

PUBLIC MEETING OF THE NEBRASKA REAL PROPERTY APPRAISER BOARD
Thursday, August 17, 2023, 9:00 a.m.
Nebraska Real Property Appraiser Board Office, First Floor, Nebraska State Office Building
301 Centennial Mall South, Lincoln, Nebraska

AGENDA

A. Opening 9:00 a.m.

B. Notice of Meeting (Adopt Agenda)

The Nebraska Real Property Appraiser Board will meet in executive session for the purpose of reviewing applicants for credentialing; applicants for appraisal management company registration; investigations; pending litigation, or litigation that is imminent as evidenced by communication of a claim or threat of litigation; and employee performance evaluation. The Board will exit executive session at 10:00 a.m. If needed, the Board will re-enter executive session at the conclusion of the public agenda items discussion to complete review of the above-mentioned items. The Board will not take action on agenda items C, D, E, and F until executive session is completed.

C. Credentialing as a Nebraska Real Property Appraiser 1-4

- 1. Pending Applications
 - a. CR22004

D. Registration as an Appraisal Management Company

E. Consideration of Compliance Matters 1

- 1. New Grievances
 - a. 23-03
 - b. 23-04
 - c. 23-05
- 2. Active Investigations
 - a. 23-01

F. Consideration of Other Executive Session Items 1-34

- 1. 2023.10
- 2. 2023.11
- 3. Personnel Matters

G. Welcome and Chair's Remarks (*Public Agenda 10:00 a.m.*)

H. Board Meeting Minutes

- 1. Approval of July 20, 2023 Meeting Minutes 1-16

I. Director's Report

- 1. Real Property Appraiser and AMC Counts and Trends
 - a. Real Property Appraiser Report 1-4
 - b. Temporary Real Property Appraiser Report 5
 - c. Supervisory Real Property Appraiser Report 6
 - d. Appraisal Management Company Report 7
- 2. Director Approval of Applicants
 - a. Real Property Appraiser Report 8
 - b. Education Activity and Instructor(s) Report 9
- 3. 2023-24 NRPAB Goals and Objectives + SWOT Analysis 10-11

J. Financial Report and Considerations

1. July Financial Report	
a. Budget Status Report	1-3
b. MTD General Ledger Detail Report	4-11
c. Financial Charts	12-15
2. Office Workstation Remodel	16-17
3. Per Diems	

K. General Public Comments

L. Consideration of Education/Instructor Requests

1. Planit Omaha “2023 Commercial Real Estate (CRE) Summit” (2231483.14)	1-6
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M. Unfinished Business

1. Open At-Large Licensed Real Estate Broker Position	
2. FBI Audit	1-9

N. New Business

1. New Assistant Attorney General Assignment – John Jelkin	
2. Business Programs Manager Position	1-17

O. Legislative Report and Business

1. Nebraska Real Property Appraiser Act_Draft August 8, 2023	1-39
2. Nebraska Appraisal Management Company Registration Act_Draft July 26, 2023	40-52
3. Other Legislative Matters	

P. Administrative Business

1. Guidance Documents	
2. Internal Procedural Documents	
3. Forms, Applications, and Procedures	
a. Real Property Appraiser Document Updates	
i. Application for Nebraska Certified General Real Property Appraiser Credential	1-15
ii. Application for Nebraska Certified Residential Real Property Appraiser Credential	16-28
iii. Application for Nebraska Licensed Residential Real Property Appraiser Credential	29-40
iv. Application for Inactive Status of Nebraska Real Property Appraiser Credential	41-43
v. Application for Nebraska Real Property Appraiser Credential through Reciprocity	44-53
vi. Application for Nebraska Trainee Real Property Appraiser Credential	54-63
vii. Applicant Real Property Appraiser Practice Experience Log Cover Sheet	64-71
viii. Applicant Real Property Appraisal Practice Experience Log	72-73
b. Education Document Updates	
i. Application for Approval as a Qualifying Education Activity in Nebraska	74-79
ii. Application for Approval as a Continuing Education Activity in Nebraska	80-85
iii. Application for Renewal as a Continuing Education Activity in Nebraska	86-88
iv. Application for Approval as a Supervisory Real Property Appraiser and Trainee Course in Nebraska	89-94

Q. Other Business

- 1. Board Meetings
- 2. Conferences/Education
 - a. Fall AARO Conference; October 7-9, 2023 – Salt Lake City, UT
- 3. Memos from the Board
- 4. Quarterly Newsletter
- 5. Appraisal Subcommittee
 - a. ASC Compliance Review
 - i. 2023 ASC Appraiser Program Compliance Review Report_August 4, 2023 1-3
 - ii. 2023 ASC AMC Program Compliance Review Report_August 4, 2023 4-6
- 6. The Appraisal Foundation
 - a. TAF August Newsletter..... 7-8
- 7. Association of Appraiser Regulatory Officials
- 8. In the News

R. Adjourn

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

July 20, 2023 Meeting Minutes

A. OPENING

Chairperson Walkenhorst called to order the July 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 on July 11, 2023. The agenda was kept current in the Nebraska Real Property Appraiser Board office and on the Board's website. In accordance with the Open Meetings Act, at least one copy of all reproducible written material for this meeting, either in paper or electronic form, was available for examination and copying by members of the public. The material in paper form was available on the table in a public folder, and the material in electronic form was available on the Board's website in Public Meeting Material (https://appraiser.ne.gov/board_meetings/). A copy of the Open Meetings Act was available for the duration of the meeting. For the record, Board Members Wade Walkenhorst of Lincoln, Nebraska, Bonnie Downing of Dunning, Nebraska, and Cody Gerdes of Lincoln, Nebraska, were present. Thomas Luhrs of Imperial, Nebraska and Kevin Hermsen of Gretna, Nebraska were absent and excused. Also present were Director Tyler Kohtz, Business and Licensing Program Manager Allison Nesor, 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, 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, and Walkenhorst voting aye.

Board Member Downing moved to come out of executive session at 9:31 a.m. Board Member Gerdes seconded the motion. The motion carried with Downing, Gerdes, and Walkenhorst voting aye.

G. WELCOME AND CHAIR'S REMARKS

Chairperson Walkenhorst welcomed all to the July 20, 2023 meeting of the Nebraska Real Property Appraiser Board and thanked everyone for attending. The Chairperson then thanked Vice-Chairperson Downing for covering in his absence last month. Finally, Chairperson Walkenhorst recognized Roger Morrissey as the only member of the public in attendance.

H. BOARD MEETING MINUTES

1. APPROVAL OF JUNE 21, 2023 STRATEGIC PLANNING MEETING MINUTES

Chairperson Walkenhorst asked for any additions or corrections to the June 21, 2023 strategic planning meeting minutes. With no discussion, Chairperson Walkenhorst called for a motion. Board Member Downing moved to approve the June 21, 2023 strategic planning meeting minutes 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, and Walkenhorst voting aye.

2. APPROVAL OF JUNE 22, 2023 MEETING MINUTES

Chairperson Walkenhorst asked for any additions or corrections to the June 22, 2023 meeting minutes. With no discussion, Chairperson Walkenhorst called for a motion. Board Member Downing moved to approve the June 22, 2023 meeting minutes 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, and Walkenhorst voting aye.

I. DIRECTOR'S REPORT

1. REAL PROPERTY APPRAISER AND AMC COUNTS AND TRENDS

a. Real Property Appraiser Report

Director Kohtz presented seven charts outlining the number of real property appraisers as of July 20, 2023 to the Board for review. The Director indicated that he had no specific comments on this report and asked for any questions or comments. There was no discussion.

b. Real Property Appraiser Renewal Report

Director Kohtz presented four charts detailing the 2023-2024 real property appraiser renewals as of June 30, 2023. The Director informed the Board that the 2023-2024 renewal period has been closed, and indicated that June was an extremely busy month for processing real property appraiser renewal applications. Director Kohtz reported a two percent increase in the number of real property appraiser renewal applications processed compared to projected. This increase was driven by a two percent increase in the number of certified general real property appraiser renewals, which moved the percentage of renewals compared to projected to 89 percent from 87 percent.

(Continues on page 3)

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According to the Director, roughly \$2,500.00 in revenues were received for real property appraiser renewals in June. The Director noted that the strong finish pushed actual real property appraiser renewals closer to projected, and a little closer to historic numbers, but were still a bit below projections for the fiscal year. The Board thanked Director Kohtz for the report.

c. Temporary Real Property Appraiser Report

Director Kohtz presented three charts outlining the number of temporary credentials issued as of June 30, 2023 to the Board for review. The Director indicated that he had no specific comments on this report other than trends are maintaining. The Director asked for any questions or comments. There was no discussion.

d. Supervisory Real Property Appraiser Report

Director Kohtz presented two charts outlining the number of supervisory real property appraisers as of July 20, 2023 to the Board for review. The Director stated that the trends were maintaining on this report and asked for any questions or comments. There was no discussion.

e. Appraisal Management Company Report

Director Kohtz presented two charts outlining the number of AMCs as of July 20, 2023 to the Board for review. The Director noted the positive change in the total number of appraisal management companies registered in Nebraska and indicated that this is the first upward trend in approximately fourteen to sixteen months. Director Kohtz expressed optimism that this is a sign that the market is beginning to stabilize. The Director asked for any questions or comments. BLPM Nespore added that while this is a small change, there is an AMC expiring on the 28th of June, which could move the trend downward again. Director Kohtz responded by saying that, even if the upward trend is temporary, it is a positive sign compared to the previous year and a half. There was no further discussion.

2. DIRECTOR APPROVAL OF APPLICANTS

a. Real Property Appraiser Report

Director Kohtz presented the Real Property Appraiser Report to the Board for review showing real property appraiser applicants approved for credentialing by the Director, and the real property appraiser applicants approved to sit for exam by the Director, for the period between June 7, 2023 and July 11, 2023. The Director 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 activity and instructors approved by the Director for the period between June 7, 2023 and July 11, 2023. The Director asked for any questions or comments. There was no further discussion.

3. 2023-24 NRPAB GOALS AND OBJECTIVES + SWOT ANALYSIS

The Director presented the 2023-24 NRPAB Goals and Objectives + SWOT Analysis to the Board for consideration. The Director reported that these documents reflect the Board's goals and objectives set during the strategic planning meeting in June. Director Kohtz informed the Board that he will continue to present a goals and objectives progress report at each monthly meeting. The Director asked the Board if the 2023-24 NRPAB Goals and Objectives + SWOT Analysis documents accurately reflect the Board's discussions during the strategic planning meeting. No board members requested changes to the documents. Director Kohtz then requested a motion to approve the 2023-24 NRPAB Goals and Objectives + SWOT Analysis. Chairperson Walkenhorst called for a motion. Board Member Downing moved to approve the 2023-24 NRPAB Goals and Objectives + SWOT Analysis 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, and Walkenhorst voting aye.

J. FINANCIAL REPORT AND CONSIDERATIONS

1. APPROVAL OF JUNE RECEIPTS AND EXPENDITURES

Director Kohtz reported to the Board that the 2022-2023 fiscal year has closed and informed the Board that he will provide a summary for both the June expenditures and revenues and the fiscal year expenditures and revenues.

Director Kohtz began with the receipts and expenditures for June and guided the Board's attention to the Data Processing Expense in the amount of \$5,685.40 and indicated that this expense is primarily due to work on the AMC Online Application and NRPAB Database AMC Interface. The Director also noted that this project finished under budget. BLPM Nespor added that the CIO development team assigned to the agency is a good one that is easy to work with. Nespor also stated that the AMC Online Application is in production and ready for use. The next step is notifying appraisal management companies and getting their Centurion Blue accounts set up. The Director then moved to the \$5,318.30 Other Contractual Services expenditure and remarked that the Board paid on a large number of AARS contracts for the month. Director Kohtz indicated that the expenditures for the month of June totaled \$33,274.04. The Director then changed focus to the revenues for the month of June. Director Kohtz informed the Board that revenues for new credentials remain strong, as \$900.00 was received for new certified general real property appraisers, and \$900.00 was received for certified residential real property appraisers. The Director reminded the Board of the comment that he made during the Director's Report concerning the strong month for real property appraiser renewals. Revenues for certified general real property appraiser renewals for the month of June were \$2,200.00. Director Kohtz also brought attention to \$10,500.00 in revenues for AMC registration renewals, and indicated that these revenues were strong as well. The Director wrapped up the June summary reporting that the revenues for the month of June totaled \$22,126.08. The Director asked for any questions or comments. Chairperson Walkenhorst stated that it's been a good month. Board Member Downing commented that the agency had ended strong. Director Kohtz agreed with these comments.

Director Kohtz then moved on to the receipts and expenditures for the 2022-23 fiscal year. The Director brought attention to Overtime Payments and Comp Time Payments expenditures for the fiscal year, and reported that the total of \$4,535.44 finished 139% of budgeted for the fiscal year. Director Kohtz indicated that FY2021-22 finished at 177% of budgeted; however, the budget was increased in FY2022-23 by \$266.90. If the same budgeted amount were considered, FY2022-23 would have ended at 151% of budgeted. Although this is still lower than FY2021-22, it is still significantly higher than it should be. The Director reported that PSL expenditures for the fiscal year ended at \$179,516.03, which is 94.17 percent of budgeted. PSL and Benefits expenditures for the fiscal year ended at \$241,913.29, which is 94.10 percent of budgeted. Director Kohtz then guided the Board to Data Processing Expense and informed the Board that the fiscal year ended with \$76,784.23 in expenditures; 92.74 percent of budgeted. The Director added, as previously mentioned, the AMC Online Application and NRPAB Database AMC Interface project finished under budget. Director Kohtz indicated that all CIO projects approved by the Board during the fiscal year finished under budget. The Director then moved to Legal Services Expenses and Legal Related Services and indicated that there were very few expenditures for these object code accounts; the total expenditures were \$125.00. Next, Director Kohtz guided the Board to Other Contractual Services and reported \$25,059.13 in expenditures, which is 58.78 percent of budgeted. The Director commented that the low number of grievances and investigations resulted in lower than projected expenditures. Finally, Director Kohtz reported that Travel Expenses were \$11,119.45, which is 56.85 percent of budgeted. For the fiscal year, the Board recorded \$383,634.41 in expenditures, which is 79.24 percent of budgeted. The Director once again changed focus to revenues and commented that revenues for the fiscal year finished at \$408,617.20, which is 96.23 percent of projected revenues. Director Kohtz informed the Board that the unexpected AMC market attrition was the primary contributor to the lower-than-expected revenues. The Director indicated that real property appraiser renewal revenues were also below projected revenues for all three classifications, but this is somewhat deceptive as the certified general classification finished at 96.85 percent of projected revenues, but only 89% of those due for renewal renewed; and the certified residential classification finished at 98.30 percent of projected revenues, but only 92% of those due for renewal renewed. A higher number than expected renewed for two years compared to one. The licensed residential classification finished at 87.93 percent of projected revenues, but 91% of those due for renewal renewed, which means that more than expected renewed for one year compared to two. Director Kohtz asked for any questions or comments. There was no further discussion.

The Director then brought attention to the MTD General Ledger Detail report for the month of June 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 June 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 June totaled \$8,702.90, the Real Property Appraiser Fund expenses totaled \$22,148.39, the AMC fund revenues totaled \$13,423.18, and the AMC expenses totaled \$11,125.65. Director Kohtz remarked that the cash balance for the AMC fund is \$330,098.49, the Appraiser Fund is \$415,045.78, and the overall cash balance for both funds is \$745,144.27. The Director asked for any questions or comments. There was no further discussion.

Chairperson Walkenhorst called for a motion to file the June financial reports for audit. Board Member Downing moved to accept and file the June 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, and Walkenhorst voting aye.

2. FY 2023-2024 BUDGET

Director Kohtz presented the proposed budget and projected revenues for FY 2023-2024 to the Board for consideration. The Director informed the Board that the only changes in the proposed budget since it was presented at the strategic planning meeting are that the projected revenues were revised upward after the final June revenues became available, and the July and August PSL and benefits were reduced by the amounts allocated to the additional teammate due to the fact that a hire will not be made until the beginning of September at the earliest. These funds were moved to Other Operating Expenses as unallocated funds available for use and to Non-Capitalized Equip PU and Other Contractual Services for the Workstation Remodel Project. The Director provided a brief summary of the FY 2023-2024 budget, and informed the Board that the projected Appraiser and AMC Fund expenditures are \$396,895.00, and the projected Appraiser and AMC Fund revenues are \$365,580.00; the projected Appraiser Fund expenditures are \$267,552.00, and projected Appraiser Fund revenues are \$238,030.00; and the projected AMC Fund expenditures are \$129,343.00, and projected AMC Fund revenues are \$127,550.00. Director Kohtz then provided the following highlights in the proposed budget:

- General expenditure allocation of 65% to Appraiser Fund and 35% to AMC Fund.
- Teammate Salary and Benefit allocation in the amount of \$297,500.00 – Includes \$500.00 addition for teammate overtime.
- Travel Expenses allocation in the amount of \$14,195.00.
- Legal Services allocation in the amount of \$20,000.00 and Legal Related allocation in the amount of \$3,000.00.
- Other Contractual Services for CHRC and Appraisal Review Services allocation in the amount of \$30,000.00 and \$500.00 for the Office Workstation Remodel Project.
- CIO – IM Services expenditures, Network Services expenditures, software, and technology project expenditures in the amount of \$31,870.00.
- Other Operating Expenses for overage coverage in the amount of \$8,227.00.
- Office Workstation Remodel Project one-time allocation in the amount of \$1,154.00.

Director Kohtz finished his summary by informing the Board that the FY 2023-2024 proposed budget includes a salary and benefits increase in the amount of \$50,753.00, an operating expense decrease in the amount of \$76,196.00, and a travel expense decrease in the amount of \$4,543.00 compared to the FY 2022-2023 Budget. Board Members Walkenhorst and Gerdes thanked the Director for the work put into the budget preparation. Director Kohtz asked for approval of the FY 2023-2024 Budget. Board Member Downing moved to approve the FY 2023-2024 Budget 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, and Walkenhorst voting aye.

3. OFFICE WORKSTATION REMODEL

Director Kohtz presented a Memo to the Board regarding the office workstation remodel project to accommodate an additional teammate to the Board for review. The Director reported that the temporary workstation in the NRPAB office must be reconfigured to the required standards for a regular full-time teammate. The Director then presented a purchase order in the amount of \$653.70 to Neutral Posture, Inc. for the parts needed to upgrade the workstation. The Director also indicated that the State Buildings Division estimates the labor to complete the reconfiguration at \$400.00. The costs for the parts and the estimate for the labor is already incorporated in the proposed FY 2023-2024 budget under Non-Capitalized Equip PU and Other Contractual Services respectively. Director Kohtz added that an extra \$100.00 was allocated to Other Contractual Services for potential cost overrun. The Director informed the Board that he made a request to Chairperson Walkenhorst have the State Buildings Division obtain a quote for parts as receiving the parts may take months. Director Kohtz then presented a demolition and floor plan for the Board to review and noted that the three extra lateral cabinets will go to surplus along with the three older chairs as a part of this project. Director Kohtz informed the Board that he was planning to meet with the State Buildings Division that afternoon to discuss the location of the lateral file cabinet shown on the floor plan as this has not been discussed to date. Board Member Gerdes asked if the office staff could go down to surplus and retrieve items that the office needs to save funds. BLPM Nespor stated that the surplus auction has not been active for some time as far as the office has been made aware. The Director requested the Board's approval for funding for this project in the amount of \$1,154.00. Board Member Downing moved to approve funding in the amount of \$1,154.00 for the office workstation remodel project 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, and Walkenhorst voting aye.

Director Kohtz brought attention to the email chain between himself and Chairperson Walkenhorst on page J.25 of the Board Meeting Packet, and informed the Board that as part of the office workstation remodel project, approval to order two new office chairs at \$629.00 each; one for the new workstation, and another for BEPM Sims was requested from Chairperson Walkenhorst. In addition, approval for a worktable at \$295.00 to replace the pull-out worksurface utilized on a lateral cabinet that will be taken to surplus property was also requested. Director Kohtz indicated that placing the order before June 30, 2023, allows the Board to encumber the expenditures and utilize funds from the previous fiscal year. Chairperson Walkenhorst pre-approved the ordering of the items as the Director requested via email. Director Kohtz indicated that an approval by the Board is not required for this expenditure for the FY 2023-2024 budget since it is utilizing funds from the previous fiscal year. The Director asked for any questions or comments. There was no further discussion.

4. PER DIEMS

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

K. GENERAL PUBLIC COMMENTS

Chairperson Walkenhorst asked for any public comments. Roger Morrissey introduced himself and suggested that a person conducting a USPAP compliance review of an appraisal, utilizing the Board's USPAP Compliance Review Report form, needs direction regarding the scope of work. Morrissey further suggested that such direction could be incorporated into the form itself; specifically for the scope of work for a USPAP compliance review related to a grievance. Director Kohtz informed Morrissey that the information in question would be found in the Appraiser Applicant Review Services Contract or the Subject Matter Expert Services Contract. The Director recommended that Morrissey review the content of these contracts and report back to him his findings as to whether this adequately addresses the scope of work information that he seeks. BLPM Nesper indicated that she could send a blank copy of each contract to Morrissey for review. Morrissey agreed to analyze the contracts and report back to the Director. Morrissey expressed concern about going beyond or falling short of the requirements for a review assignment. The Director remarked that the Board does value feedback and if any clarification is needed in the contractual language, the Board and the office staff will update as needed. Chairperson Walkenhorst thanked Morrissey for sharing his thoughts and concerns. There was no further discussion.

Break from 10:08 a.m. to 10:20 a.m.

L. CONSIDERATION OF EDUCATION/INSTRUCTOR REQUESTS

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

BEPM Sims presented a Memo to the Board to update the Board concerning the Appraisal Institute's three Application[s] for Approval as a Supervisory Real Property Appraiser and Trainee Course in Nebraska for the education activities titled, "Supervisory Appraiser/Trainee Appraiser Course," and reminded the Board that these applications have been discussed at the May and June regular meeting. The three activities were submitted with a classroom (3231312.02), synchronous (3233340.02), and asynchronous (3232341.02) delivery setting. BEPM Sims reported that the day prior to the meeting, all required materials for these applications had been received, and stated that the applications are ready for approval. The Director mentioned that reaching out to Craig Steinley really helped get these applications across the finish line. Chairperson Walkenhorst thanked BEPM Sims for continuing to work with the provider to bring the applications into compliance with the requirements. BEPM Sims thanked the Board for its patience. Board Member Downing moved to approve the Appraisal Institute classroom activity 3231312.02 titled, "Supervisory Appraiser/Trainee Appraiser Course," the synchronous activity 3233340.02 titled, "Supervisory Appraiser/Trainee Appraiser Course – Synchronous," and the asynchronous activity 3232341.02 titled, "Supervisory Appraiser/Trainee Appraiser Course Online." 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, and Walkenhorst voting aye.

M. UNFINISHED BUSINESS

1. OPEN AT-LARGE LICENSED REAL ESTATE BROKER POSITION

Director Kohtz informed the Board that he had no updates for the open At-Late Licensed Real Estate Broker position. There was no further discussion.

N. NEW BUSINESS

1. FBI AUDIT

Director Kohtz announced that the initial response to the FBI and Nebraska State Patrol has been submitted, and that the agency's FBI audit is scheduled to be sometime around the middle of August. The Director explained that the FBI oversees the Nebraska State Patrol and any agencies that collect fingerprint cards and request criminal history record checks. The Director asked for any questions or comments. There was no further discussion.

O. LEGISLATIVE REPORT AND BUSINESS

1. OTHER LEGISLATIVE MATTERS: No discussion.

P. ADMINISTRATIVE BUSINESS

1. GUIDANCE DOCUMENTS: No discussion.

2. INTERNAL PROCEDURAL DOCUMENTS

a. 202001: Appraiser-AMC Funds Allocation Procedure

Director Kohtz presented Internal Procedure 202001 titled, “Appraiser-AMC Funds Allocation Procedure” to the Board for consideration. The Director informed the Board that this internal procedure is being amended to update the per day reporting requirements for the time spent on appraiser-and AMC-related activities to quarter-hour increments from half-hour increments, which aligns with the timecard reporting requirements. Board Member Downing moved to approve Internal Procedure 202001 as presented. Board Member Gerdes seconded the motion. Chairperson Walkenhorst recognized the motion and asked for any discussion. Seeing none, Chairperson Walkenhorst called for a vote. The motion carried with Downing, Gerdes, and Walkenhorst voting aye.

3. FORMS, APPLICATIONS, AND PROCEDURES:

a. AMC Document Updates

i. AMC Information Change Form

BLPM Nesor presented the updated document titled, “AMC Information Change Form” to the Board for consideration. BLPM Nesor guided the Board through the changes and informed the Board that this form is updated to implement Guidance Document 23-01 adopted by the Board at its June 22, 2023 meeting.

ii. Application for Nebraska Appraisal Management Company Registration

BLPM Nesor presented the updated document titled, “Application for Nebraska Appraisal Management Company Registration” to the Board for consideration. BLPM Nesor guided the Board through the changes and informed the Board that this form is updated with minor changes.

iii. Application for Renewal of Nebraska Appraisal Management Company Registration

BLPM Nesor presented the updated document titled, “Application for Renewal of Nebraska Appraisal Management Company Registration” to the Board for consideration. BLPM Nesor guided the Board through the changes and informed the Board that this form is updated to implement Guidance Document 23-01 adopted by the Board at its June 22, 2023 meeting and to make minor updates. Chairperson Walkenhorst noted that in the last page of the application the word “applicant” was duplicated in the added language. BLPM Nesor stated that the duplicate word will be stricken.

Board Member Downing moved to approve the documents titled, “AMC Information Change Form,” as presented, “Application for Nebraska Appraisal Management Company Registration” as presented, and “Application for Renewal of Nebraska Appraisal Management Company Registration” as amended to strike the duplicate “applicant” on board packet page P.25. Board Member Gerdes seconded the motion. Chairperson Walkenhorst recognized the motion and asked for any discussion. Seeing none, Chairperson Walkenhorst called for a vote. The motion carried with Downing, Gerdes, and Walkenhorst voting aye.

b. USPAP Compliance Review Report Summary Updates

i. AARS Contractor USPAP Compliance Review Report Summary

BLPM Nesor presented the updated document titled, “Applicant Appraisal Review Services Contractor USPAP Compliance Review Report Summary” to the Board for consideration. Nesor informed the Board that these changes are made as requested by the Board at its strategic planning meeting on June 21, 2023 to improve clarity. Nesor reported that “USPAP Compliance Review Report/Review Services” was stricken after “Staff”, “Comments” was stricken after “Contractor,” and “comments on” was added before “Contractor, and “performance” was added after “contractor” in the second to last blue box. “Does the” is added at the beginning of the sentence, and “USPAP Compliance” is stricken before “Review,” and “Pre Board Review” is stricken before “contract” in the last blue box. There were also some grammatical changes made to this language.

ii. SME Services Contractor USPAP Compliance Review Report Summary

BLPM Nesor presented the updated document titled, “SME Services Contractor USPAP Compliance Review Report Summary” to the Board for consideration. Nesor informed the Board that these changes are made as requested by the Board at its strategic planning meeting on June 21, 2023 to improve clarity. Nesor reported that “USPAP Compliance Review Report/Review Services” was stricken after “Staff”, “Comments” was stricken after “Contractor,” and “comments on” was added before “Contractor, and “performance” was added after “contractor” in the second to last blue box. “Does the” is added at the beginning of the sentence, and “USPAP Compliance” is stricken before “Review,” and “Pre Board Review” is stricken before “contract” in the last blue box. There were also some grammatical changes made to this language.

Board Member Downing moved to approve the documents titled, “Applicant Appraisal Review Services Contractor USPAP Compliance Review Report Summary” and “Subject Matter Expert Services Contractor USPAP Compliance Review Report Summary” as presented. Board Member Gerdes seconded the motion. Chairperson Walkenhorst recognized the motion and asked for any discussion. Seeing none, Chairperson Walkenhorst called for a vote. The motion carried with Downing, Gerdes, and Walkenhorst voting aye.

Q. OTHER BUSINESS

1. BOARD MEETINGS

a. Reschedule October 19, 2023 meeting to October 26, 2023

Director Kohtz reminded the Board that he made a request at the June 22, 2023 meeting that the Board consider moving the regular meeting scheduled for October 19, 2023 to October 26, 2023 to accommodate his travel schedule for the Fall AARO Conference in Salt Lake City, Utah. Board Member Hermsen indicated that he would have to check his schedule. The Director asked if the Board should continue to table this discussion for Board Member Hermsen as he is absent. Chairperson Walkenhorst expressed support for moving the date if a quorum can be established to provide staff with adequate time to prepare for the October meeting. Chairperson Walkenhorst added that he has no conflicts with October 26th. Board Members Downing and Gerdes also indicated that they have no known conflicts on October 26th. Board Member Downing moved to reschedule the October 19, 2023 regular meeting to October 26, 2023. Board Member Gerdes seconded the motion. Chairperson Walkenhorst recognized the motion and asked for any discussion. Seeing none, Chairperson Walkenhorst called for a vote. The motion carried with Downing, Gerdes, and Walkenhorst voting aye.

2. CONFERENCES/ EDUCATION: No discussion.

3. MEMOS FROM THE BOARD: No discussion.

4. QUARTERLY NEWSLETTER: No discussion.

5. APPRAISAL SUBCOMMITTEE

a. ASC Quarterly Meeting: September 13, 2023 (Online)

Director Kohtz announced that the next ASC Quarterly Meeting will be held online on September 13, 2023 and asked for any questions or comments. There was no further discussion.

b. ASC 2022 Annual Report

Director Kohtz presented the ASC 2022 Annual Report to the Board for review. The Director reported that he had no specific comments, and asked for any questions or comments. There was no further discussion.

c. ASC – Information Collection Request – Collection and Transmission of Annual AMC Registry Fees

Director Kohtz presented the Federal Register Docket No. AS23-09 pertaining to the ASC's request to collect and transmit annual AMC Registry fees to the Board for review and reported that he had no specific comments. The Direction asked for any questions or comments. There was no further discussion.

d. ASC Comments on Second Exposure Draft of Proposed Changes to the Real Property Appraiser Qualification Criteria

Director Kohtz presented a letter from the ASC Staff to Brad Swinney, Chair of the Appraiser Qualifications Board, commenting on the Second Exposure Draft of proposed changes to the Real Property Appraiser Qualifications Criteria, to the Board for review. The Director declared that the letter should be reviewed for informational purposes only as the changes have already been adopted by the TAF Appraiser Qualifications Board. The Director asked for any questions or comments. There was no further discussion.

e. ASC March 15, 2023 Meeting Minutes

Director Kohtz presented the ASC March 15, 2023 meeting minutes to the Board for review and reported that he had no specific comments. The Director asked for any questions or comments. There was no further discussion.

6. THE APPRAISAL FOUNDATION

a. TAF July Newsletter

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

b. The Appraisal Foundation Opens Applications for Board of Trustees

Director Kohtz presented a press release from The Appraisal Foundation titled, "The Appraisal Foundation Opens Applications for Board of Trustees" to the Board for review. The Director informed the Board that the BOT is now accepting applications, and asked for any questions or comments. There was no further discussion.

c. Appraiser Qualifications Board Adopts New Edition of the Real Property Appraiser Qualification Criteria

Director Kohtz presented a press release from The Appraisal Foundation titled, "Appraiser Qualifications Board Adopts New Edition of the Real Property Appraiser Qualification Criteria" to the Board for review. The Director reported that he had no specific comments, and asked for any questions or comments. There was no further discussion.

d. BOT Public Meeting: May 26-28, 2023 – Palm Springs, CA

Director Kohtz informed the Board that the next TAF Board of Trustees public meeting is scheduled on May 26-28, 2023 in Palm Springs, California. The Director then reported that the date on the agenda is incorrect as the correct month is October, not May. The next TAF Board of Trustees public meeting is scheduled on October 26-28, 2023 in Palm Springs, California. Director Kohtz asked for any questions or comments. There was no further discussion.

7. ASSOCIATION OF APPRAISER REGULATORY OFFICIALS: No discussion.

8. IN THE NEWS: No discussion.

Board Member Downing moved to go into executive session at 10:36 a.m. for the purpose of reviewing applicants for credentialing; investigations; 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 motion carried with Downing, Gerdes, and Walkenhorst voting aye.

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

C. CREDENTIALING AS A NEBRASKA REAL PROPERTY APPRAISER

The Board reviewed applicants CR23005, CG23009, CG23022, CG23006, and CR23004. Chairperson Walkenhorst asked for motions on CR23005, CG23009, CG23022, and CR23004.

Board Member Downing moved to take the following action:

CR23005 / Approve applicant to sit for exam and authorize Director to issue a credential as a certified residential real property appraiser upon providing evidence of successful completion of the National Uniform Licensing and Certification Examination and providing necessary fees; and provide redacted copy of the USPAP Compliance Review Report pertaining to the report for the 2-4 unit residential property obtained by the Board and advise applicant to take note of the findings.

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

Board Member Downing moved to take the following action:

CG23009 / Authorize Director to approve applicant to sit for exam upon receipt of additional 180 hours of real property appraisal practice experience, and issue credential as a certified general real property appraiser to applicant upon receipt of evidence of successful completion of the National Uniform Licensing and Certification Examination and the necessary fees.

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

Board Member Downing moved to take the following action:

- CG23022 / Provide applicant with redacted copy of USPAP Compliance Review Report pertaining to the La Vista, Nebraska report obtained by the Board and request a written response to the findings; and require applicant to complete an additional 500 hours of real property appraisal practice on non-residential income producing properties under a real property appraiser-in-charge that holds a credential as a certified general real property appraiser and submit a real property appraisal practice experience log signed by the real property appraiser-in-charge prior to July 20, 2024.**

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

Board Member Downing moved to take the following action:

- CR23004 / Approve applicant 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 necessary fees.**

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

D. REGISTRATION AS APPRAISAL MANAGEMENT COMPANY: No discussion.

E. CONSIDERATION OF COMPLIANCE MATTERS

The Board reviewed Grievance 23-01.

F. CONSIDERATION OF OTHER EXECUTIVE SESSION ITEMS

The Board reviewed a Nebraska registered appraisal management company's request to surrender its registration. Board Member Downing moved to accept the organization's request to surrender its registration effective June 30, 2023, and issue a written advisory directing the organization to take notice of Neb. Rev. Stat. 76-3203(2), requiring the organization to maintain a valid surety bond until June 30, 2024. 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, and Walkenhorst voting aye.

R. ADJOURNMENT

Board Member Downing moved to adjourn the meeting. Board Member Gerdes seconded the motion. Motion carried with Downing, Gerdes, and Walkenhorst voting aye. At 11:05 a.m., Chairperson Walkenhorst adjourned the July 20, 2023 meeting of the Nebraska Real Property Appraiser Board.

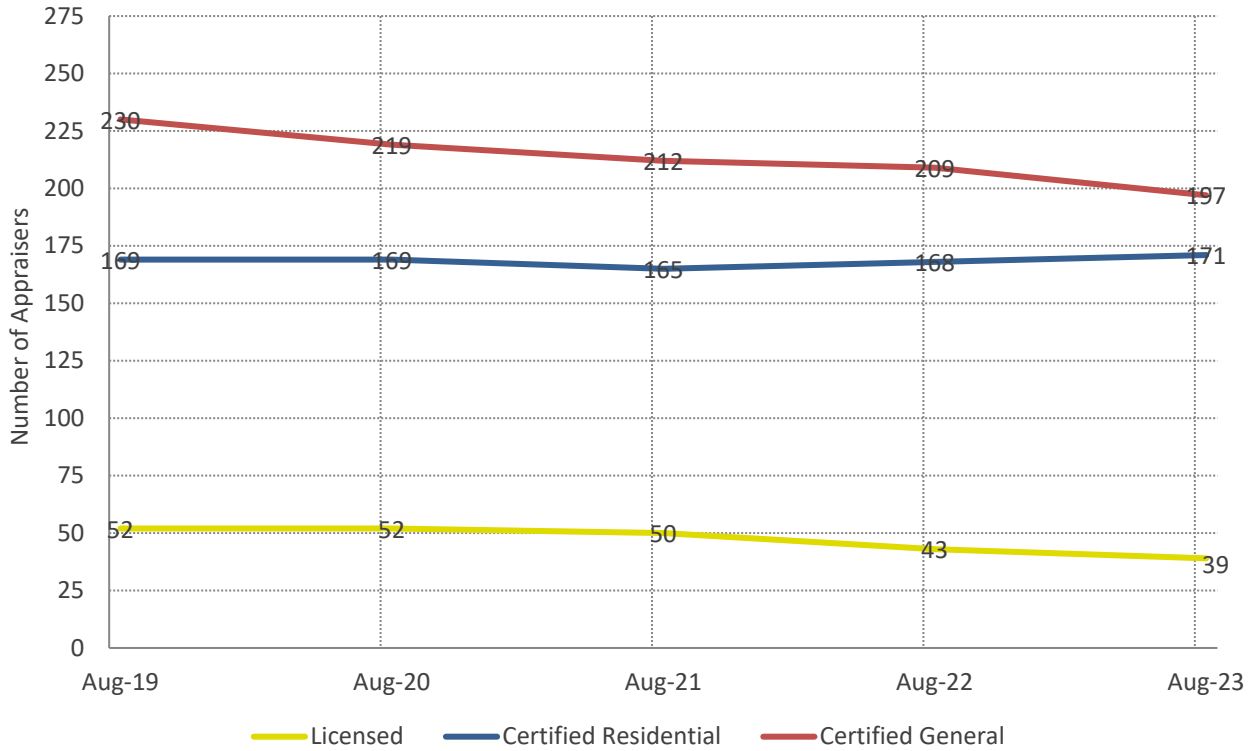
Respectfully submitted,

Tyler N. Kohtz
Director

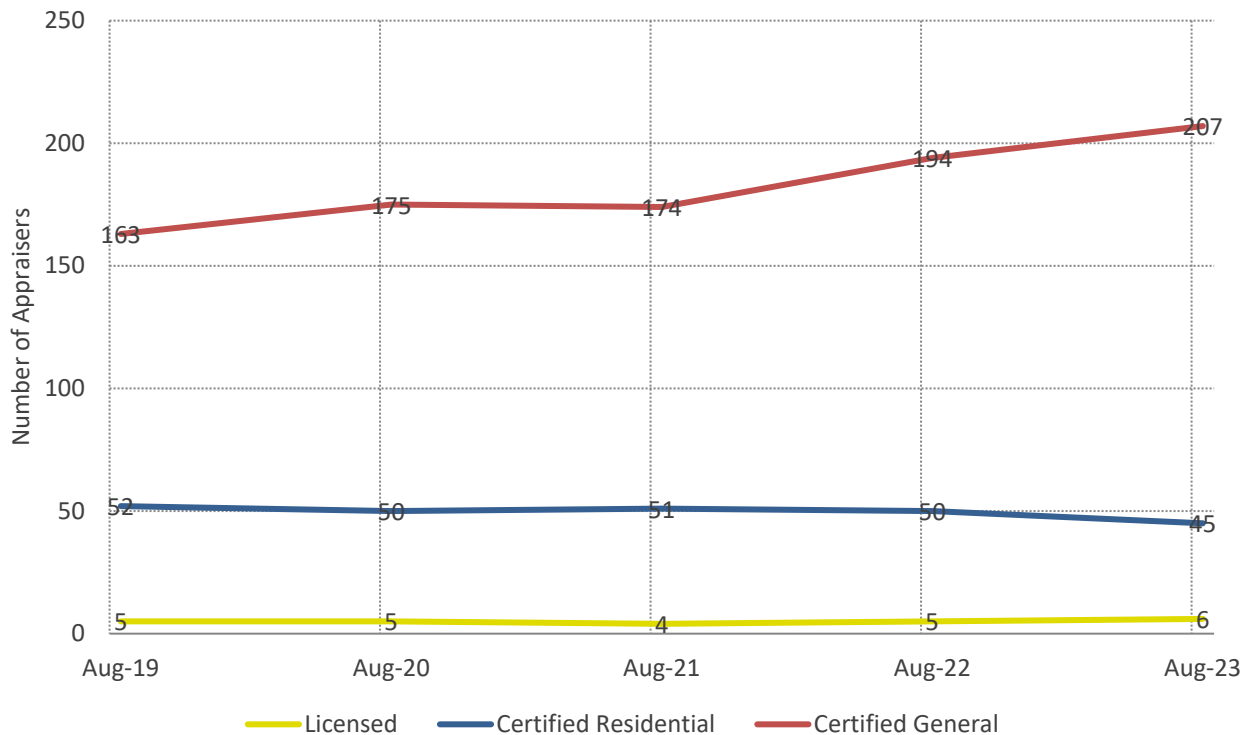
These minutes were available for public inspection on July 28, 2023, in compliance with Nebraska Revised Statute § 84-1413 (5).

Real Property Appraiser Report

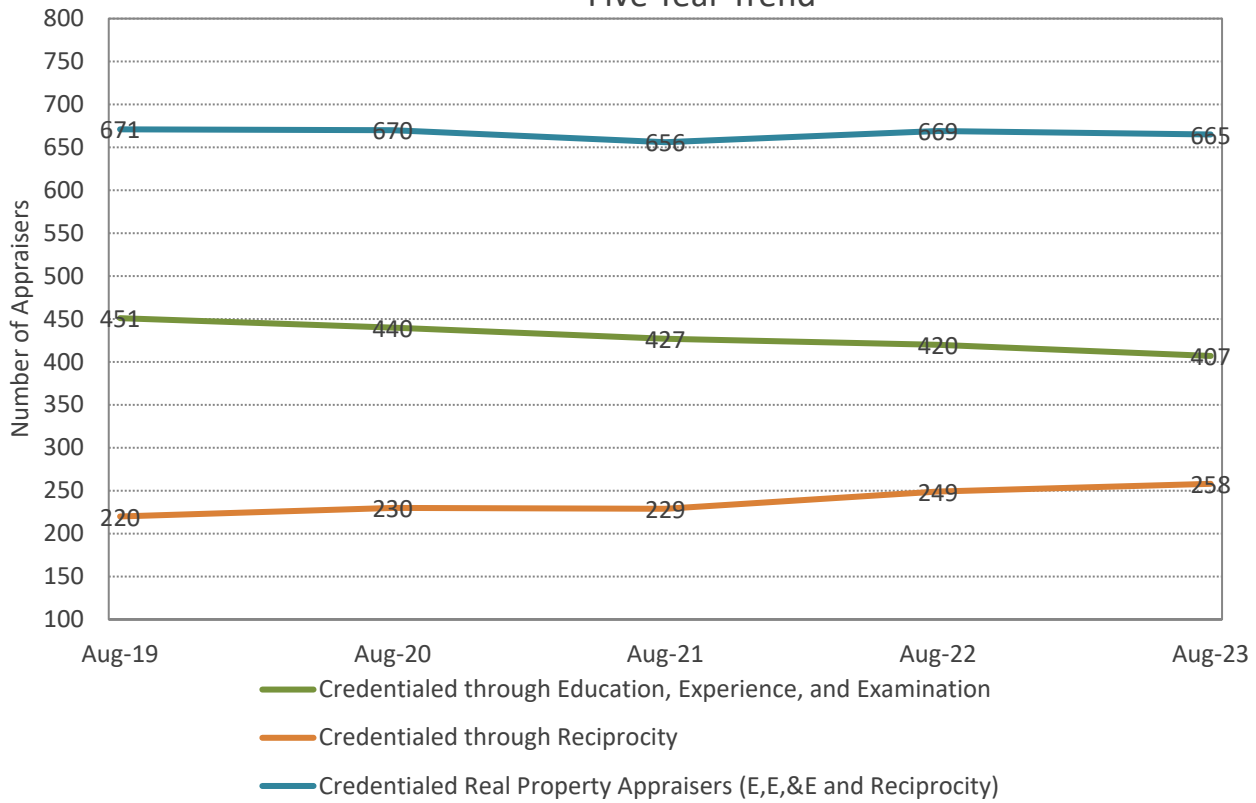
Real Property Appraisers Credentialed through Education, Experience, and Examination (not including Trainee) - Five Year Trend



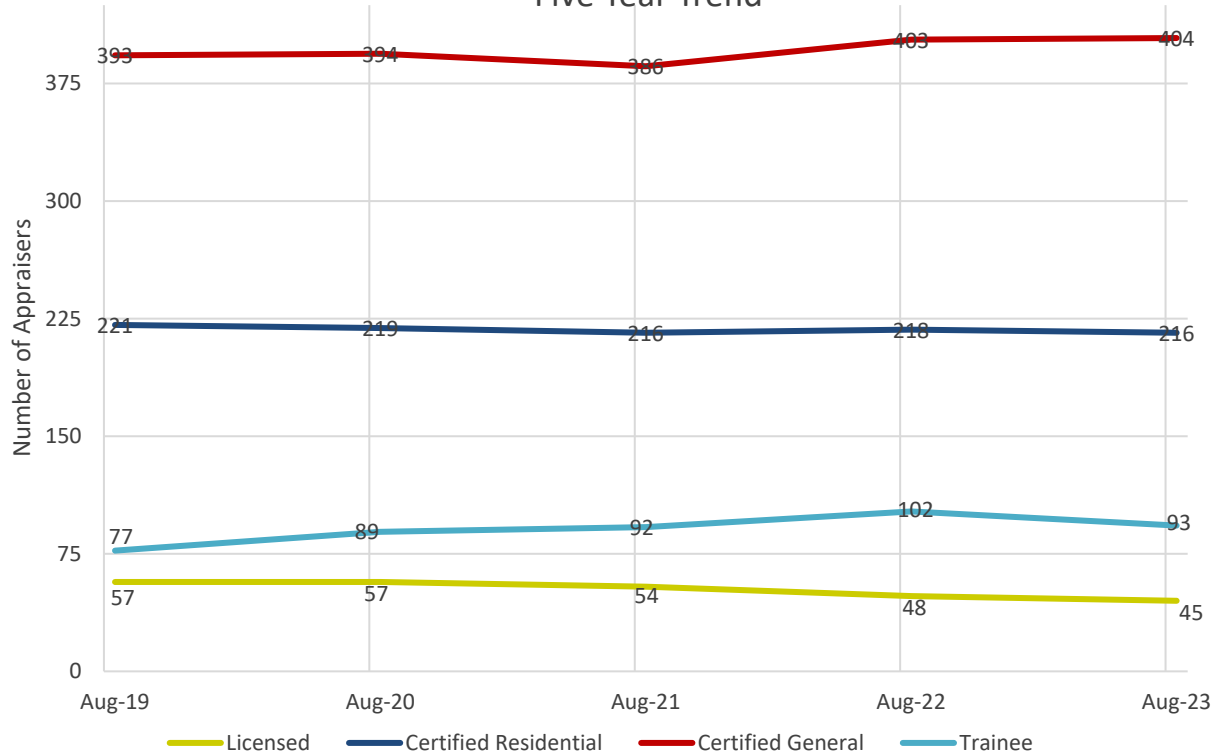
Real Property Appraisers by Classification Credentialed through Reciprocity - Five Year Trend



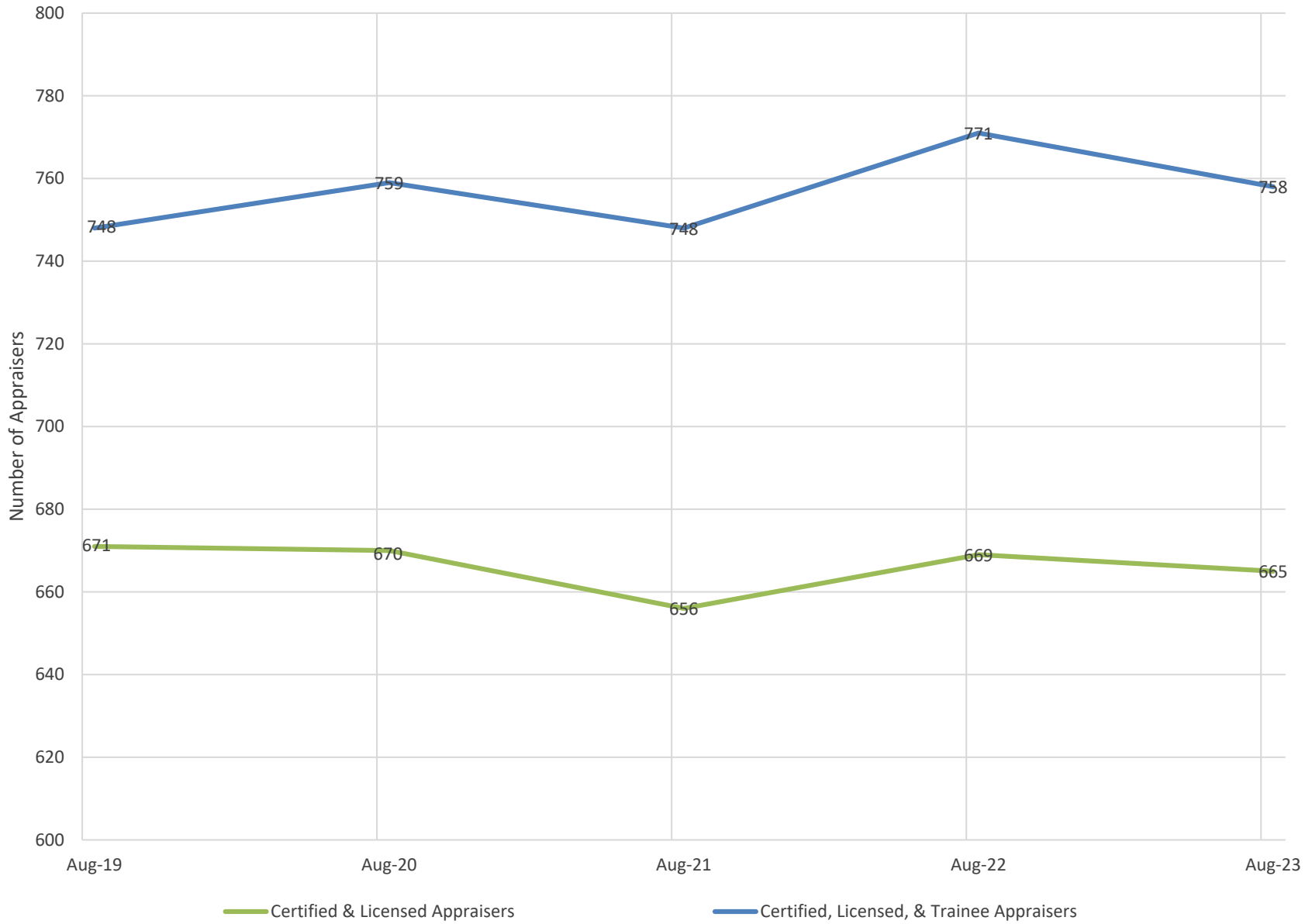
Total Real Property Appraisers (not including Trainee)
- Five Year Trend



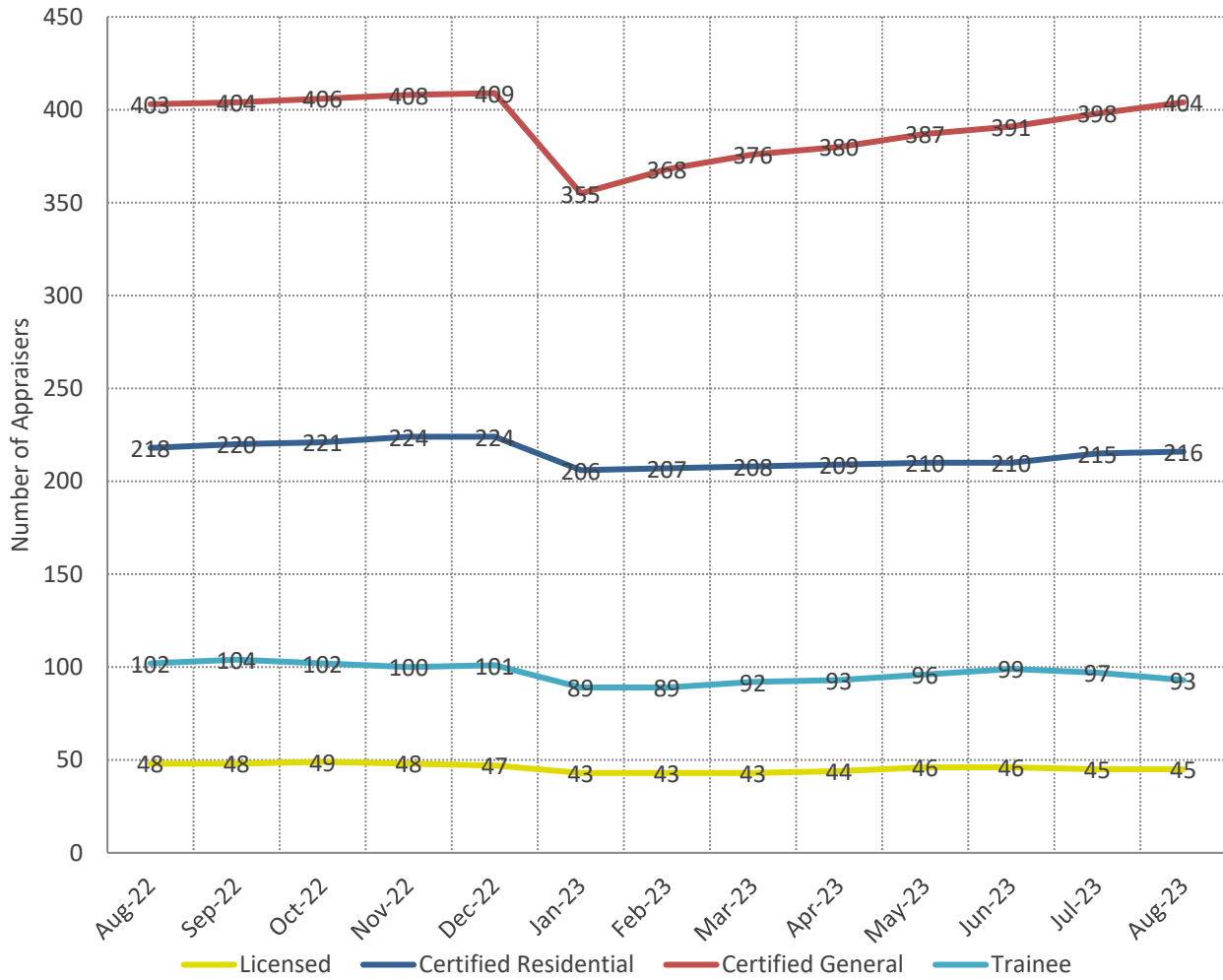
Total Real Property Appraisers by Classification -
Five Year Trend



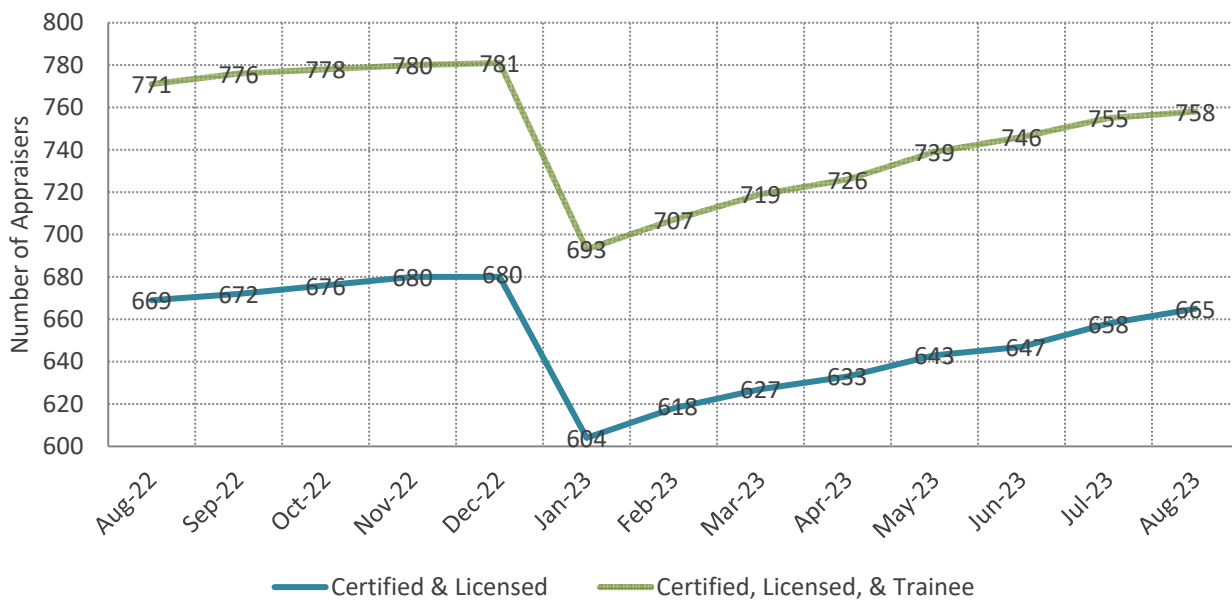
Total Real Property Appraisers - Five Year Trend



Real Property Appraisers by Classification - Thirteen Month Trend

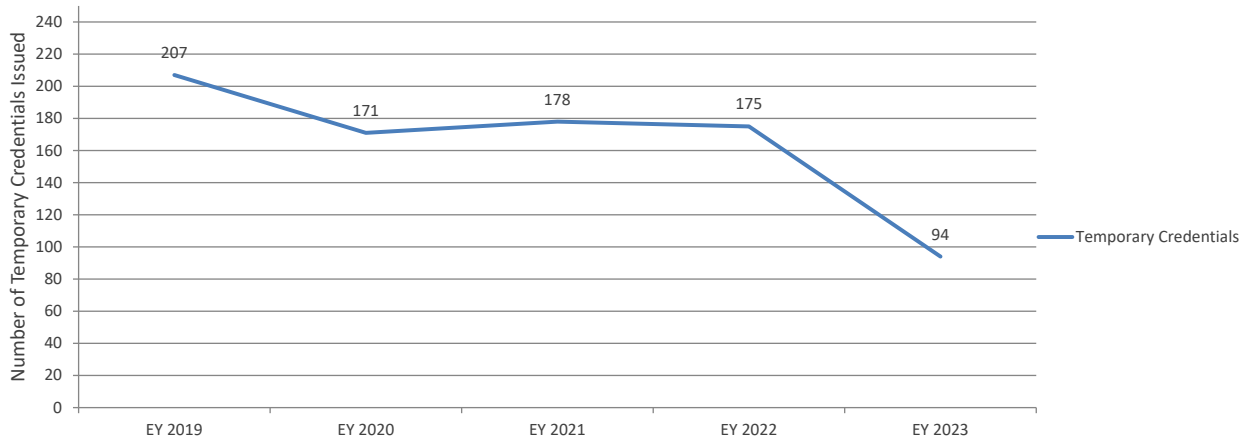


Total Real Property Appraisers - Thirteen Month Trend

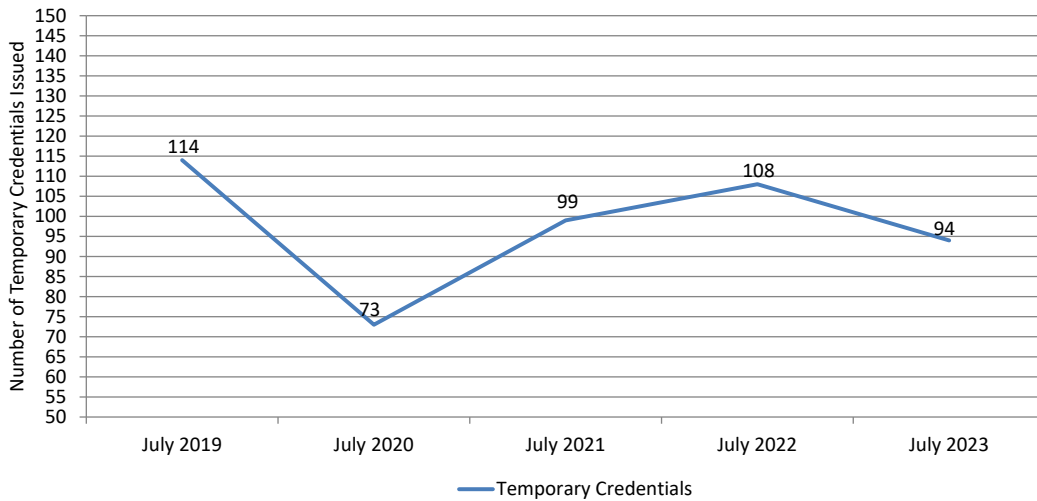


Temporary Real Property Appraiser Report

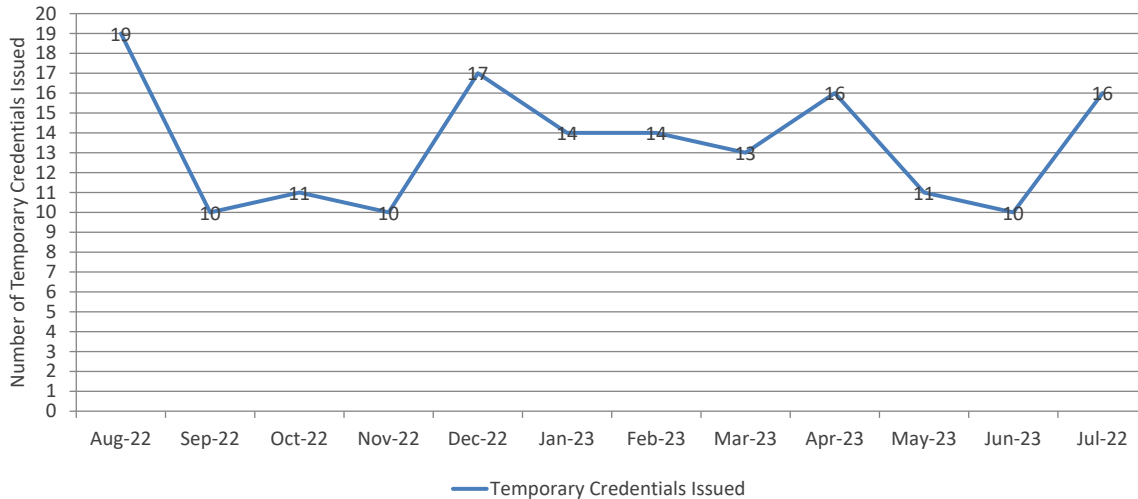
Temporary Real Property Appraiser Credentials Issued by Calendar Year - Five Year Trend



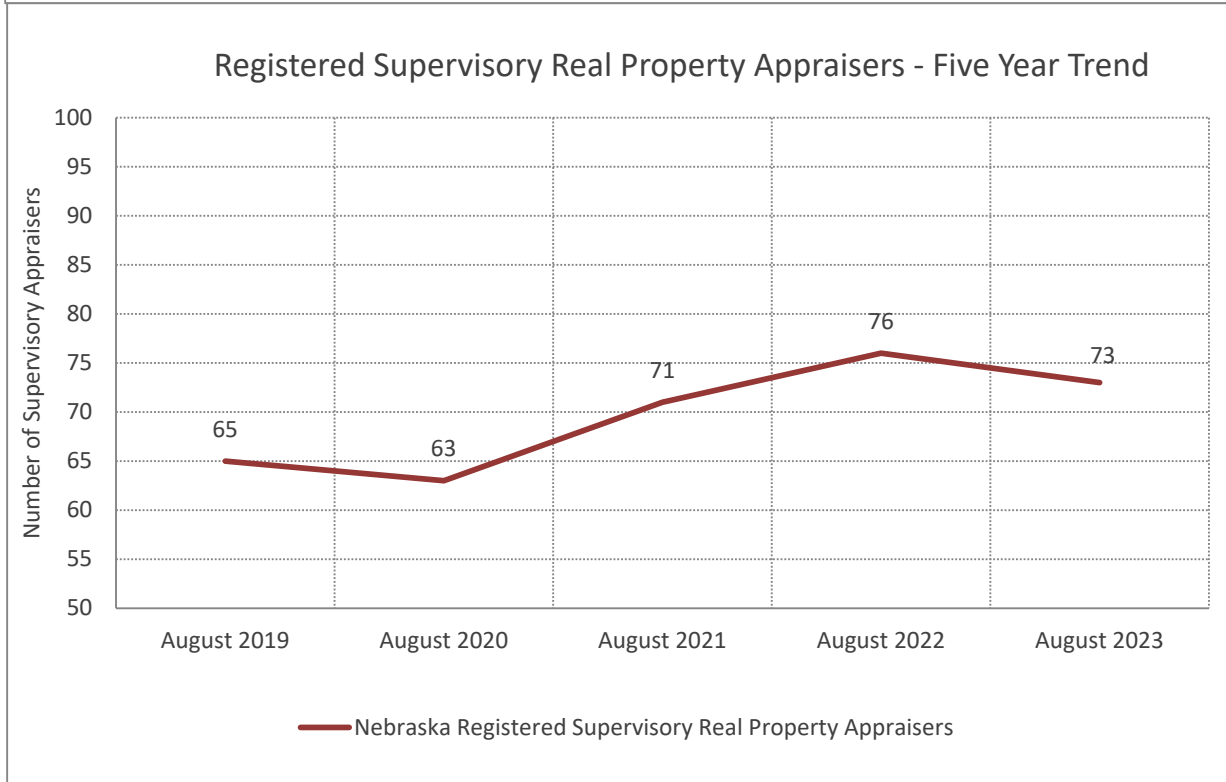
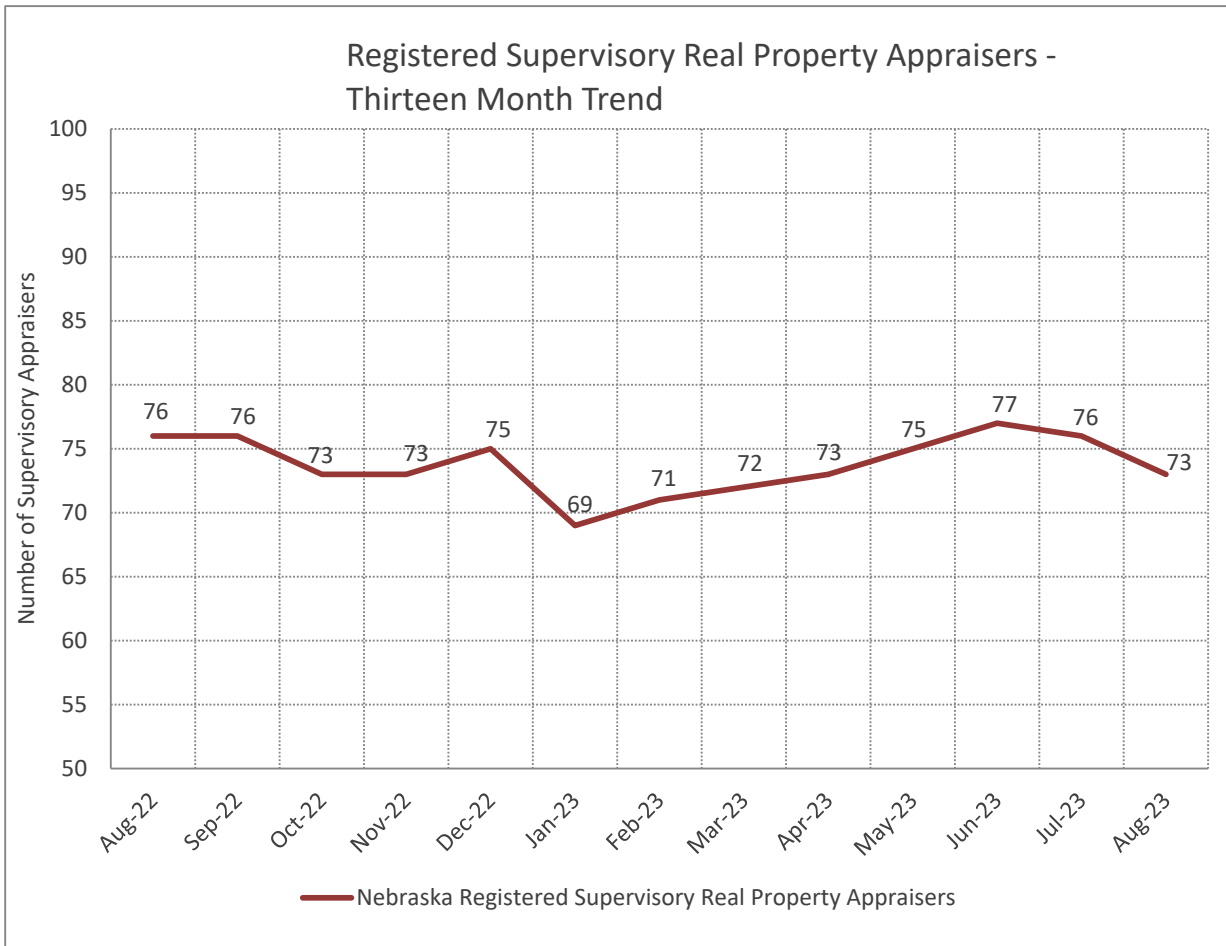
Year-to-date Temporary Real Property Appraiser Credentials Issued - Five Year Trend



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

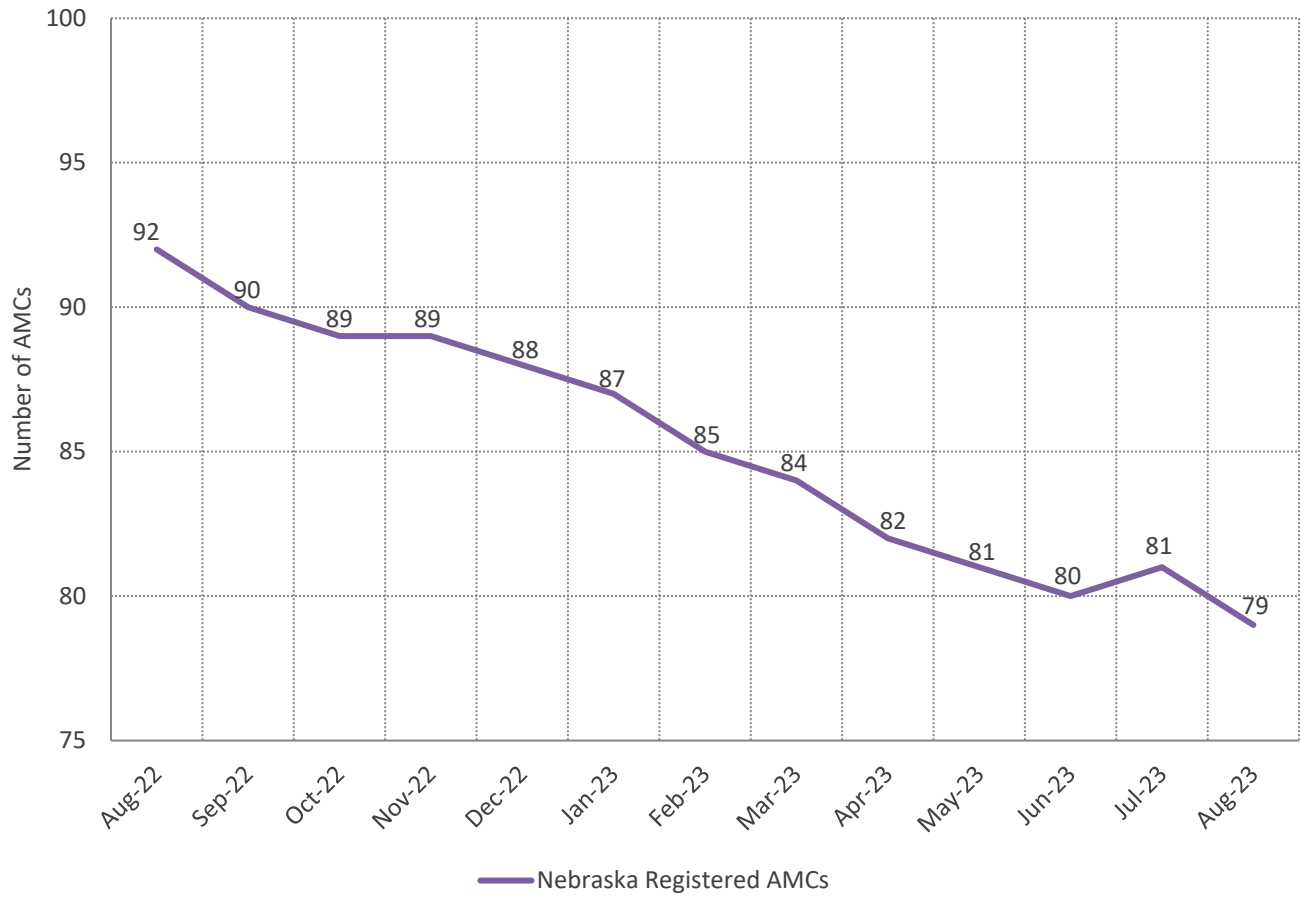


Supervisory Real Property Appraiser Report

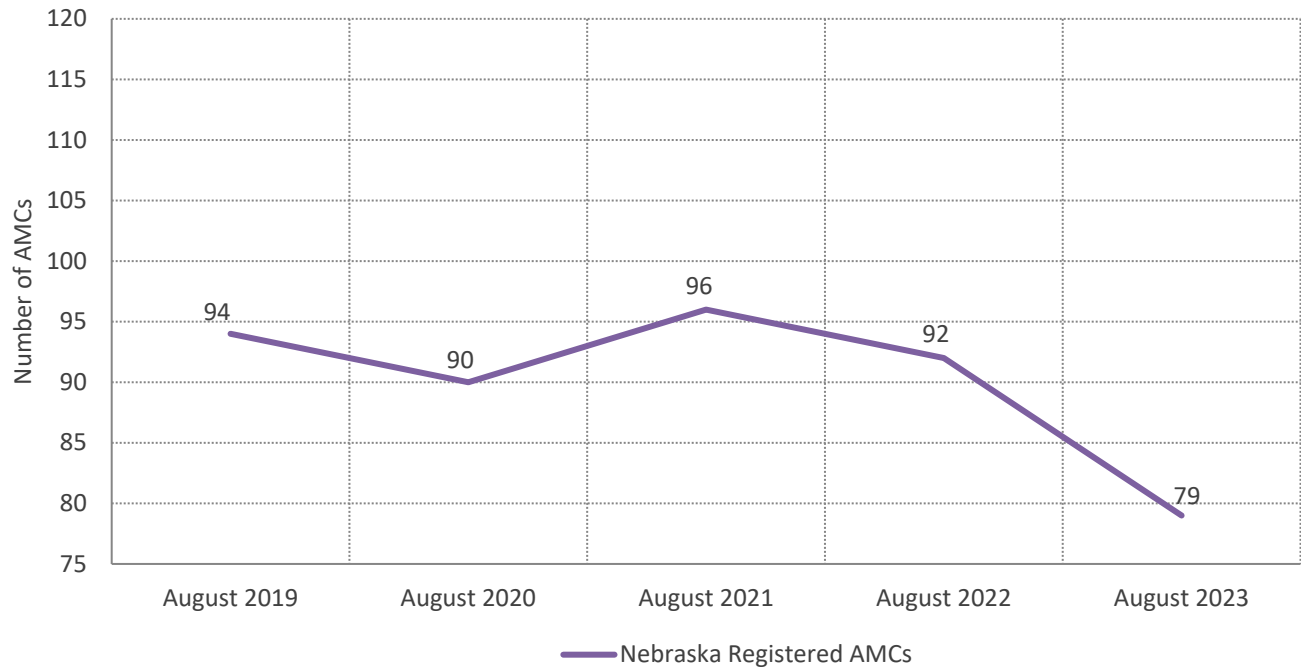


Appraisal Management Company Report

Appraisal Management Companies - Thirteen Month Trend



Appraisal Management Companies - Five Year Trend



NEBRASKA REAL PROPERTY APPRAISER BOARD

DIRECTOR APPROVAL OF REAL PROPERTY APPRAISER APPLICANTS

July 12, 2023 – August 8, 2023

<i>New Certified General Real Property Appraisers through Reciprocity</i>		
CG23024R	Hammer, Lynae	Approved July 26, 2023
<i>New Certified General Real Property Appraisers through Education, Examination, and Experience</i>		
CG23009	Smith, Nicholas	Approved July 21, 2023 to sit for exam

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

July 11, 2023 – August 8, 2023

Provider	Activity Number	Hours	Title	Instructor(s)	Approval Date
<i>New Continuing Education Activities and Instructors</i>					
Appraiser eLearning	2232445.33	4	Desktops 101: Navigating GSE Appraisal Modernization (Online)	James Baumberger	7/13/2023
Green Mountain eLearning	2232478.57	3	Cultural Competency and Elimination of Bias	David Thomas	7/26/2023
Appraiser eLearning	2233480.33	7	Non-Lending Appraisals: Expanding Your Appraisal Practice	Josh Walitt	7/28/2023
Appraiser eLearning	2233481.33	4	Ultimate Workfile: What, When, Why	Josh Walitt	7/28/2023
Appraiser eLearning	2233482.33	3	Top 15 Takeaways from Your Colleagues' Legal Misfortunes	Peter Christensen	8/1/2023

2023-24 Nebraska Real Property Appraiser Board Goals and Objectives
June 21, 2023 Strategic Planning Meeting

	SHORT TERM GOALS / OBJECTIVES	EXPECTED COMPLETION DATE	STATUS/GOAL MET	LONG TERM GOALS / OBJECTIVES	EXPECTED COMPLETION DATE	NOTES
LAWS, RULES, AND GUIDANCE DOCUMENTS	Work with the Banking, Commerce and Insurance Legislative Committee's Legal Counsel to draft a bill for introduction addressing the changes needed in the Real Property Appraiser Act, which includes but is not limited to USPAP changes, Real Property Appraiser Qualifications Criteria changes, ASC SOA recommendations, the Board's PAVE Dashboard statute review, and removal of the Real Property Appraiser Renewal Random CHRC Program.	12/31/2023	Real Property Appraiser Act draft to be presented to the Board at the August meeting.	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, inclusion of criminal and civil immunity language, changes to the CHRC requirements for owners of more than 10% of an AMC.	12/31/2023	AMC Registration Act draft to be presented to the Board at the August meeting.	Harmonize Title 298 with the changes made to the Nebraska Real Property Appraiser Act and Appraisal Management Company Registration Act as needed.	Ongoing.	
	Draft Title 298 changes to harmonize Title 298 with the changes made to the Nebraska Real Property Appraiser Act and Appraisal Management Company Registration Act in 2024, address the Board's PAVE Dashboard regulations review, and incorporate changes made to the Real Property Appraiser Qualification Criteria Effective January 1, 2026 and CAP Guidelines effective September 17, 2023.	12/31/2024		Continue to monitor the effectiveness of regulations to reduce unnecessary regulatory burden, remove barriers to entry into the real property appraiser profession, maintain an effective education program, and provide for better clarification and administration.	Ongoing.	
				Continue to adopt Guidance Documents for public advisement concerning interpretation of statutes and rules, and retire Guidance Documents that are no longer relevant.	Ongoing.	
				Continue to adopt internal procedures as needed to assist with the Board's administration of its programs, and retire internal procedures that are no longer relevant.	Ongoing.	
COMPLIANCE	None.			None		
CREDENTIALING AND REGISTRATION				Explore opportunities to increase the number of Nebraska resident real property appraisers.	Ongoing.	
				Monitor real property appraiser credential renewal dates.	Ongoing.	
EDUCATION	None.			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.	
				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.	
PERSONNEL	Hire 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.	12/31/2023	Position Description to be presented to the Board at the August Meeting for approval to hire teammate.	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.	
PUBLIC INFORMATION	Populate the Disciplinary History Search with ten year real property appraiser and AMC disciplinary action history for active credential and registration holders.	12/31/2023		Encourage development of Memos from the Board and Facebook posts that contain facts of interest to the appraiser community.	Ongoing.	
				Continue utilizing the NRPAB website, NRPAB Facebook page, The Nebraska Appraiser, and Memos from the Board to disseminate relevant and important information to the appraisal business community and the general public in a timely manner. This includes information related to state and federal regulations, credentialing and registration requirements, renewal information, education information, Board policies and procedures, documents posted to the NRPAB website, meeting information, and other information that affects the industry.	Ongoing.	
				Continue utilization of Memos from the Board to disseminate important information in a timely manner that should not be held for the next release of The Nebraska Appraiser.	Ongoing.	
				Continue releasing new issues of The Nebraska Appraiser on a quarterly basis to disseminate important information to the appraisal business community and the general public in an effective and efficient manner.	Ongoing.	
				Continue to monitor the effectiveness of current NRPAB website, and repair bugs and make improvements and add enhancements needed to address functionality or use.	Ongoing.	
				Explore the development and implementation of an updated NRPAB logo.	None.	
				Populate the Disciplinary History Search with all real property appraiser and AMC disciplinary action history for active credential and registration holders.	None.	
ADMINISTRATION				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.	
				Continue to monitor the effectiveness of current NRPAB database, repair bugs, and make improvements and add enhancements needed to address program or use changes.	Ongoing.	
				Explore use of Federal grant money to pursue development of a translator system between the NRPAB Database and the ASC Federal Registry system.	Ongoing.	
				Explore online real property appraiser initial applications (Reciprocity; E,E,&E; Temporary) AMC initial applications, education activity applications, and other services that require payment of a fee.	None.	
FINANCIALS	None.			None.		

2023-24 NRPAB SWOT Analysis			
STRENGTHS: * Customer Service * Organization * Board member knowledge * Staff knowledge * Adaptability * Professional Diversity of Board * Modernization of Accessibility	WEAKNESSES: * Industry's inability to grow * Efficiency loss due to database not meeting potential * Size of Agency staff * Regulatory and statutory barriers * Difficulty obtaining new board members	OPPORTUNITIES: * Growth in real property appraiser field * Continued evaluation of Board and Agency operations * Embrace of available technology	THREATS: * Agency turnover * Federal agency oversight * State economic climate * Aging appraiser population * Inadequate supervisory appraiser knowledge * Deemphasis on appraisals at the Federal level

STATE OF NEBRASKA
Department of Administrative Services
Accounting Division
Budget Status Report
As of 07/31/23

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

Percent of Time Elapsed = 8.49

ACCOUNT CODE DESCRIPTION	BUDGETED AMOUNT	CURRENT MONTH ACTIVITY	YEAR-TO-DATE ACTUALS	PERCENT OF BUDGET	ENCUMBRANCES	VARIANCE
BUDGETED FUND TYPES - EXPENDITURES						
510000 PERSONAL SERVICES						
511100 PERMANENT SALARIES-WAGES	186,486.00	11,754.84	11,754.84	6.30	5,641.14	169,090.02
511300 OVERTIME PAYMENTS	500.00					500.00
511600 PER DIEM PAYMENTS	7,600.00	600.00	600.00	7.89	600.00	6,400.00
512100 VACATION LEAVE EXPENSE	16,241.00	391.21	391.21	2.41	228.24	15,621.55
512200 SICK LEAVE EXPENSE	2,189.00	97.80	97.80	4.47	57.06	2,034.14
512300 HOLIDAY LEAVE EXPENSE	10,046.00	1,360.44	1,360.44	13.54	658.50	8,027.06
Personal Services Subtotal	223,062.00	14,204.29	14,204.29	6.37	7,184.94	201,672.77
515100 RETIREMENT PLANS EXPENSE	16,160.00	1,018.69	1,018.69	6.30	493.08	14,648.23
515200 FICA EXPENSE	17,064.00	1,010.62	1,010.62	5.92	520.44	15,532.94
515500 HEALTH INSURANCE EXPENSE	39,668.00	2,851.58	2,851.58	7.19		36,816.42
516500 WORKERS COMP PREMIUMS	1,546.00	1,546.00	1,546.00	100.00		
Major Account 510000 Total	297,500.00	20,631.18	20,631.18	6.93	8,198.46	268,670.36
520000 OPERATING EXPENSES						
521100 POSTAGE EXPENSE	2,500.00	252.30	252.30	10.09		2,247.70
521400 DATA PROCESSING EXPENSE	31,870.00	6,111.76	6,111.76	19.18		25,758.24
521500 PUBLICATION & PRINT EXPENSE	3,000.00	37.86	37.86	1.26		2,962.14
521900 AWARDS EXPENSE	50.00					50.00
522100 DUES & SUBSCRIPTION EXPENSE	600.00					600.00
522200 CONFERENCE REGISTRATION	1,100.00					1,100.00
524600 RENT EXPENSE-BUILDINGS	12,832.00	1,066.44	1,066.44	8.31		11,765.56
524900 RENT EXP-DUPR SURCHARGE	4,187.00	348.91	348.91	8.33		3,838.09
531100 OFFICE SUPPLIES EXPENSE	2,000.00					2,000.00
532100 NON CAPITALIZED EQUIP PU	654.00					654.00
541100 ACCTG & AUDITING SERVICES	1,128.00	1,128.00	1,128.00	100.00		
541200 PURCHASING ASSESSMENT	39.00	39.00	39.00	100.00		
541500 LEGAL SERVICES EXPENSE	20,000.00					20,000.00
541700 LEGAL RELATED EXPENSE	3,000.00					3,000.00
554900 OTHER CONTRACTUAL SERVICE	30,500.00	2,958.75	2,958.75	9.70	653.70	26,887.55
556100 INSURANCE EXPENSE	49.00					49.00
559100 OTHER OPERATING EXP	8,227.00					8,227.00

STATE OF NEBRASKA
Department of Administrative Services
Accounting Division
Budget Status Report
As of 07/31/23

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

Percent of Time Elapsed = 8.49

ACCOUNT CODE DESCRIPTION	BUDGETED AMOUNT	CURRENT MONTH ACTIVITY	YEAR-TO-DATE ACTUALS	PERCENT OF BUDGET	ENCUMBERANCES	VARIANCE
Major Account 520000 Total	121,736.00	11,943.02	11,943.02	9.81	653.70	109,139.28
570000 TRAVEL EXPENSES						
571100 BOARD & LODGING	4,000.00	196.00	196.00	4.90		3,804.00
571800 TAXABLE TRAVEL EXPENSES	1,600.00	61.96	61.96	3.87		1,538.04
572100 COMMERCIAL TRANSPORTATION	1,700.00					1,700.00
573100 STATE-OWNED TRANSPORT	200.00					200.00
574500 PERSONAL VEHICLE MILEAGE	6,145.00	420.54	420.54	6.84		5,724.46
575100 MISC TRAVEL EXPENSES	550.00	15.50	15.50	2.82		534.50
Major Account 570000 Total	14,195.00	694.00	694.00	4.89	0.00	13,501.00
BUDGETED EXPENDITURES TOTAL	433,431.00	33,268.20	33,268.20	7.68	8,852.16	391,310.64

SUMMARY BY FUND TYPE - EXPENDITURES

2 CASH FUNDS	433,431.00	33,268.20	33,268.20	7.68	8,852.16	391,310.64
BUDGETED EXPENDITURES TOTAL	433,431.00	33,268.20	33,268.20	7.68	8,852.16	391,310.64

BUDGETED FUND TYPES - REVENUES

470000 REVENUE - SALES AND CHARGES

471100 SALE OF SERVICES	425.00-	50.00-	50.00-	11.76		375.00-
471120 QUALIFYING ED COURSE FEES	750.00-	75.00-	75.00-	10.00		675.00-
471121 CONTINUING ED NEW FEES	3,000.00-	150.00-	150.00-	5.00		2,850.00-
471122 CONTINUING ED RENEWAL FEES	200.00-					200.00-
475150 CERTIFIED GENERAL NEW FEES	10,200.00-	600.00-	600.00-	5.88		9,600.00-
475151 LICENSED NEW FEES	1,200.00-					1,200.00-
475152 FINGERPRINT FEES	3,574.75-	45.25-	45.25-	1.27		3,529.50-
475153 CERTIFIED RESIDENTIAL NEW	2,700.00-	300.00-	300.00-	11.11		2,400.00-
475154 CERTIFIED GENERAL RENEWAL	94,875.00-	5,225.00-	5,225.00-	5.51		89,650.00-
475155 LICENSED RENEWAL	10,175.00-					10,175.00-
475156 FINGERPRINT AUDIT PROGRAM FEES	3,380.00-	200.00-	200.00-	5.92		3,180.00-
475157 CERTIFIED RESIDENTIAL RENEWAL	56,100.00-	3,575.00-	3,575.00-	6.37		52,525.00-
475161 TEMPORARY CERTIFIED GENERAL	9,000.00-	800.00-	800.00-	8.89		8,200.00-
475163 AMC REGISTERED NEW FEES	4,000.00-					4,000.00-
475164 AMC APPLICATION FEES	700.00-					700.00-

STATE OF NEBRASKA
Department of Administrative Services
Accounting Division
Budget Status Report
As of 07/31/23

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

Percent of Time Elapsed = 8.49

<u>ACCOUNT CODE DESCRIPTION</u>		<u>BUDGETED</u>	<u>CURRENT MONTH</u>	<u>YEAR-TO-DATE</u>	<u>PERCENT OF</u>	<u>ENCUMBERANCES</u>	<u>VARIANCE</u>
		<u>AMOUNT</u>	<u>ACTIVITY</u>	<u>ACTUALS</u>	<u>BUDGET</u>		
475165	AMC REGISTERED RENEWAL	114,000.00-	4,500.00-	4,500.00-	3.95		109,500.00-
475166	FED REG AMC RPT FORM PROC FEES	350.00-					350.00-
475167	CERTIFIED RESIDENTIAL INACTIVE	300.00-					300.00-
475168	CERTIFIED GENERAL INACTIVE	300.00-					300.00-
475234	APPLICATION FEES	29,850.00-	1,750.00-	1,750.00-	5.86		28,100.00-
476101	LATE PROCESSING FEES	3,500.00-	250.00-	250.00-	7.14		3,250.00-
Major Account 470000 Total		<u>348,579.75-</u>	<u>17,520.25-</u>	<u>17,520.25-</u>	<u>5.03</u>	<u>0.00</u>	<u>331,059.50-</u>
480000 REVENUE - MISCELLANEOUS							
481100	INVESTMENT INCOME	16,000.00-	1,569.96-	1,569.96-	9.81		14,430.04-
484500	REIMB NON-GOVT SOURCES	1,000.00-	1,125.00-	1,125.00-	112.50		125.00
Major Account 480000 Total		<u>17,000.00-</u>	<u>2,694.96-</u>	<u>2,694.96-</u>	<u>15.85</u>	<u>0.00</u>	<u>14,305.04-</u>
BUDGETED REVENUE TOTAL		<u>365,579.75-</u>	<u>20,215.21-</u>	<u>20,215.21-</u>	<u>5.53</u>	<u>0.00</u>	<u>345,364.54-</u>
SUMMARY BY FUND TYPE - REVENUE							
2	CASH FUNDS	365,579.75-	20,215.21-	20,215.21-	5.53		345,364.54-
BUDGETED REVENUE TOTAL		<u>365,579.75-</u>	<u>20,215.21-</u>	<u>20,215.21-</u>	<u>5.53</u>	<u>0.00</u>	<u>345,364.54-</u>

Fund	Program	Sub-Program	Account Number	Sub-ledger	Doc Number	Tran Date	Tran Type	Batch Type	Payee/Explanation	Batch Number	Posted Code	Month to Date
25310	079	000	53105018.471100.		511567	07/10/23	RC	RB	NRPAB DEPOSIT 230710	7174330		25.00-
25310	079	000	53105018.471100.		511686	07/11/23	RC	RB	NRPAB DEPOSIT 230711	7176142		25.00-
Total for Object			471100 SALE OF SERVICES									50.00-
25310	079	000	53105018.471120.		21435655	07/06/23	JE	G	NRPAB JE CORRECT CE RENEW-QE	7171319		20.00-
25310	079	000	53105018.471120.		511686	07/11/23	RC	RB	NRPAB DEPOSIT 230711	7176142		5.00-
25310	079	000	53105018.471120.		513118	07/20/23	RC	RB	NRPAB DEPOSIT 230720	7187221		50.00-
Total for Object			471120 QUALIFYING ED COURSE FEES									75.00-
25310	079	000	53105018.471121.		511298	07/07/23	RC	RB	NRPAB DEPOSIT 230707	7172001		50.00-
25310	079	000	53105018.471121.		513118	07/20/23	RC	RB	NRPAB DEPOSIT 230720	7187221		75.00-
25310	079	000	53105018.471121.		514202	07/26/23	RC	RB	NRPAB DEPOSIT 230726	7194412		25.00-
Total for Object			471121 CONTINUING ED NEW FEES									150.00-
25310	079	000	53105018.471122.		21435655	07/06/23	JE	G	NRPAB JE CORRECT CE RENEW-QE	7171319		20.00
25310	079	000	53105018.471122.		511686	07/11/23	RC	RB	NRPAB DEPOSIT 230711	7176142		20.00-
Total for Object			471122 CONTINUING ED RENEWAL FEES									20.00-
25310	079	000	53105018.475150.		511686	07/11/23	RC	RB	NRPAB DEPOSIT 230711	7176142		300.00-
25310	079	000	53105018.475150.		512511	07/17/23	RC	RB	NRPAB DEPOSIT 230717	7182481		300.00-
Total for Object			475150 CERTIFIED GENERAL NEW FEES									600.00-
25310	079	000	53105018.475152.		511567	07/10/23	RC	RB	NRPAB DEPOSIT 230710	7174330		45.25-
Total for Object			475152 FINGERPRINT FEES									45.25-
25310	079	000	53105018.475153.		511686	07/11/23	RC	RB	NRPAB DEPOSIT 230711	7176142		300.00-
Total for Object			475153 CERTIFIED RESIDENTIAL NEW									300.00-
25310	079	000	53105018.475154.		510868	07/03/23	RC	RB	NRPAB RENEW EFW DEPOSIT 230703	7167699		275.00-
25310	079	000	53105018.475154.		511677	07/07/23	RC	RB	NRPAB RENEW EFW DEPOSIT 230707	7173828		550.00-
25310	079	000	53105018.475154.		511851	07/10/23	RC	RB	NRPAB RENEW EFW DEPOSIT 230710	7175326		550.00-
25310	079	000	53105018.475154.		511952	07/11/23	RC	RB	NRPAB RENEW EFW DEPOSIT 230711	7177232		550.00-
25310	079	000	53105018.475154.		512159	07/12/23	RC	RB	NRPAB RENEW EFW DEPOSIT 230712	7178830		275.00-
25310	079	000	53105018.475154.		512722	07/14/23	RC	RB	NRPAB RENEW EFW DEPOSIT 230714	7182044		550.00-
25310	079	000	53105018.475154.		512775	07/17/23	RC	RB	NRPAB RENEW EFW DEPOSIT 230717	7183245		550.00-
25310	079	000	53105018.475154.		512740	07/18/23	RC	RB	NRPAB RENEW EFW DEPOSIT 230718	7184476		275.00-
25310	079	000	53105018.475154.		513238	07/19/23	RC	RB	NRPAB RENEW EFW DEPOSIT 230719	7187154		825.00-
25310	079	000	53105018.475154.		514168	07/24/23	RC	RB	NRPAB RENEW EFW DEPOSIT 230621	7191442		275.00-
25310	079	000	53105018.475154.		514346	07/25/23	RC	RB	NRPAB RENEW EFW DEPOSIT 230725	7193429		50.00-

Fund	Program	Sub-Program	Account Number	Sub-ledger	Doc Number	Tran Date	Tran Type	Batch Type	Payee/Explanation	Batch Number	Posted Code	Month to Date
Total for Object			475154	CERTIFIED GENERAL RENEWAL								5,225.00-
25310	079	000	53105018.475156.		510868	07/03/23	RC	RB	NRPAB RENEW EFW DEPOSIT 230703	7167699		5.00-
25310	079	000	53105018.475156.		511250	07/05/23	RC	RB	NRPAB RENEW EFW DEPOSIT 230705	7168999		20.00-
25310	079	000	53105018.475156.		511402	07/06/23	RC	RB	NRPAB RENEW EFW DEPOSIT 230706	7171237		5.00-
25310	079	000	53105018.475156.		511677	07/07/23	RC	RB	NRPAB RENEW EFW DEPOSIT 230707	7173828		10.00-
25310	079	000	53105018.475156.		511851	07/10/23	RC	RB	NRPAB RENEW EFW DEPOSIT 230710	7175326		10.00-
25310	079	000	53105018.475156.		511952	07/11/23	RC	RB	NRPAB RENEW EFW DEPOSIT 230711	7177232		10.00-
25310	079	000	53105018.475156.		512159	07/12/23	RC	RB	NRPAB RENEW EFW DEPOSIT 230712	7178830		25.00-
25310	079	000	53105018.475156.		512498	07/13/23	RC	RB	NRPAB RENEW EFW DEPOSIT 230713	7180372		5.00-
25310	079	000	53105018.475156.		512722	07/14/23	RC	RB	NRPAB RENEW EFW DEPOSIT 230714	7182044		20.00-
25310	079	000	53105018.475156.		512775	07/17/23	RC	RB	NRPAB RENEW EFW DEPOSIT 230717	7183245		10.00-
25310	079	000	53105018.475156.		512740	07/18/23	RC	RB	NRPAB RENEW EFW DEPOSIT 230718	7184476		5.00-
25310	079	000	53105018.475156.		513046	07/18/23	RC	RB	NRPAB RENEW EFW DEPOSIT 230718	7185225		10.00-
25310	079	000	53105018.475156.		513238	07/19/23	RC	RB	NRPAB RENEW EFW DEPOSIT 230719	7187154		15.00-
25310	079	000	53105018.475156.		514168	07/24/23	RC	RB	NRPAB RENEW EFW DEPOSIT 230621	7191442		10.00-
25310	079	000	53105018.475156.		514346	07/25/23	RC	RB	NRPAB RENEW EFW DEPOSIT 230725	7193429		20.00-
25310	079	000	53105018.475156.		514202	07/26/23	RC	RB	NRPAB DEPOSIT 230726	7194412		5.00-
25310	079	000	53105018.475156.		514546	07/26/23	RC	RB	NRPAB RENEW EFW DEPOSIT 230726	7195279		15.00-
Total for Object			475156	FINGERPRINT AUDIT PROGRAM FEES								200.00-
25310	079	000	53105018.475157.		511250	07/05/23	RC	RB	NRPAB RENEW EFW DEPOSIT 230705	7168999		1,100.00-
25310	079	000	53105018.475157.		511402	07/06/23	RC	RB	NRPAB RENEW EFW DEPOSIT 230706	7171237		275.00-
25310	079	000	53105018.475157.		512159	07/12/23	RC	RB	NRPAB RENEW EFW DEPOSIT 230712	7178830		550.00-
25310	079	000	53105018.475157.		512498	07/13/23	RC	RB	NRPAB RENEW EFW DEPOSIT 230713	7180372		275.00-
25310	079	000	53105018.475157.		513046	07/18/23	RC	RB	NRPAB RENEW EFW DEPOSIT 230718	7185225		550.00-
25310	079	000	53105018.475157.		514168	07/24/23	RC	RB	NRPAB RENEW EFW DEPOSIT 230621	7191442		275.00-
25310	079	000	53105018.475157.		514202	07/26/23	RC	RB	NRPAB DEPOSIT 230726	7194412		275.00-
25310	079	000	53105018.475157.		514546	07/26/23	RC	RB	NRPAB RENEW EFW DEPOSIT 230726	7195279		275.00-
Total for Object			475157	CERTIFIED RESIDENTIAL RENEWAL								3,575.00-
25310	079	000	53105018.475161.		511298	07/07/23	RC	RB	NRPAB DEPOSIT 230707	7172001		200.00-
25310	079	000	53105018.475161.		511567	07/10/23	RC	RB	NRPAB DEPOSIT 230710	7174330		50.00-
25310	079	000	53105018.475161.		511686	07/11/23	RC	RB	NRPAB DEPOSIT 230711	7176142		150.00-
25310	079	000	53105018.475161.		512022	07/13/23	RC	RB	NRPAB DEPOSIT 230713	7179092		100.00-
25310	079	000	53105018.475161.		512335	07/14/23	RC	RB	NRPAB RENEW EFW DEPOSIT 230714	7181181		50.00-
25310	079	000	53105018.475161.		513660	07/21/23	RC	RB	NRPAB DEPOSIT 230721	7189161		50.00-
25310	079	000	53105018.475161.		514013	07/25/23	RC	RB	NRPAB DEPOSIT 230725	7192211		50.00-
25310	079	000	53105018.475161.		514202	07/26/23	RC	RB	NRPAB DEPOSIT 230726	7194412		50.00-

Fund	Program	Sub-Program	Account Number	Sub-ledger	Doc Number	Tran Date	Tran Type	Batch Type	Payee/Explanation	Batch Number	Posted Code	Month to Date
25310	079	000	53105018.475161.		514643	07/28/23	RC	RB	NRPAB RENEW EFW DEPOSIT 230728	7197623		100.00-
Total for Object			475161	TEMPORARY CERTIFIED GENERAL								800.00-
25310	079	000	53105018.475234.		511298	07/07/23	RC	RB	NRPAB DEPOSIT 230707	7172001		400.00-
25310	079	000	53105018.475234.		511567	07/10/23	RC	RB	NRPAB DEPOSIT 230710	7174330		250.00-
25310	079	000	53105018.475234.		511686	07/11/23	RC	RB	NRPAB DEPOSIT 230711	7176142		300.00-
25310	079	000	53105018.475234.		512022	07/13/23	RC	RB	NRPAB DEPOSIT 230713	7179092		200.00-
25310	079	000	53105018.475234.		512335	07/14/23	RC	RB	NRPAB RENEW EFW DEPOSIT 230714	7181181		100.00-
25310	079	000	53105018.475234.		513660	07/21/23	RC	RB	NRPAB DEPOSIT 230721	7189161		100.00-
25310	079	000	53105018.475234.		514013	07/25/23	RC	RB	NRPAB DEPOSIT 230725	7192211		100.00-
25310	079	000	53105018.475234.		514202	07/26/23	RC	RB	NRPAB DEPOSIT 230726	7194412		100.00-
25310	079	000	53105018.475234.		514643	07/28/23	RC	RB	NRPAB RENEW EFW DEPOSIT 230728	7197623		200.00-
Total for Object			475234	APPLICATION FEES								1,750.00-
25310	079	000	53105018.476101.		510868	07/03/23	RC	RB	NRPAB RENEW EFW DEPOSIT 230703	7167699		175.00-
Total for Object			476101	LATE PROCESSING FEES								175.00-
25310	079	000	53105018.481100.		21519060	07/18/23	JE	G	OIP Jun 23 2.53848%	7185392		880.53-
Total for Object			481100	INVESTMENT INCOME								880.53-
25310	079	000	53105018.484500.		512740	07/18/23	RC	RB	NRPAB RENEW EFW DEPOSIT 230718	7184476		1,125.00-
Total for Object			484500	REIMB NON-GOVT SOURCES								1,125.00-
25310	079	000	53105018.511100.		3174381	07/12/23	T2	7	PAYROLL LABOR DISTRIBUTION	7168560		3,666.73
25310	079	000	53105018.511100.		3174668	07/26/23	T2	7	PAYROLL LABOR DISTRIBUTION	7187373		3,973.90
Total for Object			511100	PERMANENT SALARIES-WAGES								7,640.63
25310	079	000	53105018.511600.		3174381	07/12/23	T2	7	PAYROLL LABOR DISTRIBUTION	7168560		390.00
Total for Object			511600	PER DIEM PAYMENTS								390.00
25310	079	000	53105018.512100.		3174381	07/12/23	T2	7	PAYROLL LABOR DISTRIBUTION	7168560		148.36
25310	079	000	53105018.512100.		3174668	07/26/23	T2	7	PAYROLL LABOR DISTRIBUTION	7187373		105.93
Total for Object			512100	VACATION LEAVE EXPENSE								254.29
25310	079	000	53105018.512200.		3174381	07/12/23	T2	7	PAYROLL LABOR DISTRIBUTION	7168560		37.09
25310	079	000	53105018.512200.		3174668	07/26/23	T2	7	PAYROLL LABOR DISTRIBUTION	7187373		26.48
Total for Object			512200	SICK LEAVE EXPENSE								63.57
25310	079	000	53105018.512300.		3174381	07/12/23	T2	7	PAYROLL LABOR DISTRIBUTION	7168560		

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	53105018.512300.		3174668	07/26/23	T2	7	PAYROLL LABOR DISTRIBUTION	7187373		456.26
Total for Object			512300 HOLIDAY LEAVE EXPENSE									884.28
25310	079	000	53105018.515100.		3174382	07/12/23	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	7168560		320.51
25310	079	000	53105018.515100.		3174669	07/26/23	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	7187373		341.64
Total for Object			515100 RETIREMENT PLANS EXPENSE									662.15
25310	079	000	53105018.515200.		3174382	07/12/23	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	7168560		338.28
25310	079	000	53105018.515200.		3174669	07/26/23	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	7187373		318.61
Total for Object			515200 FICA EXPENSE									656.89
25310	079	000	53105018.515500.		3174382	07/12/23	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	7168560		926.77
25310	079	000	53105018.515500.		3174669	07/26/23	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	7187373		926.77
Total for Object			515500 HEALTH INSURANCE EXPENSE									1,853.54
25310	079	000	53105018.516500.		52823701	07/20/23	PV	V	AS - RISK MANAGEMENT DIVISION	7189612		1,004.90
Total for Object			516500 WORKERS COMP PREMIUMS									1,004.90
25310	079	000	53105018.521100.		21474164	07/12/23	J9	G	POSTAGE 20230601 - 20230630	7179344		.46
25310	079	000	53105018.521100.		21494081	07/14/23	J9	G	POSTAGE DUE JUN 2023	7181886		251.84
Total for Object			521100 POSTAGE EXPENSE									252.30
25310	079	000	53105018.521400.		52671711	07/01/23	P9	V	AS - OCIO - COMMUNICATIONS	7157366		136.69
25310	079	000	53105018.521400.		52795356	07/13/23	P9	V	AS - OCIO - IMSERVICES	7181614		1,856.98
25310	079	000	53105018.521400.		52833721	07/24/23	PV	V	AS - OCIO - COMMUNICATIONS	7192781		136.73
Total for Object			521400 CIO CHARGES									2,130.40
25310	079	000	53105018.521500.		52762934	07/06/23	P9	V	AS - MATERIEL DIVISION	7171431		24.61
Total for Object			521500 PUBLICATION & PRINT EXP									24.61
25310	079	000	53105018.524600.		21427499	07/10/23	JE	G	RENT & LB530 JULY 2023 - OTHER	7169828		1,034.31
25310	079	000	53105018.524600.		52785006	07/11/23	P9	V	SECRETARY OF STATE	7178041		20.88
25310	079	000	53105018.524600.		21509193	07/17/23	JE	G	NRPAB RENT JULY 2023	7184742		362.01-
Total for Object			524600 RENT EXPENSE-BUILDINGS									693.18
25310	079	000	53105018.524900.		21427499	07/10/23	JE	G	RENT & LB530 JULY 2023 - OTHER	7169828		348.91
25310	079	000	53105018.524900.		21509193	07/17/23	JE	G	NRPAB RENT JULY 2023	7184742		122.12-
Total for Object			524900 RENT EXP-DEPR SURCHARGE									226.79

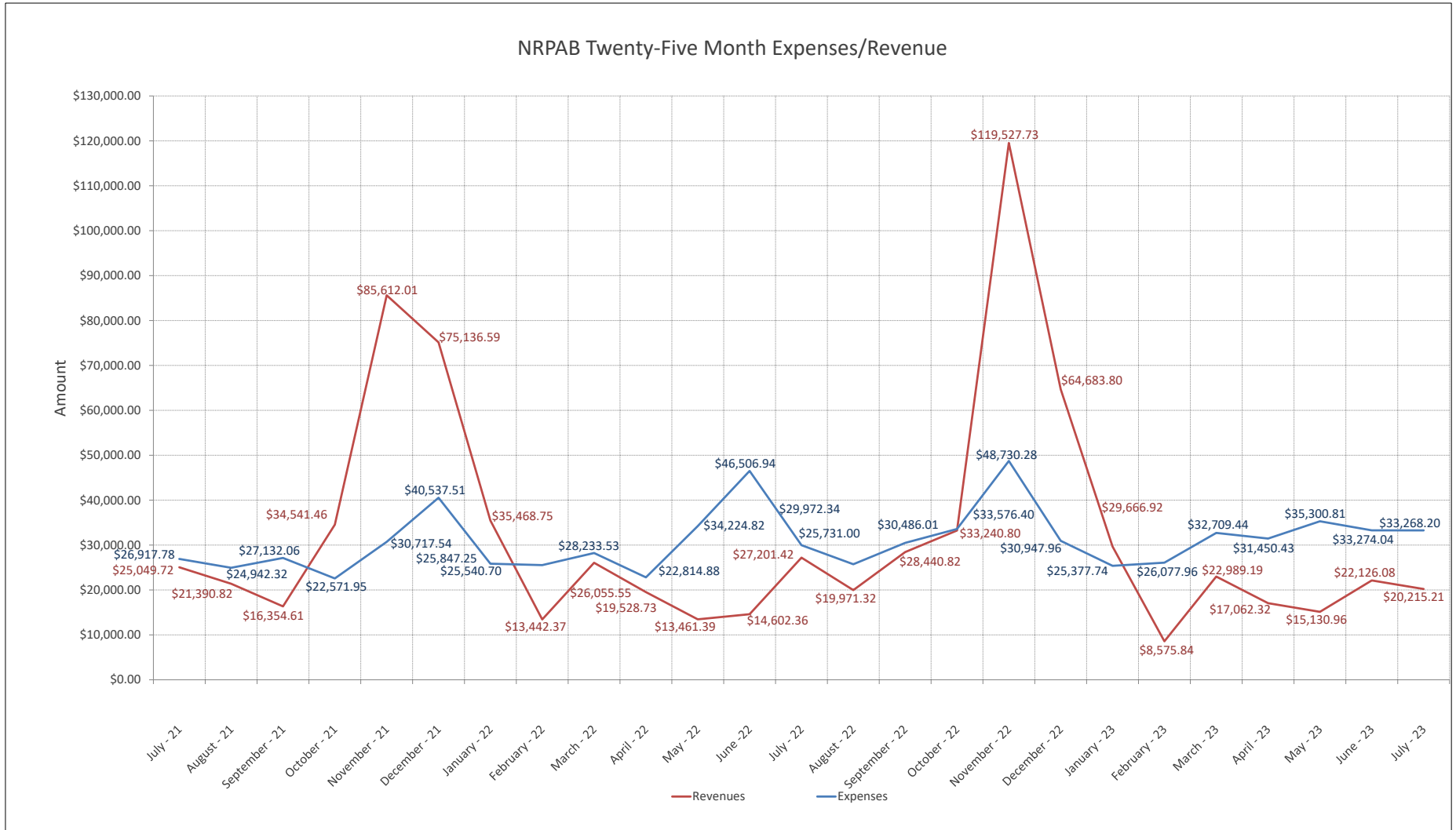
Fund	Program	Sub-Program	Account Number	Sub-ledger	Doc Number	Tran Date	Tran Type	Batch Type	Payee/Explanation	Batch Number	Posted Code	Month to Date
25310	079	000	53105018.539500.		52754902	07/05/23	P9	V	Purchase Card Offset	7169502		196.00
25310	079	000	53105018.539500.		21427384	07/05/23	J9	G	PURCHASE CARD TRANSACTION	7169594		196.00-
Total for Object			539500 PURCHASING CARD SUSPENSE									
25310	079	000	53105018.541100.		52823698	07/20/23	PV	V	AS - ACCOUNTING DIVISION	7189605		733.20
Total for Object			541100 ACCTG & AUDITING SERVICES									733.20
25310	079	000	53105018.541200.		52795349	07/13/23	PV	V	AS - MATERIEL DIVISION	7181609		25.35
Total for Object			541200 PURCHASING ASSESSMENT									25.35
25310	079	000	53105018.554900.		52768244	07/07/23	P9	V	PATROL, NEBRASKA STATE	7173870		452.50
25310	079	000	53105018.554900.		52768891	07/07/23	P9	V	BAUERMEISTER APPRAISAL SERVICE	7174380		250.00
25310	079	000	53105018.554900.		52768899	07/07/23	P9	V	BAUERMEISTER APPRAISAL SERVICE	7174395		250.00
25310	079	000	53105018.554900.		52823096	07/20/23	PV	V	C MUSTOE APPRAISALS LLC	7189423		875.00
25310	079	000	53105018.554900.		52827159	07/21/23	P9	V	PATROL, NEBRASKA STATE	7190955		181.00
Total for Object			554900 OTHER CONTRACTUAL SERVICES									2,008.50
25310	079	000	53105018.571100.		21427384	07/05/23	J9	G	PURCHASE CARD TRANSACTION	7169594		127.40
Total for Object			571100 LODGING									127.40
25310	079	000	53105018.571800.		52784987	07/11/23	P9	V	DOWNING, BONNIE M	7178015		40.27
Total for Object			571800 MEALS - TRAVEL STATUS									40.27
25310	079	000	53105018.574500.		52768234	07/07/23	P9	V	HERMSEN, KEVIN P	7173855		73.24
25310	079	000	53105018.574500.		52784987	07/11/23	P9	V	DOWNING, BONNIE M	7178015		200.11
Total for Object			574500 PERSONAL VEHICLE MILEAGE									273.35
25310	079	000	53105018.575100.		52768234	07/07/23	P9	V	HERMSEN, KEVIN P	7173855		5.20
25310	079	000	53105018.575100.		52784987	07/11/23	P9	V	DOWNING, BONNIE M	7178015		4.88
Total for Object			575100 MISC TRAVEL EXPENSE									10.08
Total for Business Unit		53105018	NE REAL PROPERTY APPRAISER									5,004.90
25320	079	000	53105200.475165.		512021	07/13/23	RC	RB	NRPAB AMC DEPOSIT 230713	7179084		1,500.00-
25320	079	000	53105200.475165.		513117	07/20/23	RC	RB	NRPAB AMC DEPOSIT 230720	7187308		1,500.00-
25320	079	000	53105200.475165.		514201	07/26/23	RC	RB	NRPAB AMC DEPOSIT 230726	7194387		1,500.00-
Total for Object			475165 AMC REGISTERED RENEWAL									4,500.00-
25320	079	000	53105200.476101.		512021	07/13/23	RC	RB	NRPAB AMC DEPOSIT 230713	7179084		

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			476101	LATE PROCESSING FEES								75.00-
25320	079	000	53105200.481100.		21519060	07/18/23	JE	G	OIP Jun 23 2.53848%	7185392		689.43-
Total for Object			481100	INVESTMENT INCOME								689.43-
25320	079	000	53105200.511100.		3174381	07/12/23	T2	7	PAYROLL LABOR DISTRIBUTION	7168560		1,974.41
25320	079	000	53105200.511100.		3174668	07/26/23	T2	7	PAYROLL LABOR DISTRIBUTION	7187373		2,139.80
Total for Object			511100	PERMANENT SALARIES-WAGES								4,114.21
25320	079	000	53105200.511600.		3174381	07/12/23	T2	7	PAYROLL LABOR DISTRIBUTION	7168560		210.00
Total for Object			511600	PER DIEM PAYMENTS								210.00
25320	079	000	53105200.512100.		3174381	07/12/23	T2	7	PAYROLL LABOR DISTRIBUTION	7168560		79.88
25320	079	000	53105200.512100.		3174668	07/26/23	T2	7	PAYROLL LABOR DISTRIBUTION	7187373		57.04
Total for Object			512100	VACATION LEAVE EXPENSE								136.92
25320	079	000	53105200.512200.		3174381	07/12/23	T2	7	PAYROLL LABOR DISTRIBUTION	7168560		19.97
25320	079	000	53105200.512200.		3174668	07/26/23	T2	7	PAYROLL LABOR DISTRIBUTION	7187373		14.26
Total for Object			512200	SICK LEAVE EXPENSE								34.23
25320	079	000	53105200.512300.		3174381	07/12/23	T2	7	PAYROLL LABOR DISTRIBUTION	7168560		230.48
25320	079	000	53105200.512300.		3174668	07/26/23	T2	7	PAYROLL LABOR DISTRIBUTION	7187373		245.68
Total for Object			512300	HOLIDAY LEAVE EXPENSE								476.16
25320	079	000	53105200.515100.		3174382	07/12/23	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	7168560		172.57
25320	079	000	53105200.515100.		3174669	07/26/23	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	7187373		183.97
Total for Object			515100	RETIREMENT PLANS EXPENSE								356.54
25320	079	000	53105200.515200.		3174382	07/12/23	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	7168560		182.16
25320	079	000	53105200.515200.		3174669	07/26/23	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	7187373		171.57
Total for Object			515200	FICA EXPENSE								353.73
25320	079	000	53105200.515500.		3174382	07/12/23	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	7168560		499.02
25320	079	000	53105200.515500.		3174669	07/26/23	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	7187373		499.02
Total for Object			515500	HEALTH INSURANCE EXPENSE								998.04
25320	079	000	53105200.516500.		52823701	07/20/23	PV	V	AS - RISK MANAGEMENT DIVISION	7189612		541.10
Total for Object			516500	WORKERS COMP PREMIUMS								541.10

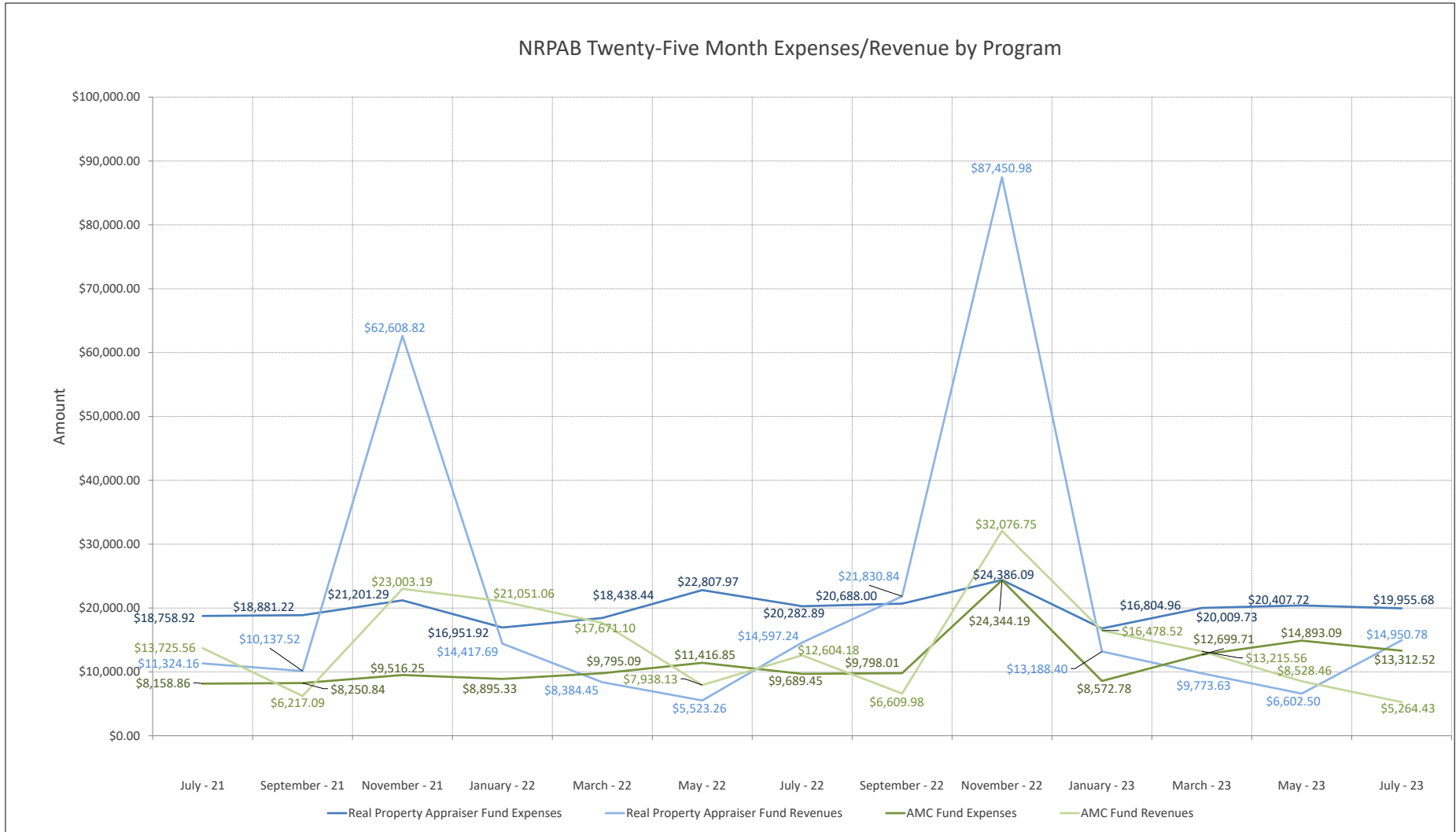
Fund	Program	Sub-Program	Account Number	Sub-ledger	Doc Number	Tran Date	Tran Type	Batch Type	Payee/Explanation	Batch Number	Posted Code	Month to Date
25320	079	000	53105200.521400.		52671711	07/01/23	P9	V	AS - OCIO - COMMUNICATIONS	7157366		73.60
25320	079	000	53105200.521400.		52795356	07/13/23	P9	V	AS - OCIO - IMSERVICES	7181614		3,834.14
25320	079	000	53105200.521400.		52833721	07/24/23	PV	V	AS - OCIO - COMMUNICATIONS	7192781		73.62
Total for Object			521400 CIO CHARGES									3,981.36
25320	079	000	53105200.521500.		52762934	07/06/23	P9	V	AS - MATERIEL DIVISION	7171431		13.25
Total for Object			521500 PUBLICATION & PRINT EXP									13.25
25320	079	000	53105200.524600.		52785006	07/11/23	P9	V	SECRETARY OF STATE	7178041		11.25
25320	079	000	53105200.524600.		21509193	07/17/23	JE	G	NRPAB RENT JULY 2023	7184742		362.01
Total for Object			524600 RENT EXPENSE-BUILDINGS									373.26
25320	079	000	53105200.524900.		21509193	07/17/23	JE	G	NRPAB RENT JULY 2023	7184742		122.12
Total for Object			524900 RENT EXP-DEPR SURCHARGE									122.12
25320	079	000	53105200.541100.		52823698	07/20/23	PV	V	AS - ACCOUNTING DIVISION	7189605		394.80
Total for Object			541100 ACCTG & AUDITING SERVICES									394.80
25320	079	000	53105200.541200.		52795349	07/13/23	PV	V	AS - MATERIEL DIVISION	7181609		13.65
Total for Object			541200 PURCHASING ASSESSMENT									13.65
25320	079	000	53105200.554900.		52768244	07/07/23	P9	V	PATROL, NEBRASKA STATE	7173870		497.75
25320	079	000	53105200.554900.		52827159	07/21/23	P9	V	PATROL, NEBRASKA STATE	7190955		452.50
Total for Object			554900 OTHER CONTRACTUAL SERVICES									950.25
25320	079	000	53105200.571100.		21427384	07/05/23	J9	G	PURCHASE CARD TRANSACTION	7169594		68.60
Total for Object			571100 LODGING									68.60
25320	079	000	53105200.571800.		52784987	07/11/23	P9	V	DOWNING, BONNIE M	7178015		21.69
Total for Object			571800 MEALS - TRAVEL STATUS									21.69
25320	079	000	53105200.574500.		52768234	07/07/23	P9	V	HERMSEN, KEVIN P	7173855		39.44
25320	079	000	53105200.574500.		52784987	07/11/23	P9	V	DOWNING, BONNIE M	7178015		107.75
Total for Object			574500 PERSONAL VEHICLE MILEAGE									147.19
25320	079	000	53105200.575100.		52768234	07/07/23	P9	V	HERMSEN, KEVIN P	7173855		2.80
25320	079	000	53105200.575100.		52784987	07/11/23	P9	V	DOWNING, BONNIE M	7178015		2.62
Total for Object			575100 MISC TRAVEL EXPENSE									5.42

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 Business Unit		53105200	AMC LICENSING									8,048.09
Total for Division		000										13,052.99
Total for Agency		053	REAL PROPERTY APPRAISER BD									13,052.99

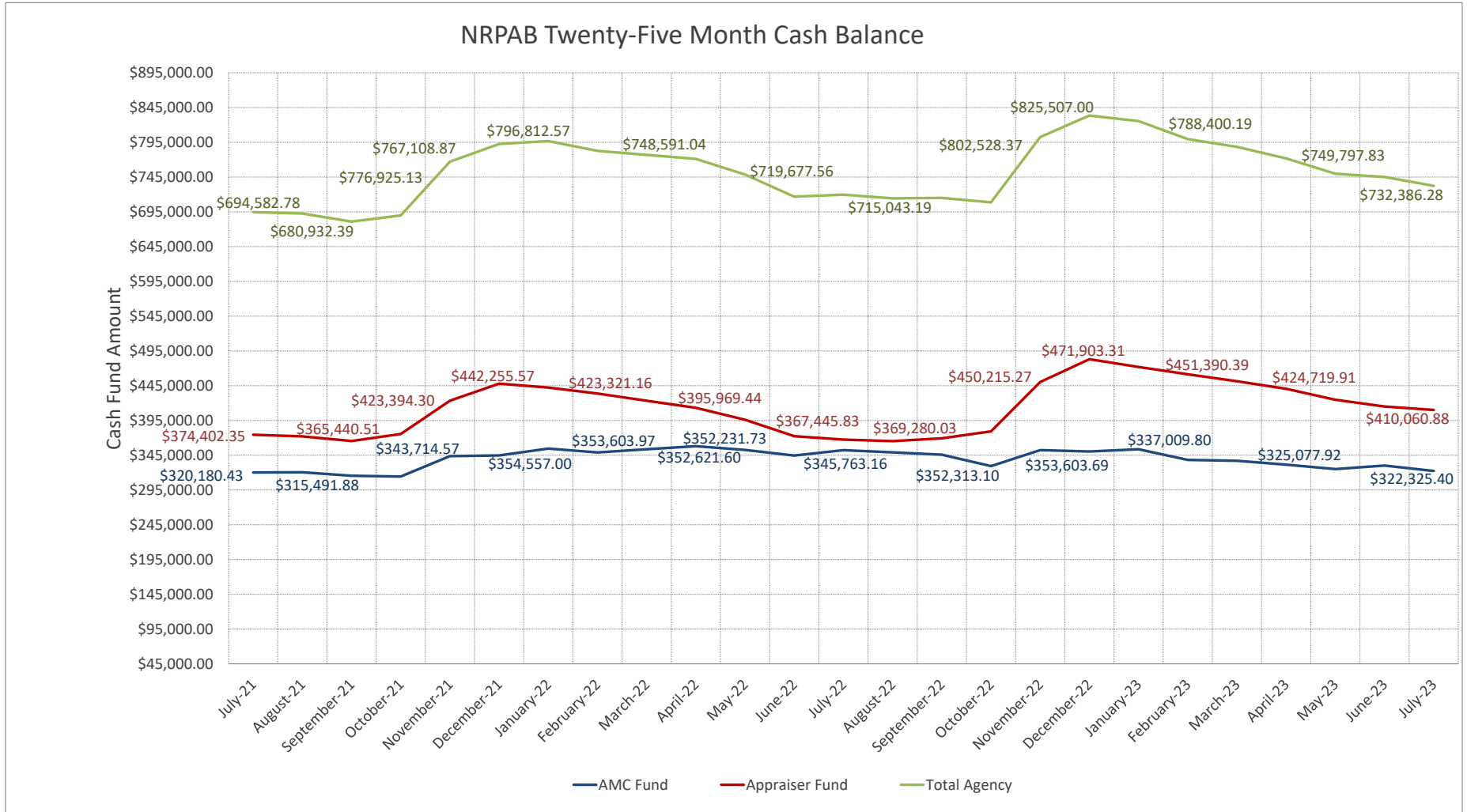
Financial Report and Considerations - Financial Charts



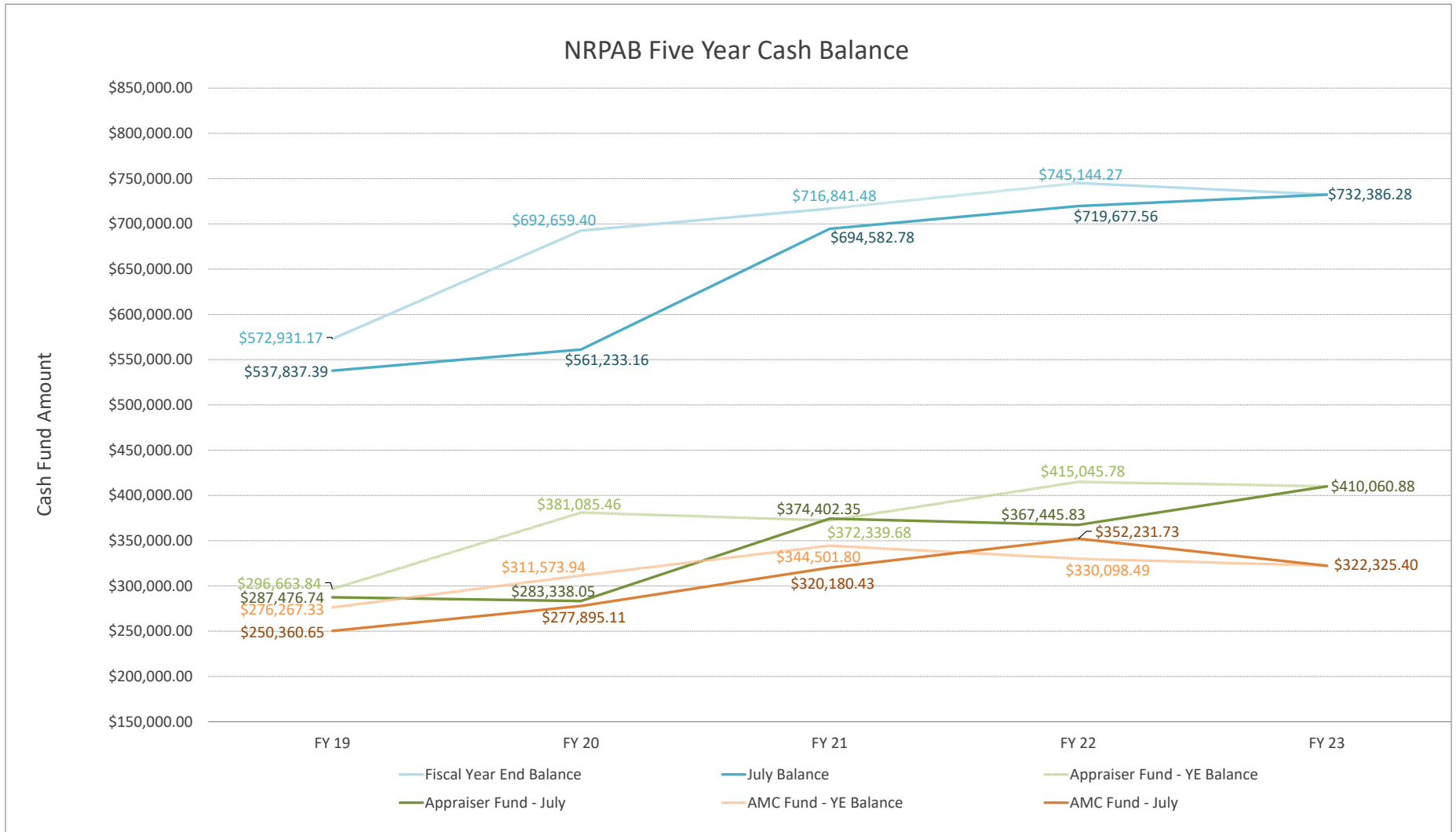
Financial Report and Considerations - Financial Charts



Financial Report and Considerations - Financial Charts



Financial Report and Considerations - Financial Charts





Memo

To: Nebraska Real Property Appraiser Board

From: Director Kohtz

CC:

Date: August 17, 2023

Re: Office Workstation Remodel

In order to accommodate an additional teammate, the temporary workstation in the NRPAB office must be reconfigured to the required standards for a regular full-time teammate. At the regular meeting on July 20, 2023, the Board approved funding for this project in the amount of \$1,154.00. At the time of the Board's approval, the State of Nebraska Buildings Division estimated the labor to complete the reconfiguration at \$400.00. \$400.00, along with an additional \$100.00 contingency, was included in the Board's July approval. Buildings Division awarded this contract to Office Innovations in the amount of \$900.00. Approval for funding in the amount of \$400.00 is requested to be transferred from Other Operating Expenses (559100) to Other Contractual Services (554900) to account for the difference between the Board's July approval for labor and the awarded contract. See attachment for additional information.

DESIGN & PLANNING

Intent to Award a Bid

Date: 07/26/23

To: All Vendors

Design Project Manager: Janelle Wickersham

Agency Point of Contact: Tyler Kohtz

Agency: Appraiser Board

Project Location: 301 Centennial mall 1st floor

Desired Completion Date: ASAP after receiving Neutral Posture product

This is to notify all vendors who responded to the above referenced Request for Proposal that the State of Nebraska intends to award the contract for Teardown and Installation to:

Office Innovations

The bids received were as follows:

Office Installation Specialists: \$789.00 Did not include full scope

Office Innovations: \$900.00 Included full scope

Thank you for your interest in doing business with the State of Nebraska.



Memo

To: Nebraska Real Property Appraiser Board
From: Kashinda Sims, Business and Education Program Manager
CC:
Date: 8/10/2023
Re: Planit Omaha “2023 Commercial Real Estate (CRE) Summit” (2231483.14)

An application for approval as a continuing education activity titled, “2023 Commercial Real Estate (CRE) Summit,” was received at the board office on July 25, 2023. During the Director’s review of the application, it was discovered that the Breakout Sessions #4 and #10 as described in the timed outline, do not appear to meet the requirements as specified in 298 NAC Chapter 6, § 003.01A(5), which indicates that any continuing education activity must contribute to a credential holder’s development of real property appraiser related skill, knowledge, and competency in communication.

Breakout Session #4 is an open discussion with the intent to focus on the young members of the CRE industry. (See highlighted portion on page L.4) Breakout Session #10 discusses building one’s social capital and becoming an industry leader. (See highlighted portion on page L.6) Neither session contributes to a credential holder’s development of real property appraiser related skill, knowledge, and/ or competency regarding communication.

Staff recommends that the activity be approved for 4 hours as requested, with the exception of Breakout Sessions 4 and 10. For additional information, see the Education Activity Material log dated 08/04/2023 under the activity.



2023 Commercial Real Estate Summit Program

CE Application

1. Welcome and Opening Remarks:

With the substantial increase in construction costs over the last 30 months now coupled with the substantial increase in interest rates over the last 18 months, commercial real estate faces the most difficult challenge for development since the great recession. This year's 34th CRE Summit will focus on providing attendees, all of whom make their living in the world of commercial real estate, with insights and suggestions for navigating through this difficult period of time.

Learning Objectives:

- Future state of Omaha and the various markets
- Current deals and developments and how they successfully overcame obstacles of financial, appraisals, permits, etc.

2. Education the Next Generation of CRE Leaders:

The CRE Summit works with the University of Nebraska Omaha Real Estate and Land Development Department to educate students on current topics in commercial real estate. We do this by providing scholarships to 50 UNO students to attend the conference for a discounted fee of \$50 per student. Each year that UNO Real Estate students attend the Summit many of the students have found mentors and very good jobs in the commercial real estate industry through their networking at the Summit. The Summit also annually awards a \$3,500 scholarship to the top UNO Real Estate student.

Learning Objectives:

- How appraisers can get involved in the education of the younger generations

3. Insights into the Current CRE Economic Environment:

We are delighted again this year to have Ernie Goss, Ph.D., MacAllister Chair & Professor of Economics, Creighton University, provide the economic backdrop to what is transpiring that impacts the CRE industry. He speaks of not only local economics but also how national and international economics can affect the Midwest. This session will provide

attendees the knowledge of where our economic future is headed and how to they can forecast to better themselves and their clients.

Learning Objectives:

- Attendees will receive an update on the current macroeconomic scenario surrounding commercial real estate
- Content will include an outlook on rising interest rates, declining valuations, and change in demand
- Attendees can apply this information to their respective industries and develop professional economic forecasts

4. Breakout 1: Creative Financing Techniques: PACE Financing, Participating Debt, TIF and HUD Loans:

With the difficulty in finding Lenders that are willing to make CRE loans in this environment, the panel will discuss the several techniques that are available to the CRE community that will assist them in building their equity stack. These panelists are experts in these techniques and will provide very valuable information to the attendees on how to find the best solutions for them and their clients.

Learning Objectives:

- Attendees will discuss financing considerations of commercial real estate and compare various techniques of financing project development and Land Development Projects.
- Additionally, they will analyze Real Estate Capital Markets and Securities in the context of Portfolio Performance Considerations.
- Attendees will gain knowledge of various commercial financing options specific to the Omaha metro area.

5. Breakout 2: Empowering Construction Project Delivery:

With cost increases, supply chain issues, and workforce shortages, project delivery methods have begun to change. This session will discuss integrated project delivery and how it's becoming the most logical method for delivering projects that meet the goals of the Owner/Developers, Architects, Engineers, and Construction Partners.

Learning Objectives:

- Attendees will understand different methods of project delivery and the roles and responsibilities of all constituencies involved in the construction process.
- Attendees will gain a foundational understanding of IPD and learn how to prepare and enable their team members with efficient approaches for daily use within a project environment.

6. **Breakout 3: How is Lincoln dealing with higher interest rates and construction costs?**
The session will provide a perspective on Lincoln's current commercial real estate conditions. Jason Ball will have an overview of Vitality Lincoln and an update on any current projects. Dannay Kal Kowski will be reviewing and discussing what they are seeing in regard to development – including issues that may be affecting development or real estate deals. Bob Panzer will be discussing the commercial Lincoln financial market and how the current economic conditions may be affecting financing and how deals are being financed or how they may be financed in the future.

Learning Objective:

- Attendees will leave this session with insights on how the city of Lincoln's developments have adapted to the challenges of 2023.
- Attendees will hear multiple case studies from professionals on current projects and the financial strains they have encountered.
- Attendees will gain an understanding of how the current macroeconomic scenario affects developers and clients in Lincoln, NE.

7. Breakout 4: Roundtables/Open Discussion: Breaking in and moving up: Successes and Failures, how to create your own path.

This session will focus on the young members of the CRE industry. Our panelists will describe how to navigate your way through and into a successful CRE career by providing insights into various aspects of CRE that will benefit each new CRE professional.

Learning Objectives:

- Attendees will hear firsthand stories and advice from young commercial real estate professionals in the Omaha area.
 - Attendees will enhance their networking skills, develop leadership skills and increase their industry-related knowledge in a small group setting.
8. **Breakout 5: Conventional Financing, Loan Maturity, Underwriting, Best Practices in these Difficult Times:**

This session may be this year's CRE Summit's most important session. The four panelists will describe what it takes to obtain a commercial real estate loan in this difficult high-interest-rate environment. The panel includes four lenders from various-sized institutions who will share their insights from their particular vantage points.

Learning Objectives:

- Attendees will receive insight on the underwriting and loan approval process and review best practices for the conventional financing of commercial projects.
- Attendees will understand the key components that lenders look for when developing and structuring commercial loans.

9. **Breakout 6: Property Management Best Practices during the Difficult Times:**
Our CRE Summit Planning Committee felt that property management should be addressed this year because operating a property efficiently produces better financial results. The panelists include a variety of leaders from CRE companies, all of whom understand the difficulties encountered in CRE Management. This session will benefit all attendees by giving them insight into how properties function best.

Learning Objectives:

- Attendees will understand the roles and responsibilities of property managers and learn how to best report to owners, lenders and regulatory agencies.
- Attendees will develop their leadership and time management skills and leave with ideas on how to motivate and support their teams.

10. **Breakout 7: The Shifting Sands of Commercial Real Estate: Legal and Development Insights:**

The purpose of this panel is to have two highly qualified real estate lawyers provide techniques for working through these high-interest rate times. In addition, a developer and the president of a large real estate trust will discuss insights from an owner's and developer's standpoint that have helped them work through these times.

Learning Objectives:

- Attendees will understand the important role the legal profession plays in real estate transactions and how to carefully select legal counsel.
- Attendees will understand of how legal issues impact and shape the selection, acquisition, development, financing, ownership, and management of real property.
- Attendees will develop the skills necessary to identify potential legal issues and manage developments in a high-interest rate environment.

11. **Breakout 8: ESG: A Conversation:**

This session will go over the environmental, social, and governance of the CRE industry. We have architects, consultants, and property managers who share how our industry is shifting the focus toward a more natural and sustainable environment. Attendees will learn best practices on how they can be more sustainable and reduce their carbon footprint as industry professionals.

Learning Objectives:

- Attendees will discover and be able to recognize the key issues are within each of the three ESG categories.
- Attendees will be able to identify what investment strategies are used to ensure responsible investment.

- Explore the environmental, social, and governance criteria and gain an understanding as to how these segments are linked.

12. Breakout 9: The State of Housing in Omaha and Its Impact on Commercial Real Estate

Clearly, America has a lack of affordable housing. This panel will explore solutions to this issue, including build-for-rent, workforce housing, tax credits, etc. The panel also includes experts in multi-family housing who will review that market and solutions for working through today's high-interest rate environment.

Learning Objectives:

- Attendees will gain knowledge of alternative solutions for affordable housing.
- Attendees will analyze the Omaha real estate market, discuss how financing solutions can be applied to multi-family housing and apply the overarching theme of the Summit.

13. Breakout 10: How to Build Your Social Capital and Become an Industry Leader:

It's no secret that a key ingredient to our success as CRE professionals is who you know. But how do you build a robust network while staying current in the industry? This session will provide an overview of different opportunities that one can engage in to do so, namely, Leadership Omaha, CREW Omaha, ULI, and the Spark Developer Academy. All are incredible assets available to us, and the panelists will share why they have invested in each and how you can do the same.

Learning Objectives:

- Attendees will gather knowledge of the existing social landscape and many prominent organizations of the Omaha commercial real estate community.
- Attendees will build a personal and professional development road map to success within their field.

14. Closing Session: Charting the Course as Omaha Moves Forward:

Four of the most prolific developers will discuss moving forward in today's market and will provide insights into how they are working through these difficult times. Attendees will learn key points to assist their clients in becoming more profitable while protecting interests in the commercial real estate industry.

Learning Objective:

- Attendees will be able to think critically about the short and long-term effects of high-interest rates on commercial real estate developments.
- Attendees will increase the profitability and maneuverability of their practices and investments.

Noncriminal Justice Audit Nebraska



Audit Complete

Nebraska Real Property Appraiser Board (NB920183Z)

Report created: Tue Aug 15 2023 10:26:36 GMT-0500 (Central Daylight Time)

Assigned By: (FA) Nancy Kozisek - On: 7/11/2023

Submitted By
Allison Nespor on 7/13/2023

Submission Reviewed By
N/A

Compliance Report By
N/A

Agency Response By
(FA) Nancy Kozisek on 8/15/2023

Final Report By
(FA) Nancy Kozisek on 8/15/2023

Confirmed Final Review By
Allison Nespor on 8/15/2023

Section - Use of CHRI

1. The agency has a state statute that has been approved by the FBI.

- Yes
- No



Compliant

2. The state statute has been modified since receiving FBI approval.

- Yes
- No



Compliant

3. In order for a Noncriminal Justice Agency (NCJA) to perform a civil background check, the agency must have specific authority. The Noncriminal Justice Agency has authority to perform civil background checks by the following statute(s):



Compliant

76-2228.01(1)(e)
76-2230(1)(e)
76-2231.01(1)(f)
76-2232(1)(f)
76-2233(4)(a)
76-2233.02(2)
76-3207(2)

4. The NCJA has a written Agency User Agreement with the Nebraska State Patrol.

- Yes
- No



Compliant

5. The federally approved state statute that permits the NCJA the ability to perform a civil background check specifically states who may be checked under the statute(s).

- Yes
- No



Compliant

6. The agency is aware of what constitutes Criminal History Record Information (CHRI).

- Yes
- No



Compliant

7. The CHRI is used for the official authorized purpose.

- Yes
- No
- N/A - The agency has never performed a criminal background check


Compliant

8. The purpose of the background check is verified by the agency.

- Yes
- No
- N/A - The agency has never performed a criminal background check


Compliant

9. There is an application on file to support the request for the CHRI.

- Yes
- No
- N/A - The agency has never performed a criminal background check


Compliant

10. The agency trains personnel on how to properly read CHRI.

- Yes
- No
- N/A - The agency has never performed a criminal background check


Compliant

11. After the initial civil background check results are received, the NCJA reuses the CHRI or provides the results to another agency.

- Yes
- No
- N/A - The agency has never performed a criminal background check


Compliant

12. The NCJA receives CHRI on behalf of other agencies.

- Yes
- No
- N/A - The agency has never performed a criminal background check


Compliant

13. The NCJA receives CHRI from sources other than the Nebraska State Patrol.

- Yes
- No
- N/A - The agency has never performed a criminal background check


Compliant

14. The NCJA is aware of the fees associated with a federal background check.

- Yes
- No
- N/A - The agency has never performed a criminal background check


Compliant

Section - Dissemination of CHRI

1. The NCJA receives CHRI from the Nebraska State Patrol by the following methods:

- Standard Mail
- Internet (INA, etc.)
- Email (Electronic mail)
- Interagency Mail
- N/A - The agency has never performed a criminal background check.


Compliant

2. The NCJA informs the applicant/vendor/school/department that someone is cleared based on the results from the FBI background check using the following method:



Applicant is only informed if they are not cleared based on public court records requested by the NCJA based on results from the FBI background check. That notification takes place by mail, phone, or email and refers only to the public information.

3. The NCJA informs the applicant/vendor/school/department that someone is denied based on the results from the FBI background check using the following method:



NCJA informs the applicant by mail, phone, or email that an application has been denied based on public court records obtained based on the results from the FBI background check.

4. The NCJA provides the CHRI results to the employers of which an applicant is seeking employment.



- Yes
- No
- N/A - The agency has never performed a criminal background check

5. The agency has provided the dissemination letter to the auditor



- Yes
- No
- N/A - The agency has never performed a criminal background check

6. Applicants are provided a copy of their fingerprint-based CHRI.



- Yes
- No
- N/A - The agency has never performed a criminal background check

7. The NCJA has a Criminal History Secondary Dissemination Log.



- Yes
- No

8. The actual criminal history results or a link to criminal history results, in which to confirm the existence or non-existence of a record, is posted on websites accessible by the public.



- Yes
- No
- N/A - The agency has never performed a criminal background check

9. The NCJA disseminates CHRI to other agencies within the state.



- Yes
- No
- N/A - The agency has never performed a criminal background check

10. The NCJA disseminates CHRI to out of state agencies or entities.



- Yes
- No
- N/A - The agency has never performed a criminal background check

11. There are meetings where the CHRI is discussed.

- Yes
- No
- N/A - The agency has never performed a criminal background check



Section - Outsourcing

1. The agency uses contractors to perform agency functions as it relates to the CHRI.

- Yes
- No



Section - Dissemination of CHRI during a Public Hearing

1. The agency holds a public hearing.

- Yes
- No



Section - Security of CHRI

1. NCJA personnel are aware that the misuse of CHRI could be a Class D felony or a Class A Misdemeanor.

- Yes
- No



2. All NCJA personnel with access to CHRI have taken the appropriate CJIS Security Training within thirty (30) days of initial assignment.

**including Information Technology (IT) personnel

- Yes
- No
- N/A - The agency has never performed a criminal background check



3. The NCJA maintains CHRI in an electronic format.

- Yes
- No
- N/A - The agency has never performed a criminal background check



4. The NCJA maintains hard copies of the CHRI.

- Yes
- No
- N/A - The agency has never performed a criminal background check



Sub Questions

1. Hard copies of CHRI are maintained in the following locations:

Locked desk drawer in NCJA office.



Compliant

5. The NCJA controls all off site storage areas that contain CHRI.

- Yes
- No



Compliant

6. The physical locations where CHRI is located is accessible by unescorted visitors or contracted cleaning crews.

- Yes
- No
- N/A - The agency has never performed a criminal background check



Compliant

7. The NCJA maintains an electronic media sanitization and disposal policy that is in compliance with the CJIS Security Policy.

- Yes
- No



Compliant

8. The agency has written procedures addressing the storage, maintenance, and destruction of CHRI.

- Yes
- No



Compliant

9. When CHRI is no longer required by the agency the record is destroyed by:

Securely shredding physical copy.



Compliant

10. The agency with access to CHRI maintains a Security Incident Response Policy in order to report any security incidents involving CHRI to the Nebraska State Patrol.

**as required by the CJIS Security Policy

- Yes
- No



Compliant

Sub Questions

1. The agency provided a copy of the Security Incident Response Policy to the auditor.

- Yes
- No



Compliant

11. The NCJA has previously experienced and properly reported a Security Incident that has occurred involving CHRI.

- Yes
- No
- N/A - The agency has never performed a criminal background check



Compliant

Section - Reason Fingerprinted Field and Purpose Code Usage

1. The agency has access to multiple Originating Agency Identifier (ORI) numbers or ORI numbers assigned to other agencies.

- Yes
- No



Compliant

2. The applicant is provided a blank fingerprint card and is responsible for submission of the fingerprints.

- Yes
- No
- N/A - The agency has never performed a criminal background check



Compliant

3. The agency uses the correct ORI that is associated with the "Reason Fingerprinted" Field on the applicant's fingerprint card.

- Yes
- No
- N/A - The agency has never performed a criminal background check



Compliant

4. The agency completes the "Reason Fingerprinted" Field on the applicant's fingerprint card.

- Yes
- No
- N/A - The agency has never performed a criminal background check



Compliant

5. Fingerprints are captured by:

- Local Law Enforcement Agency
- Approved Vendor or Private Contractor
- Noncriminal Justice Agency
- Nebraska State Patrol
- N/A - The agency has never performed a criminal background check.



Compliant

6. The fingerprints are captured by Livescan.

- Yes
- No
- N/A - The agency has never performed a criminal background check



Compliant

7. In accordance with the Compact Council Identity Verification Program, the agency practices the appropriate procedures in order to verify the identity of applicants and associate them with specific applications and fingerprint submissions.

- Yes
- No
- N/A - The agency has never performed a criminal background check



Compliant

Sub Questions

1. The agency has a chain of custody procedure for fingerprint cards both before and after the fingerprints are captured and submitted.



Compliant

- Yes
- No

Section - Applicant Notification and Record Challenge

1. The applicant is notified by the agency in writing that their fingerprints will be used to research CHRI of the FBI.



Compliant

- Yes
- No
- N/A - The agency has never performed a criminal background check

2. The applicant is given the Privacy Act Statement in writing.



Compliant

- Yes
- No
- N/A - The agency has never performed a criminal background check

3. The applicant is provided the opportunity to challenge the accuracy and completeness of their CHRI.



Compliant

- Yes
- No
- N/A - The agency has never performed a criminal background check

4. Applicants are advised by the agency of the procedures for changing, correcting, or updating an FBI identification record.



Compliant

- Yes
- No
- N/A - The agency has never performed a criminal background check

5. The applicant is given a reasonable amount of time to challenge the accuracy and completeness or obtain missing disposition information.



Compliant

- Yes
- No
- N/A - The agency has never performed a criminal background check

6. The agency maintains all records related to the applications and challenge notifications for three (3) years.



Compliant

**applications, fingerprints, CHRI, etc...

- Yes
- No
- N/A - The agency has never performed a criminal background check

Section - Adam Walsh Act

1. The agency completes Adam Walsh checks.



Compliant

- Yes
- No

Noncriminal Justice Audit Nebraska



Audit Complete

Nebraska Real Property Appraiser Board (NB920183Z)

Report created: Tue Aug 15 2023 10:26:36 GMT-0500 (Central Daylight Time)



Nebraska State Patrol

Assigned By: (FA) Nancy Kozisek - On: 7/11/2023

Submitted By
Allison Nesor on 7/13/2023

Submission Reviewed By
N/A

Compliance Report By
N/A

Agency Response By
(FA) Nancy Kozisek on 8/15/2023

Final Report By
(FA) Nancy Kozisek on 8/15/2023

Confirmed Final Review By
Allison Nesor on 8/15/2023

The purpose of the CHRI audit is to help agencies identify problems and to improve their record systems, not to impose criticisms or penalties. This audit is meant to assist agencies in meeting the requirements of the CJIS Security Policy, Outsourcing Standard, and Title 28, Code of Federal Regulations (CFR), Section 16.34 while improving efficiency and the security of CHRI helping to guard against situations that could create a liability risk for the agency.

Compliance Report

Final Review Notes

MOU will need to be approved through POLAR, signed and uploaded into SharePoint.
Training was sent
CJIS Security Training Completed

Local Agency Review: August 15, 2023

Report Summary

This is the audit for noncriminal justice agencies



Jim Pillen, Governor

July 20, 2023

Tyler Kohtz, Director
Real Property Appraiser Board
301 Centennial Mall South
Lincoln, NE 68508

Dear Mr. Kohtz:

State Personnel has completed a review of your request to create a new position as A01014 Administrative Specialist. The need for a new position comes as a result of consistent task creep since 2017 resulting in a workload that can no longer be effectively and efficiently managed by existing staff. The review included the documents/information submitted with the request, additional information obtained from you, comparison to class specifications and others performing similar work.

The review finds this new position would be primarily responsible for accounting and budget tasks such as processing deposits, invoices, and payroll, posting data to ledgers, journals and databases, balancing and reconciling ledgers/journals/databases, collect and remit sales tax, collect money, write receipts, prepare/deliver deposits to State Treasurer, process expense reimbursements, ensure accuracy of entries, enter, revise and transfer budget appropriations as directed; compile financial data used to develop budget requests, creating reports, etc. Additionally, the position will manage the agency's grant activities/tasks, ensure appropriate records management, and assist with Appraiser Credentialing, AMC Registration, Education and Compliance program activities as needed.

As the majority of time will be spent on accounting and budget related transactional tasks, it is determined the position should be established as A19011 Accountant I.

Please know the review of the two existing Administrative Specialist positions is continuing and a decision will be issued on those at a later date.

Please contact Deb Tatro (420-840-0087 or deb.tatro@nebraska.gov) if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Sean Davis".

Sean Davis, Director

Sean Davis, Director

Department of Administrative Services | STATE PERSONNEL

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Lincoln, Nebraska 68508

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Jim Pillen, Governor

August 11, 2023

Tyler Kohtz, Director
Real Property Appraiser Board
301 Centennial Mall South
Lincoln, NE 68508

Dear Mr. Kohtz:

State Personnel has completed a review of your request to reclassify the newly created Accountant I position to Administrative Specialist. This review included the revised PDQ you completed, comparison to class specifications and other positions performing similar work.

The review finds the duties are essentially the same as previously reported, however, the percentage of time spent on the accounting duties has changed (increased by 5%) and the Compliance duties have been removed which occupied 5% of the time. The position still spends the majority of time on accounting/budget/grant related transactional tasks which are found at the Accountant I level, therefore, the position remains appropriately classified as Accountant I.

Please know that any reduction in the percentage of time spent on accounting/budget/grant related tasks would very likely result in downward reclassification of the position.

Sincerely,

A handwritten signature in black ink, appearing to read "Sean Davis".

Sean Davis, Director
DAS – State Personnel Division

Sean Davis, Director

Department of Administrative Services | STATE PERSONNEL

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State of Nebraska Real Property Appraiser Board
Accountant I (A19011)
Business Programs Manager

Description:

Under general supervision of the director, manage the day-to-day accounting and office business, and provide support for the Budget Program. Under the limited supervision of the director, independently manage the day-to-day Grant Administration Program and the Records Management Program. Assist with the agency's public information activities and board meeting preparation, and execute various directives as assigned by the director. Carry out the essential duties of the Licensing Programs Manager and Education Program Manager as assigned by the Director.

Job Duties:

Manage the day-to-day accounting functions for the agency, which includes processing deposits, invoices, and payroll; carrying out procurement functions, asset management functions, end of year accounting functions; and carrying out specialized accounting functions as required by the director. Specifically, this position applies appropriate state rules, regulations, and standards to ensure compliance with the State's accounting, procurement, payroll, and asset management requirements; posts data to ledgers, journals, documents, and databases to establish and maintain accounting, procurement, payroll, and asset management records; reviews, balances, and reconciles ledgers, journals, vouchers, invoices, documents, transactions, and databases to verify the information is complete and accurate; collects and remits sales tax on USPAP books and mailing address lists; collects money, writes receipts, codes and posts transactions to proper accounts, and stores money for deposit with the State Treasurer to ensure safekeeping and delivers the deposit to the State Treasurer timely and safely; works with vendors/customers to resolve invoice and statement discrepancies; reconciles account discrepancies, and resolutions to correct discrepancies, performing account adjustments and posting to correct business unit and object code as needed; coordinates and processes agency payroll and ensures accuracy of payroll; coordinates and processes agency expense reimbursements and ensures that expense reimbursements are accurate; maintains asset listings and assigns asset numbers to agency property; enters and maintains contracts for services and purchases; and ensures that accounting documents and files are maintained according to agency's retention schedule, the requirements of the board, the Nebraska State Auditor's Office, and the Appraisal Subcommittee; monitors the effectiveness of program-related forms, applications, and public documents, and recommends changes based on law, rule/regulation, procedure, or guideline changes.

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

Provide support for the Budget Program. Specifically, this position enters, revises, and transfers appropriations amounts in the Payroll and Financial Center for the approved budget as requested by the director; extracts, compiles, and analyzes financial data from vouchers, ledgers, journals, documents, or files to prepare reports and statements to assist the director in budget analysis, financial planning, forecasting, monitoring, and decision making; compiles financial data necessary to develop budget requests as requested by the director; and ensures that documents and files relevant to the board's Budget Program are maintained according to agency's retention schedule, the requirements of the board, and the Nebraska State Auditor's Office.

Independently manage the day-to-day operations for the Grant Administration Program. Specifically this position prepares documentation pertinent to grant administration activities, ensures that all laws, rules, guidelines, and policies pertaining to the grant program are adhered to; identifies grant opportunities and identifies grant requirements, prepares grant applications, secures grants as approved by the board, manages approved grant awards, and maintains the grant file; ensures that appropriate financial transactions are made and are accurate; establishes and maintains administrative procedures; determines work processes and potential needs/assignments; monitors the effectiveness of program and recommends and carries out changes based on law, rule/regulation, procedure, or guideline changes ensures that documents and files relevant to the board's Grant Administration Program are maintained according to agency's retention schedule, the requirements of the board, and the Nebraska State Auditor's Office.

Independently manage the day-to-day operations for the Records Management Program. Specifically, this position monitors the effectiveness of the schedule; recommends changes to the schedule based on agency needs; reviews documents and files; coordinates the proper termination of documents and files; ensures that documents and files are maintained according to agency's retention schedule and any applicable state and federal laws; establishes administrative procedures, determines work processes and potential needs/assignments; and monitors the effectiveness of program and recommends and carries out changes based on law, rule/regulation, procedure, or guideline changes.

Conduct various public information activities and tasks as specified by the director or the board. Specifically, this position adds and removes information on the website and Facebook page as needed to ensure that information on the website and Facebook page is accurate; drafts documents for distribution to the public, education providers, real property appraisers, appraisal management companies, other stakeholders, or for publication on the board's website; takes part in the presentation of curriculum for board-sponsored education activities; and assists director with presentations to the public, professional organizations, and schools for the purpose of building awareness of the appraiser profession, real property appraiser act, and appraisal management company registration act.

Carry out board meeting functions each month, both independently and as assigned by the director. Specifically, this position prepares the agenda; prepares documentation pertaining to the Grant Administration Program, Records Management Program, and accounting for the board's review and consideration; ensures that the time and place of the board meeting is secured, the proper meeting notices are published in accordance with state law, and that the board meeting room is properly prepared prior to the start of the meeting; and ensures that the minutes are prepared to accurately reflect the meeting discussions and actions.

Carry out the essential duties of the Education Program Manager as assigned by the Director.

Carry out the essential duties of the Licensing Programs Manager as assigned by the Director.

Minimal travel required as needed.

Functions:

Performs and processes multiple front-end, transactional accounting processes including entering data onto forms and other accounting/financial documents or databases to ensure proper accounting of funds; coding vouchers for identification; computing amounts to be disbursed/collected and applying established collection, discount and/or refund procedures; sorting and filing correspondence and records to ensure uniform storage and generating standardized reports.

Educates agency staff, board members, and customers on the complete billing process or by providing interpretations of existing agency policies and procedures to answer inquiries, clarify matters in question.

Advises director and other employing agency employees and external persons on matters pertaining to substantive program-administrative functions and processes to provide interpretations of the agency's or assigned function's policies and procedures.

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

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

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

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

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

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

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

Plans, organizes, and implements work assignments/courses of action, as directed, to meet the goals and objectives of the assigned program, technical, or administrative activities.

Uses judgment and discretion in interpreting and adapting laws, regulations, and guidelines to specific cases and to determine the appropriate course of action.

Utilizes knowledge of an extensive body of complex and diverse laws, rules/regulations, procedures, guidelines, and sources to perform work and resolve issues.

Carries out specific tasks requested by the director, including but not limited to, conducting research, and reporting the findings to the director, and cross-training agency teammates on assigned job duties.

Knowledge, Skills, and Abilities Required:

Knowledge of: the principles and practices of accounting theory and double entry accounting concepts and procedures; generally accepted accounting principles (GAAP); accounting systems; the methods of filing and maintaining accounting records; word processing and spreadsheet computer software programs; database management; federal and State laws, regulations, and policies governing work assigned; office management and record keeping methods and practices; administrative report preparation practices; research and administrative survey techniques; work planning and organizing; business computer and communication systems.

Ability to: learn and apply the principles and concepts of specific agency programs, regulations and procedures of an accounting system; learn and apply GAAP practices and standards; communicate with agency staff and the public to provide and elicit information; classify accounting transactions, maintain, and reconcile accounts; extract data from established accounts and prepare accounting reports and financial statements; review accounting documents for completeness and conformance with specific requirements and to take the appropriate corrective action when necessary; design reports and financial statements; compute and compile financial data involving the use of addition, subtraction, multiplication, division, percentages, and fractions; interact with director, employees, board members, and the public to gain their cooperation and to establish work relationships; formulate and recommend modifications to operational directives to attain agency goals; collect, assemble, and analyze facts and draw conclusions to recommend solutions to problems; identify and interpret program-administrative requirements, policies, and regulations to provide guidance and advice; organize and present facts and opinions to managers and groups; learn the structure, functions, goals, and policies of the Nebraska Real Property Appraiser Board.

Minimum Qualifications:

Post high school coursework or vocational education in accounting, finance, business administration or related field OR experience performing accounting functions including interpreting and analyzing financial data.



Jim Pillen, Governor

August 11, 2023

Tyler Kohtz, Director
Real Property Appraiser Board
301 Centennial Mall South
Lincoln, NE 68508

Dear Mr. Kohtz,

State Personnel has completed a review of position 05300002, [REDACTED]. This was a State Personnel requested review due to the creation of a new position which pulled duties from this position. The review consisted of the Position Description Questionnaire completed by you, additional information obtained from the teammate, comparison to class specifications and other positions performing similar work.

The review finds this position is primarily responsible for the Appraiser Credentialing and AMC Registration programs and spends most of its time on duties/tasks associated with those programs. Duties consist predominately of processing new, temporary, and renewal applications for both. The position requires a thorough understanding of all applicable laws/rules related to the program and has latitude to determine work processes/procedures and guide others who may be assisting in processing these applications during periods of heavy workloads. The rules/regulations for the program are specific and established by federal/state statute and/or The Board. The position is allowed to approve or deny renewal applications where the information submitted clearly meets, or does not meet, the established requirements. All other applications go the Board for approval after the incumbent has verified/obtained all necessary information for decision-making. The position monitors state/federal regulations for changes and provides input into rule/statutory changes that impact the programs. The position also provides backup support to the Education Program and to the Director for the Compliance Program and performs various other office support tasks. Many of these tasks can be classified as Office Specialist or Administrative Technician.

All classifications have a range of duties – low to high level. We find this position to fall on the lowest end of the range for Administrative Specialist. This is certainly not considered a benchmark position for the Administrative Specialist classification. Higher-level duties could be added without resulting in upward reclassification.

Sean Davis, Director

Department of Administrative Services | STATE PERSONNEL

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The position will remain classified as Administrative Specialist at this time.

Please inform the teammate of this decision and contact Deb Tatro (420-840-0087 or deb.tatro@nebraska.gov) if you have any questions.

Sincerely,



Sean Davis, Director
DAS – State Personnel Division

State of Nebraska Real Property Appraiser Board
Administrative Specialist (A01014)
Licensing Programs Manager

Description:

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

Job Duties:

Independently manage the day-to-day operations for Real Property Appraiser Credentialing Program and AMC Registration Program. Specifically, this position processes applications for initial credentialing, credential renewal, appraisal management company registration, and appraisal management company renewal; verifies that all required documentation is received; communicates with applicant regarding any deficiencies, board or director requests, or board actions; documents application status and maintains application/credential/registration file; prepares applicant documentation for review; evaluates renewal information, and determines if requirements are met for renewal; answers questions by phone and email related to appraiser qualifications, requirements, practices, and appraisal management company requirements, or ensures that inquiries are routed to the appropriate agency employee; conducts background and disciplinary history information research as needed for evaluation of application; establishes administrative procedures; determines work processes and potential needs/assignments, and monitors quality of work; ensures that documents and files relevant to the board's Real Property Appraiser Credentialing Program and AMC Registration Program are maintained according to agency's retention schedule, the requirements of the board, the Nebraska State Auditor's Office, the Nebraska State Patrol, the Federal Bureau of Investigation, and the Appraisal Subcommittee; monitors the effectiveness of program-related forms, applications, and public documents, and recommends and carries out changes based on law, rule/regulation, procedure, or guideline changes; and leads or supervises a unit of technical/administrative support as needed for assistance with Real Property Appraiser Credentialing Program and AMC Registration Program.

Conduct various public information activities and tasks as specified by the director or the board. Specifically, this position adds and removes information on the website and Facebook page as needed to ensure that information on the website and Facebook page is accurate; drafts documents for distribution to the public, education providers, real property appraisers, appraisal management companies, other stakeholders, or for publication on the board's website; takes part in the presentation of curriculum for board-sponsored education activities; and assists director with presentations to the public, professional organizations, and schools for the purpose of building awareness of the appraiser profession, real property appraiser act, and appraisal management company registration act.

Carry out board meeting functions each month, both independently and as assigned by the director. Specifically, this position prepares the agenda; prepares documentation pertaining to the Real Property Appraiser Credentialing Program and AMC Registration Program for the board's review and consideration; and ensures that all meeting requirements are met on the day of the meeting.

Carry out the essential duties of the Education Program Manager as assigned by the Director.

Carry out the essential duties of the Business Programs Manager as assigned by the Director.

Minimal travel required as needed.

Functions:

Plans, organizes, and implements work assignments in various administrative service areas, program operational areas, or assigned functions of the NRPAB to meet goals and objectives.

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

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

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

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

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

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

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

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

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

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

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

Plans, organizes, and implements work assignments/courses of action, as directed, to meet the goals and objectives of the assigned program, technical, or administrative activities.

Uses judgment and discretion in interpreting and adapting laws, regulations, and guidelines to specific cases and to determine the appropriate course of action.

Utilizes knowledge of an extensive body of complex and diverse laws, rules/regulations, procedures, guidelines, and sources to perform work and resolve issues.

Carries out specific tasks requested by the director, including but not limited to, conducting research, and reporting the findings to the director, and cross-training agency teammates on assigned job duties.

Knowledge, Skills, and Abilities Required:

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

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

Minimum Qualifications:

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



Jim Pillen, Governor

August 11, 2023

Tyler Kohtz, Director
Real Property Appraiser Board
301 Centennial Mall South
Lincoln, NE 68508

Dear Mr. Kohtz:

State Personnel has completed a review of position 60003783, [REDACTED]. This was a State Personnel requested review due to the creation of a new position which pulled duties from this position. The review consisted of the Position Description Questionnaire completed by you, additional information obtained from the teammate, comparison to class specifications and other positions performing similar work.

The review finds this position is primarily responsible for the Education program and spends most of its time on duties/tasks associated with this program. Duties consist predominately of processing new and renewal applications for education/continuing education courses/activities and providers who present these courses/activities. The position also processes submittals by appraisers for courses/activities they have completed. The position requires a thorough understanding of all applicable laws/rules related to the program and has latitude to determine work processes/procedures and guide others who may be assisting in processing these applications during periods of heavy workloads. The rules/regulations for the program are specific and established by federal/state statute and/or The Board. The position is allowed to approve or deny renewal applications where the information submitted clearly meets, or does not meet, the established requirements. All other applications go the Board for approval after the incumbent has verified/obtained all necessary information for decision-making. The position monitors state/federal regulations for changes and provides input into rule/statutory changes that impact the programs. The position also provides support to the Director for Compliance activities, as well as backup support to the Licensing Program and Accountant position. and performs various other office support tasks. Many of these tasks can be classified as Office Specialist or Administrative Technician.

All classifications have a range of duties – low to high level. We find this position to fall on the lowest end of the range for Administrative Specialist. This is certainly not considered a benchmark position for


Sean Davis, Director

Department of Administrative Services | STATE PERSONNEL

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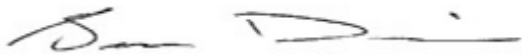
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the Administrative Specialist classification. Higher-level duties could be added without resulting in upward reclassification. The position will remain classified as Administrative Specialist at this time.

Please inform the teammate of this decision and contact Deb Tatro (420-840-0087 or deb.tatro@nebraska.gov) if you have any questions.

Sincerely,



Sean Davis, Director
DAS – State Personnel Division

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

Description:

Under the limited supervision of the director, independently manage the day-to-day operations for the Education Program and provide support for the Compliance Program. Assist with the agency's public information activities and board meeting preparation, the Records Management Program, and execute various directives as assigned by the director. Carry out the essential duties of the Business Programs Manager and Education Program Manager as assigned by the Director.

Job Duties:

Independently manage the day-to-day operation of the Education Program. Specifically, this position processes all applications for qualifying education and continuing education; verifies that all required documentation is received; communicates with applicant regarding any deficiencies, board requests, or board actions; documents application status and maintains application/educational provider/instructor files; prepares applicant documentation for review; evaluates education activity renewal information to determine if requirements are met for renewal; answers questions by phone and email related to real property appraiser qualifying and continuing education and real property appraiser credentialing requirements, or ensures that the question is forwarded to the appropriate agency employee; reviews qualifying and continuing education certificates submitted by real property appraiser initial and renewal applicants to determine if the activity is approved, and what credit may be awarded to the applicant; verifies that all required documentation is received; communicates with applicant regarding any deficiencies, board requests, or board actions; documents real property appraiser initial or renewal education activity submission status and maintain files; prepares applicant documentation for review; ensures that documents and files relevant to the board's Education Program are maintained according to the agency's retention schedule, requirements of the board and the Appraisal Subcommittee; establishes administrative procedures, determines work processes and potential needs/assignments, and monitors quality of work; and monitors the effectiveness of program-related forms, applications, and public documents, and recommends and carries out changes based on law, rule/regulation, procedure, or guideline changes.

Provide support for the Compliance Program. Specifically, this position processes grievances; maintains investigative file; researches, analyzes, and documents information pertinent to investigations as requested by the director; communicates with complainant, respondent, and subject matter expert as requested by the director; documents investigative interviews conducted by the director as needed; assists with monitoring disciplinary action taken by the board. Prepares letters, reports, and files as requested by the director; ensures that documents and files relevant to the board's Compliance Program are maintained according to agency's retention schedule, the requirements of the board, and the Appraisal Subcommittee; and monitors the effectiveness of program-related forms, applications, and public documents, and recommends and carries out changes based on law, rule/regulation, procedure, or guideline changes.

Conduct various public information activities and tasks as specified by the director or the board. Specifically, this position adds and removes information on the website and Facebook page as needed to ensure that information on the website and Facebook page is accurate; drafts documents for distribution to the public, education providers, real property appraisers, appraisal management companies and other stakeholders, or for publication on the board's website; takes part in the presentation of curriculum for board-sponsored education activities; and assists director with presentations to the public, professional organizations, and schools for the purpose of building awareness of the appraiser profession, real property appraiser act, and appraisal management company registration act.

Carry out board meeting functions each month, both independently and as assigned by the director. Specifically, this position prepares the agenda; prepares documentation pertaining to the Education Program and Compliance Program for the board's review and consideration; ensures that all actions taken by the board are properly recorded during the meeting; and ensures that all meeting requirements are met on the day of the meeting.

Carry out the essential duties of the Licensing Programs Manager as assigned by the Director.

Carry out the essential duties of the Business Programs Manager as assigned by the Director.

Minimal travel required as needed.

Functions:

Plans, organizes, and implements work assignments in various administrative service areas, program operational areas, or assigned functions of the NRPAB to meet goals and objectives.

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

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

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

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

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

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

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

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

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

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

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

Plans, organizes, and implements work assignments/courses of action, as directed, to meet the goals and objectives of the assigned program, technical, or administrative activities.

Uses judgment and discretion in interpreting and adapting laws, regulations, and guidelines to specific cases and to determine the appropriate course of action.

Utilizes knowledge of an extensive body of complex and diverse laws, rules/regulations, procedures, guidelines, and sources to perform work and resolve issues.

Carries out specific tasks requested by the director, including but not limited to, conducting research, and reporting the findings to the director, and cross-training agency teammates on assigned job duties.

Knowledge, Skills, and Abilities Required:

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

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

Minimum Qualifications:

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

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76-2211.01. Repealed. Laws 2015, LB 139, § 78.

76-2211.02. Transferred to section 76-2207.09.

76-2212. Transferred to section 76-2207.12.

76-2212.01. Transferred to section 76-2207.13.

76-2212.02. Transferred to section 76-2207.14. 76-2212.03. Jurisdiction of practice, defined.

Jurisdiction of practice means any jurisdiction in which an appraiser devotes his or her time engaged in real property appraisal practice.

76-2213. Licensed residential real property appraiser, defined.

Licensed residential real property appraiser means a person who holds a valid credential as a licensed residential real property appraiser issued under the Real Property Appraiser Act.

76-2213.01. Transferred to section 76-2218.02.

76-2213.02. Person, defined.

Person means an individual or a firm, a partnership, a limited partnership, a limited liability company, an association, a corporation, or any other group engaged in joint business activities, however organized.

76-2213.03. PAREA program, defined.

PAREA program means a practical applications of real estate appraisal program approved by the Appraiser Qualifications Board as prescribed by rules and regulations of the Real Property Appraiser Board.

76-2213.04. Personal inspection, defined.

Personal inspection means a real property appraiser's in-person observation of identified real estate or real property without the use of special testing or special equipment performed as part of an evaluation assignment, valuation assignment, or appraisal review assignment.

76-2214. Real estate, defined.

Real estate means a parcel or tract of land, including improvements, if any.

76-2214.01. Real property, defined.

Real property means one or more defined interests, benefits, or rights inherent in the ownership of real estate.

76-2215. Real property appraisal practice, defined.

Real property appraisal practice means any act or process performed by a real property appraiser involved in developing and reporting an analysis, opinion, or conclusion relating to the specified interests in or aspects of identified real estate or real property or an appraisal review. Real property appraisal practice includes, but is not limited to, evaluation assignments, valuation assignments, and appraisal review assignments.

76-2216. Real property appraiser, defined.

Real property appraiser means a person who is a credential holder.

76-2216.01. Repealed. Laws 2018, LB741, § 39.

76-2216.02. Report, defined.

Report means any communication, written, oral, or by electronic means, of assignment results transmitted to the client or a party authorized by the client upon completion of an assignment. Testimony related to assignment results is deemed to be an oral report.

76-2216.03. Repealed. Laws 2020, LB808, § 101.

76-2217. Transferred to section 76-2214.01.

76-2217.01. Repealed. Laws 2015, LB 139, § 78.

76-2217.02. Transferred to section 76-2217.04.

76-2217.03. Signature, defined.

Signature means personalized evidence indicating authentication of the work performed by the real property appraiser and the acceptance of the responsibility for content, analyses, conclusions, and compliance with the Uniform Standards of Professional Appraisal Practice in a report.

76-2217.04. Trainee real property appraiser, defined.

Trainee real property appraiser means a person who holds a valid credential as a trainee real property appraiser issued under the Real Property Appraiser Act.

76-2218. Two-year continuing education period, defined.

- (1) Except as provided in subsections (2) through (6) of this section, two-year continuing education period means the period of twenty-four months commencing on January 1 and completed on December 31 of the following year.
- (2) For a new real property appraiser credentialed prior to July 1 pursuant to section 76- 2228.01, 76-2230, 76-2231.01, or 76-2232, two-year continuing education period means the period commencing on the date of initial credentialing and completed on December 31 of the following year.

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- (3) For a new real property appraiser credentialed on or after July 1 pursuant to section 76- 2228.01, 76-2230, 76-2231.01, or 76-2232, two-year continuing education period means the period of twenty-four months commencing on January 1 of the year following the date of initial credentialing.
- (4) For a new real property appraiser credentialed pursuant to section 76-2233 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 board, two-year continuing education period means the period of twenty-four months commencing on January 1 of the year in which the credential was issued by the board.
- (5) For a new real property appraiser credentialed pursuant to section 76-2233 who (a) did not hold 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 board and (b) was credentialed pursuant to section 76-2233 prior to July 1, two-year continuing education period means the period commencing on the date of initial credentialing and completed on December 31 of the following year.
- (6) For a new real property appraiser credentialed pursuant to section 76-2233 who (a) did not hold 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 board and (b) was credentialed pursuant to section 76-2233 on or after July 1, two-year continuing education period means the period of twenty-four months commencing on January 1 of the year following the date of initial credentialing.

76-2218.01. Transferred to section 76-2213.01

76-2218.02. Uniform Standards of Professional Appraisal Practice, defined.

Uniform Standards of Professional Appraisal Practice means the standards adopted and promulgated by The Appraisal Foundation as the standards existed on January 1, 2024~~1~~.

76-2219. Valuation assignment, defined.

Valuation assignment means:

- (1) An appraisal that estimates the value of identified real estate or identified real property at a particular point in time; or
- (2) A valuation service performed as a consequence of an agreement between a real property appraiser and a client.

76-2219.01. Valuation services, defined.

Valuation services means services pertaining to an aspect of property value, including a service performed by real property appraisers.

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76-2219.02. Workfile, defined.

Workfile means ~~data, information, and~~ documentation necessary to support a real property appraiser's analysis, opinions and conclusions, ~~and to show compliance with the Uniform Standards of Professional Appraisal Practice.~~

76-2220. Proper credentialing required; violation of act; cease and desist order.

- (1) Except as provided in section 76-2221, it shall be unlawful for anyone to act as a real property appraiser in this state without first obtaining proper credentialing as required under the Real Property Appraiser Act.
- (2) Except as provided in section 76-2221, any person who, directly or indirectly for another, offers, attempts, agrees to engage, or engages in real property appraisal practice, or who advertises or holds himself or herself out to the general public as a real property appraiser, shall be deemed a real property appraiser within the meaning of the Real Property Appraiser Act, and such action shall constitute sufficient contact with this state for the exercise of personal jurisdiction over such person in any action arising out of such act. Committing a single act described in this section by a person required to be credentialed under the Real Property Appraiser Act and not so credentialed shall constitute a violation of the act for which the board may impose sanctions pursuant to this section for the protection of the public health, safety, or welfare.
- (3) The board may issue a cease and desist order against any person who violates this section. Such order shall be final ten days after issuance unless such person requests a hearing pursuant to section 76-2240. The board may, through the Attorney General, obtain an order from the district court for the enforcement of the cease and desist order.

76-2221. Act; exemptions.

The Real Property Appraiser Act shall not apply to:

- (1) Any person who is a salaried employee of (a) the federal government, (b) any agency of the state government or a political subdivision which appraises real estate, (c) any insurance company authorized to do business in this state, or (d) any bank, savings bank, savings and loan association, building and loan association, credit union, or small loan company licensed by this state or supervised or regulated by or through federal enactments covering financial institutions who renders an estimate or opinion of value of real estate or any interest in real estate when such estimate or opinion is rendered in connection with the salaried employee's employment for an entity listed in subdivisions (a) through (d) of this subdivision, except that any salaried employee of the entities listed in subdivisions (a) through (d) of this subdivision who signs a report as a credentialed real property appraiser shall be subject to the act and the Uniform Standards of Professional Appraisal Practice. Any salaried employee of the entities listed in subdivisions (a) through (d) of this subdivision who is a credentialed real property appraiser and who does not sign a report as a credentialed real property appraiser shall include the following disclosure prominently with such report: This opinion of value may not meet the minimum standards contained in the Uniform Standards of Professional Appraisal Practice and is not governed by the Real Property Appraiser Act;

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- (2) A person referred to in subsection (1) of section 81-885.16;
- (3) Any person who provides assistance (a) in obtaining the data upon which assignment results are based, (b) in the physical preparation of a report, such as taking photographs, preparing charts, maps, or graphs, or typing or printing the report, or (c) that does not directly involve the exercise of judgment in arriving at the assignment results set forth in the report;
- (4) Any owner of real estate, employee of the owner, or attorney licensed to practice law in this state representing the owner who renders an estimate or opinion of value of the real estate or any interest in the real estate when such estimate or opinion is for the purpose of real estate taxation, or any other person who renders such an estimate or opinion of value when that estimate or opinion requires a specialized knowledge that a real property appraiser would not have;
- (5) Any owner of real estate, employee of the owner, or attorney licensed to practice law in this state representing the owner who renders an estimate or opinion of value of real estate or any interest in real estate or damages thereto when such estimate or opinion is offered as testimony in any condemnation proceeding, or any other person who renders such an estimate or opinion
- (6) when that estimate or opinion requires a specialized knowledge that a real property appraiser would not have;
- (7) Any owner of real estate, employee of the owner, or attorney licensed to practice law in this state representing the owner who renders an estimate or opinion of value of the real estate or any interest in the real estate when such estimate or opinion is offered in connection with a legal matter involving real property;
- (8) Any person appointed by a county board of equalization to act as a referee pursuant to section 77-1502.01, except that any person who also practices as an independent real property appraiser for others shall be subject to the Real Property Appraiser Act and shall be credentialed prior to engaging in such other real property appraisal practice. Any real property appraiser appointed to act as a referee pursuant to section 77-1502.01 and who prepares a report for the county board of equalization shall not sign such report as a credentialed real property appraiser and shall include the following disclosure prominently with such report: This opinion of value may not meet the minimum standards contained in the Uniform Standards of Professional Appraisal Practice and is not governed by the Real Property Appraiser Act;
- (9) Any person who is appointed to serve as an appraiser pursuant to section 76-706, except that if such person is a credential holder, he or she shall (a) be subject to the scope of real property appraisal practice applicable to his or her classification of credential and (b) comply with the Uniform Standards of Professional Appraisal Practice, excluding standards 1 through 10; or
- (10) Any person, including an independent contractor, retained by a county to assist in the appraisal of real property as performed by the county assessor of such county subject to the standards established by the Tax Commissioner pursuant to section 77-1301.01. A person so retained shall be under the direction and responsibility of the county assessor.

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76-2222. Real Property Appraiser Board; created; members; terms; compensation; expenses.

- (1) The Real Property Appraiser Board is hereby created. The board shall consist of five members. One member who is a certified real property appraiser shall be selected from each of the three congressional districts, and two members shall be selected at large. The two members selected at large shall include one representative of financial institutions and one licensed real estate broker. The Governor shall appoint the members of the board.
- (2) The term of each member of the board shall be five years. Upon the expiration of his or her term, a member of the board shall continue to hold office until the appointment and qualification of his or her successor. No person shall serve as a member of the board for consecutive terms. Any vacancy shall be filled in the same manner as the original appointment. The Governor may remove a member for cause.
- (3) The members of the board shall elect a chairperson during the first meeting of each year from among the members.
- (4) Three members of the board, at least two of whom are real property appraisers, shall constitute a quorum.
- (5) Each member of the board shall receive a per diem of one hundred dollars per day (a) for each scheduled meeting of the board or a committee of the board at which the member is present and (b) actually spent in traveling to and from and attending meetings and conferences of the Association of Appraiser Regulatory Officials and its committees and subcommittees or of The Appraisal Foundation and its committees and subcommittees, board committee meetings, or other business as authorized by the board.
- (6) Each member of the board shall be reimbursed for expenses incident to the performance of his or her duties under the Real Property Appraiser Act and Nebraska Appraisal Management Company Registration Act as provided in sections 81-1174 to 81-1177.

76-2223. Real Property Appraiser Board; powers and duties; rules and regulations.

- (1) The Real Property Appraiser Board shall administer and enforce the Real Property Appraiser Act and may:
 - (a) Receive applications for credentialing under the act, process such applications and regulate the issuance of credentials to qualified applicants, and maintain a directory of the names and addresses of persons who receive credentials under the act;
 - (b) Hold meetings, public hearings, informal conferences, and administrative hearings, prepare or cause to be prepared specifications for all real property appraiser classifications, solicit bids and enter into contracts with one or more testing services, and administer or contract for the administration of examinations approved by the Appraiser Qualifications Board in such places and at such times as deemed appropriate;

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- (c) Develop the specifications for credentialing examinations, including timing, location, and security necessary to maintain the integrity of the examinations;
- (d) Review the procedures and criteria of a contracted testing service to ensure that the testing meets with the approval of the Appraiser Qualifications Board;
- (e) Collect all fees required or permitted by the act. The Real Property Appraiser Board shall remit all such receipts to the State Treasurer for credit to the Real Property Appraiser Fund. In addition, the board may collect and transmit to the appropriate federal authority any fees established under the Financial Institutions Reform, Recovery, and Enforcement Act of 1989;
- (f) Establish appropriate administrative procedures for disciplinary proceedings conducted pursuant to the Real Property Appraiser Act;
- (g) Issue subpoenas to compel the attendance of witnesses and the production of books, documents, records, and other papers, administer oaths, and take testimony and require submission of and receive evidence concerning all matters within its jurisdiction. In case of disobedience of a subpoena, the Real Property Appraiser Board may make application to the district court of Lancaster County to require the attendance and testimony of witnesses and the production of documentary evidence. If any person fails to obey an order of the court, he or she may be punished by the court as for contempt thereof;
- (h) Deny an application or censure, suspend, or revoke a credential if it finds that the applicant or credential holder has committed any of the acts or omissions set forth in section 76- 2238 or otherwise violated the act. Any disciplinary matter may be resolved through informal disposition pursuant to section 84-913;
- (i) Take appropriate disciplinary action against a credential holder if the Real Property Appraiser Board determines that a credential holder has violated any provision of the act or the Uniform Standards of Professional Appraisal Practice;
- (j) Enter into consent decrees and issue cease and desist orders upon a determination that a violation of the act has occurred;
- (k) Promote research and conduct studies relating to the profession of real property appraisal, sponsor real property appraisal educational activities, and incur, collect fees for, and pay the necessary expenses in connection with activities which shall be open to all credential holders;
- (l) Establish and adopt minimum standards for appraisals as required under section 76-2237;

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- (m) Adopt and promulgate rules and regulations to carry out the act. The rules and regulations may include provisions establishing minimum standards for education providers, courses, and instructors. The rules and regulations shall be adopted and promulgated pursuant to the Administrative Procedure Act; and
 - (n) Do all other things necessary to carry out the Real Property Appraiser Act.
- (2) The Real Property Appraiser Board shall also administer and enforce the Nebraska Appraisal Management Company Registration Act.

76-2224. Board; personnel, facilities, and equipment.

In order to administer and enforce the Real Property Appraiser Act, the board may hire a director and other staff, rent office space, and acquire other facilities and equipment. The board may contract for administrative assistance, including facilities, equipment, supplies, and personnel that are required by the board to carry out its responsibilities under the act.

76-2225. Civil and criminal immunity.

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

76-2226. Real Property Appraiser Fund; created; use; investment.

There is hereby created the Real Property Appraiser Fund. The board may use the fund for the administration and enforcement of the Real Property Appraiser Act and to meet the necessary expenditures of the board. The fund shall include a sufficient cash fund balance as determined by the board. The expense of administering and enforcing the act shall not exceed the money collected by the board under the act. Transfers may be made from the fund to the General Fund at the direction of the Legislature. Any money in the Real Property Appraiser Fund available for investment shall be invested by the state investment officer pursuant to the Nebraska Capital Expansion Act and the Nebraska State Funds Investment Act.

76-2227. Credentials; application; requirements.

- (1) Applications for initial credentials, upgrade of credentials, credentials through reciprocity, temporary credentials, and renewal of credentials, including authorization to take the appropriate examination, shall be made in writing to the board on forms approved by the board. The payment of the appropriate fee in an amount established by the board pursuant to section 76-2241 shall accompany all applications.

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- (2) Applications for credentials shall include the applicant's social security number and such other information as the board may require.
- (3) At the time of filing an application for a credential, the applicant shall sign a pledge that he or she has read and will comply with the Uniform Standards of Professional Appraisal Practice. Each applicant shall also certify that he or she understands the types of misconduct for which disciplinary proceedings may be initiated.
- (4) To qualify for an initial credential, an upgrade of a credential, a credential through reciprocity, a temporary credential, or a renewal of a credential, an applicant shall:
 - (a) Certify that disciplinary proceedings are not pending against him or her in any jurisdiction or state the nature of any pending disciplinary proceedings;
 - (b) Certify that he or she has not surrendered an appraiser credential, or any other registration, license, or certification, issued by any other regulatory agency or held in any other jurisdiction, in lieu of disciplinary action pending or threatened within the five-year period immediately preceding the date of application;
 - (c) Certify that his or her appraiser credential, or any other registration, license, or certification, issued by any other regulatory agency or held in any other jurisdiction, has not been revoked or suspended within the five-year period immediately preceding the date of application;
 - (d) Not have been convicted of, including a conviction based upon a plea of guilty or nolo contendere:
 - (i) Any felony or, if so convicted, has had his or her civil rights restored;
 - (ii) Any crime of fraud, dishonesty, breach of trust, money laundering, misrepresentation, or deceit involving real estate, financial services, or in the making of an appraisal within the five-year period immediately preceding the date of application; or
 - (iii) Any other crime which is related to the qualifications, functions, or duties of a real property appraiser within the five-year period immediately preceding the date of application;
 - (e) Certify that no civil judicial actions, including dismissal with settlement, in connection with real estate, financial services, or in the making of an appraisal have been brought against him or her within the five-year period immediately preceding the date of application;
 - (f) Demonstrate character and general fitness such as to command the confidence and trust of the public; and

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- (g) Not possess a background that would call into question public trust or a credential holder's fitness for credentialing.
- (5) Credentials shall be issued only to persons who have a good reputation for honesty, trustworthiness, integrity, and competence to perform real property appraisal practice assignments in such manner as to safeguard the interest of the public and only after satisfactory proof of such qualification has been presented to the board upon request and a completed application has been approved.
- (6) No credential shall be issued to a person other than an individual.

76-2228. Appraisers; classification.

There shall be four classes of credentials issued to real property appraisers as follows:

- (1) Trainee real property appraiser, which classification shall consist of those persons who meet the requirements set forth in section 76-2228.01;
- (2) Licensed residential real property appraiser, which classification shall consist of those persons who meet the requirements set forth in section 76-2230;
- (3) Certified residential real property appraiser, which classification shall consist of those persons who meet the requirements set forth in section 76-2231.01; and
- (4) Certified general real property appraiser, which classification shall consist of those persons who meet the requirements set forth in section 76-2232.

76-2228.01. Trainee real property appraiser; applicant; qualifications; fingerprints; national criminal history record check; upgraded credential; requirements; scope of real property appraisal practice.

- (1) To qualify for a credential as a trainee real property appraiser, an applicant shall:
 - (a) Be at least nineteen years of age;
 - ~~(b) Hold a high school diploma or a certificate of high school equivalency or have education acceptable to the Real Property Appraiser Board;~~

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- (be) (i) ~~(A)~~ (A) Before January 1, 2026, have successfully completed and passed examination for no fewer than seventy-five class hours in Real Property Appraiser Board-approved qualifying education courses conducted by education providers as prescribed by rules and regulations of the Real Property Appraiser Board ~~and completed the fifteen-hour National Uniform Standards of Professional Appraisal Practice Course~~. Each course shall include a proctored, closed-book examination pertinent to the material presented. Except for the fifteen-hour National Uniform Standards of Professional Appraisal Practice Course, which shall be completed within the two-year period immediately preceding submission of the application, all class hours shall be completed within the five-year period immediately preceding submission of the application; ~~or~~
- (B) As of January 1, 2026, have successfully completed and passed examination for no fewer than eighty-three class hours in Real Property Appraiser Board-approved qualifying education courses conducted by education providers as prescribed by rules and regulations of the Real Property Appraiser Board. Each course shall include a proctored, closed-book examination pertinent to the material presented. Except for the fifteen-hour National Uniform Standards of Professional Appraisal Practice Course, which shall be completed within the two-year period immediately preceding submission of the application, all class hours shall be completed within the five-year period immediately preceding submission of the application; or
- (ii) 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. The degree shall be conferred within the five-year period immediately preceding submission of the application. If 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 shall be completed in Real Property Appraiser Board-approved qualifying education pursuant to subdivision (c)(i) of this subsection;
- ~~(d)~~(c) As prescribed by rules and regulations of the Real Property Appraiser Board, successfully complete a Real Property Appraiser Board-approved supervisory real property appraiser and trainee course within one year immediately preceding the date of application; and
- ~~(e)~~(d) Submit two copies of legible ink-rolled fingerprint cards or equivalent electronic fingerprint submissions to the Real Property Appraiser Board for delivery to the Nebraska State Patrol in a form approved by both the Nebraska State Patrol and the Federal Bureau of Investigation. A fingerprint-based national criminal history record check shall 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.

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- (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.
- (3) To qualify for an upgraded credential, a trainee real property appraiser shall satisfy the appropriate requirements as follows:
 - (a) Submit two copies of legible ink-rolled fingerprint cards or equivalent electronic fingerprint submissions to the Real Property Appraiser Board for delivery to the Nebraska State Patrol in a form approved by both the Nebraska State Patrol and the Federal Bureau of Investigation. A fingerprint-based national criminal history record check shall 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; and
 - (b) Within the ~~twenty-four~~^{five} months following approval of the applicant's education and experience by the Real Property Appraiser Board for an upgraded credential, pass an appropriate examination approved by the Appraiser Qualifications Board for that upgraded credential, prescribed by rules and regulations of the Real Property Appraiser Board, and administered by a contracted testing service. Successful completion of examination shall be valid for twenty-four months.
- (4) To qualify for a credential as a licensed residential real property appraiser, a trainee real property appraiser shall:
 - (a) Successfully complete and pass proctored, closed-book examinations for no fewer than seventy-five additional class hours in board-approved qualifying education courses conducted by education providers as prescribed by rules and regulations of the board, or hold a degree in real estate from an accredited degree-awarding college or university or equivalent pursuant to subdivision (1)(~~be~~)(ii) of section 76-2230; and
 - (b) Meet the experience requirements pursuant to subdivision (1)(~~cd~~) of section 76-2230.
- (5) To qualify for a credential as a certified residential real property appraiser, a trainee real property appraiser shall:
 - (a) Meet the postsecondary educational requirements pursuant to subdivisions (1)(b) and (c) of section 76-2231.01;
 - (b) (i) Before January 1, 2026, sSuccessfully complete and pass proctored, closed-book examinations for no fewer than one hundred twenty-five additional class hours in board-approved qualifying education courses conducted by education providers as prescribed by rules and regulations of the board, or hold a degree in real estate from an accredited degree-awarding college or university or equivalent pursuant to subdivision (1)(d)(ii) of section 76-2231.01; ~~and~~

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(ii) As of January 1, 2026, successfully complete and pass proctored, closed-book examinations for no fewer than one hundred seventeen additional class hours in board-approved qualifying education courses conducted by education providers as prescribed by rules and regulations of the board, or hold a degree in real estate from an accredited degree-awarding college or university or equivalent pursuant to subdivision (1)(d)(ii) of section 76-2231.01; and

~~(b)(c)~~ Meet the experience requirements pursuant to subdivision (1)(e) of section 76-2231.01.

(6) To qualify for a credential as a certified general real property appraiser, a trainee real property appraiser shall:

(a) Meet the postsecondary educational requirements pursuant to subdivisions (1)(b) and (c) of section 76-2232;

(b) ~~(i) Before January 1, 2026, s~~Successfully complete and pass proctored, closed-book examinations for no fewer than two hundred twenty-five additional class hours in board-approved qualifying education courses conducted by education providers as prescribed by rules and regulations of the board, or hold a degree in real estate from an accredited degree-awarding college or university or equivalent pursuant to subdivision (1)(d)(ii) of section 76-2232; ~~and~~

(ii) As of January 1, 2026, successfully complete and pass proctored, closed-book examinations for no fewer than two hundred seventeen additional class hours in board-approved qualifying education courses conducted by education providers as prescribed by rules and regulations of the board, or hold a degree in real estate from an accredited degree-awarding college or university or equivalent pursuant to subdivision (1)(d)(ii) of section 76-2232; and

(c) Meet the experience requirements pursuant to subdivision (1)(e) of section 76-2232.

(7) The scope of real property appraisal 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.

76-2228.02. Trainee real property appraiser; direct supervision; supervisory real property appraiser; qualifications; disciplinary action; effect; appraisal experience log.

(1) Each trainee real property appraiser's experience shall be subject to direct supervision by a supervisory real property appraiser. To qualify as a supervisory real property appraiser, a real property appraiser shall:

(a) Be a certified residential real property appraiser or certified general real property appraiser in good standing;

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- (b) Have held a certified real property appraiser credential in this state, or the equivalent in any other jurisdiction, for a minimum of three years immediately preceding the date of the written request for approval as supervisory real property appraiser;
 - (c) Have not successfully completed disciplinary action by the board or any other jurisdiction, which action limited the real property appraiser's legal eligibility to engage in real property appraisal practice within three years immediately preceding the date the written request for approval as supervisory real property appraiser is submitted by the applicant or trainee real property appraiser on a form approved by the board;
 - (d) As prescribed by rules and regulations of the board, have successfully completed a board-approved supervisory real property appraiser and trainee course preceding the date the written request for approval as supervisory real property appraiser is submitted by the applicant or trainee real property appraiser on a form approved by the board; and
 - (e) Certify that he or she understands his or her responsibilities and obligations under the Real Property Appraiser Act as a supervisory real property appraiser and applies his or her signature to the written request for approval as supervisory real property appraiser submitted by the applicant or trainee real property appraiser.
- (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) ~~Conducting a personally inspectiong each appraised property~~ with the trainee real property appraiser as is consistent with his or her scope of real property appraisal 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.

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- (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 eligibility 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. Any action taken by the board or any other appraiser regulatory agency in another jurisdiction, which may or may not limit the real property appraiser's legal eligibility to engage in real property appraisal practice, involving any jurisdiction's isolated administrative responsibilities including, but not limited to, late payment of fees related to credentialing, failure to timely renew a credential, or failure to provide notification of a change in contact information, is not disciplinary action for the purpose of this subsection.
- (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 rules and regulations of the board, an appraisal experience log shall be maintained jointly by the supervisory real property appraiser and the trainee real property appraiser.

76-2229. Transferred to section 76-2236.01.

76-2229.01. Repealed. Laws 2015, LB 139, § 78.

76-2229.02. Repealed. Laws 2001, LB 162, § 44.

76-2230. Credential as a licensed residential real property appraiser; applicant; qualifications; fingerprints; national criminal history record check; upgraded credential; requirements; scope of real property appraisal practice.

- (1) To qualify for a credential as a licensed residential real property appraiser, an applicant shall:
 - (a) Be at least nineteen years of age;
 - ~~(b) — Hold a high school diploma or a certificate of high school equivalency or have education acceptable to the Real Property Appraiser Board;~~
 - ~~(c)~~(b) (i) (A) Before January 1, 2026, hHave successfully completed and passed examination for no fewer than one hundred fifty class hours in Real Property Appraiser Board-approved qualifying education courses conducted by education providers as prescribed by rules and regulations of the Real Property Appraiser Board ~~and completed the fifteen-hour National Uniform Standards of Professional Appraisal Practice Course.~~ Each course shall include a proctored, closed-book examination pertinent to the material presented; ~~or~~

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(B) As of January 1, 2026, have successfully completed and passed examination for no fewer than one hundred fifty-eight class hours in Real Property Appraiser Board-approved qualifying education courses conducted by education providers as prescribed by rules and regulations of the Real Property Appraiser Board. Each course shall include a proctored, closed-book examination pertinent to the material presented; or

(ii) 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. If 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 shall be completed in Real Property Appraiser Board-approved qualifying education pursuant to subdivision (c)(i) of this subsection;

~~(c)~~ (i) Have no fewer than one thousand hours of experience as prescribed by rules and regulations of the Real Property Appraiser Board. The required experience shall be acceptable to the Real Property Appraiser Board and subject to review and determination as to conformity with the Uniform Standards of Professional Appraisal Practice. The experience shall have occurred during a period of no fewer than six months; or

(ii) Successfully complete a PAREA program. If the PAREA program does not satisfy all required experience for credentialing, the remaining experience hours shall be completed pursuant to subdivision (d)(i) of this subsection;

~~(e)~~(d) Submit two copies of legible ink-rolled fingerprint cards or equivalent electronic fingerprint submissions to the Real Property Appraiser Board for delivery to the Nebraska State Patrol in a form approved by both the Nebraska State Patrol and the Federal Bureau of Investigation. A fingerprint-based national criminal history record check shall 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; and

~~(f)~~(e) Within the ~~twenty-four~~ve months following approval of the applicant's education and experience by the Real Property Appraiser Board, pass a licensed residential real property appraiser examination, certified residential real property appraiser examination, or certified general real property appraiser examination, approved by the Appraiser Qualifications Board, prescribed by rules and regulations of the Real Property Appraiser Board, and administered by a contracted testing service. Successful completion of examination shall be valid for twenty-four months.

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- (2) To qualify for an upgraded credential, a licensed residential real property appraiser shall satisfy the appropriate requirements as follows:
- (a) Submit two copies of legible ink-rolled fingerprint cards or equivalent electronic fingerprint submissions to the Real Property Appraiser Board for delivery to the Nebraska State Patrol in a form approved by both the Nebraska State Patrol and the Federal Bureau of Investigation. A fingerprint-based national criminal history record check shall 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; and
 - (b) Within the ~~twenty-four~~ twelve months following approval of the applicant's education and experience by the Real Property Appraiser Board for an upgraded credential, pass an appropriate examination approved by the Appraiser Qualifications Board for that upgraded credential, prescribed by rules and regulations of the Real Property Appraiser Board, and administered by a contracted testing service. Successful completion of examination shall be valid for twenty-four months.
- (3) To qualify for a credential as a certified residential real property appraiser, a licensed residential real property appraiser shall:
- (a)
 - (i) Meet the postsecondary educational requirements pursuant to subdivisions (1)(b) and ~~(c)~~ of section 76-2231.01; or
 - (ii)
 - (A) Have held a credential as a licensed residential real property appraiser for a minimum of five years; and
 - (B) Not have been subject to a nonappealable disciplinary action by the board or any other jurisdiction, which action limited the real property appraiser's legal eligibility to engage in real property appraisal practice within five years immediately preceding the date of application for the certified residential real property appraiser credential;
 - (b) (i) Before January 1, 2026, sSuccessfully complete and pass proctored, closed-book examinations for no fewer than fifty additional class hours in board-approved qualifying education courses conducted by education providers as prescribed by rules and regulations of the board, or hold a degree in real estate from an accredited degree-awarding college or university or equivalent pursuant to subdivision (1)(d)(ii) of section 76-2231.01; ~~and~~
 - (ii) After January 1, 2026, successfully complete and pass proctored, closed-book examinations for no fewer than forty-two additional class hours in board-approved qualifying education courses conducted by education providers as prescribed by rules and regulations of the board, or hold a degree in real estate from an accredited degree-awarding college or university or equivalent pursuant to subdivision (1)(d)(ii) of section 76-2231.01; and
 - (c) Meet the experience requirements pursuant to subdivision (1)(e) of section 76-2231.01.

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- (4) To qualify for a credential as a certified general real property appraiser, a licensed residential real property appraiser shall:
- (a) Meet the postsecondary educational requirements pursuant to subdivisions (1)(b) and (c) of section 76-2232;
 - (b) (i) Before January 1, 2026, sSuccessfully complete and pass proctored, closed-book examinations for no fewer than one hundred fifty additional class hours in board-approved qualifying education courses conducted by education providers as prescribed by rules and regulations of the board, or hold a degree in real estate from an accredited degree-awarding college or university or equivalent pursuant to subdivision (1)(d)(ii) of section 76-2232; ~~and~~

(ii) As of January 1, 2026, successfully complete and pass proctored, closed-book examinations for no fewer than one hundred forty-two additional class hours in board-approved qualifying education courses conducted by education providers as prescribed by rules and regulations of the board, or hold a degree in real estate from an accredited degree-awarding college or university or equivalent pursuant to subdivision (1)(d)(ii) of section 76-2232; and
 - (c) Meet the experience requirements pursuant to subdivision (1)(e) of section 76-2232.
- (5) An appraiser holding a valid licensed residential real property appraiser credential shall satisfy the requirements for the trainee real property appraiser credential for a downgraded credential.

The scope of real property appraisal practice for a licensed residential real property appraiser shall be limited to ~~real property appraisal practice concerning~~ noncomplex residential real property or real estate having no more than four units, if any, with a transaction value, or market value where no transaction takes place, of less than one million dollars and complex residential real property or real estate having no more than four units, if any, with a transaction value, or market value where no transaction takes place, of less than four hundred thousand dollars. ~~The appraisal of s~~Subdivisions for which a development analysis or appraisal is necessary is not included in the scope of real property appraisal practice for a licensed residential real property appraiser.

(6)

76-2231. Repealed. Laws 1991, LB 203, § 58.

76-2231.01. Credential as a certified residential real property appraiser; applicant; qualifications; fingerprints; national criminal history record check; upgraded credential; requirements; scope of real property appraisal practice.

- (1) To qualify for a credential as a certified residential real property appraiser, an applicant shall:
- (a) Be at least nineteen years of age;
 - (b) (i) Hold a bachelor's degree, or higher, from an accredited degree-awarding college

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or university;

- (ii) Hold an associate's degree from an accredited degree-awarding community college, college, or university in the study of business administration, accounting, finance, economics, or real estate;
- (iii) Successfully complete thirty semester hours of college-level education from an accredited degree-awarding community college, college, or university that includes:
 - (A) Three semester hours in each of the following: English composition; microeconomics; macroeconomics; finance; algebra, geometry, or higher mathematics; statistics; computer science; and business law or real estate law; and
 - (B) Three semester hours each in two elective courses in any of the topics listed in subdivision (b)(iii)(A) of this subsection, or in accounting, geography, agricultural economics, business management, or real estate;
- (iv) Successfully complete thirty semester hours of the College-Level Examination Program that includes:
 - (A) Three semester hours in each of the following subject matter areas: College algebra; college composition modular; principles of macroeconomics; principles of microeconomics; introductory business law; and information systems; and
 - (B) Six semester hours in each of the following subject matter areas: College composition; and college mathematics; or
- (v) Successfully complete any combination of subdivisions (b)(iii) and (iv) of this subsection that ensures coverage of all topics and hours identified in subdivision (b)(iii) of this subsection;
- (c) Have his or her education evaluated for equivalency by one of the following if the college degree is from a foreign country:
 - (i) An accredited degree-awarding college or university;
 - (ii) A foreign degree credential evaluation service company that is a member of the National Association of Credential Evaluation Services; or
 - (iii) A foreign degree credential evaluation service company that provides equivalency evaluation reports accepted by an accredited degree-awarding college or university;

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- (d)
 - (i) Have successfully completed and passed examination for no fewer than two hundred class hours in Real Property Appraiser Board-approved qualifying education courses conducted by education providers as prescribed by rules and regulations of the Real Property Appraiser Board ~~and completed the fifteen-hour National Uniform Standards of Professional Appraisal Practice Course~~. Each course shall include a proctored, closed-book examination pertinent to the material presented; or
 - (ii) 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. If 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 shall be completed in Real Property Appraiser Board-approved qualifying education pursuant to subdivision (d)(i) of this subsection;
 - (e)
 - (i) Have no fewer than one thousand five hundred hours of experience as prescribed by rules and regulations of the Real Property Appraiser Board. The required experience shall be acceptable to the Real Property Appraiser Board and subject to review and determination as to conformity with the Uniform Standards of Professional Appraisal Practice. The experience shall have occurred during a period of no fewer than twelve months; or
 - (ii) Successfully complete a PAREA program. If the PAREA program does not satisfy all required experience for credentialing, the remaining experience hours shall be completed pursuant to subdivision (e)(i) of this subsection;
 - (f) Submit two copies of legible ink-rolled fingerprint cards or equivalent electronic fingerprint submissions to the Real Property Appraiser Board for delivery to the Nebraska State Patrol in a form approved by both the Nebraska State Patrol and the Federal Bureau of Investigation. A fingerprint-based national criminal history record check shall 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; and
 - (g) Within the ~~twenty-four~~eleve months following approval of the applicant's education and experience by the Real Property Appraiser Board, pass a certified residential real property appraiser examination or certified general real property appraiser examination, approved by the Appraiser Qualifications Board, prescribed by rules and regulations of the Real Property Appraiser Board, and administered by a contracted testing service. Successful completion of examination shall be valid for twenty-four months.
- (2) To qualify for an upgraded credential, a certified residential real property appraiser shall satisfy the following requirements:

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- (a) Submit two copies of legible ink-rolled fingerprint cards or equivalent electronic fingerprint submissions to the Real Property Appraiser Board for delivery to the Nebraska State Patrol in a form approved by both the Nebraska State Patrol and the Federal Bureau of Investigation. A fingerprint-based national criminal history record check shall 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; and
 - (b) Within the ~~twenty-four~~five months following approval of the applicant's education and experience by the Real Property Appraiser Board for an upgrade to a certified general real property appraiser credential, pass a certified general real property appraiser examination approved by the Appraiser Qualifications Board, prescribed by rules and regulations of the Real Property Appraiser Board, and administered by a contracted testing service. Successful completion of examination shall be valid for twenty-four months.
- (3) To qualify for a credential as a certified general real property appraiser, a certified residential real property appraiser shall:
- (a) Meet the postsecondary educational requirements pursuant to subdivisions (1)(b) and (c) of section 76-2232;
 - (b) Successfully complete and pass proctored, closed-book examinations for no fewer than one hundred additional class hours in board-approved qualifying education courses conducted by education providers as prescribed by rules and regulations of the board, or hold a degree in real estate from an accredited degree-awarding college or university or equivalent pursuant to subdivision (1)(d)(ii) of section 76-2232; and
 - (c) Meet the experience requirements pursuant to subdivision (1)(e) of section 76-2232.
- (4) A certified residential real property appraiser shall satisfy the requirements for the trainee real property appraiser credential and licensed residential real property appraiser credential for a downgraded credential. If requested, evidence acceptable to the Real Property Appraiser Board concerning the experience shall be presented along with an application in the form of written reports or file memoranda.
- (5) The scope of real property appraisal practice for a certified residential real property appraiser shall be limited to ~~real property appraisal practice concerning~~ residential real property or real estate having no more than four residential units, if any, without regard to transaction value or complexity. ~~The appraisal of~~ subdivisions for which a development analysis or appraisal is necessary ~~are~~ not included in the scope of real property appraisal practice for a certified residential real property appraiser.

76-2232. Credential as a certified general real property appraiser; applicant; qualifications; fingerprints; national criminal history record check; scope of real property appraisal practice.

- (1) To qualify for a credential as a certified general real property appraiser, an applicant shall:

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- (a) Be at least nineteen years of age;
- (b) Hold a bachelor's degree, or higher, from an accredited degree-awarding college or university;
- (c) Have his or her education evaluated for equivalency by one of the following if the college degree is from a foreign country:
 - (i) An accredited degree-awarding college or university;
 - (ii) A foreign degree credential evaluation service company that is a member of the National Association of Credential Evaluation Services; or
 - (iii) A foreign degree credential evaluation service company that provides equivalency evaluation reports accepted by an accredited degree-awarding college or university;
- (d)
 - (i) Have successfully completed and passed examination for no fewer than three hundred class hours in Real Property Appraiser Board-approved qualifying education courses conducted by education providers as prescribed by rules and regulations of the Real Property Appraiser Board ~~and completed the fifteen-hour National Uniform Standards of Professional Appraisal Practice Course~~. Each course shall include a proctored, closed-book examination pertinent to the material presented; or
 - (ii) 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. If 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 shall be completed in Real Property Appraiser Board-approved qualifying education pursuant to subdivision (d)(i) of this subsection;
- (e)
 - (i) Have no fewer than three thousand hours of experience, of which one thousand five hundred hours shall be in nonresidential appraisal work, as prescribed by rules and regulations of the Real Property Appraiser Board. The required experience shall be acceptable to the Real Property Appraiser Board and subject to review and determination as to conformity with the Uniform Standards of Professional Appraisal Practice. The experience shall have occurred during a period of no fewer than eighteen months; or
 - (ii) Successfully complete a PAREA program. If the PAREA program does not satisfy all required experience for credentialing, the remaining experience hours shall be completed pursuant to subdivision (e)(i) of this subsection;

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- (f) Submit two copies of legible ink-rolled fingerprint cards or equivalent electronic fingerprint submissions to the Real Property Appraiser Board for delivery to the Nebraska State Patrol in a form approved by both the Nebraska State Patrol and the Federal Bureau of Investigation. A fingerprint-based national criminal history record check shall 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; and
 - (g) Within the ~~twenty-four~~ve months following approval of the applicant's education and experience by the Real Property Appraiser Board, pass a certified general real property appraiser examination, approved by the Appraiser Qualifications Board, prescribed by rules and regulations of the Real Property Appraiser Board, and administered by a contracted testing service. Successful completion of examination shall be valid for twenty-four months.
- (2) A certified general real property appraiser shall satisfy the requirements for the trainee real property appraiser credential, licensed residential real property appraiser credential, and certified residential real property appraiser credential for a downgraded credential. If requested, evidence acceptable to the Real Property Appraiser Board concerning the experience shall be presented along with an application in the form of written reports or file memoranda.
 - (3) The scope of real property appraisal practice for the certified general real property appraiser shall include ~~real property appraisal practice concerning~~ all types of real property or real estate that real property appraiser is competent to engage in.

76-2233. Reciprocity; credential; issuance; when; applicant; duties; fingerprints; national criminal history record check; verification of status.

- (1) A person currently credentialed to engage in real property appraisal practice concerning real estate and real property under the laws of another jurisdiction may qualify for a credential through reciprocity as a licensed residential real property appraiser, a certified residential real property appraiser, or a certified general real property appraiser by complying with all of the provisions of the Real Property Appraiser Act relating to the appropriate classification of credentialing.
- (2) An applicant under this section may qualify for a credential if, in the determination of the board:
 - (a) The requirements for credentialing in the applicant's jurisdiction of practice specified in an application for credentialing meet or exceed the minimum requirements of the Real Property Appraiser Qualification Criteria as adopted and promulgated by the Appraiser Qualifications Board of The Appraisal Foundation; and
 - (b) The regulatory program of the applicant's jurisdiction of practice specified in an application for credentialing is determined to be effective in accordance with Title XI of the Financial Institutions Reform, Recovery, and Enforcement Act of 1989 by the Appraisal Subcommittee of the Federal Financial Institutions Examination Council.

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- (3) The status of an applicant's jurisdiction of practice specified in an application for credentialing through reciprocity shall be verified through the most recent Compliance Review Report issued by the Appraisal Subcommittee of the Federal Financial Institutions Examination Council. In the case that findings pertaining to the adoption or implementation of the Real Property Appraiser Qualification Criteria indicate that one or more credentialing requirements do not meet or exceed the Real Property Appraiser Qualification Criteria as promulgated by the Appraiser Qualifications Board of The Appraisal Foundation, the board may request evidence from the jurisdiction of practice or the Appraisal Subcommittee of the Federal Financial Institutions Examination Council showing that progress has been made to mitigate the findings in the Compliance Review Report.
- (4) To qualify for a credential through reciprocity, the applicant shall:
 - (a) 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. A fingerprint-based national criminal history record check shall be conducted through the Nebraska State Patrol and the Federal Bureau of Investigation with such record check to be carried out by the board;
 - (b) Submit an irrevocable consent that service of process upon him or her may be made by delivery of the process to the director of the board if the plaintiff cannot, in the exercise of due diligence, effect personal service upon the applicant in an action against the applicant in a court of this state arising out of the applicant's activities as a real property appraiser in this state; and
 - (c) Comply with such other terms and conditions as may be determined by the board.
- (5) The credential status of an applicant under this section, including current standing and any disciplinary action imposed against his or her credentials, shall be verified through the ~~AppraiserNational~~ Registry of the Appraisal Subcommittee of the Federal Financial Institutions Examination Council.

76-2233.01. Nonresident; temporary credential; issuance; when; investigation of violations.

- (1) A nonresident currently credentialed to engage in real property appraisal practice concerning real estate and real property under the laws of another jurisdiction may obtain a temporary credential as a licensed residential real property appraiser, a certified residential real property appraiser, or a certified general real property appraiser to engage in real property appraisal practice in this state.
- (2) To qualify for the issuance of a temporary credential, an applicant shall:
 - (a) Submit an application on a form approved by the board;
 - (b) Submit a letter of engagement or a contract indicating the location of the real property appraisal practice assignment;

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- (c) Submit an irrevocable consent that service of process upon him or her may be made by delivery of the process to the director of the board if the plaintiff cannot, in the exercise of due diligence, effect personal service upon the applicant in an action against the applicant in a court of this state arising out of the applicant's activities in this state; and
 - (d) Pay the appropriate application fee in an amount established by the board pursuant to section 76-2241.
- (3) The credential status of an applicant under this section, including current standing and any disciplinary action imposed against his or her credentials, shall be verified through the ~~AppraiserNational~~ Registry of the Appraisal Subcommittee of the Federal Financial Institutions Examination Council.
- (4) Application for a temporary credential is valid for one year from the date application is made to the board or upon the expiration of the assignment specified in the letter of engagement, whichever occurs first.
- (5) A temporary credential issued under this section shall be expressly limited to a grant of authority to engage in real property appraisal practice required for an assignment in this state. Each temporary credential shall expire upon the completion of the assignment or upon the expiration of a period of six months from the date of issuance, whichever occurs first. A temporary credential may be renewed for one additional six-month period.
- (6) Any person issued a temporary credential to engage in real property appraisal practice in this state shall comply with all of the provisions of the Real Property Appraiser Act relating to the appropriate classification of credentialing. The board may, upon its own motion, and shall, upon the written complaint of any aggrieved person, cause an investigation to be made with respect to an alleged violation of the act by a person who is engaged in, or who has engaged in, real property appraisal practice as a temporary credential holder, and that person shall be deemed a real property appraiser within the meaning of the act.

76-2233.02. Credential; expiration; renewal; fees; random fingerprint audit program.

- (1) A credential issued under the Real Property Appraiser Act other than a temporary credential shall remain in effect until December 31 of the designated year unless surrendered, revoked, suspended, or canceled prior to such date. To renew a valid credential, the credential holder shall file an application on a form approved by the board and pay the appropriate renewal fee in an amount established by the board pursuant to section 76-2241. ~~The credential holder shall also pay the criminal history record check fee in an amount established by the board pursuant to section 76-2241 for maintenance of the random fingerprint audit program to the board not later than November 30 of the designated year.~~ A credential may be renewed for one year or two years. In every second year of the two-year continuing education period, as specified in section 76-2236, evidence of completion of continuing education requirements shall accompany renewal application or be on file with the board prior to renewal.

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~~(2) The board shall establish a number of credential holders to be selected at random to submit, along with the application for renewal, 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. A fingerprint-based national criminal history record check shall be conducted through the Nebraska State Patrol and the Federal Bureau of Investigation with such record check to be carried out by the board.~~

~~(3)~~(2) If a credential holder fails to apply and meet the requirements for renewal by November 30 of the designated year, such credential holder may obtain a renewal of such credential by satisfying all of the requirements for renewal and paying the appropriate late processing fee in an amount established by the board pursuant to section 76-2241 if such late renewal takes place prior to July 1 of the following year. ~~A credential holder selected at random to submit fingerprint cards or equivalent electronic fingerprints that has applied and met all other requirements for renewal prior to November 30 of the designated year shall not pay a late processing fee if fingerprint cards or equivalent electronic fingerprints are received prior to November 30 of the designated year.~~ If a credential holder that first obtained his or her credential at the current level on or after November 1 fails to apply and meet the requirements for renewal by December 31 of the designated year, such credential holder may obtain a renewal of such credential by satisfying all the requirements for renewal and paying a late processing fee if such late renewal takes place prior to July 1 of the following year. The board may refuse to renew any credential if the credential holder has continued to, directly or indirectly for another, offer, attempt, agree to engage in, or engage in real property appraisal practice in this state following the expiration of his or her credential. If a credential is not renewed prior to July 1, a credential holder shall reapply for credentialing and meet the current requirements in place at the time of application, except as provided in section 76-2233.03.

76-2233.03. Credential; inactive status; application; prohibited acts; reinstatement; expiration; reapplication.

- (1) A credential holder may request that his or her credential be placed on inactive status for a period not to exceed two years. Such requests shall be submitted to the board on an application form prescribed by the board. The payment of the appropriate fee in an amount established by the board pursuant to section 76-2241 shall accompany all applications for requests of inactive status.
- (2) A credential holder whose credential is placed on inactive status shall not:
 - (a) Assume or use any title, designation, or abbreviation likely to create the impression that such person holds an active credential issued by the board; or
 - (b) Engage in real property appraisal practice or act as a credentialed real property appraiser.
- (3) A credential holder whose credential is placed on inactive status may make a request to the board that such credential be reinstated to active status on an application form prescribed by the board. The payment of the appropriate fee in an amount established by the board pursuant to section 76-2241 shall accompany all applications for reinstatement of a credential.

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- (4) A credential holder's application for reinstatement shall include evidence that he or she has met the continuing education requirements as specified in section 76-2236 while the credential was on inactive status.
- (5) If a credential holder's credential expires during the inactive period, an application for renewal of the credential shall accompany the application for reinstatement. All requirements for renewal specified in section 76-2233.02 shall be met, except for the requirement to pay a late processing fee for applications received after November 30 of the designated year.
- (6) If a credential holder fails to reinstate his or her credential to active status prior to the completion of the two-year period, his or her credential will return to the status as if the credential was not placed on inactive status. If a credential holder's credential is expired at the completion of the two-year period, the credential holder shall reapply for credentialing and meet the current requirements in place at the time of application.

76-2234. Repealed. Laws 2001, LB 162, § 44.

76-2234.01. Repealed. Laws 2001, LB 162, § 44.

76-2235. Repealed. Laws 2001, LB 162, § 44.

76-2236. Continuing education; requirements.

- (1) Every credential holder shall furnish evidence to the board that he or she has satisfactorily completed no fewer than twenty-eight hours of approved continuing education activities in each two-year continuing education period. Hours of satisfactorily completed approved continuing education activities cannot be carried over from one two-year continuing education period to another. Evidence of successful completion of such continuing education activities for the two-year continuing education period, including passing examination if applicable, shall be submitted to the board in the manner prescribed by the board. No continuing education activity shall be less than two hours in duration. A person who holds a temporary credential does not have to meet any continuing education requirements in the Real Property Appraiser Act.
- (2) As prescribed by rules and regulations of the Real Property Appraiser Board and at least once every two years, the seven-hour National Uniform Standards of Professional Appraisal Practice Update Continuing Education Course as approved by the Appraiser Qualifications Board or the equivalent of the course as approved by the Real Property Appraiser Board, shall be included in the continuing education requirement of each credential holder. An instructor certified by the Appraiser Qualifications Board satisfies this requirement by successfully completing an seven-hour instructor recertification course, and examination if applicable, as approved by the Appraiser Qualifications Board.
- (3) A continuing education activity conducted in another jurisdiction in which the activity is approved to meet the continuing education requirements for renewal of a credential in such other jurisdiction shall be accepted by the board if that jurisdiction has adopted and enforces standards for such continuing education activity that meet or exceed the standards established by the Real Property Appraiser Act and the rules and regulations of the board.

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- (4) The board may adopt a program of continuing education for individual credentials as long as the program is compliant with the Appraiser Qualifications Board's criteria specific to continuing education.
- (5) No more than fourteen hours may be approved by the Real Property Appraiser Board as continuing education in each two-year continuing education period for participation, other than as a student, in appraisal educational processes and programs, which includes teaching, program development, authorship of textbooks, or similar activities that are determined by the board to be equivalent to obtaining continuing education. Evidence of participation shall be submitted to the board upon completion of the appraisal educational process or program. No preapproval will be granted for participation in appraisal educational processes or programs.
- (6) As prescribed by rules and regulations of the Real Property Appraiser Board, qQualifying education, as approved by the board, successfully completed by a credential holder ~~to fulfill the class-hour requirement to upgrade to a higher classification than his or her current classification,~~ shall be approved by the board as continuing education.
- (7) Beginning on January 1, 2026, as prescribed by rules and regulations of the Real Property Appraiser Board and at least once every two years, a successfully completed board-approved valuation bias and fair housing laws course shall be included in the continuing education requirement of each credential holder. Qualifying education, as approved by the board, taken by a credential holder not to fulfill the class-hour requirement to upgrade to a higher classification, shall be approved by the board as continuing education if the credential holder completes the examination.
- (8) A board-approved supervisory real property appraiser and trainee course successfully completed by a certified real property appraiser shall be approved by the board as continuing education no more than once during each two-year continuing education period.
- (9) The Real Property Appraiser Board shall approve continuing education activities and instructors which it determines would protect the public by improving the competency of credential holders.

76-2236.01. Use of titles; restrictions.

- (1) (a) No person other than a licensed residential real property appraiser shall assume or use the title licensed residential real property appraiser or any title, designation, or abbreviation likely to create the impression of credentialing as a licensed residential real property appraiser by this state.
- (b) No person other than a certified residential real property appraiser shall assume or use the title certified residential real property appraiser or any title, designation, or abbreviation likely to create the impression of credentialing as a certified residential real property appraiser by this state.

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- (c) No person other than a certified general real property appraiser shall assume or use the title certified general real property appraiser or any title, designation, or abbreviation likely to create the impression of credentialing as a certified general real property appraiser by this state.
 - (d) No person other than a trainee real property appraiser shall assume or use the title trainee real property appraiser or any title, designation, or abbreviation likely to create the impression of credentialing as a trainee real property appraiser by this state.
- (2) A real property appraiser shall state whether he or she is a licensed residential real property appraiser, certified residential real property appraiser, certified general real property appraiser, or trainee real property appraiser and include his or her board-issued credential number whenever he or she identifies himself or herself as a real property appraiser, including on all reports which are signed individually or as cosigner.
- (3) The terms licensed residential real property appraiser, certified residential real property appraiser, certified general real property appraiser, and trainee real property appraiser may only be used to refer to a person who is credentialed as such under the Real Property Appraiser Act and may not be used following or immediately in connection with the name or signature of a corporation, partnership, limited partnership, limited liability company, firm, or group or in such manner that it might be interpreted as referring to a corporation, partnership, limited partnership, limited liability company, firm, or group or to anyone other than the credential holder. This subsection shall not be construed to prevent a credential holder from signing a report on behalf of a corporation, partnership, limited partnership, limited liability company, firm, or group if it is clear that only the person holds the credential and that the corporation, partnership, limited partnership, limited liability company, firm, or group does not.

76-2237. Uniform Standards of Professional Appraisal Practice; rules and regulations.

Each credential holder shall comply with the Uniform Standards of Professional Appraisal Practice. The board may adopt and promulgate rules and regulations to assist in the enforcement of the Uniform Standards of Professional Appraisal Practice.

76-2238. Disciplinary action; denial of application; grounds.

The following acts and omissions shall be considered grounds for disciplinary action or denial of an application by the board:

- (1) Failure to meet the minimum qualifications for credentialing established by or pursuant to the Real Property Appraiser Act;
- (2) Procuring or attempting to procure a credential under the act by knowingly making a false statement, submitting false information, or making a material misrepresentation in an application filed with the board or procuring or attempting to procure a credential through fraud or misrepresentation;

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- (3) Paying money or other valuable consideration other than the fees provided for by the act to any member or employee of the board to procure a credential;
- (4) An act or omission involving real estate or real property appraisal practice which constitutes dishonesty, fraud, or misrepresentation with or without the intent to substantially benefit the credential holder or another person or with the intent to substantially injure another person;
- (5) Failure to demonstrate character and general fitness such as to command the confidence and trust of the public;
- (6) Conviction, including a conviction based upon a plea of guilty or nolo contendere, of any felony unless his or her civil rights have been restored;
- (7) Entry of a final civil or criminal judgment, including dismissal with settlement, on grounds of fraud, dishonesty, breach of trust, money laundering, misrepresentation, or deceit involving real estate, financial services, or real property appraisal practice;
- (8) Conviction, including a conviction based upon a plea of guilty or nolo contendere, of a crime which is related to the qualifications, functions, or duties of a real property appraiser;
- (9) Performing valuation services as a credentialed real property appraiser under an assumed or fictitious name;
- (10) Paying a finder's fee or a referral fee to any person in connection with a real property appraisal practice assignment, except that an intracompany payment for business development shall not be considered to be unethical or a violation of this subdivision;
- (11) Making a false or misleading statement in that portion of a written report that deals with professional qualifications or in any testimony concerning professional qualifications;
- (12) Any violation of the act or any rules and regulations adopted and promulgated pursuant to the act;
- (13) Failure to maintain, or to make available for inspection and copying, records required by the board;
- (14) Demonstrating negligence, incompetence, or unworthiness to act as a real property appraiser, whether of the same or of a different character as otherwise specified in this section;
- (15) Suspension or revocation of an appraisal credential or a license in another regulated occupation, trade, or profession in this or any other jurisdiction or disciplinary action taken by another jurisdiction that limits the real property appraiser's ability to engage in real property appraisal practice;

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- (16) Failure to renew or surrendering an appraisal credential or any other registration, license, or certification issued by any other regulatory agency or held in any other jurisdiction in lieu of disciplinary action pending or threatened;
- (17) Failure to report disciplinary action taken against an appraisal credential or any other registration, license, or certification issued by any other regulatory agency or held in any other jurisdiction within sixty days of receiving notice of such disciplinary action;
- (18) Failure to comply with terms of a consent agreement or settlement agreement;
- (19) Failure to submit or produce books, records, documents, workfiles, reports, or other materials requested by the board concerning any matter under investigation;
- (20) Failure of an education provider to produce records, documents, reports, or other materials, including, but not limited to, required student attendance reports, to the board;
- (21) Knowingly offering or attempting to offer a qualifying or continuing education course or activity as being approved by the board to a real property appraiser or an applicant, without first obtaining approval of the activity from the board, except for courses required by an accredited degree-awarding college or university for completion of a degree in real estate, if the college or university had its curriculum approved by the Appraiser Qualifications Board as qualifying education;
- (22) Presentation to the Real Property Appraiser Board of any check which is returned to the State Treasurer unpaid, whether payment of fee is for an initial or renewal credential or for examination; and
- (23) Failure to pass the examination.

76-2239. Investigations; authorized; disciplinary action; cease and desist order; complaint; procedure; hearing.

- (1) The board may, upon its own motion, and shall, upon the written complaint of any aggrieved person, cause an investigation to be made with respect to an alleged violation of the Real Property Appraiser Act. The board may revoke or suspend the credential or otherwise discipline a credential holder, revoke or suspend a qualifying or continuing education course or activity, deny any application, or issue a cease and desist order for any violation of the Real Property Appraiser Act. Any disciplinary action taken against a credentialed real property appraiser, including any action that limits a credentialed real property appraiser's ability to engage in real property appraisal practice, shall be reported to federal authorities as required by Title XI of the Financial Institutions Reform, Recovery, and Enforcement Act of 1989. Upon receipt of information indicating that a person may have violated any provision of the Real Property Appraiser Act, the board shall make an investigation of the facts to determine whether or not there is evidence of a violation. If technical assistance is required, the board may contract with or use qualified persons.

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- (2) (a) If an investigation indicates that a person may have violated a provision of the act, the Board may offer the person an opportunity to voluntarily and informally discuss the alleged violation before the board. The board may enter into consent agreements or negotiate settlements.
- (b) If an investigation indicates that a person not holding a credential under the act has violated a provision of the act, the board may issue a cease and desist order or refer the investigation to the appropriate county attorney for the consideration of formal charges.
- (c) If an investigation indicates that a credential holder has violated a provision of the act, a formal complaint shall be prepared by the board and served upon the credential holder. The complaint shall require the credential holder to file an answer within thirty days of the date of service. In responding to a complaint, the credential holder may admit the allegations of the complaint, deny the allegations of the complaint, or plead otherwise. Failure to make a timely response shall be deemed an admission of the allegations of the complaint. Upon receipt of an answer to the complaint, the director or chairperson of the board shall set a date, time, and place for an administrative hearing on the complaint. The date of the hearing shall not be less than thirty nor more than one hundred twenty days from the date that the answer is filed unless such date is extended for good cause.

76-2240. Complaints; hearing; decision; order; appeal.

- (1) The administrative hearing on the allegations in the complaint filed pursuant to section 76-2239 shall be heard by a hearing officer at the time and place prescribed by the board and in accordance with the Administrative Procedure Act. If, at the conclusion of the hearing, the hearing officer determines that the credential holder is guilty of the violation, the board shall take such disciplinary action as the board deems appropriate. Disciplinary actions which may be taken shall include, but not be limited to, revocation, suspension, probation, admonishment, letter of reprimand, and formal censure, with publication, of the credential holder and may or may not include an education requirement. Costs incurred for an administrative hearing, including fees of counsel, the hearing officer, court reporters, investigators, and witnesses, shall be taxed as costs in such action as the board may direct.
- (2) The decision and order of the board shall be final. Any decision or order of the board may be appealed. The appeal shall be on questions of law only and otherwise shall be in accordance with the Administrative Procedure Act.

76-2241. Fees.

- (1) The board shall charge and collect appropriate fees for its services under the Real Property Appraiser Act as follows:
 - (a) A credential application fee of no more than ~~twoone~~ hundred ~~fifty~~ dollars;
 - (b) An examination fee of no more than three hundred dollars. The board may direct applicants to pay the fee directly to a third party who has contracted to administer the examination;

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- (c) An initial and renewal credentialing fee, other than temporary credentialing, of no more than three hundred fifty dollars;
 - (d) A late processing fee of no more than twenty-five dollars for each month or portion of a month the fee is late;
 - (e) A temporary credential application fee for a licensed residential real property appraiser, a certified residential real property appraiser, or a certified general real property appraiser of no more than one hundred fifty dollars;
 - (f) A temporary credentialing fee of no more than one hundred~~fifty~~ dollars for a licensed residential real property appraiser, certified residential real property appraiser, or certified general real property appraiser holding a temporary credential under the act;
 - (g) An inactive credential application fee of no more than one hundred dollars;
 - (h) An inactive credentialing fee of no more than three hundred dollars;
 - (i) A duplicate proof of credentialing fee of no more than twenty-five dollars;
 - (j) A certificate of good standing fee of no more than ten dollars; and
 - (k) A criminal history record check fee of no more than one hundred dollars.
- (2) All fees for credentialing through reciprocity shall be the same as those paid by others pursuant to this section.
- (3) In addition to the fees set forth in this section, the board may collect and transmit to the appropriate federal authority any fees established under the provisions of the Financial Institutions Reform, Recovery, and Enforcement Act of 1989. The board may establish such fees as it deems appropriate for special examinations and other services provided by the board.
- (4) All fees and other revenue collected pursuant to the Real Property Appraiser Act shall be remitted by the board to the State Treasurer for credit to the Real Property Appraiser Fund.

76-2242. Credential holder; proof of credentials; issuance; duplicate proof.

- (1) The board shall provide to each credential holder proof that such person has been credentialed under the Real Property Appraiser Act for the classification requirements set forth in the act. The board may also issue a credentialing card in such size and form as it may approve.
- (2) The board may, upon payment of the appropriate fee in an amount established by the board pursuant to section 76-2241, issue duplicate proof that such person has been credentialed under the act.

76-2243. Professional corporation; real property appraisal practice.

Nothing contained in the Real Property Appraiser Act shall be deemed to prohibit any credential holder under the act from engaging in real property appraisal practice as a professional corporation in accordance with the Nebraska Professional Corporation Act.

76-2244. Principal place of business; requirements.

Each credential holder shall designate in the manner prescribed by the board a principal place of business. Upon any change of his or her principal place of business, a credential holder shall promptly give notice thereof in writing to the board and the board shall issue a new proof of credentialing for the unexpired term.

76-2245. Action for compensation; conditions.

No person engaged in real property appraisal practice in this state or acting in the capacity of a real property appraiser in this state may bring or maintain any action in any court of this state to collect compensation for the performance of valuation services for which credentialing is required by the Real Property Appraiser Act without alleging and proving that he or she was duly credentialed under the act in this state at all times during the performance of such services.

76-2246. Appraisal without credentials; penalty.

Any person required to be credentialed by the Real Property Appraiser Act who, directly or indirectly for another, offers, attempts, agrees to engage in, or engages in real property appraisal practice or who advertises or holds himself or herself out to the general public as a real property appraiser in this state without obtaining proper credentialing under the act shall be guilty of a Class III misdemeanor and shall be ineligible to apply for credentialing under the act for a period of one year from the date of his or her conviction of such offense. The board may, in its discretion, credential such person within such one-year period upon application and after an administrative hearing.

76-2247.01. Services; authorized; standards applicable.

- (1) A person may retain or employ a real property appraiser credentialed under the Real Property Appraiser Act to perform valuation services. In each case, the valuation services specific to real property appraisal practice, including any report, shall comply with the Real Property Appraiser Act and the Uniform Standards of Professional Appraisal Practice.
- (2) In a valuation assignment, the real property appraiser shall remain an impartial, disinterested third party. When providing an evaluation assignment, the real property appraiser may respond to a client's stated objective but shall also remain an impartial, disinterested third party.

76-2248. Attorney General; powers and duties.

At the request of the board, the Attorney General shall render to the board an opinion with respect to all questions of law arising in connection with the administration of the Real Property Appraiser Act and

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shall act as attorney for the board in all actions and proceedings brought by or against the board under or pursuant to the act. All fees and expenses of the Attorney General arising out of such duties shall be paid out of the Real Property Appraiser Fund. The Attorney General may appoint special counsel to prosecute such action, and all fees and expenses of such counsel allowed shall be taxed as costs in the action as the court may direct.

76-2248.01. Violations of act; action by Attorney General.

Whenever, in the judgment of the board, any person has engaged or is about to engage in any acts or practices which constitute or will constitute a violation of the Real Property Appraiser Act, the Attorney General may maintain an action in the name of the State of Nebraska, in the district court of the county in which such violation or threatened violation occurred, to abate and temporarily and permanently enjoin such acts and practices and to enforce compliance with the act. The plaintiff shall not be required to give any bond nor shall any court costs be adjudged against the plaintiff.

76-2249. Directory of appraisers; information; distribution.

- (1) The board may prepare a directory showing the name, ~~and~~ place of business of credential holders, and effective and expiration dates of credential under the Real Property Appraiser Act which may be made available on the board's website. Printed copies of the directory shall be made available to the public at such reasonable price per copy as may be fixed by the board. The directory shall be provided to federal authorities as required by the Financial Institutions Reform, Recovery, and Enforcement Act of 1989.
- (2) The board shall provide without charge to any credential holder under the Real Property Appraiser Act a set of rules and regulations adopted and promulgated by the board and any other information which the board deems important in the area of real property appraisal in this state. The information may be made available electronically or printed in a booklet, a pamphlet, or any other form the board determines appropriate. The board may update such material as often as it deems necessary. The board may provide such material to any other person upon request and may charge a fee for the material. The fee shall be reasonable and shall not exceed any reasonable or necessary costs of producing the material for distribution.

76-2250. Certificate of good standing.

The board may, upon payment of the appropriate fee in an amount established by the board pursuant to section 76-2241, issue a certificate of good standing to any credential holder under the Real Property Appraiser Act who is in good standing in this state.

76-3201. Act, how cited.

Sections 76-3201 to 76-3222 shall be known and may be cited as the Nebraska Appraisal Management Company Registration Act.

76-3202. Terms, defined.

For purposes of the Nebraska Appraisal Management Company Registration Act:

- (1) Affiliate means any person that controls, is controlled by, or is under common control with, another person;
- (2) AMC appraiser means a person who holds a valid credential or equivalent to appraise real estate and real property under the laws of this state or another jurisdiction, and holds the status of active on the Appraiser ~~National~~-Registry of the Appraisal Subcommittee of the Federal Financial Institutions Examination Council in one or more jurisdictions;
- (3) AMC ~~final~~ rule means, collectively, the rules adopted by the federal agencies as required in section 1124 of the Financial Institutions Reform, Recovery, and Enforcement Act of 1989, as such rules existed on January 1, 2019;
- (4) AMC ~~National~~-Registry means the registry of appraisal management companies that hold a registration as an appraisal management company issued by the board or the equivalent issued in another jurisdiction, and federally regulated appraisal management companies, maintained by the Appraisal Subcommittee;
- (5) Appraisal has the same meaning as in section 76-2204;
- (6) Appraisal management company means a person that:
 - (a) Provides appraisal management services to creditors or to secondary mortgage market participants, including affiliates;
 - (b) Provides appraisal management services in connection with valuing a consumer's principal dwelling as security for a consumer credit transaction or incorporating such transactions into securitizations; and
 - (c) Within a twelve-month period, oversees an appraiser panel of:
 - (i) More than fifteen AMC appraisers ~~who each hold a credential~~ in this state; or
 - (ii) Twenty-five or more AMC appraisers ~~who each hold a credential or equivalent~~ in two or more jurisdictions;

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- (7) Appraisal management services means one or more of the following:
 - (a) To recruit, select, and retain AMC appraisers;
 - (b) To contract with AMC appraisers to perform assignments;
 - (c) To manage the process of having an appraisal performed, including providing administrative services such as receiving appraisal orders and reports, submitting completed reports to creditors and secondary mortgage market participants, collecting fees from creditors and secondary mortgage market participants for services provided, and paying AMC appraisers for valuation services performed; or
 - (d) To review and verify the work of AMC appraisers;
- (8) Appraisal Subcommittee means the Appraisal Subcommittee of the Federal Financial Institutions Examination Council;
- (9) Appraiser panel means a network, list, or roster of AMC appraisers approved by an appraisal management company to perform appraisals as independent contractors for the appraisal management company;
- (10) Assignment has the same meaning as in section 76-2207.01;
- (11) Board has the same meaning as in section 76-2207.18; Consumer credit means credit offered or extended to a consumer primarily for personal, family, or household purposes;
- (12) Contact person means a person designated by the appraisal management company as the main contact for all communication between the appraisal management company and the board;
- (13) Covered transaction means any consumer credit transaction secured by the consumer's principal dwelling;
- (14) Credential has the same meaning as in section 76-2207.25;
- (15) Creditor means a person who regularly extends consumer credit that is subject to a finance charge or is payable by written agreement in more than four installments, not including a downpayment, and to whom the obligation is initially payable, either on the face of the note or contract or by agreement when there is no note or contract. A person regularly extends consumer credit if:
 - (a) The person extended credit, other than credit subject to the requirements of 12 C.F.R. 1026.32, as such regulation existed on January 1, 2019, more than five times for transactions secured by a dwelling in the preceding calendar year, or in the current calendar year if a person did not meet these standards in the preceding calendar year; and
 - (b) In any twelve-month period, the person originates more than one credit extension that is subject to the requirements of 12 C.F.R. 1026.32, as such regulation existed on January 1, 2019,- or one or more such credit extensions through a mortgage broker;

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- (16) Dwelling means a residential structure that contains one to four units, whether or not that structure is attached to real property, including an individual condominium unit, cooperative unit, mobile home, or trailer if used as a residence. With respect to a dwelling:
- (a) A consumer may have only one principal dwelling at a time;
 - (b) A vacation or secondary dwelling is not a principal dwelling; and
 - (c) A dwelling bought or built by a consumer with the intention of that dwelling becoming the consumer's principal dwelling within one year, or upon completion of construction, is considered to be the consumer's principal dwelling for the purpose of the Nebraska Appraisal Management Company Registration Act;
- (17) Federally regulated appraisal management company means an appraisal management company that is:
- (a) Owned and controlled by an insured depository institution as defined in 12 U.S.C. 1813, as such section existed on January 1, 20~~24~~¹⁹; and
 - (b) Regulated by the Office of the Comptroller of the Currency, the Board of Governors of the Federal Reserve System, the Federal Deposit Insurance Corporation, or the successor of any such agencies;
- (18) Federal agencies means the Board of Governors of the Federal Reserve System, the Federal Deposit Insurance Corporation, the Office of the Comptroller of the Currency, the National Credit Union Administration, the Consumer Financial Protection Bureau, the Federal Housing Finance Agency, or the successor of any of such agencies;
- (19) Financial Institutions Reform, Recovery, and Enforcement Act of 1989 has the same meaning as in section 76-2207.30;
- (20) Independent contractor means a person established as an independent contractor by the appraisal management company for the purpose of federal income taxation;
- (21) Jurisdiction has the same meaning as in section 76-2207.32;
- (22) Person has the same meaning as in section 76-2213.02;
- (23) Real estate has the same meaning as in section 76-2214;
- (24) Real property has the same meaning as in section 76-2214.01;
- (25) Real property appraisal practice has the same meaning as in section 76-2215;

~~(26)~~ Real property appraiser has the same meaning as in section 76-2216;

~~(26)~~~~(27)~~ Registration means a registration as an appraisal management company in this state issued by the board if all requirements for approval as an appraisal management company required in the Nebraska Appraisal Management Company Registration Act have been met by a person making application to the board, including the submission of all required fees, and the board has granted all rights to the person to operate as an appraisal management company in this state as allowed under the act;

~~(27)~~~~(28)~~ Report has the same meaning as in section 76-2216.02;

~~(28)~~~~(29)~~ Secondary mortgage market participant means a guarantor or insurer of mortgage-backed securities, or an underwriter or issuer of mortgage-backed securities, and only includes an individual investor in a mortgage-backed security if that investor also serves in the capacity of a guarantor, insurer, underwriter, or issuer for the mortgage-backed security;

~~(29)~~~~(30)~~ Uniform Standards of Professional Appraisal Practice has the same meaning as in section 76-2218.02; and

~~(30)~~~~(31)~~ Valuation services has the same meaning as in section 76-2219.01.

76-3203. Registration; application; contents; form; surety bond; qualifications; renewal.

- (1) An application for issuance of a registration shall be made in writing to the board on forms approved by the board, which includes, but is not limited to, all information required by the board necessary to administer and enforce the Nebraska Appraisal Management Company Registration Act, and the name of the contact person for the appraisal management company.
- (2) An applicant for issuance of a registration shall furnish to the board, at the time of making application, a surety bond in the amount of twenty-five thousand dollars. The surety bond required under this subsection shall be issued by a bonding company or insurance company authorized to do business in this state, and a copy of the bond shall be filed with the board. The bond shall be in favor of the state for the benefit of any person who is damaged by any violation of the Nebraska Appraisal Management Company Registration Act. The bond shall also be in favor of any person damaged by such a violation. Any person claiming against the bond for a violation of the act may maintain an action at law against the appraisal management company –and against the surety. The aggregate liability of the surety to all persons damaged by a violation of the act by an appraisal management company shall not exceed the amount of the bond. The bond shall be maintained until one year after the date that the appraisal management company ceases operation in this state.
- (3) A registration shall be issued only to persons who:
 - (a) Meet the requirements for issuance of a registration;

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- (b) Have a good reputation for honesty, trustworthiness, integrity, and competence to perform appraisal management services in such manner as to safeguard the interest of the public as determined by the board; and
 - (c) Have not had a final civil or criminal judgment entered against them for fraud, dishonesty, breach of trust, or misrepresentation involving real estate, financial services, or appraisal management services within a five-year period immediately preceding the date of application.
- (4) A registration shall be valid for a period of twelve months beginning on the date which the registration was issued or renewed unless canceled, revoked, or surrendered.
 - (5) All information related to an appraisal management company's registration shall be reported to the Appraisal Subcommittee as required by Title XI of the Financial Institutions Reform, Recovery, and Enforcement Act of 1989, the AMC ~~final~~-rule, and any policy or rule established by the Appraisal Subcommittee.
 - (6) 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.
 - (7) 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.

76-3203.01. Appraiser panel; removal; notice; reconsideration of removal.

- (1) Only AMC appraisers considered to be in good standing in all jurisdictions in which an active credential is held shall be included on an appraisal management company's appraiser panel.
- (2) An appraisal management company shall remove any AMC appraiser from its appraiser panel within thirty days after receiving notice that the AMC appraiser:
 - (a) Is no longer considered to be in good standing in one or more jurisdictions in which he or she holds an active credential or equivalent;
 - (b) The AMC appraiser's credential or equivalent has been refused, denied, canceled, or revoked; or
 - (c) The AMC appraiser has surrendered his or her credential or equivalent in lieu of revocation.
- (3) Pursuant to subdivision (6)(c) of section 76-3202, an appraiser panel shall include each AMC appraiser as of the earliest date on which such person was accepted by the appraisal management company:
 - (a) For consideration for future assignments in covered transactions or for secondary mortgage market participants in connection with covered transactions; or

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- (b) For engagement to perform one or more appraisals on behalf of a creditor for a covered transaction or for a secondary mortgage market participant in connection with covered transactions.
- (4) Any AMC appraiser included on an appraisal management company's appraiser panel pursuant to subsection (3) of this section shall remain on such appraiser panel until the date on which the appraisal management company:
- (a) Sends written notice to the AMC appraiser removing him or her from the appraiser panel. Such written notice shall include an explanation of the action taken by the appraisal management company;
 - (b) Receives written notice from the AMC appraiser requesting that he or she be removed from the appraiser panel. Such written notice shall include an explanation of the action requested by the AMC appraiser; or
 - (c) Receives written notice on behalf of the AMC appraiser of the death or incapacity of the AMC appraiser. Such written notice shall include an explanation on behalf of the AMC appraiser.
- (5) Upon receipt of notice that he or she has been removed from the appraisal management company's appraiser panel, an AMC appraiser shall have thirty days to provide a response to the appraisal management company that removed the AMC appraiser from its appraiser panel. Upon receipt of the AMC appraiser's response, the appraisal management company shall have thirty days to reconsider the removal and provide a written response to the AMC appraiser.
- (6) If an AMC appraiser is removed from an appraisal management company's appraiser panel pursuant to subsection (4) of this section, nothing shall prevent the appraisal management company at any time during the twelve months after removal from the appraiser panel from considering such person for future assignments in covered transactions or for ~~secondary~~ mortgage market participants in connection with covered transactions, or for engagement to perform one or more appraisals on behalf of a creditor for a covered transaction or for ~~a~~ secondary mortgage market participant in connection with covered transactions. If such consideration or engagement takes place, the removal shall be deemed not to have occurred and such person shall be deemed to have been included on the appraiser panel without interruption.
- (7) Any AMC appraiser included on an appraisal management company's appraiser panel engaged in real property appraisal practice as a result of an assignment provided by an appraisal management company shall be free from inappropriate influence and coercion as required by the appraisal independence standards established under section 129E of the federal Truth in Lending Act, as such section existed on January 1, 2018, including the requirements for payment of a reasonable and customary fee to AMC appraisers when the appraisal management company is engaged in providing appraisal management services.
- (8) An appraisal management company shall select an AMC appraiser from its appraiser panel for an assignment who is independent of the transaction and who has the requisite education, expertise, and experience necessary to competently complete the assignment for the particular market and

property type.

76-3203.02. Federally regulated appraisal management company; report; board; fees; powers.

- (1) A federally regulated appraisal management company must report all information required to be submitted to the Appraisal Subcommittee pursuant to Title XI of the Financial Institutions Reform, Recovery, and Enforcement Act of 1989, the AMC ~~final~~-rule, and any policy or rule established by the Appraisal Subcommittee related to its operation in this state, including, but not limited to, the collection of information related to ownership limitations.
- (2) The board may collect and transmit to the Appraisal Subcommittee any fees established ~~by~~ the Appraisal Subcommittee pursuant to Title XI of the Financial Institutions Reform, Recovery, and Enforcement Act of 1989, the AMC ~~final~~-rule, and any policy or rule established by the Appraisal Subcommittee required for inclusion on the AMC ~~National~~-Registry, and collect any fees as deemed appropriate by the board for services provided as related to a federally regulated appraisal management company's operation in this state.
- (3) Nothing in the Nebraska Appraisal Management Company Registration Act shall prevent issuance by the board of a registration to a federally regulated appraisal management company.
- (4) Except for a federally regulated appraisal management company that holds a registration issued by the board, section 76-3202, and this section, a federally regulated appraisal management company is exempt from the Nebraska Appraisal Management Company Registration Act.

76-3204. Act; exemptions.

The Nebraska Appraisal Management Company Registration Act does not apply to:

- (1) A department or division of a person that provides appraisal management services only to itself; or
- (2) A person that provides appraisal management services but does not meet the requirement established by subdivision (6)(c) of section 76-3202.

76-3205. Company not domiciled in state; service of process.

Each appraisal management company that holds a registration but is not domiciled in this state shall submit an irrevocable consent that service of process upon such person may be made by delivery of the process to the director of the board if the plaintiff cannot, in the exercise of ~~due~~ diligence, effect personal service upon the person in an action against the applicant in a court of this state arising out of the person's activities in this state.

76-3206. Board; fees.

- (1) The board shall charge and collect fees for its services under the Nebraska Appraisal Management Company Registration Act as follows:

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- (a) An application fee of no more than three hundred fifty dollars;
 - (b) An initial registration fee of no more than two thousand dollars;
 - (c) A renewal registration fee of no more than ~~two~~one thousand ~~five hundred~~ dollars; and
 - (d) A late renewal processing fee of twenty-five dollars for each month or portion of a month the renewal registration fee is late.
- (2) The board may collect and transmit to the Appraisal Subcommittee any fees established by the Appraisal Subcommittee under Title XI of the Financial Institutions Reform, Recovery, and Enforcement Act of 1989, the AMC ~~final~~-rule, and any policy or rule established by the Appraisal Subcommittee required for inclusion on the AMC ~~National~~-Registry.

76-3207. Applicant for registration or renewal; ownership restrictions; fingerprint submission; criminal history record check; costs.

- (1) A person applying for issuance of a registration or renewal of a registration shall not:
 - (a) In whole or in part, directly or indirectly, be owned by any person who has had a real property appraiser credential or equivalent refused, denied, canceled, or revoked or who has surrendered a real property appraiser credential or equivalent in lieu of revocation in any jurisdiction for a substantive cause as determined by the board; and
 - (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.
- ~~(2) 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.~~ For purposes of subdivision (1)(b) of this section, each individual owner of more than ten percent of an appraisal management company shall:
 - ~~(a) 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;.~~
 - (b) At the time an application for renewal 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 if a fingerprint-based national criminal history records check has not been completed pursuant to subdivision (2)(a) of this section;

(2)(c) At the time an individual owner of more than ten percent of an appraisal management company is identified by the board, 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 if a fingerprint-based national criminal history records check has not been completed pursuant to subdivision (2)(a) or (b) of this section.

- (3) For the purpose of subdivision (1)(a) of this section, a person is not barred from issuance of a registration if the real property appraiser credential or equivalent of the person with an ownership interest was not refused, denied, canceled, revoked, or surrendered in lieu of revocation for a substantive cause as determined by the board and has been reinstated by the jurisdiction in which the action was –taken.

76-3208. Prohibited acts.

- (1) An appraisal management company shall not prohibit an AMC appraiser from including within the body of a report that is submitted by the AMC appraiser to the appraisal management company or its assignee the fee agreed upon between the appraisal management company and the AMC appraiser at the time of engagement for the performance of the appraisal.
- (2) An appraisal management company shall not directly or indirectly engage in or attempt to engage in business as an appraisal management company or advertise or hold itself out as engaging in or conducting business as an appraisal management company in this state under any legal name or trade name not included in the application for issuance of a registration, or renewal of a registration, as approved by the board.
- (3) An appraisal management company shall not require an AMC appraiser to indemnify an appraisal management company or hold an appraisal management company harmless for any liability, damage, losses, or claims arising out of the appraisal management services provided by the appraisal management company.

~~**76-3209. Verification of appraiser license or certification.**~~

~~Prior to assigning appraisal orders, an appraisal management company shall have a system in place to verify that an appraiser being added to the appraiser panel holds the appropriate appraiser license or certification in good standing.~~

76-3210. Compliance with Real Property Appraiser Act.

Any employee of or independent contractor to an appraisal management company that holds a registration, including any AMC appraiser included on an appraisal management company's appraiser panel engaged in real property appraisal practice, shall comply with the Real Property Appraiser Act, including the Uniform Standards of Professional Appraisal Practice.

~~76-3211. Verification of license or certification status.~~

~~Each appraisal management company seeking to be registered in this state shall certify to the board on a biennial basis on a form prescribed by the board that the appraisal management company has a system in place to verify that an appraiser on the appraiser panel has not had a license or certification as an appraiser refused, denied, canceled, revoked, or surrendered in lieu of a pending revocation in any state in the previous twenty four months.~~

76-3212. Records; retention.

Each appraisal management company that holds a registration shall maintain a detailed record of appraisal management services provided under its registration, and upon request shall submit to the board all books, records, reports, documents, and other information as deemed appropriate by the board to administer and enforce the Nebraska Appraisal Management Company Registration Act. Record retention requirements are for a period of five years after appraisal management services are completed or two years after final disposition of a judicial proceeding related to the appraisal management services, whichever period expires later.

76-3213. Completed report; limit on change.

An appraisal management company that holds a registration may not alter, modify, or otherwise change a completed report submitted by an AMC appraiser without his or her written consent.

76-3214. Board; issue registration number; maintain list; disclosure on engagement documents.

- (1) The board shall issue a unique registration number to each appraisal management company that holds a registration.
- (2) The board shall maintain a published list of the appraisal management companies that hold registrations and have been issued a registration number pursuant to subsection (1) of this section.
- (3) An appraisal management company that holds a registration shall disclose the registration number provided to it by the board on the engagement documents presented to the AMC appraiser.

76-3215. Payment of fees.

Each appraisal management company that holds a registration, except in cases of noncompliance with the conditions of the engagement, shall make payment of fees to an AMC appraiser engaged by the appraisal management company to perform one or more appraisals on behalf of a creditor for a covered transaction or for a secondary mortgage market participant in connection with covered transactions within sixty days after the date on which the AMC -appraiser transmits or otherwise provides the report to the appraisal management company or its assignee.

76-3216. Prohibited acts; board; violations; enforcement actions; fine; considerations; report required.

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- (1) It is unlawful for a person to directly or indirectly engage in or attempt to engage in business as an appraisal management company or to advertise or hold itself out as engaging in or conducting business as an appraisal management company in this state without first obtaining a registration or by meeting the requirements as a federally regulated appraisal management company.
- (2) Except as provided in section 76-3204, any person who, directly or indirectly for another, offers, attempts, or agrees to perform all actions described in subdivision (6) of section 76-3202 -or any action described in subdivision (7) of such section, shall be deemed an appraisal management company within the meaning of the Nebraska Appraisal Management Company Registration Act, and such action shall constitute sufficient contact with this state for the exercise of personal jurisdiction over such person in any action arising out of the act.
- (3) The board may issue a cease and desist order against any person who violates this section by performing any action described in subdivision (6) or (7) of section 76-3202 without the appropriate registration. Such order shall be final ten days after issuance unless such person requests a hearing pursuant to section 76-3217. The board may, through the Attorney General, obtain an order from the district court for the enforcement of the cease and desist order.
- (4) To the extent permitted by any applicable federal legislation or regulation, the board may censure an appraisal management company, conditionally or unconditionally suspend or revoke its registration, or levy fines or impose civil penalties not to exceed five thousand dollars for a first offense and not to exceed ten thousand dollars for a second or subsequent offense, if the board determines that an appraisal management company is attempting to perform, has performed, or has attempted to perform any of the following:
 - (a) A material violation of the act;
 - (b) A violation of any rule or regulation adopted and promulgated by the board; or
 - (c) Procurement of a registration for itself or any other person by fraud, misrepresentation, or deceit.
- (5) In order to promote voluntary compliance, encourage appraisal management companies to correct errors promptly, and ensure a fair and consistent approach to enforcement, the board shall endeavor to impose fines or civil penalties that are reasonable in light of the nature, extent, and severity of the violation. The board shall also take action against an appraisal management company's registration only after less severe sanctions have proven insufficient to ensure behavior consistent with the Nebraska Appraisal Management Company Registration Act. When deciding whether to impose a sanction permitted by subsection (4) of this section, determining the sanction that is most appropriate in a specific instance, or making any other discretionary decision regarding the enforcement of the act, the board shall consider whether an appraisal management company:
 - (a) Has an effective program reasonably designed to ensure compliance with the act;
 - (b) Has taken prompt and appropriate steps to correct and prevent the recurrence of any detected violations; and

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- (c) Has independently reported to the board any significant violations or potential violations of the act prior to an imminent threat of disclosure or investigation and within a reasonably prompt time after becoming aware of the occurrence of such violations.
- (6) Any violation of appraisal-related laws or rules and regulations, and disciplinary action taken against an appraisal management company, shall be reported to the Appraisal Subcommittee as required by Title XI of the Financial Institutions Reform, Recovery, and Enforcement Act of 1989, the AMC ~~final~~-rule, and any policy or rule established by the Appraisal Subcommittee.

76-3217. Violations; disciplinary hearings; notice; procedure; costs.

- (1) The board shall conduct disciplinary hearings for any violation of the Nebraska Appraisal Management Company Registration Act in accordance with the Administrative Procedure Act.
- (2) Before the board may censure, suspend, or revoke the registration of, or levy a fine or civil penalty against, an appraisal management company, the board shall notify the appraisal management company in writing of any charges made under the Nebraska Appraisal Management Company Registration Act at least twenty days prior to the date set for the hearing and shall permit the appraisal management company an opportunity to be heard in person or by counsel. The notice shall be satisfied by personal service on the contact person of the appraisal management company or agent for service of process in this state or by sending the notice by certified mail, return receipt requested, to the address of the contact person of the appraisal management company that is on file with the board.
- (3) Any hearing pursuant to this section shall be heard by a hearing officer at a time and place prescribed by the board. The hearing officer may make findings of fact and shall deliver such findings to the board. The board shall take such disciplinary action as it deems appropriate, subject to the limitations contained within section 76-3216. Costs incurred for an administrative hearing, including fees of counsel, the hearing officer, court reporters, investigators, and witnesses, shall be taxed as costs in such action as the board may direct.

76-3218. Rules and regulations.

The board may adopt and promulgate rules and regulations not inconsistent with the Nebraska Appraisal Management Company Registration Act which may be reasonably necessary to implement, administer, and enforce the provisions of the act.

76-3219. Appraisal Management Company Fund; created; use; investment.

The board shall collect all fees and other revenue pursuant to the Nebraska Appraisal Management Company Registration Act and shall remit such fees and revenue to the State Treasurer for credit to the Appraisal Management Company Fund, which is hereby created. The fund shall be used to implement, administer, and enforce the act. Any money in the fund available for investment shall be invested by the state investment officer pursuant to the Nebraska Capital Expansion Act and the Nebraska State Funds Investment Act.

76-3220. Material noncompliance; referral to board.

An appraisal management company that has a reasonable basis to believe that an AMC appraiser has failed to comply with applicable laws or the Uniform Standards of Professional Appraisal Practice shall refer the matter to the board if the failure to comply is material.

76-3221. Attorney General; duties.

At the request of the board, the Attorney General shall render an opinion with respect to all questions of law arising in connection with the administration of the Nebraska Appraisal Management Company Registration Act and shall act as attorney for the board in all actions and proceedings brought by or against the board under or pursuant to the act. All fees and expenses of the Attorney General arising out of such duties shall be paid out of the Appraisal Management Company Fund. The Attorney General may appoint special counsel to prosecute such action, and all allowed fees and expenses of such counsel shall be taxed as costs in the action as the court may direct.

76-3222. Violations of act; enforcement actions.

Whenever, in the judgment of the board, any person has engaged in or is about to engage in any acts or practices which constitute or will constitute a violation of the Nebraska Appraisal Management Company Registration Act, the Attorney General may maintain an action in the name of the State of Nebraska in the district court of the county in which such violation or threatened violation occurred to abate and temporarily and permanently enjoin such acts and practices and to enforce compliance with the act. The Attorney General shall not be required to give any bond nor shall any court costs be adjudged against the Attorney General.

76-3223. Civil and criminal immunity.

The members of the board and the board's employees or persons under contract with the board shall be immune from any civil action or criminal prosecution for initiating or assisting in any lawful investigation of the actions of or any disciplinary proceeding concerning an appraisal management company pursuant to the Appraisal Management Company Registration Act if such action is taken without malicious intent and in the reasonable belief that it was taken pursuant to the powers vested in the members of the board or such employees or persons.



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

APPLICATION FOR NEBRASKA CERTIFIED GENERAL REAL PROPERTY APPRAISER CREDENTIAL

Check Number:	
Receipt Number:	
ASC National Registry Checked:	
NE Disciplinary Action Checked:	
Processed By:	Date:
For Board Use Only	

APPLICATION AND CREDENTIALING FEES

TOTAL FEE DUE WITH APPLICATION: \$195.25

Fee(s) associated with credentialing: \$300.00 credentialing fee and \$40.00 ASC Appraiser Registry fee (Current Nebraska Licensed Residential or Certified Residential credential holders do not need to pay the \$40.00 ASC Appraiser Registry fee) TOTAL FEE DUE FOLLOWING CREDENTIALING APPROVAL: \$340.00

APPLICATION INFORMATION

Date of Application: _____ Date of Birth: _____

Name: _____
Last First Middle

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

County of Business: _____

Business Name: _____

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

Principal Business Email Address _____ Business Area Code + Phone Number _____

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

_____ Email Address _____ Area Code + Phone Number _____

EDUCATION QUESTIONS

Highest Level of Education Completed: _____

School(s) Attended: _____

APPRAISER CREDENTIALS HELD

Previous or current appraiser credentials held. (Use separate sheet to include additional credentials.)

Jurisdiction: _____ Type: _____ Number: _____
Date Issued: _____ Expiration: _____ Current Status: _____

NON-APPRAISAL CREDENTIALS CURRENTLY OR PREVIOUSLY HELD

List all other (non-appraisal) professional registrations, licenses, or certificates (including, but not limited to, real estate broker, real estate salesperson, law, insurance, and/or securities) that you presently hold or previously held in Nebraska or any other jurisdiction. (Use separate sheet to include additional registrations, licenses, or certificates.)

Type: _____ State: _____ From: _____ To: _____
Type: _____ State: _____ From: _____ To: _____

DISCIPLINARY QUESTIONS

1. Have you ever been convicted of a felony, including a conviction based upon a plea of guilty or nolo contendere?

YES NO

If your answer to No. 1 above is yes, have your civil rights been restored? If your civil rights have been restored, please provide copies of all pertinent documents.

N/A YES NO

2. Have any civil judicial actions, including dismissal with settlement, in connection with real estate, financial services, or real property appraisal practice been brought against you within the five-year period immediately preceding the date of application?

YES NO

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

YES NO

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

YES NO

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

YES NO

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

YES NO

If you answered yes to any of the above questions 1 through 6, provide a brief statement on a separate sheet that includes all significant details, the circumstances surrounding the matter, the name of any persons involved, and resolution or conviction. Provide copies of all official records related to the matter, including convictions, orders, and/or settlement agreements. Provide this information even if you have previously provided it with an application to this agency. The status of each appraiser credential held, including current standing and any disciplinary action imposed, will be verified through the [Appraiser National](#) Registry of the Appraisal Subcommittee of the Federal Financial Institutions Examination Council.

APPLICATION CHECKLIST

Upgrade: YES NO

If yes, select your current classification/credential: TRAINEE LICENSED RESIDENTIAL CERTIFIED RESIDENTIAL

If no, you are required to submit certificates of completion for all qualifying education courses:

- | | |
|---|-------------------------------------|
| <input type="checkbox"/> 30 hours of basic appraisal principles | Date completed (month, year): _____ |
| <input type="checkbox"/> 30 hours of basic appraisal procedures | Date completed (month, year): _____ |
| <input type="checkbox"/> 15-Hour National USPAP Course | Date completed (month, year): _____ |

Include the following items with your completed application if you are upgrading from a trainee real property appraiser credential:

- Proof of completion of 30 hours of general appraiser market analysis and highest and best use
Date completed (month, year): _____
- Proof of completion of 30 hours of general appraiser site valuation and cost approach
Date completed (month, year): _____
- Proof of completion of 30 hours of general appraiser sales comparison approach
Date completed (month, year): _____
- Proof of completion of 60 hours of general appraiser income approach
Date completed (month, year): _____
- Proof of completion of 30 hours of general appraiser report writing and case studies
Date completed (month, year): _____
- Proof of completion of 15 hours of statistics, modeling, and finance
Date completed (month, year): _____
- Proof of completion of 30 hours of appraisal subject matter elective(s)
Date completed (month, year): _____

Include the following items with your completed application if you are upgrading from a licensed residential appraiser credential:

- Proof of completion of 15 hours of general appraiser market analysis and highest and best use
Date completed (month, year): _____
- Proof of completion of 15 hours of general appraiser site valuation and cost approach
Date completed (month, year): _____
- Proof of completion of 15 hours of general appraiser sales comparison approach
Date completed (month, year): _____
- Proof of completion of 45 hours of general appraiser income approach
Date completed (month, year): _____
- Proof of completion of 15 hours of general appraiser report writing and case studies
Date completed (month, year): _____
- Proof of completion of 15 hours of statistics, modeling, and finance
Date completed (month, year): _____
- Proof of completion of 30 hours of appraisal subject matter elective(s)
Date completed (month, year): _____

Include the following items with your completed application if you are upgrading from a certified residential appraiser credential:

- Proof of completion of 15 hours of general appraiser market analysis and highest and best use

Date completed (month, year): _____

- Proof of completion of 15 hours of general appraiser site valuation and cost approach

Date completed (month, year): _____

- Proof of completion of 15 hours of general appraiser sales comparison approach

Date completed (month, year): _____

- Proof of completion of 45 hours of general appraiser income approach

Date completed (month, year): _____

- Proof of completion of 10 hours of general appraiser report writing and case studies

Date completed (month, year): _____

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 ~~satisfying~~ meeting qualifying education requirements, or the equivalent as determined by the Appraiser Qualifications Board, may be substituted for the above education. If the degree in real estate or equivalent as approved by the Appraiser Qualifications Board does not satisfy all required qualifying education requirements for credentialing, the remaining class hours are required to be completed in Real Property Appraiser Board-approved qualifying education. Submit official transcript with application. Unofficial transcripts will not be accepted.

- Completed application.
□ Passport type photo (copy of driver's license will meet the requirement).
□ Check or money order for \$195.25: \$150.00 non-refundable application fee and \$45.25 non-refundable criminal history record check fee.
□ Two copies of legible, ink-rolled fingerprint cards or digital fingerprint submission.

Date fingerprints digitally scanned at Nebraska State Patrol Office (if applicable): _____

- Board-approved real property appraisal practice experience log cover sheet and experience log showing that applicant has completed no fewer than 3,000 hours of
—real property appraisal practice experience in no fewer than 18 months' time, and including at least 1,500 hours in non-residential real property appraisal practice experience. At least two
—non-residential assignment results reports are required
—to include all three approaches to value.

OR

- Document evidencing successful completion of a licensed residential PAREA program and Board-approved real property appraisal practice experience log cover sheet and experience log showing that applicant has completed no fewer than 2,010 hours of real property appraisal practice experience in no fewer than 18 months' time, and including at least 1,500 hours in non-residential real property appraisal practice experience. At least two non-residential assignment results reports are required to include all three approaches to value.

Date PAREA program completed (month, year): _____

OR

- Document evidencing successful completion of a certified residential PAREA program and Board-approved real property appraisal practice experience log cover sheet and experience log showing that applicant has completed no fewer 1,500 hours of non-residential real property appraisal practice experience in no fewer than 18 months' time. At least two non-residential assignment results reports are required to include all three approaches to value.

Date PAREA program completed (month, year): _____

- Official transcripts from an accredited degree-awarding college or university evidencing completion of a bachelor's degree or higher. (Unofficial transcripts will not be accepted.)

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

Last

First

Middle

Applicant's Signature

Date



UNITED STATES CITIZENSHIP ATTESTATION FORM

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

I am a citizen of the United States of America

OR

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

Immigration Status: _____

Alien Number: _____

OR

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

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

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

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

Print Name: _____

Last

First

Middle

Applicant's Signature

Date

UNITED STATES CITIZENSHIP ATTESTATION FORM

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

I am a citizen of the United States of America

OR

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

Immigration Status: _____

Alien Number: _____

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

Print Name: _____

Last

First

Middle

Applicant's Signature

Date



AUTHORIZATION TO USE FINGERPRINTS FOR NATIONAL CRIMINAL HISTORY RECORD CHECK THROUGH THE NEBRASKA STATE PATROL AND THE FEDERAL BUREAU OF INVESTIGATION

I acknowledge and consent to the following:

1. The Nebraska Real Property Appraiser Board requires fingerprint submissions for a National Criminal History Record Check through the State Patrol and the Federal Bureau of Investigation:
 - a. as authorized in Nebraska Real Property Appraiser Act (Neb. Rev. Stat. §§ 76-2201 through 76-2250), as a part of my application for issuance of, or renewal of, a credential as a real property appraiser, or
 - b. as authorized in the Nebraska Appraisal Management Company Registration Act (Neb. Rev. Stat. §§ 76-3201 through 76-3220), as a part of the application for issuance of, or renewal of, a registration as an appraisal management company.
2. The Nebraska Real Property Appraiser Board reserves the right to go outside this Criminal History Record Check for information as to the accuracy of the statements made in my application, or for further clarification regarding the results of the Criminal History Record Check. Such information may include, but is not limited to, records of arrests for criminal offenses, the circumstances involved in any such arrests, the suspension or revocation of any license authorizing me to engage in any profession or occupation, or the rejection of my application for such license, and the reason for such suspension, revocation, or rejection.
3. The Nebraska Real Property Appraiser Board may contact any agency of federal, state, or local government, consumer reporting agency, present or former employer, or any other individual, partnership, corporation, or association, in this or any other state, to furnish to the Nebraska Real Property Appraiser Board any information requested by the Nebraska Real Property Appraiser Board pertaining to my application.
4. I acknowledge that the Criminal History Record Information is retained by the Board for two years after the date on which an application is withdrawn, denied, or approved. If the Nebraska Real Property Appraiser Board finds cause to deny my application based upon the results of my Criminal History Record Information, I may request a copy of my Criminal History Record Information received by the Nebraska Real Property Appraiser Board in accordance with the procedures found in Title 298 of the Nebraska Administrative Code.
5. I acknowledge that the procedures for obtaining information, a change, correction, or updating of an FBI identification record are set forth in Title 28, C.F.R., §16.34.

I EXPRESSLY AUTHORIZE AND CONSENT that my fingerprint submissions pertaining to my application be submitted by the Nebraska Real Property Appraiser Board to the Nebraska State Patrol for National Criminal History Record Check through the State Patrol and the Federal Bureau of Investigation, and I HEREBY ACKNOWLEDGE RECEIPT of the Privacy Act Statement.

Printed name of person whose fingerprints are being submitted

PRIVACY ACT STATEMENT

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

Rev. 03/30/2018

NONCRIMINAL JUSTICE APPLICANT'S PRIVACY RIGHTS

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for employment or a license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below. All notices must be provided to you in writing.¹ These obligations are pursuant to the Privacy Act of 1974, Title 5, United States Code (U.S.C.) Section 552a, and Title 28 Code of Federal Regulations (CFR), 50.12, among other authorities.

- You must be provided an adequate written FBI Privacy Act Statement (dated 2013 or later) when you submit your fingerprints and associated personal information. This Privacy Act Statement must explain the authority for collecting your fingerprints and associated information and whether your fingerprints and associated information will be searched, shared, or retained.²
- You must be advised in writing of the procedures for obtaining a change, correction, or update of your FBI criminal history record as set forth at 28 CFR 16.34.
- You must be provided the opportunity to complete or challenge the accuracy of the information in your FBI criminal history record (if you have such a record).
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the employment, license, or other benefit based on information in the FBI criminal history record.
- If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <https://www.fbi.gov/services/cjis/identity-history-summary-checks> and <https://www.edo.cjis.gov>.
- If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI by submitting a request via <https://www.edo.cjis.gov>. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)
- You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.³

¹ Written notification includes electronic notification, but excludes oral notification.

² <https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement>

³ See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 34 U.S.C. § 40316 (formerly cited as 42 U.S.C. § 14616), Article IV(c); 28 CFR 20.21(c), 2033(d) and 906.2(d).

Updated 11/6/2019

LICENSE SUSPENSION ACT, LAWS OF NEBRASKA, 1997

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

Effective September 13, 1997, the Real Property Appraiser Act (Neb. Rev. Stat. § 76-2201 to 76-2251) requires the social security number of all applicants. Pursuant to the License Suspension Act (Neb. Rev. Stat. § 43-3301 to 43-3326), the Real Property Appraiser Board is required to submit this information to the Nebraska Department of Health and Human Services. Provision of this information is mandatory. The information will be used to assist authorized agencies in the enforcement of child, spousal, and medical support orders against holders of professional, occupational, and recreational licenses. Disclosure is mandatory for all individuals, regardless of whether the individual has ever been ordered to pay support.

Social Security Number: _____

AFFIDAVIT OF APPLICANT

I expressly agree that:

1. The Nebraska Real Property Appraiser Board may contact me for further information or clarification regarding information provided in this application or discovered during the background screening process that would call into question public trust or my fitness for credentialing. I understand that the following may be grounds for denial of the application under Nebraska Revised Statute §§ 76-2227 (4) and 76-2238:
 - Surrendering an appraiser credential, or any other registration, license, or certification, issued by any other regulatory agency or held in any other jurisdiction, in lieu of disciplinary action pending or threatened within the five-year period immediately preceding the date of application;
 - Having an appraiser credential, or any other registration, license, or certification, issued by any other regulatory agency or held in any other jurisdiction, revoked or suspended within the five-year period immediately preceding the date of application;
 - Being convicted of, including a conviction based upon a plea of guilty or nolo contendere:
 - Any felony if civil rights have not been restored;
 - Any crime of fraud, dishonesty, breach of trust, money laundering, misrepresentation, or deceit involving real estate, financial services, or real property appraisal practice within the five-year period immediately preceding the date of application; or
 - Any other crime which is related to the qualifications, functions, or duties of a real property appraiser within the five-year period immediately preceding the date of application;
 - Civil judicial actions, including dismissal with settlement, in connection with real estate, financial services, or real property appraisal practice within the five-year period immediately preceding the date of application.
2. The Nebraska Real Property Appraiser Board reserves the right to go outside this application for information as to my trustworthiness and competency to act as a real property appraiser in the State of Nebraska.
3. The Nebraska Real Property Appraiser Board reserves the right to go outside this application for information as to the accuracy of the statements in this application.

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

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

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

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

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

Signature of Applicant: _____ Date: _____

State of : _____)
County of: _____) ss.

The foregoing instrument was acknowledged before me this _____ day of _____ 20 _____

by _____
Print Applicant's Name

(Notary Seal Here)

Signature of Notary Public



DIRECTIONS

1. Complete entire application. If required information is not provided, application will be considered incomplete and will not be processed, and may be returned to you.
2. Along with the application, the following documentation is also required to be included:
 - a. Check or money order for \$195.25: non-refundable \$150.00 application fee and nonrefundable \$45.25 criminal history record check fee.
 - b. Recent passport type photo (copy of driver's license photo will meet the requirement).
 - c. Completion certificates for all qualifying education activities, and/or an official transcript from an Appraiser Qualifications Board-approved accredited degree-awarding college or university.
 - d. Two copies of legible, ink-rolled fingerprint cards or digital fingerprint submission for a fingerprint-based national criminal history record check conducted through the Nebraska State Patrol and 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 1 year old.
 - e. Official transcripts for required post-secondary education. (*Unofficial transcripts will not be accepted.*) Transcripts may be submitted on paper, or electronically through a secure site if the transcript is marked as official and the Board is provided access directions directly from the school.
 - f. Real property appraisal practice experience logs in Board-approved format or document evidencing the successful completion of a PAREA program and real property appraisal practice experience logs in Board-approved format. Experience logs are required either all to be in the approved format at time of application, or to be in the approved format at the time the real property appraisal practice experience was obtained. (*Experience logs submitted on forms other than those approved by the Board will not be accepted.*) Real property appraisal practice experience log cover sheet and experience log pages must be dated and signed by both applicant and supervisory real property appraiser or the real property appraiser-in-charge.
3. Mail application, fee(s), and supporting documentation to:

NEBRASKA REAL PROPERTY APPRAISER BOARD
PO BOX 94963
LINCOLN, NE 68509-4963

Street address for FedEx or UPS is 301 CENTENNIAL MALL SOUTH, FIRST FLOOR, LINCOLN NE 685089
4. Questions or concerns may be directed to NRPAB staff at 402-471-9015 or nrpab.credentialing@nebraska.gov

ADDITIONAL INFORMATION

- At a minimum, three assignment results reports will be selected by NRPAB staff from the submitted real property appraisal practice experience log(s) for verification of experience. One, or at the Board's discretion more than one, report will be reviewed for conformity with the Uniform Standards of Professional Appraisal Practice. The Board may enter into a contract with a qualified disinterested third party certified real property appraiser for completion of an appraisal review assignment on any of the requested reports. One or more report(s) may be sent for review at any time during the period in which the applicant's real property appraisal practice experience is being evaluated.
- Applicant may obtain a credential as a real property appraiser in Nebraska by complying with all provisions of the Nebraska Real Property Appraiser Act and Title 298 of the Nebraska Administrative Code.
- The appraiser credential status of applicant, including current standing and any disciplinary action imposed against his or her credentials, will be verified through the [AppraiserNational](#) Registry of the Appraisal Subcommittee of the Federal Financial Institutions Examination Council.
- The Nebraska Real Property Appraiser Board reviews all applications for credentialing in Nebraska and has final authority regarding issuance of a credential.
- Nebraska is a mandatory state. Per Neb. Rev. Stat. § 76-2246, any person who engages in real property appraisal practice or who advertises or holds himself or herself out to the general public as a real property appraiser in this state without obtaining proper credentialing under the Act will be guilty of a Class III misdemeanor.
- ~~• The initial credential will expire December 31 of the year in which it is issued.~~
- ~~• All applications for renewal and evidence of continuing education completion are due to the NRPAB no later than November 30 of the year in which the credential expires.~~
- ~~• To qualify for renewal of a credential, a credential holder is required to satisfactorily complete at least 28 hours of continuing appraisal education every two years. Except for the seven-hour National Uniform Standards of Professional Appraisal Practice Update course, hours may be completed at any time during the two-year continuing education period. The entire two-year continuing education period is required to be satisfactorily completed prior to renewing a credential for a two-year period.~~
- ~~• The two-year continuing education period for all new credential holders credentialed prior to July 1 begins at the time the credential is issued and is completed on December 31 of the following year. The two-year continuing education period for all new credential holders credentialed on or after July 1 begins with the next January 1 following the issuance of a credential.~~
- ~~• At least once during every two-year continuing education period, a credential holder is required to successfully take the 7-hour National Uniform Standards of Professional Appraisal Practice Update course taught by an AQB-certified USPAP instructor who is a certified appraiser.~~
- ~~• If all requirements for renewal are not met by November 30 of the year in which the credential expires, the credential holder has until July 1 of the following year to meet the requirements. A late renewal fee of \$25.00 will be assessed for each month or portion of a month the credential is not renewed beginning on December 1 of the year in which the credential expires. The Board's staff will utilize postmark dates to determine late fees.~~
- Fee(s) associated with application: \$150.00 application fee and \$45.25 criminal history record check fee
- Fee(s) associated with credentialing: \$300.00 credentialing fee and \$40.00 [ASC Appraiser National](#) Registry fee (Current [Nebraska](#) Licensed Residential or Certified Residential credential holders do not need to pay the \$40.00 [ASC AppraiserNational](#) Registry fee). Required fees are required to be submitted within thirty days of approval ~~by the Board~~ that the applicant may be issued a credential.



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

Check Number:	
Receipt Number:	
ASC National Registry Checked:	
NE Disciplinary Action Checked:	
Processed By:	Date:
For Board Use Only	

APPLICATION FOR NEBRASKA CERTIFIED RESIDENTIAL REAL PROPERTY APPRAISER CREDENTIAL

APPLICATION AND CREDENTIALING FEES

TOTAL FEE DUE WITH APPLICATION: \$195.25

Fee(s) associated with credentialing: \$300.00 credentialing fee and \$40.00 ASC Appraiser Registry fee (Current Nebraska Licensed Residential credential holders do not need to pay the \$40.00 ASC Appraiser Registry fee.) TOTAL FEE DUE FOLLOWING CREDENTIALING APPROVAL: \$340.00

APPLICATION INFORMATION

Date of Application: _____ Date of Birth: _____

Name: _____
Last First Middle

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

County of Business: _____

Business Name: _____

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

Principal Business Email Address _____ Business Area Code + Phone Number _____

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

_____ Email Address _____ Area Code + Phone Number _____

EDUCATION QUESTIONS

Highest Level of Education Completed: _____

School(s) Attended: _____

APPRAISER CREDENTIALS HELD

Previous or current appraiser credentials held. (Use separate sheet to include additional credentials.)

Jurisdiction: _____ Type: _____ Number: _____
Date Issued: _____ Expiration: _____ Current Status: _____

NON-APPRAISAL CREDENTIALS CURRENTLY OR PREVIOUSLY HELD

List all other (non-appraisal) professional registrations, licenses, or certificates (including, but not limited to, real estate broker, real estate salesperson, law, insurance, and/or securities) that you presently hold or previously held in Nebraska or any other jurisdiction. (Use separate sheet to include additional registrations, licenses, or certificates.)

Type: _____ State: _____ From: _____ To: _____
Type: _____ State: _____ From: _____ To: _____

DISCIPLINARY QUESTIONS

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

If you answered yes to any of the above questions 1 through 6, provide a brief statement on a separate sheet that includes all significant details, the circumstances surrounding the matter, the name of any persons involved, and resolution or conviction. Provide copies of all official records related to the matter, including convictions, orders, and/or settlement agreements. Provide this information even if you have previously provided it with an application to this agency. The status of each appraiser credential held, including current standing and any disciplinary action imposed, will be verified through the [AppraiserNational](#) Registry of the Appraisal Subcommittee of the Federal Financial Institutions Examination Council.

APPLICATION CHECKLIST

Upgrade: YES NO

If yes, select your current TRAINEE LICENSED RESIDENTIAL

~~credential~~ classification:

If no, you are required to submit certificates of completion for all qualifying education courses:

- | | |
|---|-------------------------------------|
| <input type="checkbox"/> 30 hours of basic appraisal principles | Date completed (month, year): _____ |
| <input type="checkbox"/> 30 hours of basic appraisal procedures | Date completed (month, year): _____ |
| <input type="checkbox"/> 15-Hour National USPAP Course | Date completed (month, year): _____ |

Include the following items with your completed application if you are upgrading from a trainee real property appraiser credential:

- Proof of completion of 15 hours of market analysis and highest and best use
Date completed (month, year): _____
- Proof of completion of 15 hours of appraiser site valuation and cost approach
Date completed (month, year): _____
- Proof of completion of 30 hours of sales comparison and income approaches
Date completed (month, year): _____
- Proof of completion of 15 hours of report writing and case studies
Date completed (month, year): _____

Include the following items with your completed application if you are upgrading from a trainee or licensed residential appraiser credential:

- Proof of completion of 15 hours of statistics, modeling, and finance
Date completed (month, year): _____
- Proof of completion of 15 hours of advanced applications and case studies
Date completed (month, year): _____
- Proof of completion of 20 hours of appraisal subject matter elective(s)
Date completed (month, year): _____

A degree in real estate from an accredited degree-awarding college or university that has had all or part of its curriculum approved by the Appraiser Qualifications Board as meeting-satisfying qualifying education requirements, or the equivalent as determined by the Appraiser Qualifications Board, may be substituted for the above education. If the degree in real estate or equivalent as approved by the Appraiser Qualifications Board does not satisfy all required qualifying education requirements for credentialing, the remaining class hours are required to be completed in Real Property Appraiser Board-approved qualifying education. Submit official transcript with application. Unofficial transcripts will not be accepted.

- Completed application.
- Passport type photo (*copy of driver's license will meet the requirement*).
- Check or money order for \$195.25: \$150.00 non-refundable application fee and \$45.25 non-refundable criminal history record check fee.
- Two copies of legible, ink-rolled fingerprint cards or digital fingerprint submission.
Date fingerprints digitally scanned at Nebraska State Patrol Office (if applicable): _____
- Board-approved real property appraisal practice experience log cover sheet and experience log showing that applicant has completed no fewer than 1,500 hours of real property appraisal practice experience in no fewer than 12 months' time and including a minimum of 1 2-4 unit residential assignment results report, 1 0-20 yr old residential assignment results report, and 1 20 yr or older residential assignment results report.

OR

- Document evidencing successful completion of a licensed residential PAREA program and Board-approved real property appraisal practice experience log cover sheet and experience log showing that applicant has completed no fewer than 495 hours of real property appraisal practice experience in no fewer than 12 months' time and including a minimum of 1 2-4 unit residential assignment results report, 1 0-20 yr old residential assignment results report, and 1 20 yr or older residential assignment results report.

Date PAREA program completed (month, year): _____

OR

- Document evidencing successful completion of a certified residential PAREA program

Date PAREA program completed (month, year): _____

Meet one of the following:

- Licensed residential real property appraiser credential held for a minimum of five years and not subject to a nonappealable disciplinary action by the board or any other jurisdiction, which action limited the real property appraiser's legal eligibility to engage in real property appraisal practice within five years immediately preceding the date of application

OR official transcripts from an accredited degree-awarding community college, college, or university evidencing:

- completion of a bachelor's degree or higher in any field of study; or
- completion of an associate's degree in the study of business administration, accounting, finance, economics, or real estate; or
- 30 semester hours of college-level education that includes three semester hours in each of the following: English composition, microeconomics, macroeconomics, finance, algebra, geometry or higher mathematics, statistics, computer science, and business law or real estate law, and three semester hours each in two elective courses in any of the topics listed previously or in accounting, geography, agricultural economics, business management, or real estate; or
- 30 semester hours of CLEP that includes three semester hours in each of the following subject matter areas: College algebra, ~~college composition~~, college composition modular, ~~college mathematics~~, principles of macroeconomics, principles of microeconomics, introductory business law, and information systems; and six semester hours in college composition and college mathematics; or
- a combination of college-level education and CLEP that ensures coverage of all topics and hours required for the 30 semester hours of college-level education. (*Unofficial transcripts will not be accepted.*)

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

Last

First

Middle

Applicant's Signature

Date



UNITED STATES CITIZENSHIP ATTESTATION FORM

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

I am a citizen of the United States of America

OR

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

Immigration Status: _____

Alien Number: _____

OR

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

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

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

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

Print Name: _____

Last

First

Middle

Applicant's Signature

Date

UNITED STATES CITIZENSHIP ATTESTATION FORM

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

I am a citizen of the United States of America

OR

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

Immigration Status: _____

Alien Number: _____

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

Print Name: _____

Last

First

Middle

Applicant's Signature

Date



AUTHORIZATION TO USE FINGERPRINTS FOR NATIONAL CRIMINAL HISTORY RECORD CHECK THROUGH THE NEBRASKA STATE PATROL AND THE FEDERAL BUREAU OF INVESTIGATION

I acknowledge and consent to the following:

1. The Nebraska Real Property Appraiser Board requires fingerprint submissions for a National Criminal History Record Check through the State Patrol and the Federal Bureau of Investigation:
 - a. as authorized in Nebraska Real Property Appraiser Act (Neb. Rev. Stat. §§ 76-2201 through 76-2250), as a part of my application for issuance of, or renewal of, a credential as a real property appraiser, or
 - b. as authorized in the Nebraska Appraisal Management Company Registration Act (Neb. Rev. Stat. §§ 76-3201 through 76-3220), as a part of the application for issuance of, or renewal of, a registration as an appraisal management company.
2. The Nebraska Real Property Appraiser Board reserves the right to go outside this Criminal History Record Check for information as to the accuracy of the statements made in my application, or for further clarification regarding the results of the Criminal History Record Check. Such information may include, but is not limited to, records of arrests for criminal offenses, the circumstances involved in any such arrests, the suspension or revocation of any license authorizing me to engage in any profession or occupation, or the rejection of my application for such license, and the reason for such suspension, revocation, or rejection.
3. The Nebraska Real Property Appraiser Board may contact any agency of federal, state, or local government, consumer reporting agency, present or former employer, or any other individual, partnership, corporation, or association, in this or any other state, to furnish to the Nebraska Real Property Appraiser Board any information requested by the Nebraska Real Property Appraiser Board pertaining to my application.
4. I acknowledge that the Criminal History Record Information is retained by the Board for two years after the date on which an application is withdrawn, denied, or approved. If the Nebraska Real Property Appraiser Board finds cause to deny my application based upon the results of my Criminal History Record Information, I may request a copy of my Criminal History Record Information received by the Nebraska Real Property Appraiser Board in accordance with the procedures found in Title 298 of the Nebraska Administrative Code.
5. I acknowledge that the procedures for obtaining information, a change, correction, or updating of an FBI identification record are set forth in Title 28, C.F.R., §16.34.

I EXPRESSLY AUTHORIZE AND CONSENT that my fingerprint submissions pertaining to my application be submitted by the Nebraska Real Property Appraiser Board to the Nebraska State Patrol for National Criminal History Record Check through the State Patrol and the Federal Bureau of Investigation, and I HEREBY ACKNOWLEDGE RECEIPT of the Privacy Act Statement.

Printed name of person whose fingerprints are being submitted

Signature of person whose fingerprints are being submitted

Date

PRIVACY ACT STATEMENT

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

Rev. 03/30/2018

NONCRIMINAL JUSTICE APPLICANT'S PRIVACY RIGHTS

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for employment or a license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below. All notices must be provided to you in writing.¹ These obligations are pursuant to the Privacy Act of 1974, Title 5, United States Code (U.S.C.) Section 552a, and Title 28 Code of Federal Regulations (CFR), 50.12, among other authorities.

- You must be provided an adequate written FBI Privacy Act Statement (dated 2013 or later) when you submit your fingerprints and associated personal information. This Privacy Act Statement must explain the authority for collecting your fingerprints and associated information and whether your fingerprints and associated information will be searched, shared, or retained.²
- You must be advised in writing of the procedures for obtaining a change, correction, or update of your FBI criminal history record as set forth at 28 CFR 16.34.
- You must be provided the opportunity to complete or challenge the accuracy of the information in your FBI criminal history record (if you have such a record).
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the employment, license, or other benefit based on information in the FBI criminal history record.
- If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <https://www.fbi.gov/services/cjis/identity-history-summary-checks> and <https://www.edo.cjis.gov>.
- If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI by submitting a request via <https://www.edo.cjis.gov>. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)
- You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.³

¹ Written notification includes electronic notification, but excludes oral notification.

² <https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement>

³ See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 34 U.S.C. § 40316 (formerly cited as 42 U.S.C. § 14616), Article IV(c); 28 CFR 20.21(c), 2033(d) and 906.2(d).

Updated 11/6/2019

LICENSE SUSPENSION ACT, LAWS OF NEBRASKA, 1997

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

Effective September 13, 1997, the Real Property Appraiser Act (Neb. Rev. Stat. § 76-2201 to 76-2251) requires the social security number of all applicants. Pursuant to the License Suspension Act (Neb. Rev. Stat. § 43-3301 to 43-3326), the Real Property Appraiser Board is required to submit this information to the Nebraska Department of Health and Human Services. Provision of this information is mandatory. The information will be used to assist authorized agencies in the enforcement of child, spousal, and medical support orders against holders of professional, occupational, and recreational licenses. Disclosure is mandatory for all individuals, regardless of whether the individual has ever been ordered to pay support.

Social Security Number: _____

AFFIDAVIT OF APPLICANT

I expressly agree that:

1. The Nebraska Real Property Appraiser Board may contact me for further information or clarification regarding information provided in this application or discovered during the background screening process that would call into question public trust or my fitness for credentialing. I understand that the following may be grounds for denial of the application under Nebraska Revised Statute §§ 76-2227 (4) and 76-2238:
 - Surrendering an appraiser credential, or any other registration, license, or certification, issued by any other regulatory agency or held in any other jurisdiction, in lieu of disciplinary action pending or threatened within the five-year period immediately preceding the date of application;
 - Having an appraiser credential, or any other registration, license, or certification, issued by any other regulatory agency or held in any other jurisdiction, revoked or suspended within the five-year period immediately preceding the date of application;
 - Being convicted of, including a conviction based upon a plea of guilty or nolo contendere:
 - Any felony if civil rights have not been restored;
 - Any crime of fraud, dishonesty, breach of trust, money laundering, misrepresentation, or deceit involving real estate, financial services, or real property appraisal practice within the five-year period immediately preceding the date of application; or
 - Any other crime which is related to the qualifications, functions, or duties of a real property appraiser within the five-year period immediately preceding the date of application;
 - Civil judicial actions, including dismissal with settlement, in connection with real estate, financial services, or real property appraisal practice brought within the five-year period immediately preceding the date of application.
2. The Nebraska Real Property Appraiser Board reserves the right to go outside this application for information as to my trustworthiness and competency to act as a real property appraiser in the State of Nebraska.
3. The Nebraska Real Property Appraiser Board reserves the right to go outside this application for information as to the accuracy of the statements in this application.

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

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

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

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

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

Signature of Applicant: _____ Date: _____

State of: _____)
County of: _____) ss.

The foregoing instrument was acknowledged before me this _____ day of _____ 20 _____

by _____
Print Applicant's Name

(Notary Seal Here)

Signature of Notary Public



DIRECTIONS

1. Complete entire application. If required information is not provided, application will be considered incomplete and will not be processed, and may be returned to you.
2. Along with the application, the following documentation is also required to be included:
 - a. Check or money order for \$195.25: non-refundable \$150.00 application fee and nonrefundable \$45.25 criminal history record check fee.
 - b. Recent passport type photo (copy of driver's license photo will meet the requirement).
 - c. Completion certificates for all qualifying education activities, and/or an official transcript from an Appraiser Qualifications Board-approved accredited degree-awarding college or university.
 - d. Two copies of legible, ink-rolled fingerprint cards or digital fingerprint submission for a fingerprint-based national criminal history record check conducted through the Nebraska State Patrol and 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 1 year old.
 - e. Official transcripts for required post-secondary education. (*Unofficial transcripts will not be accepted.*) Transcripts may be submitted on paper, or electronically through a secure site if the transcript is marked as official and the Board is provided access directions directly from the school.
 - f. Document evidencing the successful completion of a PAREA program and/or Real property appraisal practice experience logs in board-approved format. Experience logs are required either all to be in the approved format at time of application, or to be in the approved format at the time the real property appraisal practice experience was obtained. (*Experience logs submitted on forms other than those approved by the Board will not be accepted.*) Real property appraisal practice experience log cover sheet and experience log pages must be dated and signed by both applicant and supervisory real property appraiser or the real property appraiser-in-charge.
3. Mail application, fee(s), and supporting documentation to:

NEBRASKA REAL PROPERTY APPRAISER BOARD
PO BOX 94963
LINCOLN, NE 68509-4963

Street address for FedEx or UPS is 301 CENTENNIAL MALL SOUTH, FIRST FLOOR, LINCOLN NE 685089
4. Questions or concerns may be directed to NRPAB staff at 402-471-9015 or nrpab.credentialing@nebraska.gov

ADDITIONAL INFORMATION

- Unless 100% of experience requirement is satisfied by completion of PAREA, At a minimum, three assignment results reports will be selected by NRPAB staff from the submitted real property appraisal practice experience log(s) for verification of experience. One, or at the Board's discretion more than one, report will be reviewed for conformity with the Uniform Standards of Professional Appraisal Practice. The Board may enter into a contract with a qualified disinterested third party certified real property appraiser for completion of an appraisal review assignment on any of the requested reports. One or more report(s) may be sent for review at any time during the period in which the applicant's real property appraisal practice experience is being evaluated.
- Applicant may obtain a credential as a real property appraiser in Nebraska by complying with all provisions of the Nebraska Real Property Appraiser Act and Title 298 of the Nebraska Administrative Code.
- The appraiser credential status of applicant, including current standing and any disciplinary action imposed against his or her credentials, will be verified through the Appraiser National Registry of the Appraisal Subcommittee of the Federal Financial Institutions Examination Council.
- The Nebraska Real Property Appraiser Board reviews all applications for credentialing in Nebraska and has final authority regarding issuance of a credential.
- Nebraska is a mandatory state. Per Neb. Rev. Stat. § 76-2246, any person who engages in real property appraisal practice or who advertises or holds himself or herself out to the general public as a real property appraiser in this state without obtaining proper credentialing under the Act will be guilty of a Class III misdemeanor.
- ~~The initial credential will expire December 31 of the year in which it is issued.~~
- ~~All applications for renewal and evidence of continuing education completion are due to the NRPAB no later than November 30 of the year in which the credential expires.~~
- ~~To qualify for renewal of a credential, a credential holder is required to satisfactorily complete at least 28 hours of continuing appraisal education every two years. Except for the seven-hour National Uniform Standards of Professional Appraisal Practice Update course, hours may be completed at any time during the two-year continuing education period. The entire two-year continuing education period is require to be satisfactorily completed prior to renewing a credential for a two-year period.~~
- ~~The two-year continuing education period for all new credential holders credentialed prior to July 1 begins at the time the credential is issued and is completed on December 31 of the following year. The two-year continuing education period for all new credential holders credentialed on or after July 1 begins with the next January 1 following the issuance of a credential.~~
- ~~At least once during every two-year continuing education period, a credential holder is required to successfully take the 7-hour National Uniform Standards of Professional Appraisal Practice Update course taught by an AQB-certified USPAP instructor who is a certified appraiser.~~
- ~~If all requirements for renewal are not met by November 30 of the year in which the credential expires, the credential holder has until July 1 of the following year to meet the requirements. A late renewal fee of \$25.00 will be assessed for each month or portion of a month the credential is not renewed beginning on December 1 of the year in which the credential expires. The Board's staff will utilize postmark dates to determine late fees.~~
- Fee(s) associated with application: \$150.00 application fee and \$45.25 criminal history record check fee
- Fee(s) associated with credentialing: \$300.00 credentialing fee and \$40.00 ASC Appraiser National Registry fee (Current Nebraska Licensed Residential credential holders do not need to pay the \$40.00 ASC Appraiser Registry fee or Certified Residential credential holders do not need to pay the \$40.00 National Registry fee). Required fees are required to be submitted within thirty days of approval ~~by the Board~~ that the applicant may be issued a credential.



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

Check Number:	
Receipt Number:	
ASC National Registry Checked:	
NE Disciplinary Action Checked:	
Processed By:	Date:
For Board Use Only	

APPLICATION FOR NEBRASKA LICENSED RESIDENTIAL REAL PROPERTY APPRAISER CREDENTIAL

APPLICATION AND CREDENTIALING FEES

TOTAL FEE DUE WITH APPLICATION: \$195.25

Fee(s) associated with credentialing: \$300.00 credentialing fee and \$40.00 ASC Appraiser Registry fee. TOTAL FEE DUE FOLLOWING CREDENTIALING APPROVAL: \$340.00

APPLICATION INFORMATION

Date of Application: _____ Date of Birth: _____

Name: _____
Last First Middle

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

County of Business: _____

Business Name: _____

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

Principal Business Email Address: _____ Business Area Code + Phone Number: _____

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

Email Address: _____ Area Code + Phone Number: _____

EDUCATION QUESTIONS

Highest Level of Education Completed: _____

School(s) Attended: _____

APPRAISER CREDENTIALS HELD

Previous or current appraiser credentials held. (Use separate sheet to include additional credentials.)

Jurisdiction: _____ Type: _____ Number: _____
Date Issued: _____ Expiration: _____ Current Status: _____

NON-APPRAISAL CREDENTIALS CURRENTLY OR PREVIOUSLY HELD

List all other (non-appraisal) professional registrations, licenses, or certificates (including, but not limited to, real estate broker, real estate salesperson, law, insurance, and/or securities) that you presently hold or previously held in Nebraska or any other jurisdiction. (Use separate sheet to include additional registrations, licenses, or certificates.)

Type: _____ State: _____ From: _____ To: _____
Type: _____ State: _____ From: _____ To: _____

DISCIPLINARY QUESTIONS

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

If you answered yes to any of the above questions 1 through 6, provide a brief statement on a separate sheet that includes all significant details, the circumstances surrounding the matter, the name of any persons involved, and resolution or conviction. Provide copies of all official records related to the matter, including convictions, orders, and/or settlement agreements. Provide this information even if you have previously provided it with an application to this agency. The status of each appraiser credential held, including current standing and any disciplinary action imposed, will be verified through the [AppraiserNational](#) Registry of the Appraisal Subcommittee of the Federal Financial Institutions Examination Council.

APPLICATION CHECKLIST

Upgrade: YES NO

If no, you are required to submit certificates of completion for all qualifying education courses:

- 30 hours of basic appraisal principles Date completed (month, year): _____
- 30 hours of basic appraisal procedures Date completed (month, year): _____
- 15-Hour National USPAP Course Date completed (month, year): _____

Include the following items with your completed application:

Include the following items with your completed application if you are upgrading from a trainee real property appraiser credential: *Proof of successful completion (certificates) is required for the courses below if upgrading from trainee real property appraiser credential:*

- Proof of completion of 15 hours of market analysis and highest and best use
Date completed (month, year): _____
- Proof of completion of 15 hours of appraiser site valuation and cost approach
Date completed (month, year): _____
- Proof of completion of 30 hours of sales comparison and income approaches
Date completed (month, year): _____
- Proof of completion of 15 hours of report writing and case studies
Date completed (month, year): _____

*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 **satisfying meeting** qualifying education **requirements**, or the equivalent as determined by the Appraiser Qualifications Board, may be substituted for the above education. If the degree in real estate or equivalent as approved by the Appraiser Qualifications Board does not satisfy all required qualifying education **requirements** for credentialing, the remaining class hours are required to be completed in Real Property Appraiser Board-approved qualifying education. Submit official transcript with application. Unofficial transcripts will not be accepted.*

- Completed application.
- Passport type photo (*Copy of driver's license will meet the requirement.*).
- Check or money order for \$195.25: \$150.00 non-refundable application fee and \$45.25 non-refundable criminal history record check fee.
- Two copies of legible, ink-rolled fingerprint cards or digital fingerprint submission.
Date fingerprints digitally scanned at Nebraska State Patrol Office (if applicable): _____
- Board-approved real property appraisal practice experience log cover sheet and experience log showing that applicant has completed no fewer than 1,000 hours of real property appraisal practice experience in no fewer than 6 months' time and including a minimum of 3 residential assignment results reports.

OR

- Document evidencing successful completion of a licensed residential PAREA program or a certified residential PAREA program

Date completed (month, year): _____

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

Print Name: _____
Last First Middle

Applicant's Signature

Date



UNITED STATES CITIZENSHIP ATTESTATION FORM

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

I am a citizen of the United States of America

OR

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

Immigration Status: _____

Alien Number: _____

OR

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

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

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

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

Print Name: _____

Last

First

Middle

Applicant's Signature

Date

~~UNITED STATES CITIZENSHIP ATTESTATION FORM~~

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

I am a citizen of the United States of America

OR

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

Immigration Status: _____

Alien Number: _____

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

Print Name: _____

Last

First

Middle

Applicant's Signature

Date



AUTHORIZATION TO USE FINGERPRINTS FOR NATIONAL CRIMINAL HISTORY RECORD CHECK THROUGH THE NEBRASKA STATE PATROL AND THE FEDERAL BUREAU OF INVESTIGATION

I acknowledge and consent to the following:

1. The Nebraska Real Property Appraiser Board requires fingerprint submissions for a National Criminal History Record Check through the State Patrol and the Federal Bureau of Investigation:
 - a. as authorized in Nebraska Real Property Appraiser Act (Neb. Rev. Stat. §§ 76-2201 through 76-2250), as a part of my application for issuance of, or renewal of, a credential as a real property appraiser, or
 - b. as authorized in the Nebraska Appraisal Management Company Registration Act (Neb. Rev. Stat. §§ 76-3201 through 76-3220), as a part of the application for issuance of, or renewal of, a registration as an appraisal management company.
2. The Nebraska Real Property Appraiser Board reserves the right to go outside this Criminal History Record Check for information as to the accuracy of the statements made in my application, or for further clarification regarding the results of the Criminal History Record Check. Such information may include, but is not limited to, records of arrests for criminal offenses, the circumstances involved in any such arrests, the suspension or revocation of any license authorizing me to engage in any profession or occupation, or the rejection of my application for such license, and the reason for such suspension, revocation, or rejection.
3. The Nebraska Real Property Appraiser Board may contact any agency of federal, state, or local government, consumer reporting agency, present or former employer, or any other individual, partnership, corporation, or association, in this or any other state, to furnish to the Nebraska Real Property Appraiser Board any information requested by the Nebraska Real Property Appraiser Board pertaining to my application.
4. I acknowledge that the Criminal History Record Information is retained by the Board for two years after the date on which an application is withdrawn, denied, or approved. If the Nebraska Real Property Appraiser Board finds cause to deny my application based upon the results of my Criminal History Record Information, I may request a copy of my Criminal History Record Information received by the Nebraska Real Property Appraiser Board in accordance with the procedures found in Title 298 of the Nebraska Administrative Code.
5. I acknowledge that the procedures for obtaining information, a change, correction, or updating of an FBI identification record are set forth in Title 28, C.F.R., §16.34.

I EXPRESSLY AUTHORIZE AND CONSENT that my fingerprint submissions pertaining to my application be submitted by the Nebraska Real Property Appraiser Board to the Nebraska State Patrol for National Criminal History Record Check through the State Patrol and the Federal Bureau of Investigation, and I HEREBY ACKNOWLEDGE RECEIPT of the Privacy Act Statement.

Printed name of person whose fingerprints are being submitted

Signature of person whose fingerprints are being submitted

Date

PRIVACY ACT STATEMENT

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

Rev. 03/30/2018

NONCRIMINAL JUSTICE APPLICANT'S PRIVACY RIGHTS

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for employment or a license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below. All notices must be provided to you in writing.¹ These obligations are pursuant to the Privacy Act of 1974, Title 5, United States Code (U.S.C.) Section 552a, and Title 28 Code of Federal Regulations (CFR), 50.12, among other authorities.

- You must be provided an adequate written FBI Privacy Act Statement (dated 2013 or later) when you submit your fingerprints and associated personal information. This Privacy Act Statement must explain the authority for collecting your fingerprints and associated information and whether your fingerprints and associated information will be searched, shared, or retained.²
- You must be advised in writing of the procedures for obtaining a change, correction, or update of your FBI criminal history record as set forth at 28 CFR 16.34.
- You must be provided the opportunity to complete or challenge the accuracy of the information in your FBI criminal history record (if you have such a record).
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the employment, license, or other benefit based on information in the FBI criminal history record.
- If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <https://www.fbi.gov/services/cjis/identity-history-summary-checks> and <https://www.edo.cjis.gov>.
- If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI by submitting a request via <https://www.edo.cjis.gov>. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)
- You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.³

¹ Written notification includes electronic notification, but excludes oral notification.

² <https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement>

³ See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 34 U.S.C. § 40316 (formerly cited as 42 U.S.C. § 14616), Article IV(c); 28 CFR 20.21(c), 2033(d) and 906.2(d).

Updated 11/6/2019

LICENSE SUSPENSION ACT, LAWS OF NEBRASKA, 1997

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

Effective September 13, 1997, the Real Property Appraiser Act (Neb. Rev. Stat. § 76-2201 to 76-2251) requires the social security number of all applicants. Pursuant to the License Suspension Act (Neb. Rev. Stat. § 43-3301 to 43-3326), the Real Property Appraiser Board is required to submit this information to the Nebraska Department of Health and Human Services. Provision of this information is mandatory. The information will be used to assist authorized agencies in the enforcement of child, spousal, and medical support orders against holders of professional, occupational, and recreational licenses. Disclosure is mandatory for all individuals, regardless of whether the individual has ever been ordered to pay support.

Social Security Number: _____

AFFIDAVIT OF APPLICANT

I expressly agree that:

1. The Nebraska Real Property Appraiser Board may contact me for further information or clarification regarding information provided in this application or discovered during the background screening process that would call into question public trust or my fitness for credentialing. I understand that the following may be grounds for denial of the application under Nebraska Revised Statute §§ 76-2227 (4) and 76-2238:
 - Surrendering an appraiser credential, or any other registration, license, or certification, issued by any other regulatory agency or held in any other jurisdiction, in lieu of disciplinary action pending or threatened within the five-year period immediately preceding the date of application;
 - Having an appraiser credential, or any other registration, license, or certification, issued by any other regulatory agency or held in any other jurisdiction, revoked or suspended within the five-year period immediately preceding the date of application;
 - Being convicted of, including a conviction based upon a plea of guilty or nolo contendere:
 - Any felony if civil rights have not been restored;
 - Any crime of fraud, dishonesty, breach of trust, money laundering, misrepresentation, or deceit involving real estate, financial services, or real property appraisal practice within the five-year period immediately preceding the date of application; or
 - Any other crime which is related to the qualifications, functions, or duties of a real property appraiser within the five-year period immediately preceding the date of application;
 - Civil judicial actions, including dismissal with settlement, in connection with real estate, financial services, or real property appraisal practice brought within the five-year period immediately preceding the date of application.
2. The Nebraska Real Property Appraiser Board reserves the right to go outside this application for information as to my trustworthiness and competency to act as a real property appraiser in the State of Nebraska.
3. The Nebraska Real Property Appraiser Board reserves the right to go outside this application for information as to the accuracy of the statements in this application.

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

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

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

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

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

Signature of Applicant: _____ Date: _____

State of: _____)

County of: _____) ss.

The foregoing instrument was acknowledged before me this _____ day of _____ 20 _____

by _____
Print Applicant's Name

(Notary Seal Here)

Signature of Notary Public



DIRECTIONS

1. Complete entire application. If required information is not provided, application will be considered incomplete and will not be processed, and may be returned to you.
2. Along with the application, the following documentation is also required to be included:
 - a. Check or money order for \$195.25: non-refundable \$150.00 application fee and nonrefundable \$45.25 criminal history record check fee.
 - b. Recent passport type photo (copy of driver's license photo will meet the requirement).
 - c. Completion certificates for all qualifying education activities, and/or an official transcript from an Appraiser Qualifications Board-approved accredited degree-awarding college or university.
 - d. Two copies of legible, ink-rolled fingerprint cards or digital fingerprint submission for a fingerprint-based national criminal history record check conducted through the Nebraska State Patrol and 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 1 year old.
 - e. Official transcripts for ~~required~~ post-secondary education. (*Unofficial transcripts will not be accepted.*) Transcripts may be submitted on paper, or electronically through a secure site if the transcript is marked as official and the Board is provided access directions directly from the school.
 - f. Document evidencing the successful completion of a PAREA program or Rreal property appraisal experience logs in board-approved format. Experience logs are required either to all be in the approved format at time of application, or to be in the approved format at the time the real property appraisal practice experience was obtained. (*Experience logs submitted on forms other than those approved by the Board will not be accepted.*) Real property appraisal practice experience log cover sheet and experience log pages must be dated and signed by both applicant and supervisory real property appraiser or the real property appraiser-in-charge.
3. Mail application, fee(s), and supporting documentation to:

NEBRASKA REAL PROPERTY APPRAISER BOARD
PO BOX 94963
LINCOLN, NE 68509-4963

Street address for FedEx or UPS is 301 CENTENNIAL MALL SOUTH, FIRST FLOOR, LINCOLN NE 68508~~9~~
4. Questions or concerns may be directed to NRPAB staff at 402-471-9015 or nrpab.credentialing@nebraska.gov

ADDITIONAL INFORMATION

- Unless 100% of experience requirement is satisfied by completion of PAREA, At a minimum, three assignment results reports will be selected by NRPAB staff from the submitted real property appraisal practice experience log(s) for verification of experience. One, or at the Board's discretion more than one, report will be reviewed for conformity with the Uniform Standards of Professional Appraisal Practice. The Board may enter into a contract with a qualified disinterested third party certified real property appraiser for completion of an appraisal review assignment on any of the requested reports. One or more report(s) may be sent for review at any time during the period in which the applicant's real property appraisal practice experience is being evaluated.
- Applicant may obtain a credential as a real property appraiser in Nebraska by complying with all provisions of the Nebraska Real Property Appraiser Act and Title 298 of the Nebraska Administrative Code.
- The appraiser credential status of applicant, including current standing and any disciplinary action imposed against his or her credentials, will be verified through the National Appraiser Registry of the Appraisal Subcommittee of the Federal Financial Institutions Examination Council.
- The Nebraska Real Property Appraiser Board reviews all applications for credentialing in Nebraska and has final authority regarding issuance of a credential.
- Nebraska is a mandatory state. Per Neb. Rev. Stat. § 76-2246, any person who engages in real property appraisal practice or who advertises or holds himself or herself out to the general public as a real property appraiser in this state without obtaining proper credentialing under the Act will be guilty of a Class III misdemeanor.
- ~~• The initial credential will expire December 31 of the year in which it is issued.~~
- ~~• All applications for renewal and evidence of continuing education completion are due to the NRPAB no later than November 30 of the year in which the credential expires.~~
- ~~• To qualify for renewal of a credential, a credential holder is required to satisfactorily complete at least 28 hours of continuing appraisal education every two years. Except for the seven-hour National Uniform Standards of Professional Appraisal Practice Update course, hours may be completed at any time during the two-year continuing education period. The entire two-year continuing education period shall be satisfactorily completed prior to renewing a credential for a two-year period.~~
- ~~• The two-year continuing education period for all new credential holders credentialed prior to July 1 begins at the time the credential is issued and is completed on December 31 of the following year. The two-year continuing education period for all new credential holders credentialed on or after July 1 begins with the next January 1 following the issuance of a credential.~~
- ~~• At least once during every two-year continuing education period, a credential holder is required to successfully take the 7-hour National Uniform Standards of Professional Appraisal Practice Update course taught by an AQB-certified USPAP instructor who is a certified appraiser.~~
- ~~• If all requirements for renewal are not met by November 30 of the year in which the credential expires, the credential holder has until July 1 of the following year to meet the requirements. A late renewal fee of \$25.00 will be assessed for each month or portion of a month the credential is not renewed beginning on December 1 of the year in which the credential expires. The Board's staff will utilize postmark dates to determine late fees.~~
- Fee(s) associated with application: \$150.00 application fee and \$45.25 criminal history record check fee
- Fee(s) associated with credentialing: \$300.00 credentialing fee and \$40.00 ASC Appraiser~~National~~ Registry fee ~~(Current Licensed Residential or Certified Residential credential holders do not need to pay the \$40.00 National Registry fee)~~. Required fees are required to be submitted within thirty days of approval by the Board that the applicant may be issued a credential.



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

Check Number:	
ASC Federal Registry Checked:	
Database/ASC Federal Registry Updated:	
Processed By:	Date:
For Board Use Only	

APPLICATION FOR INACTIVE STATUS OF NEBRASKA REAL PROPERTY APPRAISER CREDENTIAL

INACTIVE STATUS INFORMATION

- CERTIFIED GENERAL
 CERTIFIED RESIDENTIAL
 LICENSED RESIDENTIAL
 TRAINEE

INACTIVE/ACTIVE

- ELECTING TO BEGIN INACTIVE STATUS
 ELECTING TO RETURN TO ACTIVE STATUS
BEGIN INACTIVE STATUS TOTAL DUE: \$400
 RETURN TO ACTIVE STATUS TOTAL DUE: \$100

APPLICATION INFORMATION

Nebraska Real Property Appraiser Credential Number: _____

Date Inactive Status to Begin: _____

Name: _____
Last First Middle

Business Name: _____

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

Principal Business Email Address: _____ Business Area Code + Phone Number: _____

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

_____ _____
Email Address Area Code + Phone Number

DIRECTIONS

1. Complete entire application. If required information is not provided, application will be considered incomplete and will not be processed. An application not processed for any reason may be returned.
2. Along with the application, the following are also required to be included:
 - a. Check or money order for non-refundable fee(s):
 - i. If applying to place credential on inactive status, submit non-refundable application fee of \$100 and non-refundable inactive status credentialing fee of \$300.
 - ii. If applying to place credential on active status following a period of inactive status, submit non-refundable application fee of \$100.
3. Mail application and fee(s) to:
NEBRASKA REAL PROPERTY APPRAISER BOARD
PO BOX 94963
LINCOLN, NE 68509-4963
Street address for FedEx or UPS is 301 CENTENNIAL MALL SOUTH, FIRST FLOOR, LINCOLN NE 68508~~9~~
4. Questions or concerns may be directed to NRPAB staff at 402-471-9015 or nrpab.credentialing@nebraska.gov

ADDITIONAL INFORMATION

- Inactive status may not exceed a period of two years.
- To return to active status during a period in which the credential holder has been granted inactive status, the credential holder is required submit this application indicating their intent to be granted active status, along with the appropriate fee of \$100.
- Upon returning to active status, a credential holder is required to include evidence that their continuing education requirements have been met. Credential holders in an inactive status are required to complete all required continuing education hours that would have been required if the credential holder had been in an active status for the entire period.
- Prior to reactivation, credential holders in an inactive status are required to complete all required continuing education hours that would have been required if the credential holder had been in an active status. The required hours are also required to include the most recent edition of a *7-Hour National USPAP Update Course* (or its AQB-approved equivalent), in accordance with the Appraiser Qualifications Board Real Property Appraiser Qualification Criteria effective January 1, 202~~1~~⁴.
- If, while on inactive status, the credential holder's credential expires, an application for renewal is required to also accompany the application to return to active status, and all renewal qualifications are required to be met with the exception of the late processing fee. A credential holder is only eligible for a two-year renewal if the end of the renewal period will coincide with the end of a CE period.
- If the credential holder allows their two-year inactive status to lapse and the expiration date of their current credential has passed, the credential holder may reapply for credentialing as a real property appraiser, and meet all requirements in effect at the time that the application is submitted.
- Fee(s) associated with inactive/active status application: \$100
- Fee(s) associated with inactive status credentialing: \$300



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

Check Number:	
Receipt Number:	
ASC National Registry Checked:	
NE Disciplinary Action Checked:	
Processed By:	Date:
For Board Use Only	

APPLICATION FOR NEBRASKA REAL PROPERTY APPRAISER CREDENTIAL THROUGH RECIPROCIITY

CREDENTIAL (Please select the credential classification for which you are applying)

- CERTIFIED GENERAL
 CERTIFIED RESIDENTIAL
 LICENSED RESIDENTIAL

APPLICATION AND CREDENTIALING FEES

TOTAL FEE DUE WITH APPLICATION: \$195.25

TOTAL CREDENTIALING FEE DUE FOLLOWING BOARD-APPROVAL OF APPLICATION: \$340.00

APPLICATION INFORMATION

Current Jurisdiction of Practice: _____

Current Credential Number in
 Jurisdiction of Practice _____

Date of Application: _____ Date of Birth: _____

Name: _____
Last First Middle

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

Business Name: _____

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

Principal Business Email Address Business Area Code + Phone Number

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

Email Address Area Code + Phone Number

NON-APPRAISAL CREDENTIALS CURRENTLY OR PREVIOUSLY HELD

List all other (non-appraisal) professional registrations, licenses, or certificates (including, but not limited to, real estate broker, real estate salesperson, law, insurance, and/or securities) that you presently hold or previously held in Nebraska or any other jurisdiction. (Use separate sheet to include additional registrations, licenses, or certificates.)

Type:	_____	State:	_____
From:	_____	To:	_____
Type:	_____	State:	_____
From:	_____	To:	_____

DISCIPLINARY QUESTIONS

1. Have you ever been convicted of a felony, including a conviction based upon a plea of guilty or nolo contendere?
 YES NO

If your answer to No. 1 above is yes, have your civil rights been restored? If your civil rights have been restored, please provide copies of all pertinent documents.

N/A YES NO

2. Have any civil judicial actions, including dismissal with settlement, in connection with real estate, financial services, or real property appraisal practice been brought against you within the five-year period immediately preceding the date of application?
 YES NO

3. Have you surrendered a Nebraska appraiser credential, or an appraiser credential, or any other registration, license, or certification, issued by any other regulatory agency or held in any other jurisdiction, in lieu of disciplinary action pending or threatened within the five-year period immediately preceding the date of application? **Please note that you are required to disclose any action, even if it has been previously disclosed on an application for this agency. Failure to disclose this may result in a delay in processing of your application.**
 YES NO

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

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

6. Are disciplinary proceedings pending against you or are you currently under investigation by any regulatory agency in Nebraska or in any other jurisdiction?
 YES NO

If you answered yes to any of the above questions 1 through 6, provide a brief statement on a separate sheet that includes all significant details, the circumstances surrounding the matter, the name of any persons involved, and resolution or conviction. Provide copies of all official records related to the matter, including convictions, orders, and/or settlement agreements. Provide this information even if you have previously provided it with an application to this agency. The status of each appraiser credential held, including current standing and any disciplinary action imposed, will be verified through the ~~AppraiserNational~~ Registry of the Appraisal Subcommittee of the Federal Financial Institutions Examination Council.

APPLICATION CHECKLIST

Include the following items with your completed application:

- Completed application.
- Passport type photo (*Copy of driver's license will meet the requirement.*).
- Check or money order for \$195.25: \$150.00 non-refundable application fee and \$45.25 non-refundable criminal history record check fee.
- Two copies of legible, ink-rolled fingerprint cards or equivalent electronic fingerprint submission.

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

Print Name: _____
Last First Middle

Applicant's Signature Date



UNITED STATES CITIZENSHIP ATTESTATION FORM

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

I am a citizen of the United States of America

OR

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

Immigration Status: _____

Alien Number: _____

OR

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

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

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

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

Print Name: _____

Last

First

Middle

Applicant's Signature

Date

UNITED STATES CITIZENSHIP ATTESTATION FORM

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

I am a citizen of the United States of America

OR

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

Immigration Status: _____

Alien Number: _____

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

Print Name: _____

Last

First

Middle

Applicant's Signature

Date



AUTHORIZATION TO USE FINGERPRINTS FOR NATIONAL CRIMINAL HISTORY RECORD CHECK THROUGH THE NEBRASKA STATE PATROL AND THE FEDERAL BUREAU OF INVESTIGATION

I acknowledge and consent to the following:

1. The Nebraska Real Property Appraiser Board requires fingerprint submissions for a National Criminal History Record Check through the State Patrol and the Federal Bureau of Investigation:
 - a. as authorized in Nebraska Real Property Appraiser Act (Neb. Rev. Stat. §§ 76-2201 through 76-2250), as a part of my application for issuance of, or renewal of, a credential as a real property appraiser, or
 - b. as authorized in the Nebraska Appraisal Management Company Registration Act (Neb. Rev. Stat. §§ 76-3201 through 76-3220), as a part of the application for issuance of, or renewal of, a registration as an appraisal management company.
2. The Nebraska Real Property Appraiser Board reserves the right to go outside this Criminal History Record Check for information as to the accuracy of the statements made in my application, or for further clarification regarding the results of the Criminal History Record Check. Such information may include, but is not limited to, records of arrests for criminal offenses, the circumstances involved in any such arrests, the suspension or revocation of any license authorizing me to engage in any profession or occupation, or the rejection of my application for such license, and the reason for such suspension, revocation, or rejection.
3. The Nebraska Real Property Appraiser Board may contact any agency of federal, state, or local government, consumer reporting agency, present or former employer, or any other individual, partnership, corporation, or association, in this or any other state, to furnish to the Nebraska Real Property Appraiser Board any information requested by the Nebraska Real Property Appraiser Board pertaining to my application.
4. I acknowledge that the Criminal History Record Information is retained by the Board for two years after the date on which an application is withdrawn, denied, or approved. If the Nebraska Real Property Appraiser Board finds cause to deny my application based upon the results of my Criminal History Record Information, I may request a copy of my Criminal History Record Information received by the Nebraska Real Property Appraiser Board in accordance with the procedures found in Title 298 of the Nebraska Administrative Code.
5. I acknowledge that the procedures for obtaining information, a change, correction, or updating of an FBI identification record are set forth in Title 28, C.F.R., §16.34.

I EXPRESSLY AUTHORIZE AND CONSENT that my fingerprint submissions pertaining to my application be submitted by the Nebraska Real Property Appraiser Board to the Nebraska State Patrol for National Criminal History Record Check through the State Patrol and the Federal Bureau of Investigation, and I HEREBY ACKNOWLEDGE RECEIPT of the Privacy Act Statement.

Printed name of person whose fingerprints are being submitted

Signature of person whose fingerprints are being submitted

Date

PRIVACY ACT STATEMENT

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

Rev. 03/30/2018

NONCRIMINAL JUSTICE APPLICANT'S PRIVACY RIGHTS

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for employment or a license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below. All notices must be provided to you in writing.¹ These obligations are pursuant to the Privacy Act of 1974, Title 5, United States Code (U.S.C.) Section 552a, and Title 28 Code of Federal Regulations (CFR), 50.12, among other authorities.

- You must be provided an adequate written FBI Privacy Act Statement (dated 2013 or later) when you submit your fingerprints and associated personal information. This Privacy Act Statement must explain the authority for collecting your fingerprints and associated information and whether your fingerprints and associated information will be searched, shared, or retained.²
- You must be advised in writing of the procedures for obtaining a change, correction, or update of your FBI criminal history record as set forth at 28 CFR 16.34.
- You must be provided the opportunity to complete or challenge the accuracy of the information in your FBI criminal history record (if you have such a record).
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the employment, license, or other benefit based on information in the FBI criminal history record.
- If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <https://www.fbi.gov/services/cjis/identity-history-summary-checks> and <https://www.edo.cjis.gov>.
- If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI by submitting a request via <https://www.edo.cjis.gov>. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)
- You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.³

¹ Written notification includes electronic notification, but excludes oral notification.

² <https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement>

³ See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 34 U.S.C. § 40316 (formerly cited as 42 U.S.C. § 14616), Article IV(c); 28 CFR 20.21(c), 2033(d) and 906.2(d).

Updated 11/6/2019

LICENSE SUSPENSION ACT, LAWS OF NEBRASKA, 1997

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

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Social Security Number: _____

AFFIDAVIT OF APPLICANT

I expressly agree that:

1. The Nebraska Real Property Appraiser Board may contact me for further information or clarification regarding information provided in this application or discovered during the background screening process that would call into question public trust or my fitness for credentialing. I understand that the following may be grounds for denial of the application under Nebraska Revised Statute §§ 76-2227 (4) and 76-2238:
 - Surrendering an appraiser credential, or any other registration, license, or certification, issued by any other regulatory agency or held in any other jurisdiction, in lieu of disciplinary action pending or threatened within the five-year period immediately preceding the date of application;
 - Having an appraiser credential, or any other registration, license, or certification, issued by any other regulatory agency or held in any other jurisdiction, revoked or suspended within the five-year period immediately preceding the date of application;
 - Being convicted of, including a conviction based upon a plea of guilty or nolo contendere:
 - Any felony if civil rights have not been restored;
 - Any crime of fraud, dishonesty, breach of trust, money laundering, misrepresentation, or deceit involving real estate, financial services, or real property appraisal practice within the five-year period immediately preceding the date of application; or
 - Any other crime which is related to the qualifications, functions, or duties of a real property appraiser within the five-year period immediately preceding the date of application;
 - Civil judicial actions, including dismissal with settlement, in connection with real estate, financial services, or real property appraisal practice brought within the five-year period immediately preceding the date of application.
2. The Nebraska Real Property Appraiser Board reserves the right to go outside this application for information as to my trustworthiness and competency to act as a real property appraiser in the State of Nebraska.
3. The Nebraska Real Property Appraiser Board reserves the right to go outside this application for information as to the accuracy of the statements in this application.

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

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

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

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

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

Signature of Applicant: _____ Date: _____

State of : _____)
County of: _____) ss.

The foregoing instrument was acknowledged before me this _____ day of _____ 20 _____

by _____
Print Applicant's Name

(Notary Seal Here)

Signature of Notary Public



DIRECTIONS

1. Complete entire application. If required information is not provided, application will be considered incomplete and will not be processed, and may be returned to you.
2. Along with the application, the following documentation is also required to be included:
 - a. Check or money order for \$195.25: \$150.00 non-refundable application fee and \$45.25 non-refundable criminal history record check fee.
 - b. Recent passport type photo (copy of driver's license photo will meet the requirement).
 - c. Two copies of legible, ink-rolled fingerprint cards or equivalent electronic fingerprint submission for a fingerprint-based national criminal history record check conducted through the Nebraska State Patrol and 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 1 year old.
3. Mail application, fee(s), and supporting documentation to:
NEBRASKA REAL PROPERTY APPRAISER BOARD
PO BOX 94963
LINCOLN, NE 68509-4963
Street address for FedEx or UPS is 301 CENTENNIAL MALL SOUTH, FIRST FLOOR, LINCOLN NE 685089
4. Questions or concerns may be directed to NRPAB staff at 402-471-9015 or nrpab.credentialing@nebraska.gov

ADDITIONAL INFORMATION

- Applicant may obtain a credential as a real property appraiser in Nebraska by complying with all provisions of the Nebraska Real Property Appraiser Act and Title 298 of the Nebraska Administrative Code.
- The appraiser credential status of applicant, including current standing and any disciplinary action imposed against his or her credentials, will be verified through the [National-ASC Appraiser](#) Registry of the Appraisal Subcommittee of the Federal Financial Institutions Examination Council.
- The Nebraska Real Property Appraiser Board reviews all applications for credentialing in Nebraska and has final authority regarding issuance of a credential.
- Nebraska is a mandatory state. Per Neb. Rev. Stat. § 76-2246, any person who engages in real property appraisal practice or who advertises or holds himself or herself out to the general public as a real property appraiser in this state without obtaining proper credentialing under the Act will be guilty of a Class III misdemeanor.
- ~~The initial credential will expire December 31 of the year in which it is issued.~~
- ~~All applications for renewal and evidence of continuing education completion are due to the NRPAB no later than November 30 of the year in which the credential expires.~~
- ~~To qualify for renewal of a credential, a credential holder is required to satisfactorily complete at least 28 hours of continuing appraisal education every two years. Except for the seven-hour National Uniform Standards of Professional Appraisal Practice Update course, hours may be completed at any time during the two-year continuing education period. The entire two-year continuing education period is required to be satisfactorily completed prior to renewing a credential for a two-year period.~~
- ~~The two-year continuing education period for all new credential holders credentialed prior to July 1 begins at the time the credential is issued and is completed on December 31 of the following year. The two-year continuing education period for all new credential holders credentialed on or after July 1 begins with the next January 1 following the issuance of a credential.~~
- ~~At least once during every two-year continuing education period, a credential holder is required to successfully complete the 7-hour National Uniform Standards of Professional Appraisal Practice Update, as approved by the Appraiser Qualifications Board or the equivalent of the course as approved by the Nebraska Real Property Appraiser Board~~
- ~~If all requirements for renewal are not met by November 30 of the year in which the credential expires, the credential holder has until July 1 of the following year to meet the requirements. A late renewal fee of \$25.00 will be assessed for each month or portion of a month the credential is not renewed beginning on December 1 of the year in which the credential expires. The Board's staff will utilize postmark dates to determine late fees.~~
- Fee(s) associated with application: \$150.00 application fee and \$45.25 criminal history record check fee
- Fee(s) associated with credentialing: \$300.00 credentialing fee and \$40.00 [National-ASC Appraiser](#) Registry fee are required to be submitted within thirty days of approval ~~by the Board~~ that the applicant may be issued a credential.



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

Check Number:	
Receipt Number:	
ASC National Registry Checked:	
NE Disciplinary Action Checked:	
Processed By:	Date:
For Board Use Only	

APPLICATION FOR NEBRASKA TRAINEE REAL PROPERTY APPRAISER CREDENTIAL

TOTAL FEE DUE: \$195.25: Non-refundable Application Fee \$150.00 and non-refundable Criminal History Record Check Fee: \$45.25

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

APPLICATION INFORMATION

Date of Application: _____ Date of Birth: _____

Name: _____
Last First Middle

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

County of Business: _____

Business Name: _____

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

Principal Business Email Address: _____ Business Area Code + Phone Number: _____

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

Email Address: _____ Area Code + Phone Number: _____

EDUCATION QUESTIONS

Applicant is required to hold a high school diploma or certificate of high school equivalency, or have education acceptable to the Board. Provide name and location of high school from which you graduated, or provide name and location of institution that issued Certificate of Equivalency.

High School Diploma Certificate of Equivalency

School Attended: _____

Location: _____

DISCIPLINARY QUESTIONS

1. Have you ever been convicted of a felony, including a conviction based upon a plea of guilty or nolo contendere? YES NO

If your answer to No. 1 above is yes, have your civil rights been restored? If your civil rights have been restored, please provide copies of all pertinent documents.

N/A YES NO

2. Have any civil judicial actions, including dismissal with settlement, in connection with real estate, financial services, or real property appraisal practice been brought against you within the five-year period immediately preceding the date of application? YES NO

3. Have you surrendered a Nebraska appraiser credential, or an appraiser credential, or any other registration, license, or certification, issued by any other regulatory agency or held in any other jurisdiction, in lieu of disciplinary action pending or threatened within the five-year period immediately preceding the date of application? **Please note that you are required to disclose any action, even if it has been previously disclosed on an application for this agency. Failure to disclose this may result in a delay in processing of your application.** YES NO

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

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

6. Are disciplinary proceedings pending against you or are you currently under investigation by any regulatory agency in Nebraska or in any other jurisdiction? YES NO

If you answered yes to any of the above questions 1 through 6, provide a brief statement on a separate sheet that includes all significant details, the circumstances surrounding the matter, the name of any persons involved, and resolution or conviction. Provide copies of all official records related to the matter, including convictions, orders, and/or settlement agreements. Provide this information even if you have previously provided it with an application to this agency. The status of each appraiser credential held, including current standing and any disciplinary action imposed, will be verified through the [National Appraiser Registry](#) of the Appraisal Subcommittee of the Federal Financial Institutions Examination Council.

APPLICATION CHECKLIST

Include the following items with your completed application:

- Completed application form.
- Proof of completion of 30 hours of basic appraisal principles *(completed within five years of application)*
Date completed (month, year): _____
- Proof of completion of 30 hours of basic appraisal procedures *(completed within five years of application)*
Date completed (month, year): _____
- Proof of completion of 15-Hour National USPAP course or its equivalent *(completed within two years of application)*
Date completed (month, year): _____
- Proof of completion of a board-approved supervisory real property appraiser and trainee course *(completed within one year of application)*
Date completed (month, year): _____

*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 **satisfying meeting** qualifying education **requirements**, or the equivalent as determined by the Appraiser Qualifications Board, may be substituted for the above education. If the degree in real estate as approved by the Appraiser Qualifications Board does not satisfy all required qualifying education **requirements** for credentialing, the remaining class hours are required to be completed in Real Property Appraiser Board-approved qualifying education.*

- Passport type photo *(Copy of driver's license will meet the requirement.)*.
- Check or money order for \$195.25: \$150.00 non-refundable application fee and \$45.25 non-refundable criminal history record check fee.
- Two copies of legible, ink-rolled fingerprint cards or digital fingerprint submission.
Date fingerprints digitally scanned at Nebraska State Patrol Office (if applicable): _____

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

Print Name: _____
Last First Middle

Applicant's Signature

Date



UNITED STATES CITIZENSHIP ATTESTATION FORM

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

I am a citizen of the United States of America

OR

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

Immigration Status: _____

Alien Number: _____

OR

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

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

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

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

Print Name: _____

Last

First

Middle

Applicant's Signature

Date

UNITED STATES CITIZENSHIP ATTESTATION FORM

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

I am a citizen of the United States of America

OR

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

Immigration Status: _____ Alien Number: _____

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

Print Name: _____
Last First Middle

Applicant's Signature Date



AUTHORIZATION TO USE FINGERPRINTS FOR NATIONAL CRIMINAL HISTORY RECORD CHECK THROUGH THE NEBRASKA STATE PATROL AND THE FEDERAL BUREAU OF INVESTIGATION

I acknowledge and consent to the following:

1. The Nebraska Real Property Appraiser Board requires fingerprint submissions for a National Criminal History Record Check through the State Patrol and the Federal Bureau of Investigation:
 - a. as authorized in Nebraska Real Property Appraiser Act (Neb. Rev. Stat. §§ 76-2201 through 76-2250), as a part of my application for issuance of, or renewal of, a credential as a real property appraiser, or
 - b. as authorized in the Nebraska Appraisal Management Company Registration Act (Neb. Rev. Stat. §§ 76-3201 through 76-3220), as a part of the application for issuance of, or renewal of, a registration as an appraisal management company.
2. The Nebraska Real Property Appraiser Board reserves the right to go outside this Criminal History Record Check for information as to the accuracy of the statements made in my application, or for further clarification regarding the results of the Criminal History Record Check. Such information may include, but is not limited to, records of arrests for criminal offenses, the circumstances involved in any such arrests, the suspension or revocation of any license authorizing me to engage in any profession or occupation, or the rejection of my application for such license, and the reason for such suspension, revocation, or rejection.
3. The Nebraska Real Property Appraiser Board may contact any agency of federal, state, or local government, consumer reporting agency, present or former employer, or any other individual, partnership, corporation, or association, in this or any other state, to furnish to the Nebraska Real Property Appraiser Board any information requested by the Nebraska Real Property Appraiser Board pertaining to my application.
4. I acknowledge that the Criminal History Record Information is retained by the Board for two years after the date on which an application is withdrawn, denied, or approved. If the Nebraska Real Property Appraiser Board finds cause to deny my application based upon the results of my Criminal History Record Information, I may request a copy of my Criminal History Record Information received by the Nebraska Real Property Appraiser Board in accordance with the procedures found in Title 298 of the Nebraska Administrative Code.
5. I acknowledge that the procedures for obtaining information, a change, correction, or updating of an FBI identification record are set forth in Title 28, C.F.R., §16.34.

I EXPRESSLY AUTHORIZE AND CONSENT that my fingerprint submissions pertaining to my application be submitted by the Nebraska Real Property Appraiser Board to the Nebraska State Patrol for National Criminal History Record Check through the State Patrol and the Federal Bureau of Investigation, and I HEREBY ACKNOWLEDGE RECEIPT of the Privacy Act Statement.

Printed name of person whose fingerprints are being submitted

Signature of person whose fingerprints are being submitted

Date

PRIVACY ACT STATEMENT

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

Rev. 03/30/2018

NONCRIMINAL JUSTICE APPLICANT'S PRIVACY RIGHTS

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for employment or a license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below. All notices must be provided to you in writing.¹ These obligations are pursuant to the Privacy Act of 1974, Title 5, United States Code (U.S.C.) Section 552a, and Title 28 Code of Federal Regulations (CFR), 50.12, among other authorities.

- You must be provided an adequate written FBI Privacy Act Statement (dated 2013 or later) when you submit your fingerprints and associated personal information. This Privacy Act Statement must explain the authority for collecting your fingerprints and associated information and whether your fingerprints and associated information will be searched, shared, or retained.²
- You must be advised in writing of the procedures for obtaining a change, correction, or update of your FBI criminal history record as set forth at 28 CFR 16.34.
- You must be provided the opportunity to complete or challenge the accuracy of the information in your FBI criminal history record (if you have such a record).
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the employment, license, or other benefit based on information in the FBI criminal history record.
- If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <https://www.fbi.gov/services/cjis/identity-history-summary-checks> and <https://www.edo.cjis.gov>.
- If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI by submitting a request via <https://www.edo.cjis.gov>. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)
- You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.³

¹ Written notification includes electronic notification, but excludes oral notification.

² <https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement>

³ See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 34 U.S.C. § 40316 (formerly cited as 42 U.S.C. § 14616), Article IV(c); 28 CFR 20.21(c), 2033(d) and 906.2(d).

Updated 11/6/2019

LICENSE SUSPENSION ACT, LAWS OF NEBRASKA, 1997

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

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

Social Security Number: _____

AFFIDAVIT OF APPLICANT

I expressly agree that:

1. The Nebraska Real Property Appraiser Board may contact me for further information or clarification regarding information provided in this application or discovered during the background screening process that would call into question public trust or my fitness for credentialing. I understand that the following may be grounds for denial of the application under Nebraska Revised Statute §§ 76-2227 (4) and 76-2238:
 - Surrendering an appraiser credential, or any other registration, license, or certification, issued by any other regulatory agency or held in any other jurisdiction, in lieu of disciplinary action pending or threatened within the five-year period immediately preceding the date of application;
 - Having an appraiser credential, or any other registration, license, or certification, issued by any other regulatory agency or held in any other jurisdiction, revoked or suspended within the five-year period immediately preceding the date of application;
 - Being convicted of, including a conviction based upon a plea of guilty or nolo contendere:
 - Any felony if civil rights have not been restored;
 - Any crime of fraud, dishonesty, breach of trust, money laundering, misrepresentation, or deceit involving real estate, financial services, or real property appraisal practice within the five-year period immediately preceding the date of application; or
 - Any other crime which is related to the qualifications, functions, or duties of a real property appraiser within the five-year period immediately preceding the date of application;
 - Civil judicial actions, including dismissal with settlement, in connection with real estate, financial services, or real property appraisal practice brought within the five-year period immediately preceding the date of application.
2. The Nebraska Real Property Appraiser Board reserves the right to go outside this application for information as to my trustworthiness and competency to act as a real property appraiser in the State of Nebraska.
3. The Nebraska Real Property Appraiser Board reserves the right to go outside this application for information as to the accuracy of the statements in this application.

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

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

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

I understand that a certified real property appraiser is required to be approved by the Nebraska Real Property Appraiser Board as a supervisory real property appraiser prior to engaging in real property appraisal practice under that certified real property appraiser's direct supervision. I am aware that my scope of practice includes only those properties that my supervisory real property appraiser is qualified and competent to appraise. I acknowledge that I am required to maintain a log of completed appraisal reports jointly with each supervisory real property appraiser.

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

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

Signature of Applicant: _____ Date: _____

State of: _____)
_____) ss.

County of: _____)

The foregoing instrument was acknowledged before me this _____ day of _____ 20 _____

by _____
Print Applicant's Name

(Notary Seal Here)

Signature of Notary Public



DIRECTIONS

1. Complete entire application. If required information is not provided, application will be considered incomplete and will not be processed, and may be returned to you.
2. Along with the application, the following documentation is also required to be included:
 - a. Check or money order for \$195.25 (non-refundable \$150.00 application fee and nonrefundable \$45.25 criminal history record check fee.)
 - b. Recent passport type photo (Copy of driver's license will meet the requirement.)
 - c. Completion certificates for all qualifying education activities, and/or an official transcript from an Appraiser Qualifications Board-approved accredited degree-awarding college or university. (Unofficial transcripts will not be accepted.)
 - d. Two copies of legible, ink-rolled fingerprint cards or digital fingerprint submission for a fingerprint-based national criminal history record check conducted through the Nebraska State Patrol and 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 1 year old.
3. Mail application, fee(s), and supporting documentation to:
NEBRASKA REAL PROPERTY APPRAISER BOARD
PO BOX 94963
LINCOLN, NE 68509-4963
Street address for FedEx or UPS is 301 CENTENNIAL MALL SOUTH, FIRST FLOOR, LINCOLN NE 68508⁸⁹
4. Questions or concerns may be directed to NRPAB staff at 402-471-9015 or nrpab.credentialing@nebraska.gov

ADDITIONAL INFORMATION

- Prior to engaging in real property appraisal practice, a trainee real property appraiser is required to submit a written request for supervisory real property appraiser on a board-approved form. 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.
- ~~The trainee real property appraiser credential will remain in effect until December 31 of the second year of the two-year continuing education period unless surrendered, revoked, suspended, or canceled prior to such date.~~
- ~~The two-year continuing education period for all new credential holders credentialed prior to July 1 begins at the time the credential is issued and is completed on December 31 of the following year. The two-year continuing education period for all new credential holders credentialed on or after July 1 begins with the next January 1 following the issuance of a credential.~~
- ~~All applications for renewal and evidence of continuing education completion are due to the NRPAB no later than November 30 of the second year of the two-year continuing education period.~~
- ~~To qualify for renewal of a credential, a credential holder is required to satisfactorily complete at least 28 hours of continuing appraisal education every two years. Except for the seven-hour National Uniform Standards of Professional Appraisal Practice Update course, hours may be completed at any time during the two-year continuing education period. The entire two-year continuing education period is required to be satisfactorily completed prior to renewing a credential for a two-year period.~~
- ~~At least once during every two-year continuing education period, a credential holder is required to successfully complete the 7-hour National Uniform Standards of Professional Appraisal Practice Update, as approved by the Appraiser Qualifications Board or the equivalent of the course as approved by the Nebraska Real Property Appraiser Board.~~
- ~~Qualifying education, as approved by the board, successfully completed by a credential holder to fulfill the class-hour requirement to upgrade to a higher classification than his or her current classification, will be approved by the board as continuing education.~~
- ~~If any continuing education credit hours being submitted were completed outside of the State of Nebraska the activity is required to be approved for continuing education credit by the jurisdiction in which the activity was completed at the time the activity was completed. If approval cannot be verified, the renewal application will be considered incomplete and will not be processed.~~
- ~~If all requirements for renewal are not met by November 30 of the year in which the credential expires, the credential holder has until July 1 of the following year to meet the requirements. A late renewal fee of \$25.00 will be assessed for each month or portion of a month the credential is not renewed beginning on December 1 of the year in which the credential expires. The Board's staff will utilize postmark dates to determine late fees.~~



301 Centennial Mall South, 1st Floor
PO Box 94963
Lincoln, NE 68509-4963
<https://appraiser.ne.gov/>
402-471-9015

REAL PROPERTY APPRAISAL PRACTICE EXPERIENCE LOG COMPLETION REQUIREMENTS

- Fill out this form in its entirety. Complete the boxes that appropriately describe the characteristics of each report listed.
- List [real property appraisal practice](#) experience in chronological order.
- Include the state and the city or county where the property is located in the Property Identification (Legal Description or Address).
- If an entry requires more space, insert an additional sheet with the property address and the description of [real property appraisal practice experience](#) work.
- Include the applicant signature, and the signature of the supervisory real property appraiser (SA) in the case that the applicant is a trainee real property appraiser, or the signature of the real property appraiser-in-charge (RPAC) in the case that the applicant is a licensed residential real property appraiser or certified residential real property appraiser if applicable, on each page and, if applicable, supervisory real property appraiser signature on each log page.
- A separate log shall be maintained by a trainee real property appraiser for each of his/her Board designated supervisory real property appraisers [\(SA\) or real property appraisers-in-charge \(RPAC\)](#). It is the responsibility of both the supervisory real property appraiser and the trainee real property appraiser to ensure the log is accurate, current, and complies with the requirements of the Real Property Appraiser Act and Title 298. When the trainee real property appraiser is under the direct supervision of more than one supervisory real property appraiser while engaged in real property appraisal practice, each log shall reflect the specific number of hours and description of [real property appraisal practice](#) work performed for each [real property appraisal practice](#) assignment with each supervisory real property appraiser.
- This form will be considered invalid if altered or incomplete.

ACCEPTABLE EXPERIENCE REQUIREMENTS

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 licensed residential, certified residential, or certified general real property appraiser must be acquired as a trainee real property appraiser, registered real property appraiser, licensed residential real property appraiser, or certified residential real property appraiser.
2. At the Board's discretion, up to 50% of the real property appraisal practice experience required for credentialing as a licensed residential, certified residential, or certified general real property appraiser may be obtained in another jurisdiction. This experience may be accepted by the Board if the experience is compliant with the laws of the jurisdiction in which it was obtained.
3. An applicant's hours of 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 real property appraisal practice experience credit to be awarded. An applicant may apply his or her signature, along with the signature of the supervisory real property appraiser (SA) in the case that the applicant is a trainee real property appraiser, or the real property appraiser-in-charge (RPAC) in the case that the applicant is a licensed residential real property appraiser or a certified residential real property appraiser if applicable, to the appraisal certification; or the applicant must be given

attribution in the assignment results report, which includes a description of the applicant's significant real property appraisal practice assistance.

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

9.—~~Real property appraisal practice experience submitted to the Board for review and determination of acceptability may include no more than an aggregate maximum of 25% of the total number of real property appraisal practice experience hours in the following areas or a combination from the following areas: (1) mass appraisal, (2) appraisal review, (3) appraisal consulting, or (4) restricted appraisal reports. 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.~~

~~18. 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.~~

~~19.7. Pursuant to NEB. REV. STAT. §§ 76-2230 (1)(d)(i), 76-2231.01 (1)(e)(i), and 76-2232 (1)(e)(i), the aggregate number of real property appraisal practice experience hours considered for evaluation includes those hours reported on each real property appraisal practice experience log submitted by the applicant beginning at the log entry indicating the earliest date on which real property appraisal practice experience was obtained and ending on the date the application for credentialing as a licensed residential, certified residential, or certified general real property appraiser was signed by the applicant. Pursuant to NEB. REV. STAT. §§ 76-2230 (1)(e), 76-2231.01 (1)(e), and 76-2232 (1)(e), the Board will consider the aggregate number of experience hours reported on each Real Property Appraisal Practice Experience Log submitted by the applicant beginning on the log entry indicating the earliest date on which an appraisal was signed and ending on the date the application for credentialing as a licensed residential, certified residential, or certified general real property appraiser credential was signed by the applicant.~~

APPRAISAL REPORT SELECTION CRITERIA

~~If the real property appraisal practice experience log submitted by the applicant is accepted, a representative sampling of real property appraisal practice experience submitted by the applicant on his or her real property appraisal practice experience log will be evaluated to determine if the real property appraisal practice~~ The Board will evaluate the real property appraisal practice experience submitted on this log to determine if the experience meets the requirements of the Real Property Appraiser Act and Title 298, ~~following~~ and will use the criteria shown below for each classification:

- ~~• To qualify the experience of an applicant for the licensed residential real property appraiser credential, a minimum of three reports related to residential property will be selected~~ by the Board's staff.
- ~~• To qualify the experience of an applicant for the certified residential real property appraiser credential, a minimum of one report related to a two-to-four unit residential property, one report related to a residential property of 0 to 20 years, and one report related to a residential property 20 years or older will be selected~~ by the Board's staff. Two selected reports must include at least two approaches to value.
- ~~• To qualify the experience of an applicant for the certified general real property appraiser credential, a minimum of three reports related to income producing properties will be selected~~ by the Board's staff. Two selected reports will include all three approaches to value.

EXPERIENCE VERIFICATION

- ~~• To assist the Board with its evaluation of the applicant's real property appraisal practice experience, a~~ At least one of the three requested reports selected by the Board will be, at a minimum, reviewed for conformity with the Uniform Standards of Professional Appraisal Practice. The Board may enter into a contract with a qualified disinterested third party certified appraiser for completion of an appraisal review assignment on any of the submitted reports. The Board may require the applicant to submit additional details or to submit additional reports or file memoranda prepared by the applicant.
- ~~• Upon the receipt of appraisal review assignment results provided by one or more third party certified real property appraisers under contract with the Board, and the findings of the appraisal review assignment results are found to be~~

null or insignificant, an applicant's real property appraisal practice experience will be reviewed by a subcommittee consisting of two board members for determination as to whether the applicant's real property appraisal practice experience is acceptable in accordance with the Real Property Appraiser Act and Title 298. If the subcommittee finds that the applicant's real property appraisal practice experience is acceptable, the subcommittee will notify the director of its decision. If the subcommittee finds that the applicant may not meet one or more of the requirements of the Real Property Appraiser Act or Title 298, the application shall be placed before the Board for consideration.

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

- [If the applicant's real property appraisal practice experience is not acceptable to the Board, the Board may, at its own discretion, require the applicant to obtain additional education, and/or submit one or more supplemental real property appraisal practice experience logs with additional hours of real property appraisal practice experience, and/or submit one or more additional reports. The Board may deny an application at any time during the process if the Board finds that the applicant fails to meet the requirements in the Real Property Appraiser Act and/or Title 298.](#)
- ~~When making a determination that an applicant may or may not meet the applicable experience requirements, [the Board will consider](#)~~ all information received [will be considered](#), including but not limited to experience logs, appraisal review reports, reports submitted by the applicant, any written responses received, any other details or file memoranda, any subsequent education requested by the Board to be completed by the applicant, and any information obtained during an informal meeting between the Board or its representative(s) and the applicant. An appraisal review report completed to assist the Board with its evaluation of the applicant's experience is not the sole factor in the Board's decision, but a tool utilized by the Board to assist with its decision.

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

I certify that I have read and understand the Acceptable Experience Requirements and Real Property Appraisal Practice Experience Log Requirements as shown above.

Applicant: _____ Signature: _____

Credential Number (if applicable): _____ Date: _____

Supervisory Real Property Appraiser: _____ Signature: _____

Appraiser (if applicable): _____ Signature: _____

Credential Number (if applicable): _____ Date: _____

**NEBRASKA REAL PROPERTY APPRAISER BOARD
APPLICANT REAL PROPERTY APPRAISAL PRACTICE EXPERIENCE LOG**

Effective 08/17/2023

PROPERTY: SFR: Single Family Residential; 2-4 Unit Res: 2-4 Unit Residential;
C: Commercial; A: Agricultural
REPORT TYPE #: 1: Appraisal Report; 2: Restricted Appraisal Report; 3: Mass Appraisal; 4: Highest & Best Use Analysis/Appraisal Consulting; 5: Ad-Valorem Tax Appraisal; 6: Feasibility Analysis/Study; 7: Appraisal Review; 8: Practicum Courses (Required QE courses are not "Practicum Courses"); 9: Appraisal Analysis

DATE ASSIGNMENT RESULTS REPORT SIGNED	NAME OF CLIENT AND PROPERTY IDENTIFICATION (Include <u>state and county</u> or <u>city</u> in Legal Description or Address.)	DESCRIPTION OF REAL PROPERTY APPRAISAL PRACTICE PERFORMED BY APPLICANT	DESCRIPTION OF REAL PROPERTY APPRAISAL PRACTICE OR SCOPE OF REVIEW PERFORMED BY SUPERVISORY REAL PROPERTY APPRAISER'S REVIEW (SA) OR REAL PROPERTY APPRAISER-IN-CHARGE (RPAC if Applicable)	PROPERTY: SFR, 2-4 UNIT RES, C, A		IF RESIDENTIAL AGE OF SFR			APPROACHES			TRADITIONAL CLIENT	REPORT TYPE #	APPLICANT HOURS	SA or RPAC SUPERVISOR HOURS	
				NEWER THAN 20 YEARS	20 YEARS OR OLDER	SALES	COST	INCOME	USPAP COMPLIANT							
			Property Inspected <input type="checkbox"/> YES <input type="checkbox"/> NO													
			Property Inspected <input type="checkbox"/> YES <input type="checkbox"/> NO													
			Property Inspected <input type="checkbox"/> YES <input type="checkbox"/> NO													
			Property Inspected <input type="checkbox"/> YES <input type="checkbox"/> NO													
			Property Inspected <input type="checkbox"/> YES <input type="checkbox"/> NO													

APPLICANT NAME: _____

CREDENTIAL NUMBER: _____

SA SUPERVISORY
REAL PROPERTY
APPRAISER or RPAC _____

SIGNATURE: _____

DATE: _____

SIGNATURE (if applicable): _____

TOTAL

OR REAL PROPERTY _____

APPRAISER-IN-

CHARGE

NAME (if

applicable): _____

CREDENTIAL NUMBER (if applicable): _____

DATE (if applicable): _____

PAGE _____

OF _____



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

Board Number: _____
Date Received: _____
For Board Use Only

APPLICATION FOR APPROVAL AS A QUALIFYING EDUCATION ACTIVITY IN NEBRASKA

This application is to be used by an education provider applying for approval of a qualifying education activity or resubmission of an approved qualifying education activity. A separate application form must be filed for each qualifying education activity submitted for approval. Applicants should carefully read 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: _____

Contact Person Name: _____
Last
First
Middle

Address: _____
PO Box or Street Number
City
State
Zip Code + 4

_____ Email Address Area Code + Phone Number

QUALIFYING 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 student progresses at their own pace and follows a structured content and quiz/exam schedule.

Activity Title: _____

Activity Length (Hours): _____

Except for semester hours received from an accredited college or university, fifty minutes engaged in instruction equals one hour for all activities. The prescribed number of activity hours includes time for examinations. Each qualifying education activity shall be at least 15 hours in length, not to exceed eight hours per day. At least a one-half hour break shall be given to attendee(s) by no later than the end of four hours of class in any day. Except for qualifying education included as curriculum in a degree program of an accredited college or university that has had all or part of its curriculum approved by the Appraiser Qualifications Board of The Appraisal Foundation, one semester credit hour received from an accredited college or university equals fifteen classroom hours of instruction.

Activity Setting: Classroom Synchronous Asynchronous Hybrid

The activity is being submitted for approval as: Core Curriculum Course Subject Matter Elective

AQB CAP/ Degree in Real Estate Approved Education Activity: Yes No

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

Qualifying Education Activity Secondary Provider: Yes No

RESUBMISSION INFORMATION

If *New Qualifying Education Activity* is selected under QUALIFYING EDUCATION ACTIVITY INFORMATION, proceed to APPLICATION CHECKLIST.

If *Resubmission of an Approved Qualifying Education Activity* is selected under QUALIFYING EDUCATION ACTIVITY INFORMATION, the reason for resubmission is:

- There is a change in the status of approval by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program.
- There is a change in the status of the 298 NAC Chapter 6, § 001.15 qualifications under which distance education activity was approved.
- There is a substantial change to the materials, presentation, or policies.
- There is a change in the qualifications as specified in 298 NAC, Chapter 6 §, 005 for any instructor.
- One or more instructors are added or removed by the education provider.
- The materials, theories, and/or methodologies are no longer current.
- The activity content and/or policies are no longer communicated or as administered as approved.
- There is a change to a secondary provider's rights to the activity.

APPLICATION CHECKLIST

All materials submitted to the Board related to an Application for Approval as a Qualifying Education Activity in Nebraska are for Board use only and shall be retained by the Board. Except for the completed application, the non-refundable \$50.00 application fee, and a written explanation of the reason for resubmission, if *Resubmission of an Approved Qualifying Education Activity* is selected under QUALIFYING EDUCATION ACTIVITY INFORMATION, only the items that have changed since the last submission need to be included.

General

Required for all qualifying education activities.

- Completed application.
- Non-refundable \$50.00 application fee.
- A document certifying completion issued to each attendee upon completion of any qualifying education activity. The document includes the name of education provider, signature of education provider and/or instructor, name of activity as approved, location at which activity was conducted or presentation method, date(s) activity was conducted, number of hours, pass or fail statement, and name of attendee, **or** be an official transcript from a university or college that includes the name of activity as approved, the number of credit hours awarded, and the name of the attendee.

AND if *Yes* is selected for Qualifying Education Activity Secondary Provider under QUALIFYING EDUCATION ACTIVITY INFORMATION:

- Evidence that the rights to the qualifying education activity have been purchased or lawfully acquired from the education provider that owns the rights to the activity materials.

AND if *Resubmission of an Approved Qualifying Education Activity* is selected under QUALIFYING EDUCATION ACTIVITY INFORMATION:

- A written explanation of the reason for resubmission.

AND if *Yes* is selected for AQB CAP/Degree in Real Estate Approved Education Activity under QUALIFYING EDUCATION ACTIVITY INFORMATION and qualifying education activity is included as curriculum in a degree program of an accredited college or university that has had all or part of its curriculum approved by the Appraiser Qualifications Board of The Appraisal Foundation,:

- A syllabus.

Non-AQB CAP/Degree in Real Estate Approved Qualifying Education Activities

For an activity not approved by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program for qualifying education, or is not included as curriculum in a degree program of an accredited college or university that has had all or part of its curriculum approved by the Appraiser Qualifications Board of The Appraisal Foundation, submit the following:

- An activity description that clearly describes the content.
- All learning objectives that meet the requirements of 298 NAC Chapter 6, § 002.02A.2d.
- An instructor policy that requires the use of instructors who meet the requirements of 298 NAC Chapter 6, § 005.
- All student and instructor materials that meet the requirements of 298 NAC Chapter 6, § 002.02A.2e.
- A timed outline/activity matrix that accounts for the general flow and recommended time spent on topics contained within the activity and reflects hours of credit per topic.
- A record retention policy that requires that a record of attendance for each activity is maintained for a period of at least five years.
- An attendance policy that meets the requirements of 298 NAC Chapter 6, § 002.02A.2h.
- A proctored closed-book final examination that meets the requirements of 298 Chapter 6, § 002.02A.2f.

Distance Education Qualifying Education Activities

If *Synchronous, Asynchronous, or Hybrid* is selected under QUALIFYING EDUCATION ACTIVITY INFORMATION, submit:

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

If *Asynchronous or Hybrid (in which the learning environment includes asynchronous interaction)* is selected under QUALIFYING EDUCATION ACTIVITY INFORMATION, submit evidence of delivery mechanism approval from one of the following sources:

- The Appraiser Qualifications Board of The Appraisal Foundation.

OR

- An organization approved by the Appraiser Qualifications Board of The Appraisal Foundation that provides approval of activity design and delivery (Secondary providers must have approval under own name). IDECC/ARELLO are acceptable.

OR

- Is conducted by an accredited college, community college, or university that offers distance education programs and is approved or accredited by the Commission on Colleges, a regional or national accreditation association, or by an accrediting agency that is recognized by the U.S. Secretary of Education, that awards academic credit for the distance education courses or that maintains an education delivery program that approves activity design and delivery that incorporate interactivity, **AND**
- The activity provides interaction in a reciprocal environment where the student has verbal or written communication with the instructor.

INSTRUCTOR INFORMATION

An instructor is an individual who is responsible for ensuring that the activity content is communicated to the activity's audience as presented to the Board for approval, and that the activity contributes to the quality of valuation services provided to the public. An individual who communicates assigned materials or a portion of activity content under the authorization of the education provider, but is not responsible for the activity content, is not an instructor.

If reporting more than two instructors for the activity, submit the form titled, "Supplemental Instructor Information for Education Activity Application" at <https://appraiser.ne.gov/Education/>

Instructor Name: _____		
Last	First	Middle
Email Address _____		Area Code + Phone Number _____
Is the instructor a Nebraska real property appraiser or hold an appraiser license, registration, or certification in any other jurisdiction?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the instructor an AQB Certified USPAP Instructor by the Appraiser Qualifications Board of The Appraisal Foundation? <i>Required if the activity is a 15-Hour National USPAP Course</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
An instructor for any continuing education activity must satisfy at least one of the following qualifications: <i>Select one option only</i>		
<input type="checkbox"/> Hold a bachelor's degree in any field and have at least three years of experience directly related to the subject matter to be taught;		
<input type="checkbox"/> Hold a master's degree or higher in any field and have at least one year of experience directly related to the subject matter to be taught;		
<input type="checkbox"/> Hold a master's degree or higher in a field that is directly related to the subject matter to be taught;		
<input type="checkbox"/> Have five years of real property appraisal practice teaching experience directly related to the subject matter to be taught; or		
<input type="checkbox"/> Have seven years of real property appraisal practice experience directly related to the subject matter to be taught.		

Instructor Name: _____		
Last	First	Middle
Email Address _____		Area Code + Phone Number _____
Is the instructor a Nebraska real property appraiser or hold an appraiser license, registration, or certification in any other jurisdiction?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the instructor an AQB Certified USPAP Instructor by the Appraiser Qualifications Board of The Appraisal Foundation? <i>Required if the activity is a 15-Hour National USPAP Course</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
An instructor for any continuing education activity must satisfy at least one of the following qualifications: <i>Select one option only</i>		
<input type="checkbox"/> Hold a bachelor's degree in any field and have at least three years of experience directly related to the subject matter to be taught;		
<input type="checkbox"/> Hold a master's degree or higher in any field and have at least one year of experience directly related to the subject matter to be taught;		
<input type="checkbox"/> Hold a master's degree or higher in a field that is directly related to the subject matter to be taught;		
<input type="checkbox"/> Have five years of real property appraisal practice teaching experience directly related to the subject matter to be taught; or		
<input type="checkbox"/> Have seven years of real property appraisal practice experience directly related to the subject matter to be taught.		

GENERAL REQUIREMENTS

1. The Board may at any time conduct an audit of any approved education activity to verify that the activity is being conducted in accordance with the Real Property Appraiser Act and Title 298 as approved. If requested, electronic access will be provided to the Board for any approved online education activity. The electronic access must provide administrative rights that allow for access to the activity, quizzes, and examinations without having to take the distance education activity in sequential order and without having to take quizzes or examinations to proceed with the activity. In addition, at the Board's request, a transcript of the distance education activity must be provided to the Board.
2. The Board may at any time review activity and instructor materials approved by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program to verify that the activity and/or instructor(s) meets the requirements of the Real Property Appraiser Act and Title 298 as approved.
3. Approval of activities does not transfer from one education provider to another, unless one education provider obtains the legal rights to all activities of another education provider. The expiration date of any continuing education activity will remain the same as approved under the previous education provider.
4. Education providers and instructors will comply with the Nebraska Private Postsecondary Career Schools Act, NEB. REV. STAT § 85-1601, et seq. as applicable.
5. Knowingly offering or attempting to offer a qualifying or continuing education activity as being approved to a real property appraiser or an applicant, without first obtaining approval of the activity, except for activities required by an accredited degree-awarding college or university for completion of a degree in real estate, if the college or university had its curriculum approved by the Appraiser Qualifications Board as qualifying education is a violation of Neb. Rev. Stat. §76-2238(21).
6. All core curriculum courses shall be approved as qualifying education by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program, or be included as curriculum in a degree program of an accredited college or university that has had all or part of its curriculum approved by the Appraiser Qualifications Board of The Appraisal Foundation.
7. No activity may rely upon a textbook as the primary instructional material. Textbooks are permitted to be used as a background reference for an activity; however, textbooks will not be reviewed as the activity. All activities must contain sufficient stand-alone instructional material supporting the specific activity learning objectives.
8. Any appraisal subject matter elective qualifying education activity must contribute to an attendee's development of real property appraiser related competency in any one or more of the following subjects:
 - (1) Real property appraisal practice,
 - (2) Valuation methodology and/or techniques,
 - (3) Market fundamentals, characteristics, conditions and analysis,
 - (4) Real property concepts, characteristics, and analysis,
 - (5) Real property appraiser and client communication,
 - (6) Computation, and/or
 - (7) Legal considerations.
9. An instructor for any qualifying education activity, continuing education activity, or supervisory real property appraiser and trainee course, must meet qualifications established pursuant to any other applicable law.
10. The standing of an instructor identified on an education provider's application submitted for approval, who holds a credential as a real property appraiser in Nebraska or any other jurisdiction, may be verified through the Appraiser Registry of the Appraisal Subcommittee for the Federal Financial Institutions Examination Council.
11. An instructor for any qualifying education activity, continuing education activity, or supervisory real property appraiser and trainee course, who holds a credential as a real property appraiser in Nebraska or any other jurisdiction shall maintain each credential in good standing in accordance with the laws of the jurisdiction in which each credential is held, not have had a credential revoked, suspended, or have surrendered a credential in lieu of disciplinary action within three years; and not have had disciplinary action taken against his or her credential that may constitute a violation of NEB. REV. STAT. § 76-2238 within three years.
12. Any instructor of the qualifying education fifteen-hour National Uniform Standards of Professional Appraisal Practice Course, the continuing education seven-hour National Uniform Standards of Professional Appraisal Practice Update Course, and/or the supervisory real property appraiser and trainee course, must be an AQB Certified USPAP Instructor by the Appraiser Qualifications Board of The Appraisal Foundation.
13. An instructor for any qualifying education activity, must satisfy the education provider's instructor policy that requires the use of instructors who meet the requirements of the Nebraska Real Property Appraiser Act and 298 NAC Chapter 6, § 005.

I hereby attest that I have included all required materials, complied with all the listed requirements, completed the submitted application in its entirety, and that all statements and materials are true and correct to the best of my knowledge and belief. I understand that, should this application be found to be incomplete, that it may be considered invalid and be returned. Furthermore, I understand that if the Board finds that one or more statements made in this application, or materials submitted with this application, are not true and correct, the Board may deny the application.

Print Name: _____
Last First Middle

Signature Date

RESCINDING APPROVAL

1. The Board may rescind approval of a qualifying education activity if the Board finds:
 - 1) Falsification of information submitted for activity approval,
 - 2) A change in approval by Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program,
 - 3) A change in the status of the 298 NAC Chapter 6, § 001.15 qualifications under which distance education activity was approved,
 - 4) Substantial errors and/or deficiencies in the materials or presentation,
 - 5) The materials, theories, and/or methodologies are not current and/or practical,
 - 6) The activity has not been offered for a period of at least five years from the last date of completion or the approval date if activity has not been offered,
 - 7) The instructor(s) responsible for the activity content and presentation do not meet the qualifications specified in 298 NAC Chapter 6, § 005,
 - 8) The activity content and/or policies are not communicated or administered as approved,
 - 9) A material violation of the Real Property Appraiser Act or Title 298 by the education provider or instructor for the activity, or
 - 10) There is a change to a secondary provider's rights to the activity.
2. If the Board finds reason to rescind its approval of an activity, the Board will provide written notice to the education provider that includes a description of the reasons for rescinding approval found by the Board. The education provider has 60 days from the date of notice to provide a written response to the Board's notice. If the response is satisfactory to the Board, the Board will not rescind its approval. If the response is not satisfactory to the Board, the Board may rescind approval of the activity. If approval is rescinded, the education provider may file a new application for approval of the qualifying education activity, and if so, meet the requirements in place at the time a new application is submitted to the Board.

DIRECTIONS

1. Complete entire application. If required information is not provided, application will be considered incomplete and may be returned.
2. Along with the application, all information requested in the APPLICATION CHECKLIST section, as applicable, must be included.
3. Mail application, fee, and supporting documentation to:
NEBRASKA REAL PROPERTY APPRAISER BOARD
PO BOX 94963
LINCOLN NE 68509-4963
4. Questions or concerns may be directed to Board staff at 402-471-9015 or nrpab.education@nebraska.gov.



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

Board Number: _____
Date Received: _____
For Board Use Only

APPLICATION FOR APPROVAL AS A CONTINUING EDUCATION ACTIVITY IN NEBRASKA

This application is to 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 carefully read 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: _____

Contact Person Name: _____
Last
First
Middle

Address: _____
PO Box or Street Number
City
State
Zip Code + 4

_____ 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 student progresses at their own pace and follows a structured course content and quiz/exam schedule.

Activity Title: _____

Activity Length (Hours): _____

Except for semester hours received from an accredited college or university, fifty minutes engaged in instructions equals one hour for all activities. The prescribed number of activity hours includes time for examinations, if applicable. Each continuing education activity shall be at least two hours in length, not to exceed eight hours per day. At least a one-half hour break shall be given to credential holder(s) by no later than the end of four hours of class in any day.

Activity Setting: Classroom Synchronous Asynchronous Hybrid

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

AQB CAP Approval: Yes No

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

Continuing Education Activity Secondary Provider: Yes No

RESUBMISSION INFORMATION

If *New Continuing Education Activity* is selected under CONTINUING EDUCATION ACTIVITY INFORMATION, proceed to APPLICATION CHECKLIST.

If *Resubmission of an Approved Continuing Education Activity* is selected under CONTINUING EDUCATION ACTIVITY INFORMATION, the reason for resubmission is:

- There is a change in the status of approval by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program.
- There is a change in the status of the 298 NAC, Chapter 6 §001.15 qualifications under which a distance education activity was approved.
- There is a substantial change to the materials, presentation, or policies.
- There is a change in the qualifications as specified in 298 NAC, Chapter 6, § 005 for any instructor.
- One or more instructors are added or removed by the education provider.
- The materials, theories, and/or methodologies are no longer current.
- The activity content and/or policies are no longer communicated or administered as approved.
- There is a change to a secondary provider's rights to the activity.

APPLICATION CHECKLIST

All materials submitted to the Board related to an Application for Approval as a Continuing Education Activity in Nebraska are for Board use only and shall be retained by the Board. Except for the completed application, the non-refundable \$25.00 application fee, and a written explanation of the reason for resubmission, if *Resubmission of an Approved Continuing Education Activity* is selected under CONTINUING EDUCATION ACTIVITY INFORMATION, only the items that have changed since the last submission need to be included.

General

Required for all continuing education activities.

- Completed application.
- Non-refundable \$25.00 application fee.
- A document certifying completion issued to each attendee upon completion of any continuing education activity. The document includes the name of education provider, signature of education provider and/or instructor, name of activity as approved, location at which activity was conducted or presentation method, date(s) activity was conducted, number of hours, pass or fail statement, and name of attendee, **or** be an official transcript from a university or college that includes the name of activity as approved, the number of credit hours awarded, and the name of the attendee.

AND if Yes is selected for Continuing Education Activity Secondary Provider under CONTINUING EDUCATION ACTIVITY INFORMATION:

- Evidence that the rights to the continuing education activity have been purchased or lawfully acquired from the education provider that owns the rights to the activity materials.

AND if *Resubmission of an Approved Continuing Education Activity* is selected under CONTINUING EDUCATION ACTIVITY INFORMATION:

- A written explanation of the reason for resubmission.

Non-AQB Approved Continuing Education Activities

For an activity not approved by the Appraiser Qualifications Board of The Appraisal Institute through its Course Approval Program for continuing education, submit the following:

- An activity description that clearly describes the content.
- All student and instructor materials that meet the requirements of 298 NAC Chapter 6, §002.02A.2e.
- All learning objectives that meet the requirements of 298 NAC Chapter 6 § 002.02A.2d.
- A record retention policy that requires that a record of attendance for each activity is maintained for a period of at least five years.
- An instructor policy that requires the use of instructors who meet the requirements of NAC Chapter 6, § 005.
- An attendance policy that meets the requirements of 298 NAC Chapter 6, §002.02A.2h.
- A timed outline/activity matrix that accounts for the general flow and recommended time spent on topics contained within the activity and reflects hours of credit per topic.
- If applicable, an examination that meets the requirements of 298 NAC Chapter 6, § 003.02A.2f.

Distance Education Continuing Education Activities

If *Synchronous, Asynchronous, or Hybrid* is selected under CONTINUING EDUCATION ACTIVITY INFORMATION, submit:

- Evidence of a closed-book final examination, that is proctored in person or remotely proctored by an official approved by the education provider. Bio-metric proctoring is acceptable. The examination may be written on paper or administered electronically on a computer workstation or other device. Oral exams are not acceptable.

OR

- Successful completion of prescribed activity mechanisms required to demonstrate knowledge of the subject matter.

If *Asynchronous or Hybrid (in which the learning environment includes asynchronous interaction)* is selected under CONTINUING EDUCATION ACTIVITY INFORMATION, evidence of delivery mechanism approval from one of the following sources:

- The Appraiser Qualifications Board of The Appraisal Foundation.

OR

- An organization approved by the Appraiser Qualifications Board of The Appraisal Foundation that provides approval of activity design and delivery (Secondary providers must have approval under own name). IDECC/ARELLO are acceptable.

OR

- Is conducted by an accredited college, community college, or university that offers distance education programs and is approved or accredited by the Commission on Colleges, a regional or national accreditation association, or by an accrediting agency that is recognized by the U.S. Secretary of Education, that awards academic credit for the distance education courses or that maintains an education delivery program that approves activity design and delivery that incorporate interactivity, **AND**

- The activity provides interaction in a reciprocal environment where the student has verbal or written communication with the instructor.

INSTRUCTOR INFORMATION

An instructor is an individual who is responsible for ensuring that the activity content is communicated to the activity's audience as presented to the Board for approval, and that the activity contributes to the quality of valuation services provided to the public. An individual who communicates assigned materials or a portion of activity content under the authorization of the education provider, but is not responsible for the activity content, is not an instructor.

If reporting more than two instructors for the activity, submit the form titled, "Supplemental Instructor Information for Education Activity Application" at <https://appraiser.ne.gov/Education/>

Instructor Name: _____		
Last	First	Middle
Email Address		Area Code + Phone Number
Is the instructor a Nebraska real property appraiser or hold an appraiser license, registration, or certification in any other jurisdiction?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the instructor an AQB Certified USPAP Instructor by the Appraiser Qualifications Board of The Appraisal Foundation? <i>Required if the activity is a seven-hour National USPAP Update Course</i>		<input type="checkbox"/> Yes <input type="checkbox"/> No
An instructor for any continuing education activity must satisfy at least one of the following qualifications: <i>Select one option only</i>		
<input type="checkbox"/> Hold a bachelor's degree in any field and have at least three years of experience directly related to the subject matter to be taught;		
<input type="checkbox"/> Hold a master's degree or higher in any field and have at least one year of experience directly related to the subject matter to be taught;		
<input type="checkbox"/> Hold a master's degree or higher in a field that is directly related to the subject matter to be taught;		
<input type="checkbox"/> Have five years of real property appraisal practice teaching experience directly related to the subject matter to be taught; or		
<input type="checkbox"/> Have seven years of real property appraisal practice experience directly related to the subject matter to be taught.		

Instructor Name: _____		
Last	First	Middle
Email Address		Area Code + Phone Number
Is the instructor a Nebraska real property appraiser or hold an appraiser license, registration, or certification in any other jurisdiction?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the instructor an AQB Certified USPAP Instructor by the Appraiser Qualifications Board of The Appraisal Foundation? <i>Required if the activity is a seven-hour National USPAP Update Course</i>		<input type="checkbox"/> Yes <input type="checkbox"/> No
An instructor for any continuing education activity must satisfy at least one of the following qualifications: <i>Select one option only</i>		
<input type="checkbox"/> Hold a bachelor's degree in any field and have at least three years of experience directly related to the subject matter to be taught;		
<input type="checkbox"/> Hold a master's degree or higher in any field and have at least one year of experience directly related to the subject matter to be taught;		
<input type="checkbox"/> Hold a master's degree or higher in a field that is directly related to the subject matter to be taught;		
<input type="checkbox"/> Have five years of real property appraisal practice teaching experience directly related to the subject matter to be taught; or		
<input type="checkbox"/> Have seven years of real property appraisal practice experience directly related to the subject matter to be taught.		

GENERAL REQUIREMENTS

1. The Board may at any time conduct an audit of any approved education activity to verify that the activity is being conducted in accordance with the Real Property Appraiser Act and Title 298 as approved. If requested, electronic access will be provided to the Board for any approved online education activity. The electronic access must provide administrative rights that allow for access to the activity, quizzes, and examinations, without having to take the distance education activity in sequential order and without having to take quizzes to examinations to proceed with the activity.
2. The Board may at any time review activity and instructor materials approved by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program to verify that the activity and/or instructor(s) meets the requirements of the Real Property Appraiser Act and Title 298 as approved.
3. Approval of activities does not transfer from one education provider to another, unless one education provider obtains the legal rights to all activities of another education provider. The expiration date of any continuing education activity will remain the same as approved under the previous education provider.
4. Education providers and instructors will comply with the Nebraska Private Postsecondary Career Schools Act, NEB. REV. STAT § 85-1601, et seq. as applicable.
5. Knowingly offering or attempting to offer a qualifying or continuing education activity as being approved to a real property appraiser or an applicant, without first obtaining approval of the activity, except for activities required by an accredited degree-awarding college or university for completion of a degree in real estate, if the college or university had its curriculum approved by the Appraiser Qualifications Board as qualifying education is a violation of Neb. Rev. Stat. § 76-2238(21).
6. Any continuing education activity must contribute to a credential holder's development of real property appraiser related skill, knowledge, and competency in any one or more of the following subjects:
 - (1) Real property appraisal practice,
 - (2) Valuation methodology and/or techniques,
 - (3) Market fundamentals, characteristics, conditions, and analysis,
 - (4) Real property concepts, characteristics, and analysis,
 - (5) Communication,
 - (6) Arbitration, dispute resolution
 - (7) Ethics and standards of professional practice, USPAP
 - (8) Valuation Bias, fair housing, and/ or equal opportunity
 - (9) Land use, planning, zoning
 - (10) Management, leasing, timesharing,
 - (11) Property development, partial interests,
 - (12) Real Estate law, easements, and legal interests,
 - (13) Real estate litigation, damages, condemnation,
 - (14) Real estate financing and investment,
 - (15) Real property appraisal-related computer applications,
 - (16) Real estate securities and syndication,
 - (17) Seller concessions and impact on value, and/or
 - (18) Energy-efficient items and "green building" appraisals.
7. An activity in which the primary purpose is training in the use of a specific software, and not utilization of a software to improve competency in in any of the previously listed subjects does not meet the requirements for approval as a continuing education activity.
8. No activity may rely upon a textbook as the primary instructional material. Textbooks are permitted to be used as a background reference for an activity; however, textbooks will not be reviewed as the activity. All activities must contain sufficient stand-alone instructional material supporting the specific activity learning objectives.
9. An instructor for any qualifying education activity, continuing education activity, or supervisory real property appraiser and trainee course, must meet qualifications established pursuant to any other applicable law.
10. An instructor for any qualifying education activity, continuing education activity, or supervisory real property appraiser and trainee course, who holds a credential as a real property appraiser in Nebraska or any other jurisdiction shall maintain each credential in good standing in accordance with the laws of the jurisdiction in which each credential is held, not have had a credential revoked, suspended, or have surrendered a credential in lieu of disciplinary action within three years; and not have had disciplinary action taken against his or her credential that may constitute a violation of NEB. REV. STAT. § 76-2238 within three years.
11. The standing of an instructor identified on an education provider's application submitted for approval, who holds a credential as a real property appraiser in Nebraska or any other jurisdiction, may be verified through the Appraiser Registry of the Appraisal Subcommittee for the Federal Financial Institutions Examination Council.



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

Board Number: _____
Date Received: _____
For Board Use Only

APPLICATION FOR RENEWAL AS A CONTINUING EDUCATION ACTIVITY IN NEBRASKA

This application is to be used by an education provider applying for renewal of a continuing education activity. Except for the seven-hour Uniform Standards of Professional Practice Update course, which expires on the date on which the approval by the Appraiser Qualifications Board expires, a continuing education activity expires on the date five years after the date of approval. An education provider may renew a continuing education activity not required to be resubmitted as specified in 298 NAC, Chapter 6, § 003.03A. A separate application form must be filed for each continuing education activity submitted for renewal, and the application must be postmarked prior to the date of expiration. Applicants should carefully read 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: _____

Contact Person Name: _____
Last
First
Middle

Address: _____
PO Box or Street Number
City
State
Zip Code + 4

_____ 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 student progresses at their own pace and follows a structured course content and quiz/exam schedule.

Activity Title: _____

Activity Length (Hours): _____

Nebraska Continuing Education Activity Approval Number: _____

Activity Setting: Classroom Synchronous Asynchronous Hybrid

APPLICATION CHECKLIST

All materials submitted to the Board related to an Application for Approval as a Continuing Education Activity are for Board use only and shall be retained by the Board.

General

Required for all continuing education activities.

- Completed application.
- Non-refundable \$10.00 application fee.

GENERAL REQUIREMENTS

1. The Board may at any time conduct an audit of any approved education activity to verify that the activity is being conducted in accordance with the Real Property Appraiser Act and Title 298 as approved. If requested, electronic access will be provided to the Board for any approved online education activity. The electronic access must provide administrative rights that allow for access to the activity, quizzes, and examinations, without having to take the distance education activity in sequential order and without having to take quizzes to examinations to proceed with the activity.
2. The Board may at any time review activity and instructor materials approved by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program to verify that the activity and/or instructor(s) meets the requirements of the Real Property Appraiser Act and Title 298 as approved.
3. Approval of activities does not transfer from one education provider to another, unless one education provider obtains the legal rights to all activities of another education provider. The expiration date for any continuing education activity will remain the same as approved under the previous education provider.
4. Education providers and instructors will comply with the Nebraska Private Postsecondary Career Schools Act, NEB. REV. STAT § 85-1601, et seq. as applicable.
5. Knowingly offering or attempting to offer a qualifying or continuing education activity as being approved to a real property appraiser or an applicant, without first obtaining approval of the activity, except for activities required by an accredited degree-awarding college or university for completion of a degree in real estate, if the college or university had its curriculum approved by the Appraiser Qualifications Board as qualifying education is a violation of Neb. Rev. Stat. §76-2238(21).

I hereby attest that I understand the GENERAL REQUIREMENTS listed above, and that none of the following has taken place since approval was initially granted by the Board:

- A change in the status of approval by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program.
- A substantial change to the materials, presentation, or policies.
- A change in the qualifications as specified in 298 NAC Chapter 6, §005 for any instructor.
- One or more instructors were added or removed by the education provider.
- The materials, theories, and/or methodologies are no longer current.
- The activity content and/or policies are no longer communicated or administered as approved.
- A change in the status of qualifications specified in NAC 298 Chapter 6, § 001.15 under which a distance education activity was approved,
- A change to a secondary provider's rights to the activity.

Print Name:

Last

First

Middle

Signature

Date

EXPIRATION AND RESCINDING APPROVAL

1. Except for the seven-hour Uniform Standards of Professional Practice Update course, which expires on the date on which the approval by the Appraiser Qualifications Board expires, a continuing education activity shall expire on the date five years after the date of approval.
2. The Board may rescind approval of a continuing education activity if the Board finds:
 - 1) Falsification of information submitted for activity approval,
 - 2) A change in approval by Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program,
 - 3) A change in status of the qualifications specified in 298 NAC Chapter 6, § 001.15 under which a distance education activity was approved,
 - 4) Substantial errors and/or deficiencies in the materials or presentation,
 - 5) The materials, theories, and/or methodologies are not current and/or practical,
 - 6) The instructor(s) responsible for the activity content and presentation do not meet the qualifications specified in 298 NAC Chapter 6, § 005,
 - 7) The activity content and/or policies are not communicated or administered as approved,
 - 8) A material violation of the Real Property Appraiser Act or Title 298 by the education provider or instructor for the activity, or
 - 9) There is a change to a secondary provider's rights to the activity.
3. If the Board finds reason to rescind its approval of an activity, the Board will provide written notice to the education provider that includes a description of the reasons for rescinding approval found by the Board. The education provider has 60 days from the date of notice to provide a written response to the Board's notice. If the response is satisfactory to the Board, the Board will not rescind its approval. If the response is not satisfactory to the Board, the Board may rescind approval of the activity. If approval is rescinded, the education provider may file a new application for approval of the qualifying education activity, and if so, meet the requirements in place at the time a new application is submitted to the Board.

DIRECTIONS

1. Complete entire application. If required information is not provided, application will be considered incomplete and may be returned.
2. Along with the application, all information requested in the APPLICATION CHECKLIST section, as applicable, must be included.
3. Mail application, fee, and supporting documentation to:
NEBRASKA REAL PROPERTY APPRAISER BOARD
PO BOX 94963
LINCOLN NE 68509-4963
4. Questions or concerns may be directed to Board staff at 402-471-9015 or nrpab.education@nebraska.gov.



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

Board Number: _____
Date Received: _____
For Board Use Only

APPLICATION FOR APPROVAL AS A SUPERVISORY REAL PROPERTY APPRAISER AND TRAINEE COURSE IN NEBRASKA

This application is to be used by an education provider applying for approval of a supervisory real property appraiser and trainee course or resubmission of an approved supervisory real property appraiser and trainee course. A separate application form must be filed for each supervisory real property appraiser and trainee course submitted for approval. Applicants should carefully read 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: _____

Contact Person Name: _____

Last

First

Middle

Address: _____

PO Box or Street Number

City

State

Zip Code + 4

Email Address

Area Code + Phone Number

SUPERVISORY REAL PROPERTY APPRAISER AND TRAINEE COURSE 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 student progresses at their own pace and follows a structured course content and quiz/exam schedule.

Course Title: _____

Course Length (Hours): _____

Except for semester hours received from an accredited college or university, fifty minutes engaged in instructions equals one hour for all activities. The prescribed number of activity hours includes time for examinations. Each Supervisory Real Property Appraiser and Trainee Course shall be at least two hours in length, not to exceed eight hours per day. At least a one-half hour break shall be given to attendee(s) by no later than the end of four hours of class in any day.

Course Setting: Classroom Synchronous Asynchronous Hybrid

This submission is a: New Supervisory Real Property Appraiser and Trainee Course Resubmission of an Approved Supervisory Real Property Appraiser and Trainee Course

Supervisory Appraiser and Trainee Course Secondary Provider: Yes No

RESUBMISSION INFORMATION

If *New Supervisory Real Property Appraiser and Trainee Course* is selected under SUPERVISORY REAL PROPERTY APPRAISER AND TRAINEE COURSE INFORMATION, proceed to APPLICATION CHECKLIST.

If *Resubmission of an Approved Supervisory Appraiser and Trainee Course* is selected under SUPERVISORY REAL PROPERTY APPRAISER AND TRAINEE COURSE INFORMATION, the reason for resubmission is:

- There is a substantial change to the materials, presentation, or policies.
- There is a change in the status of 298 NAC Chapter 6, § 005 for any instructor.
- One or more instructors are added or removed by the education provider.
- The materials, theories, and/or methodologies are no longer current.
- The course content and/or policies are no longer communicated or administrated as approved.
- There is a change in the status of the qualifications specified in 298 NAC Chapter 6, § 001.15 under which a distance education activity was approved.
- There is a change to a secondary provider's rights to the activity.

APPLICATION CHECKLIST

All materials submitted for an Application for Approval as a Supervisory Real Property Appraiser and Trainee Course in Nebraska are for Board use only and shall be retained by the Board. Except for the completed application and the non-refundable \$25.00 application fee, and a written explanation of the reason for resubmission, if *Resubmission of an Approved Supervisory Real Property Appraiser and Trainee Course* is selected under SUPERVISORY REAL PROPERTY APPRAISER AND TRAINEE COURSE INFORMATION, only the items that have changed since the last submission need to be included.

- Completed application.
- A course description that clearly describes the content of the course, and meets the requirements specified in Section 004.03 of Title 298.
- Learning objectives that meet the requirements specified in Section 004.02 of Title 298.
- An instructor policy that requires the use of instructors who meet the requirements of 298 NAC Chapter 6, § 005.
- All student and instructor materials that meet the requirements of 298 NAC Chapter 6, § 004.04A.2e
- A document certifying completion issued to each attendee upon completion of a Supervisory Real Property Appraiser and Trainee Course. The document includes the name of education provider, signature of education provider and/or instructor, name of activity as approved, location at which activity was conducted or presentation method, date(s) activity was conducted, number of hours, pass or fail statement, and name of credential holder, or be an official transcript from a university or college that includes the name of activity as approved, the number of credit hours awarded, and the name of the attendee.
- Non-refundable \$25.00 application fee.
- A timed outline/activity matrix that accounts for the general flow and recommended time spent on topics contained within the course and reflects hours of credit per topic.
- A record retention policy that requires that a record of attendance for each activity is maintained for a period of at least five years.
- An attendance policy that requires attendance to be verified in accordance with the Nebraska Real Property Appraiser Act and Title 298.
- A closed-book examination that meets the requirements of 298 NAC Chapter 6, § 004.04A.2f. The examination may be written on paper or administered electronically on a computer workstation or other device. Oral exams are not acceptable.

AND if *Yes* is selected for Supervisory Real Property Appraiser and Trainee Course Secondary Provider under SUPERVISORY REAL PROPERTY APPRAISER AND TRAINEE COURSE INFORMATION:

- Evidence that the rights to the course have been purchased or lawfully acquired from the education provider that owns the rights to the course materials.

AND if *Resubmission of an Approved Supervisory Real Property Appraiser and Trainee Course* is selected under SUPERVISORY REAL PROPERTY APPRAISER AND TRAINEE COURSE INFORMATION:

- A written explanation of the reason for resubmission.

Distance Education Supervisory Real Property Appraiser and Trainee Courses

If *Asynchronous* or *Hybrid (in which the learning environment includes asynchronous interaction)* is selected under SUPERVISORY REAL PROPERTY APPRAISER AND TRAINEE COURSE INFORMATION, submit evidence of delivery mechanism approval from one of the following sources:

- The Appraiser Qualifications Board of The Appraisal Foundation.

OR

- An organization approved by the Appraiser Qualifications Board of The Appraisal Foundation that provides approval of activity design and delivery (Secondary providers must have approval under own name). IDECC/ARELLO are acceptable.

OR

- Is conducted by an accredited college, community college, or university that offers distance education programs and is approved or accredited by the Commission on Colleges, a regional or national accreditation association, or by an accrediting agency that is recognized by the U.S. Secretary of Education, that awards academic credit for the distance education courses or that maintains an education delivery program that approves activity design and delivery that incorporate interactivity, **AND**
- The activity provides interaction in a reciprocal environment where the student has verbal or written communication with the instructor.

INSTRUCTOR APPLICANT(S) INFORMATION

An instructor is an individual who is responsible for ensuring that the activity content is communicated to the activity's audience as presented to the Board for approval, and that the activity contributes to the quality of valuation services provided to the public. An individual who communicates assigned materials or a portion of activity content under the authorization of the education provider, but is not responsible for the activity content, is not an instructor.

If reporting more than two instructors for the activity, submit the form titled, "Supplemental Instructor Information for Education Activity Application" at <https://appraiser.ne.gov/Education/>

Instructor Name: _____		
Last	First	Middle

Email Address	Area Code + Phone Number	

Is the instructor a Nebraska real property appraiser or hold an appraiser license, registration, or certification in any other jurisdiction?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the instructor an AQB Certified USPAP Instructor by the Appraiser Qualifications Board of The Appraisal Foundation? <i>Required for a supervisory real property appraiser and trainee course</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
An instructor for any continuing education activity must satisfy at least one of the following qualifications: <i>Select one option only</i>		
<input type="checkbox"/> Hold a bachelor's degree in any field and have at least three years of experience directly related to the subject matter to be taught;		
<input type="checkbox"/> Hold a master's degree or higher in any field and have at least one year of experience directly related to the subject matter to be taught;		
<input type="checkbox"/> Hold a master's degree or higher in a field that is directly related to the subject matter to be taught;		
<input type="checkbox"/> Have five years of real property appraisal practice teaching experience directly related to the subject matter to be taught; or		
<input type="checkbox"/> Have seven years of real property appraisal practice experience directly related to the subject matter to be taught.		

Instructor Name: _____		
Last	First	Middle

Email Address	Area Code + Phone Number	

Is the instructor a Nebraska real property appraiser or hold an appraiser license, registration, or certification in any other jurisdiction?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the instructor an AQB Certified USPAP Instructor by the Appraiser Qualifications Board of The Appraisal Foundation? <i>Required for a supervisory real property appraiser and trainee course</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
An instructor for any continuing education activity must satisfy at least one of the following qualifications: <i>Select one option only</i>		
<input type="checkbox"/> Hold a bachelor's degree in any field and have at least three years of experience directly related to the subject matter to be taught;		
<input type="checkbox"/> Hold a master's degree or higher in any field and have at least one year of experience directly related to the subject matter to be taught;		
<input type="checkbox"/> Hold a master's degree or higher in a field that is directly related to the subject matter to be taught;		
<input type="checkbox"/> Have five years of real property appraisal practice teaching experience directly related to the subject matter to be taught; or		
<input type="checkbox"/> Have seven years of real property appraisal practice experience directly related to the subject matter to be taught.		

GENERAL REQUIREMENTS

1. The Board may at any time conduct an audit of any approved education activity to verify that the activity is being conducted in accordance with the Real Property Appraiser Act and Title 298 as approved. If requested, electronic access will be provided to the Board for any approved online education activity. The electronic access must provide administrative rights that allow for access to the activity, quizzes, and examinations, without having to take the distance education activity in sequential order and without having to take quizzes to examinations to proceed with the activity.
2. The Board may at any time review activity and instructor materials approved by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program to verify that the activity and/or instructor(s) meets the requirements of the Real Property Appraiser Act and Title 298 as approved.
3. Approval of activities does not transfer from one education provider to another, unless one education provider obtains the legal rights to all activities of another education provider.
4. Education providers and instructors will comply with the Nebraska Private Postsecondary Career Schools Act, NEB. REV. STAT § 85-1601, et seq. as applicable.
5. Knowingly offering or attempting to offer an education activity as being approved to a real property appraiser or an applicant, without first obtaining approval of the activity, except for activities required by an accredited degree-awarding college or university for completion of a degree in real estate, if the college or university had its curriculum approved by the Appraiser Qualifications Board as qualifying education is a violation of Neb. Rev. Stat. § 76-2238(21).
6. No activity may rely upon a textbook as the primary instructional material. Textbooks are permitted to be used as a background reference for an activity; however, textbooks will not be reviewed as the activity. All activities must contain sufficient stand-alone instructional material supporting the specific activity learning objectives.
7. An instructor for any qualifying education activity, continuing education activity, or supervisory real property appraiser and trainee course, must meet qualifications established pursuant to any other applicable law.
8. The standing of an instructor identified on an education provider's application submitted for approval, who holds a credential as a real property appraiser in Nebraska or any other jurisdiction, may be verified through the Appraiser Registry of the Appraisal Subcommittee for the Federal Financial Institutions Examination Council.
9. An instructor for any qualifying education activity, continuing education activity, or supervisory real property appraiser and trainee course, who holds a credential as a real property appraiser in Nebraska or any other jurisdiction shall maintain each credential in good standing in accordance with the laws of the jurisdiction in which each credential is held, not have had a credential revoked, suspended, or have surrendered a credential in lieu of disciplinary action within three years; and not have had disciplinary action taken against his or her credential that may constitute a violation of NEB. REV. STAT. § 76-2238 within three years.
10. Any instructor of the qualifying education fifteen-hour National Uniform Standards of Professional Appraisal Practice Course, the continuing education seven-hour National Uniform Standards of Professional Appraisal Practice Update Course, and/or the supervisory real property appraiser and trainee course, must be an AQB Certified USPAP Instructor by the Appraiser Qualifications Board of The Appraisal Foundation, be a state-certified real property appraiser in good standing, have an instructional background in real property appraisal practice education; and have a minimum of five years of real property appraisal practice experience.
11. An instructor for any qualifying education activity, continuing education activity, or supervisory real property appraiser and trainee course must satisfy the education provider's instructor policy that requires the use of instructors who meet the requirements of the Nebraska Real Property Appraiser Act and Title 298.

I hereby attest that I have included all required materials, complied with all the listed requirements, completed the submitted application in its entirety, and that all statements and materials are true and correct to the best of my knowledge and belief. I understand that, should this application be found to be incomplete, that it may be considered invalid and be returned. Furthermore, I understand that if the Board finds that one or more statements made in this application, or materials submitted with this application, are not true and correct, the Board may deny the application.

Print Name:

_____ Last

_____ First

_____ Middle

Signature

Date

RESCINDING APPROVAL

1. The Board may rescind approval of a supervisory real property appraiser and trainee course if the Board finds:
 - 1) Falsification of information submitted for activity approval,
 - 2) Substantial errors and/or deficiencies in the materials or presentation,
 - 3) The materials, theories, and/or methodologies are not current and/or practical,
 - 4) The instructor(s) responsible for the activity content and presentation do not meet the qualifications specified in 298 NAC Chapter 6, § 005,
 - 5) The activity has not been offered for a period of at least five years from the last date of completion or the approval date if activity has not been offered,
 - 6) The course content and/or policies are not communicated to the credential holder(s) as approved,
 - 7) A material violation of the Real Property Appraiser Act or NAC Title 298 by the education provider or instructor for the activity,
 - 8) A change in status of the 298 NAC Chapter 6, § 001.15 qualifications under which a distance education activity was approved.
 - 9) A change to a secondary provider's rights to the activity.
2. If the Board finds reason to rescind its approval of a course, the Board will provide written notice to the education provider that includes a description of the reasons for rescinding approval found by the Board. The education provider has 60 days from the date of notice to provide a written response to the Board's notice. If the response is satisfactory to the Board, the Board will not rescind its approval. If the response is not satisfactory to the Board, the Board may rescind approval of the supervisory real property appraiser and trainee course. If approval is rescinded, the education provider may file a new application for approval of the supervisory real property appraiser and trainee course, and if so, meet the requirements in place at the time a new application is submitted to the Board.

DIRECTIONS

1. Complete entire application. If required information is not provided, application will be considered incomplete and may be returned.
2. Along with the application, all information requested in the APPLICATION CHECKLIST section, as applicable, must be included.
3. Mail application, fee, and supporting documentation to:
NEBRASKA REAL PROPERTY APPRAISER BOARD
PO BOX 94963
LINCOLN NE 68509-4963
4. Questions or concerns may be directed to Board staff at 402-471-9015 or nrpab.education@nebraska.gov.

August 4, 2023

Via Email

Tyler Kohtz, Director
Nebraska Real Property Appraiser Board
P O Box 94963
Lincoln, NE 68509-4963
Tyler.Kohtz@nebraska.gov

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

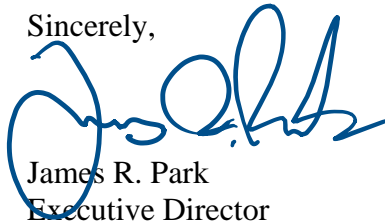
Dear Tyler Kohtz:

The Appraisal Subcommittee (ASC) staff conducted an ASC Compliance Review (Review) of the Nebraska appraiser regulatory program (Appraiser Program) on March 14-16, 2023, to determine the Program's compliance with Title XI of the Financial Institutions Reform, Recovery, and Enforcement Act of 1989.

The Appraiser Program has been awarded an ASC Finding of "Excellent." Nebraska will remain on a two-year Review Cycle. The final ASC Compliance Review Report (Report) of the Nebraska Appraiser Program is attached.

This letter and the attached Report are public records and available on the ASC website. Please contact us if you have any questions about this Report.

Sincerely,



James R. Park
Executive Director

Attachment

ASC Finding Descriptions

ASC Finding	Rating Criteria	Review Cycle*
Excellent	<ul style="list-style-type: none"> • State meets all Title XI mandates and complies with requirements of ASC Policy Statements • State maintains a strong regulatory Program • Very low risk of Program failure 	2-year
Good	<ul style="list-style-type: none"> • State meets the majority of Title XI mandates and complies with the majority of ASC Policy Statement requirements • Deficiencies are minor in nature • State is adequately addressing deficiencies identified and correcting them in the normal course of business • State maintains an effective regulatory Program • Low risk of Program failure 	2-year
Needs Improvement	<ul style="list-style-type: none"> • State does not meet all Title XI mandates and does not comply with all requirements of ASC Policy Statements • Deficiencies are material but manageable and if not corrected in a timely manner pose a potential risk to the Program • State may have a history of repeated deficiencies but is showing progress toward correcting deficiencies • State regulatory Program needs improvement • Moderate risk of Program failure 	2-year with additional monitoring
Not Satisfactory	<ul style="list-style-type: none"> • State does not meet all Title XI mandates and does not comply with all requirements of ASC Policy Statements • Deficiencies present a significant risk and if not corrected in a timely manner pose a well-defined risk to the Program • State may have a history of repeated deficiencies and requires more supervision to ensure corrective actions are progressing • State regulatory Program has substantial deficiencies • Substantial risk of Program failure 	1-year
Poor**	<ul style="list-style-type: none"> • State does not meet Title XI mandates and does not comply with requirements of ASC Policy Statements • Deficiencies are significant and severe, require immediate attention and if not corrected represent critical flaws in the Program • State may have a history of repeated deficiencies and may show a lack of willingness or ability to correct deficiencies • High risk of Program failure 	Continuous monitoring

*Program history or nature of deficiency may warrant a more accelerated Review Cycle.

** An ASC Finding of “Poor” may result in significant consequences to the State. See Policy Statement 5, Reciprocity; see also Policy Statement 12, Interim Sanctions.



ASC State Appraiser Program Compliance Review Report

ASC Finding: Excellent

Final Report Issue Date: August 4, 2023

Nebraska Appraiser Regulatory Program (State)			
Nebraska Real Property Appraiser Board (Board)	PM: J. Tidwell	ASC Compliance Review Date: March 14-16, 2023	Review Period: January 2022 to February 2023
Umbrella Agency: Independent		Number of State Credentialed Appraisers on Appraiser Registry: 633	Review Cycle: Two Year

Applicable Federal Citations	Compliance (YES/NO) Areas of Concern (AC)			ASC Staff Observations	State Response	Required/Recommended State Actions	General Comments
	YES	NO	AC				
Statutes, Regulations, Policies and Procedures:	X						
				No compliance issues noted.	N/A	None	None
Temporary Practice:	X						
				No compliance issues noted.	N/A	None	None
National Registry:	X						
				No compliance issues noted.	N/A	None	None
Application Process:	X						
				No compliance issues noted.	N/A	None	None
Reciprocity:	X						
				No compliance issues noted.	N/A	None	None
Education:	X						
				No compliance issues noted.	N/A	None	None
Enforcement:	X						
				No compliance issues noted.	N/A	None	None

August 4, 2023

Via Email

Tyler Kohtz, Director
Nebraska Real Property Appraiser Board
P O Box 94963
Lincoln, NE 68509-4963
Tyler.Kohtz@nebraska.gov

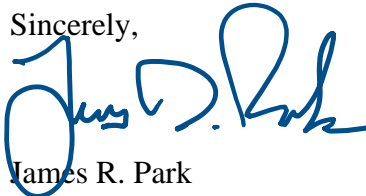
RE: ASC Compliance Review of Nebraska's Appraisal Management Company (AMC)
Regulatory Program

Dear Tyler Kohtz:

The Appraisal Subcommittee (ASC) staff conducted an ASC Compliance Review (Review) of the Nebraska AMC regulatory program (AMC Program) on March 14-16, 2023, to determine the AMC Program's compliance with Title XI of the Financial Institutions Reform, Recovery, and Enforcement Act of 1989.

The AMC Program has been awarded an ASC Finding of "Excellent." Nebraska will remain on a two-year Review Cycle. The final ASC Compliance Review Report (Report) of the Nebraska AMC Program is attached.

This letter and the attached Report are public records and available on the ASC website. Please contact us if you have any questions about this Report.

Sincerely,

James R. Park
Executive Director

Attachment

ASC Finding Descriptions

ASC Finding	Rating Criteria	Review Cycle*
Excellent	<ul style="list-style-type: none"> • State meets all Title XI mandates and complies with requirements of ASC Policy Statements • State maintains a strong regulatory Program • Very low risk of Program failure 	2-year
Good	<ul style="list-style-type: none"> • State meets the majority of Title XI mandates and complies with the majority of ASC Policy Statement requirements • Deficiencies are minor in nature • State is adequately addressing deficiencies identified and correcting them in the normal course of business • State maintains an effective regulatory Program • Low risk of Program failure 	2-year
Needs Improvement	<ul style="list-style-type: none"> • State does not meet all Title XI mandates and does not comply with all requirements of ASC Policy Statements • Deficiencies are material but manageable and if not corrected in a timely manner pose a potential risk to the Program • State may have a history of repeated deficiencies but is showing progress toward correcting deficiencies • State regulatory Program needs improvement • Moderate risk of Program failure 	2-year with additional monitoring
Not Satisfactory	<ul style="list-style-type: none"> • State does not meet all Title XI mandates and does not comply with all requirements of ASC Policy Statements • Deficiencies present a significant risk and if not corrected in a timely manner pose a well-defined risk to the Program • State may have a history of repeated deficiencies and requires more supervision to ensure corrective actions are progressing • State regulatory Program has substantial deficiencies • Substantial risk of Program failure 	1-year
Poor**	<ul style="list-style-type: none"> • State does not meet Title XI mandates and does not comply with requirements of ASC Policy Statements • Deficiencies are significant and severe, require immediate attention and if not corrected represent critical flaws in the Program • State may have a history of repeated deficiencies and may show a lack of willingness or ability to correct deficiencies • High risk of Program failure 	Continuous monitoring

*Program history or nature of deficiency may warrant a more accelerated Review Cycle.

**An ASC Finding of “Poor” may result in significant consequences to the State. See Policy Statement 12, Interim Sanctions.



ASC State AMC Program Compliance Review Report

ASC Finding: Excellent

Final Report Issue Date: August 4, 2023

Nebraska AMC Regulatory Program (State)

Nebraska Real Property Appraiser Board (Board)	PM: J. Tidwell	ASC Compliance Review Date: March 14-16, 2023	Review Period: January 2022 to February 2023
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Umbrella Agency: Independent	Number of AMCs on AMC Registry: 86	Review Cycle: Two Year
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Applicable Federal Citations	Compliance (YES/NO) Areas of Concern (AC)			ASC Staff Observations	State Response	Required/Recommended State Actions	General Comments
	YES	NO	AC				
Statutes, Regulations, Policies and Procedures:	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.	On May 31, 2023, the State provided ASC staff a copy of amendments to Title 298 adopted by the Board on November 17, 2022, and approved by the Governor on May 31, 2023, effective June 5, 2023. These amended regulations removed the requirement for Federally regulated AMCs to report additional information that was not consistent with the AMC Rule. In addition, the State implemented a corrected application that removed the non-compliant request for additional information.	None	The State addressed the concern.
National Registry:	X			No compliance issues noted.	N/A	None	None
Enforcement:	X			No compliance issues noted.	N/A	None	None

NEWSLETTER



Dear Subscriber,

The release of the newest edition of the Uniform Standards of Professional Appraisal Practice (USPAP) is right around the corner. October will be here sooner than any of us realize, so I want to give you a sneak peek of what to expect when the new edition of USPAP is released.

As you know by now, this new edition of USPAP will not have an end date, only an effective date of January 1, 2024. The Appraisal Standards Board (ASB) no longer plans to update USPAP on a two-year cycle but instead will focus on guidance for the marketplace. USPAP will now be updated on an as-needed basis.

Because of this change, we will now publish the USPAP standards in a standalone book or digital version. The guidance, which includes the Frequently Asked Questions, Advisory Opinions, and the Reference Manual will be in their own separate publication.

This will give the ASB the flexibility to update the guidance, which happens on a more frequent basis, without leading to the publication of a new book of standards.

But if you love the online linked versions of the USPAP standards and guidance, we've still got you covered. The linked, electronic version of these documents will still be available in our online store.

Stay tuned for even more announcements on this as we get closer to the release date on October 1st.

Sincerely,

Dave Bunton
President

Nominations for the SAVVY Award

The Appraisal Foundation's Women's Forum is seeking qualified nominees for the Spirited Achiever of Valuation Vision, the Yeomans (SAVVY) Award for Excellence. Each year, this award will honor the significant contributions of a woman in the valuation profession, reflecting Edie Yeomans' tireless quest for excellence. Edith (Edie) Yeomans was an Appraisal Foundation Trustee and a prominent fine art appraiser. Her long and illustrious career was distinguished by a commitment to international volunteer service, including serving as Chair of the Foundation's Personal Property Resource Panel.

This award embodies the spirit of Edie's passion and dedication to serving the valuation profession through guidance and support for men and women across all appraisal disciplines. Edie's vision was to establish the Women's Forum to promote and support the unique needs of women in the valuation profession.

In This Newsletter

From the President's Desk: A preview of the newest edition of USPAP

Nominations for the SAVVY Award

Apply to Join the Resource Panels

Updates from the AQB

Join CARE

Appraiser Talk

Upcoming Events

Sept. 14: [ASB Public Meeting](#)

Sept. 28: [AQB Public Meeting](#)

Contact Us

T 202-347-7722

info@appraisalfoundation.org

www.appraisalfoundation.org

Follow Us



Share this Newsletter

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

If you'd like to nominate someone for this award, click [here](#). Nominations are due August 18th.

Apply to Join the Resource Panels

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

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

[Apply to join the BVRP.](#)

[Apply to join the PPRP.](#)

Updates from the AQB

The AQB has a number of new resources available. Be sure to check each of them out!

- [Summary of Actions for Criteria](#)
- [Practicum Webpage](#)
- [New Q&A on PAREA & State Specific Certificate](#)

Join CARE

The Council to Advance Residential Equity is seeking nonprofit organizations with a mission of civil rights, fair housing or consumer advocacy to join them. The Council will meet three times a year and provide valuable insight to the Foundation's boards through a fair housing lens.

If you are interested in learning more, contact Jalin Debeuneure at jalin@appraisalfoundation.org.

Appraiser Talk

Stay up to date on Appraiser Talk!

You can check out all episodes [here](#). Click [here](#) to sign up to receive a notification each time a new episode is published.

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

About The Appraisal Foundation

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