

**PUBLIC MEETING OF THE NEBRASKA REAL PROPERTY APPRAISER BOARD**  
**Thursday, September 21, 2023, 9:00 a.m.**  
**Nebraska Real Property Appraiser Board Office, First Floor, Nebraska State Office Building**  
**301 Centennial Mall South, Lincoln, Nebraska**

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**AGENDA**

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

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

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

**C. Credentialing as a Nebraska Real Property Appraiser**

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  - a. 23-01

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1. 2023.10
2. 2023.12
3. 2023.13
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**R. Adjourn**

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

**August 17, 2023 Meeting Minutes**

**A. OPENING**

Chairperson Walkenhorst called to order the August 17, 2023 meeting of the Nebraska Real Property Appraiser Board at 9:00 a.m. in the Nebraska Real Property Appraiser Board meeting room located on the first floor of the Nebraska State Office Building, 301 Centennial Mall South, Lincoln, Nebraska.

**B. NOTICE OF MEETING**

Chairperson Walkenhorst announced the notice of the meeting was duly given, posted, published, and tendered in compliance with the Open Meetings Act, and all board members received notice simultaneously by email. Publication of official notice of the meeting appeared on the State of Nebraska Public Calendar found at [www.nebraska.gov](http://www.nebraska.gov) on August 9, 2023. The agenda was kept current in the Nebraska Real Property Appraiser Board office and on the Board's website. In accordance with the Open Meetings Act, at least one copy of all reproducible written material for this meeting, either in paper or electronic form, was available for examination and copying by members of the public. The material in paper form was available on the table in a public folder, and the material in electronic form was available on the Board's website in Public Meeting Material ([https://appraiser.ne.gov/board\\_meetings/](https://appraiser.ne.gov/board_meetings/)). A copy of the Open Meetings Act was available for the duration of the meeting. For the record, Board Members Wade Walkenhorst of Lincoln, Nebraska, Bonnie Downing of Dunning, Nebraska, Cody Gerdes of Lincoln, Nebraska, and Kevin Hermsen of Gretna, Nebraska were present. Thomas Luhrs of Imperial, Nebraska was absent and excused. Also present were Director Tyler Kohtz, Business and Licensing Program Manager Allison Nespor, and Business and Education Program Manager Kashinda Sims, who are headquartered in Lincoln, Nebraska.

**ADOPTION OF THE AGENDA**

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

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

Board Member Downing moved to come out of executive session at 9:58 a.m. Board Member Hermsen seconded the motion. The motion carried with Downing, Gerdes, Hermsen, and Walkenhorst voting aye.

Break from 9:58 a.m. to 10:03 a.m.

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

Chairperson Walkenhorst welcomed all to the August 17, 2023 meeting of the Nebraska Real Property Appraiser Board and thanked everyone for attending. The Chairperson recognized Roger Morrissey as the only member of the public in attendance.

#### **H. BOARD MEETING MINUTES**

##### **1. APPROVAL OF JULY 20, 2023 MEETING MINUTES**

Chairperson Walkenhorst asked for any additions or corrections to the July 20, 2023 meeting minutes. With no discussion, Chairperson Walkenhorst called for a motion. Board Member Downing moved to approve the July 20, 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, Hermsen, 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 August 17, 2023 to the Board for review. The Director indicated that trends are stable and that he had no specific comments. The Director asked for any questions or comments. There was no discussion.

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

Director Kohtz presented three charts outlining the number of temporary credentials issued as of July 31, 2023 to the Board for review. The Director indicated that he had no specific comments on this report and the trends are stable. The Director asked for any questions or comments. There was no discussion.

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

Director Kohtz presented two charts outlining the number of supervisory real property appraisers as of August 17, 2023 to the Board for review. The Director stated that the trends are stable on this report and asked for any questions or comments. There was no discussion.

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

Director Kohtz presented two charts outlining the number of AMCs as of August 17, 2023 to the Board for review and commented that the number of AMCs declined during the last month, likely resuming the downward trend. The Director asked for any questions or comments. 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 July 12, 2023 and August 8, 2023. The Director asked for any questions or comments. There was no further discussion.

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

Director Kohtz presented the Education Activities and Instructors Report to the Board for review showing education activity and instructors approved by the Director for the period between July 12, 2023 and August 8, 2023. The Director asked for any questions or comments. There was no further discussion.

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

Director Kohtz presented the 2023-24 NRPAB Goals and Objectives and SWOT Analysis to the Board for review and provided a status update. The Director brought attention to the Laws, Rules, and Guidance Documents section and reported that the first draft of changes to the Real Property Appraiser Act and the AMC Registration Act will be presented at this meeting. Director Kohtz then guided the Board to the Personnel section and informed the Board that the position description for the new Business Programs Manager is to be presented at this meeting for the Board's approval to hire a third teammate. The Director indicated that he had no additional comments and asked for any questions or comments. Chairperson Walkenhorst asked if there was any additional information to be covered in the 2023-24 SWOT Analysis. Director Kohtz responded by saying that he does not typically cover the SWOT Analysis unless something specific needs to be brought to the Board's attention. Chairperson Walkenhorst thanked the Director for the report. There was no further discussion.

## **J. FINANCIAL REPORT AND CONSIDERATIONS**

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

The receipts and expenditures for July were presented to the Board for review in the Budget Status Report. Director Kohtz brought attention to the Workers Comp Premiums Expense of \$1,546.00, the Acctg & Auditing Services Expense of \$1,128.00, and the Purchasing Assessment Expense of \$29.00 and reported that these expenditures are for various Department of Administrative Service assessments charged to the agency on an annual basis. Director Kohtz then brought attention to the Data Processing Expense of \$6,111.76 and reported that this includes the final Online AMC Renewal Application and Interface Project expenditure. The Director then reported that the expenditures for the month of July totaled \$33,268.20, which amounts to 7.68 percent of the budgeted expenditures for the fiscal year; 8.49 percent of the fiscal year has passed.

The Director then turned the Board's attention to revenues and reported that the real property appraiser renewal revenues, specifically for the certified general classification in the amount of \$5,225.00, and for the certified residential classification in the amount of \$3,575.00, are strong for the first month of the new fiscal year. For the month of July, the total revenues were \$20,215.21, which amounts to 5.53 percent of the projected revenues for the fiscal year. The Director reiterated that 8.49 percent of the fiscal year has passed. Director Kohtz asked for any questions or comments. Chairperson Walkenhorst asked if the addition of a new employee would affect worker's comp assessment. Director Kohtz responded that for this year and next year there will not be a change as the assessment amount is determined for the biennium. However, the assessment will be figured for four agency teammates instead of three for the next biennium. Chairperson Walkenhorst thanked the Director for the information. There was no further discussion.

Director Kohtz then brought attention to the MTD General Ledger Detail report for the month of July and reported that he had no specific comments. The Director asked for any questions or comments. There was no further discussion.

Director Kohtz presented four graphs showing expenses, revenues, and cash balances. The Director again noted the expenditures and revenues for the month of July for the Real Property Appraiser Program, which includes both the Appraiser Fund and the AMC Fund. The Director reported that the Real Property Appraiser Fund expenses totaled \$19,955.68, the Real Property Appraiser Fund revenues totaled \$14,950.78, the AMC expenses totaled \$13,312.52, and the AMC fund revenues totaled \$5,264.43. Director Kohtz remarked that the cash balance for the AMC fund is \$322,325.40, the Appraiser Fund is \$410,060.88, and the overall cash balance for both funds is \$732,386.28 as of the end of July.

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

## **2. OFFICE WORKSTATION REMODEL**

Director Kohtz presented a Memo to the Board regarding the Office Workstation Remodel project and reported that at its regular meeting on July 20, 2023, the Board approved funding for this project in the amount of \$1,154.00, which included \$400.00 for labor to complete the reconfiguration as estimated by the State of Nebraska Buildings Division, and an additional \$100.00 contingency. The State of Nebraska Buildings Division awarded the contract for this work to Office Innovations in the amount of \$900.00. The Director requested approval for funding in the amount of \$400.00 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.

*(Continued on page 5)*

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Board Member Downing moved to approve request for funding in the amount of \$400.00 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. Board Member Gerdes seconded the motion. Chairperson Walkenhorst recognized the motion and asked for any discussion. With no discussion, Chairperson Walkenhorst called for a vote. The motion carried with Downing, Gerdes, Hermsen, and Walkenhorst voting aye.

### **3. 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 informed the Board that he is a representative of Realcorp, Inc. from Omaha, Nebraska. Morrissey requested that larger print be utilized for 2023-24 Goals and Objectives + SWOT Analysis document in the public folder. BLPM Nespore offered to send a full-size copy to Morrissey for review through email. Morrissey responded that this would not be necessary and that he would just like to see larger print used in the future. Director Kohtz informed Morrissey that the document will be printed in full size in the future. Morrissey also reported that he wished to comment on the Section L agenda item when appropriate. Chairperson Walkenhorst thanked Morrissey for his comments, and asked for any additional public comments. With none, the Chairperson moved to Consideration of Education/Instructors Requests.

### **L. CONSIDERATION OF EDUCATION/INSTRUCTOR REQUESTS**

#### **1. NEW APPLICATION FOR APPROVAL AS A CONTINUING EDUCATION ACTIVITY**

BEPM Sims presented a memo to the Board for review regarding an Application for Approval as a Continuing Education Activity in Nebraska titled, "2023 Commercial Real Estate (CRE) Summit." Sims reported that the Breakout Sessions #4 and #10, as described on 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. BEPM Sims further explained that, based on the summaries provided, these breakout sessions appear to be general networking concepts. Director Kohtz recommended that the activity should be approved for 4 hours as requested by the provider, with the exception of Breakout Sessions #4 and #10, as there are multiple options for attendance during each session. Board Member Hermsen asked how this would be regulated. Director Kohtz responded that it is the education provider's responsibility to present the education activity as approved by the Board; however, there is no way for the Board to know if credit is awarded to a real property appraiser for participating in Breakout Sessions #4 or #10, unless the education provider monitors attendance by each specific breakout session. BEPM Sims added that the approval letter sent to the education provider would clearly state that the breakout sessions are not included in the approval.

*(Continued on page 6)*



*(Continued from page 5)*

Public member Roger Morrissey requested permission to speak. Permission was granted by Chairperson Walkenhorst. Morrissey proceeded to ask if the Real Estate Commission follows the same administrative code. The Director responded that it does not. Morrissey then expressed surprise that more real property appraisers do not attend conferences like this. Morrissey indicated that an abundance of knowledge and experience is combined in one location, which is not an opportunity to pass up; the CRE Summit is a worthwhile event. Chairperson Walkenhorst thanked Morrissey for his comments. Board Member Downing moved to approve the activity 2231483.14 titled, "2023 Commercial Real Estate (CRE) Summit" for four hours, excluding Breakout Sessions #4 and #10. Board Member Gerdes seconded the motion. Chairperson Walkenhorst recognized the motion and asked for any discussion. With no further discussion, Chairperson Walkenhorst called for a vote. The motion carried with Downing, Gerdes, Hermsen, and Walkenhorst voting aye.

#### **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.

##### **2. FBI AUDIT**

Director Kohtz presented the Noncriminal Justice Audit Nebraska Report showing the Board's compliance with the CHRC requirements to the Board for review. The Director informed the Board that this year's FBI audit followed a different format than in years past. A questionnaire was completed for the Nebraska State Patrol, and an in-person meeting took place with the NSP to discuss the questionnaire and for them to gather additional information regarding the Board's CHRC program. The NSP then presents their findings to the FBI, who then decides if an agency must have a full audit with the FBI or not. The Board was found to be in compliance with all CHRC requirements and no additional audit by the FBI will take place. Chairperson Walkenhorst asked if there were federal agents involved with the State Patrol's audit. The Director responded that no FBI agents were involved with the Board's review this year. BLPM Nesper stated that three years ago, the Board's audit was conducted by an FBI agent. BLPM Nesper also added that a new memorandum between the NSP and the agency will need to be executed, and the NSP also provided updated training materials for staff to use. Chairperson Walkenhorst congratulated the staff on a job well done. The Director asked for any questions or comments. There was no further discussion.

#### **N. NEW BUSINESS**

##### **1. NEW ASSISTANT ATTORNEY GENERAL ASSIGNMENT – JOHN JELKIN**

Director Kohtz reported that John Jelkin has been assigned to the Board as its new Assistant Attorney General.

## **2. BUSINESS PROGRAMS MANAGER POSITION**

Director Kohtz presented the State of Nebraska Department of Administrative Services Personnel Division's classification decision letters, along with the position descriptions, for the Board's three positions to the Board for review. The Director reported that the classification of the new Business Programs Manager position is established as A19011, Accountant 1. Director Kohtz informed the Board that he requested that this position be classified as Administrative Specialist due to the variety of duties, which fits the Administrative Specialist classification better than the specific Accountant 1 classification. The Director brought attention to the two classification decision letters for this position and indicated that his efforts were not successful. Director Kohtz then guided the Board to the position descriptions for the Business Programs Manager, Licensing Programs Manager, and the Education Program Manager positions, and informed the Board that these are the final position descriptions after completion of the classification review process. The Director asked for any questions or comments. Chairperson Walkenhorst reported to the Board that he has had a few conversations with the Director regarding his frustrations with the classification review process, and indicated that DAS Personnel may not fully understand that absolute flexibility is needed between the agency positions to ensure efficient and effective operations. Director Kohtz agreed with this and added that Personnel does not understand, and had no interest in, the amount of overlap that occurs on a daily basis between the positions. According to the Director, Personnel believes that the duties for each position should be specifically defined separate from any other position. The Director added that this concept may work for large agencies, but it does not work for the Board. Director Kohtz remarked that he is glad this process is over and requested that the Board consider approving the hiring of another agency teammate. Board Member Downing moved to approve the hiring of an additional employee for the Business Programs Manager position. Board Member Gerdes seconded the motion. Chairperson Walkenhorst recognized the motion and asked for any discussion. With no discussion, Chairperson Walkenhorst called for a vote. The motion carried with Downing, Gerdes, Hermsen, and Walkenhorst voting aye.

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

### **1. NEBRASKA REAL PROPERTY APPRAISER ACT\_DRAFT AUGUST 8, 2023**

Director Kohtz presented the updated Nebraska Real Property Appraiser Act draft to the Board for consideration. The Director summarized the August 8, 2023 draft and brought attention to the following changes:

- On page O.5, Neb. Rev. Stat. §76-2213.04 is added to define "personal inspection." The Director noted that personal inspection is a defined term in USPAP. Only those terms that are utilized in the Real Property Appraiser Act are added from USPAP. "Personally inspecting" was changed to "Conducting a personal inspection" on page O.18 of the draft to utilize the new defined term to ensure that the intent is the same between USPAP and the Real Property Appraiser Act.
- On page O.8, the definition of workfile is amended to incorporate the updated definition in USPAP in N.R.S. § 76-2219.02.

- On page O.9, “real property appraisal” is added between “of” and “practice” for clarification in N.R.S. § 76-2221(9). The defined term “real property appraisal practice” is utilized for the scope. The Director informed the Board that “real property appraisal” is added to any place throughout the Real Property Appraiser Act where “practice” is found.
- On page O.14, N.R.S. § 76-2228.01(1)(b) is stricken to remove the post-secondary education requirement for the trainee real property appraiser classification in response to the PAVE Action Plan dashboard results for the State of Nebraska. This change was also made to the licensed residential classification. BLPM Nesper asked if the nineteen years of age requirement is Nebraska specific. The Director remarked that he is unsure. BLPM Nesper commented that the Real Property Qualifications Criteria does not mention an age requirement. Director Kohtz asked if the Board has an opinion on this. The Board Members agreed that there was no opinion presently. Chairperson Walkenhorst recommended that the language remain in place unless it becomes an issue.
- On page O.15, Neb. Rev. Stat. §76-2228.01(1)(b)(i) was split to subdivisions (A) and (B). (A) refers to the class hour requirement prior to January 1, 2026, and indicates that an applicant as a trainee real property appraiser is required to have successfully completed no fewer than 75 hours class hours in Real Property Appraiser Board-approved qualifying education. (B) refers to the class hour requirement as of January 1, 2026, and indicates that an applicant as a trainee real property appraiser must have successfully completed no fewer than 83 hours in Real Property Appraiser Board-approved qualifying education. This change is to incorporate the updated Real Property Appraiser Qualifications Criteria that go into effect on January 1, 2026 and adds additional education in valuation bias and fair housing laws, and is also made to N.R.S. §§ 76-2230, 76-2231.01, and 76-2232 as specified in the Criteria. Chairperson Walkenhorst inquired about the use of “Before” and “As of” used to start each subdivision. The Director stated that the bill drafters will use standard language, so the exact wording is not yet important. Chairperson Walkenhorst referenced page O.21, where the language states a “Before” and “After.” Director Kohtz acknowledged this difference and informed him that he will discuss it with the Committee legal counsel when an REQ is being drafted. Chairperson Walkenhorst thanked the Director.
- On page O.16, N.R.S. § 76-2228.01(3)(b) was updated to change the time required to complete the examination from twelve months to twenty-four months after approval to sit for examination, and to add language allowing the successful completion of the examination to be valid for twenty-four months. This change is made in to N.R.S. §§ 76-2230, 76-2231.01, and 76-2232 in response to the PAVE Action Plan dashboard results for the State of Nebraska.

- On page O.18, as previously mentioned, “personally inspecting” was changed to “conducting a personal inspection” in N.R.S. § 76-2228.02(2)(c). Board Member Gerdes asked if the Real Property Appraiser Act should include language regarding supervisory real property appraiser competency. Director Kohtz responded that the supervisory real property appraiser competency is established in USPAP, which says an appraiser must be competent.
- On page O.22, the scope of real property appraiser practice in N.R.S. § 76-2230(6) is updated to include market value where no transaction takes place. This language mirrors that in the Real Property Appraiser Qualifications Criteria.
- On page O.28, “National” is stricken and “Appraiser” is added as requested by the Appraisal Subcommittee during the 2022 SOA. This change is made throughout the Real Property Appraiser Act.
- On page O.29 and O.30, the language pertaining to random criminal history record checks for real property appraisers at renewal is removed from N.R.S. § 76-2233.02 as discussed during strategic planning.
- On page O.31, “seven-hour National Uniform Standards of Professional Appraisal Practice Update Course” is changed to “seven-hour National Uniform Standards of Professional Appraisal Practice Continuing Education Course” and “seven-hour” is stricken from “seven-hour instructor recertification course” language as required in the Real Property Appraiser Qualifications Criteria. Public Member Roger Morrissey requested permission to speak. Chairperson Walkenhorst granted Morrissey permission to speak. Morrissey asked if the hours for recertification would count towards the USPAP update requirement. The Director responded that it will once the change goes into effect. Morrissey asked if the class that he took for instructor recertification would count. Director Kohtz informed Morrissey that it would not as it is not seven-hours, which is what is currently required. Director Kohtz also brought attention to the last sentence in N.R.S. § 76-2236(2) and informed the Board that “if applicable” is added between “examination” and “as” because an exam is not a requirement of the instructor recertification course.
- On page O.32, Director Kohtz informed the Board that N.R.S. § 76-2236(6) and (7) are combined into one statute pertaining to the acceptance of qualifying education as continuing education. This change is made to simplify the language and allows any qualifying education activity successfully completed by a credential holder to qualify as continuing education.
- Also on page O.32, language is added to include a valuation bias and fair housing laws course as part of the continuing education requirements for each credential holder as required in the updated Real Property Appraiser Qualifications Criteria that go into effect on January 1, 2026.

- On page O.36 and O.37, the credential application fee is changed from one hundred fifty to two hundred dollars, the initial and renewal credentialing fee is increased from three hundred to three hundred fifty dollars, the temporary credential application fee is increased from one hundred to one hundred fifty dollars, and the temporary credentialing fee is increased from fifty to one hundred dollars in N.R.S. § 76-2241. Director Kohtz remarked that these changes are moving the limits that could be charged for fees up, not establishing higher fees. The actual fees charged are included in Title 298 and are established by the Board. The Director added that, as discussed during strategic planning, he doesn't anticipate a fee increase for a couple of years, but as he worked through this draft, it seemed like a good idea to include the limit increases now as it is not clear when the Board will be opening up the Real Property Appraiser Act again since the Real Property Appraiser Qualifications Criteria recently adopted does not go into effect until 2026 and USPAP will no longer be published on a schedule. Chairperson Walkenhorst asked if this would authorize the Board to vote on a fee increase. The Director responded that such vote could take place anytime; this language change gives the Board a broader range to consider when making that decision. Chairperson Walkenhorst asked if N.R.S. § 76-2241(1) could be changed from "shall" to "may" to give the Board more flexibility. Director Kohtz said that this change could be made. Board Member Gerdes pointed out that this is not a requirement, but that each individual statute says, "up to." Chairperson Walkenhorst agreed that this alleviates his concern. BLPM Nespors expressed that since the Board is a fee-supported agency, it is required to charge fees that cover expenses. Director Kohtz asked for any questions or comments. Board Member Hermsen asked if the fee limit changes are arbitrary numbers. Director Kohtz responded that the language changes increase the limit that the Board could charge for each fee; there was no analysis or mathematical reasoning for the limit increased. Board Member Hermsen asked if the temporary application and credential fee limits could be increased by more. Hermsen indicated that he would prefer any increase be pushed more to the temporary credentials. Director Kohtz informed the Board that there is a federal limit of \$250.00 for temporary credentialing fees, but that he would have to ask Policy Manager Tidwell if the application fee and the credentialing fee together would be included in that limit, or if it would only apply to the actual credentialing fee. All board members agreed with this idea. Director Kohtz asked the Board if it had a specific number in mind. Board Member Downing suggested that the Director should reach for the maximum amount. Board Members Gerdes and Hermsen agreed. Director Kohtz stated that he will contact Policy Manager Tidwell this afternoon and will adjust the draft as needed during the REQ development process.
- On page O.39, the effective and expiration dates for credentials is added to the directory of appraisers information in N.R.S. § 76-2249. Director Kohtz explained that the directory information is very specific and the effective date and expiration dates would be added to once again save work by the staff as public records requests are often made that include reporting the effective and expiration date of a credential. BLPM Nespors added that a field would need to be added to the website to display credential information. The Director was asked if the effective date would be the initial date of credentialing or the effective date of the current credentialing period. Director Kohtz responded that this is a good question as he has not thought that far ahead yet.

Director Kohtz informed the Board that he has covered all of the information in this draft and the next step is to work with the Banking, Commerce, and Insurance Committee Legal Counsel to develop an REQ draft for public review once approved by the Board. Board Member Downing moved to approve the Nebraska Real Property Appraiser Act draft as presented and authorize Director Kohtz to work with the Committee legal counsel to prepare a requisition draft. Board Member Gerdes seconded. Chairperson Walkenhorst recognized the motion and asked for any discussion. With no discussion, Chairperson Walkenhorst called for a vote. The motion carried with Downing, Gerdes, Hermsen, and Walkenhorst voting aye.

## **2. NEBRASKA APPRAISAL MANAGEMENT COMPANY REGISTRATION ACT\_DRAFT JULY 26, 2023**

Director Kohtz presented the updated Nebraska Appraisal Management Company Registration Act draft to the Board for consideration. The Director summarized the July 26, 2023 draft and brought attention to the following changes:

- On page O.40, “National” is stricken before “Registry” in N.R.S. § 76-3202 and “Final” is stricken between “AMC” and “rule” as requested by the Appraisal Subcommittee during the 2022 SOA. This change is made throughout the Appraisal Management Company Registration Act.
- On page O.42, January 1, 2019 changed to January 1, 2024 in N.R.S. § 76-3202(17)(a). This is a general date updated.
- On page O.43, the definition for “real property appraiser” is added. Real property appraiser is currently referenced in the Appraisal Management Company Registration Act and added to N.R.S. § 76-3207(1)(a) on O.47 for clarification. Real property appraiser is different from AMC appraiser. The added definition is the same as in the Real Property Appraiser Act.
- On page O.47, the renewal registration fee is changed from one thousand five hundred to two thousand dollars in N.R.S. § 76-3206(1)(c). Director Kohtz once again remarked that this change moves the limit that could be charged for this fee up, but does not establish a higher fee. The Director reiterated that the actual fee charged is included in Title 298 and are established by the Board. The Director added that he used the same reasoning to increase this fee limit that was used during review of the Real Property Appraiser Act.
- On page O.47 and O.48, N.R.S. § 76-3207 is amended so that any owner of more than ten percent of an appraisal management company that has previously completed a CHRC for the purpose of AMC ownership will not be required to complete additional CHRCs for the same purpose. A CHRC is still carried out for any new owner of more than ten percent of an appraisal management company, as identified by the Board, or at the time application for renewal of a registration as an appraisal management company is made.

- On page O.48, N.R.S. § 76-3209 is stricken as it is duplicate language now found under the Appraiser panel language. This language should have been removed when the AMC Rule language was implemented.
- On page O.49, N.R.S. § 76-3211 is stricken as it is duplicate language now found under the Appraiser panel language. This language should have been removed when the AMC Rule language was implemented.
- On page O.52, language is added for board member, board employee, and contractor civil and criminal immunity. This language is the same as that in the Real Property Appraiser Act.

Director Kohtz informed the Board that he has covered all of the information in this draft, and once again the next step is to work with the Banking, Commerce, and Insurance Committee Legal Counsel to develop an REQ draft for public review once approved by the Board. Board Member Downing moved to approve the Nebraska Appraisal Management Company Registration Act draft as presented and authorize Director Kohtz to work with the Committee legal counsel to prepare a requisition draft. Board Member Gerdes seconded. Chairperson Walkenhorst recognized the motion and asked for any discussion. With no discussion, Chairperson Walkenhorst called for a vote. The motion carried with Downing, Gerdes, Hermsen, and Walkenhorst voting aye.

**P. ADMINISTRATIVE BUSINESS**

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

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

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

**a. Real Property Appraiser Document Updates**

**i. Application for Nebraska Certified General Real Property Appraiser Credential**

BLPM Nespore presented the updated document titled, "Application for Nebraska Certified General Real Property Appraiser Credential" to the Board for consideration. BLPM Nespore guided the Board through the changes and informed the Board of the updates for implementation of the Title 298 changes that became effective on June 5, 2023. BLPM Nespore brought attention to changes made at the request of the Appraisal Subcommittee.

**ii. Application for Nebraska Certified Residential Real Property Appraiser Credential**

BLPM Nespore presented the updated document titled, "Application for Nebraska Certified Residential Real Property Appraiser Credential" to the Board for consideration. BLPM Nespore guided the Board through the changes and informed the Board of the updates for implementation of the Title 298 changes that became effective on June 5, 2023.

- iii. Application for Nebraska Licensed Residential Real Property Appraiser Credential**  
BLPM Nesor presented the updated document titled, “Application for Nebraska Licensed Residential Real Property Appraiser Credential” to the Board for consideration. BLPM Nesor guided the Board through the changes and informed the Board of the updates to implement the Title 298 changes that became effective on June 5, 2023.
- iv. Application for Inactive Status of Nebraska Real Property Appraiser Credential**  
BLPM Nesor presented the updated document titled, “Application for Inactive Status of Nebraska Real Property Appraiser Credential” to the Board for consideration. BLPM Nesor guided the Board through the changes and informed the Board of the updates to implement the Title 298 changes that became effective on June 5, 2023.
- v. Application for Nebraska Real Property Appraiser Credential through Reciprocity**  
BLPM Nesor presented the updated document titled, “Application for Nebraska Real Property Appraiser Credential through Reciprocity” to the Board for consideration. BLPM Nesor guided the Board through the changes and informed the Board of the updates to implement the Title 298 changes that became effective on June 5, 2023.
- vi. Application for Nebraska Trainee Real Property Appraiser Credential**  
BLPM Nesor presented the updated document titled, “Application for Nebraska Trainee Real Property Appraiser Credential” to the Board for consideration. BLPM Nesor guided the Board through the changes and informed the Board of the updates to implement the Title 298 changes that became effective on June 5, 2023.
- vii. Applicant Real Property Appraiser Practice Experience Log Cover Sheet**  
BLPM Nesor presented the updated document titled, “Applicant Real Property Appraiser Practice Experience Log Cover Sheet” to the Board for consideration. BLPM Nesor guided the Board through the changes and informed the Board of the updates to implement the Title 298 changes that became effective on June 5, 2023. BLPM Nesor reported that the limits on non-traditional experience have been removed, the report types have been updated, and various procedural changes implemented.
- viii. Applicant Real Property Appraisal Practice Experience Log**  
BLPM Nesor presented the updated document titled, “Applicant Real Property Appraisal Practice Experience Log” to the Board for consideration. BLPM Nesor guided the Board through the changes and informed the Board of the updates to implement the Title 298 changes that became effective on June 5, 2023.



BLPM Nespor asked for any questions or comments on any of the documents presented. Board Member Downing moved to approve the Application for Nebraska Certified General Real Property Appraiser Credential, Application for Nebraska Certified Residential Real Property Appraiser Credential, Application for Nebraska Licensed Residential Real Property Appraiser Credential, Application for Inactive Status of Nebraska Real Property Appraiser Credential, Application for Nebraska Real Property Appraiser Credential through Reciprocity, Application for Nebraska Trainee Real Property Appraiser Credential, Applicant Real Property Appraiser Practice Experience Log Cover Sheet, and Applicant Real Property Appraisal Practice Experience Log as presented. Board Member Gerdes seconded. Chairperson Walkenhorst recognized the motion and asked for any discussion. With no discussion, Chairperson Walkenhorst asked for a vote. The motion carried with Downing, Gerdes, Hermsen, and Walkenhorst voting aye.

**b. Education Document Updates**

**i. Application for Approval as a Qualifying Education Activity in Nebraska**

BEPM Sims presented an updated document titled, “Application for Approval as a Qualifying Education Activity in Nebraska” to the Board for consideration. BEPM Sims summarized the updates to implement the Title 298 changes that became effective on June 5, 2023, and noted that with the Title 298 changes, there were a large number of edits made to this application.

**ii. Application for Approval as a Continuing Education Activity in Nebraska**

BEPM Sims presented an updated document titled, “Application for Approval as a Continuing Education Activity in Nebraska” to the Board for consideration. BEPM Sims summarized the updates to implement the Title 298 changes that became effective on June 5, 2023, and noted that with the Title 298 changes, there were a large number of edits made to this application.

**iii. Application for Renewal as a Continuing Education Activity in Nebraska**

BEPM Sims presented an updated document titled, “Application for Renewal as a Continuing Education Activity in Nebraska” to the Board for consideration. BEPM Sims summarized the updates to implement the Title 298 changes that became effective on June 5, 2023, and noted that with the Title 298 changes, there were a large number of edits made to this application.

**iv. Application for Approval as a Supervisory Real Property Appraiser and Trainee Course in Nebraska**

BEPM Sims presented an updated document titled, “Application for Approval as a Supervisory Real Property Appraiser and Trainee Course in Nebraska” to the Board for consideration. BEPM Sims summarized the updates to implement the Title 298 changes that became effective on June 5, 2023, and noted that with the Title 298 changes, there were a large number of edits made to this application.

Board Member Downing moved to approve the Application for Approval as a Qualifying Education Activity in Nebraska, Application for Approval as a Continuing Education Activity in Nebraska, Application for Renewal as a Continuing Education Activity in Nebraska, and Application for Approval as a Supervisory Real Property Appraiser and Trainee Course in Nebraska as presented. Board Member Gerdes seconded the motion. Chairperson Walkenhorst recognized the motion and asked for any discussion. With no discussion, Chairperson Walkenhorst called for a vote. The motion carried with Downing, Gerdes, Hermsen, and Walkenhorst voting aye.

**Q. OTHER BUSINESS**

**1. BOARD MEETINGS:** No discussion.

**2. CONFERENCES/ EDUCATION**

**a. Fall AARO Conference; October 7-9, 2023 – Salt Lake City, UT**

Director Kohtz reported that the Fall 2023 AARO Conference would take place October 7-9, 2023 in Salt Lake City, Utah. The Director informed the Board that he plans to attend and asked for permission to attend the conference on behalf of the Board. No board members expressed interest in attending. Board Member Downing moved to approve Director Kohtz to attend the Fall AARO Conference on October 7-9, 2023 in Salt Lake City, Utah. Board Member Gerdes seconded the motion. Chairperson Walkenhorst recognized the motion and asked for any discussion. With no discussion, Chairperson Walkenhorst called for a vote. The motion carried with Downing, Gerdes, Hermsen, and Walkenhorst voting aye.

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

**4. QUARTERLY NEWSLETTER:** No discussion.

**5. APPRAISAL SUBCOMMITTEE**

**a. ASC Compliance Review**

**i. 2023 ASC Appraiser Program Compliance Review Report\_August 4, 2023**

Director Kohtz presented the 2023 ASC Appraiser Program Compliance Review Report to the Board for review. The Director pointed out the Appraisal Subcommittee's finding of "Excellent" and thanked the Board and staff for any and all contributions to the matter. Director Kohtz asked for any questions or comments. Chairperson Walkenhorst offered his congratulations to the staff and board members. There was no further discussion.

**ii. 2023 ASC AMC Program Compliance Review Report\_August 4, 2023**

Director Kohtz presented the 2023 ASC AMC Program Compliance Review Report to the Board for review. The Director pointed out the Appraisal Subcommittee's finding of "Excellent" and again thanked the Board and staff for their help with the review report. Director Kohtz asked for any questions or comments. Chairperson Walkenhorst once again offered his congratulations to the staff and board members. There was no further discussion.

**6. THE APPRAISAL FOUNDATION**

**a. TAF August Newsletter**

Director Kohtz presented The Appraisal Foundation's August 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.

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

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

Board Member Downing moved to go into executive session at 11:29 a.m. for the purpose of reviewing 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, Hermsen, and Walkenhorst voting aye.

Break from 11:29 a.m. to 11:34 a.m.

Board Member Downing moved to exit executive session at 11:47 a.m. Board Member Gerdes seconded the motion. The motion carried with Downing, Gerdes, Hermsen, and Walkenhorst voting aye.

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

The Board reviewed applicant CR22004. Chairperson Walkenhorst asked for a motion on CR22004.

Board Member Downing moved to take the following action:

**CR22004 / Deny application for failure to pass the National Uniform Licensing and Certification Examination within the twelve months following approval of the applicant's education and experience as required under N.R.S. §76-2231.01(1)(G)**

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

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

**E. CONSIDERATION OF COMPLIANCE MATTERS**

The Board reviewed Grievances 23-01, 23-03, 23-04, and 23-05. Chairperson Walkenhorst asked for a motion on Grievances 23-03, 23-04, and 23-05.

Board Member Downing moved to take the following action:

**23-03 / Dismiss with Prejudice**

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

Board Member Downing moved to take the following action:

**23-04 / Dismiss with Prejudice**

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

Board Member Downing moved to take the following action:

**23-05 / Dismiss without Prejudice**

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

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

**1. 2023.10**

The Board reviewed a matter in which a legal resident of the State of Nebraska applied for a temporary real property appraiser credential in Nebraska. In addition, the individual appears to be advertising as a real property appraiser in Nebraska without holding a credential issued by the Board. No action was taken by the Board; this item will be discussed again at the Board's September 21, 2023 meeting.

**2. 2023.11**

The Board reviewed an appraisal report received from the Fannie Mae Loan Quality Center. The Board concluded that there were no substantial errors or omissions which lead to noncredible assignment results or USPAP violations. No action was taken by the Board.

**R. ADJOURNMENT**

Board Member Downing moved to adjourn the meeting. Board Member Gerdes seconded the motion. Motion carried with Downing, Gerdes, Hermsen, and Walkenhorst voting aye. At 11:50 a.m., Chairperson Walkenhorst adjourned the August 17, 2023 meeting of the Nebraska Real Property Appraiser Board.

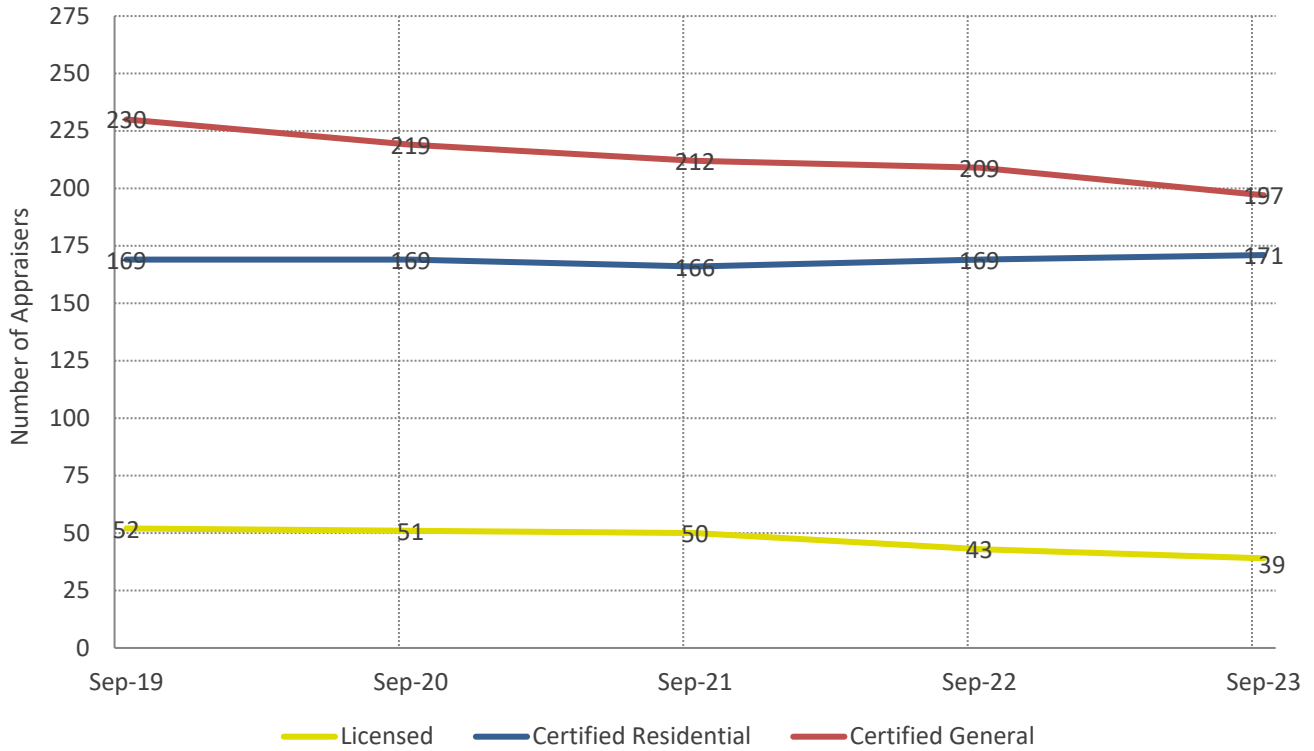
Respectfully submitted,

Tyler N. Kohtz  
Director

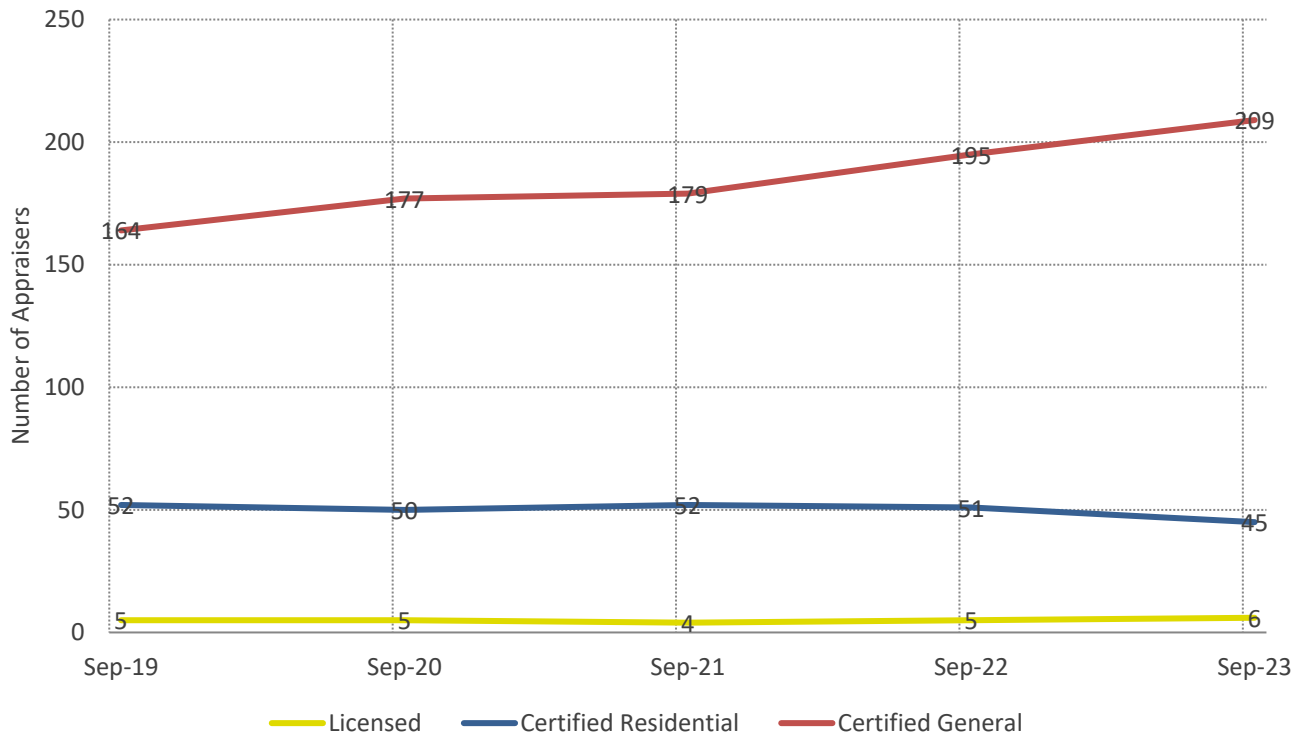
These minutes were available for public inspection on August 28, 2023, in compliance with Nebraska Revised Statute § 84-1413 (5).

# Real Property Appraiser Report

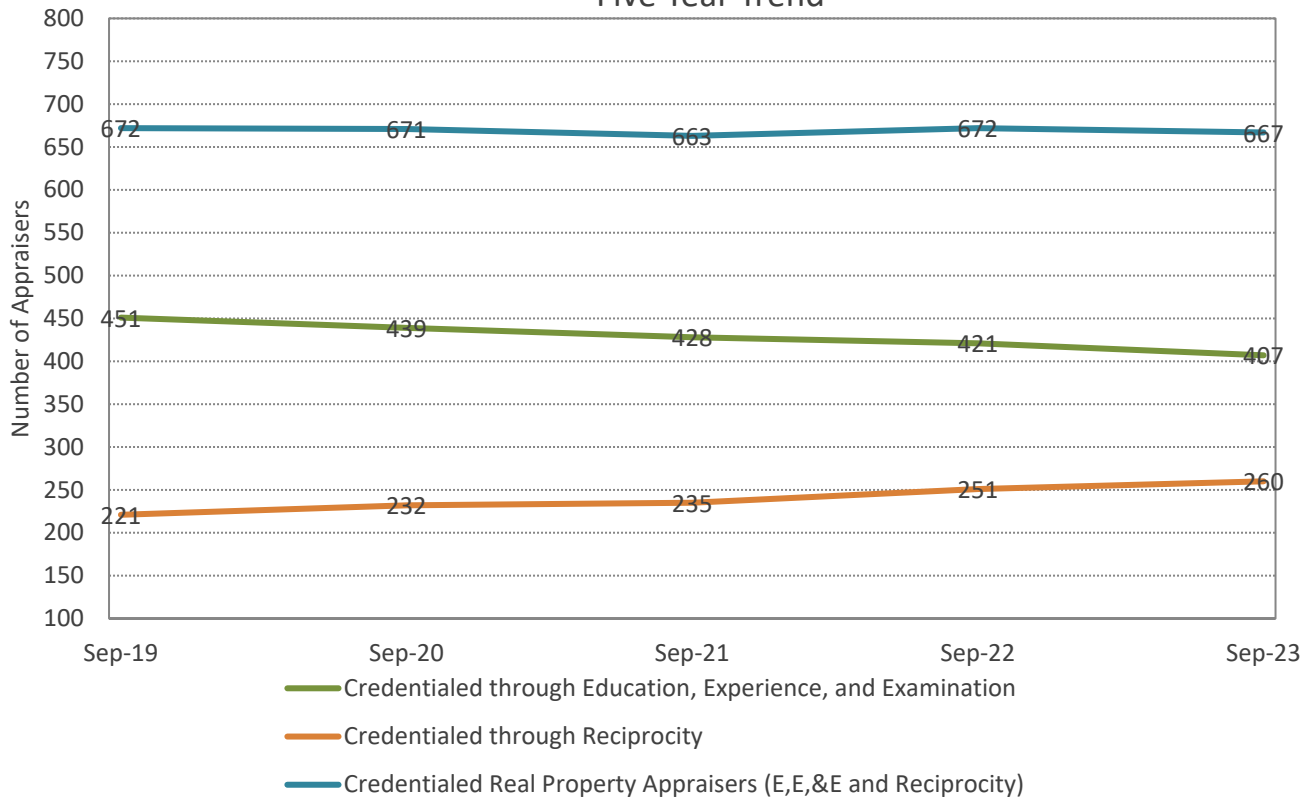
## Real Property Appraisers Credentialed through Education, Experience, and Examination (not including Trainee) - Five Year Trend



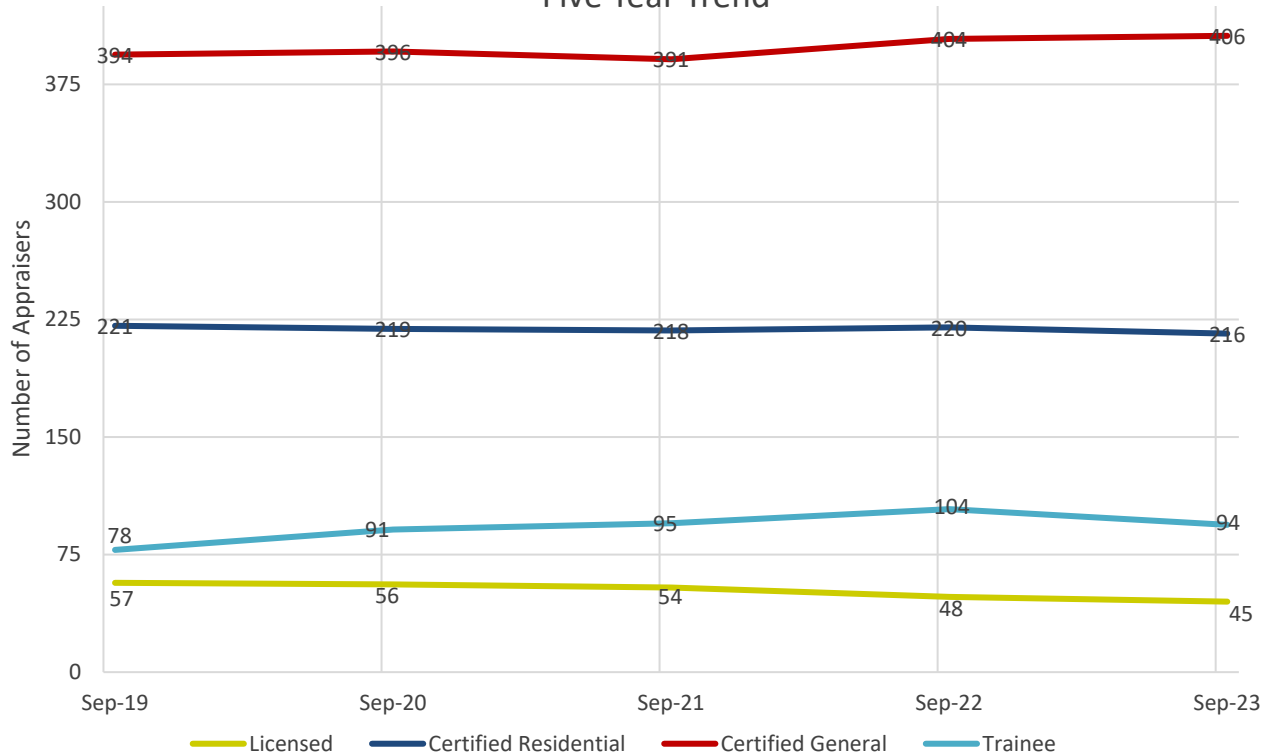
## Real Property Appraisers by Classification Credentialed through Reciprocity - Five Year Trend



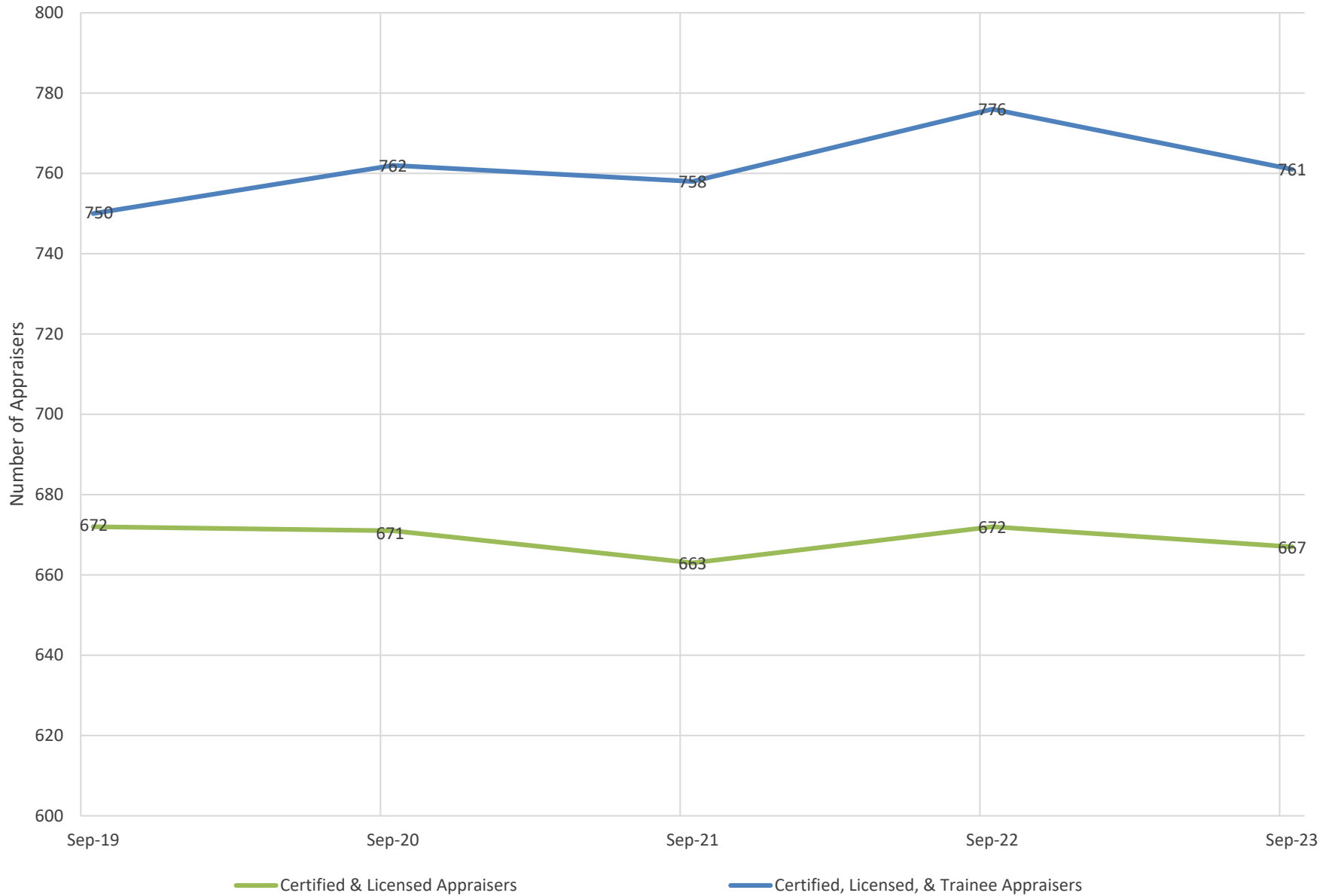
Total Real Property Appraisers (not including Trainee)  
- Five Year Trend



Total Real Property Appraisers by Classification -  
Five Year Trend

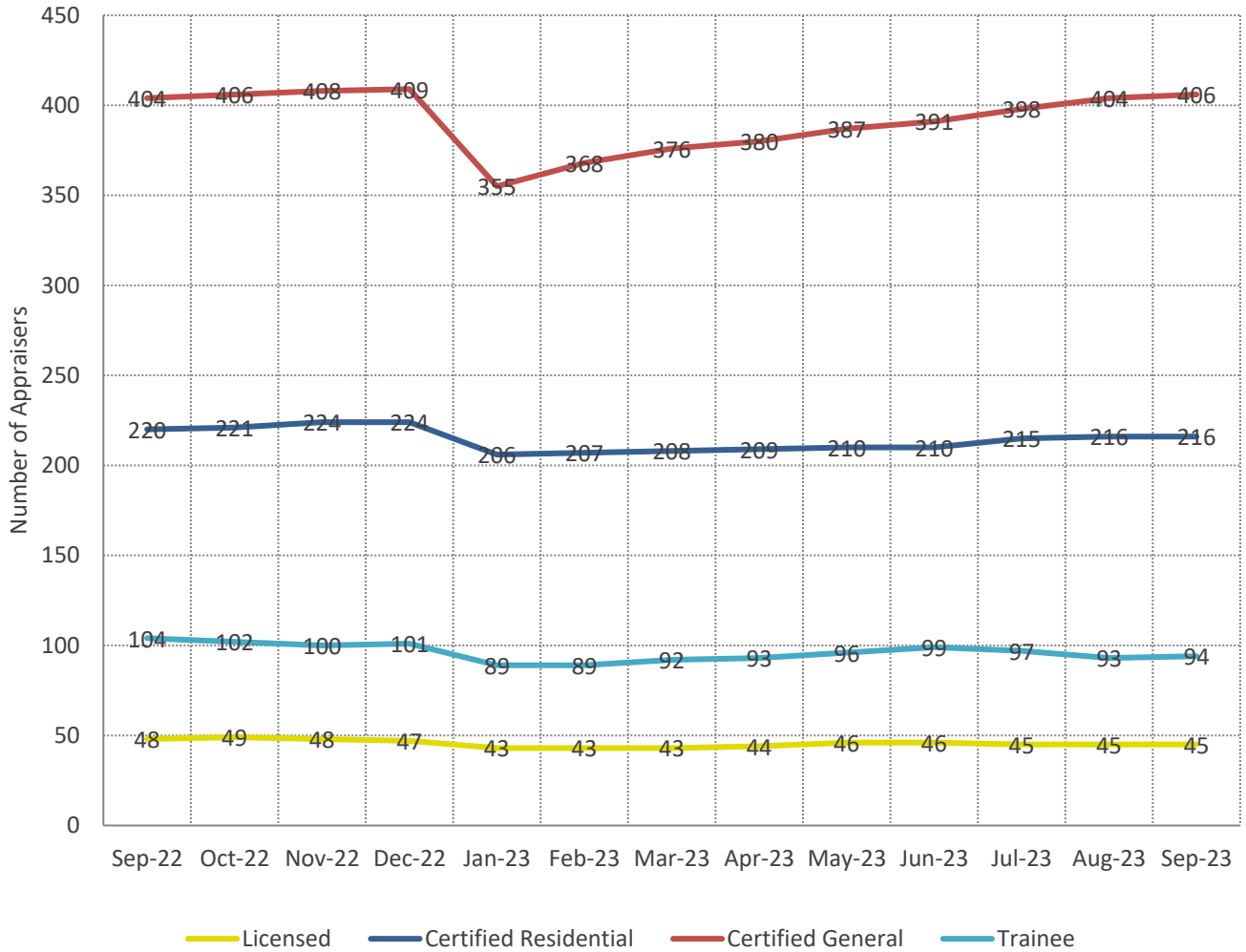


Total Real Property Appraisers - Five Year Trend

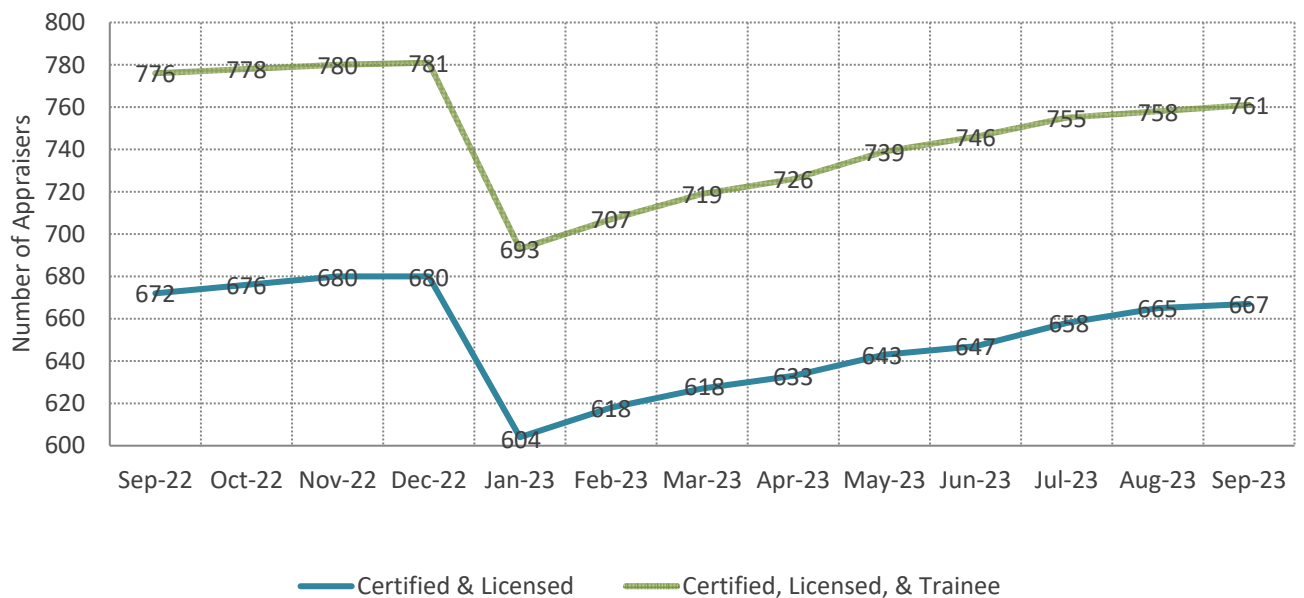




### Real Property Appraisers by Classification - Thirteen Month Trend

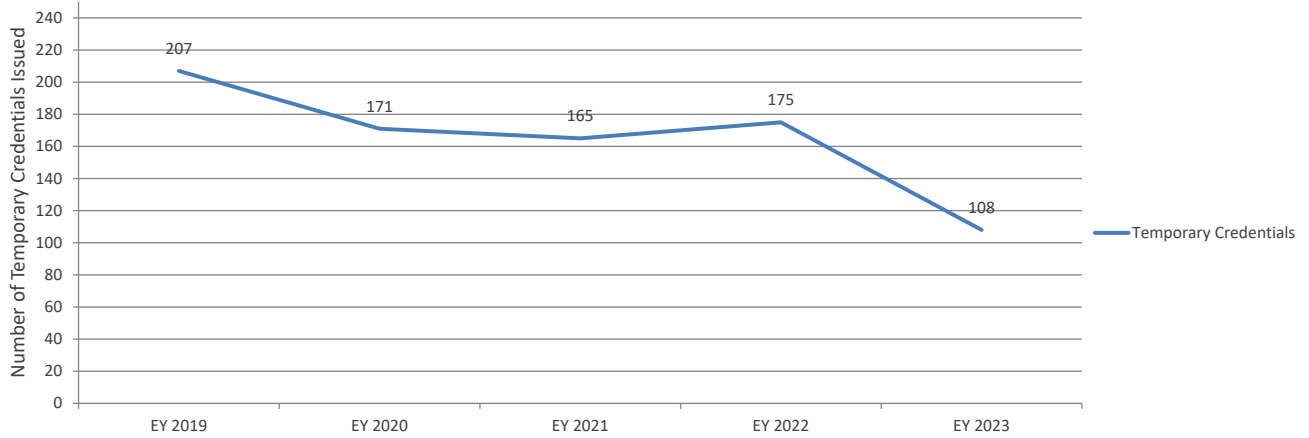


### Total Real Property Appraisers - Thirteen Month Trend

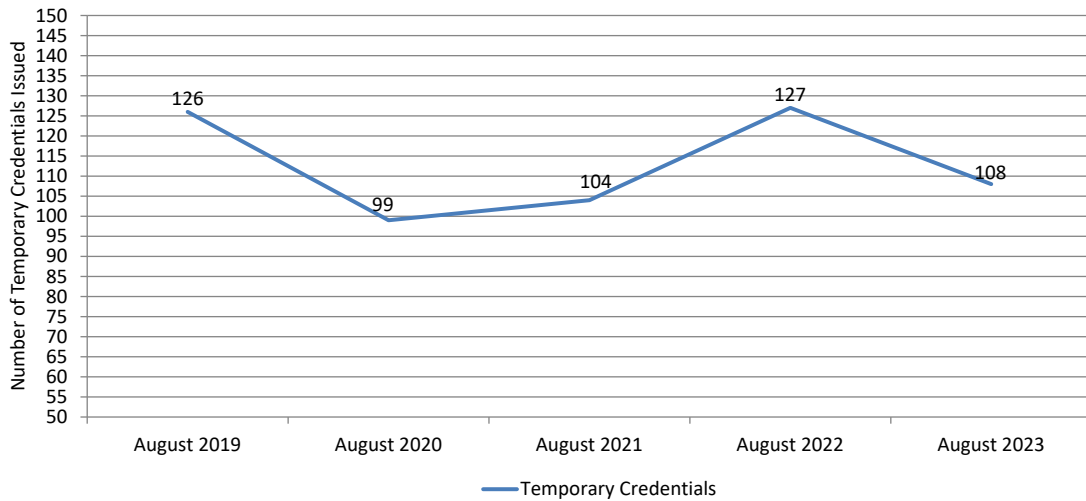


## Temporary Real Property Appraiser Report

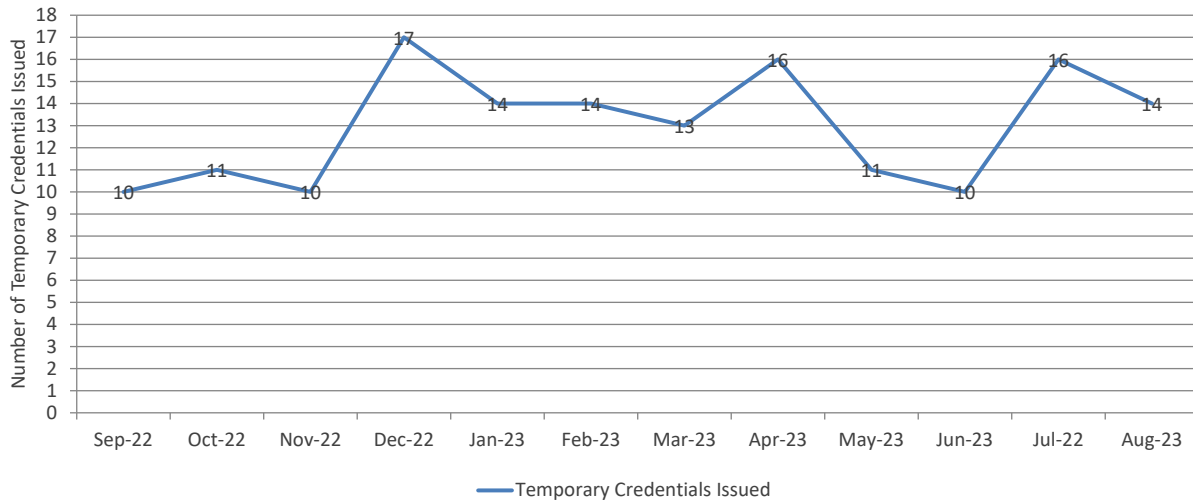
Temporary Real Property Appraiser Credentials Issued by Calendar Year - Five Year Trend



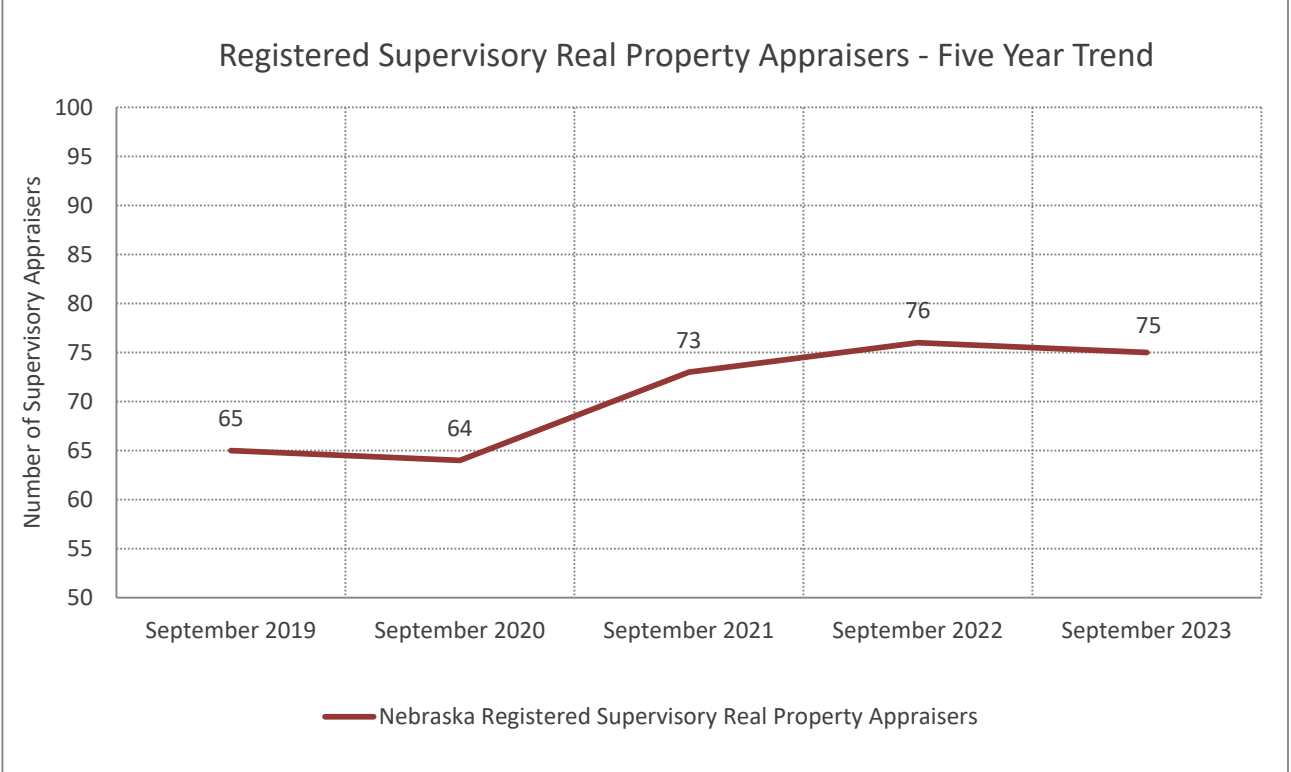
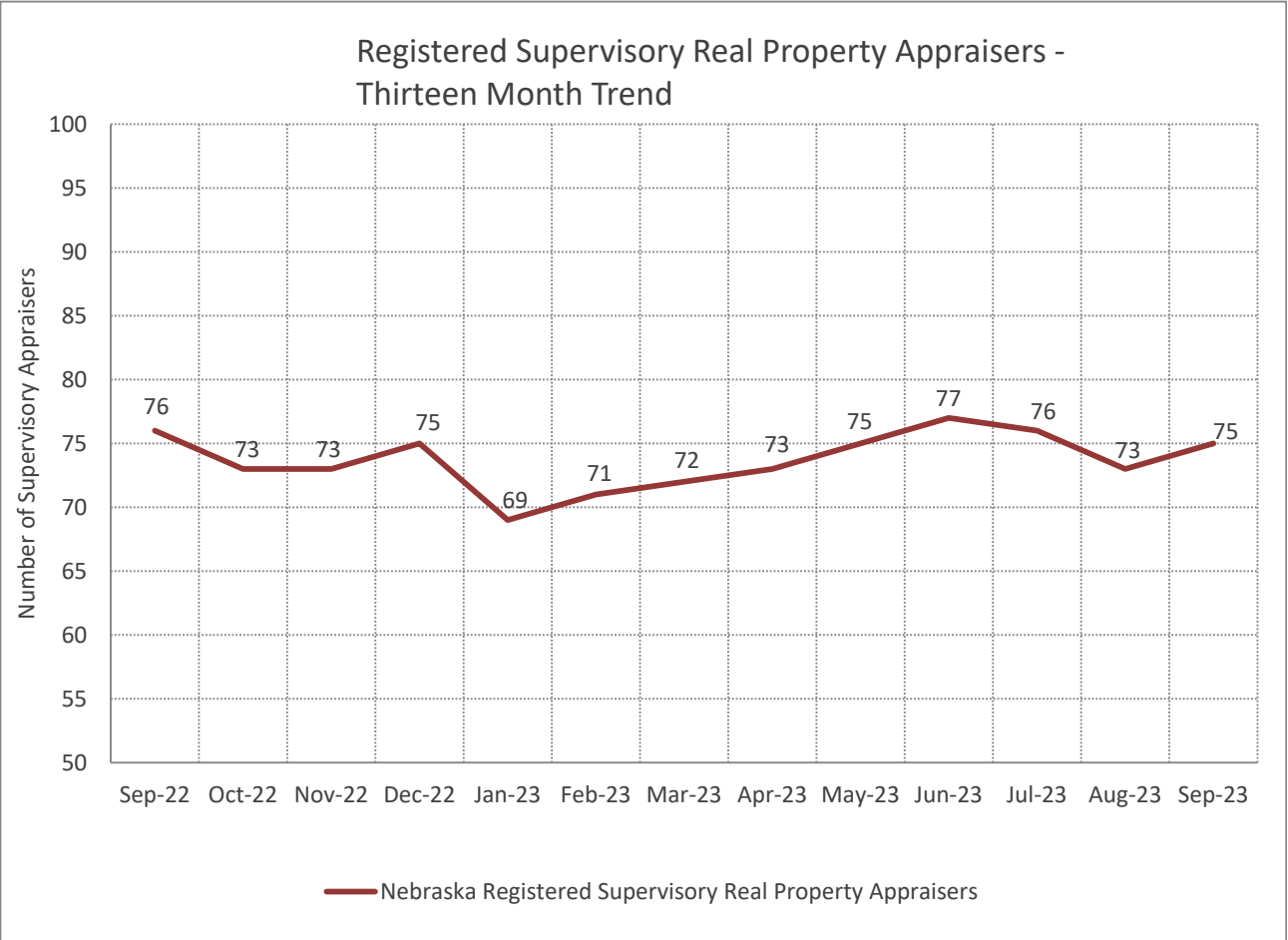
Year-to-date Temporary Real Property Appraiser Credentials Issued - Five Year Trend



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

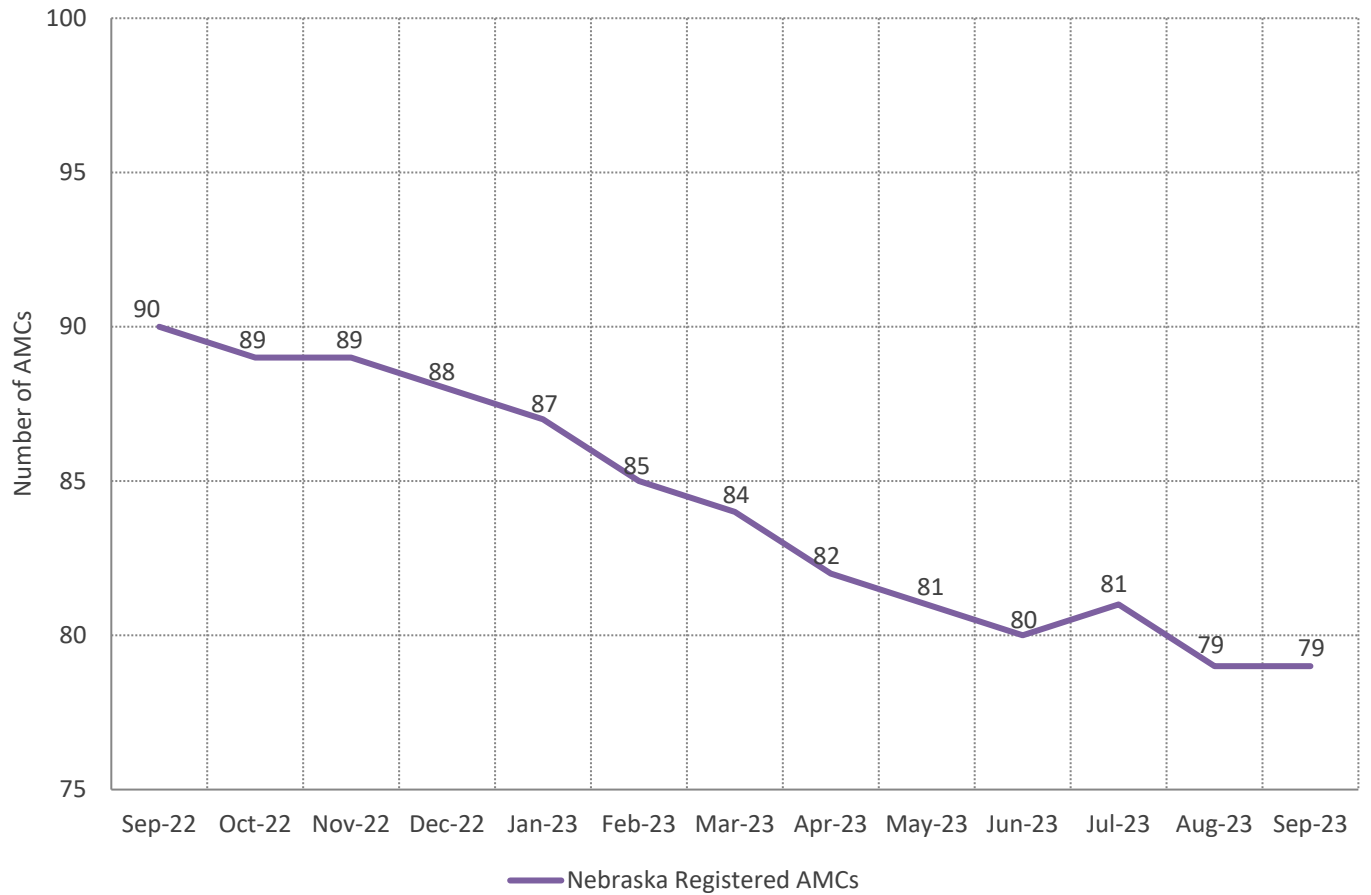


# Supervisory Real Property Appraiser Report

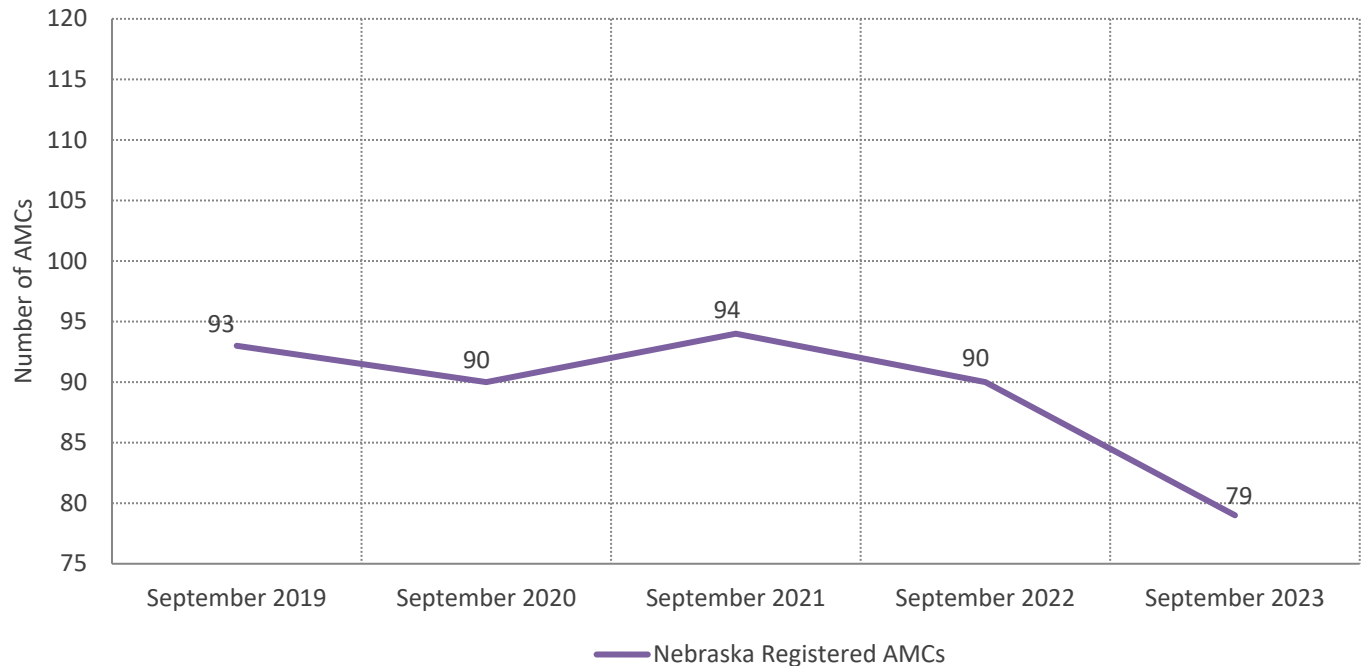


# Appraisal Management Company Report

## Appraisal Management Companies - Thirteen Month Trend



## Appraisal Management Companies - Five Year Trend



# NEBRASKA REAL PROPERTY APPRAISER BOARD

## DIRECTOR APPROVAL OF REAL PROPERTY APPRAISER APPLICANTS

August 9, 2023 – September 12, 2023

<i>New Trainee Real Property Appraisers</i>		
T2023013	Nieves, Michelle	Approved September 7, 2023
<i>New Certified General Real Property Appraisers through Reciprocity</i>		
CG2023034R	Lochman, Jesse	Approved August 23, 2023
CG2023033R	Richmond, Jonathan	Approved August 23, 2023

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

August 9, 2023 – September 12, 2023

Provider	Activity Number	Hours	Title	Instructor(s)	Approval Date
<i>New Continuing Education Activities and Instructors</i>					
Appraisal Institute	2233486.02	4	Community Land Trust (CLT) Appraisal Training	Darwin Ernst	9/6/2023
Appraisal Institute	2231487.02	4	Community Land Trust (CLT) Appraisal Training	Darwin Ernst	9/6/2023
Appraisal Institute	2233488.02	7	Desktop Appraisals (Bifurcated, Hybrid) and Evaluations	Mark Smelzter	9/6/2023

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

	<b>SHORT TERM GOALS / OBJECTIVES</b>	<b>EXPECTED COMPLETION DATE</b>	<b>STATUS/GOAL MET</b>	<b>LONG TERM GOALS / OBJECTIVES</b>	<b>EXPECTED COMPLETION DATE</b>	<b>NOTES</b>
<b>LAWS, RULES, AND GUIDANCE DOCUMENTS</b>	Work with the Banking, Commerce and Insurance Legislative Committee's Legal Counsel to draft a bill for introduction addressing the changes needed in the Real Property Appraiser Act, which includes but is not limited to 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	REQ draft in progress. REQ will be presented to the Board at its October 26, 2023 regular 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	REQ draft in progress. REQ will be presented to the Board at its October 26, 2023 regular 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.	
<b>COMPLIANCE</b>	None.			None		
<b>CREDENTIALING AND REGISTRATION</b>				Explore opportunities to increase the number of Nebraska resident real property appraisers.	Ongoing.	
				Monitor real property appraiser credential renewal dates.	Ongoing.	
<b>EDUCATION</b>	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.	
<b>PERSONNEL</b>	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	Job opening posted on August 8, 2023 and closed on September 12, 2023.	Continue updating the policies and procedures documents as needed to ensure compliance with state policy changes, NAPE/ASFCME contract changes and to address general work environment needs and/or changes.	Ongoing.	
<b>PUBLIC INFORMATION</b>	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.	
<b>ADMINISTRATION</b>				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.	
<b>FINANCIALS</b>	None.			None.		

**2023-24 NRPAB SWOT Analysis**

<b>2023-24 NRPAB SWOT Analysis</b>			
<p><b>STRENGTHS:</b></p> <ul style="list-style-type: none"> <li>* Customer Service</li> <li>* Organization</li> <li>* Board member knowledge</li> <li>* Staff knowledge</li> <li>* Adaptability</li> <li>* Professional Diversity of Board</li> <li>* Modernization of Accessibility</li> </ul>	<p><b>WEAKNESSES:</b></p> <ul style="list-style-type: none"> <li>* Industry's inability to grow</li> <li>* Efficiency loss due to database not meeting potential</li> <li>* Size of Agency staff</li> <li>* Regulatory and statutory barriers</li> <li>* Difficulty obtaining new board members</li> </ul>	<p><b>OPPORTUNITIES:</b></p> <ul style="list-style-type: none"> <li>* Growth in real property appraiser field</li> <li>* Continued evaluation of Board and Agency operations</li> <li>* Embrace of available technology</li> </ul>	<p><b>THREATS:</b></p> <ul style="list-style-type: none"> <li>* Agency turnover</li> <li>* Federal agency oversight</li> <li>* State economic climate</li> <li>* Aging appraiser population</li> <li>* Inadequate supervisory appraiser knowledge</li> <li>* Deemphasis on appraisals at the Federal level</li> </ul>



STATE OF NEBRASKA  
Department of Administrative Services  
Accounting Division  
Budget Status Report  
As of 08/31/23

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

Percent of Time Elapsed = 16.99

ACCOUNT CODE DESCRIPTION	BUDGETED AMOUNT	CURRENT MONTH ACTIVITY	YEAR-TO-DATE ACTUALS	PERCENT OF BUDGET	ENCUMBERANCES	VARIANCE
<b>BUDGETED FUND TYPES - EXPENDITURES</b>						
<b>510000 PERSONAL SERVICES</b>						
511100 PERMANENT SALARIES-WAGES	186,486.00	13,465.16	25,220.00	13.52	5,641.14	155,624.86
511300 OVERTIME PAYMENTS	500.00					500.00
511600 PER DIEM PAYMENTS	7,600.00	300.00	900.00	11.84	600.00	6,100.00
512100 VACATION LEAVE EXPENSE	16,241.00	393.29	784.50	4.83	228.24	15,228.26
512200 SICK LEAVE EXPENSE	2,189.00	180.24	278.04	12.70	57.06	1,853.90
512300 HOLIDAY LEAVE EXPENSE	10,046.00		1,360.44	13.54	658.50	8,027.06
<b>Personal Services Subtotal</b>	<b>223,062.00</b>	<b>14,338.69</b>	<b>28,542.98</b>	<b>12.80</b>	<b>7,184.94</b>	<b>187,334.08</b>
515100 RETIREMENT PLANS EXPENSE	16,160.00	1,051.24	2,069.93	12.81	493.08	13,596.99
515200 FICA EXPENSE	17,064.00	1,003.33	2,013.95	11.80	520.44	14,529.61
515500 HEALTH INSURANCE EXPENSE	39,668.00	2,851.58	5,703.16	14.38		33,964.84
516500 WORKERS COMP PREMIUMS	1,546.00		1,546.00	100.00		
<b>Major Account 510000 Total</b>	<b>297,500.00</b>	<b>19,244.84</b>	<b>39,876.02</b>	<b>13.40</b>	<b>8,198.46</b>	<b>249,425.52</b>
<b>520000 OPERATING EXPENSES</b>						
521100 POSTAGE EXPENSE	2,500.00	457.80	710.10	28.40		1,789.90
521400 DATA PROCESSING EXPENSE	31,870.00	2,056.57	8,168.33	25.63		23,701.67
521500 PUBLICATION & PRINT EXPENSE	3,000.00	231.21	269.07	8.97		2,730.93
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	1,068.96	2,135.40	16.64		10,696.60
524900 RENT EXP-DUPR SURCHARGE	4,187.00	348.91	697.82	16.67		3,489.18
531100 OFFICE SUPPLIES EXPENSE	2,000.00	1,802.67	1,802.67	90.13	1,562.00	1,364.67-
532100 NON CAPITALIZED EQUIP PU	654.00				1,548.00	894.00-
541100 ACCTG & AUDITING SERVICES	1,128.00		1,128.00	100.00		
541200 PURCHASING ASSESSMENT	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	30,900.00		2,958.75	9.58	1,553.70	26,387.55
556100 INSURANCE EXPENSE	49.00					49.00
559100 OTHER OPERATING EXP	7,827.00					7,827.00

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Division 000 Real Property App Bd  
Program 079 APPRAISER LICENSING

Percent of Time Elapsed = 16.99

<u>ACCOUNT CODE DESCRIPTION</u>		<u>BUDGETED AMOUNT</u>	<u>CURRENT MONTH ACTIVITY</u>	<u>YEAR-TO-DATE ACTUALS</u>	<u>PERCENT OF BUDGET</u>	<u>ENCUMBERANCES</u>	<u>VARIANCE</u>
<b>Major Account 520000 Total</b>		121,736.00	5,966.12	17,909.14	14.71	4,663.70	99,163.16
<b>570000 TRAVEL EXPENSES</b>							
571100	BOARD & LODGING	4,000.00	98.00	294.00	7.35		3,706.00
571800	MEALS - TRAVEL STATUS	1,600.00	61.96	123.92	7.75		1,476.08
572100	COMMERCIAL TRANSPORTATION	1,700.00					1,700.00
573100	STATE-OWNED TRANSPORT	200.00					200.00
574500	PERSONAL VEHICLE MILEAGE	6,145.00	318.34	738.88	12.02		5,406.12
575100	MISC TRAVEL EXPENSES	550.00	13.75	29.25	5.32		520.75
<b>Major Account 570000 Total</b>		14,195.00	492.05	1,186.05	8.36	0.00	13,008.95
<b>BUDGETED EXPENDITURES TOTAL</b>		433,431.00	25,703.01	58,971.21	13.61	12,862.16	361,597.63

**SUMMARY BY FUND TYPE - EXPENDITURES**

2	CASH FUNDS	433,431.00	25,703.01	58,971.21	13.61	12,862.16	361,597.63
<b>BUDGETED EXPENDITURES TOTAL</b>		433,431.00	25,703.01	58,971.21	13.61	12,862.16	361,597.63

**BUDGETED FUND TYPES - REVENUES**

**470000 REVENUE - SALES AND CHARGES**

471100	SALE OF SERVICES	425.00-	25.00-	75.00-	17.65		350.00-
471120	QUALIFYING ED COURSE FEES	750.00-	100.00-	175.00-	23.33		575.00-
471121	CONTINUING ED NEW FEES	3,000.00-	275.00-	425.00-	14.17		2,575.00-
471122	CONTINUING ED RENEWAL FEES	200.00-	10.00-	10.00-	5.00		190.00-
475150	CERTIFIED GENERAL NEW FEES	10,200.00-	2,100.00-	2,700.00-	26.47		7,500.00-
475151	LICENSED NEW FEES	1,200.00-					1,200.00-
475152	FINGERPRINT FEES	3,574.75-	226.25-	271.50-	7.59		3,303.25-
475153	CERTIFIED RESIDENTIAL NEW	2,700.00-	300.00-	600.00-	22.22		2,100.00-
475154	CERTIFIED GENERAL RENEWAL	94,875.00-	4,950.00-	10,175.00-	10.72		84,700.00-
475155	LICENSED RENEWAL	10,175.00-	275.00-	275.00-	2.70		9,900.00-
475156	FINGERPRINT AUDIT PROGRAM FEES	3,380.00-	165.00-	365.00-	10.80		3,015.00-
475157	CERTIFIED RESIDENTIAL RENEWAL	56,100.00-	3,300.00-	6,875.00-	12.25		49,225.00-
475161	TEMPORARY CERTIFIED GENERAL	9,000.00-	750.00-	1,550.00-	17.22		7,450.00-
475163	AMC REGISTERED NEW FEES	4,000.00-					4,000.00-
475164	AMC APPLICATION FEES	700.00-	350.00-	350.00-	50.00		350.00-

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Division 000 Real Property App Bd  
Program 079 APPRAISER LICENSING

Percent of Time Elapsed = 16.99

ACCOUNT CODE DESCRIPTION		BUDGETED AMOUNT	CURRENT MONTH ACTIVITY	YEAR-TO-DATE ACTUALS	PERCENT OF BUDGET	ENCUMBERANCES	VARIANCE
475165	AMC REGISTERED RENEWAL	114,000.00-	9,000.00-	13,500.00-	11.84		100,500.00-
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-	2,250.00-	4,000.00-	13.40		25,850.00-
476101	LATE PROCESSING FEES	3,500.00-	50.00-	300.00-	8.57		3,200.00-
<b>Major Account 470000 Total</b>		<b>348,579.75-</b>	<b>24,126.25-</b>	<b>41,646.50-</b>	<b>11.95</b>	<b>0.00</b>	<b>306,933.25-</b>
<b>480000 REVENUE - MISCELLANEOUS</b>							
481100	INVESTMENT INCOME	16,000.00-	1,553.22-	3,123.18-	19.52		12,876.82-
484500	REIMB NON-GOVT SOURCES	1,000.00-	56.28-	1,181.28-	118.13		181.28
<b>Major Account 480000 Total</b>		<b>17,000.00-</b>	<b>1,609.50-</b>	<b>4,304.46-</b>	<b>25.32</b>	<b>0.00</b>	<b>12,695.54-</b>
<b>490000 REVENUE - OTHER FINANCIAL SOURCES/U</b>							
491300	SALE - SURP PROP/FIXED ASSET		52.44-	52.44-			52.44
<b>Major Account 490000 Total</b>		<b>0.00</b>	<b>52.44-</b>	<b>52.44-</b>	<b>0.00</b>	<b>0.00</b>	<b>52.44</b>
<b>BUDGETED REVENUE TOTAL</b>		<b>365,579.75-</b>	<b>25,788.19-</b>	<b>46,003.40-</b>	<b>12.58</b>	<b>0.00</b>	<b>319,576.35-</b>
<b>SUMMARY BY FUND TYPE - REVENUE</b>							
2	CASH FUNDS	365,579.75-	25,788.19-	46,003.40-	12.58		319,576.35-
<b>BUDGETED REVENUE TOTAL</b>		<b>365,579.75-</b>	<b>25,788.19-</b>	<b>46,003.40-</b>	<b>12.58</b>	<b>0.00</b>	<b>319,576.35-</b>

Fund	Program	Sub-Program	Account Number	Sub-ledger	Doc Number	Tran Date	Tran Type	Batch Type	Payee/Explanation	Batch Number	Posted Code	Month to Date
25310	079	000	53105018.471100.		519134	08/24/23	RC	RB	NRPAB DEPOSIT 230824	7227014		25.00-
Total for Object			471100 SALE OF SERVICES									25.00-
25310	079	000	53105018.471120.		520368	08/31/23	RC	RB	NRPAB DEPOSIT 230831	7234294		100.00-
Total for Object			471120 QUALIFYING ED COURSE FEES									100.00-
25310	079	000	53105018.471121.		516161	08/04/23	RC	RB	NRPAB DEPOSIT 230804	7206039		25.00-
25310	079	000	53105018.471121.		517096	08/11/23	RC	RB	NRPAB DEPOSIT 230811	7213398		50.00-
25310	079	000	53105018.471121.		518777	08/23/23	RC	RB	NRPAB DEPOSIT 230823	7225708		150.00-
25310	079	000	53105018.471121.		519846	08/29/23	RC	RB	NRPAB DEPOSIT 230829	7231661		25.00-
25310	079	000	53105018.471121.		520368	08/31/23	RC	RB	NRPAB DEPOSIT 230831	7234294		25.00-
Total for Object			471121 CONTINUING ED NEW FEES									275.00-
25310	079	000	53105018.471122.		518777	08/23/23	RC	RB	NRPAB DEPOSIT 230823	7225708		10.00-
Total for Object			471122 CONTINUING ED RENEWAL FEES									10.00-
25310	079	000	53105018.475150.		515702	08/02/23	RC	RB	NRPAB DEPOSIT 230802	7202241		300.00-
25310	079	000	53105018.475150.		516161	08/04/23	RC	RB	NRPAB DEPOSIT 230804	7206039		300.00-
25310	079	000	53105018.475150.		516485	08/08/23	RC	RB	NRPAB DEPOSIT 230808	7208988		900.00-
25310	079	000	53105018.475150.		519846	08/29/23	RC	RB	NRPAB DEPOSIT 230829	7231661		600.00-
Total for Object			475150 CERTIFIED GENERAL NEW FEES									2,100.00-
25310	079	000	53105018.475152.		516485	08/08/23	RC	RB	NRPAB DEPOSIT 230808	7208988		45.25-
25310	079	000	53105018.475152.		516859	08/10/23	RC	RB	NRPAB DEPOSIT 230810	7211838		45.25-
25310	079	000	53105018.475152.		517096	08/11/23	RC	RB	NRPAB DEPOSIT 230811	7213398		45.25-
25310	079	000	53105018.475152.		518137	08/17/23	RC	RB	NRPAB DEPOSIT 230817	7219744		45.25-
25310	079	000	53105018.475152.		518752	08/22/23	RC	RB	NRPAB DEPOSIT 230822	7223966		45.25-
Total for Object			475152 FINGERPRINT FEES									226.25-
25310	079	000	53105018.475153.		516485	08/08/23	RC	RB	NRPAB DEPOSIT 230808	7208988		300.00-
Total for Object			475153 CERTIFIED RESIDENTIAL NEW									300.00-
25310	079	000	53105018.475154.		516075	08/02/23	RC	RB	NRPAB APP REN EFW DEP 230802	7203715		825.00-
25310	079	000	53105018.475154.		516385	08/04/23	RC	RB	NRPAB APP REN EFW DEP 230804	7206910		1,100.00-
25310	079	000	53105018.475154.		518212	08/18/23	RC	RB	NRPAB DEPOSIT 230818	7221289		550.00-
25310	079	000	53105018.475154.		518685	08/21/23	RC	RB	NRPAB APP REN EFW DEP 230821	7223203		550.00-
25310	079	000	53105018.475154.		518752	08/22/23	RC	RB	NRPAB DEPOSIT 230822	7223966		550.00-
25310	079	000	53105018.475154.		519390	08/24/23	RC	RB	NRPAB APP REN EFW DEP 230824	7227690		550.00-
25310	079	000	53105018.475154.		520487	08/30/23	RC	RB	NRPAB APP REN EFW DEP 230830	7233736		825.00-

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								4,950.00-
25310	079	000	53105018.475155.		515861	08/01/23	RC	RB	NRPAB APP REN EFW DEPOS 230801	7202268		275.00-
Total for Object			475155	LICENSED RENEWAL								275.00-
25310	079	000	53105018.475156.		515861	08/01/23	RC	RB	NRPAB APP REN EFW DEPOS 230801	7202268		15.00-
25310	079	000	53105018.475156.		516075	08/02/23	RC	RB	NRPAB APP REN EFW DEP 230802	7203715		25.00-
25310	079	000	53105018.475156.		516195	08/03/23	RC	RB	NRPAB APP REN EFW DEP 230803	7204892		10.00-
25310	079	000	53105018.475156.		516385	08/04/23	RC	RB	NRPAB APP REN EFW DEP 230804	7206910		20.00-
25310	079	000	53105018.475156.		516852	08/08/23	RC	RB	NRPAB APP REN EFW DEP 230808	7209696		5.00-
25310	079	000	53105018.475156.		516859	08/10/23	RC	RB	NRPAB DEPOSIT 230810	7211838		5.00-
25310	079	000	53105018.475156.		517243	08/10/23	RC	RB	NRPAB APP REN EFW DEP 230810	7212598		10.00-
25310	079	000	53105018.475156.		518212	08/18/23	RC	RB	NRPAB DEPOSIT 230818	7221289		10.00-
25310	079	000	53105018.475156.		518685	08/21/23	RC	RB	NRPAB APP REN EFW DEP 230821	7223203		10.00-
25310	079	000	53105018.475156.		518752	08/22/23	RC	RB	NRPAB DEPOSIT 230822	7223966		15.00-
25310	079	000	53105018.475156.		518867	08/22/23	RC	RB	NRPAB APP REN EFW DEP 230822	7224649		5.00-
25310	079	000	53105018.475156.		519390	08/24/23	RC	RB	NRPAB APP REN EFW DEP 230824	7227690		10.00-
25310	079	000	53105018.475156.		520487	08/30/23	RC	RB	NRPAB APP REN EFW DEP 230830	7233736		25.00-
Total for Object			475156	FINGERPRINT AUDIT PROGRAM FEES								165.00-
25310	079	000	53105018.475157.		516075	08/02/23	RC	RB	NRPAB APP REN EFW DEP 230802	7203715		550.00-
25310	079	000	53105018.475157.		516195	08/03/23	RC	RB	NRPAB APP REN EFW DEP 230803	7204892		550.00-
25310	079	000	53105018.475157.		516852	08/08/23	RC	RB	NRPAB APP REN EFW DEP 230808	7209696		275.00-
25310	079	000	53105018.475157.		516859	08/10/23	RC	RB	NRPAB DEPOSIT 230810	7211838		275.00-
25310	079	000	53105018.475157.		517243	08/10/23	RC	RB	NRPAB APP REN EFW DEP 230810	7212598		550.00-
25310	079	000	53105018.475157.		518752	08/22/23	RC	RB	NRPAB DEPOSIT 230822	7223966		275.00-
25310	079	000	53105018.475157.		518867	08/22/23	RC	RB	NRPAB APP REN EFW DEP 230822	7224649		275.00-
25310	079	000	53105018.475157.		520487	08/30/23	RC	RB	NRPAB APP REN EFW DEP 230830	7233736		550.00-
Total for Object			475157	CERTIFIED RESIDENTIAL RENEWAL								3,300.00-
25310	079	000	53105018.475161.		515702	08/02/23	RC	RB	NRPAB DEPOSIT 230802	7202241		200.00-
25310	079	000	53105018.475161.		516161	08/04/23	RC	RB	NRPAB DEPOSIT 230804	7206039		100.00-
25310	079	000	53105018.475161.		516485	08/08/23	RC	RB	NRPAB DEPOSIT 230808	7208988		50.00-
25310	079	000	53105018.475161.		516687	08/09/23	RC	RB	NRPAB DEPOSIT 230809	7210250		50.00-
25310	079	000	53105018.475161.		517856	08/16/23	RC	RB	NRPAB DEPOSIT 230816	7218135		50.00-
25310	079	000	53105018.475161.		518212	08/18/23	RC	RB	NRPAB DEPOSIT 230818	7221289		50.00-
25310	079	000	53105018.475161.		518752	08/22/23	RC	RB	NRPAB DEPOSIT 230822	7223966		50.00-
25310	079	000	53105018.475161.		518777	08/23/23	RC	RB	NRPAB DEPOSIT 230823	7225708		50.00-
25310	079	000	53105018.475161.		519846	08/29/23	RC	RB	NRPAB DEPOSIT 230829	7231661		150.00-

Fund	Program	Sub-Program	Account Number	Sub-ledger	Doc Number	Tran Date	Tran Type	Batch Type	Payee/Explanation	Batch Number	Posted Code	Month to Date
Total for Object			475161	TEMPORARY CERTIFIED GENERAL								750.00-
25310	079	000	53105018.475234.		515702	08/02/23	RC	RB	NRPAB DEPOSIT 230802	7202241		400.00-
25310	079	000	53105018.475234.		516161	08/04/23	RC	RB	NRPAB DEPOSIT 230804	7206039		200.00-
25310	079	000	53105018.475234.		516485	08/08/23	RC	RB	NRPAB DEPOSIT 230808	7208988		250.00-
25310	079	000	53105018.475234.		516687	08/09/23	RC	RB	NRPAB DEPOSIT 230809	7210250		100.00-
25310	079	000	53105018.475234.		516859	08/10/23	RC	RB	NRPAB DEPOSIT 230810	7211838		150.00-
25310	079	000	53105018.475234.		517096	08/11/23	RC	RB	NRPAB DEPOSIT 230811	7213398		150.00-
25310	079	000	53105018.475234.		517856	08/16/23	RC	RB	NRPAB DEPOSIT 230816	7218135		100.00-
25310	079	000	53105018.475234.		518137	08/17/23	RC	RB	NRPAB DEPOSIT 230817	7219744		150.00-
25310	079	000	53105018.475234.		518212	08/18/23	RC	RB	NRPAB DEPOSIT 230818	7221289		100.00-
25310	079	000	53105018.475234.		518752	08/22/23	RC	RB	NRPAB DEPOSIT 230822	7223966		250.00-
25310	079	000	53105018.475234.		518777	08/23/23	RC	RB	NRPAB DEPOSIT 230823	7225708		100.00-
25310	079	000	53105018.475234.		519846	08/29/23	RC	RB	NRPAB DEPOSIT 230829	7231661		300.00-
Total for Object			475234	APPLICATION FEES								2,250.00-
25310	079	000	53105018.481100.		21764757	08/18/23	JE	G	OIP July 2.46853%	7222179		869.21-
Total for Object			481100	INVESTMENT INCOME								869.21-
25310	079	000	53105018.484500.		21670989	08/07/23	JE	G	P Card Rebate for 2nd Qtr 2023	7209179		36.28-
25310	079	000	53105018.484500.		21679766	08/08/23	JE	G	NRPAB PURCH CARD REBATE	7210613		12.70
Total for Object			484500	REIMB NON-GOVT SOURCES								23.58-
25310	079	000	53105018.491300.		21764701	08/17/23	JE	G	ONLINE AUCTION AUG 2023	7221624		52.44-
Total for Object			491300	SALE - SURP PROP/FIXED ASSET								52.44-
25310	079	000	53105018.511100.		3175130	08/09/23	T2	7	PAYROLL LABOR DISTRIBUTION	7202379		4,412.46
25310	079	000	53105018.511100.		3175282	08/23/23	T2	7	PAYROLL LABOR DISTRIBUTION	7217956		4,340.15
Total for Object			511100	PERMANENT SALARIES-WAGES								8,752.61
25310	079	000	53105018.511600.		3175130	08/09/23	T2	7	PAYROLL LABOR DISTRIBUTION	7202379		195.00
Total for Object			511600	PER DIEM PAYMENTS								195.00
25310	079	000	53105018.512100.		3175130	08/09/23	T2	7	PAYROLL LABOR DISTRIBUTION	7202379		99.21
25310	079	000	53105018.512100.		3175282	08/23/23	T2	7	PAYROLL LABOR DISTRIBUTION	7217956		156.20
Total for Object			512100	VACATION LEAVE EXPENSE								255.41
25310	079	000	53105018.512200.		3175130	08/09/23	T2	7	PAYROLL LABOR DISTRIBUTION	7202379		50.90
25310	079	000	53105018.512200.		3175282	08/23/23	T2	7	PAYROLL LABOR DISTRIBUTION	7217956		56.61

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			512200	SICK LEAVE EXPENSE								117.11
25310	079	000	53105018.515100.		3175131	08/09/23	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	7202379		341.66
25310	079	000	53105018.515100.		3175283	08/23/23	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	7217956		341.63
Total for Object			515100	RETIREMENT PLANS EXPENSE								683.29
25310	079	000	53105018.515200.		3175131	08/09/23	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	7202379		333.55
25310	079	000	53105018.515200.		3175283	08/23/23	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	7217956		318.60
Total for Object			515200	FICA EXPENSE								652.15
25310	079	000	53105018.515500.		3175131	08/09/23	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	7202379		926.76
25310	079	000	53105018.515500.		3175283	08/23/23	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	7217956		926.76
Total for Object			515500	HEALTH INSURANCE EXPENSE								1,853.52
25310	079	000	53105018.521100.		21731850	08/15/23	JE	G	POSTAGE DUE JUL 2023	7217948		457.80
Total for Object			521100	POSTAGE EXPENSE								457.80
25310	079	000	53105018.521400.		52952279	08/11/23	PV	V	AS - OCIO - IMSERVICES	7214740		1,324.17
Total for Object			521400	CIO CHARGES								1,324.17
25310	079	000	53105018.521500.		21465284	08/11/23	J9	G	COPY SERVICES APR-JUN 2023	7177602		231.21
Total for Object			521500	PUBLICATION & PRINT EXP								231.21
25310	079	000	53105018.524600.		21630982	08/07/23	JE	G	RENT & LB530 AUG 2023 - OTHER	7199796		1,034.31
25310	079	000	53105018.524600.		21731826	08/15/23	JE	G	NRPAB RENT AUGUST 2023	7217813		362.01-
25310	079	000	53105018.524600.		52973469	08/16/23	PV	V	SECRETARY OF STATE	7219922		22.52
Total for Object			524600	RENT EXPENSE-BUILDINGS								694.82
25310	079	000	53105018.524900.		21630982	08/07/23	JE	G	RENT & LB530 AUG 2023 - OTHER	7199796		348.91
25310	079	000	53105018.524900.		21731826	08/15/23	JE	G	NRPAB RENT AUGUST 2023	7217813		122.12-
Total for Object			524900	RENT EXP-DEPR SURCHARGE								226.79
25310	079	000	53105018.531100.		21418579	08/03/23	J9	G	OFFICE DEPOT JUN 2023	7168173		240.67
25310	079	000	53105018.531100.		21645994	08/02/23	J1	G	PURCHASE CARD TRANSACTION	7203053		1,562.00
Total for Object			531100	OFFICE SUPPLIES EXPENSE								1,802.67
25310	079	000	53105018.539500.		52912680	08/02/23	PC	V	Purchase Card Offset	7202981		1,562.00
25310	079	000	53105018.539500.		21645994	08/02/23	J1	G	PURCHASE CARD TRANSACTION	7203053		1,562.00-
Total for Object			539500	PURCHASING CARD SUSPENSE								1,562.00-

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	53105018.571100.		52891463	08/01/23	PV	V	MARCUS LINCOLN HOTEL LLC	7197162		63.70
Total for Object			571100 LODGING									63.70
25310	079	000	53105018.571800.		52963442	08/15/23	PV	V	DOWNING, BONNIE M	7217780		40.27
Total for Object			571800 MEALS - TRAVEL STATUS									40.27
25310	079	000	53105018.574500.		52895879	08/01/23	PV	V	WALKENHORST, WADE	7199282		6.81
25310	079	000	53105018.574500.		52963442	08/15/23	PV	V	DOWNING, BONNIE M	7217780		200.11
Total for Object			574500 PERSONAL VEHICLE MILEAGE									206.92
25310	079	000	53105018.575100.		52895879	08/01/23	PV	V	WALKENHORST, WADE	7199282		1.63
25310	079	000	53105018.575100.		52963442	08/15/23	PV	V	DOWNING, BONNIE M	7217780		7.31
Total for Object			575100 MISC TRAVEL EXPENSE									8.94
Total for Business Unit		53105018	NE REAL PROPERTY APPRAISER									1,894.90
25320	079	000	53105200.475164.		519845	08/29/23	RC	RB	NRPAB AMC DEPOSIT 230829	7231695		350.00-
Total for Object			475164 AMC APPLICATION FEES									350.00-
25320	079	000	53105200.475165.		515860	08/01/23	RC	RB	NRPAB AMC REN EFW DEPOS 230801	7202278		1,500.00-
25320	079	000	53105200.475165.		516386	08/04/23	RC	RB	NRPAB AMC REN EFW DEP 230804	7206977		3,000.00-
25320	079	000	53105200.475165.		516484	08/08/23	RC	RB	NRPAB AMC DEPOSIT 230808	7208940		1,500.00-
25320	079	000	53105200.475165.		518684	08/21/23	RC	RB	NRPAB AMC REN EFW DEP 230821	7223194		1,500.00-
25320	079	000	53105200.475165.		520367	08/31/23	RC	RB	NRPAB AMC DEPOSIT 230831	7234281		1,500.00-
Total for Object			475165 AMC REGISTERED RENEWAL									9,000.00-
25320	079	000	53105200.476101.		516386	08/04/23	RC	RB	NRPAB AMC REN EFW DEP 230804	7206977		25.00-
25320	079	000	53105200.476101.		520367	08/31/23	RC	RB	NRPAB AMC DEPOSIT 230831	7234281		25.00-
Total for Object			476101 LATE PROCESSING FEES									50.00-
25320	079	000	53105200.481100.		21764757	08/18/23	JE	G	OIP July 2.46853%	7222179		684.01-
Total for Object			481100 INVESTMENT INCOME									684.01-
25320	079	000	53105200.484500.		21679766	08/08/23	JE	G	NRPAB PURCH CARD REBATE	7210613		12.70-
25320	079	000	53105200.484500.		520367	08/31/23	RC	RB	NRPAB AMC DEPOSIT 230831	7234281		20.00-
Total for Object			484500 REIMB NON-GOVT SOURCES									32.70-
25320	079	000	53105200.511100.		3175130	08/09/23	T2	7	PAYROLL LABOR DISTRIBUTION	7202379		2,375.82



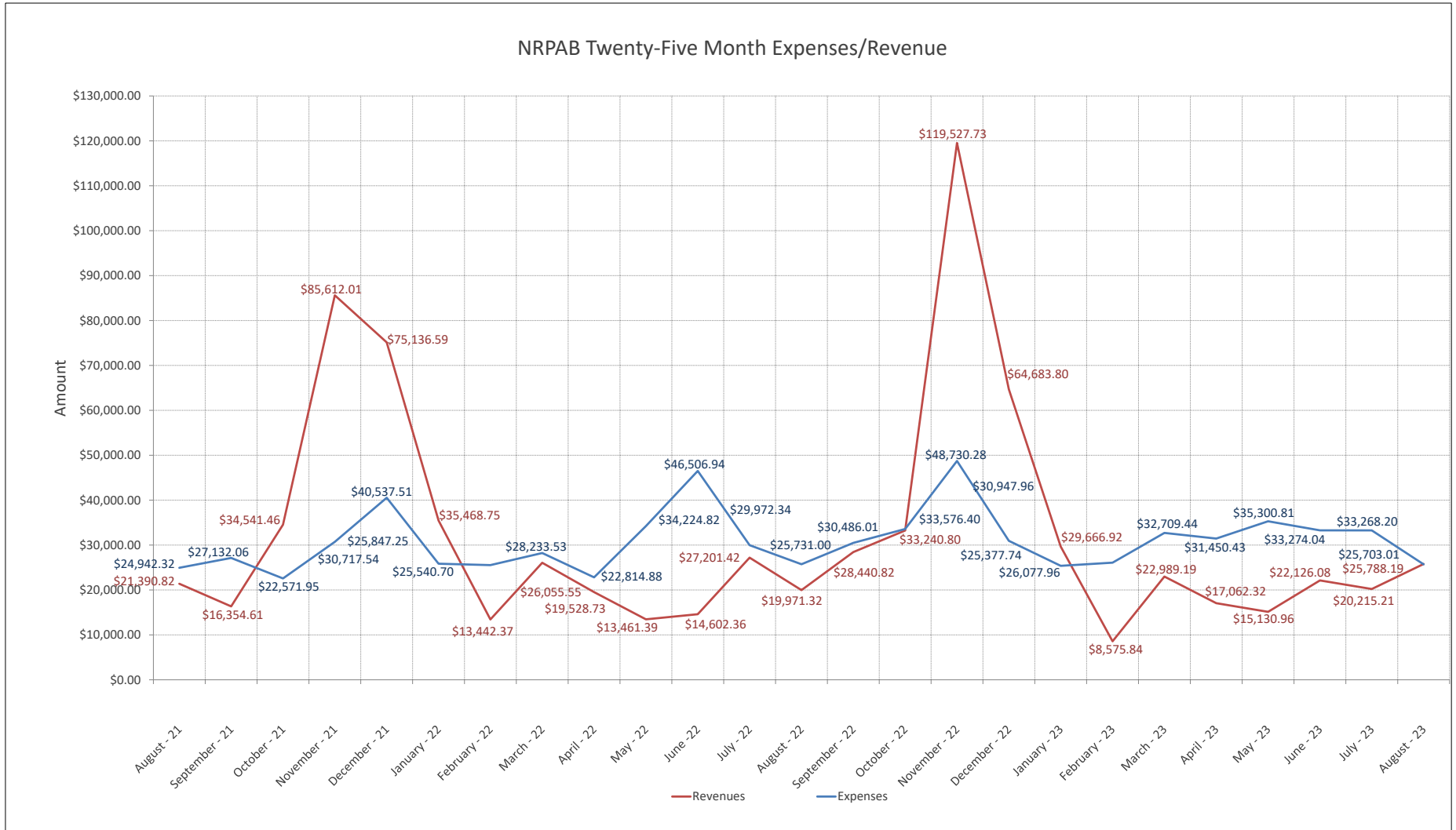
Fund	Program	Sub-Program	Account Number	Sub-ledger	Doc Number	Tran Date	Tran Type	Batch Type	Payee/Explanation	Batch Number	Posted Code	Month to Date
25320	079	000	53105200.511100.		3175282	08/23/23	T2	7	PAYROLL LABOR DISTRIBUTION	7217956		2,336.83
			511100 PERMANENT SALARIES-WAGES									4,712.55
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25320	079	000	53105200.511600.		3175130	08/09/23	T2	7	PAYROLL LABOR DISTRIBUTION	7202379		105.00
			511600 PER DIEM PAYMENTS									105.00
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25320	079	000	53105200.512100.		3175130	08/09/23	T2	7	PAYROLL LABOR DISTRIBUTION	7202379		53.58
25320	079	000	53105200.512100.		3175282	08/23/23	T2	7	PAYROLL LABOR DISTRIBUTION	7217956		84.30
			512100 VACATION LEAVE EXPENSE									137.88
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25320	079	000	53105200.512200.		3175130	08/09/23	T2	7	PAYROLL LABOR DISTRIBUTION	7202379		27.48
25320	079	000	53105200.512200.		3175282	08/23/23	T2	7	PAYROLL LABOR DISTRIBUTION	7217956		35.65
			512200 SICK LEAVE EXPENSE									63.13
<hr/>												
25320	079	000	53105200.515100.		3175131	08/09/23	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	7202379		183.97
25320	079	000	53105200.515100.		3175283	08/23/23	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	7217956		183.98
			515100 RETIREMENT PLANS EXPENSE									367.95
<hr/>												
25320	079	000	53105200.515200.		3175131	08/09/23	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	7202379		179.60
25320	079	000	53105200.515200.		3175283	08/23/23	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	7217956		171.58
			515200 FICA EXPENSE									351.18
<hr/>												
25320	079	000	53105200.515500.		3175131	08/09/23	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	7202379		499.03
25320	079	000	53105200.515500.		3175283	08/23/23	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	7217956		499.03
			515500 HEALTH INSURANCE EXPENSE									998.06
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25320	079	000	53105200.521400.		52952279	08/11/23	PV	V	AS - OCIO - IMSERVICES	7214740		732.40
			521400 CIO CHARGES									732.40
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25320	079	000	53105200.524600.		21731826	08/15/23	JE	G	NRPAB RENT AUGUST 2023	7217813		362.01
25320	079	000	53105200.524600.		52973469	08/16/23	PV	V	SECRETARY OF STATE	7219922		12.13
			524600 RENT EXPENSE-BUILDINGS									374.14
<hr/>												
25320	079	000	53105200.524900.		21731826	08/15/23	JE	G	NRPAB RENT AUGUST 2023	7217813		122.12
			524900 RENT EXP-DEPR SURCHARGE									122.12
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25320	079	000	53105200.571100.		52891463	08/01/23	PV	V	MARCUS LINCOLN HOTEL LLC	7197162		34.30
			571100 LODGING									34.30
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Agency 053 REAL PROPERTY APPRAISER BD  
 Division 000 AGENCY DEFINED DIVISION  
 Grant

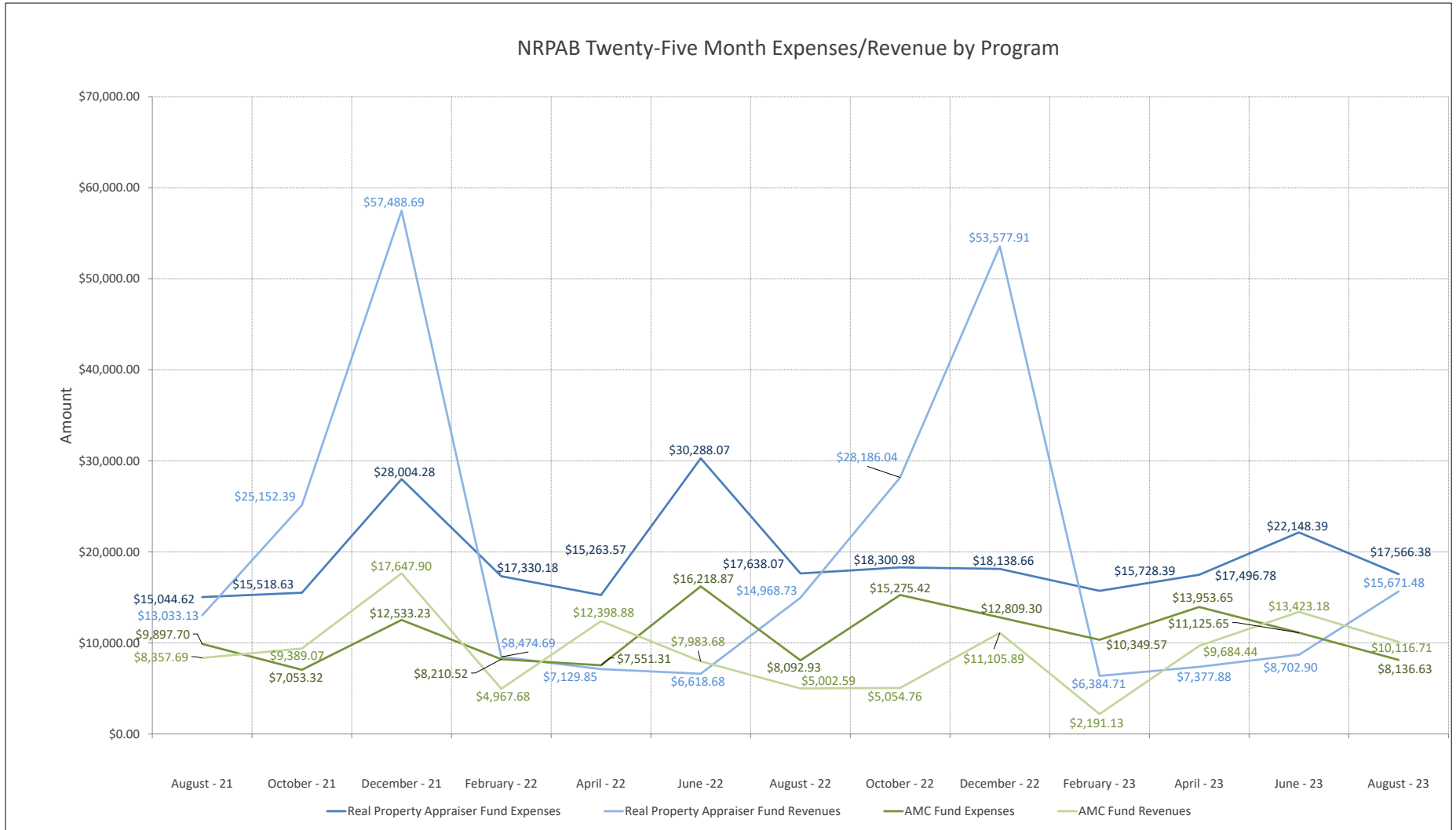
All Objects  
 As of 08/31/23

Fund	Program	Sub-Program	Account Number	Sub-ledger	Doc Number	Tran Date	Tran Type	Batch Type	Payee/Explanation	Batch Number	Posted Code	Month to Date
25320	079	000	53105200.571800.		52963442	08/15/23	PV	V	DOWNING, BONNIE M	7217780		21.69
Total for Object			571800	MEALS - TRAVEL STATUS								21.69
25320	079	000	53105200.574500.		52895879	08/01/23	PV	V	WALKENHORST, WADE	7199282		3.67
25320	079	000	53105200.574500.		52963442	08/15/23	PV	V	DOWNING, BONNIE M	7217780		107.75
Total for Object			574500	PERSONAL VEHICLE MILEAGE								111.42
25320	079	000	53105200.575100.		52895879	08/01/23	PV	V	WALKENHORST, WADE	7199282		.87
25320	079	000	53105200.575100.		52963442	08/15/23	PV	V	DOWNING, BONNIE M	7217780		3.94
Total for Object			575100	MISC TRAVEL EXPENSE								4.81
Total for Business Unit		53105200	AMC LICENSING									1,980.08-
Total for Division		000										85.18-
Total for Agency		053	REAL PROPERTY APPRAISER BD									85.18-

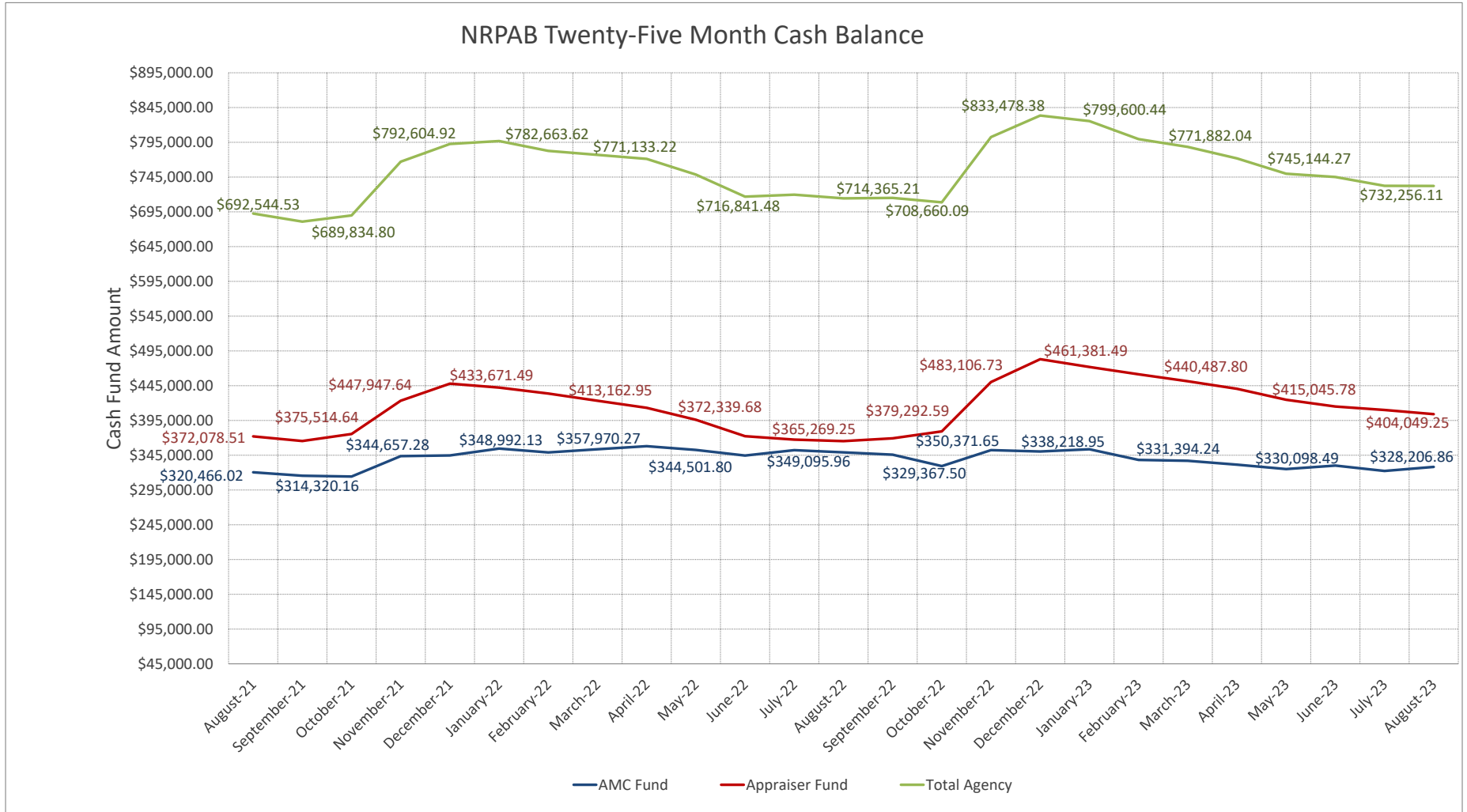
# Financial Report and Considerations - Financial Charts



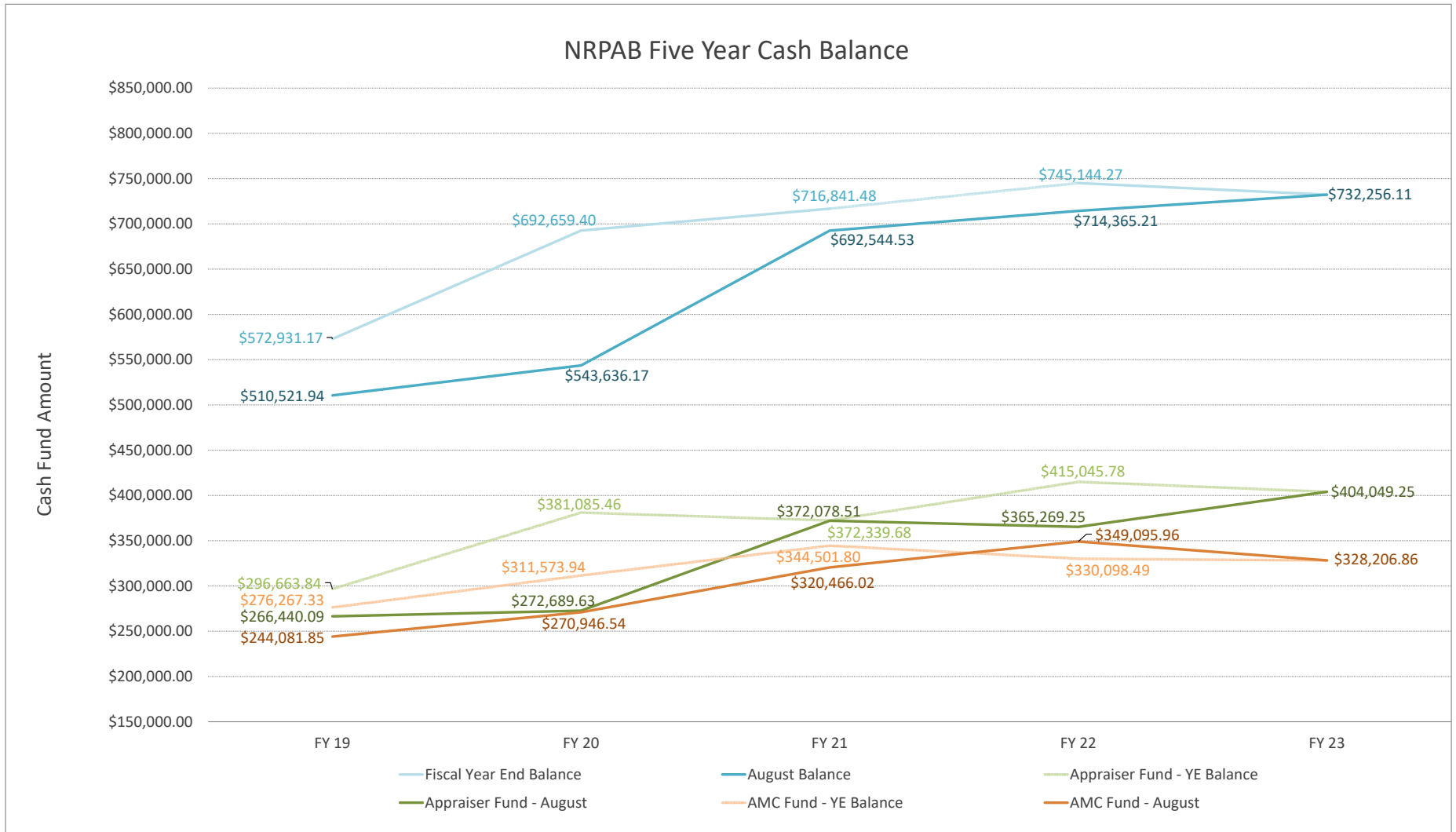
# Financial Report and Considerations - Financial Charts



# Financial Report and Considerations - Financial Charts



# Financial Report and Considerations - Financial Charts





# Memo

**To:** Nebraska Real Property Appraiser Board

**From:** Director Kohtz

**CC:**

**Date:** September 21, 2023

**Re:** Plantronics CS540 Wireless Headset for BPM

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Approval for funding in the amount of \$200.00 is requested to be transferred from Other Operating Expenses (559100) to Voice Equip (532260) for the purchase of one Plantronics CS540 Wireless DECT Headset through Amazon business for the Business Programs Manager workstation (J.16). This IT item is pre-approved for direct purchase (J.17-J.18) and is a restricted item on the ODP contract (J.19). No other state contracts exist for this product.

Yealink BH72 lite Bluetooth Headset Wireless Headset with Microphone Teams Zoom Certified Headset Office Headphone Stereo Noise Canceling Mic, Retracta... 4.5 stars 152 \$109.90 prime

Electronics > Computers & Accessories > Computer Accessories & Peripherals > Audio & Video Accessories > Computer Headsets



Roll over image to zoom in

# Plantronics CS540 Wireless DECT Headset (Plantronics) - Single Ear (Mono) Convertible (3 Wearing Styles) - Connects to Desk Phone - Noise Canceling Microphone - Amazon Exclusive

Visit the Plantronics Store 4.3 stars 3,934 ratings | 926 answered questions

Amazon's Choice in Computer Headsets by Plantronics

\$199.99

FREE Returns

Get \$50 off instantly: Pay \$149.99 upon approval for Amazon Visa.

Style: Headset

Headset Headset with Lifter

Pattern: 2023 Version

2011 Version 2023 Version

Brand	Plantronics
Model Name	CS540
Color	Black
Form Factor	Over Ear
Connectivity Technology	Wireless

### About this item

- Connects To: Desk phones via included cable.
- Ideal For: Office and desk-centric workers using desk phones.
- Audio Performance: Keep background noise out of your call with a noise-canceling microphone.
- Convertible Wearing Style: Customize your look and feel for all-day comfort—lightweight, convertible design with 3 wearing options (over-the-ear, over-the-head or behind-the-head\* \*Behind-the-head neckband sold separately).
- Talk Time and Roaming Range: Work better, hands-free, with a roaming range of up to 120 m/400 ft. Talk all day with up to 7 hours of talk time per charge.

### Consider a similar item

Logitech H390 Wired Headset for PC/Laptop, Stereo Headphones with Noise Cancelling Microphone, USB, In-Line Controls, Works with Chromebook - Black 4.5 stars (54567) \$18.70 Climate Pledge Friendly

prime Enjoy fast, FREE delivery, exclusive deals and award-winning movies & TV shows with Prime Try Prime and start saving today with Fast, FREE Delivery

Delivery Pickup

\$199.99

FREE Returns

FREE delivery Wednesday, September 20

Or fastest delivery Saturday, September 16. Order within 15 hrs 4 mins

Choose location for most accurate options

In Stock

Qty: 1

Add to Cart

Buy Now

Payment	Secure transaction
Ships from	Amazon.com
Sold by	Amazon.com
Returns	Eligible for Return, Refund or Replacement within 30 days of receipt
Support	Product support included

- Add a Protection Plan:**
- 3 Year Headphone Accident Protection Plan for \$37.99
  - 2 Year Headphone Accident Protection Plan for \$28.99
  - Tech Unlimited – Protect Eligible Past and Future Purchases with 1 Plan (Renews Monthly Until Cancelled) for \$16.99/month
  - Add a gift receipt for easy returns

Add to List

New (3) from \$199.99 & FREE Shipping.



- b. Agencies have unrestrictive authority to purchase directly from CSI for any dollar amount. Document type (OH) shall be utilized in the PFC (E1) for these procurements. Check with CSI Sales & Marketing team for customized products.
  - c. **Any item available from CSI, but not purchased from CSI, must be processed through the DAS Materiel Division, SPB.** Agencies shall generate an (OW) requisition in the PFC (E1), to properly route to SPB, and shall include a justification for not procuring through CSI as a header attachment to the requisition.
7. **Fixed Assets (State Accounting Manual):** All purchases of items meeting the requirements for capitalization (over \$5,000 and exception items as mentioned in the Annual Fixed Asset Memo found on our website [DAS Website: Forms and Documents \(nebraska.gov\)](#)) should be made by generating a purchase order in the PFC (E1) and utilizing an appropriate object code from 580300-586999. See State Accounting's Manual for [Capital Outlay](#) guidance.
8. **IT Equipment (Neb. Rev. Stat. § 81-1117):**
- a. **Non-Contract Purchases Under \$500:** Agencies may generate an (OP) purchase order in the PFC (E1), or utilize their P-Card or direct pay when purchasing non-contract IT items, on the pre-approved items list found at: <https://nitc.nebraska.gov/standards/1-205.pdf>.
  - b. **Non-Contract Purchases \$500 - \$49,999.99:** When completing a one-time purchase of a non-contract item, the agency must enter an (ON) requisition for Hardware/Software goods to route to OCIO for approval. Once approved by OCIO, the agency generates an (OP) purchase order from the approved (ON) requisition.
  - c. **Non-Contract Purchases \$50,000 and greater:** When completing a one-time purchase of a non-contract item, the agency must enter an (ON) requisition for Hardware/Software goods or services to route to OCIO for approval. After OCIO approval, the requisition will route to SPB for processing, e.g. generating (ON) requisition into an (OR) requisition for goods, an (O5) requisition for services SPB processed or (O3) requisition for services Agency processed.
  - d. **Contract Purchases:** For items on contract (whether pre-approved or non-pre-approved) agencies should generate an (O6) purchase order from an (OC) goods contract or (O4) services contract.
- C. SERVICE CONTRACTS:** Pursuant to Neb. Rev. Stat. § 73-503 **all** contracts for services, regardless of dollar amount, must be entered and documented in PFC (E1).
- 1. If there is not a contract, and the purchase order is \$25,000 or greater, but less than \$50,000, a one-time purchase order must be generated utilizing the (O9) service purchase order or (Z8) two-way match purchase order for services in the PFC (E1). The State's Purchase Order Terms and Conditions should accompany the purchase order when sent to the vendor (available [Purchase Order Terms and Conditions.pdf \(das.nebraska.gov\)](#)).
  - 2. If there is a contract, and the service(s) is \$50,000 and over, a purchase order must be generated from the contract using an (O9) purchase order type, an (O6) purchase order type for IT equipment and services, or a (Z8) purchase order type for the two-way match for services. . The State's Purchase Order Terms & Conditions do not need to accompany a purchase order generated from a contract, as the contract's terms and conditions govern the purchase.

NITC 1-205 <https://nitc.nebraska.gov/standards/1-205.pdf>

Analog phones

- 2500 basic desk (old beige phones with just a dial pad)
- 2554 basic wall (old beige phones with just a dial pad)
- No dial phone sets
- Desk: such as Cortelco and Mitel single line and 2-line sets
- Cordless phones
- Headsets**
- PC headsets
- Connecting cords for headsets
- Fax machines under \$500

Phone Wireless Accessories:

- Case
- Charger
- Screen protector
- Bluetooth headset

Wireless Mouse:

- Logitech M705, M510, M525, and M325
- Microsoft 1850

Wireless Ergonomic Mouse:

- Adesso iMouse E10 Wireless Vertical Mouse
- Logitech M570 Wireless Trackball
- Logitech MX ERGO PLUS Advanced Wireless Trackball

Wireless Keyboard:

- Logitech K360
- Logitech K780
- Microsoft 850 wireless keyboard

Wireless Combos Keyboard/Mice:

- Logitech MK540, MK320, MK235, MK345, MK520
- Logitech MK335, MK710
- Microsoft 2000 Wireless Keyboard and Mouse

Low Vision Keyboard

- Ergoguys EZsee CD-1038, 1039

Web CAMS

- Logitech C270
- Logitech HD Pro C920
- Logitech Group Video Conferencing System

Headsets

- Logitech H390 Computer Headset
- MEIKAJIA USB Headset with Mic

NASPO ValuePoint  
**PARTICIPATING ADDENDUM**



**OFFICE SUPPLIES (2022-2027)**  
 Led by the State of Oregon

- b. Such price changes are not in excess of the "List Minus" prices that is available to the State under the Participation Addendum.
- c. If the Contractor desires to create and offer the State any Special Promotional Pricing, Contractor will provide notice via email to the State of the terms and time limits of any such Special Promotions.

**C. EXCLUSIONS**

Contractor will block the following purchase requests from any agency of the State of Nebraska or employee designated by an agency of the State of Nebraska under Section II., M. of this agreement unless that purchase request was submitted with written approval from the State of Nebraska, Department of Administrative Services:

<b>Description</b>
Book Cases, Book Ends, Book Shelves
Storage Cabinets, Filing Cabinets, File Storage Systems, Rails
Office Furniture
Copiers/Multi-Function Machines
<b>Telephone/Communications Equipment</b>
Printers over \$500
Software
Personal Computers/Laptops
Food Items (example: Candy, Coffee)
OTC Pain Relievers, Aspirin, Antacids

**D. GOVERNING LAW (STATUTORY)**

Notwithstanding any other provision of this PA, or any amendment or addendum(s) entered into contemporaneously or at a later time, the parties understand and agree that:

1. The State of Nebraska is a sovereign state and its authority to contract is therefore subject to limitation by the State's Constitution, statutes, common law, and regulation;
2. This PA will be interpreted and enforced under the laws of the State of Nebraska;
3. Any action to enforce the provisions of this PA must be brought in the State of Nebraska per state law;
4. The person signing this PA on behalf of the State of Nebraska does not have the authority to waive the State's sovereign immunity, statutes, common law, or regulations;
5. The indemnity, limitation of liability, remedy, and other similar provisions of the final PA, if any, are entered into subject to the State's Constitution, statutes, common law, regulations, and sovereign immunity; and,
6. All terms and conditions of the final contract, including but not limited to the clauses concerning third-party use, licenses, warranties, limitations of liability, governing law and venue, usage verification, indemnity, liability, remedy, or other similar provisions of the final PA are entered into specifically subject to the State's Constitution, statutes, common law, regulations, and sovereign immunity.



# MEMO FROM THE NEBRASKA REAL PROPERTY APPRAISER BOARD

September 22, 2023

## State of Nebraska Accepting Applications for Open At-Large Representative of Financial Institutions Member on NRPAB

By Tyler Kohtz, Director

Board Member Wade Walkenhorst's term as the At-Large Representative of Financial Institutions expires on December 31, 2023. The State of Nebraska is currently accepting applications to fill this position on the Nebraska Real Property Appraiser Board.

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

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

A Licensed or Certified Real Property Appraiser credential is preferred, but not required for the At-Large Representative of Financial Institutions position. In addition, this position does not represent any of the three congressional districts; therefore, no boundary restrictions apply. The term for this position will run for five years, beginning on January 1, 2024. If you would like more information about this position, or what the Board does, please visit the NRPAB website at <https://appraiser.ne.gov> or contact the Board's office at 402-471-9015.

The Application for Executive Appointment can be found on the Governor's website located at <https://governor.nebraska.gov>. Select the dropdown titled "Constituent Services" at the top of the page, then select "Boards and Commissions." The Board hopes to have a new member appointed by the Governor prior to its January 2024 meeting, so if interested, please complete the application before December 1, 2023. The application will remain open until an appointment is made.

## Board Members

*Chairperson of the Board*

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

*Vice-Chairperson of the Board*

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

*Board Member*

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

*Board Member*

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

*Board Member*

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



**Tyler N. Kohtz, Director**

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

Phone: 402-471-9015

Fax: 402-471-9017

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



Visit NRPAB on Facebook



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

Check Number:	
Receipt Number:	
Credential #/File #:	
ASC Appraiser Registry Checked:	
Processed By:	Date:
<b>For Board Use Only</b>	

**APPLICATION FOR NEBRASKA REAL PROPERTY APPRAISER  
 TEMPORARY CREDENTIAL**

A nonresident currently credentialed to engage in real property appraisal practice under the laws of another jurisdiction may obtain a temporary real property appraiser credential to engage in real property appraisal practice in this state.

**TEMPORARY CREDENTIAL**    **TOTAL FEE DUE: \$150**

**SELECT TYPE OF CREDENTIAL:**     **CERTIFIED GENERAL**     **CERTIFIED RESIDENTIAL**     **LICENSED RESIDENTIAL**

**APPLICATION INFORMATION**

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

Subject Property Type(s): \_\_\_\_\_

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

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

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

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

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

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

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

Mail communications from the Board will be sent to the Business Address given.

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

Primary Jurisdiction of Practice: \_\_\_\_\_

Credential Number: \_\_\_\_\_

Initial Status Date of Credential: \_\_\_\_\_

Date of Expiration: \_\_\_\_\_

## DISCIPLINARY QUESTIONS

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

*If you answered yes to any of the above questions 1 through 9, provide a brief statement on a separate sheet that includes all significant details, the circumstances surrounding the matter, the name of any persons involved, and resolution or conviction. Provide copies of all official records related to the matter, including convictions, orders, and/or settlement agreements. Provide this information even if you have previously provided it with an application to this agency. The credential status of an applicant, including current standing and any disciplinary action imposed against his or her credentials, will be verified through the 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.
- Check or money order for \$150: non-refundable \$100 application fee and \$50 credentialing card fee.
- Recent passport type photo (Copy of driver's license will meet the requirement.).
- Letter of engagement or contract **indicating location(s) and property types of the real property appraisal practice assignment** (location should be a street address, complete legal description, or assessor's parcel ID number and name of county in which the property is located).

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

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

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





## UNITED STATES CITIZENSHIP ATTESTATION FORM

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

I am a citizen of the United States of America

**OR**

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

Immigration Status: \_\_\_\_\_

Alien Number: \_\_\_\_\_

**OR**

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

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

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

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

Print Name: \_\_\_\_\_

Last

First

Middle

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

\_\_\_\_\_  
Date

# LICENSE SUSPENSION ACT, LAWS OF NEBRASKA, 1997

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

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

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

## AFFIDAVIT OF APPLICANT

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

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

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

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

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

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

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

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

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

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



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

\_\_\_\_\_  
Date

## DIRECTIONS

1. Complete entire application. If required information is not provided, application will be considered incomplete and will not be processed, and may be returned.
2. Along with the application, the following is also required to be included:
  - a. Check or money order for \$150: non-refundable \$100 application fee and \$50 credentialing card fee.
  - b. Recent passport type photo (copy of driver's license photo will meet the requirement).
  - c. Letter of engagement or contract **indicating location(s) and property types of the real property appraisal practice assignment** (*location is required to be an address, complete legal description, or assessor's parcel ID number and name of county in which the property is located*). If this information is not included in the letter of engagement, attach confirmation from the client, in the form of an email or other document, of the address(es) or complete legal description(s) If the location is specified by assessor's parcel ID number(s), the name(s) of the county or counties in which the real property are located is required to be included.
3. Mail application, fee(s), and supporting documentation to:  
NEBRASKA REAL PROPERTY APPRAISER BOARD  
PO BOX 94963  
LINCOLN NE 68509-4963  
Street address for FedEx or UPS is 301 CENTENNIAL MALL SOUTH, FIRST FLOOR, LINCOLN NE 68508.
4. Questions or concerns may be directed to Board staff at 402-471-9015 or nrpab.credentialing@nebraska.gov.

## ADDITIONAL INFORMATION

- Per Neb. Rev. Stat. § 76-2233.01(1), a nonresident (legal residency or place of domicile is located outside of the State of Nebraska) currently credentialed to engage in real property appraisal practice 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.
- Each temporary credential expires upon completion of the real property appraisal practice assignment, or upon the expiration of the six-month period from the date of issuance, whichever date occurs first.
- If an extension is necessary, a request may be made to the Nebraska Real Property Appraiser Board on the form approved by the Board. A temporary credential may be renewed for one additional six-month period.
- Each person engaging in real property appraisal practice for the assignment is required to obtain a temporary credential, or be appropriately credentialed in Nebraska.
- When the real property appraisal practice assignment relates to multiple properties, if each property is listed on a separate engagement letter, separate credentials will be required.
- Application for a temporary credential is valid for one year from the date the application is submitted or upon expiration of the assignment specified within the letter of engagement, whichever occurs first.
- Upon approval of the application, the applicant will be issued a letter notifying him or her of his or her approval as a temporary credential holder, along with the terms of the temporary credential, and a credentialing card in a form approved by the Board.
- An application may be denied at any time during the process if the applicant is found to not meet the requirements of the Real Property Appraiser Act and Title 298 of the Nebraska Administrative Code.



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

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

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

A nonresident currently credentialed to engage in real property appraisal practice under the laws of another jurisdiction may obtain a temporary real property appraiser credential to engage in real property appraisal practice in this state.

### TEMPORARY CREDENTIAL

CREDENTIAL NUMBER: \_\_\_\_\_ BOARD FILE NUMBER: \_\_\_\_\_  
 DATE ISSUED: \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_

### APPLICATION INFORMATION

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

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

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

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

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

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

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

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

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

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

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

---

## APPLICATION CHECKLIST

Include the following items with your completed application:

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

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

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

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

\_\_\_\_\_  
Date

## DIRECTIONS

1. Complete entire application. If required information is not provided, application will be considered incomplete and will not be processed, and may be returned.
2. Include supporting documentation.
3. Mail application and supporting documentation to:  
NEBRASKA REAL PROPERTY APPRAISER BOARD  
PO BOX 94963  
LINCOLN NE 68509-4963  
Or email to [nrpab.credentialing@nebraska.gov](mailto:nrpab.credentialing@nebraska.gov). Street address for FedEx or UPS is 301 CENTENNIAL MALL SOUTH, FIRST FLOOR, LINCOLN NE 68508.
4. Questions or concerns may be directed to Board staff at 402-471-9015 or [nrpab.credentialing@nebraska.gov](mailto:nrpab.credentialing@nebraska.gov).

## ADDITIONAL INFORMATION

- [Per Neb. Rev. Stat. § 76-2233.01\(1\), a nonresident \(legal residency or place of domicile is located outside of the State of Nebraska\) currently credentialed to engage in real property appraisal practice 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.](#)
- Each temporary real property appraiser credential expires upon completion of the real property appraisal practice assignment, or upon the expiration of the six-month period from the date of issuance, whichever date occurs first. A temporary credential may be renewed for one additional six-month period.
- Each person engaging in real property appraisal practice for the assignment is required to obtain a temporary credential, or be appropriately credentialed in Nebraska.
- When the appraisal assignment relates to multiple properties, if each property is listed on a separate engagement letter, separate credentials will be required.
- The application for renewal will be denied if the reason for the request of the additional six-month approval is not directly related to the initial approval granted by the Board.



## **NEBRASKA REAL PROPERTY APPRAISER CREDENTIALING APPLICANT APPRAISAL REVIEW SERVICES AGREEMENT**

This Nebraska Real Property Appraiser Credentialing Applicant Appraisal Review Services Agreement (“Agreement”) is entered into between the Nebraska Real Property Appraiser Board (“Agency”) and \_\_\_\_\_ (“Contractor”), who holds credential number \_\_\_\_\_ issued by the Nebraska Real Property Appraiser Board, and is an employee of \_\_\_\_\_ located at \_\_\_\_\_, whose Employer Identification Number (EIN) is \_\_\_\_\_.

Contractor shall complete appraisal review report(s) in accordance with Standards 3 and 4 of the National Uniform Standards of Professional Appraisal Practice (“USPAP”), and provide technical expertise to the Agency as needed to assist the Board with its evaluation of the listed applicant’s experience for credentialing as a real property appraiser in the State of Nebraska.

Applicant Number:

Credential Applied For:

Appraisal Report(s):

**THE PARTIES MUTUALLY AGREE AS FOLLOWS:**

**SECTION 1. QUALIFICATIONS**

A. Contractor shall meet the following qualifications at the time this Agreement between Contractor and the Agency is executed:

1. Contractor shall possess an active credential as a certified residential or certified general real property appraiser in the State of Nebraska, or obtain a temporary credential as a certified residential or certified general real property appraiser prior to engaging in real property appraisal activity in this state.
2. Contractor's real property appraiser credential, or appraiser credential, license, registration, or certification issued by any other jurisdiction, shall not have been disciplined, revoked, suspended, or surrendered in lieu of disciplinary action pending or threatened within the immediate two-year period preceding the date of this contract.
3. Disciplinary proceedings pending against Contractor's real property appraiser credential, or appraiser credential, license, registration, or certification issued by any other jurisdiction shall be disclosed.
4. Contractor's real property appraiser credential, or appraiser credential, license, registration, or certification issued by any other jurisdiction shall not be under investigation.
5. Contractor shall not have been convicted of any crime of fraud, dishonesty, breach of trust, money laundering, misrepresentation, or deceit, including a conviction based upon a plea of guilty or nolo contendere involving real estate, financial services, or in the making of an appraisal.
6. Contractor shall possess the ability necessary to communicate effectively, concisely and objectively with Board staff and as an expert witness if required.
7. Contractor shall possess a reputation for honesty, trustworthiness and producing quality work within the appraiser industry.
8. Contractor shall have completed the Seven-hour National Uniform Standards of Professional Appraisal Practice Update Course as approved by the Appraiser Qualifications Board applicable to the development and reporting of the appraisal report(s) subject to review under this agreement.

B. The Nebraska Real Property Appraiser Board shall be notified immediately in writing if Contractor no longer meets the qualifications in place at the time this Agreement between Contractor and the Agency is executed. If any party makes such request, Contractor must promptly disqualify him- or herself.

## SECTION 2. SCOPE OF SERVICE

- A. Contractor shall become familiar with the appropriate federal requirements, including but not limited to USPAP, state statutes and regulations relevant to this assignment.
- B. If necessary, Contractor shall become familiar with the procedures generally applicable to administrative hearings, and become familiar with appropriate state statutes and regulations relevant to administrative hearings.
- C. Contractor shall be competent and available to perform the services required in this contract in an ethical manner, and must discern those cases in which he or she may be disqualified from proceeding and must promptly disqualify him- or herself, regardless of whether there is a request to do so.
- D. Contractor shall comply with all applicable federal, state and local laws, statutes, codes, ordinances, standards, policies, regulations and rules in effect during the term of this Agreement. Contractor shall also not discriminate, in any way, against any person on the basis of race, color, religious creed, national origin, ancestry, sex, age, physical handicap, medical condition or marital status in connection with or related to the performance of this Agreement.
- E. Contractor shall maintain all information, documentation and records required to perform services. In addition, Contractor shall provide all information, documentation and records to the Agency at the Agency's request.
- F. The services provided are deemed personal services and shall be performed only by Contractor and may not be assigned in any manner.
- G. Contractor shall work in his or her own home and office, except when required otherwise by the Agency for purposes pertaining to this matter, or to attend an administrative hearing concerning this matter.
- H. Unless otherwise agreed to by the Agency in writing, Contractor shall complete the review of compliance with Standards 1 and 2 within 30 days for a residential property, 45 days for agricultural property, or 60 days for any other type of property.
- I. Contractor shall develop and communicate a conclusion of compliance or noncompliance in accordance with Standards 3 and 4 of USPAP for any appraisal report concerning this matter as requested by the Agency in writing. All conclusions shall be clear, concise, unremittingly impartial, professional and ethical, and shall address only the minimum standards of USPAP.
  - 1. Contractor shall state specific violations of the National Uniform Standards of Professional Appraisal Practice, reference the proper Standard Rule number, and include appropriate documentation and/or information to substantiate each finding.



2. Contractor shall obtain any necessary data, documentation, and/or information required to substantiate each finding. If physical evidence or additional background information is required to substantiate a finding that cannot be obtained in Contractor's everyday course of business, Contractor shall contact the Agency for determination of methodology or person best suited to obtain such physical evidence or background information.
  3. The Agency reserves the right to require clarification on any findings, and may also require additional documentation and/or information for substantiation of any findings.
  4. The effective date of Contractor's review report is the date of the appraisal report under review. Certification date of Contractor's review report is the actual date the review report was completed.
  5. The client, and only intended user, is the Nebraska Real Property Appraiser Board.
  6. The intended use of the review report is to assist the Agency in establishing compliance or noncompliance with the minimum standards of USPAP.
  7. Contractor shall not offer his or her opinion concerning the overall state of any appraisal report reviewed by him or her relevant to this matter regarding compliance or noncompliance with USPAP.
  8. Contractor shall not offer his or her opinion concerning analysis, conclusions, practices, or techniques not related or pertinent to the minimum standards in USPAP.
  9. Contractor shall not advocate for a specific result or conclusion concerning this matter, and shall not develop and communicate a conclusion with the intent to favor unduly the Nebraska Real Property Appraiser Board or the applicant.
  10. Contractor shall not use inflammatory language in the development or communication of his or her conclusions.
- K. This matter may proceed to an administrative hearing. During the litigation process, Contractor may be requested to defend any findings as a witness for the Nebraska Real Property Appraiser Board.

### **SECTION 3. COMPENSATION**

- A. Subject to any limitations set forth in the Agreement, the Nebraska Real Property Appraiser Board shall pay the Contractor \$125.00 per hour for such services provided. Payment may be made to Contractor's Employer identified on Page 1 of this Agreement. The total compensation for services provided shall not exceed \$ . In the case of extenuating circumstances, or if the matter proceeds to hearing, the Board reserves the right to renegotiate the total compensation or hourly rate set forth in this Agreement. Upon completion of the services, Contractor shall provide an invoice to the Agency, which outlines applicant number, appraisal reports reviewed, services performed, hours billed and total amount billed.
- B. Contractor shall only be reimbursed for the cost of travel and lodging expenses pre-approved by the Agency's Director. No other expenses are reimbursable. Costs for travel and lodging shall be claimed, and reimbursements shall be made, in accordance with the Nebraska Real Property Appraiser Board and the State of Nebraska policies.
- C. Contractor is an independent contractor and is not an employee of the State of Nebraska. Consequently, Contractor is not entitled to any fringe benefits or remuneration not specified in this Agreement.

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

- A. Contractor covenants that he or she has not acquired any interest, directly or indirectly, which would conflict in any manner with the interests of the Nebraska Real Property Appraiser Board or the applicant, or which would in any way hinder Contractor's performance of services under this Agreement.
- B. Contractor agrees to avoid at all times conflicts of interest or the appearance of any conflicts of interest with the interests of the Nebraska Real Property Appraiser Board or applicant in the performance of this Agreement. If conflicts of interest or the appearance of any conflicts of interests develop, all parties relevant to the matter shall be notified immediately in writing. If any party makes such request, Contractor must promptly disqualify him- or herself.

### **SECTION 5. CONFIDENTIALITY**

- A. All information gained or work product produced by Contractor in performance of this Agreement shall be considered confidential, unless such information is in the public domain or already known to Contractor. Contractor shall not release, disclose, or discuss any such information or work product to persons or entities other than the Agency or its legal representative without prior written authorization from the Agency's Director, except as may be required by law.
- B. Contractor shall promptly notify Agency should Contractor be served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for admissions or other discovery request, court order or subpoena from any party regarding this Agreement and work performed thereunder. The Nebraska Real Property

Appraiser Board has no obligation to represent Contractor or be present at any deposition, hearing, or similar proceeding.

- C. Contractor is not authorized by the Nebraska Real Property Appraiser Board to comment publicly on Nebraska Real Property Appraiser Board matters. All such inquiries should be directed to the Nebraska Real Property Appraiser Board's Director.
- D. If Contractor provides any information or work product in violation of this Agreement, the Nebraska Real Property Appraiser Board shall have the right to reimbursement and indemnity from Contractor for any damages, costs and fees, including attorney's fees, caused by or incurred as a result of Contractor's conduct.

#### **SECTION 6. INDEMNIFICATION**

- A. Contractor shall indemnify, defend and hold the Nebraska Real Property Appraiser Board harmless from all actions, proceedings, claims, demands, costs, damages, attorney's fees and all other liabilities and expenses of any kind from any source which may arise out of performance of this Agreement, if caused by the tortious acts or omissions of Contractor.

#### **SECTION 7. TERMINATION; DEFAULT**

- A. If either Contractor or Nebraska Real Property Appraiser Board fails to perform any material obligation under this Agreement, then, in addition to any other remedies, either Contractor or Nebraska Real Property Appraiser Board may terminate this Agreement immediately upon written notice.
- B. Either party shall have the right to terminate this Agreement upon thirty (30) days' notice to the other party.
- C. Upon termination of the Agreement by either Contractor or Nebraska Real Property Appraiser Board, Contractor shall furnish to Agency a final invoice for work performed under this agreement.
- D. In the event that Contractor is in default under the terms of this Agreement, Nebraska Real Property Appraiser Board shall not have any obligation or duty to continue compensating Contractor for any work performed after the date of default and may terminate this Agreement immediately by written notice to the Contractor. It shall constitute an event in default if Contractor, due to death, disability or other unforeseen circumstance is unable to perform services for ten (10) or more days.

#### **SECTION 8. MODIFICATION; WAIVER**

- A. No amendment to or modification of this Agreement shall be valid unless made in writing and approved by Contractor and Agency.
- B. Waiver by any party to this Agreement of any term, condition, or covenant shall not constitute a waiver of any other term, condition, or covenant. Waiver by any party of any breach of the provisions of this Agreement shall not constitute a waiver of any other provision, nor a waiver of any subsequent breach or violation of any provision of this

Agreement. Acceptance by Agency of any work or services by Contractor shall not constitute a waiver of any of the provisions of this Agreement.

**SECTION 9. LAW TO GOVERN; SEVERABILITY**

- A. This Agreement shall be interpreted, construed and governed according to the laws of the State of Nebraska.
- B. If a term, condition or covenant of this Agreement is declared or determined by any court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions of this Agreement shall not be affected thereby and the Agreement shall be read and construed without the invalid, void or unenforceable provision(s).

**SECTION 10. EXECUTION**

Contractor represents and warrants that he or she has the qualifications, experience and facilities necessary to perform properly the services required under this Agreement in an objective, independent, ethical, thorough, competent and professional manner. Contractor shall at all times faithfully, competently and to the best of his or her ability, experience and talent, perform all services described herein. In meeting his or her obligations under this Agreement, Contractor shall employ, at a minimum, generally accepted standards and practices utilized by persons engaged in providing services similar to those required of Contractor under this Agreement. Contractor agrees to perform all services in an expeditious manner and without unnecessary delay. Contractor shall comply with all laws and court rules and comply when laws or rules are repealed, amended, or newly chaptered or adopted, including qualification standards required for the performance of the services.

**IT IS THEREFORE AGREED** that the parties hereto have caused this Agreement between Contractor and the Agency to be executed for three years or until final disposition of the application in question by the signature of the Director on:

**THIS** \_\_\_\_\_ **day of** \_\_\_\_\_, \_\_\_\_\_.

**CONTRACTOR**

, Contractor	Credential Number	Date
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**NEBRASKA REAL PROPERTY APPRAISER BOARD**

\_\_\_\_\_

Tyler N. Kohtz, Director

Date



## SUBJECT MATTER EXPERT SERVICES AGREEMENT

This Subject Matter Expert Services Agreement (“Agreement”) is entered into between the Nebraska Real Property Appraiser Board (“Agency”) and \_\_\_\_\_ (“Contractor”), who holds credential number \_\_\_\_\_ issued by the Nebraska Real Property Appraiser Board, and is an employee of \_\_\_\_\_ located at \_\_\_\_\_, whose Employer Identification Number (EIN) is \_\_\_\_\_.

Contractor shall complete appraisal review report(s) in accordance with Standards 3 and 4 of the National Uniform Standards of Professional Appraisal Practice (“USPAP”), and provide technical assistance to the Agency as the Subject Matter Expert for the matter of the Nebraska Real Property Appraiser Board v. \_\_\_\_\_, Investigation # \_\_\_\_\_, as authorized by Neb. Rev. Stat. § 76-2239.

### THE PARTIES MUTUALLY AGREE AS FOLLOWS:

#### SECTION 1. QUALIFICATIONS

- A. Contractor shall meet the following qualifications at the time this Agreement between Contractor and the Agency is executed:
1. Contractor shall possess an active credential as a certified residential or certified general real property appraiser in the State of Nebraska, or obtain a temporary credential as a certified residential or certified general real property appraiser prior to engaging in real property appraisal activity in this state.
  2. Contractor’s real property appraiser credential, or appraiser credential, license, registration, or certification issued by any other jurisdiction, shall not have been disciplined, revoked, suspended, or surrendered in lieu of disciplinary action pending or threatened within the immediate two-year period preceding the date of this contract.
  3. Disciplinary proceedings pending against Contractor’s real property appraiser credential, or appraiser credential, license, registration, or certification issued by any other jurisdiction shall be disclosed.

4. Contractor's real property appraiser credential, or appraiser credential, license, registration, or certification issued by any other jurisdiction shall not be under investigation.
  5. Contractor shall not have been convicted of any crime of fraud, dishonesty, breach of trust, money laundering, misrepresentation, or deceit, including a conviction based upon a plea of guilty or nolo contendere involving real estate, financial services, or in the making of an appraisal.
  6. Contractor shall possess the ability necessary to communicate effectively, concisely and objectively with Board staff and as an expert witness if required.
  7. Contractor shall possess a reputation for honesty, trustworthiness and producing quality work within the appraiser industry.
  8. Contractor shall have completed the Seven-hour National Uniform Standards of Professional Appraisal Practice Update Course as approved by the Appraiser Qualifications Board applicable to the development and reporting of the appraisal report(s) subject to review under this agreement.
- B. The Nebraska Real Property Appraiser Board shall be notified immediately in writing if Contractor no longer meets the qualifications in place at the time this Agreement between Contractor and the Agency is executed. If any party makes such request, Contractor must promptly disqualify him- or herself.

## **SECTION 2. SCOPE OF SERVICE**

- A. Contractor shall become familiar with the procedures generally applicable to Agency investigations, and become familiar with the appropriate federal requirements, including but not limited to USPAP, state statutes and regulations relevant to this investigation.
- B. If necessary, Contractor shall become familiar with the procedures generally applicable to administrative hearings, and become familiar with appropriate state statutes and regulations relevant to administrative hearings.
- C. Contractor shall be competent and available to perform the services required in this contract in an ethical manner, and must discern those cases in which he or she may be disqualified from proceeding and must promptly disqualify him- or herself, regardless of whether there is a request to do so.
- D. Contractor shall comply with all applicable federal, state and local laws, statutes, codes, ordinances, standards, policies, regulations and rules in effect during the term of this Agreement. Contractor shall also not discriminate, in any way, against any person on the basis of race, color, religious creed, national origin, ancestry, sex, age, physical handicap, medical condition or marital status in connection with or related to the performance of this Agreement.

- E. Contractor shall maintain all information, documentation and records required to perform services. In addition, Contractor shall provide all information, documentation and records to the Agency at the Agency's request.
- F. The services provided are deemed personal services and shall be performed only by Contractor and may not be assigned in any manner.
- G. Contractor shall work in his or her own home and office, except when required otherwise by the Agency for investigative purposes pertaining to this matter, or to attend an administrative hearing as the Agency's Subject Matter Expert concerning this matter.
- H. After completion of an introductory phone call with the Agency, Contractor shall complete the review of compliance with Standards 1 and 2 within 30 days for a residential property, 45 days for agricultural property, or 60 days for any other type of property.
- I. Contractor shall develop and communicate a conclusion of compliance or noncompliance in accordance with Standards 3 and 4 of USPAP for any appraisal report concerning this matter as requested by the Agency in writing. All conclusions shall be clear, concise, unremittingly impartial, professional and ethical, and shall address only the minimum standards of USPAP.
  - 1. Contractor shall state specific violations of the National Uniform Standards of Professional Appraisal Practice, reference the proper Standard Rule number, and include appropriate documentation and/or information to substantiate each finding.
  - 2. Contractor shall obtain any necessary data, documentation, and/or information required to substantiate each finding. If physical evidence or additional background information is required to substantiate a finding that cannot be obtained in Contractor's everyday course of business, Contractor shall contact the Agency for determination of methodology or person best suited to obtain such physical evidence or background information.
  - 3. The Agency reserves the right to require clarification on any findings, and may also require additional documentation and/or information for substantiation of any findings.
  - 4. The effective date of Contractor's review report is the date of the appraisal report under review. Certification date of Contractor's review report is the actual date the review report was completed.
  - 5. The client, and only intended user, is the Nebraska Real Property Appraiser Board.
  - 6. The intended use of review report is to assist the Agency in establishing compliance or noncompliance with the minimum standards of USPAP.



7. Contractor shall not offer his or her opinion concerning the overall state of any appraisal report reviewed by him or her relevant to this matter regarding compliance or noncompliance with USPAP.
  8. Contractor shall not offer his or her opinion concerning analysis, conclusions, practices, or techniques not related or pertinent to the minimum standards in USPAP.
  9. Contractor shall not advocate for a specific result or conclusion concerning this matter, and shall not develop and communicate a conclusion with the intent to favor unduly the Nebraska Real Property Appraiser Board or the Respondent.
  10. Contractor shall not use inflammatory language in the development or communication of his or her conclusions.
- J. Upon the Agency's request, Contractor shall analyze any additional information relative to this matter that may require technical expertise, and develop and communicate a conclusion in a manner determined by the Agency; all conclusions shall be clear, concise, unremittingly impartial, professional, and ethical.
1. Contractor shall obtain any necessary data, documentation and/or information required to substantiate his or her conclusion. If physical evidence or additional background information is required to substantiate a conclusion that cannot be obtained in Contractor's everyday course of business, Contractor shall contact the Agency for determination of methodology or person best suited to obtain such physical evidence or background information.
  2. The Agency reserves the right to require clarification on any conclusions, and may also require additional documentation and/or information for substantiation of any conclusions.
- K. If this matter is not dismissed, or terms of a Consent Agreement cannot be reached between the Nebraska Real Property Appraiser Board and the Respondent, this matter may proceed to a formal hearing. During the litigation process, Contractor may be requested to defend any findings as a witness for the Nebraska Real Property Appraiser Board.

### **SECTION 3. COMPENSATION**

- A. Subject to any limitations set forth in the Agreement, the Nebraska Real Property Appraiser Board shall pay the Contractor \$100.00 per hour for such services provided. Payment may be made to Contractor's Employer identified on Page 1 of this Agreement. The total compensation for services provided shall not exceed \_\_\_\_\_. In the case of extenuating circumstances, or if the matter proceeds to hearing, the Board reserves the right to renegotiate the total compensation or hourly rate set forth in this Agreement. Contractor shall provide an invoice to the Agency each month, which outlines services performed, hours billed, and total amount billed for each month.

- B. Contractor shall only be reimbursed for the cost of travel and lodging expenses pre-approved by the Agency's Director. No other expenses are reimbursable. Costs for travel and lodging shall be claimed, and reimbursements shall be made, in accordance with the Nebraska Real Property Appraiser Board and the State of Nebraska policies.
- C. Contractor is an independent contractor and is not an employee of the State of Nebraska. Consequently, Contractor is not entitled to any fringe benefits or remuneration not specified in this Agreement.

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

- A. Contractor covenants that he or she has not acquired any interest, directly or indirectly, which would conflict in any manner with the interests of the Nebraska Real Property Appraiser Board or the applicant, or which would in any way hinder Contractor's performance of services under this Agreement.
- B. Contractor agrees to avoid at all times conflicts of interest or the appearance of any conflicts of interest with the interests of the Nebraska Real Property Appraiser Board or Respondent in the performance of this Agreement. If conflicts of interest or the appearance of any conflicts of interests develop, all parties relevant to the matter shall be notified immediately in writing. If any party makes such request, Contractor must promptly disqualify him- or herself.

#### **SECTION 5. CONFIDENTIALITY**

- A. All information gained or work product produced by Contractor in performance of this Agreement shall be considered confidential, unless such information is in the public domain or already known to Contractor. Contractor shall not release, disclose, or discuss any such information or work product to persons or entities other than the Agency or its legal representative without prior written authorization from the Agency's Director, except as may be required by law.
- B. Contractor shall promptly notify Agency should Contractor be served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for admissions or other discovery request, court order or subpoena from any party regarding this Agreement and work performed thereunder. The Nebraska Real Property Appraiser Board has no obligation to represent Contractor or be present at any deposition, hearing, or similar proceeding.
- C. Contractor is not authorized by the Nebraska Real Property Appraiser Board to comment publicly on Nebraska Real Property Appraiser Board matters. All such inquiries should be directed to the Nebraska Real Property Appraiser Board's Director.
- D. If Contractor provides any information or work product in violation of this Agreement, the Nebraska Real Property Appraiser Board shall have the right to reimbursement and indemnity from Contractor for any damages, costs and fees, including attorney's fees, caused by or incurred as a result of Contractor's conduct.

## **SECTION 6. CIVIL AND CRIMINAL IMMUNITY**

- A. Contractor shall be immune from any civil action or criminal prosecution for initiating or assisting in any lawful investigation of the actions of a person, or any disciplinary proceeding concerning a person, pursuant to Neb. Rev. Stat. § 76-2225, if such action is taken without malicious intent and in the reasonable belief that it was taken pursuant to the powers vested in Contractor.

## **SECTION 7. INDEMNIFICATION**

- A. Contractor shall indemnify, defend and hold the Nebraska Real Property Appraiser Board harmless from all actions, proceedings, claims, demands, costs, damages, attorney's fees and all other liabilities and expenses of any kind from any source which may arise out of performance of this Agreement, if caused by the tortious acts or omissions of Contractor.

## **SECTION 8. TERMINATION; DEFAULT**

- A. If either Contractor or Nebraska Real Property Appraiser Board fails to perform any material obligation under this Agreement, then, in addition to any other remedies, either Contractor or Nebraska Real Property Appraiser Board may terminate this Agreement immediately upon written notice.
- B. Either party shall have the right to terminate this Agreement upon thirty (30) days' notice to the other party.
- C. Upon termination of the Agreement by either Contractor or Nebraska Real Property Appraiser Board, Contractor shall furnish to Agency a final invoice for work performed under this agreement.
- D. In the event that Contractor is in default under the terms of this Agreement, Nebraska Real Property Appraiser Board shall not have any obligation or duty to continue compensating Contractor for any work performed after the date of default and may terminate this Agreement immediately by written notice to the Contractor. It shall constitute an event in default if Contractor, due to death, disability or other unforeseen circumstance is unable to perform services for ten (10) or more days.

## **SECTION 9. MODIFICATION; WAIVER**

- A. No amendment to or modification of this Agreement shall be valid unless made in writing and approved by Contractor and Agency.
- B. Waiver by any party to this Agreement of any term, condition, or covenant shall not constitute a waiver of any other term, condition, or covenant. Waiver by any party of any breach of the provisions of this Agreement shall not constitute a waiver of any other provision, nor a waiver of any subsequent breach or violation of any provision of this Agreement. Acceptance by Agency of any work or services by Contractor shall not constitute a waiver of any of the provisions of this Agreement.

**SECTION 10. LAW TO GOVERN; SEVERABILITY**

- A. This Agreement shall be interpreted, construed and governed according to the laws of the State of Nebraska.
- B. If a term, condition or covenant of this Agreement is declared or determined by any court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions of this Agreement shall not be affected thereby and the Agreement shall be read and construed without the invalid, void or unenforceable provision(s).

**SECTION 11. EXECUTION**

Contractor represents and warrants that he or she has the qualifications, experience and facilities necessary to perform properly the services required under this Agreement in an objective, independent, ethical, thorough, competent and professional manner. Contractor shall at all times faithfully, competently and to the best of his or her ability, experience and talent, perform all services described herein. In meeting his or her obligations under this Agreement, Contractor shall employ, at a minimum, generally accepted standards and practices utilized by persons engaged in providing services similar to those required of Contractor under this Agreement. Contractor agrees to perform all services in an expeditious manner and without unnecessary delay. Contractor shall comply with all laws and court rules and comply when laws or rules are repealed, amended, or newly chaptered or adopted, including qualification standards required for the performance of the services.

**IT IS THEREFORE AGREED** that the parties hereto have caused this Agreement between Contractor and the Agency to be executed for three years or until final disposition of any judicial proceeding by the signature of the Director on:

**THIS** \_\_\_\_\_ **day of** \_\_\_\_\_, \_\_\_\_\_.

**CONTRACTOR**

(name here), Contractor	Credential Number	Date
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**NEBRASKA REAL PROPERTY APPRAISER BOARD**

Tyler N. Kohtz, Director	Date
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# THE NEBRASKA APPRAISER

News from the Nebraska Real Property Appraiser Board

Summer 2023

## Director's Comments



Director Tyler Kohtz

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

## Whew!

As always, this is a very busy time of year for the Board. The Board held its strategic planning meeting in June. At this meeting, the Board establishes its short-term and long-term goals and objectives for the upcoming fiscal year. The Board's hard work and dedication during this time is appreciated. During the same month, Governor Pillen also approved the latest changes to Title 298 of the Nebraska Administrative Code, so the Board has been busy getting those changes implemented into forms and procedures. Recently, work began on the Board's next legislative bill to incorporate the real property appraiser qualifications criteria changes and the new edition of USPAP into the Nebraska Real Property Appraiser Act; an update to the Appraisal Management Company Registration Act is also in draft. AARO held its spring meeting in Savannah, Georgia; I have included a conference recap for your review. At the beginning of July, the Board opened the 2024-25 real property appraiser renewal application and is fully prepared to process your submissions. More information on the 2024-25 real property appraiser renewal procedures can be found in this newsletter.

*(Continued on next page)*

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- 2023 NRPAB Strategic Planning Summary
- 2023 Spring AARO Conference Summary
- 2024-2025 Credential Renewal Processes and Procedures

### NRPAB Quick Hits:

- State of Nebraska Accepting Applications for At-Large Licensed Real Estate Broker Member and At-Large Financial Institutions Member on NRPAB
- Employee Anniversaries
- 2023 ASC Compliance Review Reports
- AQB Adopts Revised Criteria for Real Property Appraiser Qualifications
- ASB Adopts New Edition of Uniform Standards of Professional Appraisal Practice
- Guidance Documents Adopted/Retired Between April and June of 2023
- Compliance Update (April - June 2023)

### Coming and Going:

- Who's New? (April - June 2023)
- Real Property Appraiser and AMC Numbers and Trends as of July 1, 2023
- Real Property Appraiser Credential Renewal Report as of July 1, 2023

### Financial Snapshot:

- June 30, 2023 Financial Report

# Adopted Changes to Title 298 of the Nebraska Administrative Code Approved by Governor Pillen

By Tyler N. Kohtz, Director

*Title 298 of the Nebraska Administrative Code includes the rules and regulations for administration and enforcement of the Nebraska Real Property Appraiser Act and the Appraisal Management Company Registration Act. Title 298 defines the requirements and processes for real property appraiser credentialing, real property appraiser credential renewal, real property appraiser qualifying and continuing education activities, appraisal management company registration, appraisal management company renewal, and investigations.*

The Nebraska Real Property Appraiser Board held a public hearing on Thursday, November 17, 2022 for proposed changes to Title 298 of the Nebraska Administrative Code. At the conclusion of the hearing, the Board moved to formally adopt the changes to Title 298 as presented. The adopted changes to Title 298 maintain compliance with Title XI of the federal Financial Institutions Reform, Recovery, and Enforcement Act of 1989; harmonize Title 298 with the changes made to the Nebraska Real Property Appraiser Act through LB707 in 2022; reduce unnecessary regulatory burden and remove barriers to entry into the real property appraiser profession; implement general updates for better clarification and administration; and implement updates pertaining to administration of the education program concerning the Real Property Appraiser Qualifications Criteria effective on January 1, 2022, and the AQB Course Approval Program Policies and Procedures effective on January 1, 2022, as adopted by the Appraiser Qualifications Board of The Appraisal Foundation. At its regular meeting on April 20, 2023, the Board moved to adopt an amendment to the adopted changes to Title 298, moving the authority for establishing the subcommittee in 298 NAC Chapter 2, § 002.13 from the director to the Board. Governor Pillen approved the adopted changes to Title 298 on May 31, 2023.

Numerous changes related to the administration of the education program are made to Title 298 to implement the Real Property Appraiser Qualifications Criteria effective on January 1, 2022, and the CAP Policies and Procedures effective on January 1, 2022, adopted by the Appraiser Qualifications Board of The Appraisal Foundation.

- The definition “conference” is removed and the definition of “correspondence education” is replaced with “distance education,” which is expanded to include “synchronous,” “asynchronous,” and “hybrid”;

- Chapter 6 is restructured for clarification and duplicate language in the “Requirements” sections for qualifying education, continuing education, and the supervisory real property appraiser and trainee course is removed and added to the general education section at the beginning of Chapter 6; and
- The “Initial Application,” “Resubmission of Instructor Approval,” and “Expiration and Rescinding of Instructor Approval” sections are all removed (the instructor qualifications remain, but the instructor is now considered a part of the education activity submission

## Director’s Comments Continued:

Board Member Walkenhorst is nearing the end of his term; his contributions and insight will be missed. The Board will begin advertising for the open at-large financial institutions representative position soon. In addition, the at-large broker representative position is still open. Finally, one measure to gauge the effectiveness of a regulatory program is through the audit process. The Board’s Appraiser Program and AMC program were awarded the ASC Finding of “Excellent” after the compliance review completed in March of this year. In addition, the Nebraska State Patrol and the Federal Bureau of Investigation found the Board’s Criminal History Record Check program to be in compliance in August. Thank you to all the past and present board members, Allison, and Kashinda for your hard work! Please remember, the Board is here for you, so feel free to call the Board’s office with any questions, concerns, or comments that you may have. I hope that you enjoy this edition of The Nebraska Appraiser.

## Adopted Changes to Title 298 of the Nebraska Administrative Code Approved by Governor Pillen (Continued)

LB707, approved by Governor Ricketts on April 18, 2022, updated the Nebraska Real Property Appraiser Act to implement the Real Property Appraiser Qualifications Criteria adopted by The Appraisal Foundation's Appraiser Qualifications Board effective on January 1, 2021 and to maintain compliance with Title XI of the federal Financial Institutions Reform, Recovery, and Enforcement Act of 1989 and the Policy Statements of the Appraisal Subcommittee of the Federal Financial Institutions Examination Council. The changes to Title 298 harmonize the language in Title 298 with the changes made to the Real Property Appraiser Act through LB707.

- The processes, procedures and requirements for acceptance of PAREA in lieu of real property appraisal practice experience are added, which also clarifies how credit is awarded based on what PAREA program is completed by the applicant; and
- The requirement that a temporary credential applicant provide a completion date is removed.

It is the Board's priority to reduce unnecessary regulatory burden and remove barriers to entry into the real property appraiser profession and many changes made to Title 298 address this very issue.

- The use of the synchronous (livestream) and hybrid (online and livestream) education delivery mechanisms for real property appraiser qualifying and continuing education is expanded;
- The acceptance of education completed in another jurisdiction is expanded by allowing for education offerings to meet the minimums established in the Real Property Appraiser Qualifications Criteria only, and by allowing distance education approved by any jurisdiction in which an applicant or real property appraiser holds a credential as verified through the Appraiser Registry of The Appraisal Subcommittee instead of their jurisdiction of residency only;

- The review and approval procedures are updated to allow the Board's director to approve new applications for licensed and certified real property appraisers who apply through education, experience, and examination when minimum requirements are met and no extenuating circumstances exist requiring Board expertise;
- The requirement that no more than 50% of real property appraisal practice experience be obtained for work without a traditional client is removed in accordance with the 2022 Criteria; and
- Education providers are no longer required to submit evidence of an education activity being AQB CAP approved, or an instructor being an AQB Certified USPAP Instructor when required.

Emphasis was placed on the effectiveness of regulations in place, the clarity and applicability of the language in Title 298, and the public's rights and welfare. Language is updated to reflect this emphasis.

- The practicum course language is incorporated into the language that pertains to non-traditional experience, which is also expanded to better align with the actual language in the Real Property Appraiser Qualifications Criteria;
- Many of the aggregate maximum of 25% experience items are removed as the Real Property Appraiser Qualifications Criteria specifically states that experience must be in appraisal work conforming to USPAP standards 1-6;
- The language "the Board may accept areas of experience upon demonstration by the applicant that such experience directly relates to training and improvement of skills used in real property appraisal practice" is removed as such experience would be in conflict with the Real Property Appraiser Qualifications Criteria;

### Upcoming NRPAB Meetings:

- ◆ October 26, 2023 @ NRPAB Office (Conference Room)
- ◆ November 16, 2023 @ NRPAB Office (Conference Room)
- ◆ December 21, 2023 @ NRPAB Office (Conference Room)

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

## Adopted Changes to Title 298 of the Nebraska Administrative Code Approved by Governor Pillen (Continued)

- “Prior to” is changed to “by” for the December 31st requirement to submit evidence of completion of the 7-hour National Uniform Standards of Professional Appraisal Practice Update course;
- “Applicant” is changed to “real property appraiser” to better clarify that Chapter 4, § 001.10C, which pertains to continuing education requirements, is relevant to those that already hold a credential;
- “August 31” is changed to “June 30” in Chapter 4, § 002.01, to reflect current practice for when a credential holder will be notified of selection for a random criminal history record check; and
- The fee name is updated to “continuing education activity renewal application fee” in Chapter 4, § 003.04A.2 to harmonize this fee name with that in the Real Property Appraiser Act.

Pursuant to Title XI, the Appraisal Subcommittee of the Federal Financial Institutions Examination Council monitors each State’s appraiser and AMC regulatory programs to ensure the State: recognizes and enforces the standards, requirements, and procedures prescribed by Title XI; has adequate authority to permit it to carry out its Title XI related functions; and makes decisions concerning appraisal standards, appraiser qualifications and supervision of appraiser practices consistent with Title XI. The ASC performed a State Off-Site Assessment of the State of Nebraska Appraiser Regulatory Program and AMC Regulatory Program in February of 2022.

- The collection of certain information for Federally Regulated AMCs is removed from Title 298 as the ASC observed that collection of this information is beyond the authority of the AMC Rule and Revised Bulletin 2017 -01 issued April 16, 2018; and
- All references to the federal registries are changed to the current names, “Appraiser Registry” and “AMC Registry.”

More details regarding the specifics of these changes can be provided upon request. If you have questions regarding the changes to Title 298, please contact me by email at [tyler.kohtz@nebraska.gov](mailto:tyler.kohtz@nebraska.gov), or by phone at 402-471-9015.

## NRPAB Staff

### **Tyler N. Kohtz**

Director

402-471-9015

[tyler.kohtz@nebraska.gov](mailto:tyler.kohtz@nebraska.gov)

### **Allison L. Nespor**

Licensing Programs Manager

402-471-9024

[allison.nespor@nebraska.gov](mailto:allison.nespor@nebraska.gov)

### **Kashinda Sims**

Education Programs Manager

402-471-9022

[kashinda.sims@nebraska.gov](mailto:kashinda.sims@nebraska.gov)

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

Phone: 402-471-9015

Fax: 402-471-9017

Website: [appraiser.ne.gov](http://appraiser.ne.gov)



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What's new at  
The Appraisal Foundation?  
[appraisalfoundation.org](http://appraisalfoundation.org)



What's new at the  
Appraisal Subcommittee?  
[asc.gov](http://asc.gov)



What's new at the AARO?  
[aaro.net](http://aaro.net)



# Launch of AMC Login and New Policy for Criminal History Record Checks for Owners of More Than 10% of an AMC at Renewal of Registration

By Allison Nespor, Licensing Program Manager

The Nebraska Real Property Appraiser Board is pleased to announce two changes to its AMC registration program: rollout of AMC Login and implementation of a new policy for Criminal History Record Checks carried out by the Board for owners of more than 10% of an AMC at renewal of registration. AMC Login simplifies the renewal process and provides easier access to update required information.

As of July 1, 2023, fingerprint cards are only required for each new individual owner of more than 10% of the AMC who has not previously had a Criminal History Record Check completed by the Board through the Nebraska State Patrol and the Federal Bureau of Investigation for the purpose of AMC ownership. This includes trustees of trusts owning more than 10% of the AMC and individuals owning shares in a corporation or corporations where said shares amount to owning more than 10% of the AMC.

The AMC Login includes a variety of new tools available to AMCs. The home screen of AMC Login includes Appraisal Management Company details and displays the legal name and registration number for the AMC, the primary email on file for the AMC, and important dates regarding registration status and expiration. There are links to download and print a PDF of the organization's current registration card and view and edit AMC information.

The contact person of record for each registered Nebraska AMC received an email from [OCIO.DoNotReplyWebTeam@nebraska.gov](mailto:OCIO.DoNotReplyWebTeam@nebraska.gov) to the AMC's primary email address listed with the Board, stating that the organization has been invited by Allison Nespor to join NRPAB AMC Login Users and providing a link and instructions to set up a Centurion username and password.

To date, 59% of registered AMCs have successfully set up access to AMC Login. If you cannot find your email invitation, or the link has expired, email [nrpab.amclogin@nebraska.gov](mailto:nrpab.amclogin@nebraska.gov) to request a new Centurion invitation. The Board's records will include the username only; the password will be known only to the user. If you use the "Forgot Password" function in Centurion and request an email to reset the password, the email will be sent to the email address used to establish the Centurion account.

If the Centurion account email address needs to be changed, make the change on the Centurion page. Click User Profile in the upper right corner, and update the email address there. This step is completely separate from updating the AMC's email addresses in AMC Login, as Centurion is just a platform for secure access to AMC Login. NRPAB staff cannot edit a User Profile in Centurion. To log into Centurion, or to use Centurion to log into AMC Login, begin on the Board's website, <https://appraiser.ne.gov>. Select "AMC Login" in the middle of the horizontal menu at the top of the page.



Click the "Login" button.



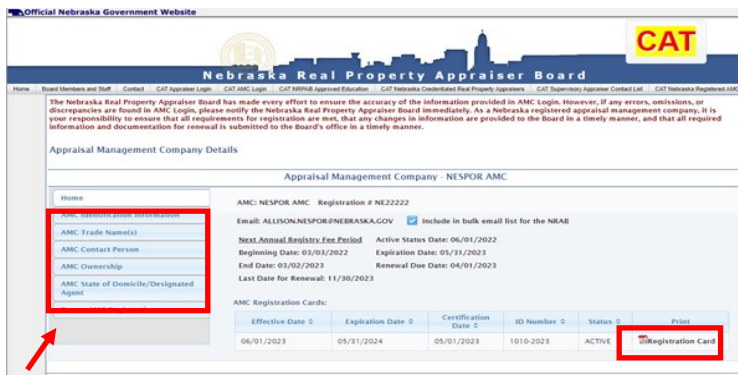
If you have not received an invitation to Centurion, and have never accessed AMC Login via Centurion, contact the Board's office at [nrpab.AMCLogin@nebraska.gov](mailto:nrpab.AMCLogin@nebraska.gov) or 402-471-9015 to request an invitation.

For questions about AMC Login, please email [nrpab.AMCLogin@nebraska.gov](mailto:nrpab.AMCLogin@nebraska.gov)

On the Centurion page, "User Profile" in the upper left corner is where you edit information regarding your Centurion account. Select the "AMC Login" link under "NRPAB" to go to your AMC's NRPAB home screen.



# Launch of AMC Login and New Policy for Criminal History Record Checks for Owners of More Than 10% of an AMC at Renewal of Registration (Continued)



On the home screen, “Appraisal Management Company Details” displays the legal name and registration number for the AMC, the primary email on file, and important dates: active status, expiration, renewal due, and annual registry fee period beginning and end. Under “AMC Registration Cards” is a link to download and print a PDF of the AMC’s current registration card. On the left side of the home screen is the menu of links for viewing and editing AMC information (AMC Identification Information, AMC Trade Name(s), AMC Contact Person, AMC Ownership, and AMC State of Domicile/Designated Agent) and for launching the AMC registration online. If information is edited, it is very important to click “Update” to save any changes.

NRPAB staff will still update AMC information on receipt of a proper request or changes shown in a paper renewal application, but you are encouraged to maintain your own Identification, Trade Name(s), Contact Person, Ownership and State of Domicile/Designated Agent information in AMC Login.

Before starting the online renewal application:

- Obtain new fingerprint cards and signed authorization to use fingerprints forms for all new owners of more than 10% of the AMC who have not previously had a Criminal History Record Check completed by the Board through the Nebraska State Patrol and the Federal Bureau of Investigation for the purpose of AMC ownership. The Authorization to Use Fingerprints for National Criminal History Record Check Through the Nebraska State Patrol and the Federal Bureau of Investigation form is found on the Board’s website on the AMC Registration page. The signed authorization forms may be uploaded in the online application or mailed with the fingerprint cards. Fingerprint images must be less than one year

old, and the cards must be signed by the person fingerprinted and the official taking the fingerprints.

- Check the renewal due notice, the home screen in AMC Login, or the most recent registration card for the annual registry fee period beginning and end dates, and compile the list of AMC appraisers who have performed an appraisal for the AMC in connection with a covered transaction in Nebraska during the reporting year including: (1) First and last name, (2) Credential number, (3) Number of appraisals performed (during the reporting year), (4) Earliest appraisal submission date (during the reporting year), and (5) Latest appraisal submission date (during the reporting year). Have the list ready to upload.
- Obtain proof that a valid Surety Bond is in effect (continuation or verification certificate, proof of payment with invoice showing the most recent premium period, or copy of new surety bond). Have the proof ready to upload.
- If the answer to any disciplinary question is “yes,” have all documents regarding the grievance or charges and any documents of disposition (consent agreements, final orders, etc.) ready to upload.
- Obtain the routing and account numbers for the EFW/ACH withdrawal for payment of fees due. Make sure such withdrawals are authorized from the account, as there is a \$20.00 ACH return fee if the payment does not go through. (The same fee applies to checks returned for insufficient funds.)
- Review and update all of the information on the Identification, Trade Name(s), Contact Person, Ownership, and State of Domicile/Designated Agent tabs on the home screen of AMC Login.

To begin the online renewal application, select “Renew AMC Registration” at the bottom of the menu on the left side of the home screen.



# Launch of AMC Login and New Policy for Criminal History Record Checks for Owners of More Than 10% of an AMC at Renewal of Registration (Continued)

Appraisal Management Company Details

Appraisal Management Company - NESPOR AMC

Home Your AMC registration has been late since 04/01/2023. Please complete a renewal application.

AMC Identification Information **Application for Renewal of Nebraska Appraisal Management Company Registration**

AMC Trade Name(s)

AMC Contact Person

AMC Ownership

AMC State of Domicile/Designated Agent

Renew AMC Registration

List of AMC Renewal Applications						
Edit	Legal Name	Registration Number	Status	Application Entered Date	Date Application Received by NRPAB	View
	NESPOR AMC	NE22222	Incomplete			
	NESPOR AMC	NE22222	Submitted	09/01/2023		<a href="#">View</a>

Select "Application for Renewal of Nebraska Appraisal Management Company Registration" to launch a new application, or select the pencil icon to continue working on an incomplete application.

Board Members and Staff Contact CAT Appraiser Login CAT AMC Login CAT NRPAB Appraiser Education CAT Nebraska Certified Real Property Appraisers CAT Supervisors Appraiser Contact List CAT Nebraska Registered ASBCs

APPLICATION FOR RENEWAL OF NEBRASKA APPRAISAL MANAGEMENT COMPANY REGISTRATION

AMC Information Disciplinary Registry Fee Application Checklist Affidavit Payment

AMC Information

- I have reviewed and, if necessary, updated AMC Identification information.
- I have reviewed and, if necessary, updated State of Domicile information.
- I have reviewed and, if necessary, updated Trade Name(s) information.
- I have reviewed and, if necessary, updated Ownership information.
- I have reviewed and, if necessary, updated Contact Person information.

[Return to your Profile](#) [Next](#)

Verify that you have reviewed and, if necessary, updated all information. Select "Return to your Profile" if you need to update information. Select "Next" to go to the Disciplinary tab. You will not be able to advance to the next tab until all of the required items (marked with red asterisks) have been completed.

APPLICATION FOR RENEWAL OF NEBRASKA APPRAISAL MANAGEMENT COMPANY REGISTRATION

AMC Information **Disciplinary** Registry Fee Application Checklist Affidavit Payment

Disciplinary Questions

1. Has the applicant's application for registration/license/certification, or the right to renew or reinstate, been denied by the past 18 months?

Yes  No

2. Has disciplinary action been taken against the applicant by any regulatory surrendered or allowed to lapse due to any action pending or threatened previously disclosed to this agency. Failure to disclose this may result in:

Yes  No

If you respond "yes" to a disciplinary question, a text box opens for a required statement with an "Upload File" button for any documents such as final orders, consent agreements, or longer statements.

APPLICATION FOR RENEWAL OF NEBRASKA APPRAISAL MANAGEMENT COMPANY REGISTRATION

AMC Information Disciplinary **Registry Fee** Application Checklist Affidavit Payment

Disciplinary Questions

1. Has the applicant's application for registration/license/certification, or the right to renew or reinstate, been denied by the past 18 months?

Yes  No

If your answer is yes, provide a brief statement of all significant details on a separate sheet, including the jurisd reason for denial, the circumstances surrounding the matter, and the names of any persons involved.

\* If YES, provide statement:

Upload File:

[Upload File](#)

When you have responded to all of the Disciplinary Questions, select "Next."

APPLICATION FOR RENEWAL OF NEBRASKA APPRAISAL MANAGEMENT COMPANY REGISTRATION

AMC Information Disciplinary **Registry Fee** Application Checklist Affidavit Payment

ASC AMC Registry Fee and Reporting Year

Annual ASC Registry Fee based on year ending 90 days before expiration of current registration:

Beginning Date of Reporting Year: 03/03/2022 Ending Date of Reporting Year: 03/02/2023

Number of AMC appraisers who have performed an appraisal for the AMC in connection with a covered transaction in Nebraska during the reporting year:  **\$25.00** = \$0.00 ASC AMC Registry Fee due with application

(Covered transaction means any consumer credit transaction secured by the consumer's principal dwelling.)

ASC AMC Registry Fee \$0.00  
Nebraska Registration Renewal Fee +1500.00  
Late Processing Fee, if any +150.00  
Total Fees Due with Renewal Application \$1650.00

With the application for renewal and the ASC AMC Registry fee, the AMC must also provide a list of the AMC appraisers who have performed an appraisal for the AMC in connection with a covered transaction in Nebraska during the reporting year, including:

- First and last name,
- Credential number,
- Number of appraisals performed (during the reporting year),
- Earliest appraisal submission date (during the reporting year), and
- Latest appraisal submission date (during the reporting year).

Upload AMC appraiser list here:

[Upload File](#)

[Back](#) [Next](#)

On the Registry Fee screen enter the number of AMC appraisers who have performed an appraisal for the AMC in connection with a covered transaction in Nebraska during the reporting year and upload the list. Make sure the list has all of the required information about each appraiser.

Select "Next" to go to the Application Checklist tab.

APPLICATION FOR RENEWAL OF NEBRASKA APPRAISAL MANAGEMENT COMPANY REGISTRATION

AMC Information Disciplinary Registry Fee **Application Checklist** Affidavit Payment

Application Checklist

Include the following items with your completed application:

- Two copies of legible, ink-rolled fingerprint cards for each new owner/entity owning more than 10% of the applicant who has not previously completed a fingerprint based criminal history record check through the Nebraska State Patrol and the Federal Bureau of Investigation for the purpose of appraisal management company registration in Nebraska.
  - Fingerprint cards mailed
    - Date fingerprints were mailed:
  - Fingerprints taken by Nebraska State Patrol
- Authorization to Use Fingerprints for National Criminal History Record Check through the Nebraska State Patrol and the Federal Bureau of Investigation signed by each person whose fingerprints are included with the application. Person being fingerprinted is also requested to review the NRPAB Privacy Act Statement prior to being fingerprinted. Download the form at <https://appraiser.ne.gov/AMC/CHRC-Authorization-and-Privacy-Statement.pdf>
  - Mailed with fingerprint cards
  - Upload PDF copy/copies of signed Authorization Form
  - N/A, no individuals or trustees directly or indirectly own more than 10% of the applicant or all individuals or trustees who directly or indirectly own more than 10% of the applicant have previously had a Criminal History Record Check completed by the Board through the Nebraska State Patrol and the Federal Bureau of Investigation for the purpose of AMC ownership.
- Proof of a valid Surety Bond for \$25,000 naming applicant as the "Principal" and the Nebraska Real Property Appraiser Board as the "Obligee." The Surety Bond shall clearly indicate that: 1) the bonding company is aware of, and will comply with, all provisions of Neb. Rev. Stat. § 76-3203(2); 2) the Surety 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, and in favor of any person damaged by such a violation; 3) the Surety Bond shall be maintained until one year after the date on which the appraisal management company ceases operation in this state regardless of, if or when, termination of the Surety Bond occurs; 4) and, the aggregate liability of the Surety Bond to all persons damaged by a violation of the Nebraska Appraisal Management Company Registration Act by an appraisal management company shall not exceed the amount of the Surety Bond.
  - Upload evidence Surety Bond is in effect (continuation or verification certificate, proof of payment with invoice for most recent premium period, or copy of new surety bond):
  - [Upload File](#)

[Back](#) [Next](#)

If you select Fingerprint Cards mailed or Fingerprints Taken by Nebraska State Patrol, enter the date. If no individuals or trustees directly or indirectly own more than 10% of the applicant, or all individuals or trustees who directly or indirectly own more than 10% of the applicant have previously had a Criminal History Record Check completed by the Board through the Nebraska State Patrol and the Federal Bureau of Investigation for the purpose of AMC ownership, select "N/A" for items 1 and 2. If you are submitting owner fingerprints, upload copies of the signed authorization form(s) here, or mail them with the fingerprint card(s) and enter the mailing date.

## Launch of AMC Login and New Policy for Criminal History Record Checks for Owners of More Than 10% of an AMC at Renewal of Registration (Continued)

Upload proof that a valid surety bond is currently in effect. Unless the bond is less than one year old, provide a current verification or continuation certificate, or evidence of payment of the most recent premium showing the premium period.

The next screen is the Affidavit of Applicant. Read the affidavit thoroughly before electronically signing and dating it.

APPLICATION FOR RENEWAL OF NEBRASKA APPRAISAL MANAGEMENT COMI

AMC Information | Disciplinary | Registry Fee | Application Checklist | Affidavit | **Payment**

Electronic Funds Withdrawal (EFW) Payment

Appraisal Management Company: NESPOR AMC

Registration Number: NE22222

ASC AMC Registry Fee: \$1,250.00

Nebraska Registration Renewal Fee: \$1,500.00

Late Processing Fee: \$150.00

Total Fees Due: \$2,900.00

Payment Date: 09/06/2023

Routing Number: \*

Account Number: \*

Retype Account Number: \*

Account Type:  Savings Account  Checking Account

To make your EFW payment click submit.  
Your payment has not been scheduled until you receive a reference number.

Submit

← Back

[Return to your Profile](#)

On the payment screen, the fees are automatically calculated based on the date the renewal application is due and the number of AMC appraisers entered on the Registry Fee tab. Enter a bank routing number and a bank account number and select an account type. Again, it is important to make sure ahead of time that the account allows electronic funds withdrawals through ACH. The application system cannot determine this, and the Board is charged a \$20.00 return fee by the State Treasurer if a submitted payment does not go through. The applicant is then required to pay all fees including the additional \$20.00 ACH return fee by check or money order.

EFW Payment Summary

EFW Payment Receipt - Nebraska Real Property Appraiser Board

Appraisal Management Company: NESPOR AMC

Registration Number: NE22222

Reference Number: RAFP00000229

ASC AMC Registry Fee: \$1,250.00

Nebraska Registration Renewal Fee: \$1,500.00

Late Processing Fee: \$125.00

Scheduled Payment Amount: \$2,875.00 on 09/01/2023

Your application has been submitted and your electronic payment has been scheduled. Do not duplicate your payment using another method.

Print Receipt

If you have questions, please contact the Nebraska Real Property Appraiser Board office by email at [crash.questions@nebraska.gov](mailto:crash.questions@nebraska.gov), or by phone at 402-471-9015.

[Return to your Profile](#)

The Board receives notice when an online renewal application has been submitted and reviews the application to verify that all required documentation is present or has been mailed before accepting the application and payment and beginning processing.

Paper applications received by the Board are manually entered into the system and appear on the List of AMC Renewal Applications on the Renew AMC Registration tab. Track the progress of an application in the Status box:

- Submitted: application has been entered in the system
- Rejected: application is incomplete, applicant will be notified by letter of requirements to complete the application, payment is not submitted to the bank
- Pending: application is complete, payment is being submitted to the bank, processing has begun
- Approved: process is complete. An automated email notifies the AMC that the new registration card can be downloaded on AMC Login home screen. If the previous registration card is still active, the new registration card will show as inactive until the previous card expires.

The Board is excited to provide this option for AMC registration renewals. If you have any questions regarding the updated AMC Login, the online renewal application, or the contact information interface, please feel free to contact the Board's office by email at [nrpab.AMCLogin@nebraska.gov](mailto:nrpab.AMCLogin@nebraska.gov) or by phone at 402-471-9015.

### Centurion & AMC Login Issues

If you need an email invitation, or you cannot access Appraiser Login through Centurion Blue, please call the Board's office at 402-471-9015 or email us at [nrpab.AppraiserLogin@nebraska.gov](mailto:nrpab.AppraiserLogin@nebraska.gov).

If you have created your Centurion account but get a message that the information entered does not match any AMC, or you don't see an "AMC Login" link on your Centurion page, call the office. Staff may need to manually link the Centurion username with the AMC Login. Be prepared to provide the Centurion username, the email address used to set up the Centurion account, and the name of the AMC.

# 2023 NRPAB Strategic Planning Meeting Summary

By Tyler N. Kohtz, Director

The Board held its strategic planning meeting on June 21, 2023. At this meeting the Board discussed the previous fiscal year and established its short-term and long-term goals and objectives for the future.

The Board included the following as accomplishments for the 2022-2023 fiscal year:

- Multiple database and technology projects were completed, including the online AMC registration renewal application and AMC Interface database upgrade, development of a disciplinary action search on the website, restructuring real property appraiser website search, adding a message screen on the website, and many general website updates;
- Real property appraiser renewals were completed short staffed with little disruption to the public or the real property appraiser community;
- The Title 298 changes adopted by the Board on November 17, 2022 were approved by Governor Pillen;
- The ASC's audit of the Board's Real Property Appraiser Program and AMC Registration Program were successful; and
- PSL funding was secured for an additional teammate.

The Board also had many productive discussions concerning the future and the goals and objectives for the 2023-2024 fiscal year. The Board's short-term goals and objectives include:

- 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 include but are 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;

- 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 include but are not limited to the ASC SOA recommendations, inclusion of criminal and civil immunity language, and changes to the CHRC requirements for owners of more than 10% of an AMC;
- 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;
- Hire Administrative Specialist classified employee to ensure that adequate staffing is in place to carry out the Board's mission, maintain a high-level operation, remain compliant with Title XI, and maintain public satisfaction; and
- Populate the Disciplinary History Search with ten year real property appraiser and AMC disciplinary action history for active credential and registration holders.

Finally, the Board reviewed its long-term goals and objectives for the 2023-2024 fiscal year. The Board's long-term goals and objectives include:

- Address changes to USPAP, Real Property Appraiser Qualifications Criteria, ASC Policy Statements, AQB CAP Program Guidelines, and Title XI as required;
- Harmonize Title 298 with the changes made to the Nebraska Real Property Appraiser Act and Appraisal Management Company Registration Act as needed;
- Continue to adopt Guidance Documents for public advisement concerning interpretation of statutes and rules, and retire Guidance Documents that are no longer relevant;

# Meeting

## 2023 NRPAB Strategic Planning Meeting Summary (continued)

- 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;
- 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;
- Explore opportunities to increase the number of Nebraska resident real property appraisers;
- Monitor real property appraiser credential renewal dates;
- 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 to 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;
- 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;
- 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;
- Encourage development of Memos from the Board and Facebook posts that contain facts of interest to the real property appraiser community;
- Continue utilizing the NRPAB website, NRPAB Facebook page, The Nebraska Appraiser (newsletter), and Memos from the Board (listserv emails) to disseminate relevant and important information to the appraisal business community and the general public in a timely manner, which 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;
- Continue to monitor the effectiveness of current NRPAB website, and repair bugs, make improvements, and add enhancements needed to address functionality or use;
- Populate the Disciplinary History Search with all real property appraiser and AMC disciplinary action history for active credential and registration holders;
- Continue to monitor the effectiveness of the current NRPAB database, repair bugs, make improvements, and add enhancements needed to address program or use changes.
- Explore the development and implementation of an updated NRPAB branding;
- Continue to monitor the effectiveness of current processes and procedures, and update processes and procedures as needed to maintain effectiveness and efficiency of the administration of the Board's programs;
- Explore use of Federal grant money to pursue development of a translator system between the NRPAB Database and the ASC Federal Registry system; and
- Explore online real property appraiser initial applications (Reciprocity; Education, Experience & Examination; Temporary) AMC initial applications, education activity applications, and other services that require payment of a fee.



More information on the Board's 2023 strategic planning meeting can be found in the June 21, 2022 meeting minutes located on the Board's website at: [https://appraiser.ne.gov/meetings/minutes/2023/230621\\_Strategic\\_Planning\\_Minutes.pdf](https://appraiser.ne.gov/meetings/minutes/2023/230621_Strategic_Planning_Minutes.pdf).

# 2023 Spring AARO Conference Summary

By Tyler N. Kohtz, Director

I attended the 2023 Spring AARO Conference in Savannah, Georgia from May 9th through May 11th. Much of the discussion centered on bias, diversity, and discrimination in the financial industry; PAREA; the Real Property Appraiser Qualifications Criteria updates; USPAP updates; legal concerns and liability; and technology and administration advancements in government and in real property appraisal practice. I noted the following highlights:

- The Appraisal Subcommittee has restarted the State Appraiser and AMC Compliance Reviews in person. Some issues that the ASC reported were, AMC rules issues, staffing changes, new state technologies and processes, as well as backlogged investigations. The ASC is currently focused on Appraisal Bias and is studying USPAP and AQB Qualification Criteria. The ASC also provided an update on Federal Legislation. Various bills include creating an appraiser licensing information portal, adding the VA and USDA RHD to the ASC, allowing licensed appraisers back on the FHA roster, adding trainees to the Appraiser Registry, broadening the ASC grant-making authority, and improving governance of the appraisal industry.
- The Appraisal Foundation discussed Foundation resources for state regulators and the state regulator advisory groups.
- The Appraiser Qualifications Board of The Appraisal Foundation focused on qualifying and continuing education content that meets the content requirements of the Valuation Bias and Fair Housing Laws and Regulations course outline. The AQB also reported that, to date, nine concept reviews have been submitted for PAREA programs, and eight providers are actively working on PAREA programs. The AQB finished its presentation by providing the following updates:
  - The CAP delivery mechanism approval is now available for asynchronous activities;
  - A subject matter expert is writing new exam items and the AQB will be reviewing them this summer; and
  - The fifth exposure draft of USPAP has been adopted and will not have an end date.
- Appraisal Institute and McKissock gave a presentation on their PAREA programs. McKissock explained their PAREA program will include dashboards and simulations; a mix of urban, suburban, and rural experiences and geographies; and interaction between the mentor and the student. The Appraisal Institute is starting with a pilot program of invited cohorts. The Appraisal Institute's research shows a value up to \$5,000.00 per seat. Payment plans and a scholarship program will address affordability.



River Street in Savannah, Georgia

## 2022 Spring AARO Conference Summary (continued)

- At the Executive Directors and Administrators Roundtable, several items were discussed. Most agencies are utilizing a hybrid work schedule with employees working from a remote location and in the office, while other agencies are 100% remote work. PAREA credit; discrimination by state agencies in the disciplinary process; artificial Intelligence and hypothetical situations from an administrative perspective; and military personnel and license portability were all discussed.
- A presentation was given by the State of Texas and HUD on Fair Housing.
- Freddie Mac reported that refinance and purchase volume is down from the second half of 2022 through 2023, and that appraiser capacity dropped significantly at the beginning of 2023, but is now rebounding. During a review of the last four months, Freddie Mac noted a positive trend for refinance and purchase volume and appraiser capacity. Freddie Mac also brought attention to appraisal issues it is observing; specifically, unacceptable appraisal practices for comparable selection, appraiser reluctance in analyzing market conditions, the improper address of buydowns and seller concessions, unsupported condition adjustments, and overvaluation.
- Fannie Mae reported that it is developing a UAD curriculum that focuses on the importance of value and the management of risks. Loan to value ratio is Fannie Mae's fundamental driver and risk management is the cornerstone. The Fannie Mae Selling Guide was updated with the new term "value acceptance," which replaces the term "appraisal waiver." Value acceptance and property data is a new option that requires collection of subject property data in conjunction with value acceptance. Hybrid appraisals are allowed, but only on a limited basis. These alternate methods have been added to Form 1004D. Fannie Mae reported that the modern valuation spectrum ranges from value acceptance to value determination. According to Fannie Mae, Property Data Collection (PDC) consists of a standardized interior and exterior data collection in which appraisers are well suited to do this work. To become a Property Data Collector, a background check and professional training is required.
- A presentation was given on board member legal concerns and the administrative law process.

If you have questions regarding the 2023 Spring AARO Conference, please contact me by email at [tyler.kohtz@nebraska.gov](mailto:tyler.kohtz@nebraska.gov), or by phone at 402-471-9015.

### ***Have questions? We have answers!***

Questions related to appraisal management company registration and renewal: [nrpab.amc@nebraska.gov](mailto:nrpab.amc@nebraska.gov)

Questions related to AMC Login: [nrpab.amclogin@nebraska.gov](mailto:nrpab.amclogin@nebraska.gov)

Questions related to real property appraiser credentialing: [nrpab.credentialing@nebraska.gov](mailto:nrpab.credentialing@nebraska.gov)

Questions related to real property appraiser credential renewal: [nrpab.renewals@nebraska.gov](mailto:nrpab.renewals@nebraska.gov)

Questions related to real property appraiser education (QE & CE): [nrpab.education@nebraska.gov](mailto:nrpab.education@nebraska.gov)

Questions related to investigations, or how to file a grievance: [nrpab.compliance@nebraska.gov](mailto:nrpab.compliance@nebraska.gov)

Questions related to Appraiser Login: [nrpab.AppraiserLogin@nebraska.gov](mailto:nrpab.AppraiserLogin@nebraska.gov)

General Questions: [nrpab.questions@nebraska.gov](mailto:nrpab.questions@nebraska.gov)



# 2024-25 Credential Renewal Reminder and Information

By Tyler N. Kohtz, Director

Real property appraiser credential renewal applications (“renewal applications”) are due November 30, 2023, which is fast approaching. If your Nebraska credential expires December 31, 2023, and you have not renewed your credential, please take note.

Yellow postcards and emails were sent in late June to all real property appraisers whose credentials expire December 31, 2023, with directions for downloading the paper renewal application form from the Board’s website at [appraiser.ne.gov](http://appraiser.ne.gov) (see yellow highlights in picture at bottom of this page), and how to access the online renewal application through Appraiser Login via Centurion (see yellow highlights in picture at bottom of this page and red highlights in picture at bottom of the next page). Additional information related to updating contact information and completing the online renewal application in Appraiser Login can be found in the Winter 2021 edition of The Nebraska Appraiser feature article “NRPAB Appraiser Login Expanded to Include Online Real Property Appraiser Renewal Application and Contact Information Self-Service Interface,” found on the Board’s website at [https://appraiser.ne.gov/newsletters\\_and\\_memos/2021/TheNebraskaAppraiserWinter2021.pdf](https://appraiser.ne.gov/newsletters_and_memos/2021/TheNebraskaAppraiserWinter2021.pdf).

If you have any questions regarding Appraiser Login, the online renewal application, or the contact information interface, please feel free to contact the Board’s office by phone at 402-471-9015, or by email at [nrpab.AppraiserLogin@nebraska.gov](mailto:nrpab.AppraiserLogin@nebraska.gov).

All online renewal applications must be submitted with a date stamp prior to December 1, 2023. All required continuing education completion certificates and supporting documentation must be submitted to the NRPAB through the Education Submission Portal found in Appraiser Login or by email prior to the submission of the online renewal application. All paper renewal applications, along with all required documents, must be mailed to the Board’s office, postmarked prior to December 1, 2023, to be considered timely. Paper renewal applications must include:

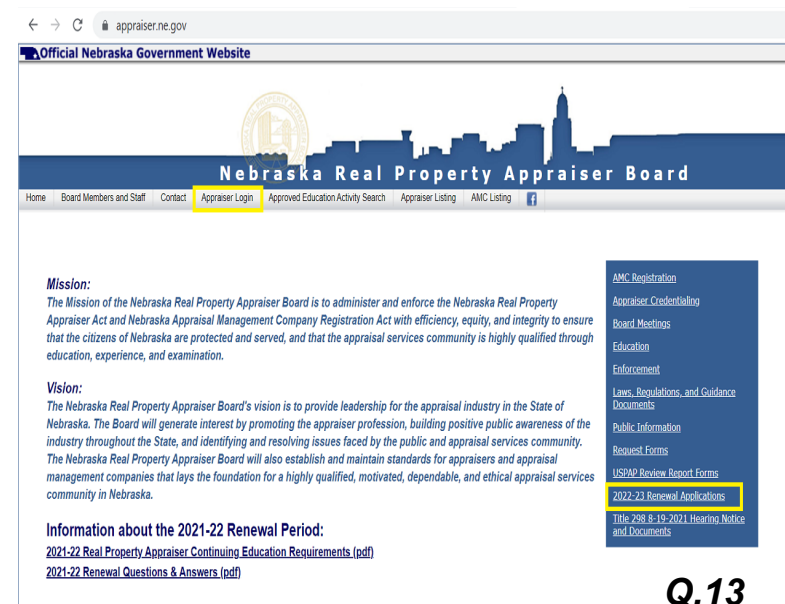
- A completed 2024-25 Application for Renewal of Nebraska Real Property Appraiser Credential;
- Explanations and copies of documents for all “YES” answers to disciplinary questions;

- All fees;
- All required continuing education completion certificates and supporting documentation (if not already submitted to and approved by the NRPAB through the Education Submission Portal found in Appraiser Login or by email); and
- For those notified of random selection for Criminal History Record Check (“CHRC”) by certified mail, the signed and dated Authorization to Use Fingerprints for Criminal History Record Check Through the Nebraska State Patrol and the Federal Bureau of Investigation form and fingerprint cards or date of electronic fingerprint submission.

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

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

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



## 2024-25 Credential Renewal Reminder and Information (continued)

If a complete online renewal application is not submitted with a date stamp prior to December 1, 2023, or a paper real property appraiser renewal application, along with all required documents, is not received at the Board's office postmarked prior to December 1, 2023, a credential holder will have until July 1, 2024 to meet the requirements for renewal. A late processing fee of \$25.00 will be assessed for each month or portion of a month the credential is not renewed beginning on December 1, 2023. (The late processing fee does not apply until January 1, 2024 for new or upgraded credentials issued on or after November 1, 2023.) Also, for an online renewal application, if an incorrect routing or account number is entered for an EFW payment, a \$20.00 fee will be assessed for ACH return expenses charged to the Board by the Nebraska State Treasurer's Office. The same \$20.00 fee applies to checks returned for insufficient funds.

Except for applications to renew new or upgraded credentials issued after November 30, 2023 and before January 1, 2024, all real property appraiser renewal applications received after November 30, 2023 may go before the Board for review.

If an appraiser required to submit fingerprints with this year's renewal application sends everything on time (on or before November 30, 2023), but the Board has not received the CHRC results from the Nebraska State Patrol by December 31, 2023, the Board may renew a credential contingent on the CHRC results. All other requirements for renewal must be met prior to the November 30 deadline for this contingent approval.

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

Information regarding the CE requirements is available in Appraiser Login in the Education Interface ("Education" button on the left side of the page - highlighted in red in the picture on this page). Log into Appraiser Login and select the "Nebraska Real Property Appraiser Continuing Education Requirements" link at the top of the page in the Education Interface. The Board encourages credential holders to complete continuing education that contributes to improved or new skills, knowledge, and/or competency in their primary area(s) of real property appraisal practice.

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

To enter a certificate of completion for an education activity on the Education page in Appraiser Login, search for and select the provider name first, then the activity name. After selecting the activity, enter the date on which the activity was completed and upload a copy of the evidence of completion document. If the education activity was completed in another jurisdiction, or if you have difficulty submitting an activity or can't find the provider or activity name, submit the activity as "Out of State." (Check the "Out of State" box, enter the date on which the activity was completed, and upload the evidence of completion.)

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

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

The screenshot shows a web browser window displaying the Nebraska Real Property Appraiser Board's Appraiser Login page. The page header includes the board's name and navigation links: Home, Board Members and Staff, Contact, CAT Appraiser Login, CAT Approved Education Activity Search, CAT Appraiser Listing, and AMC Listing. A sidebar on the left contains a menu with options: Home, Contact Information, Credential, Education (highlighted in red), Renew Credential, and USPAP. The main content area shows the user's profile for Tyler Kohtz, including their name and email address (tyler.kohtz@nebraska.gov). A checkbox labeled "Include in bulk email list for the NRAB" is checked. At the bottom of the page, there is a footer with information about the 2021-22 Renewal Period and a QR code.

## NRPAB Quick Hits

- ◆ Board Member Thomas M. Luhrs’s term as the At-Large Licensed Real Estate Broker Representative expired on December 31, 2022, and Board Member Wade Walkenhorst’s term as the At-large Representative of Financial Institutions expires on December 31, 2023. The State of Nebraska is still accepting applications to fill these positions on the Board.
- \* Anyone interested in the position as the At-Large Licensed Real Estate Broker Representative must hold a current license as a Real Estate Broker, and any person interested in the At-large Representative of Financial Institutions must be employed by a financial institution. A Licensed or Certified Real Property Appraiser credential is also preferred, but not required. These positions do not represent any of the three congressional districts; therefore no boundary restrictions apply. The term for each position is five years, beginning on January 1st.
- \* If you would like more information about these positions, or what the Board does, please visit the NRPAB website at <https://appraiser.ne.gov>, or contact the Board’s office at 402-471-9015.
- \* The Application for Executive Appointment can be found on the Governor’s website located at <https://governor.nebraska.gov>. Select the dropdown titled “Constituent Services” at the top of the page, then select “Boards and Commissions.” The applications will remain open until appointments are made.
- ◆ Congratulations to Allison Nespore, who has been with the Board for seven years as of July 18th.
- ◆ Pursuant to Title XI of the Financial Institutions Reform, Recovery, and Enforcement Act of 1989 (Title XI), the Appraisal Subcommittee (ASC) of the Federal Financial Institutions Examination Council monitors each State’s appraiser licensing and certification regulatory program to ensure the State: (1) Recognizes and enforces the standards, requirements, and procedures prescribed by Title XI; (2) Has adequate authority to permit it to carry out its Title XI related functions; and (3) Makes decisions concerning appraisal standards, appraiser qualifications and supervision of appraiser practices consistent with Title XI. The ASC performed an on-site Compliance Review of the State of Nebraska Appraiser Regulatory Program and AMC Regulatory Program in March of 2023, and both of the State’s programs received an ASC Finding of Excellent. The 2023 ASC Compliance Review Reports can be found on the Board's website at: [https://appraiser.ne.gov/Appraisal\\_Subcommittee\\_Reports/index.html](https://appraiser.ne.gov/Appraisal_Subcommittee_Reports/index.html).
- ◆ The Appraisal Qualifications Board of The Appraisal Foundation adopted the Second Exposure Draft of proposed changes to the Real Property Appraiser Qualifications Criteria (Criteria). This new edition will become effective on January 1, 2026. The changes to the Criteria will require that all new real property appraiser applicants take a 7-hour qualifying education course with a one-hour exam. Those already credentialed will be required to take a 7-hour continuing education course without an exam in the first cycle after the State adopts the new AQB requirement. After this transition period, all real property appraisers will have to take a 4-hour continuing education course on fair housing and valuation bias every two years. The Second Exposure Draft can be viewed on The Appraisal Foundation’s website at: [https://www.appraisalfoundation.org/imis/TAF/Standards\\_Exposure\\_Discussion\\_Drafts/TAF/Exposure\\_Drafts.aspx?hkey=d6d47266-eca5-4178-8919-2d3e827a5f36](https://www.appraisalfoundation.org/imis/TAF/Standards_Exposure_Discussion_Drafts/TAF/Exposure_Drafts.aspx?hkey=d6d47266-eca5-4178-8919-2d3e827a5f36).



### Board Members

*Chairperson of the Board*  
**Wade Walkenhorst**, Lincoln  
Financial Institutions Rep  
Term Expires: January 1, 2024

*Vice-Chairperson of the Board*  
**Bonnie M. Downing**, Dunning  
Certified General Appraiser  
3rd District Representative  
Term Expires: January 1, 2025

*Board Member*  
**Cody Gerdes**, Lincoln  
Certified General Appraiser  
1<sup>st</sup> District Representative  
Term Expires: January 1, 2026

*Board Member*  
**Kevin P. Hermsen**, Gretna  
Certified General Appraiser  
2<sup>nd</sup> District Representative  
Term Expires: January 1, 2027

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

## NRPAB Quick Hits

- ◆ The Appraisal Standards Board of The Appraisal Foundation adopted the Fifth Exposure Draft of proposed changes to the Uniform Standards of Professional Appraisal Practice (USPAP). The new edition will be available this fall and will become effective on January 1, 2024. Unlike previous editions, it will not have an end date. The Fifth Exposure Draft can be viewed on The Appraisal Foundation's website at: [https://www.appraisalfoundation.org/imis/TAF/StandardsExposure Discussion Drafts/TAF/Exposure Drafts.aspx?hkey=d6d47266-eca5-4178-8919-2d3e827a5f36](https://www.appraisalfoundation.org/imis/TAF/StandardsExposureDiscussionDrafts/TAF/ExposureDrafts.aspx?hkey=d6d47266-eca5-4178-8919-2d3e827a5f36).

- ◆ The Nebraska Real Property Appraiser Board retired Guidance Documents 21-02, 21-04, and 22-01, and adopted one new guidance document, between April and June.

**23-01:** CHRC Carried Out by the Board for 10% or More Owners of AMC at Renewal of Registration

All Guidance Documents are available for viewing on the Board's website at: [https://appraiser.ne.gov/guidance\\_documents.html](https://appraiser.ne.gov/guidance_documents.html).

- ◆ Compliance Update

- \* Between the months of April and June, three grievances were filed against Nebraska credentialed real property appraisers. During this time, no disciplinary actions were taken by the Board against any appraisers, and one grievance was dismissed without prejudice.
- \* Between the months of April and June no grievances were filed against any appraisal management companies. During this time, no disciplinary actions were taken by the Board against any appraisal management companies.



## Who's New?

The Nebraska Real Property Appraiser Board congratulates the following individuals who received real property appraiser credentials, and the organizations newly registered as appraisal management companies, between April and June of 2023.

### *Trainee Real Property Appraisers*

**Mitchell Gutschenritter**, Lincoln NE – T2023005  
**Jeana Weise**, Fairbury NE – T2023006  
**Kennadi Findley**, Saint Paul NE – T2023007  
**Joshua VanBoening**, Holdrege NE – T2023008  
**Megan Dewey**, Lincoln NE – T2023009  
**Cole Klinkebiel**, Lincoln NE – T2023010  
**Dennis Engel**, Unadilla NE – T2023011  
**Rhett Safranek**, Walthill NE – T2023012

### *Licensed Residential Real Property Appraisers*

**John Stephens**, La Vista NE – L2023002

### *Certified Residential Real Property Appraisers*

**Justin Zimmerman**, Omaha WY – CR2023002  
**Seth Epling**, Hinton IA – CR2023003R  
**Tracy Pomerson**, Sioux City IA – CR2023004R  
**Brent Van Slyke**, Lincoln NE – CR2023005

### *Certified General Real Property Appraisers*

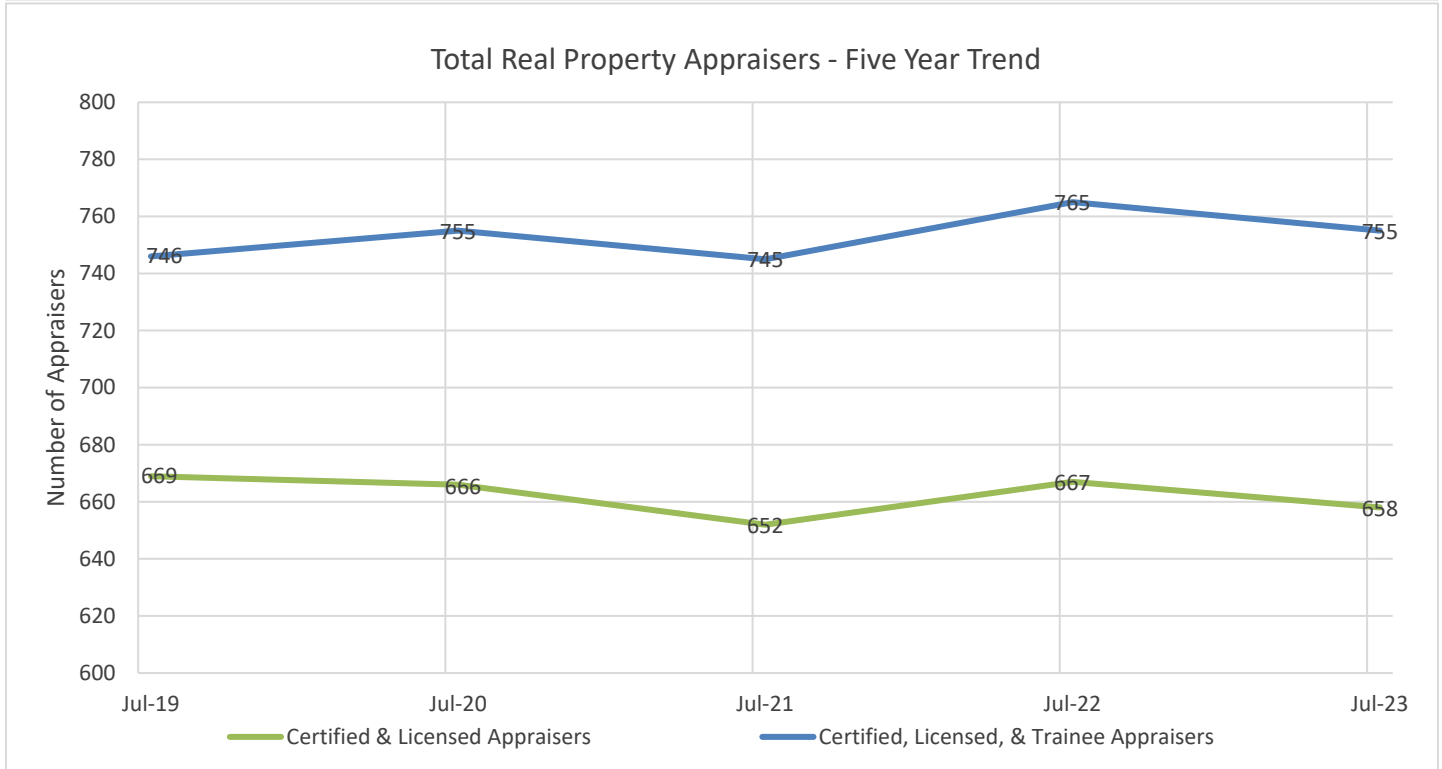
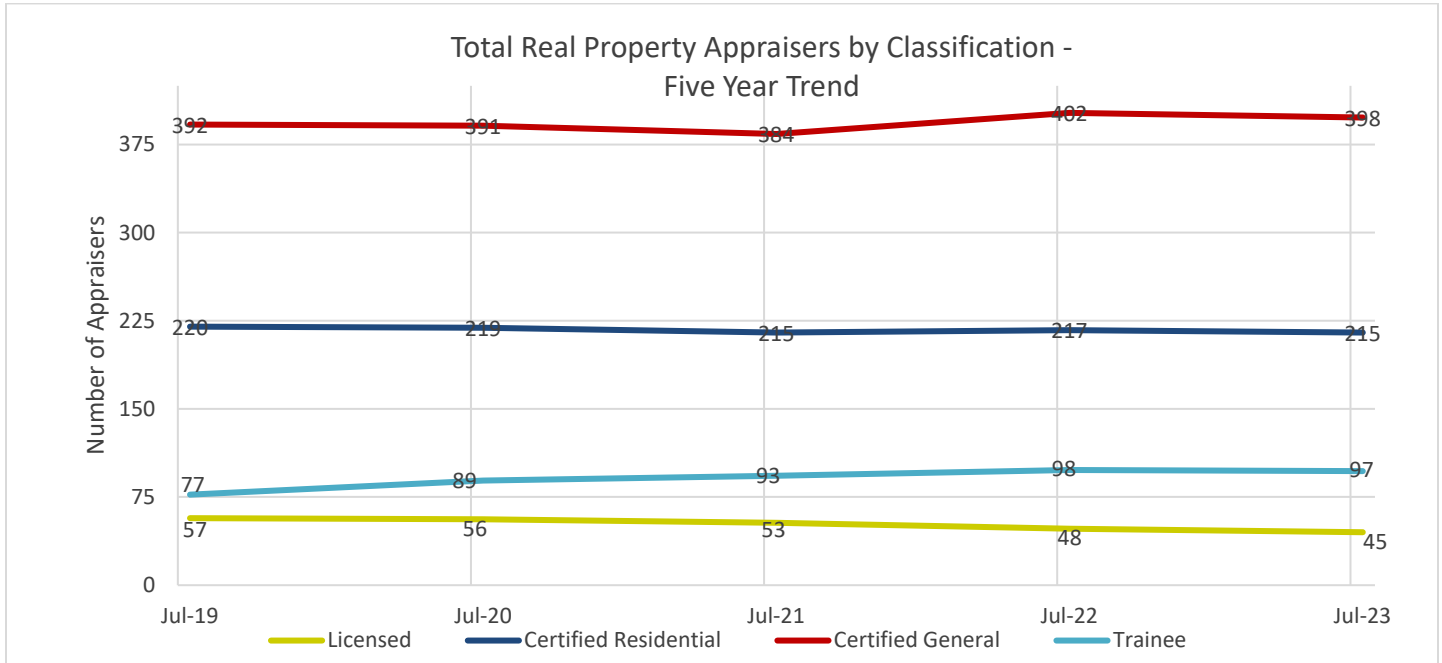
**Laura Herrington**, Royal Oak MI – CG2023015R  
**Brandon Gollotti**, New York NY – CG2023016R  
**Andrew Porter**, Dallas TX – CG2023017R  
**Elizabeth Broussard**, Houston TX – CG2023018R  
**Travis Welch**, Houston TX – CG2023019R  
**David Feeley**, Columbus OH – CG2023020R  
**James Marske**, Menasha WI – CG2023021R  
**Scott Hopewell**, Houston TX – CG2023022R  
**Philip Dahl**, Denver CO – CG2023023R  
**Jeremiah Wethington**, Abilene TX – CG2023024R  
**Steven Romer**, West Palm Beach FL – CG2023025R

### *Appraisal Management Companies*

**EA Appraisals LLC** – NE2023002

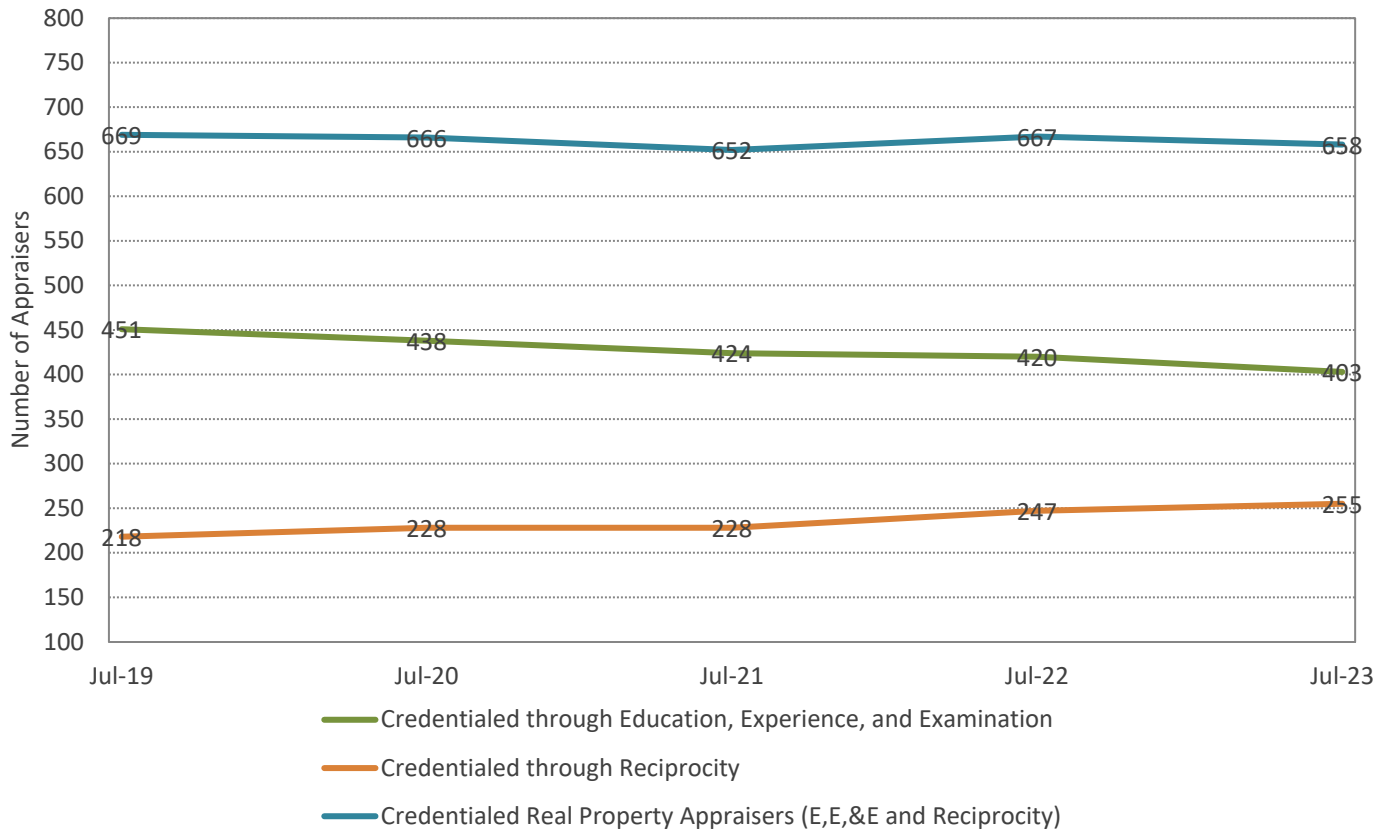
## Real Property Appraiser and AMC Numbers and Trends as of July 1, 2023

The charts below outline the five-year trend for the number of Nebraska credentialed real property appraisers and Nebraska registered appraisal management companies as of July 1, 2023. There are currently 658 licensed residential, certified residential, and certified general real property appraisers in Nebraska, and 97 credentialed trainee real property appraisers. In addition, there are currently 81 appraisal management companies registered in Nebraska.

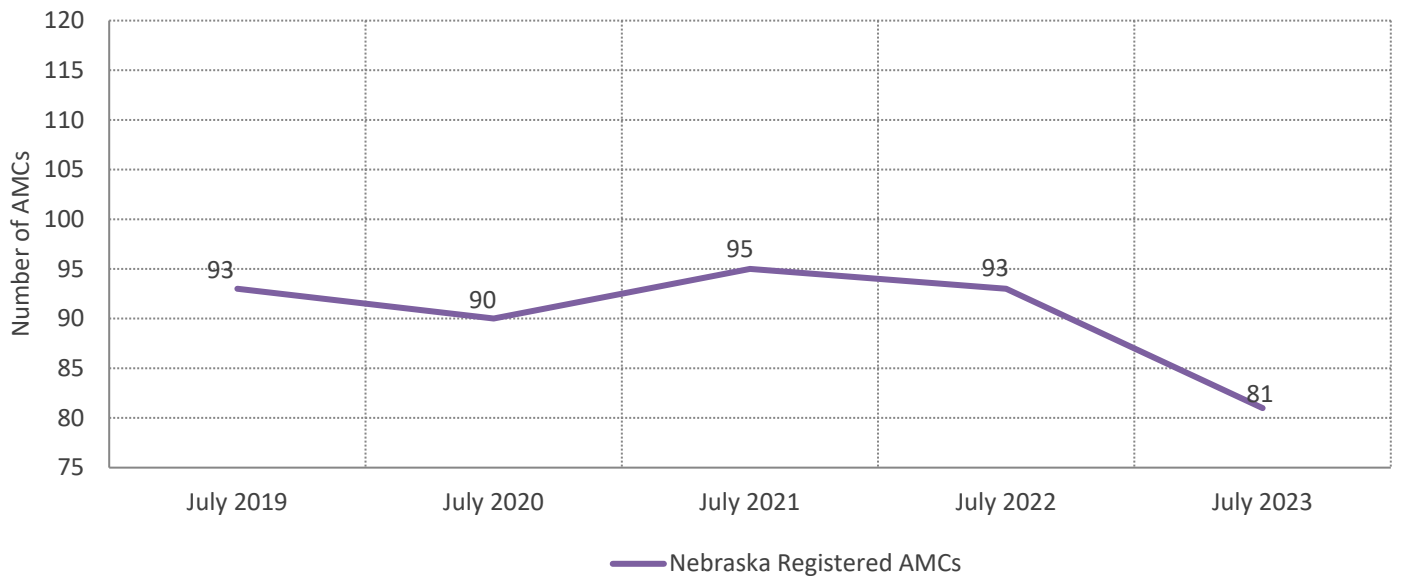


Real Property Appraiser and AMC Numbers and Trends as of July 1, 2023 (Continued)

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

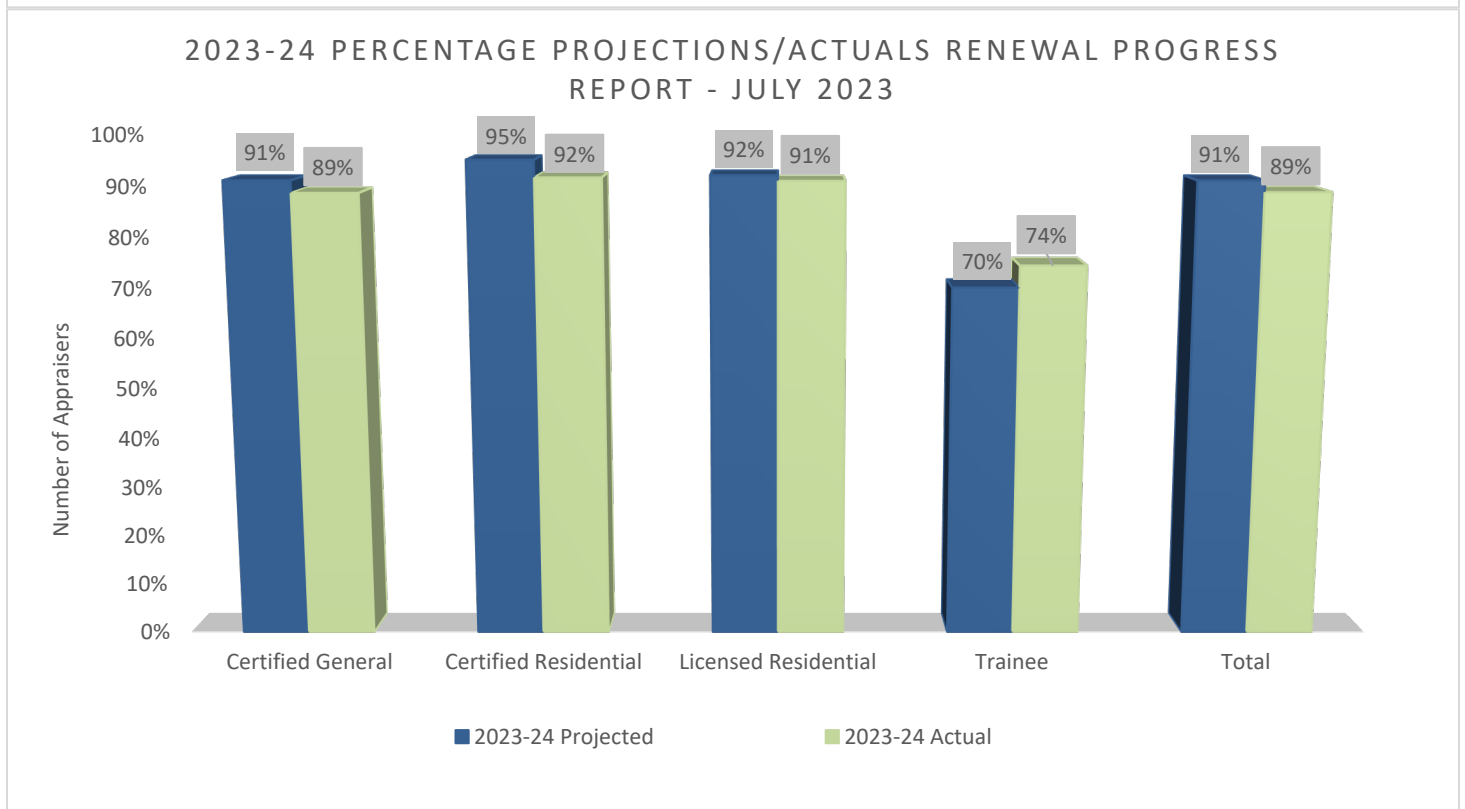
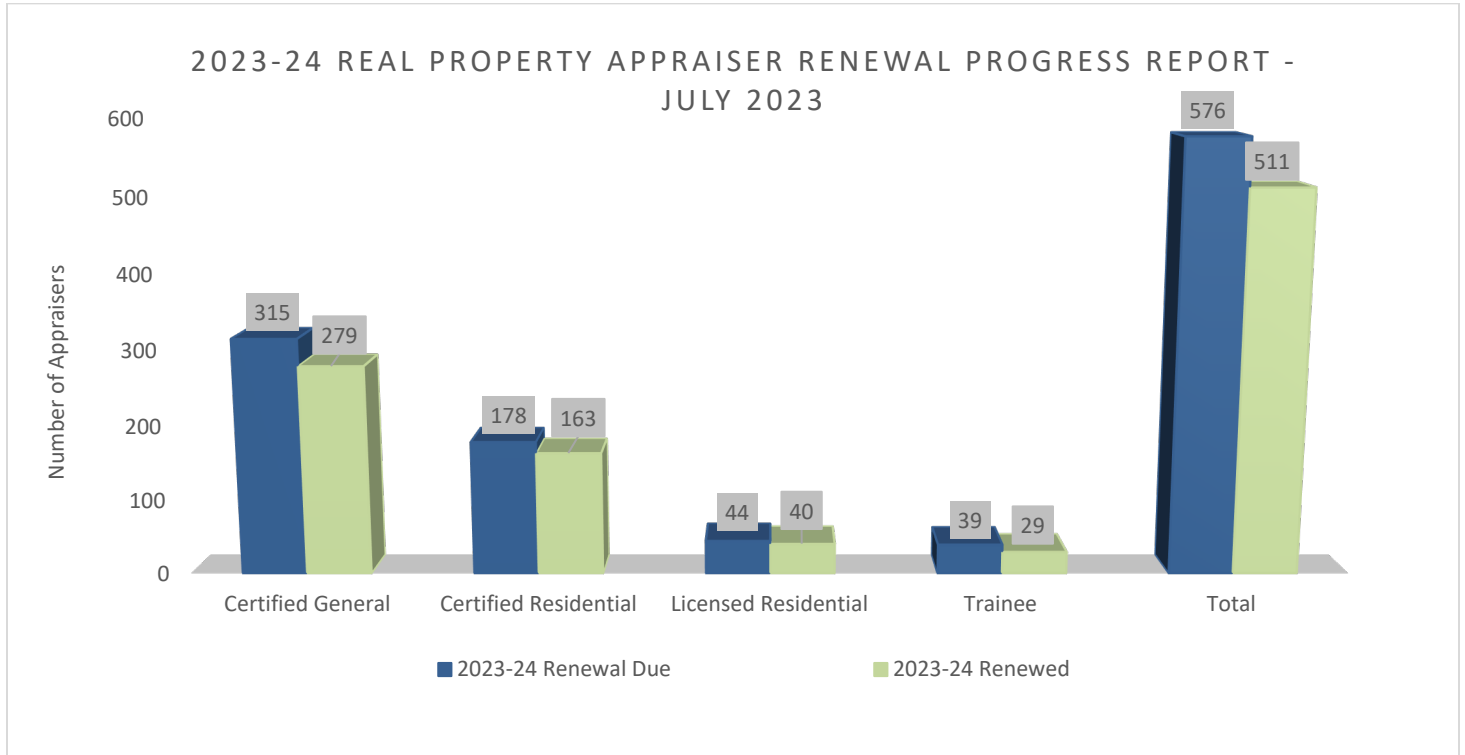


Appraisal Management Companies - Five Year Trend



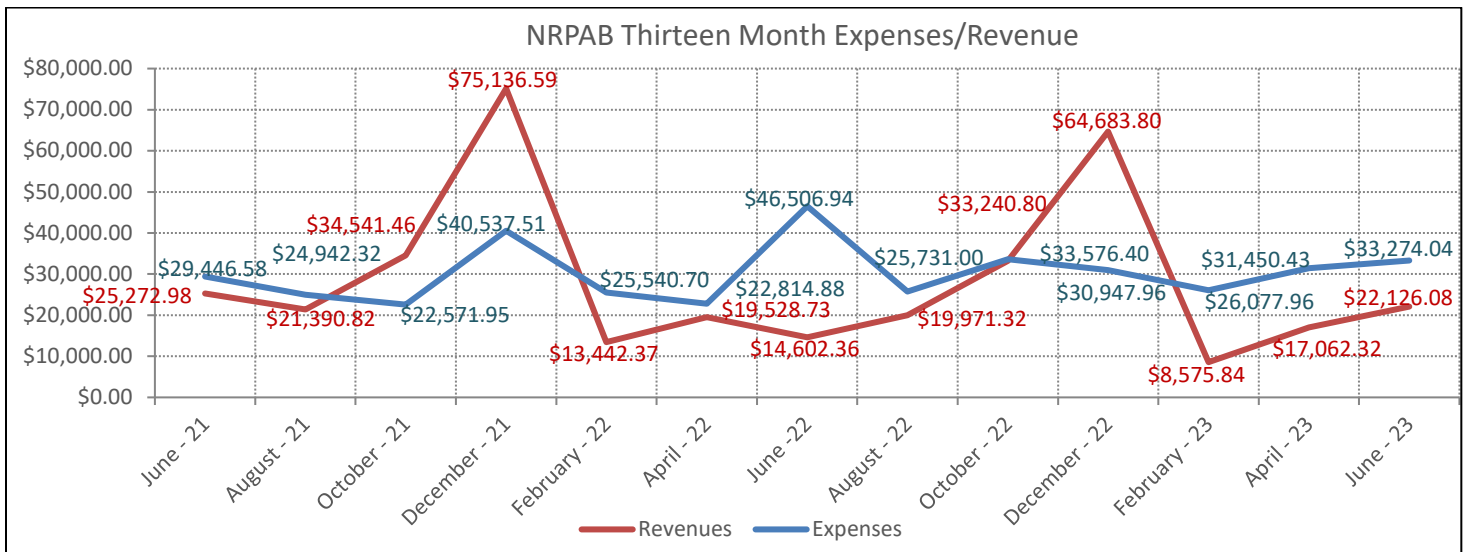
## Real Property Appraiser Renewal Counts and Percentages as of July 2023

The charts below outline the real property appraiser renewal counts and percentages as of July 2023. There were 576 trainee, licensed residential, certified residential, and certified general real property appraiser renewals due, and 511 credentials were renewed.



# NRPAB Financial Snapshot as of June 30, 2023

The 2022-23 Fiscal Year ended with \$383,634.41 in expenditures and \$408,617.20 in receivables. As of the end of June, actual expenses registered at 79.24% of the budgeted expenditures; revenues finished at 96.23% of projected revenues. The fiscal year ended with the majority of expenditures within the projected range; however, overtime expenditures finished at 254.44% of budgeted, legal expenditures finished at .23% of budgeted, and other contractual services finished at 58.87% of budgeted. Funds were reallocated from other sources to increase overtime funding for the fiscal year. Once again, fewer grievances required the use of subject matter experts and the Board's Special Assistant Attorney General, resulting lower than expected expenditures for legal services and other contractual services. Revenues failed to meet projections due to attrition in the appraisal management company marketplace and lower than projected real property appraiser renewal rates. However, new certified general and certified residential real property appraiser revenues were strong for the fiscal year, and exceeded projections by at least 10%. More details regarding the Board's fiscal year end can be found in the July 20, 2023 meeting minutes located on the Board's website at [https://appraiser.ne.gov/meetings/minutes/2023/230720\\_Minutes.pdf](https://appraiser.ne.gov/meetings/minutes/2023/230720_Minutes.pdf).



**Appraiser Login**

**Mission:**  
The Mission of the Nebraska Real Property Appraiser Board is to administer and enforce the Nebraska Real Property Appraiser Act and Nebraska Appraisal Management Company Registration Act with efficiency, equity, and integrity to ensure that the citizens of Nebraska are protected and served, and that the appraisal services community is highly qualified through education, experience, and examination.

**Vision:**  
The Nebraska Real Property Appraiser Board's vision is to provide leadership for the appraisal industry in the State of Nebraska. The Board will generate interest by promoting the appraiser profession, building positive public awareness of the industry throughout the State, and identifying and resolving issues faced by the public and appraisal services community. The Nebraska Real Property Appraiser Board will also establish and maintain standards for appraisers and appraisal management companies that lays the foundation for a highly qualified, motivated, dependable, and ethical appraisal services community in Nebraska.

**Information about the 2021-22 Renewal Period:**  
[2021-22 Real Property Appraiser Continuing Education Requirements \(pdf\)](#)  
[2021-22 Renewal Questions & Answers \(pdf\)](#)

- AMC Registration
- Appraiser Credentialing
- Board Meetings
- Education
- Enforcement
- Laws, Regulations, and Guidance Documents
- Public Information
- Request Forms
- USPAP Review Report Forms
- 2021-22 Renewal Applications
- COVID-19 Information
- 2021 Legislation of NRPAB Interest

Your credentialing card, the Online Renewal Application with EFW Payment, the Education Submission Portal, continuing education requirements, education history, and USPAP download are all found in the Appraiser Login on the Board's website.



Join the ASC for a Public Hearing on November 1, 2023 from 10 a.m. – 1 p.m. ET.

This event is the third public hearing in the ASC’s series of hearings related to the topic of appraisal bias.

The intent of this hearing is to explore how a residential appraisal is developed, reviewed, and reported, the challenges that exist, and the policies that impact appraisals.

The hearing will be open to the public and requires advance registration. This event page will be updated with a link to RSVP closer to the hearing date.

It will be held at the U.S. Department of Housing and Urban Development (HUD) headquarters in Washington D.C. It will also be livestreamed.

Please save the date and time on your calendars and make plans to tune in for this important event. More details on the agenda and witness list will be announced in the coming weeks.

**Date**

Wed, 06/14/2023 - 12:00



# NEWSLETTER



Dear Subscriber,

Anticipation is building at The Appraisal Foundation as the first PAREA program, AI PAREA from the Appraisal Institute, is expected to hit the marketplace this month for the licensed residential path. The launch of PAREA is a momentous step forward for the profession. You can view a [sneak peek of AI PAREA in action](#) and [watch for announcements](#) from AI PAREA.

The Practical Applications for Real Estate Appraisal (PAREA) is simulated training, similar to how pilots train in flight simulators, but for appraisers, giving them the opportunity to learn in a virtual environment while also continuing to balance additional work/life responsibilities. This gives participants the flexibility to continue working a job or completing a degree at the same time that they gain experience. With PAREA in the marketplace, there will be three ways for aspiring appraisers to complete their experience hours: the traditional supervisor/trainee model, completion of a state [practicum program](#), and PAREA.

Currently accepted in 44 states, PAREA's acceptance is anticipated to grow as the program gains traction in the market.

The launch of AI PAREA marks the beginning of a new era for aspiring appraisers. With more programs actively being developed, this is a pivotal moment that holds the promise of making the appraisal industry more accessible and inclusive.

Sincerely,

Dave Bunton  
President

## The Art of Valuation, Reflections, Stories, and Strategies from Business Appraisal

The Appraisal Foundation is pleased to announce the publication of its newest book, *The Art of Valuation: Reflections, Stories, and Strategies from Business Appraisal*.

A collection of essays by twenty-nine top experts (such as Roger Grabowski, Tony Aaron, Jay Fishman, Neil Beaton, Gordon Smith, Carla Nunes, Marianna Todorova, and many more), *Art of Valuation* offers the combined wisdom of trailblazing leadership in this dynamic profession. It provides a first-time-ever, inside portrait of the intrigue, the art and heart of business appraisal and its many unique practitioners. As an added bonus, it includes thought-provoking essays by two renowned experts from academia and the corporate world.

Whether you are a seasoned valuation professional or earlier in your career, a graduate student or a corporate project manager, this tribute to the irreplaceable role of human intellect, experience, and integrity in appraisal (and business) problem-solving will be an inspiration to you.

### In This Newsletter

**From the President's Desk:  
Expected launch of a PAREA  
Program**

**The Art of Valuation**

**Updates from the ASB**

**Updates from the AQB**

**Join CARE**

**Appraiser Talk**

**NEW: Sponsor Highlights**

### Upcoming Events

**Sept. 14: [ASB Public Meeting](#)**

**Sept. 28: [AQB Public Meeting](#)**

### Contact Us

T 202-347-7722

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

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

### Follow Us



### Share this Newsletter

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

Now available at [The Appraisal Foundation bookstore!](#)

## Updates from the ASB

The ASB will be holding a virtual Public Meeting on September 14 at 1:00 pm. Click [here](#) to register.

## Updates from the AQB

The AQB will be holding a virtual Public Meeting on September 28 at 1:00 pm. Click [here](#) to register.

The AQB also approved the following degree through the Real Estate Degree Review Program:

- Villanova University's Bachelor of Science in Real Estate

## Join CARE

The Council to Advance Residential Equity (CARE) 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](mailto: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](mailto:amy@appraisalfoundation.org).

## NEW: Sponsor Highlights

### American Society of Appraisers (ASA)

Streamline your appraisal practice to save time and money with ASA's new webinar series for real property appraisers. View live or watch recordings at your convenience. Learn more [on our website](#) or call (800) 272-8258.

### American Society of Farm Managers and Rural Appraisers (ASFMRA)

Experience the future of appraisal education with the ASFMRA's new Education Center, equipped with cutting edge technology to create an optimized hybrid learning environment – explore our comprehensive 2024 appraisal education lineup by [clicking here](#). And mark your calendar for premier event for rural property pros: the [2023 ASFMRA Annual Conference](#), featuring a special performance by country legend, John Rich!

### North Carolina Professional Appraisers Coalition (NCPAC)

NCPAC is preparing for our [annual conference](#) in Southport, North Carolina. We are excited to be offer some new continuing education offerings along with a live appraisal exam prep class for trainees. We will also be installing new officers to continue to lead NCPAC. The members and leadership are continuing to promote the appraisal profession for ALL appraisers in North Carolina.

## About The Appraisal Foundation

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



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

APPRAISER QUALIFICATIONS BOARD

# Appraiser Qualifications Board Q&A

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Issue Date: September 6, 2023

## Practicum Course – Can I use my client workflow for the practicum course content?

### **Question:**

As an appraisal company and a course provider seeking to submit a practicum course for approval to the AQB's Course Approval Program (CAP), instead of submitting the exact assignments the course will cover, can I use the work I receive from clients as the assignments I will give to the practicum students as the course content?

### **Answer:**

No. A practicum course, like any other course submitted to CAP for review, must have the exact final content submitted for review. A practicum course is not the same as or a replacement of the Supervisory Appraiser/Trainee Appraiser model where the student provides significant appraisal assistance to appraisal reports, and where the Supervisory Appraiser is signing a certification in the report. Rather, for a practicum course, the student will complete each appraisal assignment where the intended user is the course provider. The appraisals completed in the class are not used for any business purpose.

A practicum course can be used for any portion of the experience requirement, up to 100%. This means it can be used in combination with the Supervisor/Trainee experience model. The only way work completed for traditional/outside clients can cover any portion of the experience requirement is through the Supervisor/Trainee model.

## Practicum Course – Can I use traditional client work and practicum to fill the experience requirement?

### **Question:**

I am an aspiring appraiser gaining my required experience through traditional client work with a Supervisory Appraiser. Can I use hours from a practicum course to meet the remaining required hours for my credential?

### **Answer:**

Yes, a practicum course can be used for any portion of the experience requirement, up to 100%. This means it can be used in combination with the Supervisor/Trainee experience model. The only way



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APPRAISER QUALIFICATIONS BOARD

work completed for traditional/outside clients can cover any portion of the experience requirement is through the Supervisor/Trainee model.



The Appraisal  
**FOUNDATION**

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Standards and Appraiser Qualifications

APPRAISER QUALIFICATIONS BOARD

# Appraisal Qualifications Board (AQB) Real Property Appraiser Qualification Criteria Q&As

Effective September 8, 2023

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*The Appraiser Qualifications Board (AQB) of The Appraisal Foundation establishes the minimum education, experience, and examination requirements for real property appraisers to obtain a state license or certification. The AQB Q&As are a form of guidance issued by the AQB to respond to questions raised by appraisers, enforcement officials, users of appraisal services, and the public to illustrate the applicability of the [Real Property Appraiser Qualification Criteria \(Criteria\)](#) and Interpretations of the Criteria in specific situations and to offer advice from the AQB for the resolution of appraisal issues and problems. The AQB Q&As may not represent the only possible solution to the issues discussed nor may the advice provided be applied equally to seemingly similar situations. AQB Q&As do not establish new Criteria. AQB Q&As are not part of the Criteria. AQB Q&As are approved by the AQB without public exposure and comment.*

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# Implementation of 2022 *Criteria*

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## Appraisers

**I am a credentialed appraiser in State A, and am moving to State B. State A adopted the May 2018 *Criteria* but State B did not, and will not grant me a reciprocal credential. Does the AQB consider prior versions of the *Criteria* equal to or equivalent to the current version of the *Criteria*?**

Over the years the *Real Property Appraiser Qualification Criteria (Criteria)* has changed many times. It is not the position of the AQB that a credential obtained under one version of the *Criteria* is different than one obtained under a different version. From the AQB's perspective, an individual holding a certain credential is equally qualified to another holding the same credential, regardless of when the credentials were issued and which version of the *Criteria* applied at the time. Therefore, the AQB encourages states to view all credentials issued for a classification as equivalent.

**Will the changes to section III (Generic Education Criteria), effective January 1, 2022, impact me as an appraiser taking appraisal courses?**

While these changes are largely directed at the requirements for how education providers have their courses approved, they will benefit appraisers by giving them more flexibility in obtaining CE credits. If you are interested in learning more, you can read the [below section for education providers](#).

**One of the changes involves removing the 50% limitation on experience gained for work completed without a traditional client and it now allows the appraiser to complete up to 100% of their experience work without having a traditional client.**

**What is an example of a “non-traditional” client?**

Not having a client in the traditional sense, for example, means a client has not hired an appraiser for a business purpose.

In other words, an aspiring appraiser could ask people they know, “Could I appraise your home?” The people would have no business or personal reason to order the appraisal, but the individual would still be gaining experience. Of course, that experience would also have to comply with any additional state requirements, such as obtaining a supervisory signature, should such requirements exist.

**Does removing the 50% limitation on experience gained for work completed without a traditional client mean I, a trainee, do not need a supervisor?**

This new change for the 2022 *Criteria* does nothing to impact the existing trainee/supervisor model. If a state requires a supervisory signature on appraisal

reports, the 2022 *Criteria* does not affect that requirement. Additionally, this change does not eliminate the occurrence of an appraiser making necessary property inspections, the appraiser completing any needed field work, or the appraiser having any necessary or required supervision.

**In reviewing my experience hours needed to upgrade my credential, my state regulatory agency concluded I was a few hours short of what I needed. They will allow me to complete an “appraisal without a client” so I can reach the number of experience hours I need. What is an “appraisal without a client?”**

The *Criteria*, and specifically section V.D. of the Criteria Applicable to All Appraiser Classifications states:

*There need not be a client in a traditional sense (e.g., a client hiring an appraiser for a business purpose) in order for an appraisal to qualify for experience. Experience gained for work without a traditional client can meet any portion of the total experience requirement.*

In other words, you do not have to have a client contact you and ask you to perform an appraisal for their needs. Rather, you can perform an appraisal on a property, where the resulting appraisal report does not have a client who will use the report for any type of business purpose. The appraisal is comparable to a “demonstration report” where the goal is for the appraiser to demonstrate their competency.

While your state regulator concluded you would be able to obtain your few remaining hours of experience needed by following this section of the *Criteria*, the *Criteria* does allow for up to 100% of experience credit to be completed in this manner.

## States

**Did the AQB eliminate The International Distance Education Certification Center (IDECC) as a valid delivery mechanism approval entity?**

No, according to the *Criteria* (Section III. D. 3.), AQB approved organizations for course delivery mechanism approval (including IDECC) remain valid delivery mechanism approval entities. The only change the Board made was to add the AQB (via The Appraisal Foundation) as an alternative delivery mechanism approval entity option.

**Since the Foundation will now be a valid alternative to IDECC, what does the AQB/Foundation delivery mechanism entail?**

The AQB and the Foundation are developing the process for the new delivery mechanism approval. It will be robust and will allow for course provider innovation and technological advancement. The AQB/Foundation is working with a panel of education providers and state regulators to ensure the program’s success.

### Can states implement any new *Criteria* prior to its official effective date?

It depends. Under the provisions of Title XI of the Financial Institutions Reform, Recovery, and Enforcement Act of 1989 (FIRREA), the Appraiser Qualifications Board (AQB) establishes the qualification criteria (minimum education, experience, and examination requirements) for real property appraisers to obtain a state license or certification. State appraiser regulatory agencies are required to implement real property appraiser licensing and certification requirements that are **no less stringent** than those issued by the AQB in the *Criteria*.

Therefore, if a new *Criteria* requirement **increases** a minimum qualification, a state can implement this new requirement(s) prior to the AQB identified effective date. If, however, a new requirement(s) in the *Criteria* will **decrease** a qualification requirement, a state must wait until the *Criteria*'s new effective date to implement the new requirement(s).

## Education Providers

### Course Delivery Mechanism

#### Are classroom and synchronous courses equivalent under the 2022 *Criteria*?

Yes. The 2022 *Criteria* now states that because synchronous courses provide for instruction and interaction that are substantially the same as in-person classroom courses, synchronous courses no longer need to meet the approval requirements that are required for an asynchronous course.

The only remaining difference between a classroom course and a synchronous course is their definitions. In a synchronous course, the instructor and the students interact simultaneously online, and thus, a synchronous course falls under the definition of "distance education." However, even though a synchronous course is defined as distance education, the 2022 *Criteria* allows synchronous courses to undergo the same approval process as a classroom course.

Now, both classroom and synchronous course sessions must meet requirements specified in III.A. and III.B. of the 2022 *Criteria* (below).

#### A. *Class hour*

1. *A class hour is defined as 60 minutes, of which at least 50 minutes are instruction attended by the student.*
2. *The prescribed number of class hours includes time for examinations.*

#### B. *Credit for the class hour requirements may be obtained only from the following providers:*

1. *Colleges or universities;*
2. *Community or junior colleges;*

3. *Real estate appraisal or real estate-related organizations;*
4. *State or federal agencies or commissions;*
5. *Proprietary schools;*
6. *Providers approved by state certification/licensing agencies; or*
7. *The Appraisal Foundation or its Boards.*

### **Do synchronous courses still require delivery mechanism approval?**

No. Under the 2022 *Criteria*, synchronous courses have the same requirements as classroom courses, with no delivery mechanism approval needed (e.g., IDECC or similar entities). However, state appraiser regulatory agencies (states) can still choose to require delivery mechanism approval for synchronous courses.

### **For synchronous courses, are the requirements in the 2022 *Criteria* the same as those presented in the ASC’s Covid-19 relief letter dated September 25, 2020<sup>1</sup>?**

No. During the Covid-19 relief (expiring December 31, 2021), the ASC allowed, with the AQB’s recommendation, that approved classroom courses could be taught synchronously with no additional approval required for the course or delivery mechanism. This allowance was subject to multiple considerations that do not exist in the current *Criteria* including, for example, the requirement for the provider to verify the photo identification of each of the students.

In other words, the ASC’s Covid-19 letter had slightly different requirements than were ultimately adopted into the 2022 *Criteria*.

### **Given that synchronous and classroom courses are now equivalent, will I need to continue submitting separate applications to the AQB’s Course Approval Program (CAP) for these courses?**

No. On January 1, 2022 (when the 2022 *Criteria* goes into effect), all classroom and synchronous courses will be submitted and approved as “classroom/synchronous” under CAP. This means the provider can submit one application and if the course is approved, the provider can choose to present that course either in the classroom and/or synchronously, subject to any additional state requirements

### **When a classroom and synchronous version of a course were, in the past, approved separately through Course Approval Program (CAP), and thus both have different expiration dates, which expiration date – the one for the classroom**

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<sup>1</sup> <https://www.asc.gov/Documents/OtherCorrespondence/MEMO%20to%20States%20COVID-19%20Relief%20-%20Addl%20Guidance%20for%20Educaton%20Delivery%2009.25.20.pdf>

**course or the one for the synchronous course – will be honored, given that the two formats are now considered equivalent?**

CAP will honor the expiration date for the course which had the most recent “initial” approval.

Below is an example of a course (Basic Appraisal Principles) with different classroom and synchronous approvals and expiration dates. In this example, the classroom course has been renewed twice while the synchronous course is still on its initial approval. Even though the classroom expiration date is later than the synchronous expiration date, the synchronous course was *initially* approved more recently, so that expiration date will be honored.

<b>Basic Appraisal Principles</b>		
	<b>Classroom Expiration</b>	<b>Synchronous Expiration</b>
Initial Approval	December 31, 2018	October 1, 2022
First Renewal Approval	December 31, 2021	
Second Renewal Approval	December 31, 2024	

The course provider must use the most recently approved course’s materials.

**I always had my asynchronous courses approved through The International Distance Education Certification Center (IDECC), but I now want to use the Appraisal Foundation, which is a new AQB approved entity for course delivery mechanism approval. What are the delivery mechanism specifications for asynchronous courses approved by the Foundation? For example, is there a specific number of learning objectives required, how many quiz questions are required per hour, etc.**

The Appraisal Foundation (the Foundation) and the AQB are currently developing the policies, procedures, and requirements for asynchronous delivery mechanism approval. Once finalized, the Foundation will make an announcement through all its communication channels and post it on its website. Education providers will receive an email from the Foundation’s Publications Manager, with the new information.

**Will the expiration dates of IDECC-approved asynchronous courses be honored for any course delivery mechanism approval? Or, when the courses expire, will all asynchronous courses need to be submitted for AQB course delivery mechanism approval?**

According to the *Criteria*, IDECC continues to be a valid delivery mechanism approval entity, and you can continue to use them to renew your courses. However, as an alternative to IDECC, the AQB has also approved the Foundation as a delivery mechanism approval entity. While you can choose to use either entity, please check with your state, as they may require you to have approval from IDECC (or from others) for distance education courses.

**Will there be a certification requirement similar to IDECC’s Certified Distance Education Instructor (CDEI) designation for either asynchronous or synchronous instructors?**

No. Under the AQB/Foundation delivery mechanism approval entity, there will be no delivery type specific instructor certification required, however, states may have their own additional requirements. Be sure to verify what is required directly with the state.

**Will states be required to follow the new education requirements within the *Criteria* (e.g., allowing alternatives to IDECC)?**

States must follow the minimum requirements set forth in the *Criteria* but can exceed these minimums. For example, states could require IDECC for both synchronous *and* asynchronous courses as this is a requirement that is *above* the minimum requirements of the *Criteria*.

**Do you have any guidance on how to incorporate and implement remote and/or biometric proctoring for distance education qualifying education courses?**

The *Criteria* requirements related to exams for distance education state that exams must include a written, closed-book final examination and that the exam must either be proctored in person or remotely. Because there are various ways to ensure a closed book exam experience, the *Criteria* leaves the “how” open to providers and state regulatory agencies to decide the best method to use to comply with this *Criteria*.

## USPAP

**Now that the *Criteria* regards synchronous courses as substantially the same as on-site classroom courses, does it mean there is no exam requirement for synchronous USPAP courses?**

The Appraiser Qualifications Board (AQB) and the Appraisal Standards Board (ASB) have developed exams that must be used by education providers for the 15-Hour USPAP Course and in states that require an exam with the 7-Hour USPAP Update Course. With the adoption of the 2022 *Criteria*, the Functional Specifications and Requirements for Gaining Equivalency Rating for Asynchronous Delivery document was updated, which resulted in removing any references to synchronous delivery. Therefore, there is no longer an exam requirement for 7-Hour USPAP synchronous courses.

Please contact [AQB@appraisalfoundation.org](mailto:AQB@appraisalfoundation.org) to receive the current Functional Specifications document.

### **Are we allowed to provide USPAP courses synchronously (e.g., via Zoom) after December 31, 2021?**

Yes. As mentioned above, the 2022 *Criteria*, does not require delivery mechanism approval for synchronous courses. However, a state may still require a synchronous course to have its delivery mechanism approved. Please check with the states in which you'll be offering these courses to confirm what requirements they have.

## Hybrid Courses

### **What combination of delivery methods may I use to create a hybrid class?**

According to the *Real Property Qualification Criteria*, Section IIII Criteria Applicable to All Appraiser Classifications, section III. D.:

*Hybrid courses, also known as blended courses, are learning environments that **allow for both in-person and online (synchronous, or asynchronous) interaction** {bold added for emphasis}*

While the *Criteria* allows for both in-person and online interaction, it does not exclude a hybrid course from also consisting of other combinations of the three delivery method types (classroom, synchronous, and asynchronous). However, when deciding which delivery methods to use, education providers must follow section III. D. 4. in the *Criteria* which states:

*Hybrid courses meet class hour requirements if each of its sessions meet the requirement for the delivery method employed:*

- a. *in-person course sessions must meet III.A. and III.B.*
- b. *synchronous course sessions must meet III.A. and III.B.*
- c. *asynchronous courses sessions must meet III.A., III.B., and III.D.1-3*

## Background/General

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### General Requirements

**I would like to get a Certified General appraiser credential. I am from another country and have a student visa, but don't have a Social Security card or Taxpayer ID Number. If I fulfill the education and experience requirements, can I get a Certified General appraiser credential without possessing a Social Security card or similar document?**



The *Criteria* does not specifically address residency, citizenship, or identification issues. However, be sure to check with the state appraiser regulatory agency in the jurisdiction where you plan to seek the credential to confirm the requirements for licensure, as states may have their own residency or citizenship requirements.

**I am currently a real property appraiser seeking a credential in my jurisdiction. I do not have a high school diploma, but have obtained the other education requirements in the *Criteria*. Will I be able to obtain my real property credential without having a high school diploma?**

Yes, the *Criteria* does not require a high school diploma or equivalent. However, please note that individual states or credentialing jurisdictions may adopt more stringent requirements. It is incumbent on candidates to check with the state appraiser regulatory agency in which they plan to seek a credential.

**I have a degree from a university that was conferred prior to the university becoming accredited. Will I be able to use that degree to satisfy the college degree requirement in the *Criteria*?**

No, the college or university must have been accredited at the time the degree was conferred.

## Background Checks

**I understand the *Criteria* requires applicants for new credentials to undergo a background check. Does this apply to credential holders from other states seeking reciprocal licensure and/or temporary practice permits in my state?**

The *Criteria* encourages states to grant reciprocity and/or allow temporary practice to those who hold valid credentials in other states. As such, the *Criteria* does not require a state to examine the specifics of the original application in the credential holder's existing jurisdiction (e.g., what and/or how much education they completed and when, when the examination was completed, whether the applicant holds a college degree, what level of experience the applicant was required to complete, and/or whether the credential was issued with or without a background check).

However, as with all *Criteria*, a state may adopt more stringent requirements with regard to background checks.

**It appears states are prohibited from issuing a credential to applicants that have convictions in certain areas. One of these areas includes an applicant's "general fitness" for licensure. What exactly does this mean?**

Section VI(C) of the *Criteria* states:

*An applicant shall not be eligible for a real property appraiser credential if, during at least the five (5) year period preceding the date of the application for licensing or certification, the applicant has been convicted of, or plead guilty or nolo contendere to a crime that would call into question the applicant's fitness for licensure.*

It is impractical, and likely impossible, to compile a list of every specific circumstance where an applicant must be denied a credential. Section VI(C) is intended to provide states with the ability to deny a credential based on “public trust.” States have latitude to determine, based on their own guidelines, whether or not an applicant falls into this category and should be denied a credential.

### **Are states also required to decline a credential when an applicant is found to have any of the background issues listed in Guide Note 9?**

No. The language in Guide Note 9 is meant to offer guidance to jurisdictions.

Guide Note 9 provides information on the types of background issues a state appraiser regulatory agency might consider. This is not intended to be a comprehensive list; a state may consider other issues.

### **I am very interested in a career in real estate appraisal. However, I have one problem...I have a felony conviction on my criminal record. Can I still become a credentialed appraiser?**

Depending upon the nature of your felony conviction, you may be prohibited from obtaining a real property appraiser credential. The *Criteria* states:

*An applicant shall not be eligible for a real property appraiser credential if, during at least the five (5) year period immediately preceding the date of the application for licensing or certification, the applicant has been convicted of, or plead guilty or nolo contendere to a crime that would call into question the applicant's fitness for licensure.*

Additionally, Guide Note 9 provides guidance to state regulatory agencies by indicating those offenses that might be considered objectionable, as well as guidance on possible evidence of rehabilitation. The Guide Note is intended to be guidance and you will need to check with your state agency to determine which offenses could prevent an applicant from obtaining a license or certification.

## **Scope Of Practice**

**I am a Certified Residential appraiser and I have been asked to appraise a home on 40 acres, which includes a “hobby farm” that is not used for commercial purposes. The zoning requires a minimum lot size of 40 acres, so the lot cannot**

**be subdivided and used for other purposes. Does my Certified Residential credential permit me to appraise this property?**

Yes, as long as you can do so in compliance with the COMPETENCY RULE and all other applicable provisions in USPAP.

**I am a Certified Residential appraiser and I have been asked to appraise a home on 40 acres. The zoning requires a minimum lot size of 5 acres, and I have confirmed with the local planning department that the lot could be subdivided into eight 5-acre parcels. In addition, my preliminary research confirms the highest and best use of the property would be for an eight-lot subdivision. Does my Certified Residential credential permit me to appraise this property?**

If the appraisal report will be utilized to support a real estate related financial transaction, then you may not appraise this property with your Certified Residential credential. Since the highest and best use of the site is for something greater than a 1-4 unit residential property, the appraisal must be prepared by (or, at a minimum, co-signed by) a Certified General appraiser. If the appraisal is not for a real estate related financial transaction, and you can do so in compliance with the COMPETENCY RULE and all other provisions of USPAP, then check with your state appraiser regulatory agency to see if the state permits you to value a property with these characteristics.

**I am a Licensed Residential appraiser and I have been asked to appraise a home on 40 acres in a marketplace where there are no other home sites larger than 5 acres. The appraisal is being requested by a federally-regulated bank in order to evaluate the subject property as collateral for a \$1.5 million mortgage loan. Does my Licensed Residential credential permit me to appraise this property?**

No. The scope of practice for the Licensed Residential classification allows for appraisals of “complex” 1-4 unit residential properties up to a transaction value of \$400,000, and it appears this assignment would qualify as “complex.” However, even if it does not qualify as “complex,” the Licensed Residential classification only allows for appraisals of “non-complex” 1-4 unit residential properties up to a transaction value of \$1 million. Therefore, this property could not be appraised by a Licensed Residential appraiser to support a real estate related financial transaction. If this appraisal was not being performed for a real estate related financial transaction, and you could do so in compliance with the COMPETENCY RULE and all other provisions of USPAP, then check with your state appraiser regulatory agency to see if the state permits you to value a property with these characteristics.

**I was asked to appraise a “condotel,” which is defined as:**

***A hotel in which an investor takes title to a specific hotel room (unit), which remains in the pool to be rented to transient guests whenever the investor is not using the unit.<sup>2</sup>***

**Is the appraisal of an individual condotel unit a residential or non-residential assignment?**

If the marketplace recognizes the units individually as residential units, the appraisal would be considered a residential assignment. If the marketplace does not recognize the units individually but rather as a part of the overall hotel operation, then the assignment would be non-residential. In either case, appraisers performing such assignments must fully understand the ownership rights associated, as well as the interest(s) being appraised.

As with all assignments, appraisers must comply with USPAP, including the COMPETENCY RULE.

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<sup>2</sup> *Dictionary of Real Estate Appraisal*, 6th ed. Chicago: Appraisal Institute, 2015.

# Education

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## Qualifying Education (QE)

**I understand that as part of the *Required Core Curriculum* for either the 200 hours for a Certified Residential credential or the 300 hours for a Certified General credential, I am required to take Appraisal Subject Matter Electives. What courses qualify as Electives?**

Any course approved as qualifying education by your state appraiser regulatory agency may be utilized as an Appraisal Subject Matter Elective, provided you have not already used the course toward licensure and certification requirements. As an example, a candidate seeking a Certified Residential credential could fulfill the Appraisal Subject Matter Elective requirement by taking one or more of the courses required for the Certified General credential, or vice versa. In addition, a course could be approved by a state for more than the minimum number of hours required in one of the *Required Core Curriculum* modules. If, for example, you took a 25-hour course on *Residential Appraiser Site Valuation and Cost Approach*, 15 of those hours would satisfy the Core Curriculum Requirement for that topic and the other 10 could be applied toward the Appraisal Subject Matter Elective module.

Refer to Guide Note 1 (GN-1) in the *Criteria* for a complete listing of qualifying education topics and subtopics under the *Required Core Curriculum*.

**I was going to become a Certified Residential appraiser but after taking 45 hours of residential classes I decided to go for my Certified General credential instead. How many hours out of the 45 can be utilized in satisfying the 300-hour requirement?**

You will be able to utilize at least 30 hours, and possibly all 45. Four courses totaling 90 hours are part of the *Required Core Curriculum* for both the Certified Residential and Certified General credentials: *Basic Appraisal Principles* (30 hours), *Basic Appraisal Procedures* (30 hours), the *15-Hour National USPAP Course* or its equivalent (15 hours) and *Statistics, Modeling and Finance* (15 Hours). If your 45 hours were earned among these four courses, all of your hours will apply towards the Certified General credential.

In addition to specific courses required for the Certified General credential, students are required to obtain 30 hours of Appraisal Subject Matter Electives. Thus, if the 45 hours you completed consist of other courses specific to the Certified Residential curriculum, then 30 of these hours can be utilized to satisfy the Appraisal Subject Matter Electives requirement of the Certified General credential.

**I am interested in beginning an appraisal career. I found some real estate appraisal courses offered at a local community college, but discovered they are**

**not approved through the AQB's Course Approval Program (CAP). Is it true that the only courses I can take are AQB CAP-approved courses?**

The *Criteria* does not mandate courses be CAP-approved to be eligible. CAP is a voluntary program to which educational providers may apply for approval of courses. CAP review and approval is designed to assist state appraiser regulatory agencies in approving courses by eliminating some of the administrative burden of course review; however, states have the final authority/responsibility with regard to approval of coursework. Check with your state appraiser regulatory agency to see whether the specific community college courses you are considering have been approved for qualifying education.

**I received my Certified Residential appraiser credential 10 years ago, and now I would like to get my Certified General credential. According to my state appraiser regulatory agency, I am required to start from the beginning and complete all the qualifying education required for a Certified General credential. I am told this even includes the classes I originally took to get my Certified Residential credential (e.g. *Basic Appraisal Principles* and *Basic Appraisal Procedures*). Is this correct?**

Per the *Criteria*, appraisers holding a valid Certified Residential appraiser credential may satisfy the educational requirements for the Certified General appraiser credential by completing the following additional educational hours: *General Appraiser Market Analysis and Highest and Best Use* (15 hours); *General Appraiser Sales Comparison Approach* (15 hours); *General Appraiser Site Valuation and Cost Approach* (15 hours); *General Appraiser Income Approach* (45 hours); and *General Appraiser Report Writing and Case Studies* (15 hours).

The noted 100 total hours of additional qualifying education is the minimum that must be completed. In addition, you will need to satisfy the college degree requirement, complete the additional hours of experience, and successfully complete the *National Uniform Licensing and Certification Exam (National Exam)* for the Certified General classification. As with all *Criteria* established by the AQB, states may create requirements that are greater than those established by the AQB. As a result, you will need to check with your state appraiser regulatory agency to determine the exact requirements to change your credential.

**I was pursuing a Certified General credential and completed a 30-hour qualifying education course on *General Appraiser Market Analysis and Highest and Best Use* that was approved by my state. I decided to pursue a Certified Residential credential instead, which requires 15 hours of *Residential Market Analysis and Highest and Best Use*. Can I use the General Appraiser course to count as my qualifying education in this category?**

The *Criteria* sets forth module names of the *Required Core Curriculum* areas which must be covered in a candidate's qualifying education for each appraiser classification sought. Furthermore, Guide Note 1 of the *Criteria* provides guidance on subtopic areas that should be covered under each of the modules of the *Required Core Curriculum*, in order to prepare the candidate to pass the *National Examinations* for the specific credential. However, coverage of all the subtopics under each module is not required in order for a course to be approved by your state appraiser regulatory agency as qualifying education.

Thus, given the commonality between the subtopics covered in the respective General and Residential Highest and Best Use courses, under the *Criteria* a state could approve the General course toward the *Required Core Curriculum* for the Residential classification. However, be sure to check with the specific state appraiser regulatory agency in the jurisdiction in which you are seeking a credential to verify their specific requirements and course approvals, which could be more specific.

**I have an appraisal credential and am now seeking to obtain a credential in a new state where I will be relocating. My appraisal coursework was approved in my current state, but I am having difficulty getting my qualifying education approved in my new state. If one state approved my courses doesn't that mean they are automatically accepted by other states?**

The *Criteria* states, "Existing credential holders (with the exception of Trainee Appraisers) in good standing in any jurisdiction shall be considered in compliance with current *Criteria* if they have passed an AQB-approved qualifying examination for that credential. This applies to reciprocity, temporary practice, renewals, and applications for the same credential (with the exception of Trainee Appraisers) in another jurisdiction."

However, while the above represents the position of the AQB, each state has the right to regulate commerce within its boundaries. Thus, their laws may require an applicant to "start from scratch" and fulfill all of the current requirements for licensure or certification.

Furthermore, each state has the responsibility to approve qualifying education courses for credit toward real property appraiser credentials. Individual course providers (e.g., colleges/universities, proprietary schools, designation organizations) must seek approval of their courses by individual states. As such, it is possible one state may have approved a course, while another has not.

**I am a state regulator responsible for evaluating courses submitted for qualifying education for state appraiser licensure and certification. I recently received a submission of a course entitled *Advanced Residential Applications and Case Studies*. I reviewed Guide Note 1 of the *Criteria* and understand one of the subtopics for this course is "Advanced Case Studies." What qualifies a case study as "advanced?"**

An *Advanced Residential Applications and Case Studies* course should serve to provide the student with practical instruction and demonstrate how to handle complex and high-value residential properties.

Guide Note 1 of the *Criteria* provides curriculum guidance that includes the following subtopics for this course:

- A. Complex Property, Ownership and Market Conditions
- B. Deriving and Supporting Adjustments
- C. Residential Market Analysis
- D. Advanced Case Studies

Thus, the case studies in this type of course should include issues dealing with complex and/or high-value residential properties such as:

- Atypical properties in a given market;
- Residences with unique architecture or historic properties;
- Properties which may be stigmatized due to internal or external circumstances; and/or
- Properties of such value and/or unusual characteristics that their competitive market may be regional as opposed to an immediate neighborhood.

Other advanced case study topics could include complex ownership situations, such as the appraisal of fractional interests in a property; material dealing with more complex market conditions such as declining neighborhoods within a generally improving market; properties affected by a government acquisition program; or properties within markets that may be impacted by foreclosure sales or tax sales.

Advanced case studies may involve advanced statistical analysis; appropriate handling of unusual sales concessions; atypical markets; and markets with scarce data.

Please be advised that the above is not meant to be an exhaustive list of possible topics for *Advanced Residential Applications and Case Studies*. Course developers are encouraged to explore a variety of topics relevant to complex residential issues to differentiate an *Advanced Residential Applications and Case Study* course from more basic level course topics.

**I am a Trainee Appraiser preparing to get my Certified Residential credential. For my initial qualifying education to become a Trainee Appraiser, I completed 80 hours of *Basic Appraisal Principles and Procedures* from a proprietary school that no longer exists. My state appraiser regulatory agency said any courses taken before the current edition of the *Criteria* were no longer considered valid according to the AQB. Why can't these original hours count toward the qualifying education requirement for my Certified Residential credential?**



The *Criteria* does not contain any provision that invalidates qualifying education successfully completed. As with all *Criteria*, states may create requirements that are more restrictive; if so, you'll need to clarify this with your state. From the AQB's perspective, completed courses that were eligible for credit remain valid towards the current *Criteria*.

The only *Criteria* that places a "shelf life" on education is found in the following provision affecting *non-credentialed* candidates: "All qualifying education must be completed within the five (5) year period prior to the date of submission of a Trainee Appraiser application." In this case, an appraiser pursuing a Trainee Appraiser credential would not be able to use courses more than 5 years old at the time of submission of the application to become a Trainee Appraiser.

**I see that the *Criteria* requires all Qualifying Education be taken within five (5) years prior to applying for a Trainee Appraiser credential. I am applying for a Certified Residential credential. Does this requirement apply to me?**

No. The *Criteria* only requires that applicants for a Trainee Appraiser credential complete their education within five (5) years prior to application. This requirement does not apply to individuals applying for a Licensed Residential, Certified Residential or Certified General credential.

However, be sure to check with your state appraiser regulatory agency to confirm the state's requirements, which could be more restrictive.

**I hold a real estate degree from a university whose degree program has been reviewed and approved by the AQB. As part of the required curriculum, I completed the required 30 hours in *Basic Appraisal Principles*, and 30 hours in *Basic Appraisal Procedures*. However, I received my degree over five years ago. I'm interested in becoming a licensed Trainee appraiser. I know the *Criteria* requires all qualifying education courses to be taken within the five (5) years immediately preceding the application for a Trainee License. Does this "5-year" requirement also apply to education obtained as part of a degree from an AQB-approved program? Will I have to retake the 60 hours of qualifying education?**

The restriction on qualifying education for the Trainee credential applies to *when* the education was completed, not *where* it was completed. Therefore, even though you satisfied the *Basic Appraisal Principles* and *Basic Appraisal Procedures* courses as part of the curriculum in an AQB-approved degree program, because the courses were completed over five years before applying for the Trainee credential, they are no longer eligible.

It should be noted that the five-year requirement for qualifying education applies *only* to the Trainee credential. There is no such restriction for the Licensed Residential, Certified Residential, and Certified General classifications.

**I have been a commercial real estate professional for over 20 years, have my broker's license, and am a Certified Commercial Investment Member (CCIM). I am interested in pursuing a Certified General real property appraiser credential. I would prefer to do my education on my own time with an online educator. I have my Bachelor's degree in business from a state university. With my licensing, education, and experience, is there a way to "fast track" the required coursework?**

Many qualifying education (QE) courses required under the *Criteria* are available online. Your state appraiser regulatory agency maintains a list of approved QE courses and providers. Also, it is possible your university may have sought and received QE approval from your state appraiser regulatory agency for some of the courses you took as part of your degree.

Alternatively, some of the education you completed for your other real estate credentials/designations might be approved by your state appraiser regulatory agency as real property appraiser QE. If so, you may already have some of the 300 hours of required QE for the Certified General credential completed.

**I am currently in the process of taking the required Qualifying Education (QE) coursework before entering a PAREA program. I would like to eventually become a Certified General (CG) appraiser, but I will be taking PAREA for the Certified Residential (CR) credential. Do I need to take the QE for the CR credential, complete PAREA, then take the rest of the QE for the CG credential?**

No. An aspiring appraiser completing all QE education taken for the CG credential satisfies QE education requirements for LR and CR.

## College Degree Requirement

**I would like to become a Certified Residential appraiser, and noticed that one of the college-level education requirement options is to have an Associate's Degree in a field related to Business Administration, Accounting, Finance, Economics, or Real Estate. How do I know if my Associate's Degree falls into one of these broad categories?**

The following fields of study may apply, but you will need to double check with your state appraiser regulatory agency as their requirements may differ or be more specific.

### Associate's Degrees in Business Administration

Possible alternative degrees related to an Associate's Degree in Business Administration may include, but are not limited to:

- Administrative / Executive Assisting
- Bookkeeping
- Business Information / Office / Office Administration Systems
- Business / Construction / Hospitality / Restaurant / Human Resources / Information Systems / Operations / Project / Small Business / Supply Chain Management
- e-Business
- Economics
- Finance
- International Business
- Logistics
- Marketing / Sales
- Merchandising
- Public Service
- Taxation
- Technical Administration

### Associate's Degrees in Accounting

Possible alternative degrees related to an Associate's Degree in Accounting may include, but are not limited to:

- Accounting Systems / Accounting Technology
- Applied Accounting
- Auditing
- Bookkeeping
- Computer Applications
- Financial Management / Financial Services
- Taxation / Tax Specialist

### Associate's Degrees in Finance

Possible alternative degrees related to an Associate's Degree in Finance may include, but are not limited to:

- Banking
- Credit Management
- Financial Planning
- International Finance
- Investments and Securities
- Real Estate Finance
- Statistical Methods

### Associate's Degrees in Economics

Possible alternative degrees related to an Associate's Degree in Economics may include, but are not limited to:

- Applied / Business / Development / International / Managerial Economics
- Econometrics

### Associate's Degrees in Real Estate

Possible alternative degrees related to an Associate's Degree in Real Estate may include, but are not limited to:

- Appraisal
- Property Management
- Real Estate Finance

**May an applicant for the Certified Residential credential use courses classified by the college or university as non-college-level, such as developmental or remedial courses, to meet the *in-lieu-of degree* requirement?**

No. College-level courses do *not* include courses such as those identified as developmental or remedial courses or those courses which do not count toward a degree requirement. You can check your college and their college catalog to determine whether a course is classifiable as a college-level course.

Section III. B. 3. of the Certified Residential Real Property Appraiser section of the *Criteria*, states:

3. *Successful completion of 30 semester hours of college-level courses that cover each of the following specific topic areas and hours:*
  - a. *English Composition (3 semester hours);*
  - b. *Microeconomics (3 semester hours);*
  - c. *Macroeconomics (3 semester hours);*
  - d. *Finance (3 semester hours);*

- e. *Algebra, Geometry, or higher mathematics (3 semester hours);*
- f. *Statistics (3 semester hours);*
- g. *Computer Science (3 semester hours);*
- h. *Business or Real Estate Law (3 semester hours); and*
- i. *Two elective courses in any of the topics listed above or in accounting, geography, agricultural economics, business management, or real estate (3 semester hours each).*

**The *Criteria* provides for alternatives to the Bachelor’s Degree requirement for a Certified Residential credential, which includes 30 semester hours of college education in specified topics. How do I know what college courses match these topics?**

The AQB issued Guide Note (GN-10), which addresses this topic specifically. The topics listed in the Certified Residential *Criteria*, Section III.B.3., are very broad. State regulators can review GN-10 to assist them with determining what college course titles may match the requirements.

**The *Criteria* contains a list of college-level courses that applicants may take in lieu of a college degree for the Certified Residential classification. Do I have to complete each of the courses in the list, or may I simply choose courses from among the list to satisfy the 30 semester credit hour requirements?**

Applicants who do not possess the requisite college degree must complete college-level courses covering three semester hours in each of the topic areas listed to satisfy the in-lieu requirements for the Certified Residential classification. (Note: completion can be satisfied with a combination of topics in Section III.B.3. and III.B.4.).

***Criteria* requires a “Business or Real Estate Law” course (among other courses) in-lieu of a college degree as college education for the Certified Residential credential. Does this mean any course in “Business” or a course in “Real Estate Law” or does this mean a course in “Business Law” or a course in “Real Estate Law?”**

The in-lieu education must include successful completion of a course in “Business Law” or a course in “Real Estate Law” from an accredited degree-granting college or university for which you receive credit or successfully complete the CLEP examination “Introductory Business Law.”

**The *Criteria* allows for an Associate’s Degree in Business Administration, in the field of “Hospitality.” How is this pertinent for appraisers?**

There are appraisers who specialize in the valuation of hotels and motels. A degree with an emphasis in how these facilities operate could be a foundational basis when performing assignments of this type.

**What information do I need to submit to my state to help them evaluate the college courses I took to meet the Certified Residential college education requirements or the qualifying education required toward all classification levels?**

Your state may require copies of your college transcript, syllabi, and course materials used in your college courses. Additionally, the AQB has developed a Guide for How to Apply University/College Courses to the AQB's Real Property Appraiser Core Curriculum Matrix, which is available for download [here](#).

Please double check with your state appraiser regulatory agency as their requirements may differ or be more specific.

**In May 2018, changes to the *Criteria* became effective which allowed candidates for the Certified Residential classification to satisfy the college-level education requirements using various options. One option remains possessing a Bachelor's Degree from an accredited college or university. Because the language does not specifically state, "A Bachelor's Degree (or higher) ..." as stated under the Certified General classification, is it accurate to conclude a graduate degree (e.g., Masters, PhD) does not satisfy the requirement?**

No. The requirements in the *Criteria* are minimums; an individual possessing a postgraduate degree (e.g., Masters, PhD) from an accredited college or university satisfies the requirement for a Bachelor's Degree because prior to enrolling in a postgraduate degree program, students need to hold a Bachelor's Degree.

## **Alternative Track to Qualify for a Certified Residential Credential from a Licensed Residential Credential.**

**I've held a Licensed Residential credential for five years and plan to upgrade to a Certified Residential credential. What do I need to do to get a Certified Residential credential?**

Provided you have held a Licensed Residential credential for a minimum of five (5) years and have not had any adverse, final and non-appealable adjudicated disciplinary action affecting your legal eligibility to engage in appraisal practice within the five (5) years immediately preceding the date of application for a Certified Residential credential, you would need to document the following:

- An additional 50 hours of qualifying education, including the following courses: Statistics, Modeling & Finance (15 hours), Advanced Residential Applications and Case Studies (15 hours) and Appraisal Subject Matter Electives (20 hours);
- One thousand five hundred (1,500) hours of experience in no fewer than twelve (12) months (experience used to obtain your Licensed Residential credential may apply to this requirement);
- Successful completion of the Certified Residential Real Property Appraiser examination.

If you have not held a Licensed Residential credential according to the requirements stated above, in addition to the above requirements, you must also have:

1. Possession of a Bachelor's Degree in any field of study; or
2. Possession of an Associate's Degree in a field of study related to:
  - Business Administration;
  - Accounting;
  - Finance;
  - Economics; or
  - Real Estate

or

3. Successful completion of 30 semester hours of college-level courses that cover each of the following specific topic areas and hours:
  - English Composition (3 semester hours);
  - Micro Economics (3 semester hours);
  - Macro Economics (3 semester hours);
  - Finance (3 semester hours);
  - Algebra, Geometry, or higher mathematics (3 semester hours);
  - Statistics (3 semester hours);
  - Computer Science (3 semester hours);
  - Business or Real Estate Law (3 semester hours); and
  - Two elective courses in any of the topics listed above or in accounting, geography, agricultural economics, business management, or real estate (3 semester hours each)

or

4. Successful completion of at least 30 semester hours of College Level Examination Program® (CLEP®) examinations from each of the following subject matter areas:
  - College Algebra (3 semester hours);
  - College Composition (6 semester hours);
  - College Composition Modular (3 semester hours);
  - College Mathematics (6 semester hours);
  - Principles of Macroeconomics (3 semester hours);

- Principles of Microeconomics (3 semester hours);
- Introductory Business Law (3 semester hours); and
- Information Systems (3 semester hours).

or

5. Any combination of option 3 and 4 above that includes all of the topics identified that ensures coverage of all topics identified in option #3.

As some states may have requirements that exceed *Criteria*, it is important to check with the state regulatory agencies to determine what their requirements are.

### **What is a final and non-appealable adjudicated disciplinary action?**

A final and non-appealable adjudicated disciplinary action is one in which all appeals available under due process have been exhausted, or which the time period in which to request an appeal has expired.

**I have been a Licensed Residential appraiser for more than five years, but my state has placed a restriction on my credential, which limits the types of assignments I am allowed to appraise. Is this considered a sanction that restricts my “legal eligibility to engage in appraisal practice” and therefore disqualifies me for the alternative track to become a Certified Residential appraiser?**

Yes. An appraiser would not be able to qualify for the alternative track to become a Certified Residential until five years after the date the restriction is lifted.

**The *Criteria* that went into effect on May 1, 2018, allow an AQB compliant Licensed Residential Appraiser to change to a Certified Residential Appraiser credential without possessing a college degree. Does this apply to all Licensed Residential credential holders or just those that held the Licensed Residential credential prior to the *Criteria* effective date of May 1, 2018?**

Per Section III.C. of the Certified Residential Criteria, this applies to any individual who holds (or has held) a Licensed Residential credential for a minimum of five (5) years with no record of any adverse, final, and non-appealable disciplinary action that affected their legal eligibility to engage in appraisal practice within the five (5) years immediately preceding the date of application *may* be eligible to obtain a Certified Residential credential without a college degree (regardless of when they obtained a Licensed Residential credential).

In addition to satisfying the requirements outlined in Section III.C., the applicant would also need to obtain an additional fifty (50) hours of qualifying education, document 1,500 hours of experience in no fewer than twelve (12) months, and successfully pass the Certified Residential Examination. As some states may have requirements that



exceed *Criteria*, it is important to check with the state regulatory agencies to determine what their requirements are.

**I have held a Licensed Residential credential for 20 years; however, my credential is currently inactive, and has been for four years. I have completed 14 hours of continuing education during each year the credential has been inactive.**

**The *Criteria* states that individuals who have held an AQB compliant Licensed Residential credential for a minimum of five (5) years with no record of any adverse, final, and non-appealable disciplinary action affecting the appraisers' legal eligibility to engage in appraisal practice within the five (5) years immediately preceding the date of application for a Certified Residential credential may qualify for a Certified Residential credential by:**

- **Successfully completing fifty (50) additional specified hours of qualifying education;**
- **Documenting proof of completing 1,500 hours of experience in no fewer than twelve (12) months; and**
- **Successfully passing the Certified Residential National Examination**

**Will the fact that my credential is currently inactive prevent me from qualifying for a Certified Residential credential via the alternative pathway outlined above?**

No, provided you possessed an active Licensed Residential credential that allowed you to legally engage in appraisal practice for a total period of at least five (5) years and have legal authority to reinstate your inactive credential, the *Criteria* does not prohibit you from qualifying for a Certified Residential credential (please note you must also meet the requirements noted above per Section III.C. in the Certified Residential *Criteria*). However, some states may have requirements that exceed *Criteria*, so it is important to check with your state regulatory agency.

**The *Criteria* requires successful completion of three items: education, experience, and examination. The revised *Criteria* now recognizes an appraiser who has held the Licensed Residential credential for five (5) years without any disciplinary action affecting the appraiser's legal eligibility to practice may obtain a Certified Residential credential by completing 50-additional hours of specified qualifying education and successful completion of the national examination.**

**Does an applicant in the above scenario need to provide a log to document 1,500 experience hours?**

A Licensed Residential appraiser will have to document proof of completion of 1,500 hours in no fewer than twelve (12) months. (Note: some of the experience used to qualify for the Licensed Residential credential may apply towards this requirement).

## Supervisory Appraiser / Trainee Appraiser Education Trainees

### **I am currently a credentialed Trainee Appraiser. Am I required to take a Supervisory Appraiser/Trainee Appraiser course?**

If you were a credentialed Trainee Appraiser prior to January 1, 2015, the AQB encourages you to take the course; however, the *Criteria* would not require you to do so. Nonetheless, check with your state appraiser regulatory agency, since it may adopt more stringent requirements.

For individuals who have sought a new Supervisory Appraiser after January 1, 2015 you must fulfill all of the current *Criteria* requirements, which includes taking the Supervisory Appraiser/Trainee Appraiser Course.

### **The *Criteria* requires that I take a *Supervisory Appraiser/Trainee Appraiser Course* prior to obtaining my Trainee credential. Do I need to take this course in each jurisdiction where I am seeking a Trainee credential?**

The *Criteria* does not require that you take this course in each jurisdiction. However, you must check with the state(s) in which you are seeking a Trainee credential, as state requirements vary and can be more stringent than minimum *Criteria*.

## Supervisors

### **I began supervising a credentialed Trainee Appraiser prior to January 1, 2015. Am I required to take the Supervisory Appraiser/Trainee Appraiser Course?**

If you began supervising a credentialed Trainee Appraiser prior to January 1, 2015, the AQB encourages you to take the course; however, the *Criteria* would not require you to do so. Nonetheless, check with your state appraiser regulatory agency, since it may adopt more stringent requirements.

If you have sought to serve as a Supervisory Appraiser of any additional Trainee Appraiser(s) after January 1, 2015, you must fulfill all of the current *Criteria* requirements, which includes taking the Supervisory Appraiser/Trainee Appraiser Course.

### **I am a Supervisory Appraiser who has recently upgraded from Certified Residential to Certified General and plan on employing Trainee Appraisers. Do I have to take the Supervisor/Trainee course or am I grandfathered because I had trainees prior to January 1, 2015?**

Yes. If you have not already taken the AQB-required Supervisor/Trainee course, you will be required to take the Supervisor/Trainee course if you are going to supervise any new/additional Trainee Appraisers.

## States

**I am a state appraiser regulatory official and I have reviewed the AQB course content outline for the required Supervisory Appraiser/Trainee Appraiser Course. Does the AQB require a minimum or maximum length for this course?**

The AQB has not established a minimum or maximum time frame for this course offering. The intent of the course is to cover areas of general applicability to all Supervisory Appraiser/Trainee Appraiser relationships, and to allow each state to consider including material specific to the local jurisdiction regarding state law and/or areas of practice eliciting the highest number of disciplinary actions/complaints.

If an education provider is seeking continuing education credit for the course, it must be a minimum of two classroom hours, per the *Criteria* requirements.

**I am a state appraiser regulatory official. A course provider submitted a Supervisory Appraiser/Trainee Appraiser course for Continuing Education (CE) approval. Does the AQB allow this course to be utilized for appraiser CE?**

Yes, upon review and approval by the state appraiser regulatory agency, a Supervisory Appraiser/Trainee Appraiser course may be utilized for CE for existing credential holders, provided the course meets the other requirements for a CE course as specified in the *Criteria*. However, the *Criteria* prohibits the course from being counted toward Qualifying Education (QE).

**I am a state appraiser regulatory official and I was recently reviewing the AQB's Supervisory Appraiser/Trainee Appraiser Course Objectives and Outline document. I note that item III.C.1 requires an "Overview of a jurisdiction's role in issuing appraiser credentials and disciplining appraisers," while it is optional to include item III.C.2, "Specific information regarding the regulatory structure of the individual jurisdiction."**

In addition, item IV.B.1 requires an "Overview explaining how AQB sets minimum qualifications, but states may have qualifications that exceed *Criteria*," and item IV.B.2 requires the course to "Outline and explain the specific steps/requirements to becoming licensed or certified in the particular jurisdiction in which the course is being provided."

**Our jurisdiction does not require anything more than the *Criteria*; therefore, must we include jurisdiction-specific requirements, given that they are the same as the *Criteria*?**

Yes. Even if a jurisdiction does not have any requirements greater than the *Criteria*, the course must include material addressing all of the required topic areas as identified in the Supervisory Appraiser/Trainee Appraiser Course Objectives and Outline document. Any items identified as optional are not required.

If a jurisdiction's requirements are identical to those established by the AQB, course developers must include that criteria under the jurisdiction-specific portions of the course.

## Education Providers

**I am an education provider and noticed that the majority of the course content in Section III of the Supervisory Appraiser/Trainee Appraiser Course Outline, Individual State or Territory Credentialing Entities, is currently contained within the first section of The Appraisal Foundation's 15-Hour National USPAP Course.**

**If I incorporate a large portion of the 15-Hour National USPAP Course material into my Supervisor Appraiser/Trainee Appraiser Course, am I violating any USPAP course copyright?**

No, provided proper attribution to the *15-Hour National USPAP Course* is provided in the Supervisory Appraiser/Trainee Appraiser Course, there is not a problem incorporating material from the *15-Hour National USPAP Course* into the Supervisory Appraiser/Trainee Appraiser Course.

**I am an education provider planning to create a course that meets the minimum requirements in the Criteria for the Supervisory Appraiser/Trainee Appraiser Course. I would like to submit the base course (that includes the national minimum requirements, not the state rules/regulations) to the AQB's Course Approval Program (CAP for approval for use in multiple jurisdictions), and then allow states to write add-on modules covering any state-specific requirements. I have three questions:**

- 1. Will the AQB, through its Course Approval Program, review and approve the above scenario as meeting the minimum base requirements?**
- 2. In prior Q&As on this topic, the AQB affirmed there is no minimum or maximum course length for the Supervisory Appraiser/Trainee Appraiser Course. If my base course is approved through CAP for 6 hours, and I offer the course in a state that has adopted a 3-hour course requirement, can my course be presented in a 3-hour format in that state?**
- 3. Are education providers required to submit Supervisory Appraiser/Trainee Appraiser courses to CAP for approval?**

1. Yes, the AQB recognizes that a Supervisory Appraiser/Trainee Appraiser Course must cover the required elements of the Course Content Outline. As such, a course that earns CAP approval will have an additional statement to this effect.
2. No, not if you utilize CAP approval. CAP approval requires a course to be presented as submitted; therefore, material cannot be added or omitted from the presentation of the course. In this case, you would have to create a 3-hour course for that particular state and seek separate approval from CAP or approval from that state appraiser regulatory agency.

3. No, states can approve courses directly, provided the state verifies the course includes all of the required elements of the course content outline developed by the AQB.

## Continuing Education (CE)

**I am a state-certified appraiser and was told by my state appraiser regulatory agency the *15-Hour National USPAP Course* would not satisfy my continuing education requirement to complete the *7-Hour National USPAP Update Course*. Why can't I take the 15-Hour course in lieu of the 7-Hour course?**

The *Criteria* requires the *7-Hour National USPAP Update Course* be taken for continuing education (CE) every two calendar years. The *7-Hour National USPAP Update Course* focuses on the most recent changes to USPAP, common problem areas, and application of USPAP to real world situations. This course is appropriate for practicing appraisers who already have a baseline understanding of USPAP, but need to be apprised of recent developments and updates affecting their appraisal practice.

The *15-Hour National USPAP Course* is geared to the beginning appraiser who has a limited understanding of USPAP. The coverage and treatment of changes or emerging issues is not the focus of this course; thus, it does not meet the educational objectives of the 7-Hour course.

**I took some courses as qualifying education in order to obtain my appraiser credential. Am I allowed to re-take these same courses again for continuing education (CE) purposes now that I'm credentialed?**

If a course is approved by your state appraiser regulatory agency as CE you should be able to receive CE credit for taking the course, regardless of whether you previously took the course as qualifying education. However, some states prohibit re-taking the same course for CE purposes. Confirm with your state appraiser regulatory agency whether the course is eligible for CE.

**I am a state regulator charged with reviewing and approving courses for continuing education (CE). An education provider submitted CE courses for review that are designed to prepare candidates for the *National Examinations*. Can the state approve an "exam prep" course for CE?**

Nothing would prohibit a state from approving a course that prepares individuals for the *National Examinations*, provided the course adheres to the CE requirements as outlined in the *Criteria* (i.e., the course covers applicable appraisal-related topics and is a minimum of 2 hours in length).

**I am certified in multiple states. If I attend and successfully complete a continuing education (CE) course in one state, can I use it to count toward my recertification in another state?**

In the event the course, provider and delivery mechanism (classroom or distance education) are approved in both states, then each state may grant you CE credit for taking the one course. However, each state has a unique method of approving courses. Thus, be sure to check with the specific state appraiser regulatory agency in the jurisdictions in which you are seeking to renew your credentials to verify their requirements.

**The *Criteria* requires that I take the *7-Hour National USPAP Update Course* every two calendar years. If I do not take the course until 18 months after the new version of USPAP goes into effect, does that mean I can continue to follow the prior version of USPAP until I take the update course?**

No. You are responsible to comply with the version of USPAP as of the date it becomes effective, regardless of when you complete the *7-Hour National USPAP Update Course*. For this reason, the AQB encourages all credential holders to complete the course as soon as possible to ensure proper understanding of any revisions made to USPAP.

**I am an AQB Certified USPAP Instructor and I recently taught the *7-Hour National USPAP Update Course*. Can I be granted continuing education credit toward my credential renewal for successfully completing the *7-Hour National USPAP Update Course* during my current renewal cycle?**

Per the *Criteria*, a state appraiser regulatory agency may allow you to receive credit for successfully completing the *7-Hour National USPAP Update Course* in this case, provided that you do not receive credit for more than half of your total required continuing education during any one continuing education (CE) cycle by teaching or in any other manner, other than as a student in a CE course. However, check with your state appraiser regulatory agency to confirm whether any additional restrictions may apply.

**I am an instructor of courses approved for qualifying education (QE) and/or continuing education (CE) in the state in which I hold an appraiser credential. Can I obtain CE credit for time I spend preparing to teach courses?**

No, *preparing to instruct* does not qualify for CE credit. However, in addition to actual course instruction, a jurisdiction may award up to one-half of your required continuing education credit in a CE cycle for your activities during the cycle as a *program or course developer* or for *authorship of an appraisal textbook*.

**I am a certified appraiser in a state with a 2-year licensure cycle. As such, I am required to complete 28 hours of approved continuing education (CE) in order to renew my certification. If I complete more than the required 28 hours, can I carryover the extra hours to my next certification renewal?**

No. The *Criteria* does not provide for any carryover of CE hours from one renewal period to the next. Specifically, under *Section F. Criteria Specific to Continuing Education, Item 11* states that the instruction for which CE is sought for each year must take place "...during the period preceding the renewal...."

**I am a certified appraiser and my certification does not need to be renewed until next year. The edition of USPAP just came out and I have not yet taken the latest 7-Hour National USPAP Update Course. Does this mean that my credential is invalid until I complete the course?**

When a new edition of the *Uniform Standards of Professional Appraisal Practice* (USPAP) goes into effect, you are responsible for understanding and complying with that current version of USPAP, whether or not you have taken the required 7-Hour course yet or not. Under the *Criteria*, you are required to successfully complete the 7-Hour course every two calendar years. The *Criteria* does not otherwise define the timeframe during which you must complete the course. However, please check with your state appraiser regulatory agency as states may implement more stringent requirements.

**My appraiser license renewal date is coming up soon. Is continuing education (CE) I completed in two years ago too old? Where can I find the timeframe during which my CE must be completed?**

Your state appraiser regulatory agency determines the continuing education cycle for credentials within the state. The *Criteria* does not allow carryover of any CE hours from one renewal period to the next.

**Does the AQB require successful completion of a final exam in order to receive continuing education (CE) credit for an online asynchronous appraisal course?**

The *Criteria* requires course providers of asynchronous continuing education courses to track students' attendance and measure their comprehension of the material. One way this can be accomplished is via a proctored, final examination. The other, more common method is for the CE course to include embedded quizzes or other exercises to be completed by the student during the course offering.

Please note that some states may have adopted an exam requirement for all continuing education distance learning courses. If you are located in one of these states, you are required to comply with the state's examination requirement in order to obtain your CE credit.

In addition, all synchronous USPAP courses require a proctored final examination.

**I understand that to be eligible for continuing education to renew a real property appraiser credential, a course or seminar must be a minimum of two (2) hours in length. However, some courses include material that is not real property-related. For example, if one hour of a two-hour course were designed for personal property appraisers, would the course still be eligible for two hours of continuing education credit for real property appraisers? If not, would the course be eligible for one hour of credit for real property appraisers?**

Only the real property appraisal-related portion of a continuing education offering is valid towards the renewal of a real property appraiser credential. In the example cited, the two-hour course would not be valid for two hours of continuing education credit, since it did not address real property appraisal-related topics for the entire two hours.

Further, this particular course would not be eligible for *any* real property appraiser continuing education credit, since the real property appraisal-related portion of the course did not constitute a minimum of two hours in duration. If, alternatively, a three-hour course included two hours devoted to real property appraisal-related topics, that course would be eligible for two hours of continuing education credit.

## Exams

**I am a state regulator responsible for approving asynchronous distance education courses for qualifying education purposes. Can an education provider utilize a remote proctoring service to electronically monitor an individual taking a final examination?**

The *Criteria* specifies the examination must be “proctored in person or remotely by an official approved by the college or university or by the sponsoring organization. Bio-metric proctoring is acceptable.” The Policies and Procedures of the AQB’s Course Approval Program (CAP) (a voluntary program that may be utilized by state regulatory agencies) states that proctoring an examination could “take many forms including but not limited to the physical presence of a proctor, video observation or electronic monitoring.” It is important to note that the AQB does not maintain a list of acceptable proctors.

**Do you have any guidance on how to incorporate and implement remote and/or biometric proctoring for distance education qualifying education courses?**

The *Criteria* requirements related to exams for distance education state that exams must include a written, closed-book final examination and that the exam must either be proctored in person or remotely. Because there are various ways to ensure a closed book exam experience, the *Criteria* leaves the “how” open to providers and state regulatory agencies to decide the best method to use to comply with this *Criteria*.



**I am a state regulator responsible for approving distance education to be utilized as qualifying education under the *Criteria*. The *Criteria* requires a written, proctored examination. Can an examination be proctored by the staff at an electronic testing service office?**

The *Criteria* specifies the examination must be “proctored in person or remotely by an official approved by the college or university or by the sponsoring organization. Bio-metric proctoring is acceptable.” The AQB does not maintain a list of acceptable proctors. However, a testing service, such as one that delivers the National Uniform Licensure and Certification Examinations and/or examinations for other professions, with staff approved by the course deliverer, would likely be an acceptable means for an examination to be proctored.

**What are the qualifications of an acceptable proctor for an examination required under the *Criteria*?**

The *Criteria* specifies a the examination must be “proctored in person or remotely by an official approved by the college or university or by the sponsoring organization. Bio-metric proctoring is acceptable.”. The AQB does not maintain a list of qualifications or requirements to approve acceptable proctors. Each state may adopt specific requirements for an individual to serve as a proctor.

# Experience

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## General

**I am pursuing a Certified General credential. The firm I work with has a diverse appraisal practice including the valuation of real property and the valuation of personal property. Can I claim experience for personal property appraisal assignments where I am not appraising the real property interest?**

No. The *Criteria* requires that experience must be gained in the performance of acceptable **real property** appraisal practice. Specifically, an applicant's experience must be in appraisal work conforming to Standards 1, 2, 3, 4, 5 and/or 6.

STANDARD 1 (the Real Property Appraisal Development Standard) allows for the valuation of personal property as *a part of a real property valuation assignment*. Thus, a state may accept personal property valuations that are part of a real property appraisal, such as the valuation of furniture, fixtures, and equipment (personal property) as part of a hotel going concern valuation. However, always be sure to check with the specific state appraiser regulatory agency in the jurisdiction in which you are seeking a credential to verify their requirements, which could be more restrictive.

**Is there an assumption that a typical residential appraisal takes “X” hours to develop and report? If someone submits a log to the state and says they have acquired 3,000 hours of experience by doing ten “URAR” form reports, would they be believed? Or, is there a range that makes sense, like between four and twelve hours for a “typical” assignment?**

The *Criteria* does not specify an amount of experience hours which may be claimed per assignment. The state appraiser regulatory agency in the jurisdiction where you are seeking a credential is responsible for examining your experience log and must be satisfied there is a reasonable relationship between the amounts of time you claim to have spent on an assignment and your description of work performed. Some states have established typical hours for specific types of appraisal assignments, which they use as a benchmark to identify potentially excessive experience claims. Be sure to check with your Supervisory Appraiser (if applicable) and your state appraiser regulatory agency to make sure you comply with the hourly requirements when claiming experience.

**I am employed by a county appraisal district where we value properties for ad valorem tax purposes. My job requirements include valuing real property using the sales comparison approach, performing on-site inspections of properties, using mass appraisal tools to assign real property values, analyzing sales on an annual basis, etc. Our state requires appraisal experience for state licensure or certification to comply with the *Criteria* for acceptable experience. Does my**

**position as a Residential Appraiser at the appraisal district meet the *Criteria* for acceptable experience?**

Just by serving in a municipal appraisal position, you are not automatically granted credit. Per the *Criteria*, the quantitative experience requirements must be satisfied by time spent on the appraisal process: analyzing factors that affect value; defining the problem; gathering and analyzing data; applying the appropriate analysis and methodology; and arriving at an opinion and correctly reporting the opinion in compliance with USPAP. Based upon the minimum criteria set forth by the AQB, a state could, after review of your work log and work samples, grant you experience credit for work completed in ad valorem, mass appraisal assignments. However, check with the specific state appraiser regulatory agency in the jurisdiction in which you are seeking a credential to verify its requirements, which may exceed the requirements set forth in the RPAQC.

**I am a practicing real estate appraiser and develop my appraisals in compliance with USPAP STANDARD 1. However, I am not required to report the results of my appraisals in compliance with USPAP STANDARD 2. Can I still receive credit for experience for the hours I spent in the development process of the appraisals?**

No. There is no allowance for an appraisal that is prepared in compliance with STANDARD 1 but not reported in accordance with STANDARD 2. The term “partially USPAP compliant” does not exist in the *Criteria*. In order to earn experience credit, appraisals must be prepared and reported in compliance with STANDARDS 1 and 2, as well as the additional requirements in USPAP.

**I am a practicing real estate appraiser and my jurisdiction allows me to perform appraisals as an unregistered appraiser. If my appraisals are prepared in conformance with USPAP, will I be able to obtain experience credit?**

Generally speaking, yes. The *Criteria* does not require an individual to possess a credential in order to obtain eligible experience credit. However, some states require an individual to possess at least a Trainee (or Associate) credential to obtain creditable experience. If that is the case, an individual who is not legally able to obtain experience would not be able to use that time to satisfy the experience requirements even if the reports were USPAP-compliant. In addition, some states do not allow experience obtained outside their state boundaries; therefore, it's critical to check with your specific state.

**Is there any requirement within the *Criteria* that would prohibit an appraiser from counting commercial experience toward obtaining a Certified Residential credential?**

No. The *Criteria* does not specify that the experience hours required for the Certified Residential credential must all be obtained in the appraisal of 1-4 unit residential

properties. As a result, experience obtained in the appraisal of non-residential (including 5+ unit residential) properties for use toward a Certified Residential credential is not prohibited by the AQB.

However, as with all *Criteria*, states may establish requirements that are greater than, or more restrictive, than what the AQB requires. As a result, you will need to confirm with your state appraiser regulatory agency whether it has such a requirement.

**The Certified General credential requires 3,000 hours of experience *in no fewer than 18 months*. In the type of appraisals I perform, some assignments may be commenced in one month and completed in another; thus, the log might not reflect “experience” in one or more specific months. Does my log of appraisal experience have to show appraisals completed in 18 different months? Or does it just have to span a total of 18 months?**

The *Criteria* does not require that experience be obtained in 18 *different* months, but rather over a period of no fewer than 18 months. However, state regulatory agencies can be more restrictive, therefore it is recommended to check with your state for details.

**I work at an assessor’s office and am working towards earning a real property appraiser credential, does the *Criteria* require my appraisal experience log, which will contain only experience gained by completing mass appraisal work, to include the signature of a supervising appraiser?**

While the *Criteria* allows experience completed in compliance with USPAP Standards 5 and 6 to qualify as verifiable experience, the *Criteria* does not require all appraisal experience logs to have a supervisory signature. The *Criteria* requires a Supervisory Appraiser’s signature in an appraisal experience log when an individual has a state-issued trainee credential (and thus is, as defined in the *Criteria*, a “Trainee Appraiser”) and that trainee has met the requirement to complete their work under the direct supervision of one (or more) Supervisory Appraiser(s). Thus, if you are **not** a Trainee Appraiser with a Supervisory Appraiser, the supervising appraiser signature requirement under V.H.6. does not apply to you (bold added for emphasis):

***Criteria Applicable to all Appraiser Classifications - V. Generic Experience Criteria***

*H. The verification for experience credit claimed by an applicant shall be on forms prescribed by the state certification/licensing agency, which shall include:*

1. *Type of property;*
2. *Date of report;*
3. *Address of appraised property;*
4. *Description of work performed by the trainee/applicant and scope of the review and supervision of the supervising appraiser;*
5. *Number of actual work hours by the trainee/applicant on the assignment;*  
*and*

6. The **signature** and state certification number of the **supervising appraiser**, if applicable. Separate appraisal logs shall be maintained for each supervising appraiser, if applicable.

As some states may have requirements that exceed AQB *Criteria*, it is important to check with your state appraiser regulatory agency.

## Trainees

**I am a Trainee Appraiser accumulating experience under a Certified Residential Supervisory Appraiser. I understand that for my experience to be eligible for credit it must be performed with a certified appraiser; however, we occasionally receive assignments that I do not intend to use for experience credit. In assignments where I don't intend to claim experience credit, can I perform the assignment under the direction of a Licensed Residential appraiser, or even on my own without a Supervisory Appraiser?**

No. Regardless of whether an assignment is being claimed for experience credit, a Trainee Appraiser must work under the direct supervision of a Certified Residential or Certified General appraiser. The *Criteria* states, in part:

*The scope of practice for the Trainee Appraiser Classification is the appraisal of those properties which the **supervising Certified appraiser** is permitted by his/her current credential and that the supervising appraiser is qualified to appraise. (Bold added for emphasis.)*

**I have been a Licensed Real Estate Salesperson for several years and also a Trainee Appraiser for over one year. I have a Supervisory Appraiser for whom I perform appraisals and I also get paid by a bank to perform Broker Price Opinions (BPOs) that require very similar information as an appraisal (including providing six comps). I act as a completely unbiased person doing these BPOs and have no interest in the properties. Can these BPOs be counted on my appraisal experience log?**

If the BPOs do not comply with USPAP, regardless of the level of detail or the scope of work performed, they are ineligible for experience credit. (Refer to USPAP for further information on not misrepresenting your role when acting as an appraiser versus a broker/salesperson/mortgage broker.)

If, however, the development and reporting of the BPO complies with USPAP, and your Supervisory Appraiser provides direct supervision over your preparation thereof and reviews and signs your work product, it is possible a state appraiser regulatory agency might count these as appraisal experience. However, be sure to check with the specific state appraiser regulatory agency in the jurisdiction in which you are seeking a credential to verify its requirements, which may be more restrictive.

**I am a licensed forester and a Trainee Appraiser. My Supervisory Appraiser is a forester and a Certified General appraiser. As a part of my company's forestry practice, I often perform timber inventory and valuation reports (timber cruises) to estimate the value of timber. Can I utilize my timber cruise experience to satisfy the 3,000 hours of required real property appraisal experience toward earning a Certified General credential?**

Solely developing a timber cruise (timber inventory and valuation report) does not qualify for real property valuation experience. However, if you develop a timber inventory and valuation report and appropriately utilize this information in an appraisal of real property, it may qualify for real property valuation experience provided the appraisal complies with USPAP. Furthermore, as with other types of appraisal assignments, an individual providing significant real property appraisal assistance in the appraisal may receive credit for these assignments, provided the individual is duly acknowledged in the certification of the report as having provided significant real property appraisal assistance and the description of their assistance is included in the appraisal report. Be sure to check with the specific state appraiser regulatory agency in the jurisdiction in which you are seeking a credential to verify its requirements, which may be more restrictive.

**I am a Trainee Appraiser working towards my license. If I do not sign an appraisal report due to my company's policies or a client's assignment conditions, what verbiage is required in the report in order for the time I spent on the appraisal to count toward the experience requirements in the *Criteria*?**

If you provide significant real property appraisal assistance to a Supervisory Appraiser but do not sign the report certification, your Supervisory Appraiser **must** disclose that you provided significant real property appraisal assistance within the certification of the report. In addition, the Supervisory Appraiser must describe the extent of your assistance in the report (refer to the *Uniform Standards of Professional Appraisal Practice* (USPAP), Standards Rules 2-2 and 2-3, as well as Advisory Opinion 31, *Assignments Involving More Than One Appraiser*, for additional details).

Furthermore, the experience log you submit to your state appraiser regulatory agency must describe the work you performed in support of the hours of experience you claim for each assignment. Documentation in the form of reports, certifications, file memoranda, or other evidence that the time you spent on the appraisal process is compliant with USPAP must be provided as part of the state experience verification process to support the experience claimed.

**Can a Trainee Appraiser inspect a property without a Supervisory Appraiser?**

Yes; however, the Trainee Appraiser must be competent to do so. The *Criteria* requires Supervisory Appraisers to personally inspect properties along with Trainees until the

Trainee is competent to do so without supervision. The *Criteria* mandates such supervision to include:

*Personally inspecting each appraised property with the Trainee Appraiser until the Supervisory Appraiser determines the Trainee Appraiser is competent to inspect the property, in accordance with the COMPETENCY RULE of USPAP for the property type.*

Competency to inspect without supervision will vary from assignment-to-assignment. For example, after numerous assignments a supervisor may deem a Trainee competent to inspect single-unit residential tract-type homes. However, that does not mean the Trainee is competent to perform inspections without supervision for large custom homes, condominiums, 2-4 unit residential properties, or atypical/complex property types or assignments. Competency to inspect a property is determined by the Supervisory Appraiser on an individual assignment basis.

### **Can a Trainee Appraiser sign an appraisal report?**

The *Criteria* neither prohibits nor requires an individual with a Trainee credential to sign any part of a written appraisal report. Please check with your state for any prohibitions or requirements relates to Trainee Appraiser signatures in appraisal reports.

### **I am a Trainee Appraiser and originally had Supervisory Appraiser A, who co-signed my appraisal reports. However, I also performed appraisals that were co-signed by a Certified appraiser who was not my designated Supervisory Appraiser. Can I count experience obtained under a Certified appraiser who is not my designated Supervisory Appraiser?**

No. The *Criteria* states in the Supervisory Appraiser Requirement section I(A)(2): “Supervisory Appraisers shall be responsible for the training, guidance, and direct supervision of the Trainee Appraiser by...reviewing and signing the Trainee Appraiser reports.” Therefore, for experience credit to be awarded, the appraisal must be signed by the Supervisory Appraiser.

## Supervisors

### **I am a Supervisory Appraiser and hold a Certified General credential in two states: State A and State B. One of my Trainees has a Trainee Appraiser’s credential in State A only. I have an assignment in State B, and plan to take my Trainee with me to work on the assignment. Will State A grant experience to my Trainee Appraiser for work performed in State B?**

The *Criteria* specifies experience must be gained under the supervision of the Supervisory Appraiser and the work must comply with USPAP. Thus, the *Criteria* would not prohibit State A from granting the Trainee Appraiser credit in this case. However, be sure to check with the state appraiser regulatory agency in State A to confirm the state’s

requirements, which could be more restrictive. Additionally, the Trainee should check with State B to determine if State B requires the Trainee to be credentialed in State B in order to work with the Supervisory Appraiser.

**I currently have two unlicensed trainees who have been working for me for a number of years. I have not required them to obtain a Trainee Appraiser credential, even though they have taken all of the required courses. Are they required to obtain a Trainee Appraiser credential in order to continue to obtain experience credits toward their Certified General credential?**

No. The *Criteria* does not require an individual to possess a Trainee Appraiser credential in order to obtain experience credit. However, because individual states may implement criteria more stringent than the AQB, it is important to check with your state appraiser regulatory agency.

## Types of Sanctions

**There are many types of sanctions that could be imposed by state appraiser regulatory agencies against an appraiser. Since the *Criteria* prohibits supervision of Trainees for three years after a qualifying sanction, what are examples of such sanctions that would result in a three-year prohibition against supervision?**

To trigger the three-year prohibition against supervision after the completion of a disciplinary sanction, the sanction must have affected the Supervisory Appraiser's legal eligibility to engage in appraisal practice. Examples include:

- **Revocation** (termination of an individual's status as a credentialed appraiser)
- **Suspension** (temporary termination of an individual's status as a credentialed appraiser, often for a fixed period of time).
- **Restriction** (a sanction limiting or restricting a credentialed appraiser's scope of practice)
- **Voluntary surrender** in lieu of discipline

**I am a state-certified real property appraiser and I am supervising a Trainee Appraiser. I notice the *Criteria* specifies Supervisory Appraisers shall not have been subject to any disciplinary action within any jurisdiction within the last three (3) years that affects the Supervisory Appraiser's legal eligibility to engage in appraisal practice. Can you provide examples of disciplinary actions that *would* affect my legal eligibility to engage in appraisal practice?**

The AQB has interpreted a disciplinary action to mean any adverse, final, and non-appealable decision by a state regulatory, administrative, or judicial authority of competent jurisdiction, which affects an individual's ability to practice. Sanctions imposed may vary between jurisdictions **and** may consist of those that do and do not affect an appraiser's legal eligibility to practice.



Sanctions that **would** affect an appraiser's legal eligibility to engage in appraisal practice may include, but are not limited to:

- Any limitation preventing or restricting an appraiser from engaging in appraisal practice until a specified condition has been met.
- Any limitation preventing or restricting an appraiser from engaging in appraisal practice of specific property types for any duration of time.
- Suspension of a Certified General or Certified Residential credential in any jurisdiction.
- Revocation of a Certified General or Certified Residential credential in any jurisdiction.

However, be sure to check with your state appraiser regulatory agency to confirm the state's requirements, which could be more restrictive.

## Eligible

**Can you provide examples of disciplinary actions that *would not* affect my legal eligibility to engage in appraisal practice?**

Sanctions that **would not** affect an appraiser's legal eligibility to engage in appraisal practice may include, but are not limited to:

- A monetary fine or penalty (without additional sanctions limiting the appraiser's legal eligibility to engage in appraisal practice).
- A letter of warning or reprimand.
- An educational requirement.

However, be sure to check with your state appraiser regulatory agency to confirm the state's requirements, which could be more restrictive.

**I understand that a state may issue a probated (or stayed) suspension, where the suspension does not take effect as long as the appraiser complies with certain terms. Would a probated (or stayed) suspension constitute a disciplinary sanction prohibiting a Supervisory Appraiser from supervising Trainees for three years after the completion of the sanction?**

No. Assuming the appraiser met the conditions of the sanction and the suspension never became effective, such an action did not affect the Supervisory Appraiser's legal eligibility to practice. Therefore, this would not trigger the prohibition against supervision for three years after the sanction.

**I am a certified appraiser who has recently obtained a reciprocal license in another state. I have taken the required course for Supervisory Appraisers/Trainee Appraisers and have been certified for more than three years.**

**Can I supervise Trainee Appraisers in the state where I recently obtained my reciprocal license?**

Yes, provided you have been certified for a period of at least three years and are in good standing.

**I am a state-certified appraiser who is also a Supervisory Appraiser. My state appraiser regulatory agency has levied a fine against me and required me to take additional education. Is this considered a sanction that restricts the Supervisory Appraiser’s “legal eligibility to engage in appraisal practice?”**

No. As long as the fine is paid and remedial education is completed and no further action is taken (suspension), the Supervisory Appraiser could continue to supervise Trainee Appraisers. However, please check with your state appraiser regulatory agency, since it may adopt more stringent requirements.

**I have been a Certified Residential appraiser for the past five (5) years. Last month, I was issued a Certified General credential in the same jurisdiction. Am I able to supervise a Trainee Appraiser working on commercial properties?**

The *Criteria* states Supervisory Appraisers shall be state-certified and in “good standing” for a period of at least three (3) years prior to being eligible to become a Supervisory Appraiser. The *Criteria* does not specify that a Supervisory Appraiser possess a specified Certified Residential or Certified General credential, so you may be eligible to supervise a Trainee Appraiser performing commercial appraisals. However, the Supervisory Appraiser must comply with the COMPETENCY RULE of USPAP for the property type and geographic location in which the Trainee Appraiser is being supervised.

**I am a state-certified real property appraiser and I am supervising a Trainee Appraiser. I was recently investigated by my state board for an alleged violation of USPAP. The case was subsequently dismissed without merit and no violations were substantiated. Does an investigation by a state board or other duly authorized entity preclude my continued supervision of the Trainee Appraiser?**

No, the *Criteria* specifies Supervisory Appraisers shall not have been subject to any disciplinary action within any jurisdiction within the last three (3) years that affects the Supervisory Appraiser’s **legal eligibility** to engage in appraisal practice. Although an investigation has occurred in your case, there has been no disciplinary action taken that would preclude your continued supervision of your Trainee Appraiser. However, be sure to check with your state appraiser regulatory agency to confirm the state’s requirements, which could be more restrictive.

**I am a Supervisory Appraiser who has recently upgraded from Certified Residential to Certified General. Am I allowed to continue to supervise my Trainee**

**Appraisers or do I need to wait until I have held the Certified General credential for three years?**

Yes. You are allowed to continue to supervise your current Trainee Appraisers. However, you must be competent in the property type and the geographic location of your practice. You may supervise the Trainee Appraiser in both residential and non-residential assignments that you are competent to appraise.

**I am a state-certified real property appraiser and I am supervising a Trainee Appraiser. I also carry a designation issued by a professional appraiser organization. I was recently investigated by my organization for an alleged violation of the organization's professional ethics requirements, and subsequently, my professional designation was revoked. Does a revocation of my designation by the professional organization preclude my continued supervision of the Trainee Appraiser?**

No, the *Criteria* specifies Supervisory Appraisers shall not have been subject to any disciplinary action within any jurisdiction within the last three (3) years that affects the Supervisory Appraiser's *legal eligibility* to engage in appraisal practice. Although your appraiser organization has imposed a disciplinary sanction by revoking your designation, this action does not, in and of itself, affect your legal eligibility to engage in appraisal practice in your credentialing jurisdiction. However, be sure to check with your state appraiser regulatory agency to confirm the state's requirements, which could be more restrictive.

**I am a practicing real property appraiser and I was disciplined by my state regulatory agency five (5) years ago. I am currently in good standing in that jurisdiction and want to know if I am eligible to become a supervisor or supervise a new Trainee Appraiser.**

If an individual wishes to either become a supervisor or supervise a new Trainee, the *Criteria* requires a state to review the three-year period immediately preceding the individual's application/request to become a supervisor. The *Criteria* requires Supervisory Appraisers to be "state-certified and in 'good standing' for a period of at least three (3) years prior to being eligible to become a Supervisory Appraiser. Supervisory Appraisers shall not have been subject to any disciplinary action within any jurisdiction within the last three (3) years that affects the Supervisory appraiser's legal eligibility to engage in appraisal practice. A Supervisory Appraiser subject to a disciplinary action would be considered to be in 'good standing' three (3) years after the successful completion/termination of the sanction imposed against the appraiser."

Example: An individual wishes to become a Supervisory Appraiser (or supervise a new Trainee) on July 1, 2017. However, this individual had a 60-day suspension, ending on March 31, 2016. This individual would not be able to become a Supervisory Appraiser

(or supervise a new Trainee) until March 31, 2019 (three years after the end date of the disciplinary action).

An individual who is already a supervisor but receives a disciplinary sanction prior to January 1, 2015, would not automatically lose his or her ability to supervise the Trainee(s). However, if a jurisdiction precludes an individual from supervising due to the sanction (that affects the appraiser's legal eligibility to appraise), the individual would have to comply with all Supervisory Appraiser criteria.

If a state issues a sanction that is essentially a "lifetime" action, that individual would be precluded from being a supervisor for any new Trainees.

Please note that individual states or credentialing jurisdictions may adopt more stringent requirements. It is incumbent on candidates to check with the state appraiser regulatory agency in which they plan to supervise a trainee.

**I am a state-certified appraiser and am considering supervising a Trainee Appraiser. I was recently suspended from the HUD appraisal roster but have not been sanctioned by my state appraiser regulatory agency. Am I considered to be "in good standing" under the *Criteria* and therefore eligible to supervise a Trainee Appraiser?**

Yes. The *Criteria* specifies Supervisory Appraisers shall not have been subject to any disciplinary action within any jurisdiction within the last three (3) years that affects the Supervisory Appraiser's legal eligibility to engage in appraisal practice. Although HUD has suspended you from their approved panel, this action does not, in and of itself, affect your legal eligibility to engage in appraisal practice in your credentialing jurisdiction. However, be sure to check with your state appraiser regulatory agency to confirm the state's requirements, which could be more restrictive.

**Is a Supervisory Appraiser's eligibility to supervise Trainee Appraisers only evaluated when they initially become a Supervisory Appraiser, or is the Supervisory Appraiser's eligibility evaluated on an ongoing basis?**

The Supervisory Appraiser's eligibility is evaluated on an ongoing basis. Thus, if any sanction is levied against a Supervisory Appraiser during the term of supervision that affects the Supervisory Appraiser's eligibility to practice, the Supervisory Appraiser would immediately lose the right to supervise Trainee Appraisers for the length of the sanction, plus an additional three years beyond the date the sanction is lifted.

## Not Eligible

**I am a state-certified appraiser who is also a Supervisory Appraiser. My appraiser credential has been suspended. Is this considered a sanction that restricts the Supervisory Appraiser’s “legal eligibility to engage in appraisal practice?”**

Yes. An appraiser would not be able to act as a Supervisory Appraiser for the length of the suspension plus an additional three years beyond the date the suspension is lifted.

**I am a Certified Residential appraiser who also functions as a Supervisory Appraiser. Recently, I received a disciplinary sanction from my state appraiser regulatory agency, which includes a period of probation. During this probationary period, I cannot engage in the appraisal supervision of Trainees. Is this considered a sanction that restricts my “legal eligibility” to engage in appraisal practice as stipulated in the Supervisory Appraiser Requirements of the *Criteria*?**

The *Criteria* states, in part:

*Supervisory Appraisers shall not have been subject to any disciplinary action—within any jurisdiction—within the last three (3) years that affected the Supervisory Appraiser’s legal eligibility to engage in appraisal practice.*

In this case, your state appraiser regulatory agency believes that you should not be training others for a period of time.

It is important to understand the scope of appraisal practice identified in the *Criteria* for a Certified Residential credential. As stated in the *Criteria*, the scope of practice for a Certified Residential credential is as follows:

*The Certified Residential Real Property Appraiser classification qualifies the appraiser to appraise one-to-four residential units without regard to value or complexity.*

1. *The classification includes the appraisal of vacant or unimproved land that is utilized for one-to-four residential unit purposes or for which the highest and best use is for one-to-four residential units.*
2. *The classification does not include the appraisal of subdivisions for which a development analysis/appraisal is necessary.*

It is the position of the AQB that unless a disciplinary sanction limits or restricts an appraiser’s scope of practice as identified above, such a sanction does not affect the individual’s legal eligibility to practice. Since acting as a supervisory appraiser is not specifically identified in the scope of practice, it is not part of an individual’s appraisal practice. As such, any prohibitions precluding an individual from acting as a supervisory appraiser for a stipulated period of time would not affect the individual’s legal eligibility to practice and, therefore, would not be subject to the additional three-year prohibition against supervision as outlined in the *Criteria*.

**I am a state-certified appraiser who is also a Supervisory Appraiser. My state has placed a restriction on my credential, limiting the types of assignments they will allow me to appraise. Is this considered a sanction that restricts the Supervisory Appraiser’s “legal eligibility to engage in appraisal practice?”**

Yes. An appraiser would not be able to act as a Supervisory Appraiser for the length of the “probation” plus an additional three years beyond the date the “probation” is lifted.

**I am a state-certified real property appraiser in States A and B. I am also supervising a Trainee Appraiser in State A. I was recently investigated by the state board in State B for an alleged violation of USPAP and it was determined a violation was found to exist. Subsequently, State B suspended my appraiser certification for a period of one (1) year. Does this action preclude my continued supervision of the Trainee Appraiser in State A?**

Yes, the *Criteria* specifies Supervisory Appraisers shall not have been subject to any disciplinary action **within any jurisdiction** within the last three (3) years that affects the Supervisory Appraiser’s legal eligibility to engage in appraisal practice. Although you may currently be in “good standing” in State A, your legal eligibility to engage in appraisal practice in State B has been suspended and you are no longer able to act as a Supervisory Appraiser in any jurisdiction until a minimum of three (3) years after the successful completion/termination of the sanction imposed against you. However, be sure to check with your state appraiser regulatory agency to confirm the state’s requirements, which could be more restrictive.

**I am a Trainee Appraiser seeking a Supervisory Appraiser. I live in a state where appraisers are not required to be state-licensed or certified for appraisal assignments that do not involve federally related transactions. I have found an appraiser that is willing to supervise my work and sign my appraisal experience log, but he does not possess a state license or certification. Would this individual qualify as my Supervisory Appraiser?**

No, the *Criteria* specifies Supervisory Appraisers shall be state-certified and in “good standing” for a period of at least three (3) years prior to being eligible to become a Supervisory Appraiser. The fact this individual is not a state-certified appraiser precludes this appraiser from acting as your Supervisory Appraiser and signing your appraisal experience log. Be sure to check with your state appraiser regulatory agency to confirm the state’s requirements, which could be more restrictive.

**I have been a Licensed Appraiser for five years and am interested in becoming a Supervisory Appraiser. Am I eligible to become a Supervisory Appraiser at this time?**

An individual with only a Licensed Residential credential is not eligible to become a Supervisory Appraiser. According to the *Criteria*, one of the requirements for a

Supervisory Appraiser is they “shall be state-certified and in ‘good standing’ for a period of at least (3) years prior to being eligible...” Therefore, the appraiser must be “state-certified,” meaning credentialed as a Certified Residential or Certified General for a period of three years before supervising.

## Maximum of Three Trainee Appraisers “At One Time”

**The *Criteria* restricts supervisory appraisers to a maximum of three trainee appraisers “at one time” (unless the state has a program that would allow for more under the *Criteria*). The phrase “at one time” can be somewhat ambiguous. In what context is the phrase intended in this application?**

It is the intent of the *Criteria* for supervisory appraisers to have no more than three trainee appraisers under his or her direct control and supervision at any specific time. For example, if a supervisory appraiser wished to bring on a fourth trainee appraiser, the supervisory appraiser would have to discontinue the supervision of at least one of the three trainee appraisers currently being supervised.

It is not the intention of the *Criteria* for supervisory appraisers to “supervise” only on a daily, or assignment-by-assignment basis. Supervision is intended to be more long-term, and ongoing. However, there are appraisal firms that perform assignments for a wide variety of property types and intended uses, and may employ different appraisers who specialize in these differing property types. In such cases, it’s possible that the “lead appraiser” for a particular assignment might not be the trainee appraiser’s identified supervisory appraiser. This is permissible as long as the trainee appraiser continues to work under the overall supervision of the assigned supervisory appraiser, and the supervisory appraiser complies with the requirements set forth in the *Criteria*.

It’s important to remember that to be eligible for experience credit, the supervisory appraiser must sign the trainee appraiser’s USPAP-compliant appraisal report, taking full responsibility for its contents. In addition, if the trainee appraiser does not sign the appraisal report, the supervisory appraiser must identify the trainee appraiser in the appraisal report’s certification, and the tasks performed by the trainee must be stated within the appraisal report (as also required by USPAP).

The supervisory appraiser is also responsible, along with the trainee appraiser, to maintain a log of the trainee appraiser’s assignments as specified in the *Criteria*.

**I’m a state certified appraiser and I’m considering supervising one or more Trainee Appraisers. I know the AQB revised requirements for Supervisory Appraisers on July 1, 2016, but I have a few questions:**

- 1. Is a Supervisory Appraiser required to have three years’ experience *immediately prior* to taking on a Trainee Appraiser?**

2. Does a Supervisory Appraiser have to be state certified in the same state as the Trainee Appraiser?
3. Must a Supervisory Appraiser accompany the Trainee Appraiser on all physical inspections of properties?

On July 1, 2016, the AQB removed the requirement for a state-certified appraiser to be credentialed for three years *in a specific jurisdiction* prior to acting as a Supervisory Appraiser. Supervisory Appraisers are still required to be state-certified for a minimum of three years, and must also be credentialed in the jurisdiction where the Trainee Appraiser practices. With that background, the responses to the questions are:

1. No. The AQB does not specify that an individual be state-certified for the three years immediately preceding acting as a Supervisory Appraiser. State-certified appraisers cannot have been the subject of any disciplinary action in any jurisdiction affecting their legal eligibility to practice within the immediate three years preceding acting as a Supervisory Appraiser, but the requirement to be state-certified for three years could have been satisfied at any time.
2. Yes. In the *Criteria*, Section V.E. in the Trainee Real Property Appraiser classification states:
  - a. *The state-certified Supervisory Appraiser shall be in good standing in the training jurisdiction and not subject to any disciplinary action within the last three (3) years that affects the Supervisory Appraiser's legal eligibility to engage in appraisal practice.*
3. No. In the *Criteria*, Section V.B.3. in the Trainee Real Property Appraiser classification requires the Supervisory Appraiser to be responsible for the training, guidance, and direct control and supervision of the Trainee Appraiser by:

*Personally inspecting each appraised property with the Trainee Appraiser until the Supervisory Appraiser determines the Trainee Appraiser is competent to inspect the property, in accordance with the COMPETENCY RULE of USPAP for the property type.*

It is important to note that although the AQB does not mandate a minimum number of assignments or period of time for a Supervisory Appraiser to accompany a Trainee Appraiser on physical inspections of properties, some states do have such additional requirements. Therefore, the AQB strongly suggests all potential Supervisory Appraisers check with the applicable jurisdiction(s).



## “Supervision” of Licensed and Certified Residential Appraisers

**I am currently a Licensed Residential Appraiser pursuing a Certified General appraiser credential. I work for a Certified General appraiser who mentors me, and reviews and signs my commercial and complex residential work. Do we have to attend a Supervisory Appraiser/Trainee Appraiser course and do I need to keep a Trainee Appraiser log (and does my boss need to keep a Supervisory Appraiser log) for my experience to count toward earning the Certified General credential?**

The *Criteria* only requires a formal Supervisory Appraiser for Trainee Appraisers. Even though you may be “supervised” in the generic sense of the word, because you hold a Licensed Residential credential, the *Criteria* would NOT require a Supervisory Appraiser in this case. A state appraiser regulatory agency may require the use of the Trainee Appraiser log and/or a similar log in order to demonstrate experience gained toward the Certified Residential or Certified General credential. Please check with your state appraiser regulatory agency, since it may adopt more stringent requirements than those outlined in the *Criteria*.

**I hold a Certified Residential credential and am pursuing a Certified General credential in the same jurisdiction. Does the AQB require any supervised experience to upgrade from a Certified Residential appraiser to a Certified General appraiser?**

The *Criteria* does not specifically address a formal Supervisory Appraiser relationship for Certified or Licensed appraisers seeking an upgrade to their credential. However, you must comply with the COMPETENCY RULE of USPAP when you obtain your non-residential property experience, which may require that you work with an existing Certified General appraiser who is competent in the property type and geographic area. Be sure to check with the state appraiser regulatory agency in the state where you plan to seek the credential to confirm the state’s requirements, as states may implement more stringent requirements.

## Upgrading a Credential

**I am a Certified Residential appraiser and am pursuing a change to Certified General. I realize a Trainee who applies to become Certified General is required to accumulate 3,000 hours of experience (with at least 1,500 being non-residential). However, does this mean that a Certified Residential appraiser would only have to accumulate 1,500 hours of commercial experience to satisfy the experience requirement?**

The *Criteria* requires 3,000 hours of experience accumulated in no fewer than 18 months, of which 1,500 hours must be non-residential. Under the *Criteria*, experience gained in pursuit of a credential is not exclusive to that specific credential. Thus, based

upon the minimum criteria set forth by the AQB, a state appraiser regulatory agency could, after review, count the experience earned toward your Certified Residential credential along with additional experience earned toward the 3,000-hour requirement for the Certified General credential. However, be sure to check with the specific state appraiser regulatory agency in the jurisdiction in which you are seeking a credential to verify its requirements, which may be more restrictive.

**I am an appraiser in an assessor's office. I participate in mass appraisal assignments. I also perform complete appraisal assignments on individual properties in response to assessment appeals. I wish to obtain a Certified Residential appraiser credential, but my state appraiser regulatory office informed me that my experience working for the assessor does not qualify.**

**When I told my state I understood the AQB allows experience obtained working in an assessor's office, they elaborated that the experience is not eligible because I do not perform USPAP-compliant reports. My appraisals are performed in accordance with assessment standards that, for the most part, are consistent with USPAP. The only difference is in the reporting of our findings: our reports are not in full conformance with STANDARD 2 of USPAP. Does the AQB allow experience working for an assessor? Is there some manner in which I can receive credit for this experience?**

Yes, the *Criteria* allows experience obtained working for an assessor. However, under "Criteria Applicable to All Classifications" in the *Criteria*, Section V.D. states, in part:

*An applicant's experience must be in appraisal work conforming to Standards 1, 2, 3, 4, 5, and/or 6, where the appraiser demonstrates proficiency in appraisal principles, methodology, procedures (development), and reporting conclusions.*

Therefore, in order for your appraisals to qualify for experience credit, the individual real property appraisals must comply with STANDARDS 1 and 2, while the mass appraisal assignments would need to comply with STANDARDS 5 and 6. If one of your appraisal assignments on an individual property has been completed in compliance with STANDARD 1 of USPAP but fails to fully comply with STANDARD 2, the assignment is not eligible for experience credit.

In addition, the appraisals performed would need to be individually entered on an experience verification log, be subject to verification, and available for review by the state appraiser regulatory agency. No exceptions to these requirements are permitted.

It is important to note that not all States accept experience from work complying with STANDARDS 5 and 6.

## States

**I am a state appraiser regulatory official who has received an application from a Trainee Appraiser seeking to become a Certified General appraiser. The**

**candidate meets the college degree and qualifying education requirements. The candidate relocated to my state one year ago and some of the experience on the experience log submitted was completed while the candidate was a resident of a neighboring state. What responsibility do I have to ensure experience earned in another state meets the Supervisory Appraiser/Trainee Appraiser requirements of that state?**

As the jurisdiction evaluating the Trainee Appraiser's experience, it would be incumbent upon you to obtain sufficient evidence to support that the experience sought from work done in the neighboring state was earned in accordance with appraiser licensing/certification rules of the other state in effect at the time the experience was earned.

**I am a state regulator reviewing experience logs from multiple Trainee Appraisers. Supervisory Appraiser C had three Trainees working with her during a specific time period. A fourth Trainee was added during that same time period. May all four of the Trainees in question use the experience gained while working for the Supervisory Appraiser, since she had more than three Trainees and my state does not have a monitoring system in place?**

The *Criteria* explicitly states that a "Supervisory [Appraiser] may not supervise more than three (3) Trainee Appraisers at one time, *unless a state program in the credentialing jurisdiction provides for progress monitoring, supervisory certified appraiser qualifications, and supervision and oversight requirements for Supervisory Appraisers.*" (emphasis added)

Therefore, because the state did not have a monitoring system in place, the experience gained by all of the Trainees would be ineligible for credit during the period of time the Supervisory Appraiser supervised more than three Trainees.

## PAREA

### State Regulators

#### *What is PAREA?*

PAREA stands for the Practical Applications of Real Estate Appraisal. It is an alternative to the traditional Supervisor and Trainee model.

#### **Why is there a need for PAREA?**

Over the years, the Appraiser Qualifications Board (AQB) has received complaints on the shortage of Supervisory Appraisers willing to take on Trainees. The AQB adopted the concept of PAREA, as an alternative method to the traditional Supervisor and Trainee model, in hopes that it will alleviate any unnecessary barriers to entry into the appraisal profession.

**How do I know that a PAREA Program will be high-quality without seeing it?**

Providers must follow the [Criteria](#), [PAREA Implementation Policies](#), and be sure they meet the PAREA Minimum Content Requirements for [Licensed Residential](#) and/or [Certified Residential](#) Classifications. The AQB will personally be reviewing each program to ensure that minimum standards are met.

**Prior to the adoption of PAREA on January 1, 2021, every trainee was required to locate someone who was willing to supervise them. Given that the PAREA programs will have “mentors” instead of “supervisors”, will that mean a PAREA participant will be required to locate someone who is willing to serve as their mentor?**

No. Because every PAREA program is required to have mentors, it will be the responsibility of the PAREA provider to make certain a mentor(s) is available to any PAREA participant.

**What education must participants have before PAREA?**

PAREA participants must complete all Qualifying Education prior to beginning the program. Thus, they enter the program fully prepared to apply their knowledge.

**How much experience credit can be gained by PAREA alone?**

<b>Certification Type</b>	<b>Education</b>	<b>Experience</b>	<b>Exam</b>
<b>Licensed Residential</b>	150 hours	1000 hours under a Supervisor in 6 months <b>OR</b>  PAREA can replace up to 100% of the required experience hours	Yes
<b>Certified Residential</b>	200 hours	1500 Hours under a Supervisor in 12 months <b>OR</b>  PAREA can replace up to 100% of the required experience hours	Yes
<b>Certified General</b>	300 hours	3000 Hours under a Supervisor in 18 months <b>OR</b>  PAREA can replace up to 50% of the required experience hours	Yes

**What happens for participants after PAREA?**

Participants who complete a PAREA program (and pass the national exam) will be considered to have minimally qualified experience. They will understand how to perform the appraisal process.

### **Do participants still have to get traditional hours?**

The AQB will approve PAREA programs, but it is up to each individual state to accept the PAREA program experience, the aspiring appraiser gains through the program, in lieu of the traditional hours.

### **Do states need to approve PAREA programs themselves?**

The AQB will approve PAREA programs, but it is up to each individual state to adopt PAREA as an alternative pathway, and to accept the AQB's approval of PAREA programs.

### ***How will the PAREA program benefit states?***

- Having participants go through a structured, AQB-approved program assures consistent and accurate training (something that is not always the result of some individual supervisor/trainee arrangements).
- With a state's full acceptance of PAREA experience, the need to review appraisal logs and appraisal work samples could be eliminated.
- Ensures the participant has experience writing USPAP compliant appraisal reports.
- Ensures the USPAP-compliant appraisals demonstrate the participants own work product skills, rather than their supervisors.
- Participants are required to demonstrate mastery of each topic area before moving forward in the program. Thus, the emphasis is proficiency, not hours.
- PAREA will provide the participant opportunities to apply the complete appraisal process in the development of an appraisal report.
- The program is specifically designed to NOT provide competency for all types of specific appraisal problems. This is true of the existing licensing system today. As receiving an appraisal credential does not make one competent to perform all types of assignments. Just as it is now, all credentialed appraisers can *gain* competency before completing assignments, but they do not have to demonstrate competency before they are issued a credential.

### ***The Appraisal Experience Log and Successful Completion of a PAREA Program***

**As a state regulator, we are preparing to process an application for an individual who has a certificate indicating the successful completion of the Certified Residential Module of an AQB approved PAREA program. Our state allows PAREA to account for 100% of the experience requirement for the Certified Residential credential. However, the applicant has not submitted an appraisal**

**experience log to be reviewed. Does the *Criteria* require the applicant to submit an appraisal experience log?**

If your state allows the successful completion of PAREA to account for 100% of the experience credit for the Certified Residential credential, then there is no additional requirement in the *Real Property Qualification Criteria* where the applicant would need to submit an experience log. An appraisal experience log is a requirement only when experience is obtained under Section V. “Generic Experience Criteria.” If the experience is acquired under PAREA, then only Section VI “Practical Applications of Real Estate Appraisal” is applicable.

Currently, the *Criteria* allows a certification of completion of PAREA to account for 100% of the experience requirement for both the Licensed Residential (LR) and the Certified Residential (CR) credential. If the applicant is applying for Certified General (CG), or if your state does not allow PAREA for 100% experience, applicants may have logs for any experience obtained under a supervisor.

**How do the appraisal reports completed in PAREA compare to an appraisal report prepared for a lender client, for example?**

The appraisal reports a PAREA participant produces are substantively similar to demonstration appraisal reports. The appraisal reports have no business purpose, rather, they are intended to demonstrate the participant’s knowledge and mastery of the PAREA required content.

**Is the only way to “ensure program participants produce appraisal reports that comply with USPAP” to have them reviewed by a certified appraiser whose credential is valid in the state the PAREA applicant plans to apply to become an appraiser?**

No. The *Criteria* does not require the appraisal reports produced by the PAREA participant to undergo a USPAP Standard 3 and 4 review, nor does the *Criteria* require the reports undergo an appraisal review (as defined by USPAP). The *Criteria* allows the PAREA provider to determine the best way to ensure the appraisal reports produced by the participant comply with USPAP.

***Geographical Competency***

**I am a state regulator who is interested in understanding the goals of the PAREA program. When an appraiser successfully completes the program, will they be geographically competent to appraise in every area in my state?**

Geographic competency and the more general concept of “competency” itself, is a concept that is expressed in USPAP, and not in the *Real Property Qualification Criteria*. Rather, the *Criteria* has always focused on requiring an appraiser to be minimally qualified to complete appraisal related work.

Competency, including geographic competency, is something the appraiser gains continually over time as they work in a variety of different market areas and appraise different types of properties.

Once a state issues a credential to an appraiser, the credential allows the appraiser to complete appraisals across the entire state. The appraiser still has an obligation under USPAP to meet competency requirements, but those are separate issues which are outside of the *Criteria*.

### ***Partial PAREA Adoption and Experience Requirements***

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

***The prerequisites for taking the AQB-approved examination are completion of:***

- 1. One hundred fifty (150) creditable class hours as specified in the Required Core Curriculum; and***
- 2. One thousand (1,000) hours of qualifying experience in no fewer than six (6) months.***

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

The Appraiser Qualifications Board (AQB) recommends approving PAREA programs for the following credit:

- a. For participants completing an approved Licensed Residential program:*
  - i. Licensed Residential classification: up to 100 percent of the required experience hours.*
  - ii. Certified Residential classification: up to 67 percent of the required experience hours.*
  - iii. Certified General classification: up to 33 percent of the total required experience, none of which is eligible towards the required non-residential hours.*
- b. For participants completing an approved Certified Residential program:*
  - i. Licensed Residential classification: up to 100 percent of the required experience hours.*
  - ii. Certified Residential classification: up to 100 percent of the required experience hours.*
  - iii. Certified General classification: up to 50 percent of the total required experience, none of which is eligible towards the required non-residential hours.*

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

**Will the credentialing candidate be required to submit appraisal reports to the state regulatory board for review?**

No. The participant will receive a certificate indicating successful completion of a PAREA program.

The PAREA participant must produce the required three minimum appraisal reports. Since these appraisal reports are completed while the participant is engaged in the program, the *Criteria* does not require retention or sharing of these reports with any party outside of the PAREA program provider.

While the *Criteria* does not require submission of appraisal reports to entities external to the PAREA providers, the Policy Statements of the Appraisal Subcommittee may have more specificity. The [Policy Statements](#) are created and enforced by the Appraisal Subcommittee and are not subject to the jurisdiction of the AQB. Please contact the [Appraisal Subcommittee](#) directly for more information.

**What can a state do if they want to see more evidence of a credentialing candidate's work?**

There is no need for additional evidence of experience. Successful completion of a PAREA program ensures the graduate has acquired the experience to be minimally qualified. AQB approves PAREA programs.

***Verifying Qualifying Education after the Successful Completion of a PAREA Program***

**As a state regulator we are preparing to process an application for an individual who has a certificate indicating the successful completion of the Licensed Residential Module of a PAREA program. According to *Criteria* guidelines, the applicant must have specific prerequisites for Qualifying Education (QE) prior to commencement of the PAREA program. In this instance, after we reviewed all the QE courses ourselves, we noted one of the QE courses the PAREA provider accepted as a prerequisite, was not approved in our state as a QE course.**

**Should the PAREA completion be invalidated for credentialing purposes?**

While the *Real Property Qualification Criteria* does not directly address this situation, if there is a deficiency in a component, the applicant should be given the opportunity to correct it. In this case, to satisfy the QE deficiency, the applicant must successfully



complete the missing QE course. This component deficiency should not invalidate the entire experience.

According to Criteria Applicable to All Appraiser Classifications in section VI. in the *Criteria*, AQB-approved PAREA programs shall:

2. *Require participants to possess the following prerequisites prior to commencement of training.*
  - a. *For the Licensed Residential Module: 150 hours of qualifying education as specified in the Required Core Curriculum for the Licensed Residential Real Property Appraiser classification.*
  - b. *For the Certified Residential Module: 200 hours of qualifying education as specified in the Required Core Curriculum for the Certified Residential Real Property Appraiser classification; and*
    - i. *Possession of a valid Licensed Residential Real Property Appraiser credential; or*
    - ii. *Successful completion of an AQB-approved PAREA program for the Licensed Residential Real Property Appraiser classification;*

Therefore, it is the responsibility of the PAREA provider to ensure PAREA participants possess the prerequisite QE education prior to beginning a PAREA program. If this situation occurs, it is important you contact the PAREA provider and The Appraisal Foundation and alert them of this occurrence.

The PAREA provider will need to correct this issue. According to the PAREA Implementation Policies:

*Complaints concerning the PAREA program content or the Providers of the program will be investigated by the AQB.*

### ***PAREA & State Specific Certificate***

**As a state regulator, we are preparing to process an application for an individual who has a certificate indicating the successful completion of the Licensed Residential Module of an AQB approved PAREA program. The applicant's certificate is nationwide and not state specific. Should I request a state specific certificate of completion from the PAREA provider?**

The state may choose to request a state specific certificate of completion, however the *Criteria* deems the experience requirements satisfied with a completion of PAREA, regardless in which state the participant is seeking a license.

PAREA fulfills the intent of the *Criteria* to produce minimally qualified appraisers who can complete appraisals in a variety of settings. Please see the Geographical Competency Q&A on PAREA for more guidance on this topic.

## PAREA Providers

### *Basics and Logistics*

#### **Who can create a PAREA program?**

Any organization, company, institution, individual, or collaboration is eligible to apply to be an Appraiser Qualifications Board (AQB) approved PAREA provider if the applicant can demonstrate its program will meet all of the PAREA *Criteria* as adopted using reliable technology delivery methods.

#### **Why would I want to create a PAREA program?**

Real estate appraisal training opportunities are lacking in many markets. It is often difficult for aspiring trainees to find Supervisory Appraisers. Under the traditional experience path, Trainees who want to become appraisers need to find a Supervisory Appraiser to obtain their experience hours. By creating a PAREA program, you would be satisfying a need in the market to provide an alternative path of obtaining real estate appraisal experience.

#### **What should I do before I start creating my PAREA program?**

While working to create a PAREA program, we suggest you have a draft of your preliminary concept submitted for review by the AQB. By doing so, you will make sure your program concept addresses all PAREA requirements.

#### **How much will it cost to create a PAREA program?**

Development costs depend on the delivery methods and techniques needed to effectively present each of the required content areas as identified in the *Criteria* section of PAREA. PAREA program delivery could utilize a variety of educational methods. Please refer to [Guide Note 11](#) in the *Criteria* for suggested delivery methods that could be used in the development of exercises, examples, simulations, case studies, and applications.

#### **What platform do I need to use?**

PAREA providers are not required to use any specific technology, platform, or content delivery method. However, the use of a variety of technology is encouraged for the most engaging, effective, and interactive user experience.

#### **Do I need to have the delivery mechanisms approved by the AQB or an AQB-approved organization? Will I need to have each specific delivery mechanism used in my PAREA program individually approved by the AQB?**

No. PAREA programs are not required to have the program delivery mechanisms *themselves* approved. Rather, the delivery mechanisms will be approved as a part of the overall PAREA program.

### **How long does the program need to be?**

PAREA providers are not required to meet any start to finish time requirements in their programs. However, they must ensure the content outline requirements are covered in their entirety.

### **What can I charge for the program?**

PAREA providers determine the price charged to the participant for their program. However, you must make sure the potential participant knows the total cost of the program prior to becoming a program participant.

### **How many Mentors must I provide?**

There is no required mentor to participant ratio, but you must provide an adequate number of Mentors to ensure timely and competent mentoring for all program participants.

### **How many participants are permitted per cohort in a PAREA program?**

There is no minimum or maximum number of participants required in a PAREA program. However, the Provider must have sufficient technical assistance and Mentors available to ensure each participant's experience is robust and meaningful. PAREA Providers may have multiple participants, or groups of participants, proceeding through their program at any given time.

### **Once I create my PAREA program concept, what happens next?**

- You will be able to submit your program concept for review by the AQB prior to full program development and submittal for approval.
- You will need to provide examples of each delivery method from your program to be reviewed by the AQB prior to receiving approval.
- The AQB will review and provide feedback on your PAREA program concept.
- You can use the AQB feedback to modify your PAREA program concept and start building your PAREA program.
- Once you build your PAREA program, you will submit it to AQB for final review/approval.
- You will receive an approval/denial/need for modification notice from the AQB.

### **How long is PAREA program approval good for?**

A program is deemed approved/active if the below requirements are met:

- Any changes to the PAREA content outline and the *Uniform Standards for Professional Appraisal Practice* (USPAP) are incorporated into the program;
- All PAREA content outline is covered in the program;
- Any reporting requirements established by the AQB are completed, which may include:
  - Number of participants
  - Number of mentors
  - Participant success in becoming state licensed or certified
  - Program or mentor complaints received and/or investigated; and
- Any complaints investigated by the AQB for failing to meet the PAREA requirements or policies are absolved.

### ***Providers & States***

#### **Do states accept PAREA as an alternative method of experience?**

PAREA providers must ensure their programs are accepted in the state in which their prospective participant intends to be credentialed before accepting the participant into their program. Likewise, PAREA participants should be instructed to verify with their state regulatory board or authority to ensure their PAREA program experience will be acceptable and if there are any additional state-specific experience requirements the participant will be required to satisfy.

#### **Must PAREA participants who have successfully completed a PAREA program submit USPAP-compliant work products (appraisal reports) to their state with their application for a Licensed or Certified Residential credential?**

While an individual state may choose to require sample appraisal reports as part of the application process, this is not an AQB requirement.

### ***Participants***

#### **How do I find PAREA participants to take my PAREA program?**

Your PAREA program will be added to the registry of approved providers on the Foundation's website. You must provide a customer service and inquiry mechanism for program participants or those considering your program. You may want to contact appraisal organizations, local appraisal chapters, and/or state appraiser regulatory programs for a list of aspiring appraisers.

#### **Is there anything that my PAREA participants should know?**

- PAREA providers may establish time completion requirements for their program participants (e.g. a program must be completed within 3 years.)

- PAREA participants must complete the PAREA program in its entirety before earning the completion certificate.
- PAREA participants may not start a program with one approved Provider and finish with another Provider.
- If a PAREA participant leaves a program without completing it per the Provider's requirements, the participant must start over with another PAREA provider or gain their experience under the traditional supervisor/trainee experience requirements set forth in the *Criteria*.
- The experience credit gained by a participant in an approved PAREA program does not expire.

### What happens with complaints against the provider?

Complaints against your PAREA program (e.g., issues with mentors, platform function) will be handled by the PAREA provider.

Complaints against the PAREA program provider, will be investigated by AQB

- Complaints concerning the PAREA program content, or the Providers of the program will be investigated by the AQB.
  - Such complaints will be limited to failure to deliver appropriate PAREA content.
- PAREA program providers will provide necessary access to their programs to investigate any complaints brought before the AQB.

### Program

#### When creating a PAREA Program, can the sequence of topics presented in the *Criteria* under the minimum content requirements be rearranged?

Yes. You do not have to follow the same sequence the topics are presented in within the *Criteria*. Section VI. 1. of the Criteria Applicable to all Appraiser Classifications, states that AQB-approved PAREA programs shall:

*Contain, at a minimum, the content specified in the Practical Applications of Real Estate Appraisal section of this Criteria.*

Furthermore, the PAREA section of the *Criteria* which lists the minimum content requirements you refer to states:

*The goal of the following [minimum content requirements] is to outline necessary Content Criteria that must be included in the development of exercises, examples, simulations, case studies, and applications as are appropriate to recreate the practical experience expected to be gained by an appraiser seeking a license credential.*

Therefore, the AQB requires all topics listed within the minimum content requirements to be covered in the PAREA program, but the provider has flexibility when determining the order in which their program will present the material. However, the sequencing must be logical (as approved by the AQB) and have the Review by Mentor sections occurring at reasonable points within the program.

In the *Criteria*, it states the following:

**5. Ensure program participants produce appraisal reports that comply with USPAP, and meet or exceed the following requirements:**

**a. Licensed Residential**

- i. No fewer than three (3) appraisal reports;**
- ii. Reports must represent a variety of assignment types and property types that are consistent with the Licensed Residential program content; and**
- iii. Reports must comply with the edition of USPAP that is in effect at the time.**

**b. Certified Residential**

- i. No fewer than three (3) appraisal reports;**
- ii. Reports must represent a variety of assignment types and property types that are consistent with the Certified Residential program content; and**
- iii. Reports must comply with the edition of USPAP that is in effect at the time; and**

**Could our PAREA program be approved if we only require the participant to complete three reports?**

Yes, a provider could be approved if only three reports are required. However, three appraisal reports is the *minimum*. And while the minimum requirement is to have the participant produce three complete appraisal reports, the participant will likely need to work through many different scenarios, assignments, or parts of assignments to gain mastery. Some providers may solve the issue of teaching mastery by only working through three detailed assignments which result in only three appraisal reports, while another provider may choose to design their program in such a way that results in ten, fifteen or even more appraisal reports. The goal is mastery and providers can accomplish that in many ways.

The PAREA program outline and [Guide Note 11](#) encourage the provider to exceed the minimum requirements in the *Criteria*, which may distinguish competitors' programs by the extent of experience gained beyond creation of three (3) appraisal reports. Some PAREA program participants may see the added value in and ultimately select a program with more assignments versus a program with just three, to gain experience in a wider variety of assignment types and property types they may encounter in their market area.

The PAREA program requirements within the *Criteria* are much less prescriptive than those given in [Guide Note 11](#). Which requirements should be followed?

PAREA program requirements listed within the *Criteria* itself must be followed. Guide Note 11 contains additional suggested guidance (non-binding) for the delivery of PAREA training.

Under the minimum content requirements for the licensed residential or certified residential classifications, there are specific items listed. For instance, under licensed residential classification, there is the following:

***I. Introduction***

***A. General Considerations and Responsibilities***

- 1. Discuss respecting the public trust***
- 2. Review and comment on appraiser independence***
- 3. Review and comment on the responsibilities to clients regarding reconsideration of value requests and other communication***

**Does each topic need to be contained in the program?**

Yes. Each topic and subtopic must be covered in the program as minimum content.

**Does this mean that each content requirement listed needs to have an assignment specific to that requirement (e.g., in the example above, do we need to have an assignment related to “discuss respecting the public trust?”)**

No. As long as all content requirements specified in the *Criteria* are covered in the program, the provider does *not* need to have specific assignments on each topic.

**What constitutes sufficient/minimum coverage of a PAREA program?**

For minimum coverage of a PAREA program, the content requirements in the *Criteria*, along with the specific minimum content requirements, must be covered at least once in the program.

However, section reviews with the Mentor may reveal a participant needs additional content to gain the required experience. Therefore, limiting content development to just once may prevent appropriate participant remediation.

See the sections titled “Review Sections...with Mentors”. Here is one example from the *Criteria*, Number III. on Review Sections I and II with Mentor:

***III. Review Sections I and II with Mentor***

- A. Ensure the problem identification process was performed properly leading to an appropriate scope of work.***

- B. *Review research performed to evaluate suitability and that the quantity of information will be satisfactory for later development and analysis.*

**In the minimum content requirements, there are portions that note directives such as “demonstrate how competency issues are identified and will be resolved.” How many times must a PAREA participant demonstrate this? Just once in the program?**

This depends on the individual PAREA participant. Just once, might not be enough. See the above answer to question 22.

**With most content listed in the minimum content requirements we can provide a range of instructional options from simply requiring a participant to answer a multiple-choice question to requiring the participant to successfully complete a simulated experience as part of one of the practice assignments. With the many content items in PAREA, a provider may need to decide the number of resources to devote to each one. How can we go about making these decisions?**

All minimum content requirements are intentionally stated in a fashion which gives the content provider latitude in developing methods and techniques to meet the content requirements. Simulations and practice assignments are what PAREA is intended to provide; as they are more robust and immersive, and provide for better experiential learning than requiring a participant to simply answer a multiple-choice question. [Guide Note 11](#) contains guidance for the delivery of PAREA training and has suggestions for each content area identified in the *Criteria*.

**If a section of a minimum content requirement is present, integrated, and well explained within other parts of the PAREA program, do we need to have a separate section, or will the presence of the material be sufficient?**

Items in one section may be completed individually or in combination with other parts of the provider’s program. Providers have latitude in how their programs are developed, as long as PAREA minimum content requirements are met. More information can be found above in the Sequencing Order for PAREA Modules Q&A.

**For the appraisal reports a PAREA participant will produce, must there be an actual subject property located in the state in which the participant plans to submit an application for a credential?**

No. While there is no restriction in the *Criteria* prohibiting a PAREA program from including subject properties that physically exist, having such subject properties exceeds the minimum requirements to meet the goals of a PAREA program. For a participant to become minimally qualified, there is no need for a PAREA program to



have actual subject properties, and certainly not to have subject properties specifically located in each state that accepts PAREA for experience requirements.

## Mentors

### Role

#### What is the role of the Mentor?

The role of the Mentor is to provide guidance and counseling as the program participant performs specific tasks. For example, the required tasks the Mentor will perform for the Licensed Residential Classification are as follows:

- **For Problem identification:**
  - Ensure the problem identification process was performed properly leading to an appropriate scope of work
- **For the Inspection Process:**
  - Ensure all elements of the inspection process have been performed properly, including neighborhood, site, and improvements
- **For Problem identification:**
  - Review research performed to evaluate suitability and that the quantity of information will be satisfactory for later development and analysis.
- **For Market Analysis and Highest and Best Use:**
  - Ensure key analytical issues related to market conditions and highest and best use are effectively addressed.
- **For Sales Analysis:**
  - Ensure all necessary steps in highest and best use analyses and market analysis were performed properly.
- **For Sales Analysis:**
  - Review data source material to ensure sufficient information has been identified for further application
- **For Valuation Approaches and Techniques**
  - Ensure all approaches to value were adequately considered and completed in supportable fashion (including cost and/or income approaches if performed)
- **For Final Reconciliation:**
  - Ensure final reconciliation was performed properly and determine appropriate reporting.
- **For Appraisal Report Development and Delivery:**
  - Ensure the key components of an appraisal report and report formats are appropriate for assignment(s)
- **For the Communication of Assignment Results:**
  - Ensure understanding of effective appraisal report presentation and required content.

- Ensure compliance with Standards Rule 2-2.

Mentors will also ensure, by approving the work of individual program participants, that all required components of PAREA training have been successfully completed.

A Mentor is serving in the same capacity as an **advisor**: someone who directly interacts with the participant at various times, to ensure the participant is completing the assigned work correctly. The assigned work can consist of exercises, examples, simulations, case studies and applications as are appropriate to create the practical experience to be gained by the program participant.

**Note:** A Mentor is not required to perform a Standard 3 and 4 review of any appraisal reports produced by a PAREA participant.

### **Is a Mentor required to act as a reviewer, as defined in USPAP, for the appraisal reports the participant produces in a PAREA program?**

No. The *Criteria* does not require a Mentor to perform an appraisal review, as defined in USPAP, of any reports completed by the PAREA program participant.

Section VI.5 (page number 14 of the *Criteria*) states in part:

*To qualify as creditable experience, AQB-approved PAREA programs shall **ensure** program participants produce appraisal reports that comply with USPAP {bold and underline added for emphasis}...*

Thus, the *Criteria* neither mandates who will ensure the appraisal reports comply with USPAP, nor the specific steps to follow to ensure such compliance. Therefore, a mentor and person(s) who ascertain the appraisal reports are USPAP compliant, are not necessarily the same given the two roles are unique.

### **Does a Mentor provide significant real property appraisal assistance to the PAREA participants?**

No. To meet the minimum requirements of PAREA, the program participant, not the Mentor, must successfully complete all of the exercises, case studies, etc. Therefore, the Mentor would not be providing significant real property appraisal assistance to the participant.

### **Will a Mentor sign the appraisal reports?**

No, this is not a requirement of the PAREA program. A USPAP compliant appraisal report only requires the appraiser (and in the case of PAREA, the appraiser is the PAREA program participant) to sign a certification. Mentors are not completing the PAREA program and thus, not producing appraisal reports.

## Qualifications

### What are the required qualifications of a program Mentor?

A PAREA Program Mentor must meet or exceed the following qualifications:

- A Mentor shall be a state-certified appraiser.
- A Mentor shall be in “good standing” for a period of at least three (3) years prior to being eligible to become a Mentor.
- A Mentor shall not have been subject to any disciplinary action (within any jurisdiction) within the last three (3) years that affected the Mentor’s eligibility to engage in appraisal practice, or to act as a Supervisory Appraiser.
  - A Mentor subject to a disciplinary action would be considered to be in “good standing” three (3) years after the successful completion/termination of the imposed sanction.

### Do Mentors need to be licensed in individual states?

No. There is not a geographical competency requirement within PAREA, so Mentors do not need to be licensed in the states where they are mentoring participants.

### How do Mentor requirements compare to the Supervisor requirements?

A Supervisor Appraiser must meet all the above requirements noted for a Mentor, and other requirements. While the Mentor requirements are fewer in number than the Supervisory requirements, the additional requirements for a Supervisory Appraiser relate to circumstances that **do not exist** in the PAREA content requirements, such as experience logs, the limit on the number of trainees the Supervisory Appraiser can have, etc.

### Does a Mentor have to complete a Supervisory course?

No. A PAREA Mentor is not required to complete the Supervisory Appraiser/Trainee Appraiser Course.

### Does a mentor need to be a USPAP instructor?

No, this is not a requirement of the PAREA program.

## Practicum

**As an appraisal company and a course provider seeking to submit a practicum course for approval to the AQB's Course Approval Program (CAP), instead of submitting the exact assignments the course will cover, can I use the work I receive from clients as the assignments I will give to the practicum students as the course content?**

No. A practicum course, like any other course submitted to CAP for review, must have the exact final content submitted for review. A practicum course is not the same as or a replacement of the Supervisory Appraiser/Trainee Appraiser model where the student provides significant appraisal assistance to appraisal reports, and where the Supervisory Appraiser is signing a certification in the report. Rather, for a practicum course, the student will complete each appraisal assignment where the intended user is the course provider. The appraisals completed in the class are not used for any business purpose.

A practicum course can be used for any portion of the experience requirement, up to 100%. This means it can be used in combination with the Supervisor/Trainee experience model. The only way work completed for traditional/outside clients can cover any portion of the experience requirement is through the Supervisor/Trainee model.

**I am an aspiring appraiser gaining my required experience through traditional client work with a Supervisory Appraiser. Can I use hours from a practicum course to meet the remaining required hours for my credential?**

Yes, a practicum course can be used for any portion of the experience requirement, up to 100%. This means it can be used in combination with the Supervisor/Trainee experience model. The only way work completed for traditional/outside clients can cover any portion of the experience requirement is through the Supervisor/Trainee model.

# National Uniform Licensing And Certification Examinations

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**Is there a study guide for the Licensed Residential, Certified Residential, or Certified General examinations?**

The Appraisal Foundation does not publish a study guide for the *National Examinations*. The questions on the examinations are based upon the body of knowledge covered in the *Required Core Curriculum* as noted in Guide Note 1 (GN-1) of the *Criteria*. Sample questions are available on [National Uniform Licensing and Certification Examination webpage](#).

**I hold a Certified Residential credential and now I plan to pursue a Certified General credential. The *Criteria* indicates I am required to successfully complete 100 additional hours of qualifying education. Will these additional hours enable me to pass the *National Examinations* for the Certified General classification?**

The *National Examination* for the Certified General classification is based upon the 300 hours of *Required Core Curriculum* coursework as outlined in the *Criteria*. Depending upon when you completed your original education and the nature of your practice, you may be able to pass the Certified General exam. However, the AQB urges you to examine the *Required Core Curriculum* to identify any possible areas of perceived weakness in your education, and prepare yourself by taking additional qualifying education courses in those areas.

**I understand that all education and experience must be completed and approved prior to taking the *National Examinations*. Once I pass the examination, within what time period must I submit the application for my credential?**

Examination results are valid for 24 months. If your state appraiser regulatory agency has a separate post-examination application (i.e., you are not awarded the credential “automatically” by virtue of successfully passing the examination) you would need to submit your complete application within 24 months of successful completion of the exam. You should be sure to check with your state appraiser regulatory agency to determine when your application must be submitted.

**I am registered to take the National Appraiser Examinations. Can I use my own calculator to take the exam?**

Yes, you can bring a calculator to take the examination provided it is not an alpha programmable calculator. Additionally, you must bring the written instructional manual that came with the calculator, or instructions downloaded from the manufacturer’s

website, so that examination personnel can ensure that all numeric programs previously stored in the calculator are cleared prior to taking the examination.

**I took an “old exam” as outlined in the previous *Criteria* but did not pass. Does that mean my application for a credential is no longer valid? Will I now have to meet the current *Criteria* requirements?**

If you did not pass the examination when the previous *Criteria* was active, you must comply with all of the requirements outlined in the current *Criteria*.

**I received a notification from my state regulatory agency that allowed me up to 12 months to successfully pass the exam. If I take the examination before the effective date of a new *Criteria*, will I be able to obtain my certification after the effective date without having to meet all of the other requirements that become effective as of the new *Criteria*?**

No. Any applicant for a credential on or after the effective date of a new *Criteria* must meet all the new *Criteria*.

**I was told that my exam results would be posted on the website of The Appraisal Foundation. Is this correct?**

No. Exam results are immediately available after completion of the exam from the company that administered your examination. Exam scores are not posted on the website of The Appraisal Foundation.

**Are the USPAP questions that appear on the *National Uniform Licensing and Certification Examinations (National Exam)* based on the current edition of USPAP?**

Yes. The *National Examinations* are updated to reflect changes in USPAP with each new edition. Therefore, they incorporate the current edition of USPAP just as previous examinations did whenever a new edition of USPAP was published.

**Are the pass/fail statistics for the examinations?**

Yes, they can be found on The Appraisal Foundation’s [National Uniform Licensing and Certification Examination webpage](#). The statistics are updated annually.

**Are there any approved study guides for the exams?**

Neither the Appraiser Qualifications Board nor The Appraisal Foundation have reviewed or endorsed any study guides and/or “exam prep courses” relative to the *National Examinations*.

Although we’ve heard anecdotally of some books and courses that claim to prepare candidates for these exams, we cannot speak to their quality or ability to adequately

prepare an individual for the exam. Prior to purchasing any material or service designed to assist in preparing for the exams, we strongly recommend you request the company in question to provide you with numerous references of individuals who have used their service(s) and successfully passed the exam.

**What is the best way to study for the exams?**

The exams may include questions from all of the topics and subtopics shown in the Criteria under Guide Note 1. The exams are “practice-based,” meaning they test a candidate’s ability to *apply* the knowledge he or she has learned. The best way to study for the exams is to thoroughly review all of the educational content listed in Guide Note 1, and be able to demonstrate proper application of each of the educational topics.

**Is there a specific exam for my state?**

No, the exams are the same for all states. Your state contracts with an examination company who will administer the exam after you have made application and are approved to take the exam. Some states may require supplemental state-specific questions but these are not a part of the *National Examination*.

**How do I find an exam site?**

Your state will provide you a list of sites for the exam administrator they have chosen.

**Were the exams written by appraisers or by professional exam writers?**

The *National Examination* are developed by appraisers. Three teams of 8-10 appraisers from across the United States, representing all of the real property appraisal disciplines (including residential, commercial, industrial and agricultural) work with the AQB annually on the examinations. The SME panels include fee appraisers, institutional appraisers, governmental appraisers and review appraisers.

## Standards & Qualifications

[Appraisal Standards \(/imis/TAF/Standards/Appraisal\\_Standards/TAF/Standards.aspx?hkey=5a640dda-464d-4683-b4e1-190201e0eda7\)](/imis/TAF/Standards/Appraisal_Standards/TAF/Standards.aspx?hkey=5a640dda-464d-4683-b4e1-190201e0eda7)

Uniform Standards of Professional Appraisal Practice

[\(/imis/TAF/Standards/Appraisal\\_Standards/Uniform\\_Standards\\_of\\_Professional\\_Appraisal\\_Practice/TAF/USPAP.aspx?hkey=62c73d17-9bcf-42b3-a6e4-d4b4b72c098f\)](/imis/TAF/Standards/Appraisal_Standards/Uniform_Standards_of_Professional_Appraisal_Practice/TAF/USPAP.aspx?hkey=62c73d17-9bcf-42b3-a6e4-d4b4b72c098f)

Extension of 2020-21 USPAP (/imis/TAF/Standards/Appraisal\_Standards/Extension\_of\_2020-

21\_USPAP/TAF/USPAP\_Extension.aspx?hkey=4bod39d5-498e-47ad-9f48-c6e68f8ca4d9)

Uniform Appraisal Standards for Federal Land Acquisitions

[\(/imis/TAF/Standards/Appraisal\\_Standards/Uniform\\_Appraisal\\_Standards\\_for\\_Federal\\_Land\\_Acquisitions/TAF/Yellow\\_Book.aspx?hkey=77e5c6a0-ff07-4aa0-be1b-b7e0f0fa0360\)](/imis/TAF/Standards/Appraisal_Standards/Uniform_Appraisal_Standards_for_Federal_Land_Acquisitions/TAF/Yellow_Book.aspx?hkey=77e5c6a0-ff07-4aa0-be1b-b7e0f0fa0360)

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[Qualification Criteria \(/imis/TAF/Standards/Qualification\\_Criteria/TAF/AQB\\_Quals.aspx?hkey=09c83966-1923-47e0-811e-cdfd6e0c99b3\)](/imis/TAF/Standards/Qualification_Criteria/TAF/AQB_Quals.aspx?hkey=09c83966-1923-47e0-811e-cdfd6e0c99b3)

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[Exposure and Discussion Drafts \(/imis/TAF/Standards/Exposure\\_Discussion\\_Drafts/TAF/Exposure\\_Drafts.aspx?hkey=d6d47266-eca5-4178-8919-2d3e827a5f36\)](/imis/TAF/Standards/Exposure_Discussion_Drafts/TAF/Exposure_Drafts.aspx?hkey=d6d47266-eca5-4178-8919-2d3e827a5f36)

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## Board of Trustees May 16-18, 2024 - Indianapolis, IN



Board of Trustees May 16-18, 2024 - Indianapolis, IN

### Location

JW Marriott Indianapolis

10 S West Street, Indianapolis, Indiana, USA, 46204

### Lodging Accommodations

If you are a Board of Trustees member, the Foundation has reserved your accommodations for arrival on Thursday, May 16 through Sunday, May 19 except reservations for the Oversight Committee members and Board and Council Chairs which are reserved for arrival on Wednesday, May 15 due to the meetings scheduled on Thursday. Any days beyond this will be at your own expense. If your arrival and departure dates are different, please contact us immediately. As in years past, the Foundation will have you on a master list for direct billing of room and tax directly to our account and you will only be responsible for your incidentals.

**All other attendees must make their reservations with the hotel directly.**

The Appraisal Foundation has reserved a block of guest rooms at the JW Marriott Indianapolis (10 S West Street, Indianapolis, Indiana, USA, 46204) for meeting attendees. Rooms are at a discounted rate of \$169.00 single or double, per night (excluding tax; rate is subject to change). Reservations can be made by contacting the hotel directly at TBD prior to the **April 24, 2024** cut-off date. Hotel rooms are very limited, so make your reservation today!

### Agenda



TBA

**Price** 0.00

**When** 5/16/2024 - 5/18/2024

**Where** 10 S West Street, Indianapolis  
Indiana 46204

Register Myself

Register Someone Else

Last day to register is 5/18/2024

My registration status: Not registered

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Web: [www.appraisalfoundation.org](http://www.appraisalfoundation.org) (<http://www.appraisalfoundation.org/>)

Our updated [Data Privacy Policy](https://appraisalfoundation.org/IMIS/TAF/TAF_Privacy_Policy.aspx) ([https://appraisalfoundation.org/IMIS/TAF/TAF\\_Privacy\\_Policy.aspx](https://appraisalfoundation.org/IMIS/TAF/TAF_Privacy_Policy.aspx)) is available on our website.

## Quarterly Update

**To submit a story, update, or announcement for the next quarterly newsletter, please send it to Brandy March at [brandy.march@aaro.net](mailto:brandy.march@aaro.net) or Fran Oreto at [franfreab@gmail.com](mailto:franfreab@gmail.com). The next quarterly update will be sent around December 1, 2023.**

### AARO Fall Conference – Salt Lake City Utah

It's time to make plans for the Fall AARO Conference that will be held in Salt Lake City, Utah. The conference runs from Saturday, October 7 to Monday, October 9, 2023.

A special thanks to the Program Committee and Brandy March for all the hard work on the preparations for this upcoming conference.

After several meetings the Program Committee has selected another wonderful offering for this upcoming Conference. You will notice that the layout is a little different from past conferences.

On Monday, October 9, the Board of Directors will hold their meeting from 7:00-8:30 a.m., all are welcome to attend. The remaining part of the day will consist of Council meetings (AQB, USPAP, etc.) and job breakout sessions (executive directors, investigators, etc.).

This layout change is in response to past survey responses from attendees about not having any session(s) to attend the second day, which is usually when Council, Committee and job breakout sessions are held, but needing and wanting to stick around for the remaining day(s) of the conference.



Fall 2023  
Agenda-Tenative.pdf

**We are looking for volunteers and sponsors for the Fall Conference. Please review the attached and let me know if you are interested in any of these opportunities.**



AARO Fall 2023  
Sponsorship Form.p



Volunteer  
Opportunities.pdf

AARO looks forward to receiving your comments about this layout at the end of the conference, so please be sure to fill out the survey!

Looking forward to what the Program Committee and AARO will be offering at the Fall Conference in Salt Lake City, Utah. See you there!!

### **Committee Meetings:**

There are some slight changes with Committee meetings. The meetings will be held via conference calls prior to the meeting and only reports given at the conference. If you are a committee member, please be on the lookout for any correspondence or emails from the Committee Chair for the date, time and how the meeting is to be attended.

**Thanks in advance for all committee members and their hard work to keep all of the AARO members informed.**



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

*(Note: to access “links” you must use CTL and Click to go there or if viewing in PDF you must “allow”)*

### **THE APPRAISAL SUBCOMMITTEE:**

The ASC meets at least four times a year. All meetings are open to the public.

**The next meeting will be September 13, 2023. You must register to attend.**

<https://www.asc.gov/quarterlymeeting/11162022>

The following blurbs and links might be useful for AARO members:

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

### **THE APPRAISAL FOUNDATION:**

**Keep up-to-date with all newsletters and articles as well as press releases. Sign up for The Appraisal Foundation e-News!**

[Sign up for our eNews](#) and stay up-to-date with the latest from The Appraisal Foundation! Choose the type of news you wish to receive by clicking the areas that interest you the most.

[https://appraisalfoundation.org/imis/TAF/News/TAF/News\\_PressRoom.aspx](https://appraisalfoundation.org/imis/TAF/News/TAF/News_PressRoom.aspx)



**PAVE update from March 23, 2023:**

<https://appraisalfoundation.sharefile.com/d-s7903b9cf0f4f4a13a917b73114382db6>

## **APPRAISER QUALIFICATION BOARD**

**Next Meeting: Sept. 28th at 1:00pm EST please register to attend:**

### **AQB Public Meeting**

On June 22, 2023 the AQB adopted the [Second Exposure Draft of Proposed Changes to the Criteria](#). The new edition will become effective on January 1, 2026.

Please view the [Summary of Actions here](#).

For questions, contact [AQB@appraisalfoundation.org](mailto:AQB@appraisalfoundation.org)

Click [here](#) to view previous versions of the *Real Property Appraiser Qualification Criteria*.

**If you want the Questions & Answers go here:**

[https://appraisalfoundation.org/imis/TAF/Resources/Current Appraisers/QAs/TAF/QAs.aspx](https://appraisalfoundation.org/imis/TAF/Resources/Current_Appraisers/QAs/TAF/QAs.aspx)

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

## **APPRAISAL STANDARDS BOARD:**

**Next Meeting: Sept. 14<sup>th</sup> at 1:00pm EST please register to attend:**

### **ASB Public Meeting**

**NOTICE: 2024 USPAP!!**

The Appraisal Standards Board voted on May 5, 2023 to adopt 2024 USPAP effective January 1, 2024. View the [Short Summary of Actions](#) and [Detailed Summary of Actions](#) of adopted changes.

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



## **BOARD OF TRUSTEES:**

The next meeting of the Board of Trustees will be in Palm Springs, CA

**When:** October 26–28, 2023 **Where:** Cathedral City

<https://appraisalfoundation.org/imis/Event.aspx?EventKey=10262023&WebsiteKey=e12b6085-ff54-45c1-853e-b838ca4b9895>

## **INDUSTRY ADVISORY COUNCIL:**

The next meeting of the Industry Advisory Council Meeting will be in Washington, DC. The IAC Meeting is being held as a one-day meeting.

**When:** September 21, 2023 **Where:** The Madison Hotel 1177 15th St NW Washington, DC.

## **APPRAISER TALK:**

Stay up to date on Appraiser Talk!

If you have a question, you'd like to ask Lisa and Amy, please Email Amy Timmerman at [amy@appraisalfoundation.org](mailto:amy@appraisalfoundation.org) and you might just hear it answered in a future episode. Appraiser Talk is available on Spotify, Apple Podcasts or wherever you get your podcasts.

You can check out all episodes [here](#). Click [here](#) to sign up to receive a notification each time a new episode is published.

There is a substantial list of Appraiser Talk with numerous categories with the dates, the most recent being at the bottom of the lists. Very informative!!

**Don't forget to apply to our Resource Panels! *Deadline: September 1, 2023***

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**.



## OTHER INDUSTRY NEWS

### **NATIONAL ASSOCIATION OF REALTORS:**

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

### **AI PAREA program receives AQB approval**

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

### **FANNIE MAE:**

#### **Appraiser and Property Data Collector Independence Requirements**

In collaboration with Freddie Mac, we have updated the Appraiser Independence Requirements (AIR) and introduced Property Data Collector Independence Requirements (PDCIR). These requirements are designed to protect the integrity of mortgage lending collateral risk management processes for lenders, investors, and borrowers.

[Learn more at the AIR/PDCIR page](#)



## **HUD/FHA**

August 2023, the Federal Housing Administration (FHA) published updates to the *Single Family Housing Policy Handbook* 4000.1 ([Handbook 4000.1](#)).

Handbook 4000.1 is the comprehensive, authoritative source for Single Family Housing policy guidance for industry stakeholders doing business with FHA. It provides industry partners with clear and concise policy and procedure requirements for the FHA Title II forward mortgage program and Title I Property Improvement and Manufactured Home Loan Programs, thereby protecting FHA's Mutual Mortgage Insurance (MMI) Fund. Single Family Housing intends to produce regular updates to ensure Handbook 4000.1 includes FHA's latest policies and processes. Handbook 4000.1 will also contain policy guidance governing the Single-Family Housing Title II reverse mortgage program (Home Equity Conversion Mortgage) when fully integrated.

This update contains additions, revisions, and various technical edits to Handbook 4000.1, Sections I, II, III, and IV, Appendix 1.0 and 7.0, and incorporates previously published Mortgagee Letters (ML).

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

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

[https://guide.freddiemac.com/app/guide/section/5603.4?\\_gl=1\\*1fpt3a7\\*\\_ga\\*MT E1OTExMTUxNC4xNjkxNzEzMTUz\\*\\_ga\\_W1VD6NP75S\\*MTY5MTcxMzE1 My4xLjAuMTY5MTcxMzE1My4wLjAuMA..](https://guide.freddiemac.com/app/guide/section/5603.4?_gl=1*1fpt3a7*_ga*MT E1OTExMTUxNC4xNjkxNzEzMTUz*_ga_W1VD6NP75S*MTY5MTcxMzE1 My4xLjAuMTY5MTcxMzE1My4wLjAuMA..)





**Keeping up with Freddie Mac:** Sign up for Freddie Mac newsletters to keep up with the changes in the industry that might impact you.

<https://sf.freddie.mac.com/news-insights> More articles can be found on the News & Insights Page using the topic filter

Appraisers." <https://sf.freddie.mac.com/news-insights>

*Information from the States as follows (or a clip from their websites)*

## **GEORGIA**

Here is a link to the Georgia Real Estate Appraisal Board newsletter from July:

<https://grec.state.ga.us/wp-content/uploads/pdfs/About/newsarticles/2023GRECRENewsJULY.pdf?fbclid=IwAR0ga9-3DNcZtp5t7asgHQyzEuYLAtwMOPmN9N4BJtFEjhC8fqyn7q2-Ctc>

The Georgia Real Estate Commission & Appraisers Board ensures that real estate licensees and appraisers are professionally qualified and promotes a fair and honest market environment for those involved in real estate transactions throughout the state.

**Interested in Georgia Appraisal Act:**

<https://grec.state.ga.us/information-research/appraisal-act/>

## **HAWAII**

Here is a link for the Hawaii Appraisal Board:

<https://cca.hawaii.gov/pvl/programs/realestateappraiser/>

Here is a link for Important Real Estate Appraiser news:

[https://cca.hawaii.gov/pvl/news-releases/realappraiser\\_announcements/](https://cca.hawaii.gov/pvl/news-releases/realappraiser_announcements/)

**EMERGENCY PROCLAMATIONS IN RESPONSE TO WILDFIRES:**

<https://governor.hawaii.gov/emergency-proclamations/>



## **IDAHO**

**Here is a link for the Idaho Appraisal Board:**

**<https://apps.dopl.idaho.gov/DOPLPortal/BoardPage.aspx?Bureau=REA>**

### **Mission Statement**

To help safeguard life, health and property and to promote the public welfare through the licensure and regulation of those who provide real estate appraisals in Idaho.

## **ILLINOIS**

**Here is a link for the Illinois Appraisal Board:**

**<https://idfpr.illinois.gov/profs/appraisal.html>**

**Here is a link for the recent newsletters:**

**<https://idfpr.illinois.gov/about/brochures/drereviewnewsletters.html>**

**<https://idfpr.illinois.gov/content/dam/soi/en/web/idfpr/forms/dre/2023%20Appraisal%20Renewal%20Help%20Sheet%20rev%206-28-2023.pdf>**

## **INDIANA**

**Here is a link for the Indiana Appraisal Board:**

**<https://www.in.gov/pla/professions/real-estate-appraisers-home/real-estate-appraisers-board/>**



## IOWA

**Here is a link for the Iowa Appraisal Board**

**<https://plb.iowa.gov/board/real-estate-appraisers-0>**

The Board consists of seven members, two of whom shall be public members and five of whom shall be real estate appraisers. All Board members are appointed to three-year staggered terms by the Governor and are subject to confirmation by the Senate. Iowa is a voluntary certification state (unless for Federally Related Transactions). To view the current appointed Board members, please visit: **<https://talentbank.iowa.gov/>**.

**NEXT NEWSLETTER (December 2023) THE STATES WILL BE:**

**Kansas – Kentucky - Louisiana**

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

## **Historic Sites or FACTS:**

### **GEORGIA**

<https://www.exploregeorgia.org/itinerary/georgias-state-historic-sites>

#### **What are 5 historical events that are significant in the history of Georgia?**

1733 - James Oglethorpe establishes the city of Savannah and the British colony of Georgia.

1776 - Georgia signs the Declaration of Independence from Britain.

1788 - Georgia ratifies the Constitution and joins the United States as the 4th state.

1829 - Gold is found in northern Georgia and the Georgia Gold Rush begins.

#### **Historical Sites in Georgia**

Stone Mountain Park, Atlanta; Old Fort Jackson, Savannah. Dahlonega Gold Museum (State Historic Site), Dahlonega. Fort Morris (State Historic Site), Midway. Hofwyl-Broadfield Plantation Historic Site, Brunswick. Stephen Vincent Benét House, Augusta. New Echota Historic Site, Calhoun.

### **HAWAII**

<https://www.govisithawaii.com/>

#### **What is a major historical event in Hawaii?**

In 1893, the Kingdom of Hawaii was overthrown and the Republic of Hawaii was established. A few years later, in 1898, Hawaii became a territory of the United States. Over the next several years the United States would build military bases on the islands including Pearl Harbor.



### **Historic Sites in Hawaii:**

<https://morethanjustparks.com/historic-sites-in-hawaii/>

Pearl Harbor National Memorial; Hawaii Volcanoes National Park; Hawaii Volcanoes National Park; Pu'uhonua o Honaunau National Historical Park; Pu'u O Mahuka Heiau; Shangri La Museum of Islamic Art, Culture & Design; Kalaupapa National Historical Park; Historic Aloha Tower; National Memorial Cemetery of the Pacific; Iolani Palace; Haleakala National Park.

### **IDAHO:**

<https://visitidaho.org>

Idaho's history lies with its native tribes, the Lewis and Clark Expedition and determined pioneers on the Oregon Trail. Today's Idaho is both cosmopolitan and small-town friendly. Boise, the capital and largest city, developed near Fort Boise along the Oregon Trail has grown to a population of 190,000.

### **Top 10 Historic Sites - Idaho**

Nez Perce National Historical Park; Craters of the Moon National Monument & Preserve; Shoshone Ice Caves; Hagerman Fossil Beds National Monument; Minidoka National Historic Site; Nampa Train Depot; Bear River Massacre Historical Site; Atomic Museum; Salmon Sacajawea Center; Fort Hall Replica.



## **ILLINOIS:**

<https://www.enjoyillinois.com>

### **Illinois Famous Landmarks:**

Buckingham Fountain; The Bean in Millennium Park; Museum of Science and Industry; Pullman National Monument; I&M Canal; Navy Pier; Clark Bridge and Willis Tower and historic **Cahokia Mounds**.

## **INDIANA:**

<https://www.visitindiana.com/blog/post/2020-historic-sites/>

### **Historic Sites in Indiana:**

Indiana Dunes National Lakeshore; Corydon Capitol State Historic Site; Soldiers' and Sailors' Monument; Leora Brown School; Auburn Cord Duesenberg Automobile Museum; Eiteljorg Museum of American Indians and Western Art; Falls of the Ohio State Park; Mounds State Park; Huddleston Farmhouse; Lincoln Boyhood National Memorial.

## **IOWA**

<https://www.traveliowa.com/iowas-27-national-historic-landmarks/>

### **Iowa Historic Sites and Attractions:**

Field Of Dreams; Grotto Of The Redemption; Madison County Bridges; Iowa State Capitol; Amana Colonies; Iowa State Fair; Effigy Mounds National Monument; John Wayne Birthplace Museum; Blank Park Zoo; Greater Des Moines Botanical Center; Lost Island Waterpark; National Mississippi River Museum and Aquarium; Pikes Peak State Park; Okoboji.

## **OTHER STATE NEWS:**

**California has a released their Spring/Summer 2023 Newsletter:**

[BREA Spring/Summer 2023 Newsletter](#)

## **How about some useless information:**

### **The Stories Behind 8 Iconic Brand Mascots**

The most successful mascots transcend marketing plans, becoming not just lasting corporate symbols but pop culture icons. From the freezer aisle to the great outdoors, these memorable mascots are here to stay.

**READ MORE**



### **10 Unexplained Mysteries Around the World**

From a debated ascent of Everest in 1924 to a European castle erected over the supposed “gateway to hell,” here are 10 mysteries for you to debunk — or just revel in.

**READ MORE**



### **6 Amazing Facts About Wine**

In 2021, global wine consumption topped 23.6 billion liters — roughly 9,440 Olympic-size swimming pools’ worth of vino. Here are some more surprising facts about reds, whites, and rosés.

**READ MORE**



## **6 Historical Facts That Will Challenge Your Sense of Time**

Historical outliers, anachronisms, and the differing progress made by disparate cultures can intersect in ways that make you question your hold on temporal reality.



**Thank you for reading.**

Please comment on anything that you would like to see in the AARO Newsletter.

If you are interested in serving on a committee, please feel free to contact AARO or Brandy March.

**Look for the Newsletter past and current on the AARO website.**

### ***Communications Committee:***

*Fran Oreto, Chair, Florida Real Estate Appraisal Board*

*Jacqueline Olson, Minnesota Department of Commerce*

*Jodi Campbell, North Dakota Appraiser Board*

*Kevin Cyrus, DCRA*

*Bob Danehy, Lenders Allies*

*Charlie Gress, OCAP, Martin & Wood Appraisal Group*

*Brandy March, Managing Director, AARO*

*Allison McDonald, Executive Director, Florida Real Estate Appraiser Board*

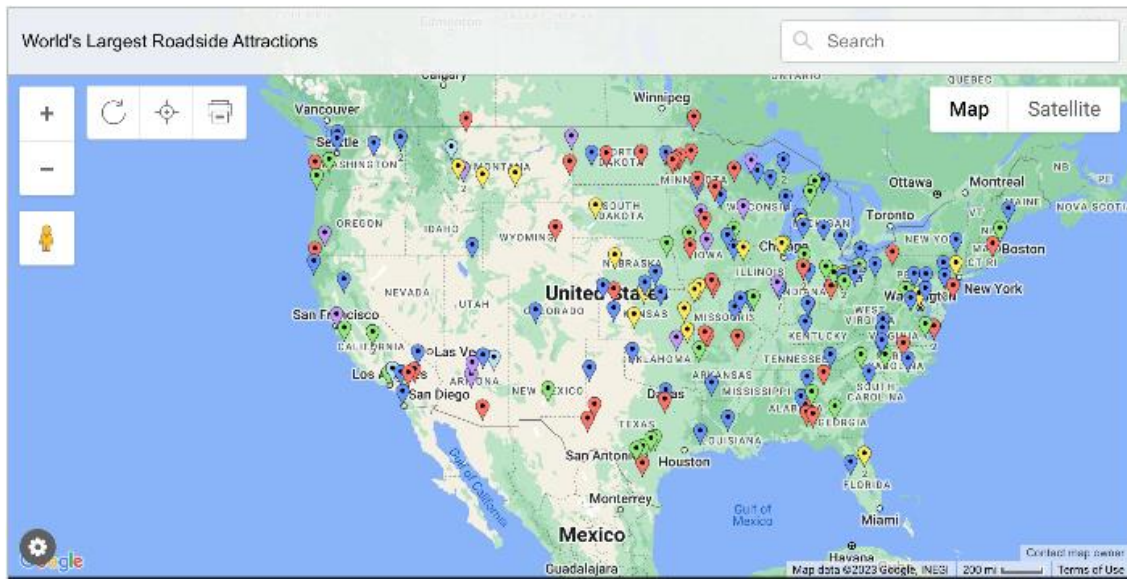
*Craig Morley, UAA*

*Greg Stephens, National Association of Appraisers*

*Jonathan Stewart, Utah Division of Real Estate*

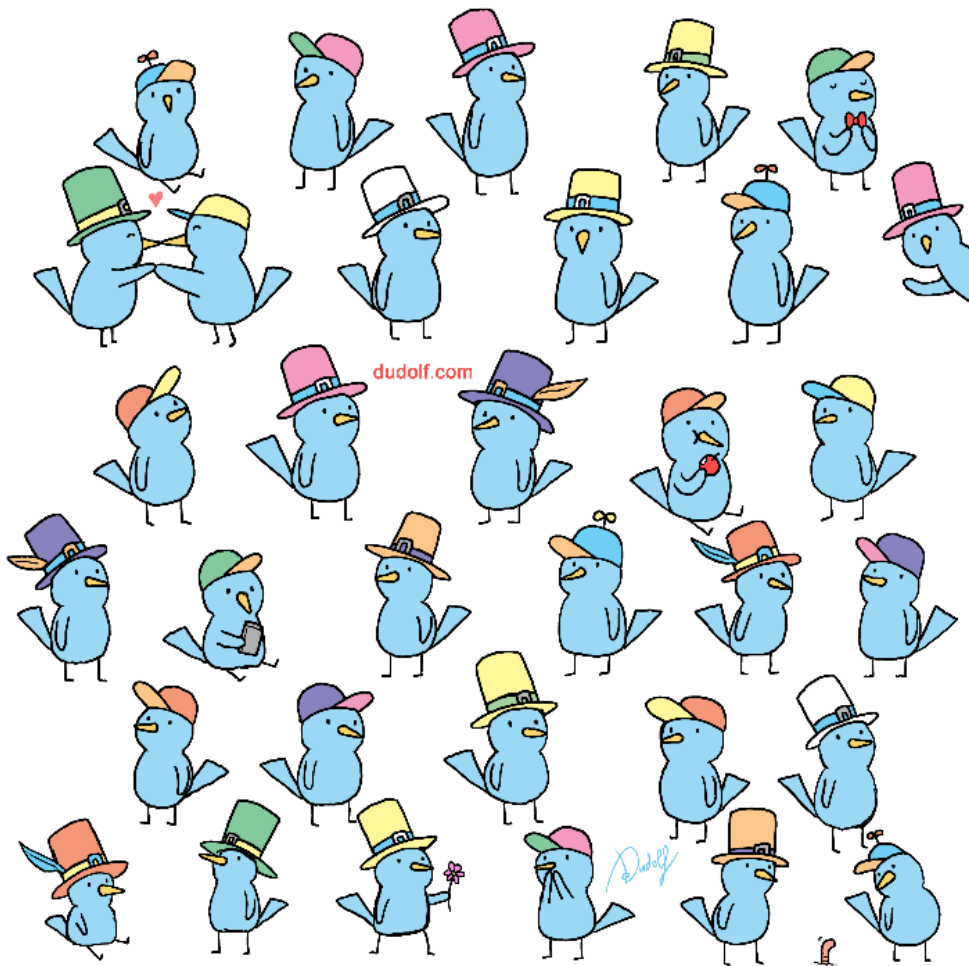


## A map of the World's Largest Roadside Attractions



Whether it's the world's largest rocking chair or the largest boxing crocodile, roadside attractions are known for dazzling tourists and spicing up selfies. If you're in the states, use this interactive [map of the World's Largest Roadside Attractions](#) to help plan your next road trip.

**Ahhh there you are! Are you awake?** I mean, like so alert that you can spot a bird wearing a unique hat? Because that's exactly the first challenge you will face today. All the birds have matching hats, except one, individual birdie... Can you spot him?



The answer is on the last page. Not that a smart cookie like you will need it... but it's there just in case.

Here's the answer to the fashionably unique bird puzzle. Were you able to spot him?

