Length (Hours): *Exam hours not required nor counted* \_\_\_\_\_

The activity is conducted:  In-class  By Correspondence (Synchronous)  Online (Asynchronous)

The activity is being submitted for approval as:  Seven-hour National USPAP Update Course  Other

This submission is a:  New Continuing Education Activity  Resubmission of an Approved Continuing Education Activity

Continuing Education Activity Secondary Provider:  Yes  No

April 11, 2023

ALISHA HOUSTON  
APPRAISAL INSTITUTE  
200 W MADISON ST STE 1500  
CHICAGO IL 60606-3515

RE: Continuing Education Activity Submission Deficiencies

Dear Alisha Houston,

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

- Supervisory Appraiser/ Trainee Appraiser Course
- Supervisory Appraiser/ Trainee Appraiser Course (Livestream)
- Supervisory Appraiser/ Trainee Appraiser Course (Online)

In accordance with Title 298 NAC Chapter 6, § 004.04A.1, the provider shall submit an application for the course on forms approved by the Board showing compliance by the education provider and the course with all requirements established by the Act or by this Title and submit the following (in-part):

- a document certifying completion to be issued to each attendee upon completion of the supervisory real property appraiser and trainee course

The activity submittals identified above are deficient the listed materials required in 298 NAC Chapter 6, § 004.04A.1. Please provide new applications with the corrected materials before the end of the day on May 25, 2023.

The materials may be sent via email to [nrpab.education@nebraska.gov](mailto:nrpab.education@nebraska.gov) or by the address listed below.

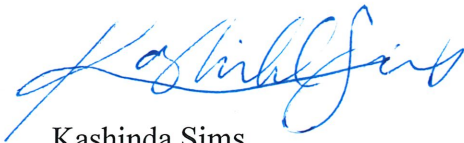
NEBRASKA REAL PROPERTY APPRAISER BOARD  
301 CENTENNIAL MALL SOUTH  
PO BOX 94963  
LINCOLN NE 68509-4963

[Alisha Houston]  
April 11, 2023  
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If the requested materials are not received at the Board's office by the end of the day on April 28, 2023, the applications will go before the Board for consideration at its next scheduled meeting on May 25, 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](mailto:kashinda.sims@nebraska.gov).

Sincerely,



Kashinda Sims  
Business and Education Program Manager





# Report on Change to CHRC Procedures for AMC Owners of 10 Percent or More at AMC Renewal

## April 17, 2023

### INTRODUCTION

At its strategic planning meeting on June 15, 2022, the Board set a goal to explore alternatives for verification of AMC owner AMC Rule background compliance related to AMC registration renewal. The following excerpt from the meeting minutes details this discussion (p.10):

*“Director Kohtz asked for discussion pertaining to Appraisal Management Company Registration. BLPM Nespor noted that many AMCs see the requirement that owners of more than 10% submit fingerprint cards every year as burdensome, and asked whether this could be changed. Ms. Nespor added that she has only seen one addition to an owner’s criminal record between renewals. Chairperson Luhrs asked for clarification about the current procedures: AMC owners need to be fingerprinted every year? Ms. Nespor replied affirmatively. She informed the Board that the Nebraska State Patrol does not accept printed-out copies of fingerprint cards that may be on-file at an AMC, so the owners must actually have their fingerprints rolled, every year. Director Kohtz reported that the fingerprinting is not necessarily a federal requirement, but it was the best way the Board initially found to meet federal requirements. Chairperson Luhrs expressed desire to look at this requirement and try to reduce regulatory burden. Director Kohtz agreed to add this as a goal, and stated that this would require a change to statute.”*

The following sections of this report are not a recommendation, but guidance to assist the Board with making a decision whether to make a change to the Criminal History Record Check (“CHRC”) procedures for AMC owners of 10 percent or more at AMC registration renewal.

### HISTORY

Title XI of the Financial Institutions Reform, Recovery, and Enforcement Act of 1989 ("FIRREA") 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. Neb. Rev. Stat. § 76-3203(2)(m),(5) and N.R.S. § 76-3207(1)(b),(2) provided CHRC authorization to the Board for AMC owners of 10% or more at AMC registration renewal, which was in place at the enactment of the Appraisal Management Company Registration Act.

The Board’s first public discussion cornering AMC legislation took place at its March 19, 2009 (p.4) regular meeting, and the Board approved amended language to LB410 at its January 31, 2011 emergency meeting, which was introduced as AM197. Between these dates the CHRC requirements were never discussed.

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."*

The plain language of AM360 requires a CHRC for all AMC owners of 10 percent or more. 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 the same for AMC owners of 10 percent or more. The initial AMC registration renewal application was approved by the Board on June 20, 2013, which included the CHRC requirement for owners of 10 percent or more. At this meeting, there was no discussion by the Board pertaining to this matter (p.7).

## **LAWS AND RULES**

### **Nebraska Appraisal Management Company Registration Act**

When referring to renewal requirements for AMC registration, N.R.S. § 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. § 76-3207(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."

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.”

### **Title 298 of the Nebraska Administrative Code**

AMC registration renewal requirements are also addressed in 298 NAC Chapter 7, § 002, which says “An applicant for renewal of an appraisal management company registration must comply with all of the provisions of the AMC Act and this Title relating to registration.”

In addition, if CHRC results are the basis for denial of an AMC registration application, the following in 298 NAC Chapter 7 applies:

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

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

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

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

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

### **PEER STATES**

Six peer states were contacted to inquire about policies and procedures in place to meet the intent of the AMC Rule as it pertains to the moral character of AMC owners of 10 percent or more after initial registration is approved: 1) when an AMC registration is renewed, and 2) when an AMC identifies one or more new owner prior to when the renewal is due. The AMC Rule requires that an AMC shall not be registered by a State if any person that owns more than 10 percent of the AMC is determined by the State not to have good moral character, or fails to submit to a background investigation carried out by the State. States were selected according to the experience of leadership in place and the ASC compliance review history for those States. Three responses were received indicating the following:

- **Kansas** – FBI background check required for all AMC owners of 10 percent or more at initial AMC registration and upon notification of any new 10 percent or more owner of an AMC. Kansas provided no information concerning renewal requirements, except that an FBI background check is not required.

- **Kentucky** - FBI background check required for all AMC owners of 10 percent or more at initial AMC registration and upon notification of any new 10 percent or more owner of an AMC. Kentucky provided no information concerning renewal requirements, except that an FBI background check is not required.
- **Missouri** - FBI background check required for all AMC owners of 10 percent or more at initial AMC registration. At renewal of AMC Registration, applicant is required to answer the following questions:

The AMC maintains a surety bond in the amount of \$20,000.		YES	NO
1.	Has the AMC ever been denied a professional license, certification, registration, or permit other than your Missouri license? If yes, provide notarized explanation.	<input type="checkbox"/>	<input type="checkbox"/>
2.	Has the AMC had any professional license, certification, registration or permit revoked, suspended, placed on probation, or otherwise subject to any type of disciplinary action? If yes, provide notarized explanation.	<input type="checkbox"/>	<input type="checkbox"/>
3.	Has an owner or controlling person been convicted of or pled guilty or no contest to any criminal offense in the state of Missouri or any other state or territory? If yes, provide explanation and documentation.	<input type="checkbox"/>	<input type="checkbox"/>
4.	Has an owner of the AMC, who is an appraiser, had their license to act as an appraiser refused, denied, cancelled, revoked or surrendered in lieu of revocation in this state or in any other state, territory, district of the United States or in any foreign jurisdiction? If yes, provide explanation and documentation.	<input type="checkbox"/>	<input type="checkbox"/>

I further authorize the release of any information needed by the Missouri Real Estate Appraisers Commission to determine

There is no requirement in place for changes to AMC ownership. It is noted that Missouri’s AMC Program has not had a full ASC compliance review to date.

## **CONSIDERATIONS FOR CHANGE TO CHRC PROCEDURES FOR AMC OWNERS OF 10% OR MORE AT AMC RENEWAL**

The effect and feasibility of such of such change must be taken into account when considering options. Specifically, the following must be taken under consideration:

- Any such change to the to the CHRC procedures for AMC Owners of 10 percent or more must increase staff efficiency and be feasible to implement and maintain.
- The process and transition period to implement such change must be well defined.
- Compliance with Title XI of FIRREA, the AMC Rule, and the ASC Policy Statements must be maintained.

## **CONCLUSION**

When evaluating potential options for change to the to the CHRC procedures for AMC owners of 10 percent or more, only one option is feasible. The requirement for the CHRC for 10 percent or more owners of an AMC at renewal may be removed if N.R.S. 76-3207(1)(b),(2) clearly defines that all new 10 percent or more owners of an AMC must submit to a CHRC. With the appropriate statutory change, compliance with Title XI of FIRREA, the AMC Rule, and the ASC Policy Statements will be maintained, and staff workload pertaining to AMC renewal application processing would be reduced, In addition, the burden placed on an AMC would also be greatly reduced. Such change would also result in a positive cost saving as the number of CHRCs would be reduced significantly. Staff processes approximately 85 CHRCs related to AMC renewal applications each year. When asked about the percentage of CHRCs that are conducted for new owners at AMC registration renewal, BLPN Nespore estimated that approximately 1% of AMC renewal CHRCs are for new owners. Implementing this option for change to the CHRC procedures for AMC owners of 10 percent or more would reduce such expenditure by approximately \$3,845.00 each fiscal year.



Bill Color Key	
<span style="color: blue;">■</span>	NRPAB High Priority Bills
<span style="color: red;">■</span>	Nebraska State Government Bills
<span style="color: green;">■</span>	General Interest Bills

Legislative Report as of May 18, 2023	
Bill:	<a href="#">LB16</a>
Title:	Require occupational boards to issue certain credentials based on credentials or work experience in another jurisdiction and make a determination regarding an applicant with a criminal conviction, provide for jurisprudential examinations and appeals from denial of a license, and change requirements for membership of the State Electrical Board
Status:	April 18, 2023 – FA59 filed
Summary:	<p>LB16 allows for recognition in Nebraska for most types of occupational licenses issued in other states and change provisions relating to preliminary applications by individuals with a criminal conviction. Specifically, this bill requires that certain information is required to be reported by the applicant for mitigating factors, only allows for certain felony convictions to be disqualifying, requires issuance of a preliminary adverse determination by the director of the occupational board or the board’s designated employee, provides for an opportunity for an informal meeting to be held within sixty days of application, and provides for a waiver of fees based on the applicants income being more than 300% below the federal poverty level. To the extent that an occupational board or lawful occupation is also governed by federal law, federal law shall take precedence over the Occupational Board Reform Act. The act shall not be construed to preempt federal law governing lawful occupations in this state.</p> <p><a href="#">AM748</a> to LB16, inserts “the Real Property Appraiser Board” after the second comma on page 8, line 1. This amendment exempts the Board from Subsections (8) and (9) of this bill and Neb. Rev. Stat. § 84-947 pertaining to preliminary background reviews for applicants of occupational licensing.</p> <p>FA58 and FA59 strikes Section 1.</p>
Legislature Information and Status:	<a href="https://nebraskalegislature.gov/bills/view_bill.php?DocumentID=49705">https://nebraskalegislature.gov/bills/view_bill.php?DocumentID=49705</a>
Notes:	

Bill:	<a href="#">LB41</a>
Title:	Prohibit state agencies from imposing annual filing and reporting requirements on charitable organizations
Status:	February 16, 2023 - Placed on General File
Summary:	LB41 prohibits state agencies from imposing annual filing and reporting requirements on charitable organizations greater than those defined in state or federal law.
Legislature Information and Status:	<a href="https://nebraskalegislature.gov/bills/view_bill.php?DocumentID=49960">https://nebraskalegislature.gov/bills/view_bill.php?DocumentID=49960</a>
Notes:	No updated since the March meeting.
Bill:	<a href="#">LB43</a>
Title:	Require hearing officers and judges to interpret statutes and regulations to limit agency power and maximize individual liberty
Status:	February 09, 2023 – Hearing before the Government, Military and Veterans Affairs Committee
Summary:	LB43 requires that a hearing officer or judge hearing a contested case under the Administrative Procedure Act, interpreting a state statute or agency regulation, shall not defer to the state agency's interpretation of such statute or regulation and shall interpret the statute or regulation de novo on the record. In actions brought by or against state agencies, after applying all customary tools of interpretation of a statute or regulation, the court or hearing officer shall resolve any remaining doubt in favor of a reasonable interpretation which limits agency power and maximizes individual liberty.
Legislature Information and Status:	<a href="https://nebraskalegislature.gov/bills/view_bill.php?DocumentID=50402">https://nebraskalegislature.gov/bills/view_bill.php?DocumentID=50402</a>
Notes:	No update since February meeting.
Bill:	<a href="#">LB104</a>
Title:	Change provisions of the County Employees Retirement Act, the Judges Retirement Act, the School Employees Retirement Act, the Nebraska State Patrol Retirement Act, and the State Employees Retirement Act
Status:	February 07, 2023 – Hearing before the Nebraska Retirement Systems Committee
Summary:	LB104 changes the requirements for distribution of funds and updates definitions.
Legislature Information and Status:	<a href="https://nebraskalegislature.gov/bills/view_bill.php?DocumentID=50392">https://nebraskalegislature.gov/bills/view_bill.php?DocumentID=50392</a>
Notes:	No update since February meeting

Bill:	<a href="#">LB164</a>
Title:	Adopt updates to building and energy codes
Status:	January 24, 2023 – Hearing before the Urban Affairs Committee
Summary:	LB614 updates the state building and energy codes to include the 2021 edition of the International Building Code and to include the 2021 edition of the International Residential Code.
Legislature Information and Status:	<a href="https://nebraskalegislature.gov/bills/view_bill.php?DocumentID=49745">https://nebraskalegislature.gov/bills/view_bill.php?DocumentID=49745</a>
Notes:	No update since February meeting
Bill:	<a href="#">LB205</a>
Title:	Adopt the Government Neutrality in Contracting Act
Status:	February 10, 2023 – Hearing before the Government, Military and Veterans Affairs Committee
Summary:	The purposes of LB205 are to provide for the efficient procurement of goods and services by governmental units and to promote the economical, nondiscriminatory, and efficient administration and completion of construction projects funded, assisted, or awarded by a governmental unit. LB205 limits or prohibits certain language or provisions from state contracts.  <a href="#">AM452</a> , <a href="#">AM453</a> , <a href="#">AM454</a> , <a href="#">AM455</a> , <a href="#">AM456</a> , <a href="#">AM457</a> , <a href="#">AM458</a> , <a href="#">AM459</a> , <a href="#">AM460</a> , <a href="#">AM461</a> , <a href="#">AM462</a> , <a href="#">AM463</a> , <a href="#">AM464</a> , <a href="#">AM465</a> were filed to make various changes to LB205.
Legislature Information and Status:	<a href="https://nebraskalegislature.gov/bills/view_bill.php?DocumentID=50181">https://nebraskalegislature.gov/bills/view_bill.php?DocumentID=50181</a>
Notes:	No updated since the March meeting.
Bill:	<a href="#">LB214</a>
Title:	Adopt changes to federal law regarding banking and finance and change provisions relating to digital asset depositories, loan brokers, mortgage loan originators, and installment loans
Status:	March 30, 2023 – MO378, MO380, MO381, MR382, MO383, MO384 filed.
Summary:	LB214 includes provisions relating to banks, financial institutions, bank subsidiaries, and residential mortgage loans; and adopts updates to federal law relating to banks and financial institutions.  <a href="#">AM398</a> contain the provisions of LB214 as amended by AM81 and also the provisions of two other bills, LB669 and LB674, that were heard by the Banking, Commerce and Insurance Committee and each made a part of the committee amendments on an 8-0 vote. The provisions of LB214 were amended into AM398 and placed on General File as a Committee priority bill. AM1026 filed.  FA32 strikes Section 1. <a href="#">AM1026</a> strikes Section 6 and adds new Section 6 with language changes.
Legislature Information and Status:	<a href="https://nebraskalegislature.gov/bills/view_bill.php?DocumentID=49955">https://nebraskalegislature.gov/bills/view_bill.php?DocumentID=49955</a>
Notes:	

Bill:	<a href="#">LB279</a>
Title:	Change and eliminate provisions relating to executive officers of banks
Status:	February 23, 2023 - Enrollment and Review ER3 filed (Select File)
Summary:	<p>LB279 eliminates the requirement that executive officers of banks submit a written report to the Department of Banking stating the amount of loans or indebtedness in which the officer is a borrower, co-signer, or guarantor, and how those proceeds have been or are to be used.</p> <p><a href="#">AM86</a> adopted to add a new subsection allowing the board of directors of a bank to obtain a credit report from a recognized credit agency, on an annual basis, for any or all of its executive officers, but this does not apply to any executive officer if such officer is excluded by a resolution of the board of directors or bylaws of the bank from participating in the major policymaking functions of the bank.</p>
Legislature Information and Status:	<a href="https://nebraskalegislature.gov/bills/view_bill.php?DocumentID=50126">https://nebraskalegislature.gov/bills/view_bill.php?DocumentID=50126</a>
Notes:	No updated since the March meeting.
Bill:	<a href="#">LB293</a>
Title:	Provide formal protest procedures for certain state contracts for services
Status:	February 10, 2023 – Hearing before the Government, Military and Veterans Affairs Committee
Summary:	The purpose of LB293 is to require that the Department of Administrative Services immediately adopt and promulgate rules and regulations establishing formal protest procedures, including procedures for a contested case hearing, for any state agency contract for services awarded in excess of ten million dollars. Any protest shall be filed with the department.
Legislature Information and Status:	<a href="https://nebraskalegislature.gov/bills/view_bill.php?DocumentID=49738">https://nebraskalegislature.gov/bills/view_bill.php?DocumentID=49738</a>
Notes:	No update since February meeting.



Bill:	<a href="#">LB302</a>
Title:	Change provisions relating to conflicts of interest by certain officeholders and public employees
Status:	February 24, 2023 - Placed on General File with AM503
Summary:	<p>LB302 replaces “city, village, or school district” with “political subdivision,” and require that any public employee except as otherwise governed under section 49-1499.02 who would be required to take any action or make any decision in the discharge of his or her official duties that may cause financial benefit or detriment to him or her, a member of his or her immediate family, or a business with which he or she is associated, which is distinguishable from the effects of such action on the public generally or a broad segment of the public, shall prepare a written statement describing the matter requiring action or decision and the nature of the potential conflict and deliver it to the responsible public body, which shall enter it as a public record. The public employee must abstain from participating in the matter unless legally required to.</p> <p><a href="#">AM503</a> filed strikes “person holding elective office” and inserts “public official” and adds language to require that the provisions of LB302 apply for one whose annual salary and benefits exceed one hinder fifty thousand dollars.</p> <p>On page 3 of LB302, <a href="#">AM603</a> filed strikes “person holding elective office” and inserts “public official,” strikes “city, village, or school district” and inserts “political subdivision,” and strikes “person holding elective” and inserts “public official holding.”</p> <p>On page 3 of LB302 (amendment to standing amendment <a href="#">AM603</a>) <a href="#">AM1368</a> filed strikes “person holding elective office” and inserts “public official,” strikes “city, village, or school district” and inserts “political subdivision,” and strikes “person holding elective” and inserts “public official holding.”</p>
Legislature Information and Status:	<a href="https://nebraskalegislature.gov/bills/view_bill.php?DocumentID=50291">https://nebraskalegislature.gov/bills/view_bill.php?DocumentID=50291</a>
Notes:	AM1368 filed on April 25, 2023.
Bill:	<a href="#">LB360</a>
Title:	Adopt the Office of Inspector General of Nebraska Procurement Act
Status:	February 10, 2023 – Hearing before the Government, Military and Veterans Affairs Committee
Summary:	LB360 adopts the Office of Inspector General of Nebraska Procurement Act and establishes the purpose and duties of the Office of Inspector General of Nebraska Procurement.
Legislature Information and Status:	<a href="https://nebraskalegislature.gov/bills/view_bill.php?DocumentID=50518">https://nebraskalegislature.gov/bills/view_bill.php?DocumentID=50518</a>
Notes:	No change since February meeting.

Bill:	<a href="#">LB366</a>
Title:	Change provisions relating to public records and include body-worn camera recordings in certain circumstances
Status:	March 2, 2023 – Hearing before the Government, Military and Veterans Affairs Committee
Summary:	LB366 defines recordings created by body-worn cameras which depict or record circumstances in which a person died while being apprehended by, or while in the custody of, a law enforcement officer or detention personnel, including duplicates of such recordings, are public records under Neb. Rev. Stat. § 84-712.01. In addition, the requirements for fees charged for providing copies of public records is also changed to require allow for eight hours of service (currently four) to Nebraska residents prior to charging, and the custodian of record may waive or reduce any fee for such service if the waiver or reduction of the fee would be in the publics best interest.
Legislature Information and Status:	<a href="https://nebraskalegislature.gov/bills/view_bill.php?DocumentID=50179">https://nebraskalegislature.gov/bills/view_bill.php?DocumentID=50179</a>
Notes:	No updated since the March meeting.
Bill:	<a href="#">LB408</a>
Title:	Change provisions relating to conflicts of interest under the Nebraska Political Accountability and Disclosure Act
Status:	February 15, 2023 – Hearing before the Government, Military and Veterans Affairs Committee
Summary:	LB408 require that any member of a nonelective government body not designated in 49-1493 who would be required to take any action or make any decision in the discharge of his or her official duties that may cause financial benefit or detriment to him or her, a member of his or her immediate family, or a business with which he or she is associated, which is distinguishable from the effects of such action on the public generally or a broad segment of the public, shall prepare a written statement describing the matter requiring action or decision and the nature of the potential conflict and deliver it to the responsible public body, which shall enter it as a public record. The public employee must abstain from participating in the matter unless legally required to.
Legislature Information and Status:	<a href="https://nebraskalegislature.gov/bills/view_bill.php?DocumentID=49781">https://nebraskalegislature.gov/bills/view_bill.php?DocumentID=49781</a>
Notes:	No change since February meeting.

Bill:	<a href="#">LB461</a>
Title:	Change, transfer, and eliminate provisions relating to the materiel division of the Department of Administrative Services and procurement of services and personal property
Status:	March 30, 2023 – MO585, MO586, MO587, MO588, MO589, MO590, MO591 filed.
Summary:	<p>LB461 implements the statutory changes recommended by the report filed with the legislature on November 15, 2023 by the independent procurement consultant that reviewed the State’s procurement practices and procedures as authorized by LB1037(2022). LB461 consolidates and harmonizes the procurement statutes between goods and services into Chapter 73; allows bids to be evaluated for realism and reasonableness; revises the residential preference and proof of need process.</p> <p><a href="#">AM389</a> inserts “Nebraska state colleges,” strikes obsolete date references, and strikes language regarding preferential contracts under Neb. Rev. Stat. § 73-101.01.</p> <p><a href="#">AM1065</a> strikes Amendment 2 of AM389 and adds language removing all state agency exemptions, except for the University of Nebraska and defines state agency director.</p> <p><a href="#">AM1067</a> strikes Amendment 7 of AM389 and adds requirement that any contract that the State enters into for personal property or services must include language preventing discrimination against its employees on the basis of race, color, religion, national origin, ancestry, citizenship, gender, sexual orientation, gender identity, disability, or special education status.</p>
Legislature Information and Status:	<a href="https://nebraskalegislature.gov/bills/view_bill.php?DocumentID=50431">https://nebraskalegislature.gov/bills/view_bill.php?DocumentID=50431</a>
Notes:	No change since April meeting.

Bill:	<a href="#">LB485</a>
Title:	Provide for applicability of provisions regarding state contracts for services to certain state entities
Status:	March 3, 2023 – Hearing before the Government, Military and Veterans Affairs Committee
Summary:	<p>LB485 defines state agency director (a) for contracts entered into by a state agency other than an officer or agency established by the Constitution of Nebraska, the director or executive head of the agency, (b) for contracts entered into by a board, commission, or department established by the Constitution of Nebraska, the designee of the board, commission, or department, and (c) for contracts entered into by any other state constitutional officer, the state constitutional officer or the designee of the state constitutional officer.</p> <p>Under <a href="#">AM269</a>, the provisions of sections Neb. Rev. Stat. §§ 73-501 to 73-510 shall not apply to contracts for services executed for the purpose of managing educational lands by the Board of Educational Lands and Funds, pursuant to N.R.S. §§ 72-201 to 72-251 and Article VII, section 6, of the Constitution of Nebraska. AM269 also defines state agency director (a) for contracts entered into by a state agency other than an officer or agency established by the Constitution of Nebraska, the director or executive head of the agency, (b) for contracts entered into by a board, commission, or department established by the Constitution of Nebraska, the designee of the board, commission, or department, and (c) for contracts entered into by any other state constitutional officer, the state constitutional officer or the designee of the state constitutional officer</p>
Legislature Information and Status:	<a href="https://nebraskalegislature.gov/bills/view_bill.php?DocumentID=50440">https://nebraskalegislature.gov/bills/view_bill.php?DocumentID=50440</a>
Notes:	No change since March meeting.
Bill:	<a href="#">LB538</a>
Title:	Change provisions relating to the board of directors of a bank
Status:	March 23, 2023 - Hearing before the Banking, Commerce, and Insurance Committee
Summary:	LB538 requires that the Department of Banking is notified of a vacancy on the board of directors of a bank.
Legislature Information and Status:	<a href="https://nebraskalegislature.gov/bills/view_bill.php?DocumentID=50778">https://nebraskalegislature.gov/bills/view_bill.php?DocumentID=50778</a>
Notes:	No change since March meeting.

Bill:	<a href="#">LB628</a>
Title:	Change provisions relating to professional service by limited liability companies and professional corporations
Status:	February 24, 2023 - Enrollment and Review ER8 filed (Select File)
Summary:	<p>LB628 modifies the definition of professional services in the Limited Liability statutes to mirror the definition of the professional corporation statutes. There is a grandfather clause so the Limited Liability Corporations that don't want to make a change are not required to do so. There are a few other changes to the statutes related to professional services.</p> <ol style="list-style-type: none"> <li>1. Clean-up of the use of ancillary services in the Limited Liability Corporation professional entity statutes.</li> <li>2. Recognize outside certifying organizations or compacts recognized by the regulatory body. (This is applicable to some health professionals)</li> <li>3. Requires regulatory bodies that use the electronic access process for verifying licensure to work with the Nebraska Secretary of State's office to create an automated process for us to electronically access and verify licensing records.</li> <li>4. Strikes the requirement for the professional to list their residence address in a filing with the Nebraska Secretary of State's Office.</li> </ol> <p><a href="#">AM175</a> was filed to provide better clarification throughout LB628.</p>
Legislature Information and Status:	<a href="https://nebraskalegislature.gov/bills/view_bill.php?DocumentID=50428">https://nebraskalegislature.gov/bills/view_bill.php?DocumentID=50428</a>
Notes:	No change since the March meeting.
Bill:	<a href="#">LB637</a>
Title:	Require members of the public to be allowed to speak at each meeting subject to the Open Meetings Act
Status:	Mar 22, 2023 - Placed on General File
Summary:	<p>LB637 requires that a public body shall allow members of the public an opportunity to speak at each meeting. Closed sessions are excluded.</p> <p><a href="#">AM616</a> amends LB637 to not allow a public body to limit public participation in any meeting at which citizens are allowed to speak.</p> <p><a href="#">AM617</a> amends LB637 to relieve a public body if a member or members are found or declared to be too tired to hear citizen testimony.</p>
Legislature Information and Status:	<a href="https://nebraskalegislature.gov/bills/view_bill.php?DocumentID=50594">https://nebraskalegislature.gov/bills/view_bill.php?DocumentID=50594</a>
Notes:	No change since April meeting.

Bill:	<a href="#">LB669</a>
Title:	Provide powers for the Director of Banking and Finance regarding conditions on financial institutions
Status:	January 30, 2023 - Hearing before the Banking Commerce and Insurance Committee.
Summary:	<p>LB669 allows the Department of Banking and Financing to prescribe conditions on certain financial Institutions as a part of any order, decision, or determination required under the statutes governing those institutions.</p> <p>The provisions of LB669 were amended into <a href="#">AM398</a> filed under LB214.</p>
Legislature Information and Status:	<a href="https://nebraskalegislature.gov/bills/view_bill.php?DocumentID=49957">https://nebraskalegislature.gov/bills/view_bill.php?DocumentID=49957</a>
Notes:	No change since March meeting.
Bill:	<a href="#">LB684</a>
Title:	Provide for a review of services provided by state agencies
Status:	March 31, 2023 – MO778, MO779, MO781, MO782, MO783, MO784 filed.
Summary:	<p>LB684 requires that the Department of Administrative Services, in compliance with all statutes on contracts, contract with an entity to assist the state with significantly improving government services of state agencies for a period of two years starting on July 1, 2023, and ending on June 30, 2025. The contract shall include the option to renew for two additional one-year periods upon mutual agreement of the parties. The state shall reserve the right to extend the period of this contract beyond the termination date if mutually agreeable to the parties. The entity shall recommend and support strategies that reduce costs while improving quality, with a target of twenty-five percent improvement overall across all programs during the contract period.</p> <p><a href="#">AM808</a> inserts ", that has previously conducted an efficiency review or study for another state," on page 2, line 2, after "entity".</p> <p>FA40 strikes July 1, 2023 and inserts July 2, 2023 in Section 1, line 5.</p>
Legislature Information and Status:	<a href="https://nebraskalegislature.gov/bills/view_bill.php?DocumentID=50308">https://nebraskalegislature.gov/bills/view_bill.php?DocumentID=50308</a>
Notes:	

Bill:	<a href="#">LB814</a>
Title:	Appropriate funds for the expenses of Nebraska State Government for the biennium ending June 30, 2025, and appropriate Federal Funds allocated to the State of Nebraska pursuant to the federal American Rescue Plan Act of 2021
Status:	May 18, 2023 - Presented to Governor on May 18, 2023
Summary:	LB814 is the mainline appropriations bill for the biennium that begins July 1, 2023 and ends on June 30, 2025. This measure includes budget recommendations for all State operations and aid programs. The bill includes the appropriate General Fund transfers as well as transfers between specified cash funds. Finally, it provides the necessary definitions for the proper administration of appropriations and personal service limitations.
Legislature Information and Status:	<a href="https://nebraskalegislature.gov/bills/view_bill.php?DocumentID=50097">https://nebraskalegislature.gov/bills/view_bill.php?DocumentID=50097</a>
Notes:	

Bill:	<a href="#">LB820</a>
Title:	Adopt the Agricultural Valuation Fairness Act
Status:	February 03, 2023 – Hearing before the Revenue Committee
Summary:	<p>LB820 enacts the Agricultural Valuation Fairness Act to provide for uniform assessment of agricultural and horticultural land in Nebraska. It declares that sales of agricultural and horticultural land are influenced by uses other than agricultural or horticultural purposes and cause the price paid for agricultural land and horticultural land to exceed the value such land has for agricultural or horticultural purposes. To achieve fairness, all agricultural and horticultural land will be assessed based on its capacity to produce income, called agricultural use value. Procedurally, LB820 establishes an Agricultural Land Valuation Committee to establish agricultural land values by Land Capability Groups (LCG) for agricultural land throughout the state. Land values are established utilizing a production approach to value. Gross income will be computed using an eight-year average yield data, with the highest and lowest values removed. Gross income is reduced to net income by utilizing expense ratios. The net income is then capitalized to determine assessed value. The capitalization rate is also determined by the committee and is calculated to arrive at valuations within 69-75% of market value ensuring assessed values are uniformly and proportionately assessed within the class of Agricultural Land. LB820 retains elements of local control by keeping the county assessor responsible for classifying land. County assessors currently inventory agricultural land on a productivity index making the implementation of this bill simple at the county level. County Assessors have representation on the Agricultural Land Valuation Committee created in this bill and have the option to petition the Tax Commissioner for alternative values they determine are not uniform and proportionate. LB820 also contains limitations to assure the resulting values for all agricultural and horticultural land statewide cannot be above the current market-based standard of 75% of value and cannot increase more than 3.5% over the prior year.</p> <p><a href="#">MO23</a> filed to indefinitely postpone LB820.  <a href="#">AM112</a> was filed to strike section 1 (the creation of the Agricultural Valuation Fairness Act).  <a href="#">FA16</a> filed on the floor to strike section 1.</p>
Legislature Information and Status:	<a href="https://nebraskalegislature.gov/bills/view_bill.php?DocumentID=50777">https://nebraskalegislature.gov/bills/view_bill.php?DocumentID=50777</a>
Notes:	No update since the February meeting.



May 16, 2023

Re: Application for registration as supervisory real property appraiser

Dear \_\_\_\_\_,

On \_\_\_\_\_, \_\_\_\_\_, the Nebraska Real Property Appraiser Board (“Board”) received your completed application for registration as supervisory real property appraiser. Your application has been reviewed and you are approved as a supervisory real property appraiser for \_\_\_\_\_, Trainee Real Property Appraiser, credential number \_\_\_\_\_, effective \_\_\_\_\_.

In accordance with Neb. Rev. Stat. § 76-2228.02 (2) “The supervisory real property appraiser shall be responsible for the training and direct supervision of the trainee real property appraiser’s experience by:

- a) Accepting responsibility for the report by applying his or her signature and certifying that the report is in compliance with the Uniform Standards of Professional Appraisal Practice;
- b) Reviewing the trainee real property appraiser reports; and
- c) Personally inspecting each appraised property with the trainee real property appraiser as is consistent with his or her scope of practice until the supervisory real property appraiser determines that the trainee real property appraiser is competent in accordance with the competency rule of the Uniform Standards of Professional Appraisal Practice.”

IN WITNESS WHEREOF, the Director of the Board has caused these presents to be signed.



Please review the NRPAB Applicant Real Property Appraisal Practice Log Cover Sheet (“cover sheet”) requirements and information and sign the cover sheet with your trainee real property appraiser before entering experience hours on the NRPAB Applicant Real Property Appraisal Practice Experience Log. A trainee real property appraiser must submit a signed cover sheet for each supervisory real property appraiser with the NRPAB Applicant Real Property Appraisal Practice Experience Log at the time application is made to the Board for credentialing as a licensed residential, certified residential, or certified general real property appraiser. The cover sheet is found on the Board’s website, <https://appraiser.ne.gov/>. Click the Appraiser Credentialing link in the box on the right side of the page, then the NRPAB Applicant Real Property Appraisal Practice Experience Log Cover Sheet (pdf) link under NRPAB Experience Log Forms.

This trainee real property appraiser/supervisory real property appraiser relationship is only valid for real property appraisal practice regarding real property located within the state of Nebraska. Any real property appraisal practice experience regarding real property located in any other state is under the jurisdiction of that state and must be performed in compliance with the laws and regulations of that state.

If you are supervising a trainee real property appraiser who intends to engage in real property appraisal practice pertaining to agricultural real property upon credentialing as a certified general real property appraiser, the Board requests that you encourage the trainee real property appraiser to complete agricultural-based qualifying education offered by an education provider with an expertise in agricultural appraisal.

If you have any questions, please contact the Board's office at 402-471-9015.

Sincerely,

Allison L. Nesor  
Business and Licensing Program Manager

cc: \_\_\_\_\_, Trainee Real Property Appraiser

May 16, 2023

Re: Application for credentialing as a trainee real property appraiser

Dear \_\_\_\_\_,

Your application for the trainee real property appraiser credential was approved on \_\_\_\_\_. Your Nebraska trainee real property appraiser credential number is \_\_\_\_\_.

Enclosed with this letter is your Nebraska trainee real property appraiser wall certificate. A copy of your Nebraska real property appraiser credentialing card is available to you online.

As a newly credentialed Nebraska trainee real property appraiser, you must comply with all provisions of the Nebraska Real Property Appraiser Act and Title 298 of the Rules and Regulations. Please note the following:

- Your credential shall remain in effect until December 31, \_\_\_\_\_, unless surrendered, revoked, suspended, or cancelled prior to December 31, \_\_\_\_\_.
- All trainee real property appraisers are required to submit continuing education every two years.

A credential holder must complete, at a minimum, 28 hours of continuing education during their two-year continuing education period. The 7-Hour USPAP Update Course is required to be taken at least once every two years from the last completion date. You can search for education activities approved by the Nebraska Real Property Appraiser Board (“Board”) to meet qualifying and continuing education requirements [using the NRPAB Approved Education hyperlink at the top of the page](https://appraiser.ne.gov/) on the Board’s website at <https://appraiser.ne.gov/>. ~~For a calendar showing upcoming classroom activities of which providers have notified the Board, select the Education link in the box on the right hand side of the page.~~

You can download a PDF of your credentialing card, and one free electronic download of the current edition of USPAP, through Appraiser Login on the Nebraska Real Property Appraiser Board’s website located at <https://appraiser.ne.gov/>. The Appraiser Login hyperlink is at the top of the page. You will receive an email invitation to create a Centurion UserID. If you cannot find your email invitation, you can request a new email invitation by emailing [nrpab.AppraiserLogin@nebraska.gov](mailto:nrpab.AppraiserLogin@nebraska.gov). Once you have created your Centurion username and

password, you can log into Appraiser Login. The first time you log into Appraiser Login, follow the directions listed under “No” to the question “Have you set up your new login using Centurion?” On the Appraiser Login screen, enter your email address and last four digits of your Social Security number. The password for initial login is your last name, all lower case. You will be taken to a page where you enter your new Centurion ID. You can reset the password after you have successfully logged in. Once logged in, select the Credential tab, then the credentialing card hyperlink to open a PDF version of your credentialing card. After your first login, when you click Appraiser Login, you will click the Log in via Centurion link.

In Appraiser Login you are also able to view the qualifying and continuing education courses that you have submitted to the Board, your two-year continuing education period, and your 7-hour Uniform Standards of Professional Appraisal Practice update (“USPAP”) due date. Your current CE period is - and your next USPAP update course is due .

Bear in mind, the scope of a trainee real property appraiser is limited, as defined in Neb. Rev. Stat. § 76-2228.01 (7), “The scope of practice for the trainee real property appraiser shall be limited to real property appraisal practice assignments that the supervisory certified real property appraiser is permitted to engage in by his or her current credential and that the supervisory real property appraiser is competent to engage in.”

[Also note, this trainee real property appraiser credential and the trainee real property appraiser/supervisory real property appraiser relationship is only valid for real property appraisal practice regarding real property located within the state of Nebraska. Any real property appraisal practice experience regarding real property located in any other state is under the jurisdiction of that state and must be performed in compliance with the laws and regulations of that state.](#)

In accordance with Neb. Rev. Stat. § 76-2228.02:

- (2) The supervisory real property appraiser shall be responsible for the training and direct supervision of the trainee real property appraiser’s experience by:
  - (a) Accepting responsibility for the report by applying his or her signature and certifying that the report is in compliance with the Uniform Standards of Professional Appraisal Practice;
  - (b) Reviewing the trainee real property appraiser reports; and
  - (c) Personally inspecting each appraised property with the trainee real property appraiser as is consistent with his or her scope of practice until the supervisory real property appraiser determines that the trainee real property appraiser is competent in accordance with the competency rule of the Uniform Standards of Professional Appraisal Practice.
- (3) A certified real property appraiser disciplined by the board or any other appraiser regulatory agency in another jurisdiction, which discipline may or may not have

limited the real property appraiser's legal ability to engage in real property appraisal practice, shall not be eligible as a supervisory real property appraiser as of the date disciplinary action was imposed against the appraiser by the board or any other appraiser regulatory agency. The certified real property appraiser shall be considered to be in good standing and eligible as a supervisory real property appraiser upon the successful completion of disciplinary action that does not limit the real property appraiser's legal eligibility to engage in real property appraisal practice, or three years after the successful completion of disciplinary action that limits the real property appraiser's legal eligibility to engage in real property appraisal practice.

- (4) The trainee real property appraiser may have more than one supervisory real property appraiser, but a supervisory real property appraiser may not supervise more than three trainee real property appraisers at one time.
- (5) As prescribed by rule or regulation of the board, an appraisal experience log shall be maintained jointly by the supervisory real property appraiser and the trainee real property appraiser.

Please review the NRPAB Applicant Real Property Appraisal Practice Log Cover Sheet ("cover sheet") requirements and information and sign the cover sheet with your supervisory real property appraiser before entering experience hours on the NRPAB Applicant Real Property Appraisal Practice Experience Log. A trainee real property appraiser must submit a signed cover sheet for each supervisory real property appraiser with the NRPAB Applicant Real Property Appraisal Practice Experience Log at the time application is made to the Board for credentialing as a licensed residential, certified residential, or certified general real property appraiser. The cover sheet is found on the Board's website, <https://appraiser.ne.gov/>. Click the Appraiser Credentialing link in the box on the right side of the page, then the NRPAB Applicant Real Property Appraisal Practice Experience Log Cover Sheet (pdf) link under NRPAB Experience Log Forms.

You must meet the minimum education, experience, and exam requirements to qualify for a higher real property appraiser classification (licensed residential real property appraiser, certified residential real property appraiser, or certified general real property appraiser). Upon completion of the education and experience requirements, the appropriate completed application for the classification must be submitted to the Board for consideration. The board will then decide whether to approve you to sit for the appropriate exam.

[If you intend to engage in real property appraisal practice pertaining to agricultural real property upon credentialing as a certified general real property appraiser, the Board encourages you to complete agricultural-based qualifying education offered by an education provider with an expertise in agricultural appraisal.](#)

If you have any questions, please contact the Board's office at 402-471-9015.

Sincerely,

Allison L. Nespor  
Business and Licensing Program Manager

Enclosures

May 16, 2023

RE: Application for trainee real property appraiser credential

Dear \_\_\_\_\_,

Your application for the trainee real property appraiser credential was approved on \_\_\_\_\_. Your Nebraska trainee real property appraiser credential number is \_\_\_\_\_.

Enclosed with this letter is your Nebraska trainee real property appraiser wall certificate. A copy of your Nebraska real property appraiser credentialing card is available to you online.

As a newly credentialed Nebraska trainee real property appraiser, you must comply with all provisions of the Nebraska Real Property Appraiser Act and Title 298 of the Rules and Regulations. Please note the following:

- Your credential shall remain in effect until December 31, \_\_\_\_\_ unless surrendered, revoked, suspended, or cancelled prior to December 31, \_\_\_\_\_.
- All trainee real property appraisers are required to submit continuing education every two years.

A credential holder must complete, at a minimum, 28 hours of continuing education during their two-year continuing education period. The 7-Hour USPAP Update Course is required to be taken at least once every two years from the last completion date. You can search for education activities approved by the Nebraska Real Property Appraiser Board (“Board”) to meet qualifying and continuing education requirements [using the NRPAB Approved Education hyperlink at the top of the page](#) on the Board’s website at <https://appraiser.ne.gov/>. ~~For a calendar showing upcoming classroom activities of which providers have notified the Board, select the Education link in the box on the right hand side of the page.~~

You can download a PDF of your credentialing card, and one free electronic download of the current edition of USPAP, through Appraiser Login on the Nebraska Real Property Appraiser Board’s website located at <https://appraiser.ne.gov/>. The Appraiser Login hyperlink is at the top of the page. You will receive an email invitation to create a Centurion UserID. If you cannot find your email invitation, you can request a new email invitation by emailing [nrpab.AppraiserLogin@nebraska.gov](mailto:nrpab.AppraiserLogin@nebraska.gov). Once you have created your Centurion username and

password, you can log into Appraiser Login. The first time you log into Appraiser Login, follow the directions listed under “No” to the question “Have you set up your new login using Centurion?” On the Appraiser Login screen, enter your email address and last four digits of your Social Security number. The password for initial login is your last name, all lower case. You will be taken to a page where you enter your new Centurion ID. You can reset the password after you have successfully logged in. Once logged in, select the Credential tab, then the credentialing card hyperlink to open a PDF version of your credentialing card. After your first login, when you click Appraiser Login, you will click the Log in via Centurion link.

In Appraiser Login you are also able to view the qualifying and continuing education courses that you have submitted to the Board, your two-year continuing education period, and your 7-hour Uniform Standards of Professional Appraisal Practice update (“USPAP”) due date. Your current CE period is - and your next USPAP update course is due .

Bear in mind, the scope of a trainee real property appraiser is limited, as defined in Neb. Rev. Stat. § 76-2228.01 (7), “The scope of practice for the trainee real property appraiser shall be limited to real property appraisal practice assignments that the supervisory certified real property appraiser is permitted to engage in by his or her current credential and that the supervisory real property appraiser is competent to engage in.”

[Also note, this trainee real property appraiser credential and the trainee real property appraiser/supervisory real property appraiser relationship is only valid for real property appraisal practice regarding real property located within the state of Nebraska. Any real property appraisal practice experience regarding real property located in any other state is under the jurisdiction of that state and must be performed in compliance with the laws and regulations of that state.](#)

In accordance with Neb. Rev. Stat. § 76-2228.02:

- (2) The supervisory real property appraiser shall be responsible for the training and direct supervision of the trainee real property appraiser’s experience by:
  - (a) Accepting responsibility for the report by applying his or her signature and certifying that the report is in compliance with the Uniform Standards of Professional Appraisal Practice;
  - (b) Reviewing the trainee real property appraiser reports; and
  - (c) Personally inspecting each appraised property with the trainee real property appraiser as is consistent with his or her scope of practice until the supervisory real property appraiser determines that the trainee real property appraiser is competent in accordance with the competency rule of the Uniform Standards of Professional Appraisal Practice.
- (3) A certified real property appraiser disciplined by the board or any other appraiser regulatory agency in another jurisdiction, which discipline may or may not have



limited the real property appraiser's legal ability to engage in real property appraisal practice, shall not be eligible as a supervisory real property appraiser as of the date disciplinary action was imposed against the appraiser by the board or any other appraiser regulatory agency. The certified real property appraiser shall be considered to be in good standing and eligible as a supervisory real property appraiser upon the successful completion of disciplinary action that does not limit the real property appraiser's legal eligibility to engage in real property appraisal practice, or three years after the successful completion of disciplinary action that limits the real property appraiser's legal eligibility to engage in real property appraisal practice.

- (4) The trainee real property appraiser may have more than one supervisory real property appraiser, but a supervisory real property appraiser may not supervise more than three trainee real property appraisers at one time.
- (5) As prescribed by rule or regulation of the board, an appraisal experience log shall be maintained jointly by the supervisory real property appraiser and the trainee real property appraiser.

However, the Board has not received an application for registration as supervisory real property appraiser. Per Neb. Rev. Stat. § 76-2228.01 (2), "Prior to engaging in real property appraisal practice, a trainee real property appraiser shall submit a written request for supervisory real property appraiser approval on a form approved by the board. The request for supervisory real property appraiser approval may be made at the time of application or any time after approval as a trainee real property appraiser."

Please submit an application for registration as supervisory real property appraiser to the Board's office before you intend to begin acquiring experience hours. You may submit this application via email to [nrpab.credentialing@nebraska.gov](mailto:nrpab.credentialing@nebraska.gov) or you may mail the application to:

Nebraska Real Property Appraiser Board  
PO Box 94963  
Lincoln, NE 68509-4963

You must meet the minimum education, experience, and exam requirements to qualify for a higher real property appraiser classification (licensed residential real property appraiser, certified residential real property appraiser, or certified general real property appraiser). Upon completion of the education and experience requirements, the appropriate completed application for the classification must be submitted to the Board for consideration. The board will then decide whether to approve you to sit for the appropriate exam.

[If you intend to engage in real property appraisal practice pertaining to agricultural real property upon credentialing as a certified general real property appraiser, the Board encourages you to complete agricultural-based qualifying education offered by an education provider with an expertise in agricultural appraisal.](#)

If you have any questions, please contact the Board's office at 402-471-9015.

Sincerely,

Allison L. Nespor  
Business and Licensing Program Manager

Enclosure

# ***CERTIFIED GENERAL REAL PROPERTY APPRAISER***

## ***SCOPE OF PRACTICE***

The scope of practice for the certified general real property appraiser includes real property appraisal practice concerning all types of real property or real estate that real property appraiser is competent to engage in.

## ***STEPS TO CREDENTIALING***

1. Be at least nineteen years of age.
2. Hold a bachelor's degree, or higher, from an accredited degree-awarding college or university. Submit official transcripts evidencing completion of degree with application. A photocopy of an official transcript is not considered to be an official transcript. Unofficial transcripts may be considered invalid.
3. Obtain required qualifying education and submit certificates of completion OR hold a degree in real estate from an accredited degree-awarding college or university that has had all or part of its curriculum approved by the Appraiser Qualifications Board as required core curriculum or the equivalent as determined by the Appraiser Qualifications Board. Submit official transcripts evidencing completion of degree with application (if applicable). A photocopy of an official transcript is not considered to be an official transcript. Unofficial transcripts may be considered invalid.
4. Obtain no fewer than 3,000 hours of real property appraisal practice experience, of which 1,500 hours are required to be in nonresidential appraisal work, in a period of no fewer than eighteen months that is acceptable to the Real Property Appraiser Board and meets the requirements of the Nebraska Real Property Appraiser Act and Title 298. Submit experience on the most recent real property appraisal practice experience log format in effect at the time application is made to the Board, or any previously approved experience log formats in effect at the time the experience was obtained and recorded.

5. Submit two copies of legible ink-rolled fingerprint cards or equivalent electronic fingerprint submissions for delivery to the Nebraska State Patrol in a form approved by both the Nebraska State Patrol and the Federal Bureau of Investigation. The Nebraska State Patrol will not process cards if the information at the top of the cards is not completed, the cards are not signed by both the individual being fingerprinted **and** the official taking the fingerprints, or the cards are more than one year old. 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.
6. Complete application and submit to the Board for review, along with a passport type photo and application fee in the appropriate amount as specified on the application.

*The Board typically meets on the third Thursday of each month. If you are submitting documentation for the Board to consider at its next meeting, voluntarily or at the Board's request, please have this documentation to the Board's office by 5 p.m. on Friday, two weeks before the scheduled meeting (e.g. for the Thursday, June 17, 2021 meeting, please have documentation to the Board's office by 5 p.m. on Friday, June 4, 2021).*

## **PROCESS FOLLOWING APPLICATION SUBMISSION**

Any application received at the Board's office considered to be incomplete will not be processed and may be returned to the applicant. The Board may deny an application at any time during the process if the applicant fails to meet the requirements in the Nebraska Real Property Appraiser Act and Title 298 that pertain to credentialing.

1. Board staff will process the application and select at least three assignment results appraisal reports, of which at least two will include all three approaches to value, from the submitted real property appraisal practice experience log for review. Staff notifies the applicant of the selected reports in writing, and the applicant has ten business days from the date of receipt of the notification to submit a true copy of each assignment results report to the Board's office. At least one assignment results report will be reviewed for conformity with the Uniform Standards of Professional Appraisal Practice.
2. To qualify an applicant for the certified general real property appraiser credential to sit for examination, the Board reviews submitted qualifying and/or post-secondary education, along with the real property appraisal practice experience log, submitted assignment results reports, and all USPAP compliance review reports obtained for those submitted reports.

3. The Board may request a written response to the Board’s findings and/or a meeting in person or by conference call with the applicant to discuss deficiencies found in the report(s). The Board may then reevaluate the applicant’s real property appraisal practice experience. If the real property appraisal practice experience is not found to be acceptable, the Board may request the submission of a supplemental log with additional hours of real property appraisal practice experience, completion of additional education, and/or submission of an additional report or reports for further evaluation.
4. The applicant is required to pass the National Uniform Licensing and Certification Examination approved by the Appraiser Qualifications Board within twelve months following approval by the Board to sit for examination. An applicant may have up to three attempts to successfully pass the exam.
5. The applicant is required to provide an official copy of the test results to the Board’s office within twelve months following approval by the Board to sit for examination.
6. The applicant is required to submit the credentialing fee and national registry fee as specified on the application within 30 days of notice from the Board that the exam results have been received and the application process is complete.
7. Upon receipt of the credentialing and national registry fees, the applicant will be issued a credential and will be authorized to act as a certified general real property appraiser in Nebraska.

## ***POST-SECONDARY EDUCATION REQUIREMENTS***

Bachelor’s degree, or higher, from an accredited degree-awarding college or university

## ***QUALIFYING EDUCATION***

If applicant holds a degree in real estate (or the equivalent), and the degree in real estate or equivalent as approved by the Appraiser Qualifications Board does not satisfy all required qualifying education for credentialing, the remaining class hours are required to be completed in Real Property Appraiser Board-approved qualifying education as shown below.

BASIC APPRAISAL PRINCIPLES	30 HOURS
BASIC APPRAISAL PROCEDURES	30 HOURS
15-HOUR NATIONAL USPAP COURSE OR ITS EQUIVALENT	15 HOURS
GENERAL APPRAISER MARKET ANALYSIS AND HIGHEST AND BEST USE	30 HOURS
STATISTICS, MODELING, AND FINANCE	15 HOURS
GENERAL APPRAISER SALES COMPARISON APPROACH	30 HOURS
GENERAL APPRAISER SITE VALUATION AND COST APPROACH	30 HOURS
GENERAL APPRAISER INCOME APPROACH	60 HOURS
GENERAL APPRAISER REPORT WRITING AND CASE STUDIES	30 HOURS
APPRAISAL SUBJECT MATTER ELECTIVES	30 HOURS
(May include hours over minimum shown above in other modules)	

CERTIFIED GENERAL EDUCATION REQUIREMENT TOTAL	300 HOURS
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*Applicant is required to complete each course and pass examination for 300 class hours specified above.*

[Applicants who intend to engage in real property appraisal practice pertaining to agricultural real property are strongly encouraged to complete agricultural-based qualifying education offered by an education provider with an expertise in agricultural appraisal.](#)

## **EXPERIENCE**

An applicant is required to have completed no fewer than 3,000 hours of real property appraisal practice experience in a period of no fewer than eighteen months; 1,500 of these hours are required to be non-residential work. At least two non-residential assignment results reports are required to include all three approaches to value.

1. Real property appraisal practice experience obtained within the State of Nebraska, or as a resident of the State of Nebraska, for credentialing as a certified general real property appraiser is required to be acquired as a trainee, licensed residential, or certified residential real property appraiser.
2. At the Board’s discretion, up to 50% of real property appraisal practice experience obtained in another jurisdiction for credentialing as a certified general real property appraiser may be accepted by the Board if the experience meets all applicable Nebraska laws, and is compliant with the laws of the jurisdiction in which the experience was obtained.

3. An applicant's hours of real property appraisal practice experience submitted to the Board for review and determination of acceptability by the Board shall be completed in compliance with the Uniform Standards of Professional Appraisal Practice and shall demonstrate the applicant's progressive responsibility in the development and reporting of assignment results, which includes analyzing factors that affect value, defining the problem, gathering and analyzing data, applying the appropriate analysis and methodology, arriving at an opinion, and correctly reporting the opinion.
4. An applicant must provide significant real property appraisal practice assistance for experience credit to be awarded by the Board. An applicant may apply his or her signature, along with the supervisory real property appraiser's signature if applicable, to the appraisal certification; or the applicant must be given attribution in the appraisal report, which includes a description of the applicant's assistance.
5. Experience hours obtained in any manner considered to be exempt from the Real Property Appraiser Act per Neb. Rev. Stat. § 76-2221 will not be credited to the applicant, unless the applicant and/or supervisory real property appraiser verify that said experience is compliant with the Uniform Standards of Professional Appraisal Practice.
6. There need not be a client in a traditional sense (i.e. a client hiring an appraiser for a business purpose) in order for an appraisal report to qualify for experience, but experience gained for work without a traditional client cannot exceed 50% of the total experience.
7. Real property appraisal practice experience submitted to the Board for review and determination of acceptability by the Board may include no more than an aggregate maximum of 25% of the total number of experience hours in the following areas or a combination from the following areas: mass appraisal, highest and best use analysis, ad valorem tax appraisal, feasibility analysis or study, appraisal review, practicum courses of study adhering to AQB guidelines, appraisal analysis, and restricted appraisal reports. (Required qualifying education courses are not "practicum courses" and hours spent in qualifying education activities do not qualify as experience.)
8. Experience hours obtained in the areas specified in #7 are considered to be work without a traditional client, and are applied to the 50% experience allocation detailed in #6.
9. When making a determination that an applicant may or may not meet the applicable experience requirements, the Board will consider all information received, including but not limited to real property appraisal practice experience logs, USPAP compliance review reports, reports submitted by the applicant, any written responses received, any other details or file memoranda, any subsequent education requested by the Board to be completed by the applicant, and any information obtained during an informal meeting between the Board or its representative(s) and the applicant. A USPAP compliance review report completed to assist the Board with its evaluation of the applicant's experience is not the sole factor in the Board's decision, but a tool utilized by the Board to assist with its decision.

# **UPGRADE TO CERTIFIED GENERAL REAL PROPERTY APPRAISER**

## **Trainee Real Property Appraiser**

A trainee real property appraiser is required to complete 225 additional hours of designated core curriculum education, meet the post-secondary education requirements, and meet the real property appraisal practice experience requirements prescribed for the certified general real property appraiser credential. The applicant is required to complete all of the steps to credentialing shown above, including the submission of a completed application for Nebraska certified general real property appraiser credential.

## **Licensed Residential Real Property Appraiser**

A licensed residential real property appraiser is required to complete 150 additional hours of designated core curriculum education, meet the post-secondary education requirements, and meet the real property appraisal practice experience requirements prescribed for the certified general real property appraiser credential. The applicant is required to complete all of the steps to credentialing shown above, including the submission of a completed application for Nebraska certified general real property appraiser credential.

## **Certified Residential Real Property Appraiser**

A certified residential real property appraiser is required to complete 100 additional hours of designated core curriculum education, meet the post-secondary education requirements, and meet the real property appraisal practice experience requirements prescribed for the certified general real property appraiser credential. The applicant is required to complete all of the steps to credentialing shown above, including the submission of a completed application for Nebraska certified general real property appraiser credential.





## Real Property Appraiser Credential Renewal Questions and Answers

- **“I can’t log in.”**
  - If you have not created a Centurion UserID and password, email [nrpab.appraiserlogin@nebraska.gov](mailto:nrpab.appraiserlogin@nebraska.gov) or call 402-471-9015 to request a Centurion invitation.
  - If you have created a Centurion UserID and password, but are not able to find or click the Appraiser Login link on the Centurion Welcome page, call 402-471-9015 for assistance in “hooking” your Centurion UserID to your Appraiser Login.
  - If you have forgotten your Centurion password, go to the Board’s website, <https://appraiser.ne.gov/>, click Appraiser Login at the top of the page, click Log in via Centurion, enter your Centurion Username, and click Forgot Password. The access email will be sent to the email account you used to set up your Centurion UserID. If you don’t know which email account that is, or you no longer have access to the email account, call 402-471-9015.
  - If you have forgotten your Centurion UserID, email [nrpab.appraiserlogin@nebraska.gov](mailto:nrpab.appraiserlogin@nebraska.gov) or call 402-471-9015 to request that information. Board staff can see your UserID but not your Centurion password.
- **“Where can I find what I need to take for education?”**
  - Appraiser Login is found on the Board’s website, <https://appraiser.ne.gov/>. Directly under the Nebraska Real Property Appraiser Board banner, click the Appraiser Login link, then click Log in via Centurion. (If you are unable to log in via Centurion, see the steps above for “I can’t log in.”)
  - In Appraiser Login, click the Education link on the left side of the page. The Education page will show your continuing education period, next 7-Hour USPAP Update Course year, CE hours remaining in your current CE period, and all continuing education activities you have submitted to the Board’s office for approval in the current CE period. The Hours Remaining total will include hours submitted but not yet approved by Board staff. Click the Education History link to see all activities submitted since the online education submission portal became active.
- **“How should I choose what continuing education activities to complete for my CE period?”**
  - The 7-Hour USPAP Update Course is to be completed at least once every two years. The Board encourages real property appraisers to complete the remaining twenty-one hours of continuing education in coursework that contributes to improved or new skills, knowledge, and/or competency in their primary area(s) of real property appraisal practice.
- **“MY CE period is 202~~32~~-202~~34~~; what do I need by this year to renew?”**

- The 202~~32~~-202~~34~~ period indicates that a real property appraiser has until the end of the 202~~34~~ year to complete that education. The exception to this rule is that if the 7-Hour USPAP Update Course is due, it is required to be completed before December 31 of the year it is due, regardless of the CE period. The 7-Hour USPAP Update Course is to be completed at least once every two years. For example, a real property appraiser with a latest 7-Hour USPAP Update Course from 20~~21~~~~120~~ will be due for the course before December 31, 202~~32~~. Certificates of completion for the 7-Hour USPAP Update Course are required to be submitted with any application for renewal submitted in the year they were taken, even if it is not the second year of the CE period and no other CE certificates are due with the application.
- The two-year continuing education period for a new real property appraiser credentialed prior to July 1 commences on the date of initial credentialing and is completed on December 31 of the following year. The two-year continuing education period for a new real property appraiser credentialed on or after July 1 commences January 1 of the year following the date of initial credentialing. ~~Beginning January 1, 2022, f~~For a new real property appraiser credential holder credentialed through reciprocity who held a valid credential of the same class to engage in real property appraisal practice under the laws of another jurisdiction on January 1 of the year in which the credential was issued by the Nebraska Real Property Appraiser Board, the two-year continuing education period for a new real property appraiser credentialed prior to July 1 commences on January 1 of the year in which the credential was issued by the Nebraska Real Property Appraiser Board and the two-year continuing education period for a new real property appraiser credentialed on or after July 1 commences January 1 of the year following the date of initial credentialing.
- **“I see provider X is having a 15-Hour USPAP Course in September, can I take it instead of my 7-Hour USPAP Update Course?”**
  - No, the reason for this is that the 15-hour course is more general and geared toward teaching the basics to those who are new to the appraisal industry. The update courses spend significant time dealing with changes to USPAP and common problems that are arising. It is the Board’s opinion that these changes and issues are the purpose of the update requirement.
- **“I already have all of my education completed for this cycle; can I take course X this month and use it toward my 20~~23~~-202~~54~~ cycle?”**
  - No. Excess credits, or those credits used to make up required CE from a previous cycle, may not be used for another continuing education cycle.
- **“I don’t know which classes are being offered.”**
  - A list of upcoming continuing education activities is provided on the Board’s website. This list includes only activities reported to the Board by providers. Go to <https://appraiser.ne.gov/>. On the right-hand side of the page, click on Education, then click on Upcoming Qualifying and Continuing Education Activities (pdf).
  - Check with education providers for upcoming in-class and correspondence education activity offerings.
  - Education activities can be found using the Approved Education Activity Search link in the menu at the top of the page. Select Online in the Class Type dropdown menu and click Search to see a list of

approved online activities. You can sort the list by provider or by activity name by clicking on those tabs at the top of the list of activities found. If you want to see all approved education activities, click [Search](#) without filling out any of the fields.

- **“How many credits of online education can I take?”**
  - Each continuing education period, a credential holder is required to satisfactorily complete 28 hours of continuing education. All 28 hours may be completed online.
- **“Am I required to complete my education in Nebraska, or can I take courses out of state?”**
  - Continuing education activities completed in another jurisdiction may be accepted by the Board if the activity is approved by the appraiser credentialing authority in that jurisdiction as continuing education. Continuing education activities completed online or by correspondence must be approved by the appraiser credentialing authority in the jurisdiction of legal residency for acceptance if the activities are not already approved in Nebraska at the time they were completed. In order to receive credit, a real property appraiser is required to furnish a document of completion for the course that affirms successful completion of the activity.
- **“I need my credentialing card, but I don’t know how to get it.”**
  - Go to the Board’s website, <https://appraiser.ne.gov/>, click Appraiser Login, and log in via Centurion. (If you are unable to log in via Centurion, see the steps above for “I can’t log in.”) Click on the [Credential](#) link. You can download your current credentialing card and your renewal credentialing card in this interface. You may also call 402-471-9015 and request that Board staff email your credentialing card to you.
- **“Is there only a one-year renewal?”**
  - It depends on your continuing education cycle. You can renew your real property appraiser credential for either one or two years as long as you are not in the middle of your CE cycle. *If your CE period is 202~~32~~-202~~43~~, you may only renew for one year.* If your CE period is 202~~24~~-202~~32~~ or 202~~43~~-202~~54~~ (new credential issued 7/1/202~~32~~ or later), you may renew for either one year or two years.
- **“How much do I have to pay for renewal of my credential?”**
  - 1-year credential renewals are \$320 (\$275 credentialing fee, \$40 federal registry fee, and \$5 random fingerprint program fee).
  - 2-year credential renewals are \$640 (\$550 for two years’ credentialing fees, \$80 for two years’ federal registry fees, and \$10 for two years’ random fingerprint program fees).
  - 2-year trainee real property appraiser credential renewals are \$10 (two years’ random fingerprint program fees).
  - Late processing fee is \$25 for each month or portion of a month the application is postmarked, hand-delivered, or submitted online on or after December 1, 202~~32~~. (Late processing fee for new credentials issued after November 1, 202~~32~~ starts with applications postmarked, hand-delivered, or submitted online on or after January 1, 202~~43~~.)
- **“When do I renew?”**

- Renewal applications are due by November 30 of the year the credential expires. If applications are not received by that time, real property appraisers can still renew until July 1 of the following year. Beginning December 1, a \$25 late fee per month, or portion of a month, is required to be paid in addition to the credentialing, federal registry, and random fingerprint program fees.
  - The online renewal is available in Appraiser Login July 1 of the year the credential expires. First click the [Contact Information](#) link and review and update your contact information as needed. Click on the [Education](#) link and submit any required education activity certificates of completion using the [Upload Completed Activity Certificate for Approval](#) link. Click the [Renew Credential](#) link, answer all of the questions and upload required documents, and pay using a savings or checking account routing number and account number.
  - PDF renewal forms will be available after July 1 on the Board’s website <https://appraiser.ne.gov/>, by clicking the [2023-24 Renewal Applications](#) link in the box on the right side of the page. PDF forms must be completed, printed out, and submitted by mail with a check or money order, or in person with cash, check, or money order (exact amount only, the Board does not have change available).
- **“Since USPAP was not updated, do I have to take the 7-Hour USPAP Update Course if I have already taken the course for the 2020-21 edition of USPAP?”**
    - Yes. A new 2022-2023 7-Hour National USPAP Update Course (and its AQB-approved equivalents) has been released. The 2022-2023 course does not contain the same course materials as the 2020-2021 course. If your next 7-Hour USPAP Update Course is due in ~~2022~~ or 2023, you must still complete the required 7-Hour USPAP Update Course for the 2020-21 edition of USPAP.

Revised 05/~~1925~~/2023~~2~~



Nebraska Real Property Appraiser Board

301 Centennial Mall South, 1<sup>st</sup> Floor

PO Box 94963

Lincoln, NE 68509-4963

[-https://appraiser.ne.gov](https://appraiser.ne.gov)/[www.appraiser.ne.gov](http://www.appraiser.ne.gov)

402-471-9015

AMC/Appraiser Identification Number:	
Photo ID Type:	
Photo ID Identification Number:	
Is CHRI Available (Yes/No):	
Processed By:	Date:
<b>For Board Use Only</b>	

## Request for Criminal History Record Information

I am requesting a copy of my personal Criminal History Record Information (“CHRI”). In order to obtain my CHRI from the Nebraska Real Property Appraiser Board (“Board”), I acknowledge and agree to the following:

1. The Board, through its authority Nebraska Real Property Appraiser Act (Neb. Rev. Stat. §§ 76-2201 through 76-2250), and/or the Nebraska Appraisal Management Company Registration Act (Neb. Rev. Stat. §§ 76-3201 through 76-3220), has performed a National Criminal History Record Check through the State Patrol and the Federal Bureau of Investigation upon my application made under the Board’s statues and rules and regulations.
2. The CHRI is retained by the Board for ~~ninety days~~two years after the date on which an application is withdrawn, ~~or denied, and is disposed of immediately after an application is~~or approved.
3. The Board found cause under Title 298 of the Nebraska Administrative Code to deny my application based upon the results of my CHRI. - I am requesting a copy of my CHRI received by the Board solely for my own purposes.
4. Procedures for obtaining a change, correction, or updating a CHRI are set forth in Title 28, C.F.R., § 16.34.
5. I shall hold the Board, and its members and employees, harmless from all actions, proceedings, claims, demands, costs, injuries, damages, attorney's fees, and all other liabilities and expenses of any kind from any source which may arise out of the release of my CHRI to me.



SIGN HERE: \_\_\_\_\_  
Requestor’s Signature

\_\_\_\_\_  
Date

### DIRECTIONS

1. Sign and date the release form.
2. Contact the Board’s office by phone at 402-471-9015 or by email at [nrpab.credentialing@nebraska.gov](mailto:nrpab.credentialing@nebraska.gov) or [nrpab.amc@nebraska.gov](mailto:nrpab.amc@nebraska.gov) to schedule a time and date to obtain a certified copy of the CHRI (if available).
3. Along with the form, one form of photo identification (e.g., State driver’s license, State identification card, U.S. Passport) must be presented to the Nebraska Real Property Appraiser Board in person in order to obtain CHRI.

## **2023 Spring AARO Conference - May 9-11, 2023 – Savannah, GA**

**May 9, 2023**

### ***Opening Remarks***

#### **Brandy March, AARO Executive Director**

- Gave a tour of the Cvent App utilized during the Conference.

#### **Vanessa Beauchamp, AARO President**

- Opening remarks...welcome to Savannah, GA and the AARO Conference.
- Showed a motivational video.

#### **Lauren(?) Disney, Ambassador for Savannah, GA**

- Savannah is one of the top shipping cities in the U.S.
- Savannah is the largest cargo port in the U.S.
- Savannah is famous for its history and its ghosts.
- Savannah College of Art and Design – one of the top art schools in the country. The entire city is the campus.
- Savannah is also known for its architecture and food.

### ***Appraisal Subcommittee Update***

#### **Jim Park, Executive Director for ASC**

- Explained the ASC structure and its relationship to States.
- State Appraiser/AMC Compliance Reviews Restart – Major Issues Noted to Date:
  - AMC Rules.
  - Staffing changes.
  - New State technology and processes.
  - Backlogged investigations.
- ASC Focused on Appraisal Bias - Study of UPSAP and AQB Qualification Criteria:
  - National Fair Housing Alliance.
  - PAVE Task Force Action Plan.
  - ASC Hearings.
- Highlighted PAVE Action Plan
  - Discussed Burdensome requirements – Asking states to look at them and determine if there are logical reasons for requirements that exceed the requirements.
- Talked about the success of the Mississippi appraiser development program.
- Appraiser Profession Survey coming.
- Federal Legislation - Various bills include:
  - Create an appraiser licensing information portal
  - Add VA and USDA RHD to the ASC
  - Allow Licensed appraiser back on the FHA Roster
  - Add Trainees to the National Registry

- Broaden ASC grant making authority
- Improving governance of appraisal industry.

### **The Appraisal Foundation Update**

#### **Dave Bunton, Director for TAF**

- Foundation Resources for State Regulators
  - Newsletters and Podcasts.
  - Timely reference to information.
  - Voluntary Disciplinary Matrix.
  - Corrective Education Courses.
  - Courses designed for new regulators.
- State Regulator Advisory Group (SRAG)
  - Regular communication is important to communicate and explore.
  - The advisory group is open to all state appraiser regulators and meets virtually.

#### **Brad Swinney, AQB**

- Provided a description as to what the AQB does, its authority, and its makeup.
- Valuation Bias and Fair Housing Laws and Regulations – Required QE and CE:
  - For the Second Exposure Draft, the Board is exploring the following potential proposal.
    - Additional courses that meet the concurrence content requirements of the Valuation Bias and Fair Housing Laws and Regulations course content outline.
    - New CE And QE courses.
- PAREA:
  - Nine concept reviews submitted to date.
  - Eight providers are activity working on PAREA programs.
- Discussed the AQB Approved Degree in Real Estate program and provided a listing of all approved programs.
- Described the CAP Course Approval Program.
- Other Activities and Upcoming Updates:
  - CAP delivery mechanism approval available for asynchronous courses
  - National Uniform Licensing and Certification examination
    - 2022 Exam Stats on the Foundation’s website.
    - SME writing new exam items and reviewing exam items this summer
  - Certified USPAP Instructor program – Next ICC will be posted on the Foundation website.

#### **Michelle Czekalski-Bradley, ASB**

- The Fifth Exposure Draft of USPAP has been adopted.
- Next edition of USPAP will not have an end date.
- Summary of Actions forthcoming.
- Definition of misleading removed.

## ***PAREA: Appraisal Institute and McKissock***

### **Kevin Hecht, McKissock**

- McKissock's PAREA solution will feature:
  - Provided a summary of the PAREA program that includes dashboards and simulations.
  - Showed a video of a PAREA property inspection.

### **Alan Hummel**

- Explained the interaction between the mentor and the student – grade assignments, provide Feedback, engage with student through Zoom, and facilitate group student discussions.
- Will include a mix of urban, suburban, and rural experiences and geographies.
- Two types of mentors – training assistants/graders and mentors.

### **Craig Steinley, Appraisal Institute**

- Appraisal Institute is aiming for September 1, 2023 launch date, which will be a pilot program of invited cohorts.
- AI PAREA Costs – Research shows a value of up to \$5,000.00. Payment plans to address affordability – there will be scholarship program.
- Program will ensure competency regardless of trainee method.
- Provided a summary of the ADI program.
  - 253 are currently active.
  - 76 have completed the program.
  - 443 total scholarships have been awarded.

### **Scott Dibiasio, Appraisal Institute**

- Asked if your State is ready to accept PAREA. A.I. has established a State advocacy program to assist States.

**May 10, 2023**

## ***Executive Directors and Administrators Roundtable***

### **Nick Barker**

- Work environment discussed. Most agencies are utilizing a hybrid work schedule with employees working from a remote location and in the office. Some states agencies are 100% remote work.
- Allowing PAREA credit was discussed. Most states are allowing full credit, some states are allowing some credit, and a few states have not adopted legislation to allow PAREA credit.
- Discrimination by State agencies in the disciplinary process was discussed.
- The tools available to State agencies were discussed. Particularly the TAF education offerings for corrective action and the Investigator training courses.
- Artificial Intelligence was discussed – hypothetical situations from an administrative perspective/appraisals written by AI. How proactive do States need to be to combat bad actors?
- Military personnel and license portability.



**May 11, 2023**

***Texas/HUD/Fair Housing***

- Reviewed the PAVE Action Plan. Specifically mentioned:
  - More accountable appraiser industry.
  - Educate consumers about appraisal bias.
  - Empower consumers to take action.
  - Diversifying workforce.
  - Shared Federal Appraisal Data.

**Nathan Roth, HUD**

- Provided a history of redlining and whites-only suburbs.
- Fair Housing becomes law in 1968.
- Federal Fair Housing Act includes race, color, religion, national origin, sex( including gender identity and sexual orientation), disability, familial status as protected classes.
- Fair Housing Assistance Program is pushdown enforcement. If a Fair Housing complaint is filed with HUD, it will push it to the local level.
- Fair Housing Enforcement Procedures - Administrative Complaint Process includes Conciliation, Investigation, and Charge.

**Bryan Snoddy and Melissa Tran, State of Texas**

- When PAVE Action Plan was released, the State of Texas started working on a plan immediately.
- Understanding that TELC doesn't have the inhouse expertise to conduct a fair housing investigation, it must partner with those that do.
- Investigations must be collaborative.
- Bias must show a pattern of intent.
- No data yet in support of their efforts.
- Erik Steinecker – HUD: There is a list of local agencies on the HUD website that can assist with Fair Housing complaints.
- Erik Steinecker – HUD: Only 5-8% of fair housing cases filed with HUD end in charging.

***Board Member Legal Concerns: Navigating the Administrative Law Process***

**Mel Black and Craig Capilla**

- Described the importance of avoiding conflict of interest and discussed examples.
- Board members should recuse themselves if there is a conflict or sign a disclosure statement (which has legal implications).
- Board members should exercise discretion in determining if a conflict of interest exists.
- When involved in an investigation, avoid ex-parte communication (no back-channel communications).

- Board members must keep in mind the pit falls of communication in relation to the state open-meetings laws. Board Members must be aware that it cannot create quorums when communicating by phone, zoom, text, or email. If it does, it has held a meet in violation of the open meetings laws.
- Texts between board members during a public meeting are public records.
- Board members have staff to carry out its work and should let staff do so. Board member are decision makers, but have no right to speak on behalf of the board as an individual board member (Do not send communication expressing your position as a board member without the board's authority).
- Three hearing rules for board members:
  - No smoke breaks – breaks are not places for negotiations.
  - No outside evidence – evidence cannot be introduced during a hearing off the record.
  - Avoid inappropriate questions – keep questions relevant.
- Training is important to be successful as a board member – ASC has free training.
- States should have a good hearing procedure or process.

### ***You, Me, and the Criteria***

#### **Don Rodgers (State of North Carolina), Brad Swinney (AQB), Robbie Wilson (RSDS, LLC), Kelly Davids (TAF)**

- Provided a brief explanation as to what the Real Property Appraiser Qualifications Criteria is.
- Reviewed the AQB Q&A's.

### ***Freddie Mac Updates***

#### **Scott Reuter, Freddie Mac)**

- Refinance and Purchase volume is down from the second half of 2022 through 2023.
- Appraiser capacity dropped significantly at the beginning of 2023, but are now rebounding.
- Review of the last four months shows a positive trend for Refinance and Purchase volume and appraiser capacity.
- Issues seen by Freddie Mac:
  - Market Condition Analysis – Unacceptable appraisal practices for comparable selection.
  - Appraiser Reluctance – Analyzing market conditions (General market inventory, trends in listing process, contact-to-listing ration, contract dates vs, closed dates, exposure time and marketing time, new construction patters, number of available competing properties).
  - Increasing and Decreasing Markets.
  - Buydowns and Seller Concessions – Concessions activity rising due to market conditions.
- Accurate Condition Ratings Matter:
  - Most Issues between C3 – C4 and C4 – C5.
  - Condition adjustments applied, Unsupported.
  - Overvaluation concern, accuracy concern.
  - ICA & HVE consumes this data into F.M. AVMs and models.
  - Impacts risk management – Condition and collateral.

- Freddie Mac Action Plan
  - Continued research (appraisal gap).
  - AQM (Appraiser Quality Monitoring):
    - Enhanced LCA Rules,
    - Use of biased words or phrases,
    - Under valuation flags.
  - Feedback to appraisers and lenders – remediate observed trends.
  - Appraiser Diversity Initiative.
  - Updated the Selling Guide on prohibited language in appraisals.

### ***Fannie Mae Update***

#### **Lyle Radke**

- Developing UAD curriculum.
- Importance of value – loan to value ratio (LTV) is fundamental driver.
- Risk Management is the cornerstone (loan eligibility, loan pricing, mortgage insurance, credit risk transfer, loss prevention).
- Selling Guide Update:
  - Value Acceptance replaces 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 Appraisers are allowed, but only on a limited basis.
  - Alternate methods added to Form 1004D.
- The modern valuation spectrum:
  - Value Acceptance.
  - Value Determination (Hybrid, Desktop, Traditional).
- Property Data Collection (PDC) consists of a standardized interior and exterior data collection. Appraisers are well suited to do this work.
- Background check and professional training is required to be a Property Data Collector.

April 18, 2023

**Via Email**

Mr. Tyler Kohtz, Director  
Nebraska Real Property Appraiser Board  
P O Box 94963  
Lincoln, NE 68509-4963  
[Tyler.kohtz@nebraska.gov](mailto:Tyler.kohtz@nebraska.gov)

RE: ASC Preliminary Compliance Review of Nebraska's Appraiser Regulatory Program

Dear Tyler Kohtz:

Thank you for your cooperation and your staff's assistance in the March 14-16, 2023, Appraisal Subcommittee (ASC) Compliance Review (Review) of the Nebraska appraiser regulatory program (Appraiser Program). Enclosed are the ASC Staff Preliminary Compliance Review Findings of the Nebraska Appraiser Program. The Preliminary Compliance Review Findings are based on the Policy Statements in effect at the time of the Review.

The ASC staff would like to commend the Appraiser Program and its staff for its hard work and dedication. As a result, no compliance issues were noted. However, in order to conclude our investigation and review, we invite you to provide written comments within 60 days from the date of this letter.

After receiving your response, or once the 60-day response period has passed, whichever occurs first, all correspondence and staff recommendations will be forwarded to the ASC for final consideration. You will receive a final ASC Compliance Review Report (Report) of the Nebraska Appraiser Program with the ASC's findings and required actions. The final Report will be posted to the public section of the ASC website in accordance with the Freedom of Information Act.

Please contact us if you have any questions.

Sincerely,



Denise Graves  
Deputy Executive Director

Enclosure

## ASC Compliance Categories:

Below are descriptions of the categories for the ASC Staff Assessment column of “yes”, “no” and “Area of Concern (AC)” on the ASC Preliminary Compliance Review Report.

- **No** – A **No** applies when the identified area is not in compliance with Title XI, ASC Policy Statements or AQB Criteria. **No** applies when the State has not completely resolved the concern. A **No** may be changed to a **yes** from the Preliminary Compliance Review Report to the Final Compliance Review Report if the State completely resolves the concern and ASC staff has validated the change. A **No** may be changed to an **AC** from the Preliminary Compliance Review Report to the Final Compliance Review Report if the State reports they resolved the concern, however, ASC staff has not validated the action(s).
- **Area of Concern (AC)** – An **AC** applies when an area is identified as technically in compliance, however ASC staff identified something that if continued could cause the Program to become out of compliance.

As an example, the State’s regulations do not require AQB Criteria for continuing education. The State, however, is in compliance by practice. The concern is that if the State is challenged legally, they could lose and be required to allow an appraiser to be renewed under the erroneous regulation.

An **AC** also applies when ASC staff has identified best practice suggestions that could strengthen the Program.

An **AC** may be changed to a **yes** from the Preliminary Compliance Review Report to the Final Compliance Review Report if the State’s action resolves the concern and ASC staff has validated the action(s).

As an example, the State amended and adopted the regulation to meet AQB Criteria and provided documentation showing the adoption was finalized.

An **AC** will remain if ASC staff is unable to verify the State’s reported remedy.

As an example, if the State reports that a remedy is in place and provides documents showing the new process, but ASC staff cannot validate that the State is actually using the new process, it will remain an **AC** until the next Review.

- **Yes** – A **Yes** applies when the State is in compliance in the area and ASC staff has not recommended State actions.

## ASC Staff State Appraiser Program Compliance Review Preliminary Findings

<b>Nebraska Appraiser Regulatory Program (State)</b>		
<b>Nebraska Real Property Appraiser Board (Board)</b>	ASC Compliance Review Date: March 14-16, 2023	PM: J. Tidwell
<b>Umbrella Agency: Independent</b>	Review Period: January 2022 to February 2023	Report Issue Date: April 18, 2023
<b>Number of State Credentialed Appraisers on Appraiser Registry: 633</b>	Complaints Received During Review Period: 15	Complaints Outstanding: 1
<b>Complaints Exempted for Special Documented Circumstances (SDC): 0</b>	Complaints Outstanding > 1 yr < 2 yrs w/o SDC: 0	Complaints Outstanding > 2 yrs w/o SDC: 0

Applicable Federal Citations	ASC Staff Assessment Compliance (YES/NO) Areas of Concern (AC)			ASC Staff Observations	ASC Staff Comments
	YES	NO	AC		
<b>Statutes, Regulations, Policies and Procedures:</b>	X			No compliance issues noted.	None
<b>Temporary Practice:</b>	X			No compliance issues noted.	None
<b>National Registry:</b>	X			No compliance issues noted.	None
<b>Application Process:</b>	X			No compliance issues noted.	None
<b>Reciprocity:</b>	X			No compliance issues noted.	None
<b>Education:</b>	X			No compliance issues noted.	None
<b>Enforcement:</b>	X			No compliance issues noted.	None

April 18, 2023

**Via Email**

Mr. Tyler Kohtz, Director  
Nebraska Real Property Appraiser Board  
P O Box 94963  
Lincoln, NE 68509-4963  
[Tyler.kohtz@nebraska.gov](mailto:Tyler.kohtz@nebraska.gov)

RE: ASC Preliminary Compliance Review of Nebraska's Appraisal Management Company (AMC) Regulatory Program

Dear Tyler Kohtz:

Thank you for your cooperation and your staff's assistance in the March 14-16, 2023, Appraisal Subcommittee (ASC) Compliance Review (Review) of the Nebraska AMC regulatory program (AMC Program). Enclosed are the ASC Staff Preliminary Compliance Review Findings of the Nebraska AMC Program. Deficiencies requiring your immediate attention were identified during the Review. The Preliminary Compliance Review Findings are based on the Policy Statements in effect at the time of the Review.

In order to conclude our Review and investigation, please provide a written response within 60 days from the date of this letter. Your response should set forth steps taken, or steps you will take, to address each identified area of non-compliance. Your response should also include any additional information you would like the ASC to consider.

After receiving your response, or once the 60-day response period has passed, whichever occurs first, all correspondence and staff recommendations will be forwarded to the ASC for final consideration. You will receive a final ASC Compliance Review Report (Report) of the Nebraska AMC Program with the ASC's findings and required actions. The final Report will be posted to the public section of the ASC website in accordance with the Freedom of Information Act.

Please contact us if you have any questions.

Sincerely,



Denise Graves  
Deputy Executive Director

Enclosure

## ASC Compliance Categories:

Below are descriptions of the categories for the ASC Staff Assessment column of “yes”, “no” and “Area of Concern (AC)” on the ASC Preliminary Compliance Review Report.

- **No** – A **No** applies when the identified area is not in compliance with Title XI, ASC Policy Statements or AQB Criteria. **No** applies when the State has not completely resolved the concern. A **No** may be changed to a **yes** from the Preliminary Compliance Review Report to the Final Compliance Review Report if the State completely resolves the concern and ASC staff has validated the change. A **No** may be changed to an **AC** from the Preliminary Compliance Review Report to the Final Compliance Review Report if the State reports they resolved the concern, however, ASC staff has not validated the action(s).
- **Area of Concern (AC)** – An **AC** applies when an area is identified as technically in compliance, however ASC staff identified something that if continued could cause the Program to become out of compliance.

As an example, the State’s regulations do not require AQB Criteria for continuing education. The State, however, is in compliance by practice. The concern is that if the State is challenged legally, they could lose and be required to allow an appraiser to be renewed under the erroneous regulation.

An **AC** also applies when ASC staff has identified best practice suggestions that could strengthen the Program.

An **AC** may be changed to a **yes** from the Preliminary Compliance Review Report to the Final Compliance Review Report if the State’s action resolves the concern and ASC staff has validated the action(s).

As an example, the State amended and adopted the regulation to meet AQB Criteria and provided documentation showing the adoption was finalized.

An **AC** will remain if ASC staff is unable to verify the State’s reported remedy.

As an example, if the State reports that a remedy is in place and provides documents showing the new process, but ASC staff cannot validate that the State is actually using the new process, it will remain an **AC** until the next Review.

- **Yes** – A **Yes** applies when the State is in compliance in the area and ASC staff has not recommended State actions.



**ASC Staff State AMC Program Compliance Review Preliminary Findings**

<b>Nebraska AMC Regulatory Program (State)</b>		
<b>Nebraska Real Property Appraiser Board (Board)</b>	ASC Compliance Review Date: March 14-16, 2023	PM: J. Tidwell
<b>Umbrella Agency: Independent</b>	Review Period: January 2022 to February 2023	
<b>Number of AMCs on AMC Registry: 86</b>	AMC Complaints Received During Review Period: 4	Complaints Outstanding: 0
<b>Complaints Exempted for Special Documented Circumstances (SDC): 0</b>	Complaints Outstanding > 1 yr < 2 yrs w/o SDC: 0	Complaints Outstanding > 2 yrs w/o SDC: 0

Applicable Federal Citations	ASC Staff Assessment			ASC Staff Observations	ASC Staff Comments
	Compliance (YES/NO)	Areas of Concern (AC)			
	YES	NO	AC		
<b>Statutes, Regulations, Policies and Procedures:</b>		X			
States are not permitted to impose requirements on AMCs that are owned and controlled by an insured depository institution. (Title XI § 1124, 12 U.S.C. § 3353; 12 CFR 34.210 – 34.216; 12 CFR 225.190 – 225.196; 12 CFR 323.8 - 323.14; 12 CFR 1222.20 – 1222.26)				The State's regulations require Federally regulated AMCs to report additional information that is not consistent with the AMC Rule.	None
<b>National Registry:</b>	X				
				No compliance issues noted.	None
<b>Enforcement:</b>	X				
				No compliance issues noted.	None

## Kohtz, Tyler

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**From:** Kohtz, Tyler  
**Sent:** Tuesday, May 2, 2023 9:27 PM  
**To:** Natalie Lutz  
**Cc:** Jenny Tidwell; Oteal Griffin; wwalkenman@gmail.com  
**Subject:** RE: Review your State's PAVE Dashboard Results by 5/17

Natalie,

Thank you for the response.

Sincerely,

Tyler Kohtz  
Executive Director  
Nebraska Real Property Appraiser Board



---

**From:** Natalie Lutz <Natalie@asc.gov>  
**Sent:** Monday, May 1, 2023 12:04 PM  
**To:** Kohtz, Tyler <tyler.kohtz@nebraska.gov>  
**Cc:** Jenny Tidwell <jenny@asc.gov>; Oteal Griffin <Oteal@asc.gov>; wwalkenman@gmail.com  
**Subject:** FW: Review your State's PAVE Dashboard Results by 5/17

Hello Tyler:

Your email was forwarded to me as I have been assisting with the PAVE Dashboard. Since the launch of the PAVE Task Force in 2021, Action 3.2 has evolved to be a dashboard of a few requirements rather than publish or link to the requirements for all state-level appraiser certifications, including those from states with requirements above those put forward by the AQB. The deadline of June 1, 2023 was internally set by the PAVE Task Force and is not published on the PAVE Task Force website.

The ASC is cognizant that States may adopt more stringent requirements for credentialing appraisers that exceed the AQB Criteria under Title XI and may have valid justifications for those additional requirements. The ASC will work with the PAVE Task Force to ensure the dashboard website has appropriate language reflecting that States have the right to adopt additional requirements. States may request changes to their dashboard results at any time if the practice act or rules are amended. Finally, the dashboard has no bearing on a State's Compliance Review rating.

Please let me know if you have any questions.

Thank you,  
Natalie

**Natalie Lutz**  
Attorney-Advisor  
Appraisal Subcommittee-FFIEC  
P 202-792-1161 | C 202-430-2156

1325 G Street NW, Suite 500, Washington, DC 20005

[natalie@asc.gov](mailto:natalie@asc.gov) | [www.asc.gov](http://www.asc.gov)

---

**From:** Kohtz, Tyler <[tyler.kohtz@nebraska.gov](mailto:tyler.kohtz@nebraska.gov)>

**Sent:** Monday, April 24, 2023 8:45 AM

**To:** James R. Park <[jim@asc.gov](mailto:jim@asc.gov)>; Denise Graves <[denise@asc.gov](mailto:denise@asc.gov)>

**Cc:** Jenny Tidwell <[jenny@asc.gov](mailto:jenny@asc.gov)>; Maria Brown <[maria@asc.gov](mailto:maria@asc.gov)>; Wade Walkenhorst <[wwalkenman@gmail.com](mailto:wwalkenman@gmail.com)>

**Subject:** FW: Review your State's PAVE Dashboard Results by 5/17

Jim and Denise,

I hope that you are both well. Although I understand the purpose of the "States with Additional Requirements" dashboard, I would like to respectfully bring a few issues to your attention. To begin, it is unfair for the ASC to conduct this review and notify states of its findings in April and publish those findings on June 1<sup>st</sup>. This does not allow adequate time for states to discuss the findings, and if it chooses to do so, make legislative changes prior to the publishing of the dashboard. It would have been fair to allow a one-year period for states to address these items and for the dashboard be published on June 1, 2024. A one-year review process would better reflect each states intent. In the email below, it states, "Action 3.2. of the Plan requires the PAVE Task Force to publish by June 1, 2023, a dashboard of selected State requirements that exceed the Real Property Appraiser Qualification Criteria." I could not find the June 1, 2023 date anywhere in the action plan. Could you please provide the source of this date?

I also take issue with the content to be published as it does not meet the intent of Action 3.2 of the Plan, which says:

- The PAVE Task Force website will publish or link to requirements for all state-level appraiser certifications, including those from states with requirements above those put forward by the AQB — thereby increasing transparency and driving state action, as appropriate.
- ASC staff will engage with each State Appraiser Regulatory Program in an annual session focused on advancing equity in each respective Program. Topics may include: reviewing state appraiser qualifications to identify and eliminate burdensome requirements; creating employment opportunities within State Boards and personnel for people of color, women, veterans, persons with disabilities, and other underrepresented populations; and developing innovative alternatives to the supervisor-trainee appraiser model.

In the plain language of the first point, the PAVE Task Force website will publish or link to requirements for all state-level appraiser certifications. In the email below, it states, "Action 3.2. of the Plan requires the PAVE Task Force to publish by June 1, 2023, a dashboard of selected State requirements that exceed the Real Property Appraiser Qualification Criteria." This statement does not align with the plain language of the first point, as the dashboard in the email below does not contain "requirements" for a state, but a list of the ASC's review of such requirements utilizing generic phrasing meant to suggest a negative finding. The sentence in the first point contains two parts, the subject of the first are "requirements for all state-level appraiser certifications" and the subject of the second is "requirements put forward by the AQB," meaning that this sentence is referring to two separate things. The dashboard also does not provide any context as to what requirements the ASC has established as exceeding the criteria, or the criteria utilized by the ASC to establish those requirements that exceed the criteria. For example, the first item states, "excluding a specific state law course," This is not a requirement in the criteria, so why is it being excluded? Also, if the ASC is to establish state requirements that exceed the criteria, shouldn't has "trainee real property appraisers" be included? Technically, a state is not required to have a trainee real property appraiser credential but must adhere to the criteria if it does have such program. The spirit of the dashboard as identified in the email below is to suggest burdensome requirements; publishing or linking to requirements allows the reader to determine if such requirement is reasonable or burdensome, but the reader is not afforded this opportunity with the ASC's list. As alluded to above, the second part of this point states, "including those from states with requirements above those put forward by the ABQ." Action 3.2 does not appear to authorize the ASC to categorize requirements in the "States with Additional Requirements to Entry" format, separately from publishing or linking to the requirements for all state-level appraiser certifications.

The second bullet point indicates that ASC staff will engage with each State Appraiser Regulatory Program in an annual session focused on advancing equity in each respective program. As it relates to “reviewing state appraiser qualifications to identify and eliminate burdensome requirements,” I would think that the intent is for a collaborative environment with each state to address burdensome requirements. I don’t feel that this is the case. To begin, there has been no annual meeting with the State of Nebraska prior to the development of the dashboard findings below. In addition, as mentioned previously, there was no opportunity for the state to address the findings and make legislative changes before the list is published. A requirement being established as burdensome should be determined in the greater context of the requirement. Each state’s situation is unique, and what is identified by the ASC as exceeding the criteria may serve as a means to resolve an issue in that state and not truly be burdensome.

My last comment pertains to the greater context of the regulatory environment. If the intent of the ASC is to establish “a criteria,” then please do so. As of now, the Real Property Appraiser Qualifications Criteria is a minimum. Each state has the right to exceed the criteria or to issues rules that define how the criteria will be implemented without the Federal government, particularly the agency responsible for monitoring each state’s compliance with Title XI, suggesting that those requirements may be burdensome without actual review or interaction with the state. It is debatable that the ASC should participate in the identification of such state requirements that exceed the minimum of the criteria as the agency’s objectiveness is now compromised. At the very least, information should also be included on this dashboard to clarify that the Real Property Appraiser Qualifications Criteria is a minimum and states have the right to exceed the minimum, the authorization and process for the ASC to monitor each state’s programs, and each state’s ASC compliance rating for its appraiser program. If there is no context provided regarding the greater regulatory environment, only a negative light is shined on each state that as an “Y” anywhere in the dashboard, and a reader of the dashboard may deduct that a category with an “Y” finding only means that the State administers subpar performing regulatory programs. Many states, including Nebraska, work very hard to maintain compliance with Title XI and the ASC Policy Statements.

Please feel free to call or email if you have any questions.

Sincerely,

Tyler Kohtz  
Executive Director  
Nebraska Real Property Appraiser Board



---

**From:** Jenny Tidwell <[jenny@asc.gov](mailto:jenny@asc.gov)>  
**Sent:** Thursday, April 20, 2023 7:47 PM  
**To:** Kohtz, Tyler <[tyler.kohtz@nebraska.gov](mailto:tyler.kohtz@nebraska.gov)>  
**Subject:** Review your State’s PAVE Dashboard Results by 5/17

Hey Tyler -

As you are aware from the letter sent by Executive Director Jim Park on January 23, 2023 (see attached), the [PAVE Action Plan](#) (Plan) calls for the Appraisal Subcommittee (ASC) to directly engage with State appraisal regulatory agencies to raise awareness of unnecessary barriers to entry in the appraisal profession and collaborate, where possible, to address the barriers. Action 3.2. of the Plan requires the PAVE Task Force to publish by June 1, 2023, a dashboard of selected State requirements that exceed the Real Property Appraiser Qualification Criteria. The ASC staff has reviewed your State’s statutes and regulations to complete your State’s dashboard results as shown on the table below.

Prior to June 1, 2023, the ASC staff wanted to provide an opportunity for you to review the dashboard results for your State and request any changes to them. If any requirements change in your State after June 1, 2023, that affects your dashboard results, you can request changes to your State’s dashboard results at any time by contacting your ASC Policy Manager.

Please reply to this email by May 17, 2023, if you have any questions or changes regarding your State’s dashboard results.

<b>States with Additional Requirements to Entry</b> <b>Please Note: Y = Yes and N = No</b>	<b>NE</b>
<b>AQB Minimum Qualifying Education</b>	
Requires more than the AQB minimum qualifying education hours (excluding a specific state law course)	N
Requires a high school diploma or more college education for a state licensed residential appraiser	Y
Requires classroom (in person) qualifying education	N
<b>AQB Minimum Qualifying Experience</b>	
Requires more than the AQB minimum experience hours	N
Requires more than the AQB minimum experience months	N
Excludes or limits AQB allowable experience	Y
<b>AQB-Approved Qualifying Examination</b>	
Limits the AQB allowed time to pass the examination	Y
Limits the number of times allowed to take the examination	Y
Limits the exam/application validity period to less than two years	Y
<b>AQB Minimum Supervisory/Trainee Appraiser requirements</b>	
Requirements for Supervisory Appraiser exceed AQB requirements	N
Requirements for Trainee Appraisers exceed AQB requirements	N
<b>Other</b>	
Does not issue a state licensed residential credential	N

Thanks,



-----

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

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*Media Contact:*  
*Amy Kaufman*  
*Director of Communications*  
*The Appraisal Foundation*  
[amy@appraisalfoundation.org](mailto:amy@appraisalfoundation.org)  
*direct phone 202.624.3048*

## **Appraisal Standards Board Adopts New Edition of USPAP**

*New edition will be effective January 1, 2024*

(Washington, DC) 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.

“Conducting this comprehensive review and revision of the Ethics Rule will benefit the profession and the public,” said Appraisal Standards Board Chair Michelle Czekalski Bradley. “The Board was pleased by the results of this process and feels that this new edition of USPAP will be an asset to appraisers and the public alike who are seeking to gain a better understanding of an appraiser’s ethical obligations and requirements under fair housing laws and regulations. Bias and discrimination have never been permitted by our standards, and now that is clear to all who read them.”

All exposure drafts are developed by the Appraisal Standards Board and released for public comment. Successive exposure drafts are updated and released based on public comments on previous drafts.

###

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

# Second Exposure Draft

Real Property Appraiser Qualifications Criteria

May 17, 2023



Authorized by Congress as the Source of Appraisal Standards and Appraiser Qualifications

APPRAISER QUALIFICATIONS BOARD

**Q.18**

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# Join the Conversation

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Appraisal Qualifications Board (AQB) Chair Brad Swinney, Vice Chair Jerry Yurek, and Appraisal Foundation (Foundation) Vice President of Appraisal Issues Lisa Desmarais will host a webinar to discuss this Exposure Draft on June 1, 2023, at 1:00 PM ET (11:00 AM PT). Register [here](#) to attend the webinar.

The AQB will also accept verbal comments at its virtual public meeting on June 22, 2023, at 1:00 PM ET. You may register [here](#).

All interested parties are encouraged to comment in writing to the AQB before the deadline of June 17, 2023. Each member of the AQB will thoroughly read and consider all comments.

## Send Your Comments by June 17, 2023

This exposure draft begins with rationale for the proposed changes to the *Real Property Appraiser Qualification Criteria (Criteria)*. The rationale is identified as such and does not have line numbering. Where proposed changes to the *Criteria* are noted, the exposure draft contains line numbers. This difference is intended to distinguish those parts that explain the changes to the *Criteria* from the proposed changes themselves.

When commenting on various aspects of the exposure draft, it is very helpful to reference the line numbers, fully explain the reasons for concern or support, provide examples or illustrations, and suggest any alternatives or additional issues the AQB should consider.

Unless otherwise noted, where text is proposed to be deleted from the *Criteria*, that text is shown as strikethrough. For example: ~~This is strikethrough text proposed for deletion.~~ Text that is proposed to be added to the *Criteria* is underlined. For example: This is text proposed for insertion.

To submit comments, please visit: <https://www.surveymonkey.com/r/AQBComments>

While for ease of processing, we prefer you use the SurveyMonkey for your comments, if you are unable to provide your comments via SurveyMonkey, you may also email [AQB@appraisalfoundation.org](mailto:AQB@appraisalfoundation.org).

All written comments will be posted for public viewing, exactly as submitted, on the Foundation's website. Names may be redacted upon request. The Foundation reserves the right not to post written comments that contain offensive or inappropriate statements.

# Introduction

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## Second Exposure Draft of Proposed Changes to the *Real Property Appraiser Qualification Criteria (Criteria)*

In the First Exposure Draft, the AQB proposed two changes to the *Criteria*:

1. Adding Qualifying Education (QE) and Continuing Education (CE) requirements for course work in valuation bias and fair housing laws and regulations.
2. Revising and updating the name of the current *7-Hour National USPAP Update Course*.

In this Second Exposure Draft, the AQB continues to propose these changes, however, based on feedback from stakeholders, the board is slightly modifying the proposed requirements. Before presenting the explanation of the changes and the rationale for each change, the AQB is providing summary rationale to address questions raised by stakeholders during the First Exposure Draft.

### First Exposure Draft Questions and AQB Responses

1. Why is the AQB proposing this now?

Every profession undergoes change which often stems from issues that arise in practice. Appraisal bias is an important issue that affects public trust. The AQB strongly feels that to reinforce and maintain public trust, it is necessary to ensure all appraisers know and understand their obligations under all applicable antidiscrimination laws. For this reason, the AQB is proposing all credentialed appraisers have focused education in valuation bias and fair housing laws and regulations.

2. Why is the AQB taking the approach of proposing requirements where **all** real property appraisers complete education on fair housing laws and regulations, regardless of the property type each individual appraiser may choose to focus on in their practice (residential, commercial, industrial, etc.)?

Regardless of the type of work an appraiser may choose to practice, a Licensed Residential, Certified Residential or Certified General credential qualifies that individual to complete appraisal assignments to which fair housing laws and regulations might apply (subject to also meeting the requirements of the COMPETENCY RULE in USPAP). Even if an appraiser chooses to never complete an assignment where a fair housing law or regulation applies, they must understand these laws because their

credential qualifies them to complete those assignments.

Additionally, because avoiding valuation bias is a key aspect of appraisal practice, the AQB believes specifically requiring focused education on this topic is imperative to ensure the public trust now and going forward.

While many appraisers have at least some education and training related to valuation bias and/or fair housing laws and regulations, this AQB proposed training consists of specific topics every appraiser must complete.

3. Can you provide an additional explanation on why the AQB is proposing to increase the number of required QE hours for some credential levels?

If the proposed requirement to take this new course is adopted, the QE requirements would increase minimally for two classifications. Of the four credential classifications (trainee, LR, CR, CG), only two (the trainee classification and LR classification) are proposed to have an increase of eight total hours each for their QE requirements.

Because the trainee classification and the LR classification have no elective hours required in their existing QE requirements, it was not possible to add additional requirements without increasing the total number of QE hours required for these classifications.

There is no proposed change in the total number of QE hours for the CR or CG classifications.

If these proposed changes are adopted, an individual seeking to be classified as a Trainee Appraiser would need to take a total of 83 QE hours (versus 75 hours in the current *Criteria*) and the LR would need to take a total of 158 QE hours (versus 150 hours in the current *Criteria*).

To clarify: these are actual hours, not semester hours. Thus, for example, if a student uses 40 hours a week as their measure, it will take just over two weeks to complete all their QE requirements. The increase in the number of hours is minimal in relation to the benefit of the student gaining important education in valuation bias and fair housing laws and regulations.

4. As an appraiser who is also a Realtor®, can I use the fair housing education I receive through the National Association of Realtors® to meet the AQB’s proposed education requirements?

A Realtor®-centered fair housing course typically has different content than what is being proposed for appraiser education on this topic. If the course is approved in the state and meets the required content of the Valuation Bias and Fair Housing Laws and Regulations Outline, then the course will meet these proposed education requirements.

5. Has the AQB considered, instead of a stand-alone QE course in valuation bias and fair housing laws and regulations, that all of the QE courses be modified to include this topic throughout all existing materials in every appraisal course?

Yes, the AQB explored this option and concluded it was not the best course of action and created practical implementation challenges. These topics are better understood and taught in a course that is solely focused on these issues.

Additionally, it would be onerous for course providers to weave this topic into existing courses. Further, if the topic was interspersed throughout existing education, it would be challenging for course providers and appraisers to ensure adequate education on all necessary aspects of the topic, and challenging for regulators to track how every appraiser was trained on all required valuation bias and fair housing laws and regulations content.

6. Will the Foundation develop the bias and fair housing laws and regulations course?

No. Any education developer is free to develop a course and submit it through the AQB’s Course Approval Program or to individual states for approval.

7. Why not just add this material to the USPAP courses?

USPAP contains the ethical standards and competency requirements for individual appraisers and the accompanying courses are designed to teach those standards and competency requirements. Antidiscrimination is one of many issues addressed within USPAP. With the recent adoption of changes to the ETHICS RULE in USPAP, future courses will address this

issue as one component of USPAP, and a focused fair housing course is necessary to ensure adequate training. A combined course (USPAP + fair housing + valuation bias) would not be able to present the level of detail needed for an appraiser to adequately understand this important subject while maintaining a sufficient focus on other areas of USPAP.

8. Instead of requiring more QE, can the AQB just increase enforcement of bias and fair housing and lending related issues?

No. While enforcement is a key factor in the success of any law or regulation, neither the AQB nor The Foundation are entities authorized to make, judge, or enforce law.

9. Did the AQB develop the course outline in consultation with experts? And can you tell me exactly who provided feedback to the AQB?

Yes. The outline was developed considering the direct advice received from fair housing experts, and legal professionals with expertise in fair housing laws and the production of education related materials.

Participants included representatives of fair housing advocacy groups, civil rights experts, federal agencies, education providers, appraiser membership organizations, and state regulatory agencies. Additionally, revisions have been made in the Second Exposure Draft based on comments on the First Exposure Draft received from such entities, including federal regulatory bodies.

To view one of the public forums held on this topic, [click here](#), and you will be directed to our YouTube recording of the AQB's *Forum to Explore Education Requirements: Fair Housing Laws and Valuation Bias Education* (Forum).

10. The course outline only teaches Federal fair housing laws, shouldn't the course also teach individual state laws?

The proposed course requirement reflects content that is relevant on a national level.

Federal law sets the minimum requirement for appraisers nationwide. It would not be possible for the Foundation to design training that includes material from all states and territories. However, appraisers are required by USPAP to comply with all applicable laws and regulations, including state and local antidiscrimination laws, and should seek training through state-level courses, state regulatory agencies, and other available resources.

Also, many states already require appraisers to take a state-approved course that specifically teaches laws relevant to the appraiser working in that state. The AQB could not develop a national standard that requires different content for the different states and territories.

Additionally, under USPAP, appraisers are responsible to comply with the COMPETENCY RULE and follow any applicable law or regulations, including those that only apply to a small jurisdiction where a subject property is located.

11. Should the outline contain the topics of “disparate impact” and “disparate treatment?”

In the first exposure draft, the AQB did not propose these two separate topics to be included in the outline, namely because they would be an implied sub-topic to be covered. However, to be clear to all education developers, the AQB is now adding those topics to the outline proposed in this draft.

12. Since the course will cover fair housing laws and regulations, which is a specialized topic, will the AQB have requirements for qualifying each course instructor?

There are only two instances where the AQB has instructor qualifications for QE or CE courses. In the first instance, the AQB trains, tests, and certifies instructors who teach courses on USPAP (which is the Foundation’s publication).

In the second instance, if an education developer submits a course to the AQB’s Course Approval Program (CAP), they are doing so knowing they will follow the CAP policies. CAP policies do have requirements relating to instructor qualifications.

However, education providers are not required to submit their courses to CAP for approval, because they may submit their courses directly to the state. States may choose to have instructor qualification requirements for any courses submitted to them.

13. The effective date proposed in the First Exposure Draft of January 1, 2025, does not allow sufficient time for states to add the requirement for this course. Can you extend that effective date?

Yes, with this exposure draft, if adopted, the new proposed effective date would be January 1, 2026. Both the Appraisal Subcommittee (ASC) and numerous individual states expressed concern that the proposed effective date for these changes was not far enough in the future to allow states sufficient time to enact required legislative changes.

14. The proposed course contains complex legal content that will require specific expertise. Will the AQB's CAP employ experts to review and approve the course material related to the laws and regulations?

Education providers are not required to submit their courses to CAP for approval. However, because expertise in fair housing laws and regulations is important, CAP policies are in the process of being discussed and updated. Right now, discussions center on the possibility of implementing a requirement that any material related to fair housing laws and regulations be reviewed and approved for legal accuracy before a course is submitted to CAP. If this type of policy is adopted, CAP will employ experts in the subject to assist in this determination and ample time will be given to education developers to understand how they will be required to demonstrate in a CAP submission that the legal content is correct.

We imagine any policy we develop can help state regulators as well. States that choose to review and approve these courses on their own can choose to follow a similar process.

As noted, these updated policies are still in development. We welcome your feedback on this issue.

15. Why is AQB proposing the four (4) hour course to have less coverage on the topics of "Understanding Real Estate Bias" and "Federal Fair Housing Laws"?

The intent is to allow for the seven (7) hour course to address core principles of the proposed content, and for the four (4) hour course to be practice-based, focusing more on examples, case studies and/or



emerging issues. This will ensure that appraisers receive a well-rounded education with some content required being base-level knowledge, while other content focuses on applying and implementation of that knowledge.

### **Adding Qualifying Education and Continuing Education requirements for course work in valuation bias and fair housing laws and regulations.**

Under the provisions of Title XI of the Financial Institutions Reform, Recovery, and Enforcement Act of 1989 (FIRREA), the Appraiser Qualifications Board (AQB) establishes the minimum education, experience, and examination requirements for real property appraisers to obtain a state license or certification, as well as Supervisory Appraiser requirements. The AQB regularly solicits and receives comments and suggestions for improving the *Real Property Appraiser Qualification Criteria (Criteria)*.

Concerns relating to discrimination and fair housing law violations in real property appraisals are important topics throughout the housing industry and the appraisal profession. While these are complex issues, many of which go beyond the scope of the *Criteria*, a wide range of stakeholders have urged the AQB to require courses on valuation bias and fair housing laws and regulations as part of an appraiser's qualifying and continuing education. For example, a major stakeholder is the White House task force known as PAVE (Property Appraisal and Valuation Equity) issued an action plan in early 2022 that includes recommendations to the AQB to add education on these topics for all credentialed and aspiring appraisers.

Considering this request and based on feedback from the industry, the AQB believed it important to reach out to stakeholders to explore adding these types of requirements to the *Criteria* and to hear their perspectives on these important topics.

As noted above, the AQB held the Forum on September 12, 2022. The overwhelming feedback from Forum participants indicated topics of valuation bias and fair housing laws and regulations should be required education for all appraisers. Subsequently, the AQB held a working group meeting with state appraiser regulatory agencies; professional appraiser organizations; education providers; appraiser coalitions; and consumer, civil rights, and fair housing advocacy groups to receive feedback on what exactly these education requirements should contain.

Based on the comments received at the Forum, in the stakeholder meeting, and other feedback channels, the AQB issued a First Exposure Draft with proposed changes to the *Criteria*. The AQB then held a webinar to discuss the changes, held a focus group discussion (which included representatives from fair housing advocates, state regulatory agencies, education developers, appraiser membership organizations and Federal agencies), and discussed in board meetings feedback received in various forms, including comment letters. As a result of this feedback, the AQB modified some of the proposed requirements and is issuing this Second Exposure Draft.

## **Revising and updating the name of the current *7-Hour National USPAP Update Course* and the *7-Hour Instructor Recertification Course*.**

The AQB is continuing to propose updating the name of the *7-Hour National USPAP Update Course* to “*7-Hour National USPAP Continuing Education Course*.” The AQB is also proposing the removal of the “7-Hour” from the title of the *7-Hour Instructor Recertification Course*. The proposed change better reflects the purpose and content of the courses.

## **Minor Edits**

On page 16 of this exposure draft, a few minor edits, while largely administrative in nature, and made solely for the purposes of clarification, are also proposed for change. The edits do not result in any substantial change to the *Criteria*. Here are those proposed edits (shown in below orange text):

11. AQB Certified USPAP Instructors successfully completing an 7-Hour Instructor Recertification Course and exam (if an exam is required) within their current continuing education cycle have satisfied the *7-Hour National USPAP Update Continuing Education Course* continuing education requirement.
  
- 12.-14. A State appraiser regulatory agencies with the appropriate authority to do so may place a credential holder in an “inactive status” if the state determines a deficiency in continuing education was due to extenuating circumstances.

## **Timing of Proposed Changes**

For the purpose of this Second Exposure Draft, these changes assume that they will be included in new *Criteria* that will be adopted at the public meeting on June 22, 2023, with those changes becoming effective January 1, 2026. This effective date change extends the time period for implementation by 1 year as compared to the First Exposure Draft.

Concerns were directly expressed by the states and from the Appraisal Subcommittee (ASC) that an effective date of January 1, 2025, did not allow an adequate time period for the changes to be successfully implemented by the states.

Each state has different regulatory processes, with some taking up to two years or more to amend its laws and regulations. Extending the date by one year allows sufficient lead time providing states the ability to implement these *Criteria* changes.

Of course, states can choose to implement these changes prior to the effective date of the *Criteria*.

**On behalf of the AQB, thank you for taking time to review and respond to this exposure draft.**

If you have any questions, please contact the Board at [AQB@appraisalfoundation.org](mailto:AQB@appraisalfoundation.org).

Brad Swinney  
Chair, Appraiser Qualifications Board.

# Proposed Revision to Continuing Education (CE) Requirements

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## Rationale - Addition of Valuation Bias and Fair Housing Laws and Regulations Education Requirements

### Overview of Proposed Changes

The AQB is proposing to revise the current continuing education requirements. The proposal is to require a portion of the existing required continuing education hours meet specific content requirements.

Currently for an appraiser seeking to keep their license or certification current, two of the continuing education requirements in the *Criteria* which apply are:

- (1) *Appraisers must successfully complete the 7-Hour National USPAP Update Course, or its AQB-approved equivalent, every two calendar years. Equivalency shall be determined through the AQB Course Approval Program or by an alternate method established by the AQB.*
- (2) *The equivalent of fourteen (14) class hours of instruction in courses or seminars for each year during the period preceding the renewal is required. For example, a two-year continuing education cycle would require twenty-eight hours. The class hour requirement can be fulfilled at any time during the cycle.*

In other words, every two calendar-year period in an appraiser's education cycle currently requires twenty-eight hours of continuing education, of which seven hours must be obtained from successfully completing the *7-Hour National USPAP Update Course*.<sup>1</sup> This existing requirement allows the appraiser to choose how they obtain the other twenty-one hours of mandatory continuing education. The AQB is proposing to require a portion of those remaining twenty-one hours be allocated to a valuation bias and fair housing laws and regulations course.

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<sup>1</sup> Note that this course name is proposed in this Second Exposure Draft to be changed to the "7-Hour National USPAP Continuing Education Course."

## Explanation of Proposed Changes

The AQB concurred with the stakeholder feedback to have two distinct (or mutually exclusive) **continuing education** requirements for valuation bias and fair housing laws and regulations education. The proposed continuing education requirements are:

Appraisers must successfully complete a course which meets the content requirements of the Valuation Bias and Fair Housing Laws and Regulations Outline, every two calendar years.

- a. The first time an appraiser completes the continuing education requirement for this course, the course length must be seven (7) hours. If an appraiser successfully completed a seven (7) hour (plus 1 hour exam) course as part of their qualifying education, they have met this requirement.
- b. Every two calendar years thereafter, the course length must be at least four (4) hours.

The difference between the seven (7) hour course and the eight (8) hour course is the eight (8) hour course includes a required one-hour exam. Therefore, the eight (8) hour course is the same identical content as the seven (7) hour course, with one extra hour added to allow for an exam to be administered.

The goal is to provide in-depth and detailed education for all credentialed appraisers on the topics of valuation bias and fair housing laws and regulations, with content that matches what is expected in a QE course on the same topics. Once the appraiser has completed the initial course and gained core knowledge of these topics, the appraiser will need to complete a four (4) hour refresher course every two years.

## Implementation Period

The AQB deems it prudent to public trust in appraisal practice that all currently credentialed appraisers complete this proposed training as quickly as reasonably possible, while considering the inherent constraints and differing operations of differing states and territories. These constraints include allowing state appraiser regulatory agencies ample time to make any necessary revisions to their laws or regulations in advance of the effective date, for example, some states' legislatures meet every other year.

The AQB's guiding principle is to ensure that every new or existing appraiser completes the initial fair housing course within two calendar years after their adoption and effective date.

## Name Change of 7-Hour National USPAP Update Course

The first AQB approved *7-Hour National USPAP Update Course* became available on January 1, 2003, and was the result of the AQB concluding, after receiving stakeholder feedback, that there needed to be a requirement for appraisers to have ongoing continuing education in the professional ethical and competency standards of USPAP.

The purpose of the course has always been to provide ongoing education on the principles and requirements of USPAP and to present and explain any updates made from one edition to another. To better reflect the intent and objectives of the course, the AQB is proposing to change the name of this course to *7-Hour National USPAP Continuing Education Course*.

This proposed change remains the same from the First Exposure Draft to this Second Exposure Draft.

## Name Change of 7-Hour Instructor Recertification Course (IRC)

Under section III.F.12 of the *Criteria*, the AQB is proposing to remove “7-Hour” from the title of the “*7-Hour Instructor Recertification Course*.” The goal of the course is to keep instructors up to date so they can continue to be qualified to teach USPAP courses. Originally, when the course was only held in-person, it was a seven-hour course. However, when it became an asynchronous course, its subject matter often was taught in less than seven hours. Removing the words “7-Hour” from the title more accurately reflects what the course is, and that the number of hours is not a key objective of the course.

This change makes it clear that the successful completion of the IRC course is related to gaining competency, rather than attending for a specific number of hours.<sup>2</sup>

Instructors go through an extremely rigorous course and difficult exam process to gain an AQB Certified USPAP credential. Therefore, the bi-annual training they receive does not need to cover, as the 7-hour course typically does, the basics of USPAP. The instructors are made aware of any changes made to USPAP (when they take the Instructor Recertification Course) and how to teach the topics that are the focus of the course. Requiring instructors to sit through a 7-hour course defeats the purpose of recognizing they have mastered the core material.

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<sup>2</sup> Moreover, AQB certified instructors have access to all instructor materials, notes and answer keys, and they spend independent time studying these materials (outside of the IRC course).

## Name Change of Valuation Bias, Fair Housing, and/or Equal Opportunity as an Allowable Continuing Education Topic

The AQB is proposing a name change to item F. 3. f. from “valuation bias, fair housing, and/or equal opportunity” to “valuation bias and fair housing laws and regulations.” The change of title is to ensure consistency with the proposed course. This proposed change remains the same from the First Exposure Draft to this Second Exposure Draft.

## Location of Proposed Changes in current *Criteria*

For ease of reference, the proposed changes presented below relate to requirements found on pages 10 and 11 of the [Real Property Appraiser Qualification Criteria](#) currently in effect.

### CRITERIA APPLICABLE TO ALL APPRAISER CLASSIFICATIONS

#### III. Generic Education Criteria

#### F. Criteria Specific to Continuing Education

# CRITERIA APPLICABLE TO ALL APPRAISER CLASSIFICATIONS

## III. Generic Education Criteria

1 F. *Criteria* Specific to Continuing Education

- 2 1. The purpose of continuing education is to ensure that appraisers  
3 participate in a program that maintains and increases their skill,  
4 knowledge, and competency in real property appraising.

5 Aside from complying with the requirements to complete the *7-Hour*  
6 *National USPAP Update Continuing Education Course* or its equivalent,  
7 appraisers may not receive credit for completion of the same continuing  
8 education course offering within the same continuing education cycle.

- 9 2. Credit towards the continuing education hour requirements for each  
10 appraiser classification may be granted only where the length of the  
11 educational offering is at least two (2) hours.

- 12 3. Credit may be granted for education offerings that are consistent with the  
13 purpose of continuing education and cover real property related appraisal  
14 topics, including, but not limited to:

- 15 a. Ad valorem taxation;  
16 b. Arbitration, dispute resolution;  
17 c. Courses related to the practice of real estate appraisal or  
18 consulting;  
19 d. Development cost estimating;  
20 e. Ethics and standards of professional practice, USPAP;  
21 f. Valuation bias, and fair housing laws and regulations, and/or  
22 equal opportunity;  
23 g. Land use planning, zoning;  
24 h. Management, leasing, timesharing;  
25 i. Property development, partial interests;  
26 j. Real estate law, easements, and legal interests;  
27 k. Real estate litigation, damages, condemnation;  
28 l. Real estate financing and investment;  
29 m. Real estate appraisal-related computer applications;  
30 n. Real estate securities and syndication;  
31 o. Developing opinions of real property value in appraisals that also  
32 include personal property and/or business value;  
33 p. Seller concessions and impact on value; and/or  
34 q. Energy-efficient items and “green building” appraisals.



- 35 4. Up to one half of an individual’s continuing education requirement may  
36 also be granted for participation, other than as a student, in appraisal  
37 educational processes and programs. Examples of activities for which  
38 credit may be granted are teaching, program development, authorship of  
39 textbooks, or similar activities that are determined to be equivalent to  
40 obtaining continuing education. Credit for instructing any given course or  
41 seminar can only be awarded once during a continuing education cycle.
- 42 5. Educational offerings taken by an individual in order to fulfill the class hour  
43 requirement for a different classification than his/her current classification  
44 may be simultaneously counted towards the continuing education  
45 requirement of his/her current classification.
- 46 6. In addition to the generic requirements described in III.D., asynchronous  
47 distance education courses intended for use as continuing education must  
48 include at least one of the following:
- 49 a. A written examination proctored by an official approved by the  
50 college or university, or by the sponsoring organization. Remote  
51 proctoring, including bio-metric procedures as noted in III E. 7.  
52 above, is acceptable. The term “written” as used herein refers to  
53 an exam that might be written on paper or administered  
54 electronically on a computer workstation or other device. Oral  
55 exams are not acceptable; or
- 56 b. Successful completion of prescribed course mechanisms required  
57 to demonstrate knowledge of the subject matter.
- 58 7. Real estate appraisal-related field trips may be acceptable for credit  
59 toward the continuing education requirements. However, transit time to or  
60 from the field trip may not be included when awarding credit unless  
61 instruction occurs during said transit time.
- 62 8. Appraisers must successfully complete the *7-Hour National USPAP*  
63 *Update Continuing Education Course*, or its AQB-approved equivalent,  
64 every two-calendar-years. Equivalency shall be determined through the  
65 AQB Course Approval Program or by an alternate method established by  
66 the AQB.
- 67 9. Individuals who are credentialed in more than one jurisdiction shall not  
68 have to take more than one *7-Hour National USPAP Update Continuing*  
69 *Education Course* within a two-calendar-year period for the purposes of  
70 meeting AQB *Criteria*.

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10. USPAP continuing education credit shall only be awarded when the course is instructed by at least one AQB Certified USPAP Instructor who is also a state certified appraiser in good standing.

11. Appraisers must successfully complete a course which meets the content requirements of the Valuation Bias and Fair Housing Laws and Regulations Outline, every two calendar years.

a. The first time an appraiser completes the continuing education requirement for this course, the course length must be seven (7) hours. If an appraiser successfully completed a seven (7) hour (plus 1 hour exam) course as part of their qualifying education, they have met this requirement.

b. Every two calendar years thereafter, the course length must be at least four (4) hours.

12. ~~11.~~ The equivalent of fourteen (14) class hours of instruction in courses or seminars for each year during the period preceding the renewal is required. For example, a two-year continuing education cycle would require twenty-eight hours. The class hour requirement can be fulfilled at any time during the cycle.

13. ~~12.~~ AQB Certified USPAP Instructors successfully completing an 7-Hour Instructor Recertification Course and exam (if an exam is required) within their current continuing education cycle have satisfied the 7-Hour National USPAP Update Continuing Education Course continuing education requirement.

14. ~~13.~~ A State appraiser regulatory agencyies with the appropriate authority to do so may place a credential holder in an “inactive status” if the state determines a deficiency in continuing education was due to extenuating circumstances.

Prior to reactivation, credential holders in an inactive status must complete all required continuing education hours that would have been required if the credential holder was in an active status. The required hours must also include the most recent edition of a 7-Hour National USPAP Update Continuing Education Course (or its AQB-approved equivalent).

Waivers may not be granted to credential holders who have failed to meet the continuing education requirements.

Deferrals may not be granted to credential holders, except in the case of individuals returning from active military duty, or individuals impacted by a state- or federally-declared disaster. State appraiser regulatory agencies may allow credential holders returning from active military duty to be



111 placed in active status for a period of up to 90 days pending completion of  
112 all continuing education requirements. State appraiser regulatory agencies  
113 may allow credential holders impacted by a state- or federally-declared  
114 disaster that occurs within 90 days prior to the end of the continuing  
115 education cycle to remain (or be placed in) active status for a period of up  
116 to 90 days after the end of the credential holder's continuing education  
117 cycle, pending completion of all continuing education requirements.

118 15. ~~14~~. Credentialed appraisers are required to complete continuing education  
119 for a partial year in a continuing education cycle as follows:

120 For continuing education cycle periods of 185 days or more, 14 hours of  
121 continuing education is required.

122 For continuing education cycle periods of less than 185 days, no hours of  
123 continuing education are required.

124 **Example #1:** A credential issued on August 15 that expires on December  
125 31 of the same year would not require any continuing education hours for  
126 that year.

127 **Example #2:** A credential issued on May 15 that expires on December 31  
128 of the same year would require 14 continuing education hours for that  
129 year.

130 **Example #3:** A credential issued on August 15 that expires on December  
131 31 of the following year would require 14 hours of continuing education to  
132 renew.

133 16. ~~15~~. State appraiser regulatory agencies may award continuing education  
134 credit to credentialed appraisers who attend a state appraiser regulatory  
135 agency meeting, under the following conditions:

136 a. Credit may be awarded for a single state appraiser regulatory  
137 agency meeting per continuing education cycle. The meeting  
138 must be open to the public and must be a minimum of two (2)  
139 hours in length. The total credit cannot exceed seven (7) hours;  
140 and

141 b. The state appraiser regulatory agency must ensure that the  
142 credentialed appraiser attends the meeting for the required period  
143 of time.

# Proposed Addition to Qualifying Education (QE) Requirements

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## Rationale

### Summary of Proposed Changes

These proposed changes are identical to those in the First Exposure Draft.

The AQB is proposing to add an additional course requirement to the list of required qualifying education courses for each appraisal classification (Trainee, Licensed Residential, Certified Residential and Certified General). This core course will provide a baseline of knowledge for all appraisers on the topics of valuation bias and fair housing laws and regulations. The eight (8) hour course must be part of the required QE for aspiring appraisers no later than **January 1, 2026**.

### Explanation of Proposed Changes

There are multiple areas of the *Criteria* this proposed change impacts. This includes needing to propose a change to requirement III.E.3:

*Class hours may be obtained only where the minimum length of the educational offering is at least 15 hours.*

In addition to a change being needed to reflect the required eight (8) hour in length, changes are needed to the qualifying education requirements for each classification.

Thus, while only one requirement is changing (an eight-hour course is being added to all qualifying education requirements), this results in multiple areas of the *Criteria* needing to be edited to reflect the proposed change, and the total hours required increasing for the Trainee classification and for the Licensed Residential credential.

For the Certified Residential and the Certified General qualifying education (QE) requirements, it was possible to propose adding the eight (8) hour course without increasing the total number of QE hours. This was possible because the AQB is proposing to reduce the total number of required elective hours accordingly.

## Location of Proposed Changes in the current *Criteria*

For ease of reference, the proposed changes found below relate to requirements you can find on the following pages of the [Real Property Appraiser Qualification Criteria](#) currently in effect:

- QE courses needing to be 15 hours in length

- Page 10, item III.E.3
- Licensed Residential Appraiser Real Property Appraiser
  - Page 17, item III.B
- Certified Residential Real Property Appraiser
  - Page 21, item III.E
  - Page 21, item III.F
- Certified General Real Property Appraiser
  - Page 24, item III.D
  - Page 24, item III.E

# CRITERIA APPLICABLE TO ALL APPRAISER CLASSIFICATIONS

## III. Generic Education Criteria

- 144 E. *Criteria* Specific to Qualifying Education
- 145 3. Class hours may be obtained only where:
  - 146 i. the minimum length of the educational offering is at least 15 hours
  - 147 (except for the eight (8) hour course on valuation bias and fair
  - 148 housing laws and regulations); and
  - 149 ii. the individual successfully completes a proctored, closed-book final
  - 150 examination pertinent to that educational offering.

# TRAINEE REAL PROPERTY APPRAISER

## III. Qualifying Education

- 151 A. As the prerequisite for application, an applicant must have completed ~~seventy-~~  
152 ~~five (75)~~ eighty-three (83) hours of qualifying education as specified in the  
153 *Required Core Curriculum*. Additionally, applicants must pass the course  
154 examinations and pass the *15-Hour National USPAP Course* (or its AQB-  
155 approved equivalent) and examination as part of the ~~75~~ eighty-three (83) hours.  
156 All qualifying education must be completed within the five (5) year period  
157 immediately preceding the date of application for a Trainee Appraiser credential.

## V. Training

- 158 F. Trainee Appraisers shall be required to complete a course that, at minimum,  
159 complies with the specifications for course content established by the AQB,  
160 which is specifically oriented to the requirements and responsibilities of  
161 Supervisory Appraisers and Trainee Appraisers. The course must be completed  
162 by the Trainee Appraiser before obtaining a Trainee Appraiser credential.  
163 Further, the Trainee Appraiser course cannot be included in the ~~75~~ eighty-three  
164 (83) hours of required qualifying education. Please refer to the Supervisory  
165 Appraiser / Trainee Appraiser Course Objectives and Outline in ~~this~~ the *Criteria*  
166 booklet for more information.

# LICENSED RESIDENTIAL REAL PROPERTY APPRAISER

## II. Examination

- 167 A. The AQB-approved Licensed Residential Real Property Appraiser examination  
168 must be successfully completed. The only alternative to successful completion of  
169 the Licensed Residential examination is the successful completion of the  
170 Certified Residential or Certified General examination.  
171 B. The prerequisites for taking the AQB-approved examination are completion of:  
172 1. One hundred fifty-~~eight~~ (1508) creditable class hours as specified in the  
173 *Required Core Curriculum*; and  
174 2. One thousand (1,000) hours of qualifying experience in no fewer than six  
175 (6) months.

## III. Qualifying Education

- 176 A. The Licensed Residential Real Property Appraiser classification requires  
177 completion of one hundred fifty-~~eight~~ (1508) creditable class hours as specified in  
178 the *Required Core Curriculum*. As part of the one hundred fifty-eight 1508

179 required hours, the applicant shall successfully complete the *15-Hour National*  
 180 *USPAP Course*, or its AQB-approved equivalent, and successfully pass the  
 181 examination. There is no alternative to successful completion of the USPAP  
 182 Course and examination.

## CERTIFIED RESIDENTIAL REAL PROPERTY APPRAISER

### III. Qualifying Education

- 183 E. Appraisers holding a valid **Trainee Appraiser** credential may satisfy the  
 184 educational requirements for the Certified Residential Real Property Appraiser  
 185 credential by successfully completing the following additional educational hours:
- |     |   |                               |
|-----|---|-------------------------------|
| 186 | 1. Residential Market Analysis and Highest and Best Use   | 15 Hours                      |
| 187 | 2. Residential Appraiser Site Valuation and Cost Approach | 15 Hours                      |
| 188 | 3. Residential Sales Comparison and Income Approaches     | 30 Hours                      |
| 189 | 4. Residential Report Writing and Case Studies            | 15 Hours                      |
| 190 | 5. Statistics, Modeling and Finance                       | 15 Hours                      |
| 191 | 6. Advanced Residential Applications and Case Studies     | 15 Hours                      |
| 192 | 7. Appraisal Subject Matter Electives                     | <u>12</u> <del>20</del> Hours |

193 **TOTAL** ~~125~~ 117 Hours

- 194 F. Appraisers holding a valid **Licensed Residential Real Property Appraiser**  
 195 credential may satisfy the educational requirements for the Certified Residential  
 196 Real Property Appraiser credential by successfully completing the following  
 197 additional educational hours:
- |     |   |                               |
|-----|---|-------------------------------|
| 198 | 1. Statistics, Modeling, and Finance                  | 15 Hours                      |
| 199 | 2. Advanced Residential Applications and Case Studies | 15 Hours                      |
| 200 | 3. Appraisal Subject Matter Electives                 | <u>12</u> <del>20</del> Hours |

201 **TOTAL** ~~50~~ 42 Hours

## CERTIFIED GENERAL REAL PROPERTY APPRAISER

### III. Qualifying Education

- 202 D. Appraisers holding a valid **Trainee Appraiser** credential may satisfy the  
 203 educational requirements for the Certified General Real Property Appraiser  
 204 credential by successfully completing the following additional educational hours:
- |     |   |          |
|-----|---|----------|
| 205 | 1. General Appraiser Market Analysis and Highest and Best Use | 30 Hours |
| 206 | 2. Statistics, Modeling and Finance                           | 15 Hours |
| 207 | 3. General Appraiser Sales Comparison Approach                | 30 Hours |
| 208 | 4. General Appraiser Site Valuation and Cost Approach         | 30 Hours |



209	5. General Appraiser Income Approach	60 Hours
210	6. General Appraiser Report Writing and Case Studies	30 Hours
211	7. Appraisal Subject Matter Electives	<u>22</u> <del>30</del> Hours

212 **TOTAL** **225 ~~217~~ Hours**

213 E. Appraisers holding a valid **Licensed Residential Real Property Appraiser**  
 214 credential may satisfy the educational requirements for the Certified General  
 215 Real Property Appraiser credential by successfully completing the following  
 216 additional educational hours:

217	1. General Appraiser Market Analysis and Highest and Best Use	15 Hours
218	2. Statistics, Modeling and Finance	15 Hours
219	3. General Appraiser Sales Comparison Approach	15 Hours
220	4. General Appraiser Site Valuation and Cost Approach	15 Hours
221	5. General Appraiser Income Approach	45 Hours
222	6. General Appraiser Report Writing and Case Studies	15 Hours
223	7. Appraisal Subject Matter Electives	<u>22</u> <del>30</del> Hours

224 **TOTAL** **150 ~~142~~ Hours**

# REQUIRED CORE CURRICULUM

TRAINEE APPRAISER	
BASIC APPRAISAL PRINCIPLES	30 HOURS
BASIC APPRAISAL PROCEDURES	30 HOURS
<u>VALUATION BIAS AND FAIR HOUSING LAWS AND REGULATIONS</u>	<u>8 HOURS</u>
15-HOUR NATIONAL USPAP COURSE (OR ITS EQUIVALENT)	15 HOURS
<b>TOTAL</b>	<del>75</del> <u>83</u> HOURS

LICENSED RESIDENTIAL	
BASIC APPRAISAL PRINCIPLES	30 HOURS
BASIC APPRAISAL PROCEDURES	30 HOURS
<u>VALUATION BIAS AND FAIR HOUSING LAWS AND REGULATIONS</u>	<u>8 HOURS</u>
15-HOUR NATIONAL USPAP COURSE (OR ITS EQUIVALENT)	15 HOURS
RESIDENTIAL MARKET ANALYSIS AND HIGHEST AND BEST USE	15 HOURS
RESIDENTIAL APPRAISER SITE VALUATION AND COST APPROACH	15 HOURS
RESIDENTIAL SALES COMPARISON AND INCOME APPROACHES	30 HOURS
RESIDENTIAL REPORT WRITING AND CASE STUDIES	15 HOURS
<b>TOTAL</b>	<del>150</del> <u>158</u> HOURS

<b>CERTIFIED RESIDENTIAL</b>	
BASIC APPRAISAL PRINCIPLES	30 HOURS
BASIC APPRAISAL PROCEDURES	30 HOURS
<u>VALUATION BIAS AND FAIR HOUSING LAWS AND REGULATIONS</u>	<u>8 HOURS</u>
15-HOUR NATIONAL USPAP COURSE (OR ITS EQUIVALENT)	15 HOURS
RESIDENTIAL APPRAISER MARKET ANALYSIS AND HIGHEST AND BEST USE	15 HOURS
RESIDENTIAL APPRAISER SITE VALUATION AND COST APPROACH	15 HOURS
RESIDENTIAL SALES COMPARISON AND INCOME APPROACHES	30 HOURS
RESIDENTIAL REPORT WRITING AND CASE STUDIES	15 HOURS
STATISTICS, MODELING AND FINANCE	15 HOURS
ADVANCED RESIDENTIAL APPLICATIONS AND CASE STUDIES	15 HOURS
APPRAISAL SUBJECT MATTER ELECTIVES (May include hours over minimum shown above in other modules)	<del>20</del> <u>12</u> HOURS
<b>TOTAL</b>	<b>200 HOURS</b>

<b>CERTIFIED GENERAL</b>	
BASIC APPRAISAL PRINCIPLES	30 HOURS
BASIC APPRAISAL PROCEDURES	30 HOURS
<u>VALUATION BIAS AND FAIR HOUSING LAWS AND REGULATIONS</u>	<u>8 HOURS</u>
<i>15-HOUR NATIONAL USPAP COURSE (OR ITS EQUIVALENT)</i>	15 HOURS
GENERAL APPRAISER MARKET ANALYSIS AND HIGHEST AND BEST USE	30 HOURS
STATISTICS, MODELING AND FINANCE	15 HOURS
GENERAL APPRAISER SITE VALUATION AND COST APPROACH	30 HOURS
GENERAL APPRAISER SALES COMPARISON APPROACH	30 HOURS
GENERAL APPRAISER INCOME APPROACH	60 HOURS
GENERAL APPRAISER REPORT WRITING AND CASE STUDIES	30 HOURS
APPRAISAL SUBJECT MATTER ELECTIVES (May include hours over minimum shown above in other modules)	<del>30</del> <u>22</u> HOURS
<b>TOTAL</b>	<b>300 HOURS</b>

# Proposed Valuation Bias and Fair Housing Laws and Regulations Course Outline

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## Rationale

This proposed outline was modified slightly from the First Exposure Draft explicitly to include the topics of disparate impact and disparate treatment. As discussed above, the AQB received positive stakeholder feedback in support of proposing an outline for the of valuation bias and fair housing laws and regulations course in the *Criteria*.

The panelists at the Forum provided written answers to one of the AQB questions to list the required topics for the course. The AQB received and reviewed the extensive list of topics for the course content.

The AQB reviewed current course outlines available on this topic for their required content from various state agencies and education providers. The AQB also received comments from stakeholders at various meetings and speaking engagements such as The Appraisal Foundation Advisory Council, Industry Advisory Council, and Association of Appraiser Regulatory Officials.

The AQB asked for greater feedback from the pre-exposure draft working group. The working group's comments further refined the required outline.

Lastly, the AQB received advice from fair housing attorneys on the required outline.

The goal of this proposed outline is to provide high-quality consistent/uniform education for all appraisers on the topics of valuation bias and fair housing laws and regulations.

# VALUATION BIAS AND FAIR HOUSING LAWS AND REGULATIONS COURSE OUTLINE

225 The course must contain information to ensure the appraiser understands valuation bias  
226 and fair housing laws and regulations related issues. The same outline is required for  
227 the seven (7) hour course, the eight-hour course (which is the seven-hour course plus a  
228 one-hour exam) and the four (4) hour course.

229 However, the four-hour course will have less content on the topics of “Understanding  
230 Real Estate Bias” and “Federal Fair Housing Laws and Regulations” and more content  
231 on “Valuation Bias” and “Case Studies.”

232 Education developers must include the topics contained in the following outline when  
233 creating course content:

## 234 **A. Understanding Real Estate Bias**

### 235 1. Historical Context

- 236 a. Role of the following: real estate agents, insurance, appraisers,  
237 lenders, Government Sponsored Enterprises, federal, state and  
238 local agencies, and legislation
- 239 b. Redlining
- 240 c. Restrictive Covenants
- 241 d. Court Rulings

### 242 2. Contemporary Context

- 243 a. Economic Impact of Property Value Disparities for Protected  
244 Classes
- 245 b. Public Conversation Regarding Valuation Bias
- 246 c. Recent Cases and Developments

## 247 **B. Federal Fair Housing and Antidiscrimination Laws and Regulations**

### 248 1. Laws and Regulations

- 249 a. Civil Rights Act of 1866 (Section 1981 and Section 1982)
- 250 b. Fair Housing Act
- 251 c. Equal Credit Opportunity Act (ECOA)
- 252 d. Financial Institutions Reform, Recovery, and Enforcement  
253 Act (FIRREA)
- 254 e. Unfair and Deceptive Acts and Practices (UDAP)
- 255 f. Unfair, Deceptive or Abusive Acts and Practices (UDAAP)

### 256 2. Key Legal Concepts

- 257 a. Disparate Treatment
- 258 b. Disparate Impact

## 259 **C. Valuation Bias**

### 260 1. Components of Valuation Bias

- 261 a. Explicit
- 262 b. Implicit

263  
264  
265  
266  
267

- c. Structural
  - 2. Recognizing and Avoiding Valuation Bias
- D. Case Studies**
  - 1. Current Valuation Bias Topics
  - 2. Best Practices for Avoiding Valuation Bias

# Proposed Change to Guide Note

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## Rationale - Addition of a Course Outline to GN-1

This section remains unchanged from the First Exposure Draft to the Second Exposure Draft.

Assuming the above changes are adopted, Guide Note 1 will need to be updated to reflect those changes for consistency.

Guide Notes consist of guidance only and therefore do not contain any *Criteria* requirements. The edits to Guide Note 1 will consist of adding a high-level required outline in a format that is consistent with how the Guide Note is formatted.

Therefore, the outline in the Guide Note for the Valuation Bias and Fair Housing Laws and Regulations Course Outline is necessarily more abbreviated than it appears in the *Criteria*. The *Criteria* contains the full requirement to be met, and the Guide Note contains a condensed outline which is consistent with the formatting of Guide Note 1.



## AQB GUIDE NOTE 1 (GN-1)

268 **I. BASIC APPRAISAL PRINCIPLES (required for the Trainee Appraiser, Licensed**  
269 **Residential, Certified Residential, and Certified General classifications)**

270 *30 HOURS*

- 271 A. Real Property Concepts and Characteristics
  - 272 1. Basic Real Property Concepts
  - 273 2. Real Property Characteristics
  - 274 3. Legal Description
- 275 B. Legal Considerations
  - 276 1. Forms of Ownership
  - 277 2. Public and Private Controls
  - 278 3. Real Estate Contracts
  - 279 4. Leases
- 280 C. Influences on Real Estate Values
  - 281 1. Governmental
  - 282 2. Economic
  - 283 3. Social
  - 284 4. Environmental, Geographic, and Physical
- 285 D. Types of Value
  - 286 1. Market Value
  - 287 2. Other Value Types
- 288 E. Economic Principles
  - 289 1. Classic Economic Principles
  - 290 2. Application and Illustrations of the Economic Principles
- 291 F. Overview of Real Estate Markets and Analysis
  - 292 1. Market Fundamentals, Characteristics, and Definitions
  - 293 2. Supply Analysis
  - 294 3. Demand Analysis
  - 295 4. Use of Market Analysis
- 296 G. Ethics and How They Apply in Appraisal Theory and Practice
- 297 H. Valuation Bias, and Fair Housing Laws and Regulations, and/or Equal  
298 Opportunity

299 **II. BASIC APPRAISAL PROCEDURES (required for the Trainee Appraiser,**  
300 **Licensed Residential, Certified Residential, and Certified General classifications)**

301 *30 HOURS*

- 302 A. Overview of Approaches to Value
- 303 B. Valuation Procedures

- 304 1. Defining the Problem
- 305 2. Collecting and Selecting Data
- 306 3. Analyzing
- 307 4. Reconciling and Final Value Opinion
- 308 5. Communicating the Appraisal

309 C. Property Description

- 310 1. Geographic Characteristics of the Land/Site
- 311 2. Geologic Characteristics of the Land/Site
- 312 3. Location and Neighborhood Characteristics
- 313 4. Land/Site Considerations for Highest and Best Use
- 314 5. Improvements - Architectural Styles and Types of Construction
- 315 6. Special Energy-Efficient Characteristics of the Improvements

316 D. Residential or General Applications

317 **III. VALUATION BIAS AND/OR FAIR HOUSING LAWS AND REGULATIONS**  
318 **(required for the Trainee Appraiser, Licensed Residential, Certified Residential,**  
319 **and Certified General classifications)**

320 **8 HOURS**

321 A. Understanding Real Estate Bias

- 322 1. Historical Context
- 323 2. Contemporary Context

324 B. Federal Fair Housing and Antidiscrimination Laws and Regulations

- 325 1. Laws and Regulations
- 326 2. Key Legal Concepts

327 C. Valuation Bias

- 328 1. Components of Valuation Bias
- 329 2. Recognizing and Avoiding Valuation Bias

330 D. Case Studies

- 331 1. Current Valuation Bias Topics
- 332 2. Best Practices for Avoiding Valuation Bias

# NEWSLETTER



Dear Subscriber,

As I go to speaking events around the country, one of the most frequent questions I get asked is "How can I get involved with The Appraisal Foundation?"

There are a lot of answers to that question, so I thought I'd spend this month's newsletter looking at some of the many ways you can be involved with our work.

The first thing I always mention is something you've already done: subscribe to our emails! But there are many more ways to participate.

Another way to be part of our work is one we often talk about in this newsletter and that's to comment on exposure drafts. Public feedback is critical to the work of the boards, and you'll see that there is even another draft coming later this month in the AQB update below.

Finally, I want to encourage everyone who would like to be more involved with the Foundation to consider applying to one of our boards. Serving on a board is an invaluable way to give back to the appraisal profession, build public trust, and foster the next generation of appraisers.

There are three boards which regularly solicit applications: the Board of Trustees, Appraisal Standards Board and Appraiser Qualifications Board. Board of Trustees applications are closed for the calendar year, but the ASB and AQB are about to open up applications next month to join their boards. All boards are term limited so we rely on new talent to keep these boards staffed and operating at a high level.

If you are interested in learning more about the process of applying to the Foundation's boards. Check out [this new video](#) talking about the process and sharing insights from a few current board members.

Our work would not be possible without you, and I encourage you to always look for more ways to participate in our efforts. Thank you for all you already do to advance the appraisal profession.

## In This Newsletter

**From the President's Desk:  
Getting Involved with The  
Appraisal Foundation**

**Join the ASB Public Meeting  
this Week**

**Updates from the AQB**

**Appraiser Talk**

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## Upcoming Events

**May 5: [ASB Public Meeting](#)**

**May 18-20: [BOT Public Meeting](#)**

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## Contact Us

T 202-347-7722

[info@appraisalfoundation.org](mailto:info@appraisalfoundation.org)

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

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## Follow Us



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## Share this Newsletter

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

Sincerely,

Dave Bunton  
President

## Join the ASB Public Meeting this Week

The ASB's next Public Meeting is Friday. They will discuss the comments received on the Fifth Exposure Draft, and there will be time for further discussion and comments from attendees. Click [here](#) to register to attend.

## Updates from the AQB

The AQB is hard at work developing a Second Exposure Draft of proposed changes to the *Real Property Appraiser Qualification Criteria*. They hope to release this new draft later this month, so keep an eye on your inbox to make sure you know as soon as it is released.

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! 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](mailto:amy@appraisalfoundation.org).

## About The Appraisal Foundation

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

**From:** The Appraisal Foundation <news@appraisalfoundation.org>  
**Sent:** Thursday, May 18, 2023 11:57 AM  
**To:** Kohtz, Tyler  
**Subject:** Appraisal Institute PAREA Program Receives Approval from Appraiser Qualifications Board

## PRESS RELEASE



# Appraisal Institute PAREA Program Receives Approval from Appraiser Qualifications Board

The Appraisal Institute announced today that the Appraiser Qualifications Board has provided approval of AI's Practical Applications of Real Estate Appraisal 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. The Pathway to Success Conditional Grant is designed to open up the appraisal profession to a new generation of appraisers and stipulates that participant priority be given to veterans, minorities and those in designated rural areas. AI was awarded the full grant amount of \$500,000 to build its AI PAREA program in collaboration with its partners. AI committed more than \$2 million toward AI PAREA.

PAREA, which is an online program, is an alternative pathway for aspiring appraisers to gain their required experience hours to become a licensed or certified appraiser. Historically, the only option for an appraiser to complete their experience hours was through a supervisor/trainee model that requires the aspiring appraiser to find their own supervisor. PAREA is currently accepted in 43 states, and that number is likely to increase as more states adopt this alternative pathway.

Key elements of AI PAREA include:

- Participants will be supported throughout the program by mentors who are Appraisal Institute Designated Members and full-time employees of the

organization. The Appraisal Institute specifies rigorous requirements for Designated membership regarding experience, education and moral character and those individuals demonstrate the highest standards of education and ethics.

- AI PAREA participants will have access to the organization’s 66 chapters to enhance networking opportunities and connect with appraisers who can potentially help participants become geographically competent, meaning that participants can learn about the specifics of local markets from appraisers with that knowledge and experience.
- In addition to the basic specification of three Uniform Standards of Professional Appraisal Practice (USPAP)-compliant reports established for PAREA programs by the AQB, AI PAREA features an additional 10 practice assignments and reports. The assignments are consistent for all participants and include a variety of complexity and property types to reinforce important appraisal concepts and skills.
- The assignments that are part of AI PAREA are developed by an organization with a 90-plus-year history of creating best-in-class education, publications and other appraisal products.
- AI PAREA participants have access to a knowledge center that includes a variety of resources that appraisers use every day including forms software and a multiple listing service (MLS).

“The AQB’s approval of AI PAREA for the licensed residential path is a significant milestone for our organization and the entire valuation profession,” said Appraisal Institute President Craig Steinley, MAI, SRA, AI-GRS, AI-RRS. “This program will create many opportunities for aspiring appraisers who might not currently have a pathway into the profession.”

“The Foundation is so pleased to see the first PAREA program receive approval from the Appraiser Qualifications Board,” said The Appraisal Foundation President David S. Bunton. “The introduction of this program to the marketplace opens a new pathway for aspiring appraisers, and we look forward to welcoming PAREA participants to the appraisal profession.”

View a [clip of AI PAREA](#).

AI PAREA will initially welcome select participants during the pilot program phase, who have completed their Qualifying Education and reside in a state which has fully accepted PAREA in lieu of the traditional supervisor/trainee model. AI PAREA is expected to launch broadly and make registration available by September 2023.

Learn more about [AI PAREA](#).



Share this page

## AQB Public Meeting - June 22, 2023 - VIRTUAL



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

### **Location**

Virtually

### **Date/Time**

Thursday, June 22, 2023

1:00 p.m. ET

### **Registration**

You can register to attend this meeting via this link:

[https://us02web.zoom.us/webinar/register/WN\\_k9hO2a94QRKmlw87K8l9w#/registration](https://us02web.zoom.us/webinar/register/WN_k9hO2a94QRKmlw87K8l9w#/registration)  
([https://us02web.zoom.us/webinar/register/WN\\_k9hO2a94QRKmlw87K8l9w#/registration](https://us02web.zoom.us/webinar/register/WN_k9hO2a94QRKmlw87K8l9w#/registration))

### **Handouts**

TBA

**When** 6/22/2023 1:00 PM - 2:00 PM