

**PUBLIC MEETING OF THE NEBRASKA REAL PROPERTY APPRAISER BOARD**  
**Thursday, April 18, 2024, 9:00 a.m.**  
**Nebraska Real Property Appraiser Board Office, First Floor, Nebraska State Office Building**  
**301 Centennial Mall South, Lincoln, Nebraska**

---

**AGENDA**

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

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

The Nebraska Real Property Appraiser Board will meet in executive session for the purpose of reviewing applicants for credentialing; applicants for appraisal management company registration; investigations; pending litigation, or litigation that is imminent as evidenced by communication of a claim or threat of litigation; and employee performance evaluation. The Board will exit executive session at 11:00 a.m. If needed, the Board will re-enter executive session at the conclusion of the public agenda items discussion to complete review of the above-mentioned items. The Board will not take action on agenda items C, D, E, and F until executive session is completed.

**C. Credentialing as a Nebraska Real Property Appraiser** ..... 1-24

- 1. Pending Applications
  - a. L23001
  - b. CG24002
  - c. 2314

**D. Registration as an Appraisal Management Company**

**E. Compliance Matters** ..... 1

- 1. Pending Grievances
  - a. 23-08
  - b. 23-09
  - c. 23-12
- 2. Post-Board Action Matters
  - a. 23-01

**F. Other Executive Session Items** ..... 1-24

- 1. 2023.23
- 2. 2024.04
- 3. 2024.07
- 4. 2024.08
- 5. 2024.09
- 6. Personnel Matters

**G. Welcome and Chair’s Remarks (*Public Agenda 11:00 a.m.*)**

**H. Board Meeting Minutes**

- 1. Approval of March 21, 2024 Meeting Minutes ..... 1-14

**I. Director’s Report**

- 1. Real Property Appraiser and AMC Counts and Trends
  - a. Real Property Appraiser Report ..... 1-4

b. Temporary Real Property Appraiser Report .....	5
c. Supervisory Real Property Appraiser Report .....	6
d. Appraisal Management Company Report .....	7
2. Director Approval of Applicants	
a. Real Property Appraiser Report .....	8
b. Education Activity and Instructor(s) Report .....	9-10
3. 2023-24 NRPAB Goals and Objectives + SWOT Analysis .....	11-12
<b>J. Financial Report and Considerations</b>	
1. March Financial Report	
a. Budget Status Report .....	1-3
b. MTD General Ledger Detail Report .....	4-8
c. Financial Charts .....	9-12
2. Per Diems	
a. Gerdes – April 2, 2024 Applicant Informal Conference	
<b>K. General Public Comments</b>	
<b>L. Education</b> .....	1-44
1. New Continuing Education Activity Applicants	
a. 223340H.02: Appraisal Institute - Practical Applications in Appraising Green Commercial Properties	
2. New Qualifying Education Activity Applicants	
a. 1243419.02: Appraisal Institute - General Appraiser Income Approach/ Part 1 – Synchronous	
3. Rescindment of Approval of Education Activities	
a. 2221453.01: ASFMRA - Appraising Agricultural Land in Transition	
b. 2223454.01: ASFMRA - Appraising Agricultural Land in Transition	
<b>M. Unfinished Business</b>	
<b>N. New Business</b>	
<b>O. Legislative Report and Business</b> .....	1-14
1. 108th Legislature (2nd Regular Session) Bills of NRPAB Interest	
2. Other Legislative Matters	

**P. Administrative Business**

- 1. Guidance Documents
- 2. Internal Procedural Documents
- 3. Forms, Applications, and Procedures
  - a. Real Property Appraiser Updates
    - i. Application for Nebraska Trainee Real Property Appraiser Credential..... 1-8
    - ii. Application for Nebraska Licensed Residential Real Property Appraiser Credential..... 9-18
    - iii. Application for Nebraska Certified Residential Real Property Appraiser Credential..... 19-29
    - iv. Application for Nebraska Certified General Real Property Appraiser Credential..... 30-41
    - v. 2025-26 Application for Two-Year Renewal of Nebraska Trainee Real Property Appraiser Credential..... 42-49
    - vi. 2025-26 Application for Renewal of Nebraska Real Property Appraiser Credential..... 50-58
    - vii. Real Property Appraisal Practice Experience Log Cover Sheet..... 59-64
    - viii. Real Property Appraiser Credential Renewal Application Procedures..... 65-72
  - b. Appraisal Management Company Updates
    - i. Application for Nebraska Appraisal Management Company Registration..... 73-81
    - ii. Application for Renewal of Nebraska Appraisal Management Company Registration..... 82-91
    - iii. Nebraska Appraisal Management Company Information Change Form..... 92-95

**Q. Other Business**

- 1. Board Meetings
- 2. Conferences/Education
- 3. Memos from the Board
- 4. Quarterly Newsletter
  - a. Spring 2024 Edition of The Nebraska Appraiser..... 1-11
- 5. Appraisal Subcommittee
  - a. ASC Quarterly Meeting: June 12, 2024 (Online)
  - b. ASC FY24 Notice of Funding Availability (NOFA) – State Appraiser Regulatory Agencies Support (SARAS) Grant..... 12-26
- 6. The Appraisal Foundation
  - a. TAF April Newsletter..... 27-29
  - b. TAF Press Release: Kelly Davids Named President of The Appraisal Foundation..... 30-31
- 7. Association of Appraiser Regulatory Officials
  - a. April AARO Quarterly Newsletter..... 32-60
- 8. In the News

**R. Adjourn**

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

**March 21, 2024 Meeting Minutes**

**A. OPENING**

Chairperson Downing called to order the March 21, 2024 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 Downing 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 March 15, 2024. 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 Bonnie Downing of Dunning, Nebraska, Cody Gerdes of Lincoln, Nebraska, Kevin Hermsen of Gretna, Nebraska, Rodney Johnson of Norfolk, Nebraska, and Derek Minshull of North Platte, Nebraska were present. Also present were Director Tyler Kohtz, Business Programs Manager Karen Loll, Licensing Programs Manager Allison Nesper, and Education Program Manager Kashinda Sims, who are headquartered in Lincoln, Nebraska.

**ADOPTION OF THE AGENDA**

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

Board Member Gerdes 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 Hermsen seconded the motion. The time on the meeting clock was 9:02 a.m. The motion carried with Gerdes, Hermsen, Johnson, Minshull, and Downing voting aye.

Board Member Minshull moved to come out of executive session at 10:29 a.m. Board Member Johnson seconded the motion. The motion carried with Gerdes, Hermsen, Johnson, Minshull, and Downing voting aye.

Break from 10:30 a.m. to 10:40 a.m.

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

Chairperson Downing welcomed all to the March 21, 2024 meeting of the Nebraska Real Property Appraiser Board. The Chairperson then thanked the members of the public in attendance: Chase Nelms, Blythe McAfee, Emily Kaiser, and John Farris of Farm Credit Services of America.

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

##### **1. APPROVAL OF FEBRUARY 15, 2024 MEETING MINUTES**

Chairperson Downing asked for any additions or corrections to the February 15, 2024 meeting minutes. With no discussion, Board Member Downing called for a motion. Board Member Johnson moved to approve the February 15, 2024 meeting minutes as presented. Board Member Minshull seconded the motion. Chairperson Downing recognized the motion and asked for any discussion. With no discussion, Chairperson Downing called for a vote. The motion carried with Gerdes, Hermsen, Johnson, Minshull, and Downing 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 March 21, 2024 to the Board for review. The Director indicated that he had no specific comments on this report and asked for any questions or comments. There was no further discussion.

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

Director Kohtz presented three charts outlining the number of temporary credentials issued as of February 29, 2024 to the Board for review. The Director indicated that he had no specific comments on this report and asked for any questions or comments. There was no further discussion.

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

Director Kohtz presented two charts outlining the number of supervisory real property appraisers as of March 21, 2024, to the Board for review. The Director indicated that he had no specific comments on this report and asked for any questions or comments. There was no further discussion.

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

Director Kohtz presented two charts outlining the number of AMCs as of March 21, 2024 to the Board for review. The Director indicated that the trends have stabilized and 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 February 7, 2024 and March 12, 2024. The Director asked for any questions or comments. There was no further discussion.

### **b. Appraisal Management Company Report**

Director Kohtz presented the Appraisal Management Company Report to the Board for review showing one appraisal management company approved for registration by the Director for the period between February 7, 2024 and March 12, 2024. The Director asked for any questions or comments. There was no further discussion.

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

Director Kohtz presented the Education Activities and Instructors Report to the Board for review showing education activities and instructors approved by the Director for the period between February 7, 2024 and March 12, 2024. 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 2023-2024 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 goals and objectives and reported that, concerning the goals to work with the Banking, Commerce, and Insurance Legislative Committee's Legal Counsel to draft bills for introduction addressing the changes needed in the Real Property Appraiser Act and Appraisal Management Company Registration Act, the Governor signed LB989 on March 11, 2024 and LB992 on March 12, 2024.

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

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

The receipts and expenditures for February were presented to the Board for review in the Budget Status Report. The Director brought attention to the SOS Temp Serv-Personnel Expense in the amount of \$852.20 and reported that this expenditure was for Elsayed's temporary employment in October 2023. Director Kohtz informed the Board that the State SOS Program failed to bill the Board for this period in a timely manner, which is why it was not paid until February. The Director indicated that the expenditures for the month of February totaled \$34,346.23, and the year-to-date expenditures for the fiscal year are \$247,829.05, which amounts to 54.56 percent of the fiscal year; 66.58 percent of the fiscal year has passed.

Director Kohtz next turned the Board's attention to revenues and indicated that he had no specific comments pertaining to any individual account code. Director Kohtz informed the Board that revenues for the month of February were \$11,255.01, and that the year-to-date revenues for the fiscal year are \$299,531.43, which amounts to 81.93 percent of the projected revenues for the fiscal year: 66.58 percent of the fiscal year has passed. The Director asked for any questions or comments. There was no further discussion.

Director Kohtz then presented the MTD General Ledger Detail Report for the month of February to the Board and brought attention to Batch #7385674 with the Payee/Explanation, "Office Innovations LLC – Purch" found on page J.7. The Director reported that this entry is for the labor for EPM Sims workstation remodel. There was no further discussion.

Director Kohtz presented four graphs showing expenses, revenues, and cash balances. The Director noted expenditures of \$34,346.23 and revenues of \$11,255.01 for the month of February 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 expenditures totaled \$23,530.98, the Real Property Appraiser Fund revenues totaled \$7,347.40, the AMC Fund expenses totaled \$10,815.25, and the AMC Fund revenues totaled \$3,907.61. Director Kohtz remarked that the cash balance for the AMC Fund is \$335,676.08, the Appraiser Fund is \$463,258.81, and the overall cash balance for both funds is \$798,934.89. The Director commented that the cash fund balances are healthy. The Director asked for any questions or comments. There was no further discussion.

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

## **2. FY 2023-2024 Budget Amendment**

Director Kohtz presented a proposed amendment to the FY 2023-2024 budget to the Board for consideration. The Director informed the Board that the budget approved in July of 2023 included projected expenditures based on the concept for the Business Programs Manager position. Now that the position has been established and filled, the actual and projected expenditures are known. The Director then provided a brief summary of changes. The changes found in the amendment include:

- Decrease in funding of \$9,806.00 for Permanent Salaries (511100).
- Increase in funding of \$3,025.00 for Overtime Payments (511300).
- Decrease in funding of \$500.00 for Per Diem Payments (511600)
- Increase in funding of \$4,223.00 for Health Insurance Expenses (515500).
- \$10.00 transferred from Other Operating Expenses (559100) to Household & Instit Expenses (533100) for already purchased cleaning supplies.
- Increase in funding of \$4,668.00 for SOS Temporary Employment (542100) between October and December 2023.
- Decrease in funding of \$5,666.00 for Vacation Leave Expenses (512100).

- Decrease in funding of \$1,204.00 for Sick Leave Expenses (512200).
- Decrease in funding of \$301.00 for Holiday Leave Expenses (512300).
- Decrease in funding of \$1,047.00 for Retirement Plan Expenses (515100).
- Decrease in funding of \$1,105.00 for FICA Expenses (515200).
- Increase in funding of \$7,703.00 for Other Operating Expenses (559100)

Director Kohtz asked for approval of the FY 2023-2024 Budget Amendment. Board Member Minshull moved to approve the FY 2023-2024 Budget Amendment as presented. Board Member Hermsen seconded the motion. Chairperson Downing recognized the motion and asked for any discussion. With no discussion, Chairperson Downing asked for a vote. The motion carried with, Gerdes, Hermsen, Johnson, Minshull, and Downing 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 Downing acknowledged that four members of the public were in attendance. John Farris appeared before the Board and introduced himself and the three individuals from Farm Credit Services of America. Farris expressed his appreciation for the Board's work and thanked the Board for providing the opportunity for his team to attend the meeting. Chairperson Downing thanked Farris for the comments. The Chairperson then asked for any other comments. With no other comments, Chairperson Downing moved on to Consideration of Education/Instructor Requests.

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

#### **1. Appraisal Institute**

##### **a. Historic Preservation (Façade) Easements:**

##### **Appraisal Techniques and Valuation Issues (223340D.02)**

EPM Sims presented a summary concerning an Application for Approval as a Continuing Education Activity in Nebraska received from Appraisal Institute on August 21, 2023 for the activity titled, "Historic Preservation (Façade) Easements: Appraisal Techniques and Valuation Issues." The Application identified the education activity as AQB/CAP approved with an asynchronous activity setting. Upon review, it was discovered that the AQB/CAP document received with the application did not match the activity setting in accordance with Title 298 NAC Chapter 6 §003.02B.1. The AQB/CAP approval received was for classroom delivery. On February 7, 2024, EPM Sims notified the education provider of the deficiencies and requested an updated application and AQB/CAP document. On February 12, 2024, the education provider informed EPM Sims that this activity is intended to be offered via the synchronous activity setting. EPM Sims once again requested an updated application. There was no further response from the education provider.

*(Continued on page 6)*



*(Continued from page 5)*

EPM Sims recommended that this activity be denied. Board Member Hermsen moved to deny the Application for Approval as a Continuing Education Activity in Nebraska for the education activity, "Historic Preservation (Façade) Easements: Appraisal Techniques and Valuation Issues" (223340D.02). Board Member Gerdes seconded the motion. Chairperson Downing recognized the motion and asked for any discussion. With no further discussion, Chairperson Downing called for a vote. The motion carried with Gerdes, Hermsen, Johnson, Minshull, and Downing voting aye.

**b. The Discounted Cash Flow Model: Concepts, Issues, and Applications (223241R.02)**

EPM Sims presented a summary concerning an Application for Approval as a Continuing Education Activity in Nebraska received for the activity, "The Discounted Cash Flow Model: Concepts, Issues, and Applications" on October 3, 2023. The Application identified the education activity as AQB/CAP approved. Upon review, it was discovered that the activity title as presented on the AQB/CAP document did not match the activity title as requested on the Application in accordance with Title 298 NAC Chapter 6, §003.02B.1. On March 13, 2024, EPM Sims notified the education provider of the deficiency and requested an updated application. On March 14, 2024, the education provider notified EPM Sims that it wished for the Board to deny this application. Board Member Gerdes moved to deny the Application for Approval as a Continuing Education Activity in Nebraska for the education activity, "The Discounted Cash Flow Model: Concepts, Issues, and Applications" (223241R.02). Board Member Minshull seconded the motion. Chairperson Downing recognized the motion and asked for any discussion. With no further discussion, Chairperson Downing called for a vote. The motion carried with Gerdes, Hermsen, Johnson, Minshull, and Downing voting aye.

**M. UNFINISHED BUSINESS:** No discussion

**N. NEW BUSINESS**

**1. Real Property Appraiser CE Reminder Popup Window in Online Appraiser Renewal Application**

LPM Nespor presented a summary to the Board requesting consideration for the addition of a continuing education reminder popup to the beginning of the online real property appraiser credential renewal application. LPM Nespor informed the Board that it is common for a real property appraiser to submit an online real property appraiser credential renewal application without first submitting evidence of completion for the required twenty-eight hours of continuing education. Staff reviewing the application must contact the real property appraiser to establish if the continuing education was completed or not, and if the evidence of completion could be submitted before the application is accepted. If the real property appraiser does not have the evidence of completion, or cannot provide it within a reasonable amount of time, the application must be rejected and a letter sent explaining the reason for the rejection. This adds to staff workload during this time of year.

Nespor then explained that the correct responses to the education questions found in the real property appraiser renewal application depends on the real property appraiser's current continuing education period and 7-Hour USPAP Update due date. The purpose of the popup window as presented on page N.4, is to remind real property appraisers that the evidence of completion of the continuing education must be submitted before submitting the online real property appraiser credential renewal application. The real property appraiser must acknowledge that this process has been completed by checking the box in the popup window to gain access to the rest of the application. The window also provides a link to the education tab so a real property appraiser can review their continuing education period, education activities received by the Board, and the due date for the 7-Hour USPAP Update Course. Nespor finished by informing the Board that OCIO estimates eight hours of work at a total cost of \$675.00 to complete this project.

Chairperson Downing expressed support for the popup window concept. Director Kohtz remarked that the popup window will make it easier for staff to reject a real property appraiser renewal application when twenty-eight hours of continuing education is not submitted. Board Member Gerdes asked if criteria could be added to the real property appraiser renewal application that locks an application if the system identifies a continuing education hour submission deficiency. Director Kohtz expressed support for this idea. LPM Nespor responded that the system wouldn't know if the education had been submitted via email or mail. The Director acknowledged LPM Nespor's statement as correct. Director Kohtz then added that the pop-up window makes it clear that the real property appraiser renewal application would be rejected if the real property appraiser is found to be deficient in the number of continuing education hours submitted. Board Member Gerdes inquired about what would happen if the education was submitted accounted for, but later rejected by staff. LPM Nespor acknowledged the situation presented by Board Member Gerdes, and responded that submissions that are not approved as continuing education will always be a part of the process, but that is unrelated to the issue addressed by the popup window, which is intended to stop those who have not completed twenty-eight hours of continuing education, if required, from submitting a real property appraiser renewal application. Director Kohtz asked the Board if it had any recommended changes to the popup window concept. The Board expressed satisfaction with the popup window as presented. Board Member Hermsen moved to approve the addition of a popup window to the beginning of the online real property appraiser renewal application to reminding applicants to submit twenty-eight hours of continuing education, if required, before proceeding. Board Member Gerdes seconded the motion. Chairperson Downing recognized the motion and asked for any discussion. With no further discussion, Chairperson Downing called for a vote. The motion carried with Gerdes, Hermsen, Johnson, Minshull, and Downing voting aye.

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

### **1. 108TH LEGISLATURE (2ND REGULAR SESSION) BILLS OF NRPAB INTEREST**

Director Kohtz presented the third legislative report for the current session to the Board for review. The Director informed the Board that he will only provide a summary on those bills that have notable changes and reminded the Board to let him know if any discussion is needed on any of the bills not summarized. The following bills were discussed:

**LB16** – The Director reported that LB16 was approved by the Governor on March 5, 2024 and reminded the Board that this bill has no negative impact on the Board as AM748 exempts the Nebraska Real Property Appraiser Board.

**LB909** – The Director reported that LB909 was approved by the Governor on March 11, 2024. The Director indicated that this change is positive as only pending regulations that pertain to occupational regulation must now be submitted to the Executive Board of the Legislative Council.

**LB989** – The Director reported that LB989, introduced on behalf of the Board, was approved by the Governor on March 11, 2024.

**LB992** – The Director reported that LB992, introduced on behalf of the Board, was approved by the Governor on March 12, 2024

**LB1417** – Director Kohtz provided an update on LB1417. According to the Director, the hearing on LB1417 before the Government, Military, and Veteran’s Affairs Committee took place on February 29, 2024. During the hearing, attention was brought to an amendment drafted on behalf of the Governor’s Policy and Research Office. In the amendment, as it pertains to the Board, the Nebraska Real Property Appraiser Board becomes the Nebraska Board of Real Property Appraisers and Registered Abstracters. The Board retains its current makeup with two registered abstracters added to the Board. The Board would then absorb the duties of the Nebraska Abstracter Board of Examiners. In his opening statement, Senator Brewer acknowledged the complexity of LB1417 and indicated that this is likely the start of this process and not the end. However, during testimony, Governor Pillen’s Chief of Staff Dave Lopez expressed his desire that LB1417 as amended be voted out of committee during this session. Except for those representing the Governor, all others who testified opposed LB1417; there was some scattered support for the amendment. Director Kohtz indicated that he testified in a neutral capacity and expressed the Board’s desire to remain independent, but also acknowledged the Governor’s intent and recognized the Governor’s Policy and Research Office for working with the Board to address its concerns found in LB1417. During Senator Brewer’s closing, he brought attention to agencies that were removed from LB1417 through the amendment and those that remain. The Senator indicated that the Committee would need to meet in executive session to discuss this bill and determine a path forward. The Director stated that it is likely the bill will be reintroduced during the next legislative session as amended. Director Kohtz then asked the Board if it had any interest in addressing, during this session, the potential reintroduction of this bill as amended at the beginning of the next session. The Board discussed possible actions and outcomes, but concluded that the appraisal business community has not had the opportunity to comment on the amendment, so feedback should be obtained prior to taking any further action. Chairperson Downing asked if this could be discussed during strategic planning. The Director responded that he would add it to the strategic planning agenda for discussion.

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

2. **OTHER LEGISLATIVE MATTERS:** No discussion.

**P. ADMINISTRATIVE BUSINESS**

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

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

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

**Q. OTHER BUSINESS**

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

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

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

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

**a. Winter 2024 Edition of The Nebraska Appraiser**

Director Kohtz presented the Winter 2024 Edition of The Nebraska Appraiser to the Board for consideration. The Director asked for any questions or comments. With no discussion, Chairperson Downing asked for a motion. Board Member Minshull moved to approve the Winter 2024 Edition of The Nebraska Appraiser as presented. Board Member Hermsen seconded the motion. Chairperson Downing recognized the motion and asked for any discussion. With no discussion, Chairperson Downing asked for a vote. The motion carried Gerdes, Hermsen, Johnson, Minshull, and Downing voting aye.

5. **APPRAISAL SUBCOMMITTEE:** No discussion.

**6. THE APPRAISAL FOUNDATION**

**a. TAF March Newsletter**

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

**b. 2024 ASB USPAP Q&As – March 6, 2024**

Director Kohtz presented the TAF Appraisal Standards Board document titled, "USPAP Q&As" issued March 6, 2024 to the Board for review. Director Kohtz first brought attention to 2024-04 beginning on page Q.12. The first question, "Am I required to use the term "personal inspection" in my appraisal report?" The Director reported that the answer to the question is, no. USPAP does not require use of the specific term "personal inspection". The term "personal inspection" is only used in USPAP in the certification requirements.

*(Continued on page 10)*

*(Continued from page 9)*

Director Kohtz then moved to the question for 2024-05, which says “For a new assignment (in which an inspection has been complete for a previous assignment) can I use the information I have already collected about the subject property as it relates to an already complete inspection?” The answer provided is, as with any assignment, you might be able to use information and analyses developed for a previous assignment. However, one must be mindful of obligations relating to the use of confidential information. The Director informed the Board that the rest of the questions build upon the last. Director Kohtz then guided the Board’s attention to the follow-up question for 2024-05, “For the new assignment, can I certify I made a personal inspection?” The answer is no. Director Kohtz guided the Board to the next follow-up question in 2024-05, which states “My assignment from the new client requires my report to include a certification indicating I had “inspected the property as of the effective date of value”. Since I did inspect the property as of the effective date of value, would this meet the requirement for addressing the USPAP certification element about “personal inspection?” The Director reported that the short answer is, no. Finally, Q&A 2024-06 was covered by Director Kohtz. The question is, “The certification in my appraisal report satisfies the requirement to disclose if I have (or have not) made a personal inspection . . . Am I required to make an additional disclosure in my appraisal report related to my personal inspection?” The answer is there is no requirement for every appraisal report to include an additional disclosure; however, for some appraisal assignments, it may be necessary for you to include more details about your personal inspection in the report. 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 Gerdes 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 Minshull seconded the motion. The time on the meeting clock was 11:21 a.m. The motion carried with Gerdes, Hermsen, Johnson, Minshull, and Downing voting aye.

Board Member Hermsen moved to come out of executive session at 12:39 p.m. Board Member Minshull seconded the motion. The motion carried with Gerdes, Hermsen, Johnson, Minshull, and Downing voting aye.

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

The Board reviewed applicants L23003, CG23036, CG23039, CG24002, and CG23033 and 2314. Chairperson Downing asked for motions on L23003, CG23036, CG23039, CG24002, and CG23033.

Board Member Gerdes moved to take the following action:

**L23003 / Request that the supervisory real property appraiser update the real property appraisal practice experience log to provide an acceptable description of real property appraisal practice or scope of review performed by them, the applicant provide clarification in writing regarding the scope of analysis in which judgement was exercised in the three reports obtained by the Board, and the applicant provide a written summary as to how the experience reported on the real property appraisal practice experience log demonstrates progressive responsibility in the development and reporting for the assignment results.**

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

Board Member Gerdes moved to take the following action:

**CG23036 / Provide redacted copy of USPAP Compliance Review Report pertaining to the Merrick County, Nebraska report to the applicant and require the applicant to complete an additional 700 hours of real property appraisal practice experience: more than 350 of those hours must include three approaches to value.**

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

Board Member Gerdes moved to take the following action:

**CG23039 / Provide redacted copy of UPSAP Compliance Review Report pertaining to the York County, Nebraska report to the applicant and require the applicant to complete an additional 700 hours of real property appraisal practice experience; more than 350 of those hours must include three approaches to value.**

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

Board Member Gerdes moved to take the following action:

**CG24002 / Invite applicant to an informal conference and notify applicant of deficiencies found in the real property appraisal practice experience log. Assign Board Member Gerdes.**

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

Board Member Gerdes moved to take the following action:

**CG23033 / Send requested report for a USPAP compliance review.**

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

**D. Registration as an Appraisal Management Company**

The Board reviewed applicant NE2012095 and Chairperson Downing asked for a motion.

Board Member Gerdes moved to take the following action:

**NE2012095 / Approve Application for Nebraska Appraisal Management Company Registration and issue a written advisory reminding applicant of the importance of answering questions correctly on an application.**

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

**E. Consideration of Compliance Matters**

The Board reviewed compliance matters 23-01, 23-07, 23-08, 23-09, and 23-12. Chairperson Downing asked for a motion on 23-07 and 23-12.

Board Member Gerdes moved to take the following action:

**23-12 / Request, from the client, copies of all reports communicated to the client for the Hollow Road Project.**

Board Member Johnson seconded the motion. Chairperson Downing recognized the motion and asked for any discussion. With none, Chairperson Downing called for a vote. The motion carried with Gerdes, Hermsen, Johnson, Minshull and Downing voting aye.

Board Member Gerdes moved to take the following action:

**23-07 / Execute Determination by the Board and Cease and Desist Order.  
Signed by Chairperson Downing on March 21, 2024.**

Board Member Hermsen seconded the motion. Chairperson Downing recognized the motion and asked for any discussion. With none, Chairperson Downing called for a vote. The motion carried with Gerdes, Hermsen, Johnson, Minshull and Downing voting aye.

**F. Consideration of Other Executive Session Items**

**1. 2023.23**

The Board reviewed 2023.23. The Board took no action and will continue discussion at the April 18, 2024 regular meeting.

**2. 2024.01**

The Board reviewed 2024.01. Board Member Gerdes moved to close this matter. Board Member Hermsen seconded the motion. Chairperson Downing recognized the motion and asked for any discussion. With none, Chairperson Downing called for a vote. The motion carried with Gerdes, Hermsen, Johnson, Minshull, and Downing voting aye.

**3. 2024.04**

The Board reviewed 2024.04. The Board took no action and will continue discussion at the April 18, 2024 regular meeting.

**4. 2024.06**

The Board reviewed a matter in which a Nebraska real property appraiser failed to complete the 7-Hour USPAP Update Course at least once every two years as required by Neb. Rev. Stat. 76-2236(2) for a second time. Board Member Gerdes moved to issue a written advisory, sent by certified mail, informing real property appraiser of the requirement to complete the 7-Hour USPAP Update Course at least once every two years and that the next 7-Hour USPAP Update Course is due before January 1, 2026. If the real property appraiser fails to submit evidence of the successful completion of the 7-Hour USPAP Update Course in a timely manner, the next Application for Renewal of Nebraska Real Property Appraiser Credential shall go before the Board for consideration. The motion was seconded by Board Member Minshull. Chairperson Downing recognized the motion and asked for any discussion. With no discussion, Chairperson Downing called for a vote. The motion carried with Gerdes, Hermsen, Johnson, Minshull, and Downing voting aye.



**5. 2024.07**

The Board reviewed a matter in which an education provider listed an education activity on their website as approved by the Nebraska Real Property Appraiser Board that has not been approved by the Board. Board Member Gerdes moved to send a list of all Board approved education activities for this education provider with a letter requesting that the education provider remove all education activities not found on the provided list from their website. The motion was seconded by Board Member Johnson. Chairperson Downing recognized the motion and asked for any discussion. With no discussion, Chairperson Downing called for a vote. The motion carried with Gerdes, Hermsen, Johnson, Minshull, and Downing voting aye.

**6. Personnel Matters:** No Discussion.

**R. ADJOURNMENT**

Board Member Johnson moved to adjourn the meeting. Board Member Minshull seconded the motion. The motion carried with Gerdes, Hermsen, Johnson, Minshull, and Downing voting aye. At 12:48 p.m., Chairperson Downing adjourned the March 21, 2024 meeting of the Nebraska Real Property Appraiser Board.

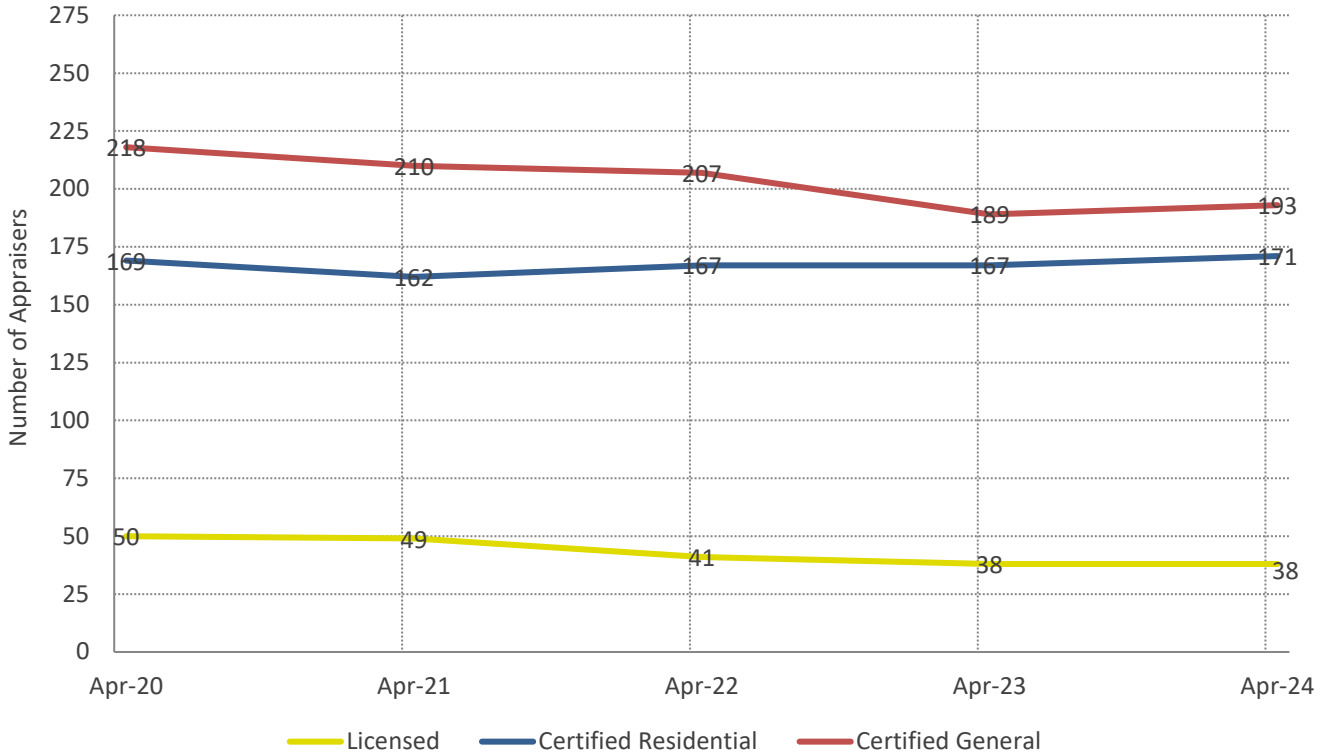
Respectfully submitted,

Tyler N. Kohtz  
Director

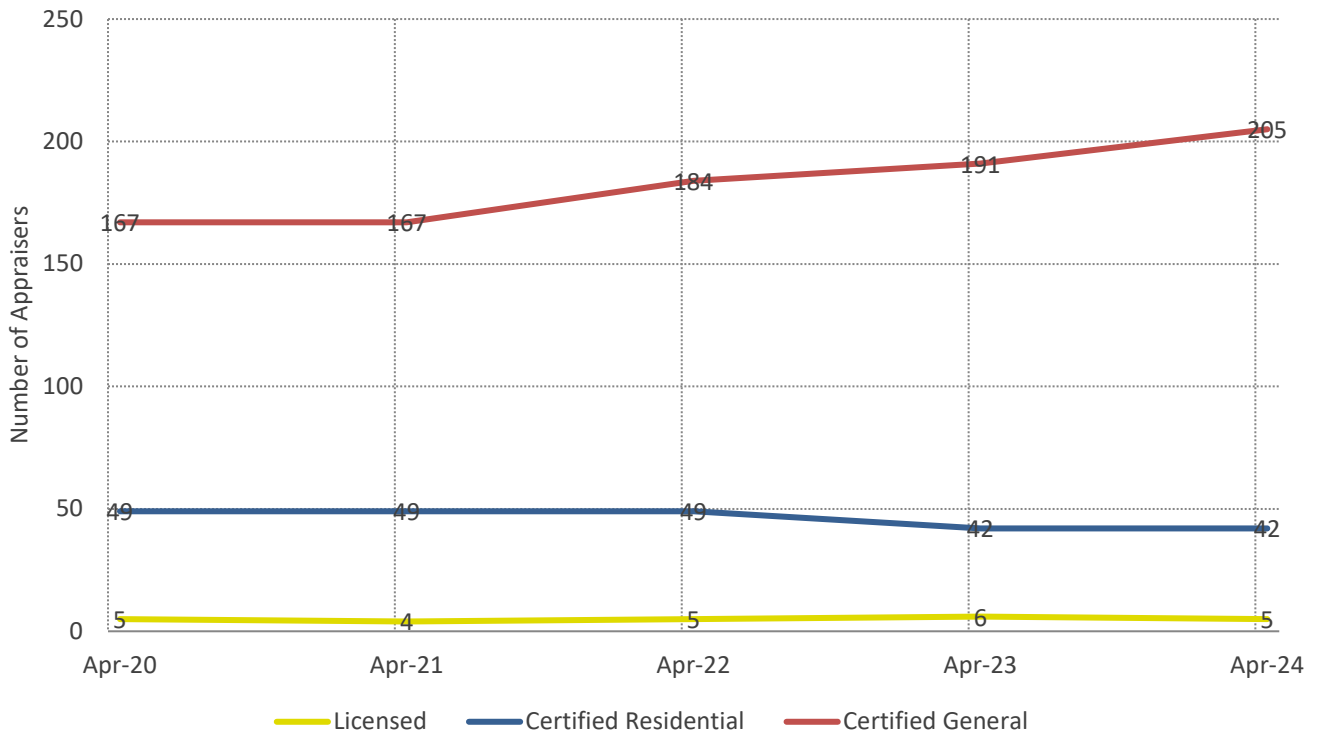
These minutes were available for public inspection on March 28, 2024, in compliance with Nebraska Revised Statute § 84-1413 (5).

# Real Property Appraiser Report

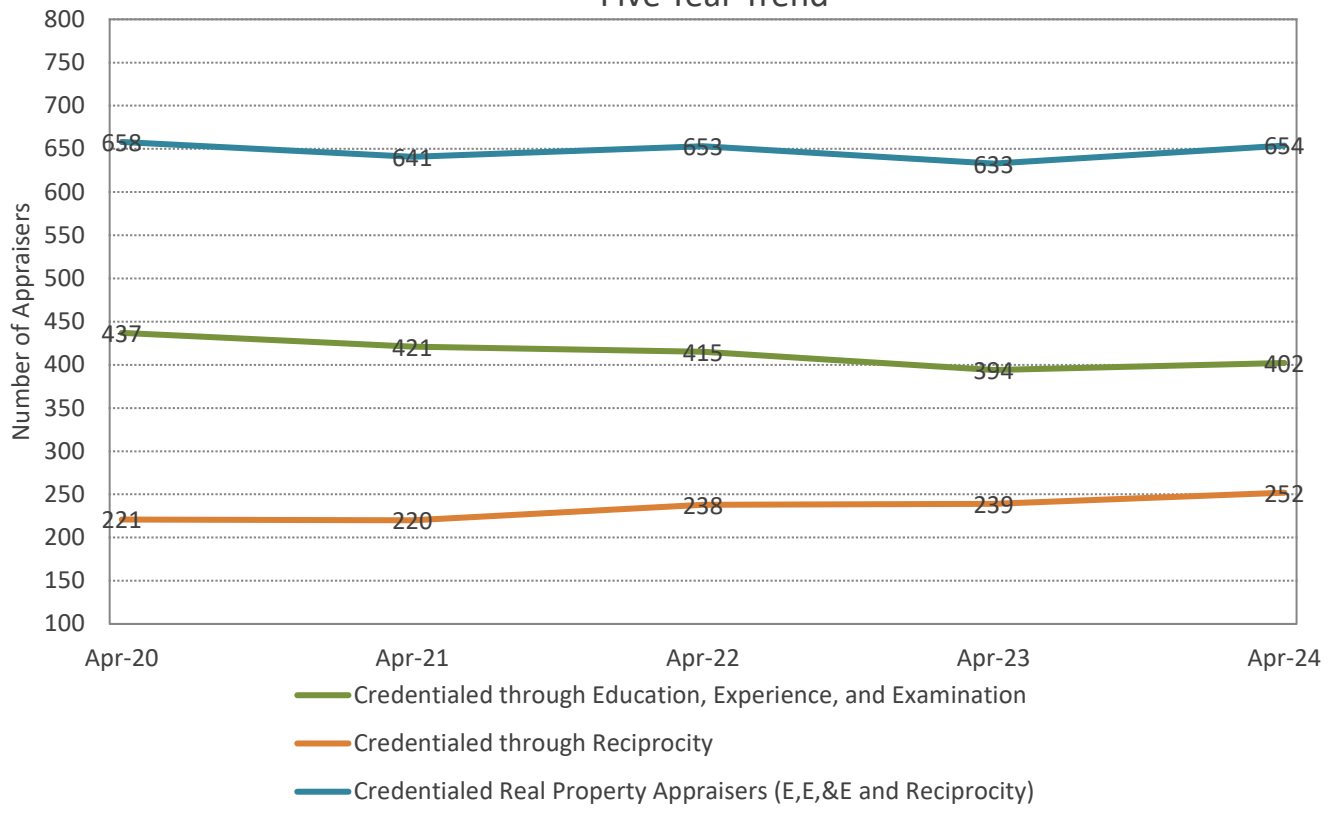
Real Property Appraisers Credentialed through Education, Experience, and Examination (not including Trainee) - Five Year Trend



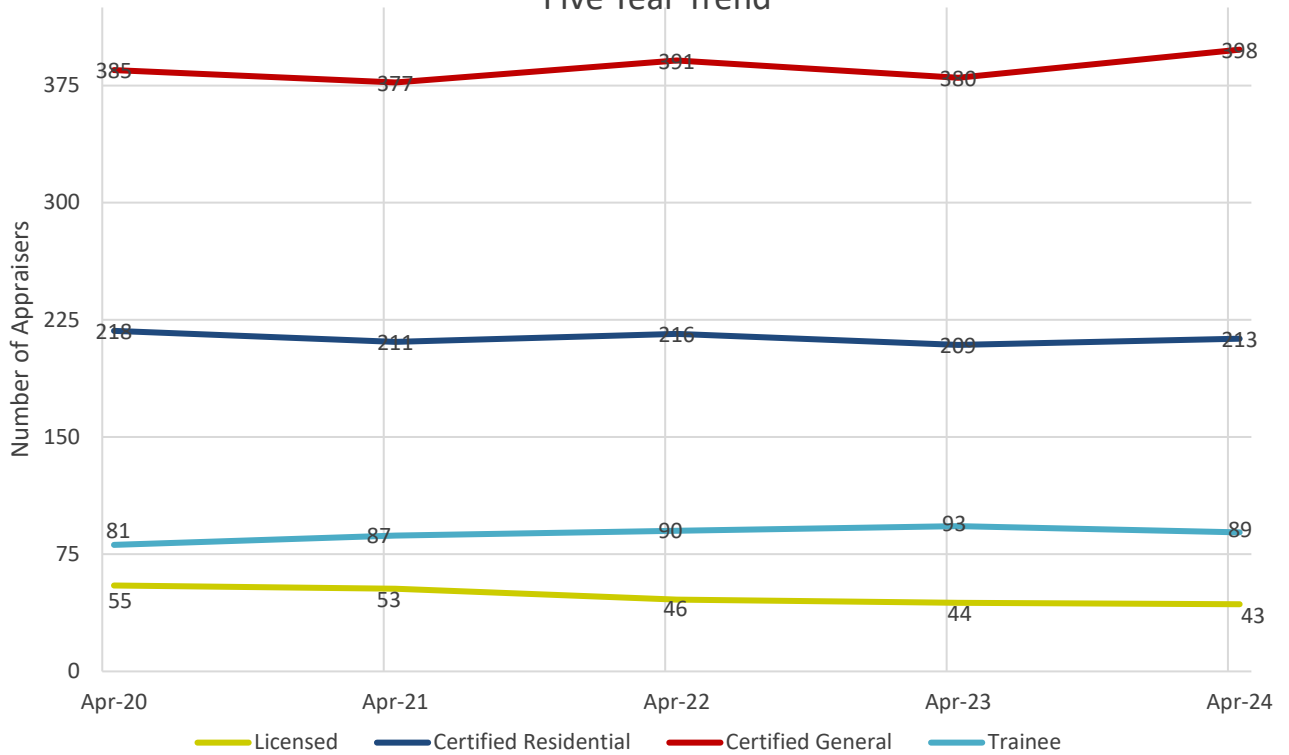
Real Property Appraisers by Classification Credentialed through Reciprocity - Five Year Trend



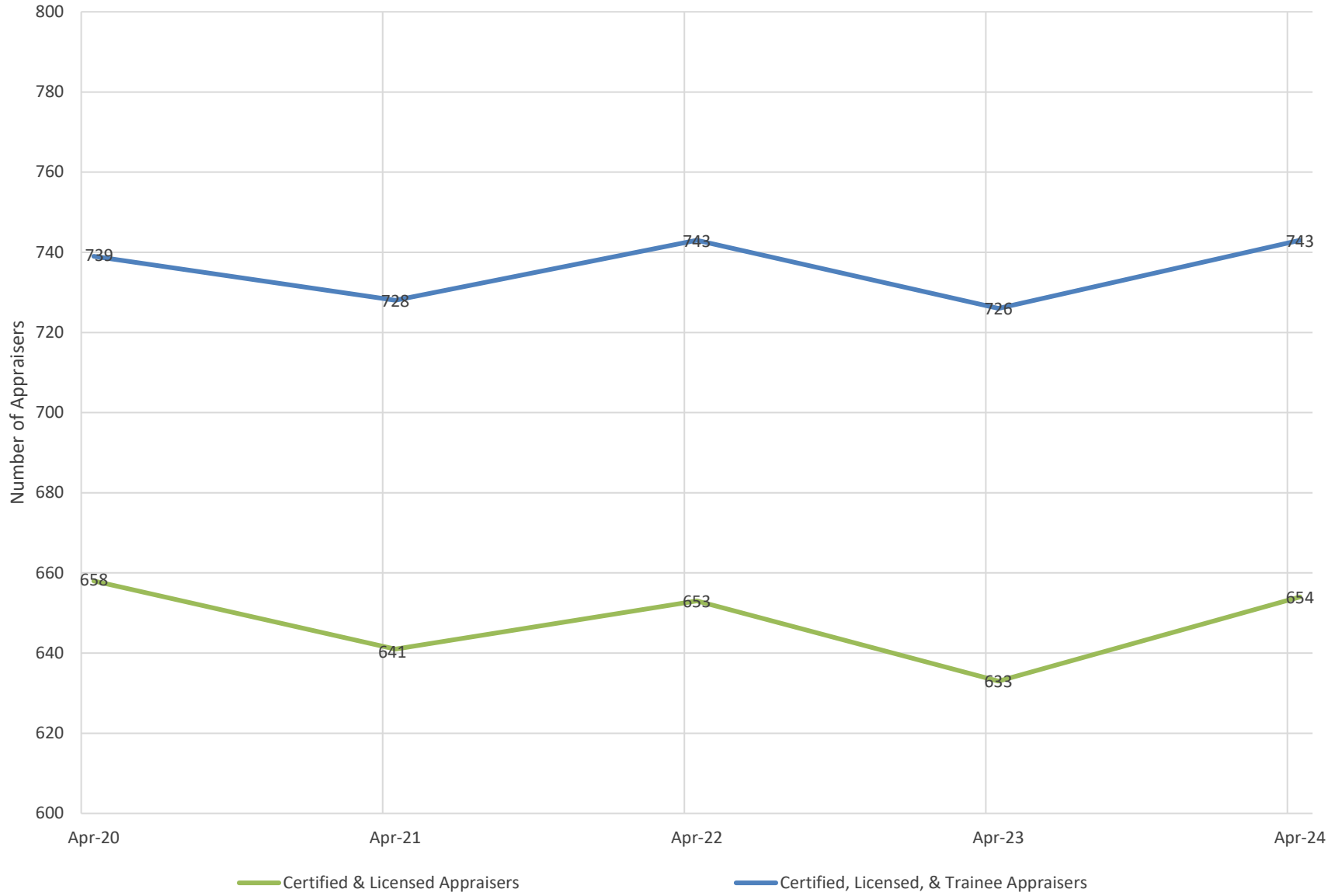
**Total Real Property Appraisers (not including Trainee)  
- Five Year Trend**



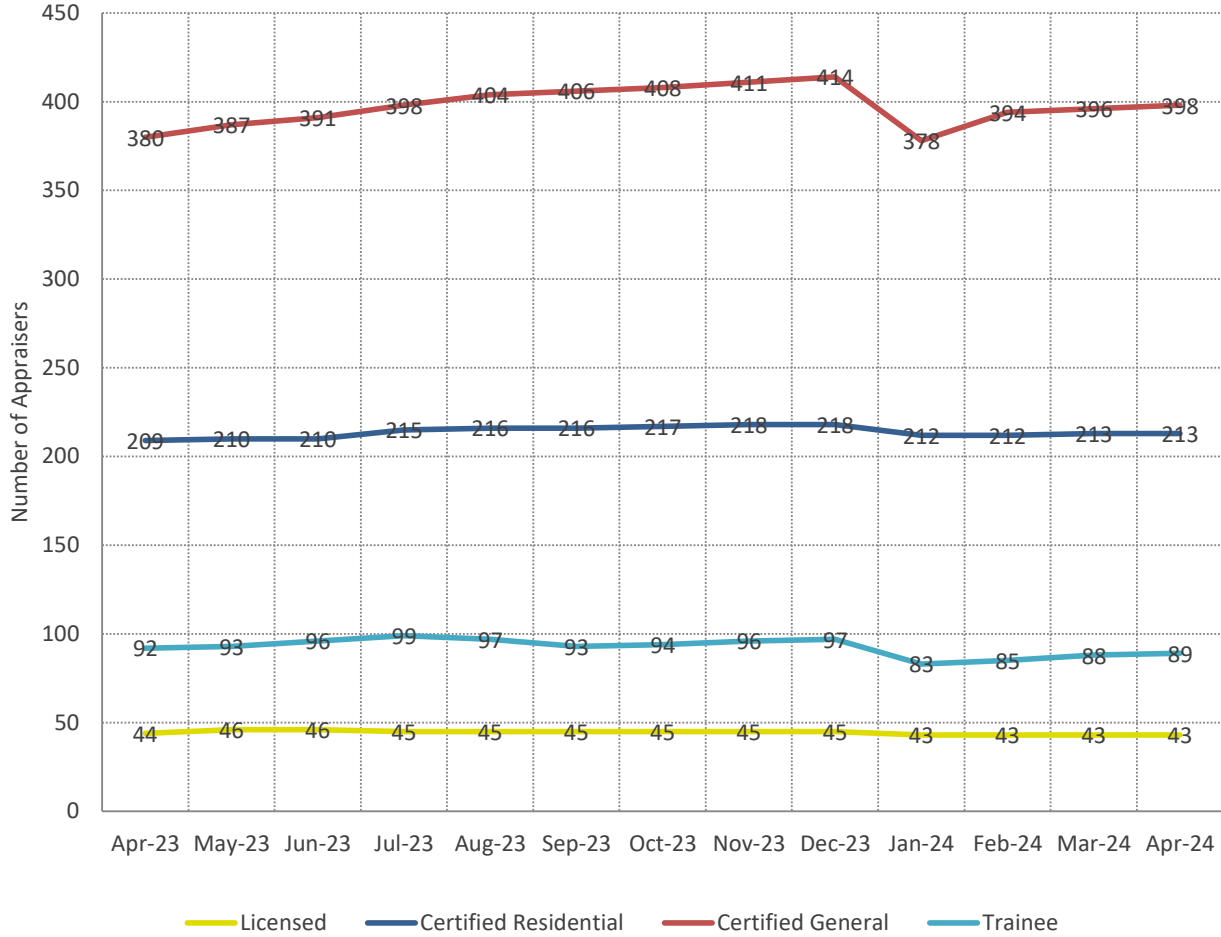
**Total Real Property Appraisers by Classification -  
Five Year Trend**



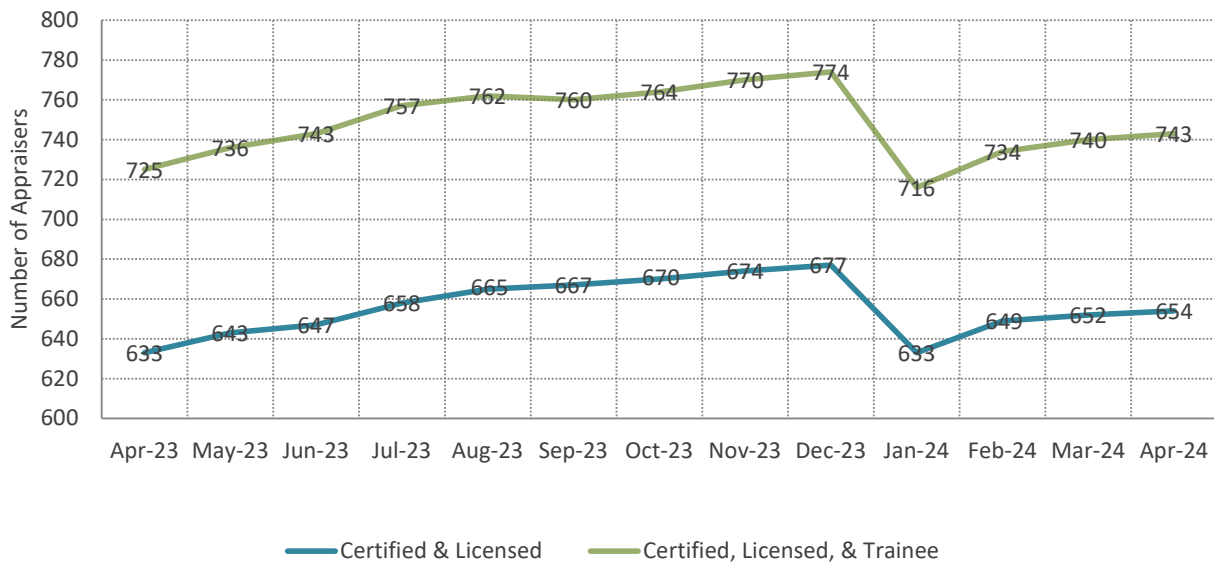
### Total Real Property Appraisers - Five Year Trend



Real Property Appraisers by Classification - Thirteen Month Trend

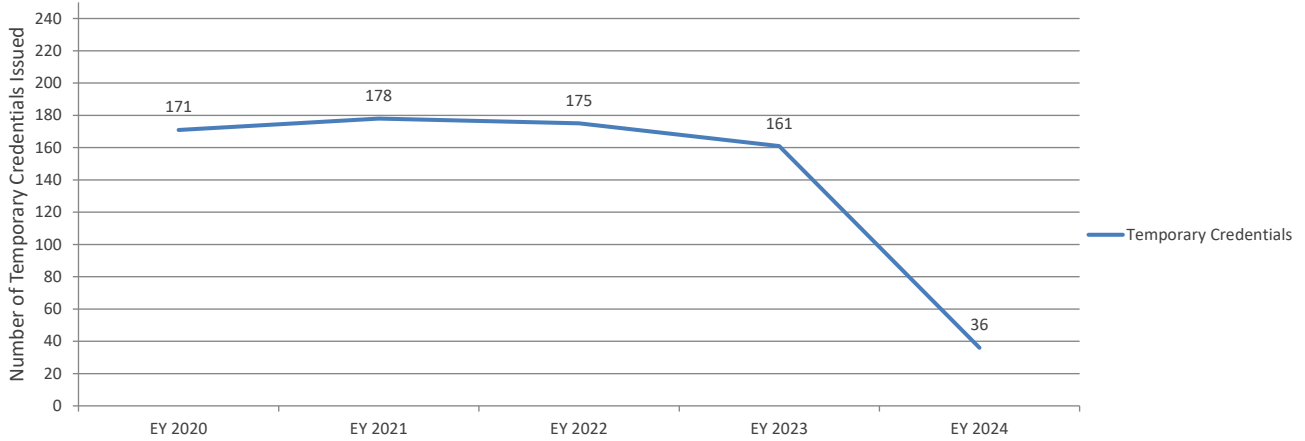


Total Real Property Appraisers - Thirteen Month Trend

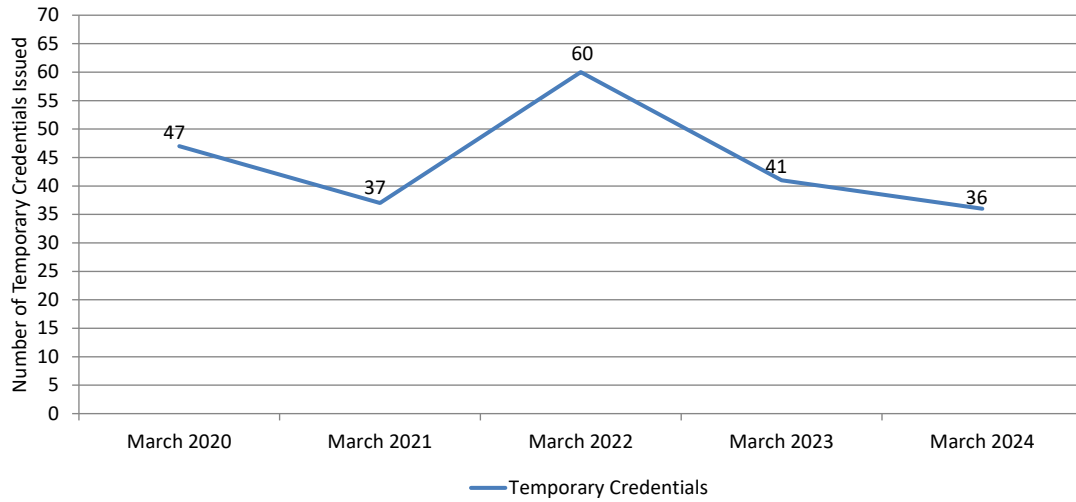


## Temporary Real Property Appraiser Report

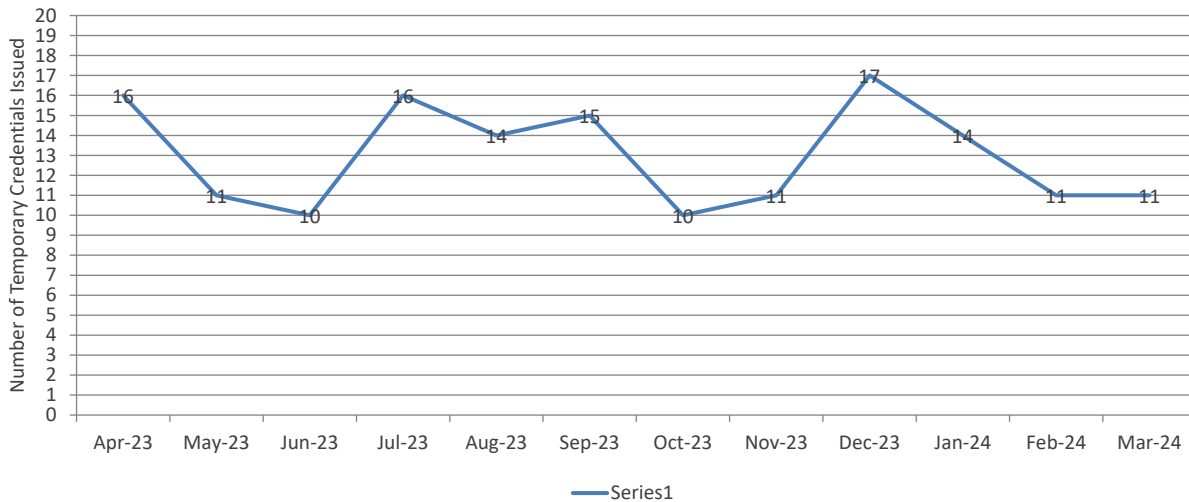
Temporary Real Property Appraiser Credentials Issued by Calendar Year - Five Year Trend



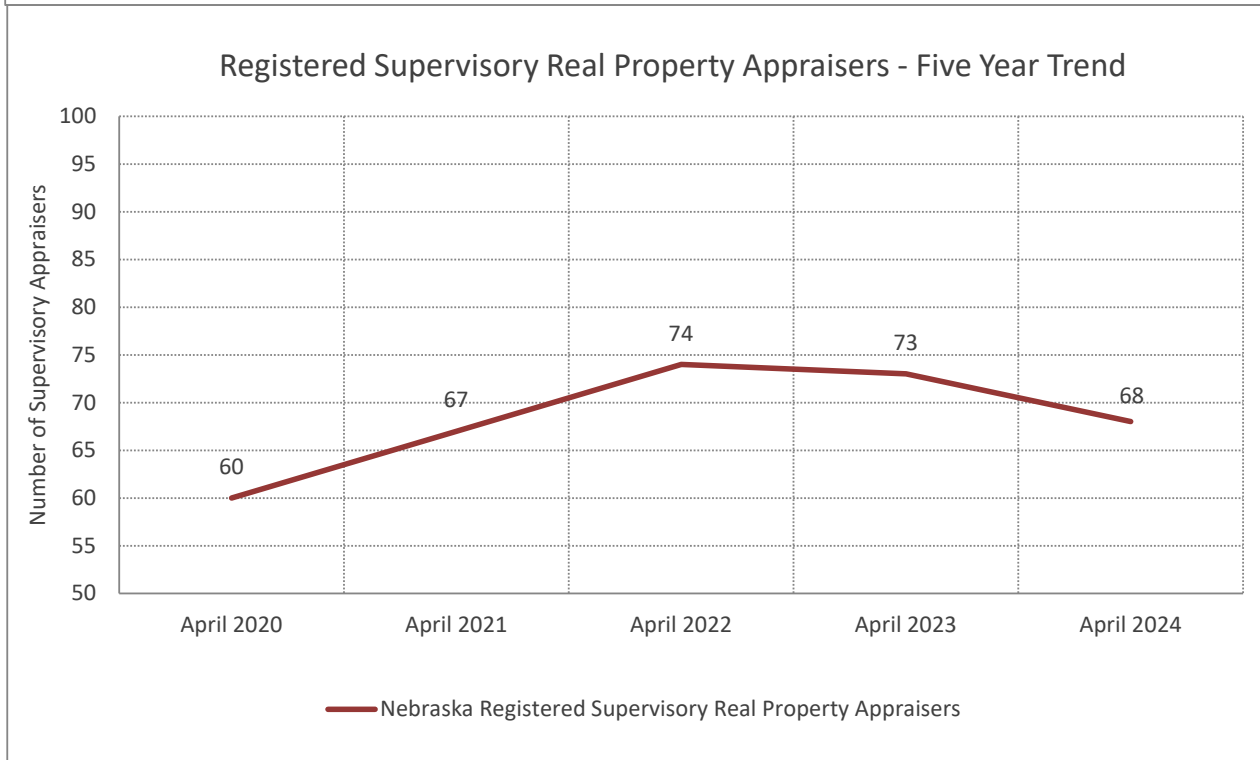
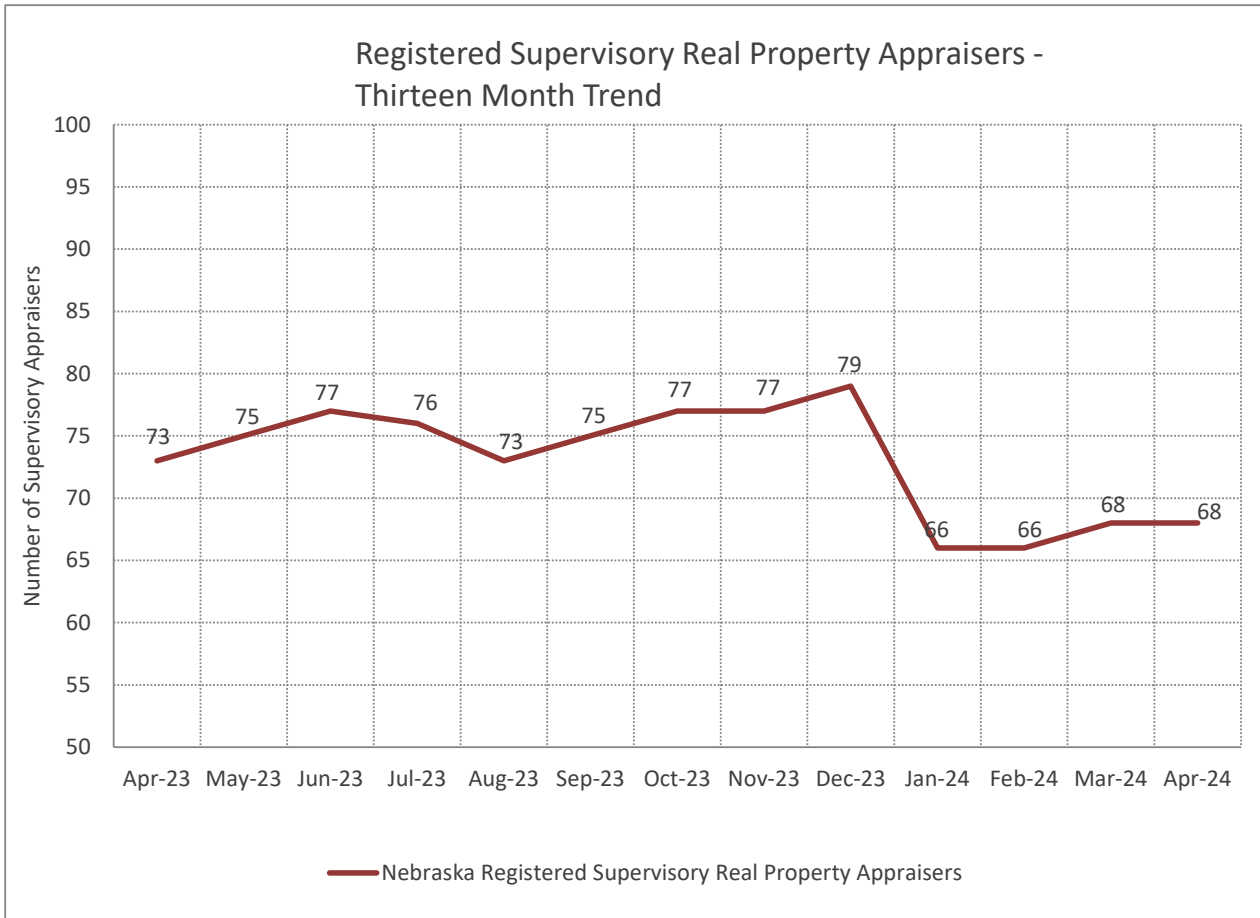
Year-to-date Temporary Real Property Appraiser Credentials Issued - Five Year Trend



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

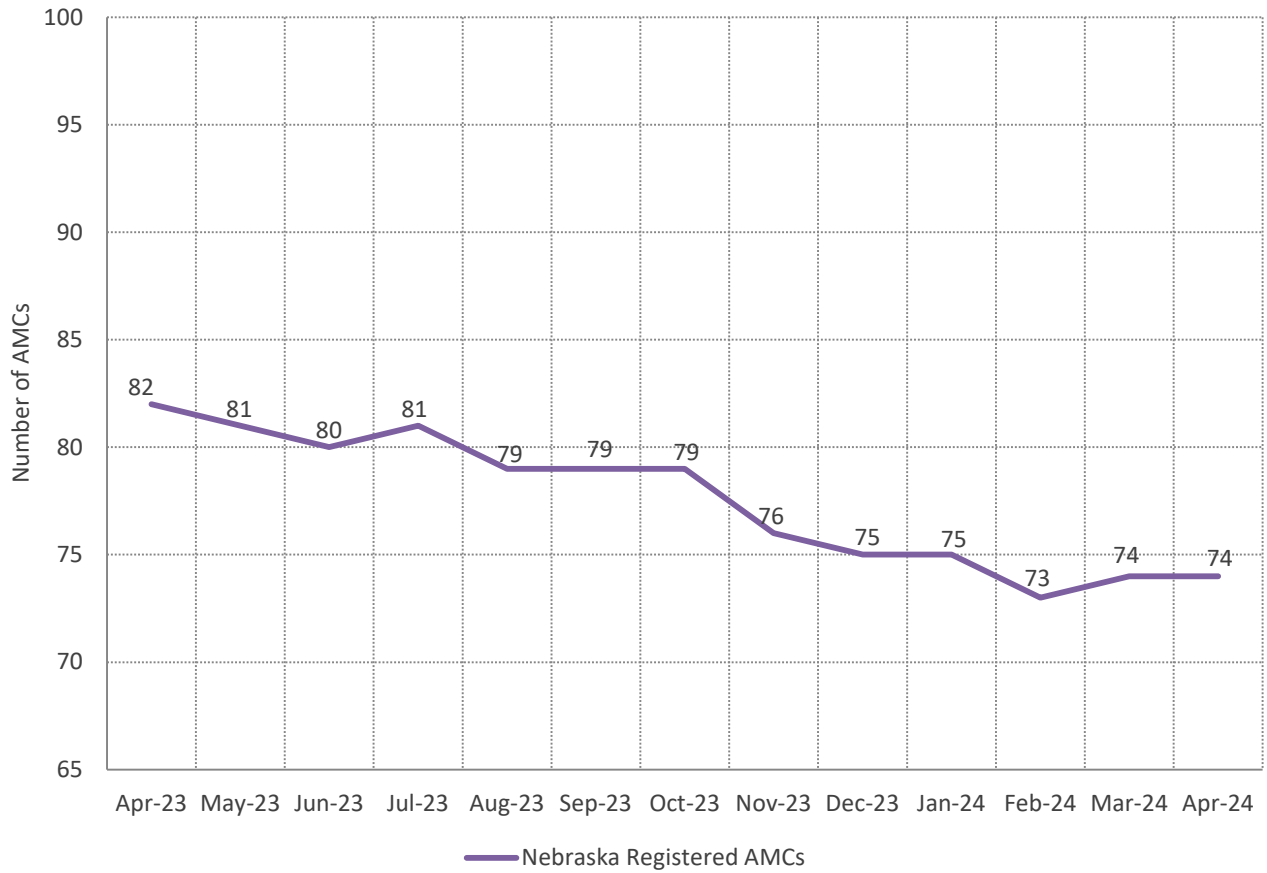


# Supervisory Real Property Appraiser Report

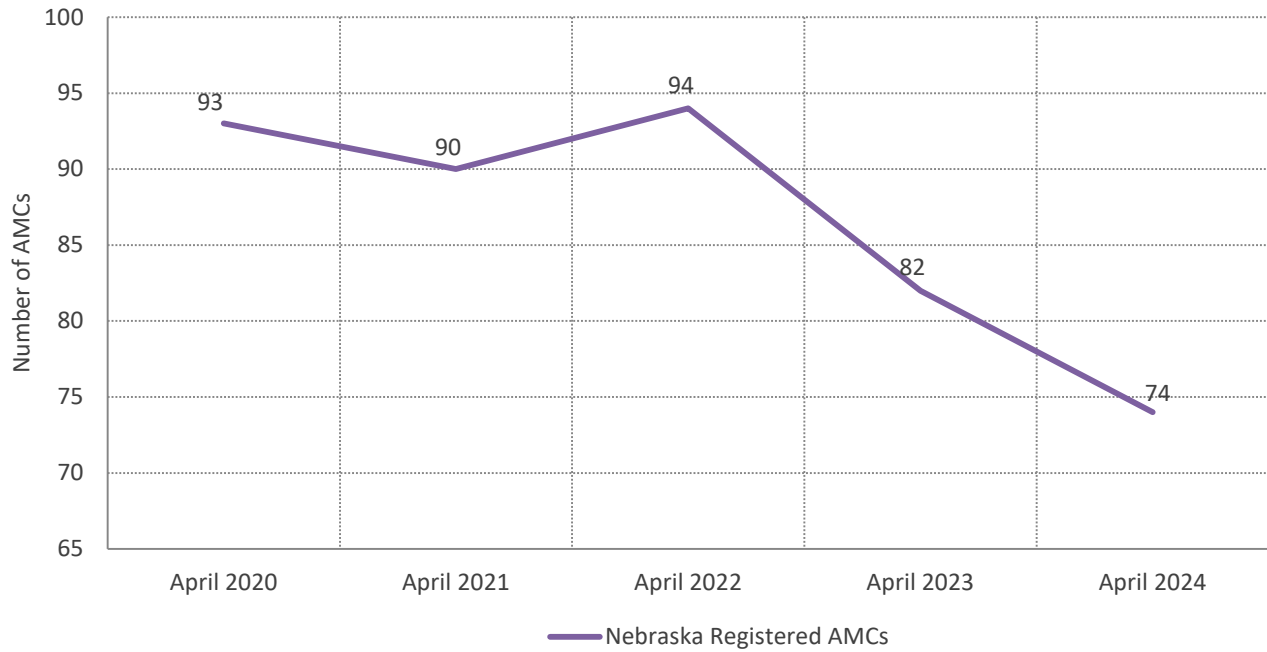


# Appraisal Management Company Report

## Appraisal Management Companies - Thirteen Month Trend



## Appraisal Management Companies - Five Year Trend





# NEBRASKA REAL PROPERTY APPRAISER BOARD

## DIRECTOR APPROVAL OF REAL PROPERTY APPRAISER APPLICANTS

March 13, 2024 – April 9, 2024

<i>New Trainee Real Property Appraisers</i>		
T2024003	Eurek, Connor	Approved March 19, 2024 with advisory, no supervisor
<i>New Certified General Real Property Appraisers through Reciprocity</i>		
CG2024007R	Jones, Todd	Approved March 26, 2024

# NEBRASKA REAL PROPERTY APPRAISER BOARD

## DIRECTOR APPROVAL OF EDUCATION ACTIVITY AND INSTRUCTOR(S) APPLICANTS

March 13, 2024 – April 9, 2024

Provider	Activity Number	Hours	Title	Instructor(s)	Approval Date
<i>New Continuing Education Activities and Instructors</i>					
Appraisal Institute	223141W.02	8	Introduction to Green Buildings: Principles and Concepts	Timothy Runde	3/19/2024
Appraisal Institute	223240B.02	7	FHA Appraising – Principles and Procedures	Craig Harrington	3/22/2024
Appraisal Institute	223240M.02	15	Online Case Studies in Appraising Green Commercial Properties	Sandra Adomatis	3/28/2024
Appraisal Institute	223140P.02	8	Case Studies in Appraising Green Residential Buildings	Sandra Adomatis	4/2/2024
Calypso Continuing Education	2242117.02	7	2024-2025 7-Hour USPAP Equivalency Course [Asynchronous]	Amy McClellan	4/2/2024
ASFMRA	2241422.01	8	Appraising Rural Residential Properties	Chris Greenwalt	4/2/2024
Appraisal Institute	2241431.02	7	Impact of Short-Term Rentals (On Real Estate Valuation)	Jason Ferris	4/3/2024
Appraisal Institute	2243432.02	7	Impact of Short-Term Rentals (On Real Estate Valuation) Synchronous	Jason Ferris	4/3/2024
ASFMRA	2241423.01	4	Introduction to Native American Real Estate Appraisal	Thomas Young	4/5/2024
ASFMRA	2243424.01	4	Introduction to Native American Real Estate Appraisal	Thomas Young	4/5/2024
ASFMRA	2243426.01	8	The Appraiser as an Expert Witness	Wade Druin	4/8/2024
ASFMRA	2241427.01	8	The Appraiser as an Expert Witness	Wade Druin	4/8/2024
ASFMRA	2241425.01	8	Appraising Agricultural Land in Transition	Jaxson Love	4/9/2024
ASFMRA	2243426.01	8	Appraising Agricultural Land in Transition	Jaxson Love	4/9/2024

*New Qualifying Education Activities and Instructors*

Appraisal Institute	1241109.02	15	15-Hour National USPAP Course [2024]	Brett Hall, John Urubek	3/18/2024
Appraisal Institute	1243110.02	15	15-Hour National USPAP Course [2024]	Brett Hall, John Urubek	3/18/2024
Appraisal Institute	1242118.02	15	2024 15-Hour Equivalent USPAP Course	Brett Hall, John Urubek	3/18/2024

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

	SHORT TERM GOALS / OBJECTIVES	EXPECTED COMPLETION DATE	STATUS/GOAL MET	LONG TERM GOALS / OBJECTIVES	EXPECTED COMPLETION DATE	NOTES
<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	LB992 passed on Final Reading on March 7, 2024 and signed by Governor on March 12, 2024.	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	LB989 passed on Final Reading on March 7, 2024 and signed by Governor on March 11, 2024.	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	In progress.	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>	None.			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	Karen Loll has been hired as the Board's Business Programs Manager.	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	This project was completed on November 3, 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>STRENGTHS:</b> * Customer Service * Organization * Board member knowledge * Staff knowledge * Adaptability * Professional Diversity of Board * Modernization of Accessibility	<b>WEAKNESSES:</b> * Industry's inability to grow * Efficiency loss due to database not meeting potential * Size of Agency staff * Regulatory and statutory barriers * Difficulty obtaining new board members	<b>OPPORTUNITIES:</b> * Growth in real property appraiser field * Continued evaluation of Board and Agency operations * Embrace of available technology	<b>THREATS:</b> * Agency turnover * Federal agency oversight * State economic climate * Aging appraiser population * Inadequate supervisory appraiser knowledge * Deemphasis on appraisals at the Federal level

STATE OF NEBRASKA  
Department of Administrative Services  
Accounting Division  
Budget Status Report  
As of 03/31/24

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

Percent of Time Elapsed = 75.34

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	182,321.14	14,108.98	123,983.39	68.00		58,337.75
511300 OVERTIME PAYMENTS	3,525.00		3,522.82	99.94		2.18
511600 PER DIEM PAYMENTS	7,700.00	500.00	4,400.00	57.14		3,300.00
512100 VACATION LEAVE EXPENSE	10,803.24	1,610.33	7,927.13	73.38		2,876.11
512200 SICK LEAVE EXPENSE	1,042.06	234.27	782.01	75.04		260.05
512300 HOLIDAY LEAVE EXPENSE	10,403.50	839.66	8,228.78	79.10		2,174.72
<b>Personal Services Subtotal</b>	<b>215,794.94</b>	<b>17,293.24</b>	<b>148,844.13</b>	<b>68.97</b>	<b>0.00</b>	<b>66,950.81</b>
515100 RETIREMENT PLANS EXPENSE	15,606.08	1,257.48	10,816.05	69.31		4,790.03
515200 FICA EXPENSE	16,479.44	1,180.41	10,459.78	63.47		6,019.66
515500 HEALTH INSURANCE EXPENSE	43,891.00	4,786.02	29,533.10	67.29		14,357.90
516500 WORKERS COMP PREMIUMS	1,546.00		1,546.00	100.00		
<b>Major Account 510000 Total</b>	<b>293,317.46</b>	<b>24,517.15</b>	<b>201,199.06</b>	<b>68.59</b>	<b>0.00</b>	<b>92,118.40</b>
<b>520000 OPERATING EXPENSES</b>						
521100 POSTAGE EXPENSE	2,752.30	120.41	2,160.47	78.50		591.83
521400 DATA PROCESSING EXPENSE	37,771.41	955.36	22,513.69	59.61		15,257.72
521500 PUBLICATION & PRINT EXPENSE	3,269.07		898.17	27.47	27.75	2,343.15
521900 AWARDS EXPENSE	50.00		28.00	56.00		22.00
522100 DUES & SUBSCRIPTION EXPENSE	600.00		600.00	100.00		
522200 CONFERENCE REGISTRATION	1,100.00	600.00	1,200.00	109.09		100.00-
524600 RENT EXPENSE-BUILDINGS	12,864.13	1,034.31	9,577.42	74.45		3,286.71
524900 RENT EXP-DUPR SURCHARGE	4,187.00	348.91	3,140.19	75.00		1,046.81
531100 OFFICE SUPPLIES EXPENSE	3,802.67	226.46	3,364.62	88.48		438.05
532100 NON CAPITALIZED EQUIP PU	4,032.00		2,201.70	54.61	1,830.00	.30
532260 VOICE EQUIP	232.00		229.33	98.85		2.67
533100 HOUSEHOLD & INSTIT EXP	10.00		9.51	95.10		.49
539500 PURCHASING CARD SUSPENSE			196.00			196.00-
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		1.00	.03		2,999.00
542100 SOS TEMP SERV-PERSONNEL	4,668.00		4,666.66	99.97		1.34

STATE OF NEBRASKA  
Department of Administrative Services  
Accounting Division  
Budget Status Report  
As of 03/31/24

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

Percent of Time Elapsed = 75.34

ACCOUNT CODE DESCRIPTION	BUDGETED AMOUNT	CURRENT MONTH ACTIVITY	YEAR-TO-DATE ACTUALS	PERCENT OF BUDGET	ENCUMBERANCES	VARIANCE
554900 OTHER CONTRACTUAL SERVICE	32,983.75	816.75	17,028.31	51.63		15,955.44
556100 INSURANCE EXPENSE	49.00		52.51	107.16		3.51-
559100 OTHER OPERATING EXP	13,468.00		160.00	1.19		13,308.00
<b>Major Account 520000 Total</b>	<b>146,006.33</b>	<b>4,102.20</b>	<b>69,194.58</b>	<b>47.39</b>	<b>1,857.75</b>	<b>74,954.00</b>
<b>570000 TRAVEL EXPENSES</b>						
571100 BOARD & LODGING	4,196.00		1,730.89	41.25		2,465.11
571800 MEALS - TRAVEL STATUS	1,661.96		707.78	42.59		954.18
572100 COMMERCIAL TRANSPORTATION	1,700.00					1,700.00
573100 STATE-OWNED TRANSPORT	200.00					200.00
574500 PERSONAL VEHICLE MILEAGE	6,565.54		3,498.09	53.28		3,067.45
575100 MISC TRAVEL EXPENSES	565.50		118.00	20.87		447.50
<b>Major Account 570000 Total</b>	<b>14,889.00</b>	<b>0.00</b>	<b>6,054.76</b>	<b>40.67</b>	<b>0.00</b>	<b>8,834.24</b>
<b>BUDGETED EXPENDITURES TOTAL</b>	<b>454,212.79</b>	<b>28,619.35</b>	<b>276,448.40</b>	<b>60.86</b>	<b>1,857.75</b>	<b>175,906.64</b>

**SUMMARY BY FUND TYPE - EXPENDITURES**

2 CASH FUNDS	454,212.79	28,619.35	276,448.40	60.86	1,857.75	175,906.64
<b>BUDGETED EXPENDITURES TOTAL</b>	<b>454,212.79</b>	<b>28,619.35</b>	<b>276,448.40</b>	<b>60.86</b>	<b>1,857.75</b>	<b>175,906.64</b>

**BUDGETED FUND TYPES - REVENUES**

**470000 REVENUE - SALES AND CHARGES**

471100 SALE OF SERVICES	425.00-	25.00-	375.00-	88.24		50.00-
471120 QUALIFYING ED COURSE FEES	750.00-		925.00-	123.33		175.00
471121 CONTINUING ED NEW FEES	3,000.00-	145.00-	1,550.00-	51.67		1,450.00-
471122 CONTINUING ED RENEWAL FEES	200.00-	20.00	120.00-	60.00		80.00-
475150 CERTIFIED GENERAL NEW FEES	10,200.00-		6,900.00-	67.65		3,300.00-
475151 LICENSED NEW FEES	1,200.00-					1,200.00-
475152 FINGERPRINT FEES	3,574.75-	135.75-	1,900.50-	53.16		1,674.25-
475153 CERTIFIED RESIDENTIAL NEW	2,700.00-		1,800.00-	66.67		900.00-
475154 CERTIFIED GENERAL RENEWAL	94,875.00-	275.00-	98,725.00-	104.06		3,850.00
475155 LICENSED RENEWAL	10,175.00-		9,900.00-	97.30		275.00-
475156 FINGERPRINT AUDIT PROGRAM FEES	3,380.00-	5.00-	3,330.00-	98.52		50.00-
475157 CERTIFIED RESIDENTIAL RENEWAL	56,100.00-		54,175.00-	96.57		1,925.00-

STATE OF NEBRASKA  
Department of Administrative Services  
Accounting Division  
Budget Status Report  
As of 03/31/24

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

Percent of Time Elapsed = 75.34

ACCOUNT CODE DESCRIPTION		BUDGETED	CURRENT MONTH	YEAR-TO-DATE	PERCENT OF	ENCUMBERANCES	VARIANCE
		AMOUNT	ACTIVITY	ACTUALS	BUDGET		
475161	TEMPORARY CERTIFIED GENERAL	9,000.00-	600.00-	6,000.00-	66.67		3,000.00-
475163	AMC REGISTERED NEW FEES	4,000.00-	2,000.00-	4,000.00-	100.00		
475164	AMC APPLICATION FEES	700.00-		700.00-	100.00		
475165	AMC REGISTERED RENEWAL	114,000.00-	4,500.00-	81,000.00-	71.05		33,000.00-
475166	FED REG AMC RPT FORM PROC FEES	350.00-		350.00-	100.00		
475167	CERTIFIED RESIDENTIAL INACTIVE	300.00-					300.00-
475168	CERTIFIED GENERAL INACTIVE	300.00-					300.00-
475234	APPLICATION FEES	29,850.00-	1,650.00-	18,300.00-	61.31		11,550.00-
476101	LATE PROCESSING FEES	3,500.00-	100.00-	3,375.00-	96.43		125.00-
<b>Major Account 470000 Total</b>		<b>348,579.75-</b>	<b>9,415.75-</b>	<b>293,425.50-</b>	<b>84.18</b>	<b>0.00</b>	<b>55,154.25-</b>
<b>480000 REVENUE - MISCELLANEOUS</b>							
481100	INVESTMENT INCOME	16,000.00-	2,029.62-	16,115.33-	100.72		115.33
484500	REIMB NON-GOVT SOURCES	1,000.00-	1,700.00-	3,072.49-	307.25		2,072.49
<b>Major Account 480000 Total</b>		<b>17,000.00-</b>	<b>3,729.62-</b>	<b>19,187.82-</b>	<b>112.87</b>	<b>0.00</b>	<b>2,187.82</b>
<b>490000 REVENUE - OTHER FINANCIAL SOURCES/U</b>							
491300	SALE - SURP PROP/FIXED ASSET			63.48-			63.48
<b>Major Account 490000 Total</b>		<b>0.00</b>	<b>0.00</b>	<b>63.48-</b>	<b>0.00</b>	<b>0.00</b>	<b>63.48</b>
<b>BUDGETED REVENUE TOTAL</b>		<b>365,579.75-</b>	<b>13,145.37-</b>	<b>312,676.80-</b>	<b>85.53</b>	<b>0.00</b>	<b>52,902.95-</b>
<b>SUMMARY BY FUND TYPE - REVENUE</b>							
2	CASH FUNDS	365,579.75-	13,145.37-	312,676.80-	85.53		52,902.95-
<b>BUDGETED REVENUE TOTAL</b>		<b>365,579.75-</b>	<b>13,145.37-</b>	<b>312,676.80-</b>	<b>85.53</b>	<b>0.00</b>	<b>52,902.95-</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.		550764	03/13/24	RC	RB	NRPAB DEPOSIT 240313	7421535		25.00-
Total for Object			471100 SALE OF SERVICES									25.00-
25310	079	000	53105018.471121.		550764	03/13/24	RC	RB	NRPAB DEPOSIT 240313	7421535		125.00-
25310	079	000	53105018.471121.		23129908	03/20/24	JE	G	NRPAB CORRECT CE RENEW TO NEW	7429971		20.00-
Total for Object			471121 CONTINUING ED NEW FEES									145.00-
25310	079	000	53105018.471122.		23129908	03/20/24	JE	G	NRPAB CORRECT CE RENEW TO NEW	7429971		20.00
Total for Object			471122 CONTINUING ED RENEWAL FEES									20.00
25310	079	000	53105018.475152.		548991	03/01/24	RC	RB	NRPAB DEPOSIT 240301	7409153		45.25-
25310	079	000	53105018.475152.		550764	03/13/24	RC	RB	NRPAB DEPOSIT 240313	7421535		45.25-
25310	079	000	53105018.475152.		551715	03/19/24	RC	RB	NRPAB DEPOSIT 240319	7426403		45.25-
Total for Object			475152 FINGERPRINT FEES									135.75-
25310	079	000	53105018.475154.		550274	03/07/24	RC	RB	NRPAB APP REN EFW DEP 240307	7416379		275.00-
Total for Object			475154 CERTIFIED GENERAL RENEWAL									275.00-
25310	079	000	53105018.475156.		550274	03/07/24	RC	RB	NRPAB APP REN EFW DEP 240307	7416379		5.00-
Total for Object			475156 FINGERPRINT AUDIT PROGRAM FEES									5.00-
25310	079	000	53105018.475161.		548991	03/01/24	RC	RB	NRPAB DEPOSIT 240301	7409153		50.00-
25310	079	000	53105018.475161.		549796	03/06/24	RC	RB	NRPAB DEPOSIT 240306	7413823		200.00-
25310	079	000	53105018.475161.		550476	03/12/24	RC	RB	NRPAB DEPOSIT 240312	7419344		100.00-
25310	079	000	53105018.475161.		550764	03/13/24	RC	RB	NRPAB DEPOSIT 240313	7421535		50.00-
25310	079	000	53105018.475161.		551715	03/19/24	RC	RB	NRPAB DEPOSIT 240319	7426403		50.00-
25310	079	000	53105018.475161.		552863	03/26/24	RC	RB	NRPAB DEPOSIT 240325	7434108		100.00-
25310	079	000	53105018.475161.		553713	03/29/24	RC	RB	NRPAB DEPOSIT 240329	7437637		50.00-
Total for Object			475161 TEMPORARY CERTIFIED GENERAL									600.00-
25310	079	000	53105018.475234.		548991	03/01/24	RC	RB	NRPAB DEPOSIT 240301	7409153		250.00-
25310	079	000	53105018.475234.		549796	03/06/24	RC	RB	NRPAB DEPOSIT 240306	7413823		400.00-
25310	079	000	53105018.475234.		550476	03/12/24	RC	RB	NRPAB DEPOSIT 240312	7419344		200.00-
25310	079	000	53105018.475234.		550764	03/13/24	RC	RB	NRPAB DEPOSIT 240313	7421535		250.00-
25310	079	000	53105018.475234.		551715	03/19/24	RC	RB	NRPAB DEPOSIT 240319	7426403		250.00-
25310	079	000	53105018.475234.		552863	03/26/24	RC	RB	NRPAB DEPOSIT 240325	7434108		200.00-
25310	079	000	53105018.475234.		553713	03/29/24	RC	RB	NRPAB DEPOSIT 240329	7437637		100.00-
Total for Object			475234 APPLICATION FEES									1,650.00-

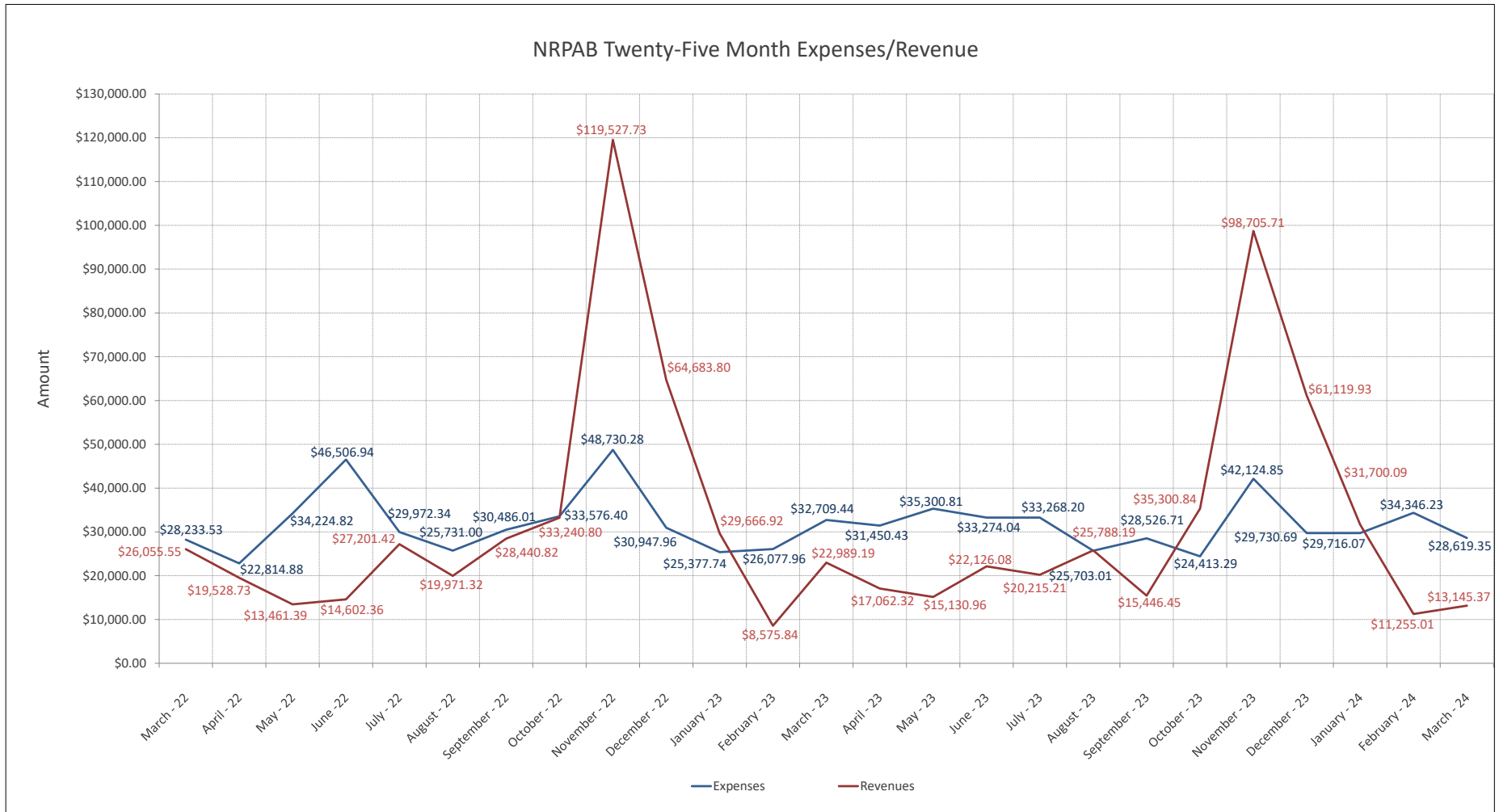
Fund	Program	Sub-Program	Account Number	Sub-ledger	Doc Number	Tran Date	Tran Type	Batch Type	Payee/Explanation	Batch Number	Posted Code	Month to Date
25310	079	000	53105018.476101.		550274	03/07/24	RC	RB	NRPAB APP REN EFW DEP 240307	7416379		100.00-
Total for Object			476101 LATE PROCESSING FEES									100.00-
25310	079	000	53105018.481100.		23129903	03/20/24	JE	G	OIP Feb 24 3.07198%	7429912		1,168.15-
Total for Object			481100 INVESTMENT INCOME									1,168.15-
25310	079	000	53105018.484500.		553713	03/29/24	RC	RB	NRPAB DEPOSIT 240329	7437637		1,700.00-
Total for Object			484500 REIMB NON-GOVT SOURCES									1,700.00-
25310	079	000	53105018.511100.		3179720	03/06/24	T2	7	PAYROLL LABOR DISTRIBUTION	7407440		4,806.09
25310	079	000	53105018.511100.		3180034	03/20/24	T2	7	PAYROLL LABOR DISTRIBUTION	7420943		4,364.96
Total for Object			511100 PERMANENT SALARIES-WAGES									9,171.05
25310	079	000	53105018.511600.		3179720	03/06/24	T2	7	PAYROLL LABOR DISTRIBUTION	7407440		325.00
Total for Object			511600 PER DIEM PAYMENTS									325.00
25310	079	000	53105018.512100.		3179720	03/06/24	T2	7	PAYROLL LABOR DISTRIBUTION	7407440		105.93
25310	079	000	53105018.512100.		3180034	03/20/24	T2	7	PAYROLL LABOR DISTRIBUTION	7420943		940.66
Total for Object			512100 VACATION LEAVE EXPENSE									1,046.59
25310	079	000	53105018.512200.		3180034	03/20/24	T2	7	PAYROLL LABOR DISTRIBUTION	7420943		152.17
Total for Object			512200 SICK LEAVE EXPENSE									152.17
25310	079	000	53105018.512300.		3179720	03/06/24	T2	7	PAYROLL LABOR DISTRIBUTION	7407440		545.78
Total for Object			512300 HOLIDAY LEAVE EXPENSE									545.78
25310	079	000	53105018.515100.		3179721	03/06/24	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	7407440		408.69
25310	079	000	53105018.515100.		3180035	03/20/24	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	7420943		408.68
Total for Object			515100 RETIREMENT PLANS EXPENSE									817.37
25310	079	000	53105018.515200.		3179721	03/06/24	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	7407440		396.05
25310	079	000	53105018.515200.		3180035	03/20/24	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	7420943		371.19
Total for Object			515200 FICA EXPENSE									767.24
25310	079	000	53105018.515500.		3179721	03/06/24	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	7407440		1,555.46
25310	079	000	53105018.515500.		3180035	03/20/24	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	7420943		1,555.44
Total for Object			515500 HEALTH INSURANCE EXPENSE									3,110.90
25310	079	000	53105018.521100.		22983169	03/01/24	JE	G	NRPAB POSTAGE JANUARY 2024	7403813		

Fund	Program	Sub-Program	Account Number	Sub-ledger	Doc Number	Tran Date	Tran Type	Batch Type	Payee/Explanation	Batch Number	Posted Code	Month to Date
25310	079	000	53105018.521100.		23116545	03/18/24	JE	G	POSTAGE DUE FEB 2024	7427093		120.41
25310	079	000	53105018.521100.		23129912	03/20/24	JE	G	NRPAB POSTAGE FEBRUARY 2024	7430011		46.95-
Total for Object			521100	POSTAGE EXPENSE								5.45-
25310	079	000	53105018.521400.		54206905	03/01/24	PV	V	AS - OCIO - COMMUNICATIONS	7406414		144.14
25310	079	000	53105018.521400.		54412269	03/13/24	PV	V	AS - OCIO - IMSERVICES	7423100		476.84
Total for Object			521400	CIO CHARGES								620.98
25310	079	000	53105018.522200.		23026206	03/04/24	J1	G	PURCHASE CARD TRANSACTION	7412045		390.00
Total for Object			522200	CONFERENCE REGISTRATION								390.00
25310	079	000	53105018.524600.		22997813	03/07/24	JE	G	RENT & LB530 MAR 2024 - OTHER	7407290		1,034.31
25310	079	000	53105018.524600.		23084776	03/12/24	JE	G	NRPAB RENT MARCH 2024	7420741		362.01-
Total for Object			524600	RENT EXPENSE-BUILDINGS								672.30
25310	079	000	53105018.524900.		22997813	03/07/24	JE	G	RENT & LB530 MAR 2024 - OTHER	7407290		348.91
25310	079	000	53105018.524900.		23084776	03/12/24	JE	G	NRPAB RENT MARCH 2024	7420741		122.12-
Total for Object			524900	RENT EXP-DEPR SURCHARGE								226.79
25310	079	000	53105018.531100.		22830399	03/01/24	JE	G	OFFICE DEPOT JAN 2024	7382373		52.52
25310	079	000	53105018.531100.		23026206	03/04/24	J1	G	PURCHASE CARD TRANSACTION	7412045		113.06
25310	079	000	53105018.531100.		23084771	03/12/24	JE	G	NRPAB ODP BUS SOL 1/2024	7420706		18.38-
Total for Object			531100	OFFICE SUPPLIES EXPENSE								147.20
25310	079	000	53105018.539500.		54302392	03/04/24	PC	V	Purchase Card Offset	7411971		773.94
25310	079	000	53105018.539500.		23026206	03/04/24	J1	G	PURCHASE CARD TRANSACTION	7412045		773.94-
Total for Object			539500	PURCHASING CARD SUSPENSE								
25310	079	000	53105018.554900.		54387138	03/12/24	PV	V	NEBRASKA STATE PATROL	7420723		226.25
25310	079	000	53105018.554900.		54462053	03/18/24	PV	V	REALCORP	7427568		500.00
Total for Object			554900	OTHER CONTRACTUAL SERVICES								726.25
Total for Business Unit		53105018	NE REAL PROPERTY APPRAISER									12,930.27
25320	079	000	53105200.475163.		549931	03/07/24	RC	RB	NRPAB AMC DEPOSIT 240307	7415968		225.00-
25320	079	000	53105200.475163.		23084767	03/12/24	JE	G	MOVE AMC RENEW TO NEW REG	7420666		1,775.00-
Total for Object			475163	AMC REGISTERED NEW FEES								2,000.00-
25320	079	000	53105200.475165.		549284	03/01/24	RC	RB	NRPAB AMC REN EFW DEP 240301	7410292		3,000.00-

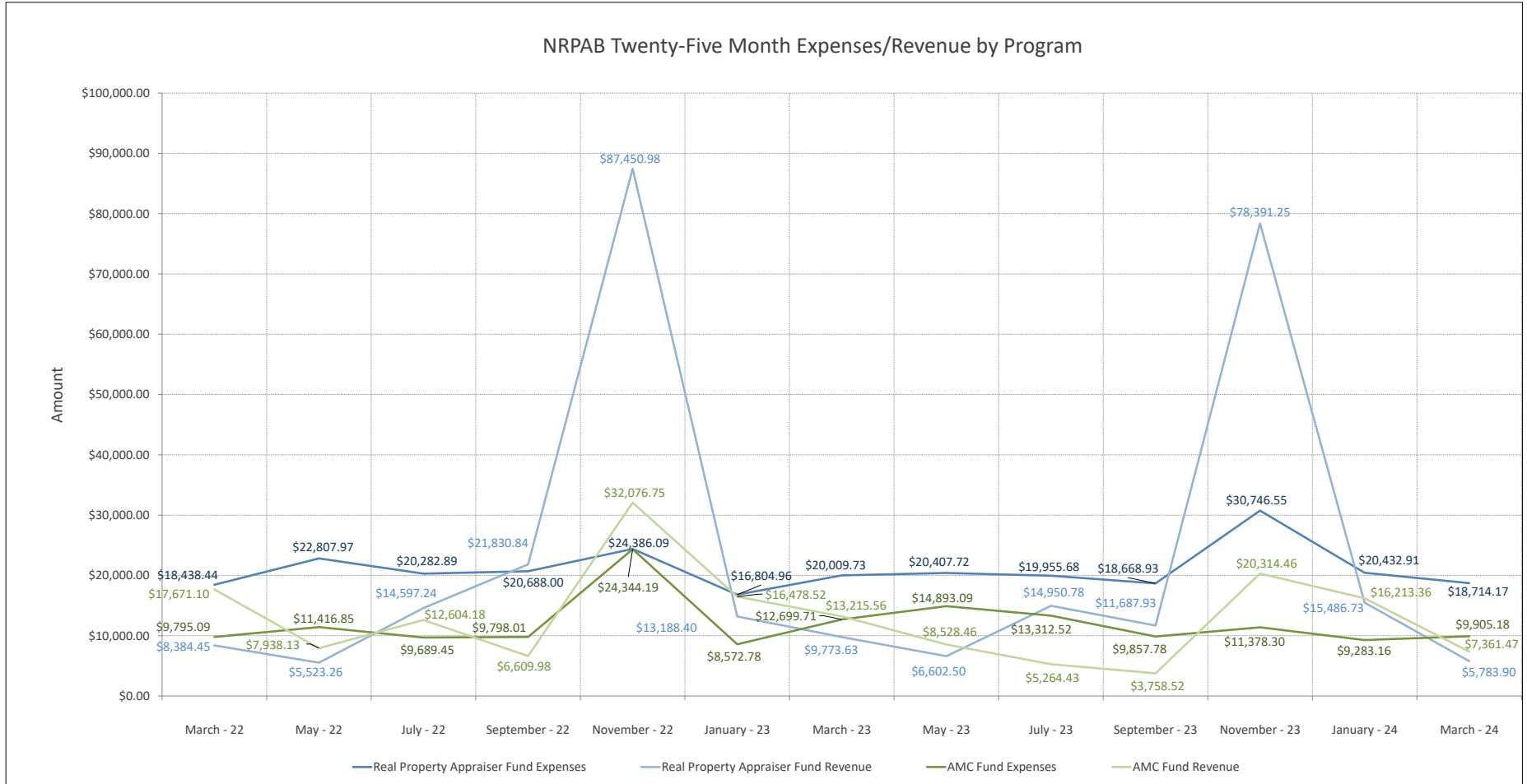
Fund	Program	Sub-Program	Account Number	Sub-ledger	Doc Number	Tran Date	Tran Type	Batch Type	Payee/Explanation	Batch Number	Posted Code	Month to Date
25320	079	000	53105200.475165.		23084767	03/12/24	JE	G	MOVE AMC RENEW TO NEW REG	7420666		1,500.00
25320	079	000	53105200.475165.		553099	03/26/24	RC	RB	NRPAB AMC REN EFW DEP 240326	7434767		1,500.00-
25320	079	000	53105200.475165.		553620	03/26/24	RC	RB	NRPAB AMC REN EFW DEP 240327	7436101		1,500.00-
Total for Object			475165 AMC REGISTERED RENEWAL									4,500.00-
25320	079	000	53105200.481100.		23129903	03/20/24	JE	G	OIP Feb 24 3.07198%	7429912		861.47-
Total for Object			481100 INVESTMENT INCOME									861.47-
25320	079	000	53105200.511100.		3179720	03/06/24	T2	7	PAYROLL LABOR DISTRIBUTION	7407440		2,587.90
25320	079	000	53105200.511100.		3180034	03/20/24	T2	7	PAYROLL LABOR DISTRIBUTION	7420943		2,350.03
Total for Object			511100 PERMANENT SALARIES-WAGES									4,937.93
25320	079	000	53105200.511600.		3179720	03/06/24	T2	7	PAYROLL LABOR DISTRIBUTION	7407440		175.00
Total for Object			511600 PER DIEM PAYMENTS									175.00
25320	079	000	53105200.512100.		3179720	03/06/24	T2	7	PAYROLL LABOR DISTRIBUTION	7407440		57.04
25320	079	000	53105200.512100.		3180034	03/20/24	T2	7	PAYROLL LABOR DISTRIBUTION	7420943		506.70
Total for Object			512100 VACATION LEAVE EXPENSE									563.74
25320	079	000	53105200.512200.		3180034	03/20/24	T2	7	PAYROLL LABOR DISTRIBUTION	7420943		82.10
Total for Object			512200 SICK LEAVE EXPENSE									82.10
25320	079	000	53105200.512300.		3179720	03/06/24	T2	7	PAYROLL LABOR DISTRIBUTION	7407440		293.88
Total for Object			512300 HOLIDAY LEAVE EXPENSE									293.88
25320	079	000	53105200.515100.		3179721	03/06/24	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	7407440		220.05
25320	079	000	53105200.515100.		3180035	03/20/24	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	7420943		220.06
Total for Object			515100 RETIREMENT PLANS EXPENSE									440.11
25320	079	000	53105200.515200.		3179721	03/06/24	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	7407440		213.28
25320	079	000	53105200.515200.		3180035	03/20/24	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	7420943		199.89
Total for Object			515200 FICA EXPENSE									413.17
25320	079	000	53105200.515500.		3179721	03/06/24	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	7407440		837.55
25320	079	000	53105200.515500.		3180035	03/20/24	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	7420943		837.57
Total for Object			515500 HEALTH INSURANCE EXPENSE									1,675.12
25320	079	000	53105200.521100.		22983169	03/01/24	JE	G	NRPAB POSTAGE JANUARY 2024	7403813		78.91
25320	079	000	53105200.521100.		23129912	03/20/24	JE	G	NRPAB POSTAGE FEBRUARY 2024	7430011		76.75

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			521100	POSTAGE EXPENSE								125.86
25320	079	000	53105200.521400.		54206905	03/01/24	PV	V	AS - OCIO - COMMUNICATIONS	7406414		77.62
25320	079	000	53105200.521400.		54412269	03/13/24	PV	V	AS - OCIO - IMSERVICES	7423100		256.76
Total for Object			521400	CIO CHARGES								334.38
25320	079	000	53105200.522200.		23026206	03/04/24	J1	G	PURCHASE CARD TRANSACTION	7412045		210.00
Total for Object			522200	CONFERENCE REGISTRATION								210.00
25320	079	000	53105200.524600.		23084776	03/12/24	JE	G	NRPAB RENT MARCH 2024	7420741		362.01
Total for Object			524600	RENT EXPENSE-BUILDINGS								362.01
25320	079	000	53105200.524900.		23084776	03/12/24	JE	G	NRPAB RENT MARCH 2024	7420741		122.12
Total for Object			524900	RENT EXP-DEPR SURCHARGE								122.12
25320	079	000	53105200.531100.		23026206	03/04/24	J1	G	PURCHASE CARD TRANSACTION	7412045		60.88
25320	079	000	53105200.531100.		23084771	03/12/24	JE	G	NRPAB ODP BUS SOL 1/2024	7420706		18.38
Total for Object			531100	OFFICE SUPPLIES EXPENSE								79.26
25320	079	000	53105200.554900.		54387138	03/12/24	PV	V	NEBRASKA STATE PATROL	7420723		90.50
Total for Object			554900	OTHER CONTRACTUAL SERVICES								90.50
Total for Business Unit		53105200	AMC LICENSING									2,543.71
Total for Division		000										15,473.98
Total for Agency		053	REAL PROPERTY APPRAISER BD									15,473.98

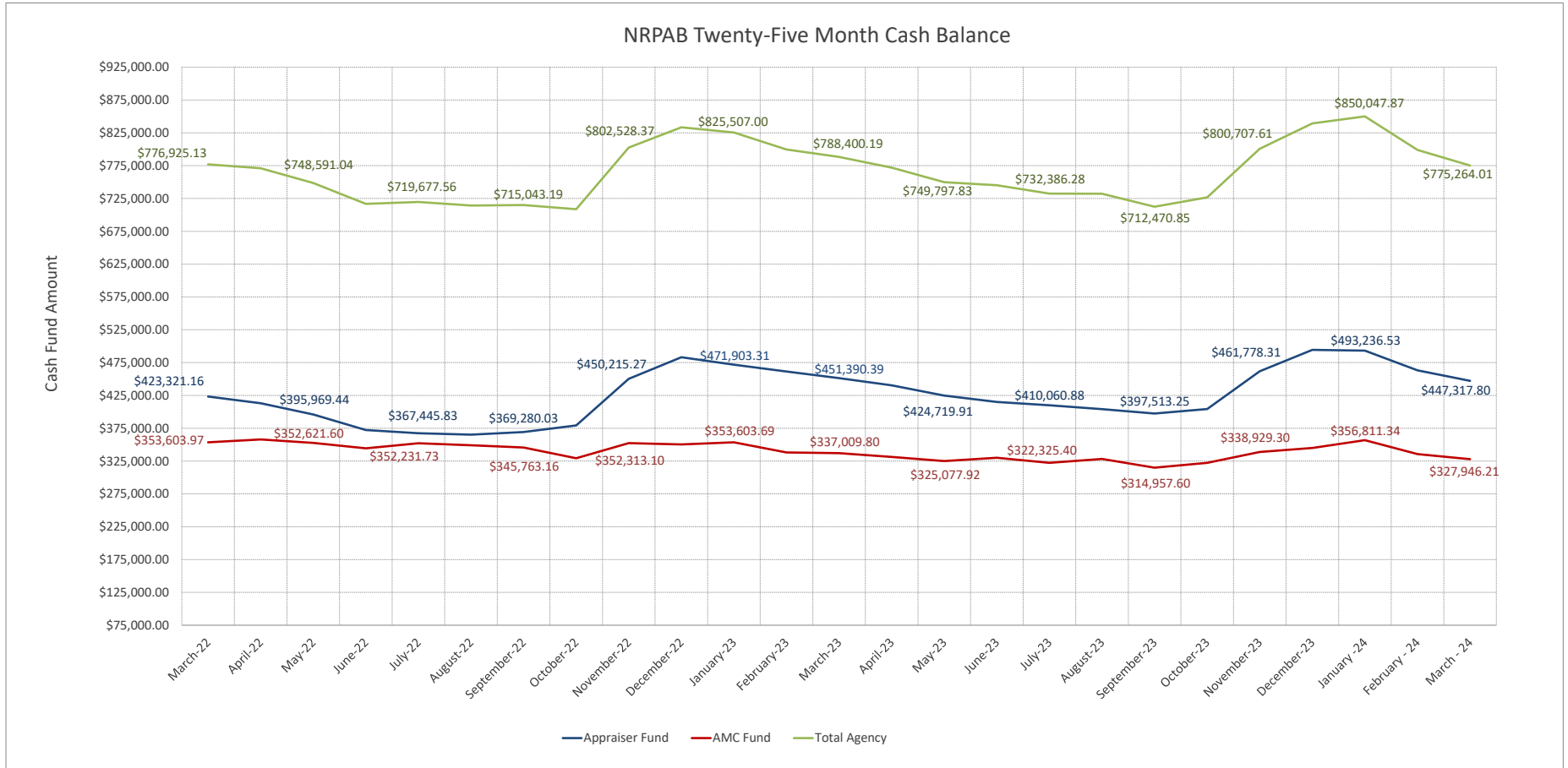
# Financial Report and Considerations - Financial Charts



# Financial Report and Considerations - Financial Charts

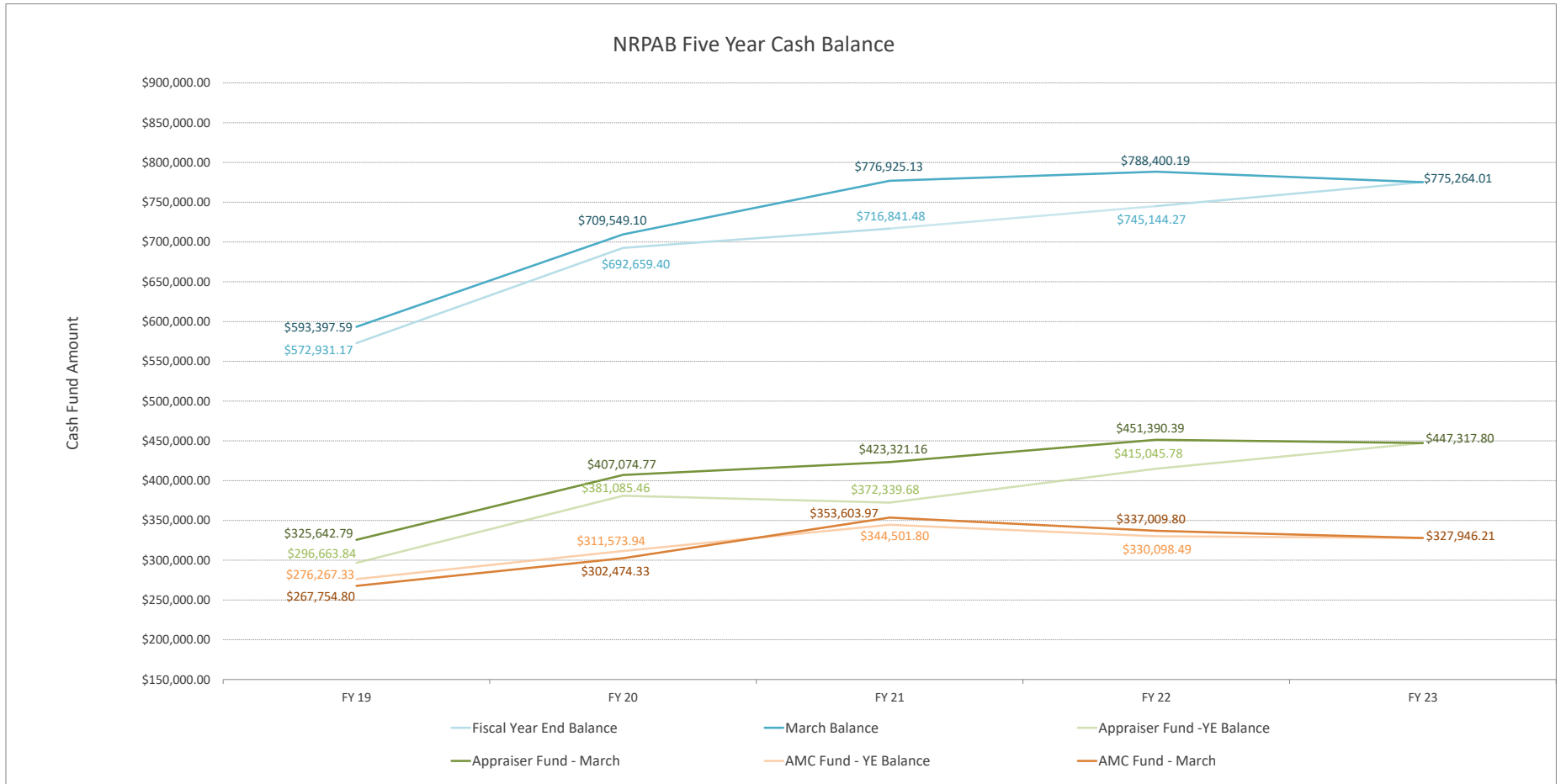


# Financial Report and Considerations - Financial Charts





# Financial Report and Considerations - Financial Charts



# NEBRASKA REAL PROPERTY APPRAISER BOARD

## EDUCATION APPLICANTS

### TABLE OF CONTENTS

April 18, 2024

<i>New Continuing Education Activity Applications</i>				
223340H.02	Appraisal Institute	Practical Applications in Appraising Green Commercial Properties	Synchronous Delivery	2-24
<i>New Qualifying Education Activity Applications</i>				
1243419.02	Appraisal Institute	General Appraiser Income Approach/ Part 1 – Synchronous	Synchronous Delivery	25-36
<i>Rescindment of Approval of Education Activities</i>				
2221453.01	ASFMRA	Appraising Agricultural Land in Transition	Classroom Delivery	37-44
2223454.01	ASFMRA	Appraising Agricultural Land in Transition	Synchronous Delivery	37-44



# Agenda Item Summary

---

**Prepared By:** Kashinda Sims

**Title:** Education Program Manager

**Date:** April 18, 2024

**Agenda Section:** L. Consideration of Education/Instructor Requests

**Agenda Item Identification Number:** 223340H.02

**Subject:** Appraisal Institute "Practical Applications in Appraising Green Commercial Properties"

**Description:** Application for Approval as a Continuing Education Activity in Nebraska for the activity, "Practical Applications in Appraising Green Commercial Properties" does not meet the requirements under 298 NAC Chapter 6, §003.02A.2e(3).

---

## SUMMARY

An Application for Approval as a Continuing Education Activity in Nebraska ("Application") was received for the activity, "Practical Applications in Appraising Green Commercial Properties" on August 29, 2023. [Exhibit 1] Upon review, it was discovered that the student and instructor materials for the activity may contain outdated references to materials and sources, which include dates between 1980 and 2017.

## RELEVANT LAWS/RULES/GUIDANCE DOCUMENTS/INTERNAL PROCEDURES

298 NAC Chapter 6 §003.02A.2e(3) - For an activity not approved by The Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program for continuing education, student and instructor materials used for the activity that reflect current theory, methods, and techniques must be submitted.

## DISCIPLINARY/WRITTEN ADVISORY HISTORY

There are no known previous disciplinary actions taken by the Board or written advisories issued by the Board.

## EXHIBITS

Exhibit 1 "Pages from Appraisal Institute (Pract App in Appr Grn Comm Prop) Stnf Ins Material\_March 5, 2024" located in Database under Education Activity Material Log dated 03/19/2024 (Education Interface dropdown/ Select 'Search Education'/ Select 'Activity' in 'Search By' dropdown/ Enter '223340H.02')

## INSTRUCTOR NOTES

and include space for the participants to perform calculations and write down answers to the questions.

The slide presentation was developed with Microsoft Office 365. If you notice that the transitions between slides hesitate or appear sluggish, you may have to reduce the number or complexity of the animations. The alternative is to purchase a laptop computer with a speedier processor.

The PowerPoint files were designed exclusively for use in Appraisal Institute courses. These slides may not be used in any other education program, in whole or in part, without the written permission of the Appraisal Institute. If there are too many mouse clicks to suit your presentation style, feel free to remove as many as you like, assuming that you are proficient in editing PowerPoint slides. **Remember to thoroughly test the projection equipment, software, and presentation before your first class.**

### Required Equipment

**Basic Function Calculator.** There are math problems in this course, but none that require the use of a financial calculator. Certain mathematical functions are easier to perform on a calculator such as the HP-12C, but a normal four-function calculator can also perform the calculations.

Also, be aware that some devices such as the **Apple iPhone** have an HP-12C emulator application. Because such devices **may not be used during the final exam**, you should encourage participants to use an acceptable calculator.

Please remember all laptops, cellular phones, tablets, iPads, wearable technology (smart watch, Apple Watch,

Google Glass, etc.) and other devices that can store data or connect to the Internet are **NOT** permitted during the exam. In addition, all watches, wallets, bags, and purses must be removed and stored out of reach prior to taking the exam.

### Textbooks

#### Required Textbooks

*The Valuation of Green Commercial Real Estate* is mandatory for this course. The course is built around the book, and many of the problems and case studies are derived directly from examples in the book. Participants need the book in class for several of the case studies.

**Participants MUST access either an electronic PDF or hard-copy version of the textbook during class.**

#### Recommended Textbooks

While not required, the following texts may also be useful to the participants:

- *The Appraisal of Real Estate*, 15th edition. Chicago: Appraisal Institute, 2020.
- *Residential Green Valuation Tools*, Appraisal Institute, 2014.

Participants would also benefit from having a copy of

- *The Dictionary of Real Estate Appraisal*, 6th edition, Appraisal Institute, 2015.

### Exam

The exam has 25 multiple-choice questions and will be given at the end of the second day. Participants have one hour to complete it.

## What Makes a Building "Green"? Page 4

**Green building.** The practice of creating structures and using processes that are **environmentally responsible and resource-efficient throughout a building's life cycle** from siting to design, construction, operation, maintenance, renovation, and deconstruction. This practice **expands and complements** the classical building design concerns of economy, utility, durability, and comfort. Green building is also known as *sustainable or high-performance building*.

Source. *The Dictionary of Real Estate Appraisal*, 6th ed. Chicago: Appraisal Institute, 2015.

Reference is from  
The Appraisal of  
Real Estate 15th  
Edition. (Page 196)

## What Makes a Building "Green"? , cont. Pages 4-8

### Key characteristics

- Efficient use of resources
- Moves beyond economic bottom line as primary performance metric
  - Environmental factors
  - Societal factors
- Life-cycle focus—"cradle to grave"

**= a change in how buildings are designed, constructed, and operated**

## What Makes a Building "Green"? , cont. Pages 5-7

### Efficient use of resources

- Energy use efficiency ...
- ... but not only energy
  - Water
  - Materials
  - Waste stream impacts
  - Siting
- In comparison to other buildings and mandated thresholds



What Is Sustainability? cont. Page 72

**United Nations' Brundtland Commission**

**Sustainable development.** Development that meets the needs of the present without compromising the ability of future generations to meet their own needs.

**Note.** Sustainable development in this context does not refer to real estate per se, but rather economic and social development of communities and countries.

**Source.** WCED, *Report of the World Commission on Environment and Development: Our Common Future*, New York: Oxford University Press, 1987.

---

---

---

---

---

---

---

---

---

---

What Is Sustainability? cont. Page 73

**Triple Bottom Line**

**"Sustainability is the principle of ensuring that our actions today do not limit the range of economic, social and environmental options open to future generations."**

**Source.** Elkington, John. *Cannibals with Forks: The Triple Bottom Line of 21st Century Business*. Oxford: Capstone Publishing Ltd., 1999.

- Aka 3 Ps: people, planet, profit

---

---

---

---

---

---

---

---

---

---

What Is Sustainability? cont. Page 74

**Most fitting use—Graaskamp**

**"Most fitting use is that use of the land which produces the most significant economic surplus while at the same time having the least adverse effect on third parties—economically, environmentally, culturally."**

**Source.** James A. Graaskamp, "Real Estate Process" (lecture University of Wisconsin-Madison, Spring 1987).

---

---

---

---

---

---

---

---

---

---







## 2.3 Case Study, cont. Using a Cost Manual for Green Components, cont.

### GREEN BUILDING SECTION

SECTION 70 PAGE 9  
January 2017

#### The Future of Building Green ..... Appraisal Changes

Although the basic appraisal framework for a green building will not fundamentally change, appraisers will have to enhance their knowledge of key sustainable features and potential value impacts. For green appraising, the appraiser needs to understand green performance features.

"Appraisers have to increase their knowledge to gain the competence required under USPAP and apply their judgment on key sustainable building valuation issues" \*

\*Scott Muldavin, Executive Director, Green Building Finance Consortium

Assessors need continued enhancement to their knowledge of key sustainable features and potential value impacts. As mentioned earlier in this section, valuation is complex and requires assessor/appraisers to understand green features and the "add-to-value" factor.

In June 2011, The Appraisal Foundation announced it signed a Memorandum of Understanding (MOU) with the U.S. Department of Energy creating a partnership providing tools, guidelines and resources for appraisers to properly evaluate the energy performance and sustainability of green buildings. The collaboration will spearhead a series of activities focused on energy efficiencies and the valuation of green buildings:

- Develop guidance from all three of the Foundation's independent Boards to ensure existing standards account for the valuation of green buildings
- Develop one or more databases, through the Department of Energy, to provide data on energy performance for specific building types and upgrades, to the valuation arena
- Develop educational course curriculum, through the Department of Energy and based on the guidance of the Foundation's APB, relating to energy performance and sustainability in commercial buildings

The Appraisal Institute designed a new Green form Addendum to better assist appraisers in valuing Green features. The idea that valuing a home based on comparable sales is outdated and needs updating to establish trends in the marketplace. The amount saved on energy needs to be factored into the loan process.

#### CORELOGIC'S GREEN BUILDING SUMMARY

In a context where green attributes might not always translate to market value, worth is clearly a potentially important concept. The importance of energy efficiency is gaining traction throughout the marketplace. On June 13, 2011, the issue was raised with President Barack Obama as part of the Council on Jobs and Competitiveness meeting and is a component of his Better Buildings Initiative. The Appraisal Foundation posted an informational video introduction to green buildings and their valuation on the eLibrary section of its website. For more information on the Foundation's collaboration with the Department of Energy or upcoming work in the area of green valuations, please visit The Appraisal Foundation's web site at <http://www.appraisalfoundation.org/>. California is the first of what will likely be many states to adopt higher standards of construction involving the Green Building Initiative. The goals include reducing carbon emissions and more design put into improving indoor environmental quality while implementing practical and measurable design, construction, operations and maintenance solutions. The complete life cycle of a building is now going to be monitored and evaluated on its energy use and environmental impact both on occupants and nature.

The additional cost of building green has been estimated to be between 0% to 7% for commercial buildings and 3% to 20% for residential homes. The majority of this cost is attributed to the amount of design time by engineers and architects in developing systems that support sustainable components and the cost for certifying that systems/products are performing as designed. Traditional commissioning is the testing and validation of equipment to perform as design. It is done by independent inspectors instead of building departments, which is also an additional cost of going green. Ultimately, each individual building owner will need to evaluate the value of building green with the cost savings over the life of the building as well as environmental benefits.

Green building is here to stay! "What once was, will no longer be." That axiom applies not only to buildings, but also to the way they are valued. MSB and Marshall & Swift, long recognized leaders in building valuation, are committed to being your source of knowledge regarding Green building, and the up-to-date information and techniques necessary to properly value all. We will continue to follow new sustainable technologies and monitor trends in the building industry.

MARSHALL VALUATION SERVICE  
© 2017 CoreLogic®, Inc. and its licensors, all rights reserved. Any reprinting, distribution, creation of derivative works, and/or public displays is strictly prohibited.

1/2017



## 2.3 Case Study, cont. Using a Cost Manual for Green Components

SECTION 70 PAGE 10  
January 2017

### GREEN BUILDING SECTION

#### Green Considerations by CSI Division

There are several commonalities across materials which contribute to Green credits:  
 Regional Material condition - All materials must be extracted processed and manufactured within 500 miles of the building site.  
 Recycled Content requirement - Material needs to contain post consumer recycled material.  
 Construction Waste Management requirement - Material needs to be diverted from disposal in landfills through recycle and/ or salvage.

#### ADDITIONS

CONCRETE	UOM	COMMERCIAL	RESIDENTIAL	UOM	COMMERCIAL	RESIDENTIAL
Concrete can contribute Green credits by being a regional material or by being recycled. Concrete within the building envelope needs to come from within 500 miles and contain post consumer recycled material. The specific credit is dependent on the amount of the recycled content.				Foundation wall, Cast-in-place, With damp proofing, Recycled content, 3,000 psi, Reinforced,		
Insulated concrete, Form-in-place, Expanded polystyrene,				*6" thick	SF	21.60 18.90
*Straight, 9-1/4"x 48"x 16", 4" core	EA	34.75	33.75	*8" thick	SF	22.90 20.20
*Corner, 9-1/4"x 60"x 16", 4" core	EA	42.00	40.50	*10" thick	SF	24.85 22.10
*Angle, 9-1/4"x 52"x 16", 4" core	EA	40.00	39.00	*12" thick	SF	26.25 23.45
Insulated concrete, Form-in-place, Expanded polystyrene,				Concrete wall, Cast-in-place, Recycled content, 3,000 psi, Reinforced,		
*Straight, 11-1/4"x 48"x 16", 6" core	EA	35.00	34.00	*6" thick	SF	21.45 18.90
*Corner, 11-1/4"x 56"x 16", 6" core	EA	41.00	39.75	*8" thick	SF	22.55 20.00
*Angle, 11-1/4"x 44"x 16", 6" core	EA	36.75	36.00	*10" thick	SF	24.55 21.95
*Tee, 11-1/4"x 44"x 16", 6" core	EA	39.25	38.50	*12" thick	SF	26.00 23.35
Insulated concrete, Form-in-place, Expanded polystyrene,				Concrete column, Cast-in-place, Recycled content, 4,500 psi, Reinforced,		
*Straight, 13-1/4"x 48"x 16", 8" core	EA	36.25	35.25	*6" x 6"	VLF	52.00 44.25
*Corner, 13-1/4"x 60"x 16", 8" core	EA	43.25	42.00	*8" x 8"	VLF	66.00 56.00
*Angle, 13-1/4"x 60"x 16", 8" core	EA	42.25	40.75	*10" x 10"	VLF	81.00 69.00
*Tee, 13-1/4"x 44"x 16", 8" core	EA	40.50	40.00	*12" x 12"	VLF	90.00 77.00
Insulated concrete, Form-in-place, Reinforced, Expanded polystyrene form,				Concrete column, Cast-in-place, Recycled content, 4,500 psi, Reinforced,		
*3,000 psi, 4" thick core	SF	13.35	12.80	*6" dia.	VLF	43.25 37.50
*3,000 psi, 6" thick core	SF	14.85	14.30	*8" dia.	VLF	45.50 39.50
*4,000 psi, 8" thick core	SF	16.70	16.30	*10" dia.	VLF	49.75 43.75
Concrete countertop, Cast-in place, Recycled materials,				*12" dia.	VLF	51.00 45.25
*1-1/2" thick	SF	23.45	20.15	Wall, Adobe brick, 8" thick	SF	26.50 23.55
*2" thick	SF	31.25	26.75	*12" thick	SF	34.25 31.25
Concrete countertop, Pre-cast, Various recycled materials,				Concrete Masonry Block - 4"x8"x16"	SF	8.87 7.96
*1-1/2" thick	SF	155.00	160.00	*Reinforced Lightweight	SF	9.58 8.72
Glass Chips, Various recycled materials, 1-1/4" thick	SF	190.00	195.00	Concrete Masonry Block - 6"x8"x16"	SF	10.15 9.26
Paper Fiber, Various recycled materials, 1-1/8" thick	SF	235.00	230.00	*Reinforced Lightweight	SF	11.85 10.95
Concrete slab on grade, Cast-in-place, With welded wire fabric, Recycled content, 3,000 psi,				Concrete Masonry Block - 8"x8"x16"	SF	11.85 10.80
*4" thick	SF	4.32	4.04	*Reinforced Lightweight	SF	12.70 11.70
*5" thick	SF	5.38	5.06	Concrete Masonry Block - 12"x8"x16"	SF	17.15 15.60
*6" thick	SF	5.87	5.57	*Reinforced Lightweight	SF	18.65 17.20
Concrete slab, Elevated, Cast-in-place, Recycled content, Reinforced, 3,000 psi,				Concrete Masonry Block - 24"x8"x16"	SF	34.25 31.25
*4" thick	SF	17.70	15.45	*Reinforced Lightweight	SF	37.00 34.00
*5" thick	SF	18.90	16.55	Glass block, With reinforcement, 6"x 6"x 4" wide	SF	73.00 72.00
*6" thick	SF	19.75	17.35	*8" x 8" x 4" wide	SF	45.75 43.25
Concrete slab, Elevated, Cast-in-place, Recycled content, Reinforced, 4,500 psi,				*12" x 12" x 4" wide	SF	39.75 38.50
*4" thick	SF	19.30	17.00	Glass block, Reflective, With reinforcement,		
*5" thick	SF	20.45	18.05	*6" x 6" x 4" wide	SF	49.75 47.25
*6" thick	SF	21.75	19.30	*8" x 8" x 4" wide	SF	35.25 32.50
*7" thick	SF	22.70	20.20	*12" x 12" x 4" wide	SF	39.75 38.50
*8" thick	SF	23.90	21.35			
*10" thick	SF	25.75	23.25			
*12" thick	SF	27.75	25.00			

MARSHALL VALUATION SERVICE  
 © 2017 CoreLogic®, Inc. and its licensors, all rights reserved. Any reprinting, distribution, creation of derivative works, and/or public displays is strictly prohibited.



## 2.3 Case Study, cont. Using a Cost Manual for Green Components

### GREEN BUILDING SECTION

SECTION 70 PAGE 11  
January 2017

#### ADDITIONS

#### WOOD, PLASTIC & COMPOSITES

**WOOD:** Wood components can contribute Green credits by meeting the Construction Waste Management, Material Reuse, Regional Materials and Certified Wood requirements. Material needs to be diverted from disposal in landfills through recycle and/or salvage and the material needs to have been salvaged, refurbished or reused within 500 miles. 50% of the wood-based materials and products must be certified in accordance with the Forest Stewardship Councils Principles and Criteria.

**PLASTIC:** Plastic components can contribute Green credits by meeting the Regional Materials and Recycled Content requirements. Plastic needs to contain post consumer recycled material and come from within 500 miles.

**COMPOSITES:** Composite components can contribute Green credits by meeting the Construction Waste Management, Regional Materials and Recycled Content requirements. Composite material needs to be diverted from disposal in landfills through recycle and/or salvage and must contain post consumer recycled material within 500 miles.

*The specific credit for Wood, Plastic and Composites is dependent on the amount of the recycled content.*

	UOM	COMMERCIAL	RESIDENTIAL
<b>Wall panel, Structural insulated panel (SIP), OSB both sides,</b>			
4' x 8' x 4-1/2" thick	SF	5.89	5.87
4' x 8' x 6-1/2" thick	SF	6.59	6.55
4' x 8' x 8-1/4" thick	SF	7.40	7.32
4' x 8' x 10-1/8" thick	SF	8.41	8.26
<b>Roof panel, Structural insulated panel (SIP), OSB both sides,</b>			
4' x 8' x 4-1/2" thick	SF	5.97	5.94
4' x 8' x 6-1/2" thick	SF	6.70	6.64
4' x 8' x 8-1/4" thick	SF	7.56	7.46
4' x 8' x 10-1/8" thick	SF	8.68	8.49
<b>Engineered I-Joist, Recycled content, Southern pine,</b>			
1-1/2" x 9-1/2"	LF	3.40	3.36
1-1/2" x 11-7/8"	LF	3.71	3.67
1-3/4" x 9-1/2"	LF	3.68	3.64
1-3/4" x 11-7/8"	LF	4.11	4.09
2-5/16" x 11-7/8"	LF	5.46	5.50
<b>Engineered I-Joist, Recycled content, Southern pine,</b>			
1-1/2" x 9-1/2"	LF	3.40	3.36
1-1/2" x 11-7/8"	LF	3.71	3.67
1-1/2" x 14"	LF	4.20	4.18
1-3/4" x 9-1/2"	LF	3.68	3.64
1-3/4" x 11-7/8"	LF	4.11	4.09
1-3/4" x 14"	LF	4.68	4.68
1-3/4" x 16"	LF	4.50	4.48
2-5/16" x 11-7/8"	LF	5.46	5.50
2-5/16" x 14"	LF	6.02	6.08
2-5/16" x 16"	LF	6.30	6.37
<b>Floor framing, SFI certified, Engineered laminated veneer lumber,</b>			
1-3/4" x 7-1/4" joist, 16" o.c.	SF	5.46	
1-3/4" x 7-1/4" joist, 24" o.c.	SF	4.23	
1-3/4" x 9-1/2" joist, 16" o.c.	SF	6.12	
1-3/4" x 9-1/2" joist, 24" o.c.	SF	4.72	
1-3/4" x 11-7/8" joist, 16" o.c.	SF	6.44	
1-3/4" x 11-7/8" joist, 24" o.c.	SF	5.17	
3-1/2" x 9-1/2" joist, 16" o.c.	SF	11.60	
3-1/2" x 9-1/2" joist, 24" o.c.	SF	8.82	
3-1/2" x 11-7/8" joist, 16" o.c.	SF	13.70	
3-1/2" x 11-7/8" joist, 24" o.c.	SF	10.40	
5-1/4" x 9-1/2" joist, 16" o.c.	SF	19.90	
5-1/4" x 9-1/2" joist, 24" o.c.	SF	15.00	
5-1/4" x 11-7/8" joist, 16" o.c.	SF	21.95	
5-1/4" x 11-7/8" joist, 24" o.c.	SF	16.55	

#### UOM COMMERCIAL/RESIDENTIAL

<b>Roof framing, SFI certified, Engineered laminated veneer lumber,</b>		
1-3/4" x 7-1/4" rafter, 16" o.c.	SF	5.55
1-3/4" x 7-1/4" rafter, 24" o.c.	SF	4.29
1-3/4" x 9-1/2" rafter, 16" o.c.	SF	6.23
1-3/4" x 9-1/2" rafter, 24" o.c.	SF	4.79
1-3/4" x 11-7/8" rafter, 16" o.c.	SF	6.85
1-3/4" x 11-7/8" rafter, 24" o.c.	SF	5.25
3-1/2" x 9-1/2" joist, 16" o.c.	SF	11.70
3-1/2" x 9-1/2" joist, 24" o.c.	SF	8.88
3-1/2" x 11-7/8" joist, 16" o.c.	SF	13.85
3-1/2" x 11-7/8" joist, 24" o.c.	SF	10.45
5-1/4" x 9-1/2" joist, 16" o.c.	SF	20.00
5-1/4" x 9-1/2" joist, 24" o.c.	SF	15.10
5-1/4" x 11-7/8" joist, 16" o.c.	SF	22.05
5-1/4" x 11-7/8" joist, 24" o.c.	SF	16.60

\*See Section 57 Roofs and Components for Standardized costs.

#### THERMAL & MOISTURE PROTECTION INSULATION

Thermal protection affects the thermal and acoustical comfort of building occupants. It also has significant impact on the amount of energy used to cool and heat the building. By controlling moisture at the building envelope the longevity, and therefore the sustainability, of the building will be increased. Proper moisture protection at the building envelope is also an important step in controlling and preventing the growth of mold, which affects the indoor air quality of buildings. Materials must contain recycled content and future recyclability, have low embodied energy which reduces the initial energy investment of the product, not contain CFCs, HCFCs or other ozone depleting substances nor contain formaldehyde, no VOCs and no off-gassing for promoting indoor air quality.

	UOM	COMMERCIAL	RESIDENTIAL
<b>Radiant barrier, 97% reflectivity, Double sided, Aluminum foil, Poly mesh reinforced,</b>			
48" wide	SF	0.33	0.31
16" to 24" wide	SF	0.38	0.36
<b>Laser perforated, 97% reflectivity,</b>			
48" wide	SF	0.35	0.34
16" to 24" wide	SF	0.41	0.39
<b>Heavy weight, 98% reflectivity, Double sided, Aluminum,</b>			
48" wide	SF	0.37	0.35
16" to 24" wide	SF	0.44	0.42
<b>Double bubble sided, 98% reflectivity,</b>			
48" wide	SF	0.58	0.58
16" to 24" wide	SF	0.66	0.65
Reflective roof coating, Rubberized, Water based, White	SF	0.74	0.67
Asphalt/aluminum, Silver	SF	0.65	0.58
Polyester fabric, With primer and seal, Acrylic, Clear	SF	1.26	1.19
Ice/water shield flashing at roof edge	SF	-----	1.21

MARSHALL VALUATION SERVICE  
© 2017 CoreLogic®, Inc. and its licensors, all rights reserved. Any reprinting, distribution, creation of derivative works, and/or public displays is strictly prohibited.

*The data included on this page becomes obsolete after update delivery, scheduled for January 2018.*

1/2017



## 2.3 Case Study, cont. Using a Cost Manual for Green Components

SECTION 70 PAGE 12  
January 2017

### GREEN BUILDING SECTION

#### ADDITIONS

##### GREEN ROOF SYSTEM

	UOM	COMMERCIAL/RESIDENTIAL
Plant tray, Modular, Plastic, Polystyrene,		
8" x 8" x 2-1/2" . . . . .	EA	5.11
8" x 12" x 2-1/2" . . . . .	EA	5.50
22" x 11" x 2-1/2" . . . . .	EA	12.05
13" x 15" x 3-1/2" . . . . .	EA	13.60
Recycled content, Coconut coir fiber, 11" x 21" . . . . .	EA	15.95
Plant tray, Barrier, Root barrier, Bio degradable fabric, Trifluralin, 24' x 100' . . . . .	SF	5.68
Plant tray, Screen, Weed barrier, Moisture retention fabric, Micro-perforated film, 6' x 250' . . . . .	SF	5.64
Plant Growing Media, Hoisted up to 5 story,		
Clay, 2" thick . . . . .	SF	1.15
Clay, 4" thick . . . . .	SF	2.30
Clay, 6" thick . . . . .	SF	3.28
Clay, 8" thick . . . . .	SF	4.38
Recycled content, 2" thick . . . . .	SF	1.57
Recycled content, 4" thick . . . . .	SF	3.13
Recycled content, 6" thick . . . . .	SF	4.64
Recycled content, 8" thick . . . . .	SF	6.18
Sand and Gravel, 2" thick . . . . .	SF	0.86
Sand and Gravel, 4" thick . . . . .	SF	1.73
Sand and Gravel, 6" thick . . . . .	SF	2.41
Sand and Gravel, 8" thick . . . . .	SF	3.21
Plant tray, Edge restraint, Treated lumber, Wood,		
4" x 4" . . . . .	LF	4.42
4" x 6" . . . . .	LF	5.10
Roof paver, Walkway pads, Recycled rubber tire,		
19-1/2" x 19-1/2" . . . . .	SF	9.81
Walkway squares, Recycled rubber, 16" x 16" x 1" thick . . . . .	SF	10.85
	<b>UOM</b>	<b>COMMERCIAL</b> <b>RESIDENTIAL</b>
Insulation, Batt, Foil-faced, Non-rigid, Walls, or Floor,		
3-1/2" Thick, R11 . . . . .	SF	0.88    0.84
Insulation, Blanket, Unfaced, Non-rigid, Walls or ceiling,		
3-1/2", R11 . . . . .	SF	0.92    0.87
Insulation, Blown-in, Wall, Cellulose, 3.5" thick, R-13 . . . . .	SF	1.10    1.05
Insulation, Blown-in, Wall, Fiberglass, 3.5" thick, R-9 . . . . .	SF	1.17    1.13
Insulation, Blown-in, Ceiling, Cellulose, 6" thick, R-22 . . . . .	SF	0.83    0.80
Insulation, Blown-in, Ceiling, Fiberglass, 6" thick, R-13 . . . . .	SF	0.71    0.68
Insulation, Roof, Straw, Wire tied, 2-wire, Rice, 4.0 Lbs./Cu. Ft., 15" thick . . . . .	SF	0.56    0.53
Insulation, Wall, Straw, Wire tied, 2-wire, Rice, 4.0 Lbs./Cu. Ft., 15" thick . . . . .	SF	0.47    0.44

##### DOOR & WINDOW OPENINGS

Openings can contribute Green credits by meeting the Minimum Energy Performance, Daylight & Views, Material Reuse and Regional Material requirements. Openings are considered part of the building envelope system design and can contribute to the Minimum Energy Performance. The Daylight requirement specifies a minimum glazing factor for a specific percentage of all regularly occupied areas. The Views requirement specifies direct line of sight for a specific percentage of all regularly occupied areas. To meet the Material Reuse requirements the material needs to have been salvaged, refurbished or reused. The Regional Material credit requires all materials to be extracted, processed and manufactured within 500 miles of the building site. Opening components must also be NFRC certified and contribute to the reduction in energy to be considered Green.

	UOM	COMMERCIAL/RESIDENTIAL
Skylight, Solar tube kit, With 4' flexible tube, Acrylic dome,		
10" diameter . . . . .	EA	405.00
14" diameter . . . . .	EA	455.00
21" diameter . . . . .	EA	590.00
Skylight, Solar tube kit, With 4' rigid tube and fresnel diffuser, Acrylic dome,		
10" diameter . . . . .	EA	445.00
14" diameter . . . . .	EA	565.00
Skylight, Solar tube kit, With 6' rigid tube and fresnel ceiling diffuser, Acrylic dome,		
21" diameter . . . . .	EA	745.00
Weatherstripping, Door, Vinyl gasket . . . . .	LF	3.56
Weatherstripping, Window, Rubber, 3/4" wide, 7/16" thick . . . . .	LF	3.22

##### UOM COMMERCIAL RESIDENTIAL

Translucent wall panel, With aluminium frame, Triple wall,			
48" wide x 5/8" thick polycarbonate panels, Clear, 8' high . . . . .	SF	26.25	25.50
48" wide x 5/8" thick polycarbonate panels, White, 8' high . . . . .	SF	26.75	26.00
6-wall, 48" wide x 1" thick polycarbonate panels, Clear, 8' high . . . . .	SF	29.75	29.25
6-wall, 48" wide x 1" thick polycarbonate panels, White, 8' high . . . . .	SF	30.50	30.00
Skyroof, Atrium, Curb mounted, Single pitch, With aluminium frame,			
5/8" clear triple wall polycarbonate, 8'-0" wide . . . . .	SF	35.75	35.25
5/8" white triple wall polycarbonate, 8'-0" wide . . . . .	SF	36.25	35.75
1" clear 6-wall polycarbonate, 8'-0" wide . . . . .	SF	39.25	39.00
1" white 6-wall polycarbonate, 8'-0" wide . . . . .	SF	40.25	39.75
Skyroof, Atrium, Curb mounted, Double pitch, With aluminium frame,			
5/8" clear triple wall polycarbonate, 16'-0" wide . . . . .	SF	36.75	36.50
5/8" white triple wall polycarbonate, 8'-0" wide . . . . .	SF	37.25	37.25
1" clear 6-wall polycarbonate, 8'-0" wide . . . . .	SF	41.00	41.00
1" white 6-wall polycarbonate, 8'-0" wide . . . . .	SF	42.00	42.00

MARSHALL VALUATION SERVICE  
© 2017 CoreLogic®, Inc. and its licensors, all rights reserved. Any reprinting, distribution, creation of derivative works, and/or public displays is strictly prohibited.

The data included on this page becomes obsolete after update delivery, scheduled for January 2018.

1/2017



## 2.3 Case Study, cont. Using a Cost Manual for Green Components

### GREEN BUILDING SECTION

SECTION 70 PAGE 13  
January 2017

#### ADDITIONS

##### FINISHES

Finishes can contribute Green credits by meeting the Low-Emitting Materials for Carpet, Adhesives & Solvents, Paints & Coatings and Regional Material requirements. The Low-Emitting Materials requirement limits the amount of VOC's that can be out gassed for specific product and the use of urea-formaldehyde resins. The Regional Material credit requires all materials to be extracted, processed and manufactured within 500 miles of the building site. Opening components must also be NFRC certified and contribute to the reduction in energy to be considered Green.

	UOM	COMMERCIAL/RESIDENTIAL
Sealer, Concrete floor, Semi-transparent, Acrylic, Colored, Semi-gloss finish, 2 coats, Spray	SF	1.04
Paint, Floor, Interior, Concrete, Low VOC, 1 coat finish, Sprayed	SF	0.36
Paint, Floor, Interior, Metal, Low VOC, Primer and finish coat, Sprayed	SF	0.73
Paint, Wall, Interior, Low VOC latex paint, Average, Brush/Roller/Spray, 2 Finish coats, Flatwall	SF	0.54
2 finish coats, Semi-gloss enamel	SF	0.58
Paint, Ceiling, Interior, Low VOC latex paint, Average, Brush/Roller/Spray, 2 Finish coats, Flatwall	SF	0.54
2 finish coats, Semi-gloss enamel	SF	0.57
Paint, Wall, Interior, Zero VOC latex paint, Average, Brush/Roller/Spray, Primer and Finish coat, Flatwall	SF	0.59
Primer and Finish coat, Semi-gloss enamel	SF	0.63
Paint, Ceiling, Interior, Zero VOC latex paint, Average, Brush/Roller/Spray, Primer and Finish coat, Flatwall	SF	0.64
Primer and Finish coat, Semi-gloss enamel	SF	0.68
Wood finish, Low VOC, Polyurethane, Clear, 1 coat, Brushed	SF	0.85
Wood finish, Low VOC, Lacquer, Clear, 3 coat, Brushed	SF	2.07
Metal stud framing, Recycled Content, Non-load bearing, Galvanized, 25 Ga, 1-5/8" wide, 16" o.c.	SF	1.76
1-5/8" wide, 24" o.c.	SF	1.32
2-1/2" wide, 16" o.c.	SF	1.96
2-1/2" wide, 24" o.c.	SF	1.49
4" wide, 16" o.c.	SF	2.21
4" wide, 24" o.c.	SF	1.68
6" wide, 16" o.c.	SF	2.22
6" wide, 24" o.c.	SF	1.69
Sealer, Concrete floor, Semi-transparent, Acrylic, Colored, Semi-gloss finish, 2 coats, Spray	SF	1.04
Paint, Floor, Interior, Concrete, Low VOC, 1 coat finish, Sprayed	SF	0.36
Paint, Floor, Interior, Metal, Low VOC, Primer and finish coat, Sprayed	SF	0.73
Paint, Wall, Interior, Zero VOC latex paint, Average, Brush/Roller/Spray, Primer and Finish coat, Flatwall	SF	0.59
Primer and Finish coat, Semi-gloss enamel	SF	0.63
Paint, Ceiling, Interior, Zero VOC latex paint, Average, Brush/Roller/Spray, Primer and Finish coat, Flatwall	SF	0.64
Primer and Finish coat, Semi-gloss enamel	SF	0.68

##### SPECIALTIES

This area is very broad and encompasses many items. Material or building components typically addressed in this section would be specialty items such as Green Power generation equipment, rain water harvesting, signage, bathroom hand dryers and site features to control heat island effects.

	UOM	COMMERCIAL	RESIDENTIAL
Pellet stove, Freestanding, With glass door and 3" direct vent, 40,000 Btu, Heavy steel, 24"x 21"x 20" H	EA	----	3425.00
45,000 Btu, Heavy steel, 22"x 27"x 29" H	EA	----	3775.00
With ceramic glass door, 50,000 Btu, Heavy steel, 26"x 31"x 33-1/4" H	EA	----	4450.00
Fireplace insert, Wood burning, With cast iron glass door, blower and 6" dia. flue liner, 69,600 BTU, Steel, Black finish	EA	----	2210.00
With steel glass bay door and blower, 70,000 BTU, Steel, Black finish	EA	----	4000.00
Automatic high efficient hand dryer, Surface mounted, With infra red sensor, High air flow, 120 V, Metal cover, Enamel finish, 11-3/4" x 12-3/4" x 6-3/4" D	EA	650.00	----
Satin stainless finish, 11-3/4" x 12-3/4" x 6-3/4" D	EA	785.00	----
Exit sign, Door mounted, Photoluminescent, Rigid plastic, 4" x 6" x 1/8" thick	EA	33.50	30.75
Exit egress sign, With directional graphic, Photoluminescent, Rigid plastic, 8" x 4-1/2" x 5/8" thick	EA	49.25	45.25
Egress stair signage, Wall mounted, Projecting, Double sided, With graphic, Aluminum, Photoluminescent, 6" x 5" x 3-1/2" projection	EA	48.50	44.00
Exit sign, Photoluminescent, 15" x 8-1/2" x 1" thick	EA	90.00	87.00
With directional arrows, 15" x 8-1/2" x 1" thick	EA	100.00	97.00
8" lettering, Plastic, 17" x 10" x 1/2" thick	EA	160.00	155.00
With directional arrows, Metal frame, 15-1/4" x 8-1/4" x 1" thick	EA	160.00	155.00
8" lettering, Plastic, 17" x 10" x 1/2" thick	EA	225.00	225.00
100 ft visibility, With directional arrows, 16" x 8-5/8" x 1/2" thick	EA	255.00	250.00
Ceiling mounted, Double sided, With directional arrows, Metal frame, Photoluminescent, 15-1/4" x 8-1/4" x 1" thick	EA	285.00	280.00

##### GLAZING/WINDOW SHADING

	UOM	COMMERCIAL	RESIDENTIAL
Awning, Fixed, Aluminum, Baked enamel finish, 2' projection, 3' wide	EA	----	445.00
Awning, Retractable, Manual, Standard vinyl, 8' projection, Up to 10' wide	SF	----	30.75
Awning, Fixed, Aluminum, Baked enamel finish, 3' projection, 6' wide	EA	----	570.00
Custom acrylic fabric, 8' projection, Up to 10' wide	SF	----	32.25
Awning, Retractable, Motorized, Standard vinyl, 8' projection, Up to 10' wide	SF	----	38.00
Custom acrylic fabric, 8' projection, Up to 10' wide	SF	----	39.75

MARSHALL VALUATION SERVICE  
© 2017 CoreLogic®, Inc. and its licensors, all rights reserved. Any reprinting, distribution, creation of derivative works, and/or public displays is strictly prohibited.

**The data included on this page becomes obsolete after update delivery, scheduled for January 2018.**

1/2017



## 2.3 Case Study, cont. Using a Cost Manual for Green Components

SECTION 70 PAGE 14  
January 2017

### GREEN BUILDING SECTION

		ADDITIONS																																																																																																																									
SPECIAL CONSTRUCTION	UOM	COMMERCIAL/RESIDENTIAL	PLUMBING & FIXTURES																																																																																																																								
Solar hydronic panel, Residential, Roof mounted, With 50 gal tank, photovoltaic pump and piping, Flat lexan/anodized aluminum frame panel, 20" x 144" .....	EA	1,560.00																																																																																																																									
Solar hydronic panel, Flat roof tilt mounted, With 52 gal steel tank, single heat exchanger, pump and piping, Flat glass/anodized aluminum frame panel, 88" x 96" .....	EA	5,100.00																																																																																																																									
Solar panel array, Photovoltaic, Grid-tied system, Flush mounted rack, Sloped roof, 2 kWh capacity .....	EA	7,500.00																																																																																																																									
Solar panel array, Photovoltaic, Grid-tied system, Flush mounted rack, Sloped roof, 4 kWh capacity .....	EA	13,800.00																																																																																																																									
Solar water heater, System including, Collectors / Tank / Controller / Pump / Valves / Piping / Insulation / etc., 80 gallon .....	EA	7,350.00																																																																																																																									
120 gallon .....	EA	9,250.00																																																																																																																									
Solar panel array, Photovoltaic, Grid-tied system, Flush mounted rack, Sloped roof, 6 kWh capacity .....	EA	18,800.00																																																																																																																									
8 kWh capacity .....	EA	23,900.00																																																																																																																									
Solar panel array, Photovoltaic, Grid-tied system, Low tilt (30deg) mounted rack, Flat roof, 10 kWh capacity .....	EA	35,500.00																																																																																																																									
15 kWh capacity .....	EA	51,500.00																																																																																																																									
50 kWh capacity .....	EA	149,000.00																																																																																																																									
75 kWh capacity .....	EA	219,000.00																																																																																																																									
Roofing, Solar photovoltaic, Tile, Slate, Grid-tied system, 2kWh capacity .....	EA	20,700.00																																																																																																																									
Roofing, Solar photovoltaic, Shingles, Grid-tied system, 2kWh capacity .....	EA	13,000.00																																																																																																																									
4kWh capacity .....	EA	24,800.00																																																																																																																									
Wind turbine generator, Off-grid, With 33' guyed pole, 9' rotor blade, 24/36/48 VDC, 1.0 Kwatt .....	EA	20,300.00																																																																																																																									
Grid-tied, With inverter and 45' tower, 12' rotor blade, 120/240V, 1.8 Kwatt .....	EA	28,600.00																																																																																																																									
Electric backup power storage, With inverter and steel enclosure, 8-200Ah 6V batteries, 120VAC, 9.6 kWh .....	EA	7,700.00																																																																																																																									
Electric backup power storage, Add-on with steel enclosure, 8-200Ah 6V batteries, 240VAC, 9.6 kWh .....	EA	3,175.00																																																																																																																									
Wind turbine generator, Grid-tied, With inverter and 60' tower, 12' rotor blade, 120/240V, 2.4 Kwatt .....	EA	60,500.00																																																																																																																									
Electric backup power storage, With inverter and steel enclosure, 4-200Ah 6V batteries, 120VAC, 4.8 kWh .....	EA	6,600.00																																																																																																																									
12-200Ah 6V batteries, 120VAC, 14.4 kWh .....	EA	8,000.00																																																																																																																									
12-200Ah 6V batteries, 240VAC, 14.4 kWh .....	EA	4,875.00																																																																																																																									
			<p>Plumbing has a very broad impact on Green credits primarily covering the efficient management, use and reuse of water and energy use. Typically items covered may include Water Efficient Landscaping, Innovative Waste Water Technologies, Water Use Reduction, Minimum Energy Performance, Recycled Content, On-site Renewable Energy and Fundamental Refrigerant Management.</p> <table border="0" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;"></th> <th style="width: 10%;"></th> <th style="width: 15%;"></th> <th style="width: 15%;"></th> </tr> <tr> <th style="text-align: left;"></th> <th style="text-align: left;">UOM</th> <th style="text-align: left;">COMMERCIAL</th> <th style="text-align: left;">RESIDENTIAL</th> </tr> </thead> <tbody> <tr> <td>Reverse Osmosis/Deionization water purification system, 3 stage, 24 gpd .....</td> <td style="text-align: center;">EA</td> <td style="text-align: right;">215.00</td> <td style="text-align: right;">200.00</td> </tr> <tr> <td>3 stage, 36 gpd .....</td> <td style="text-align: center;">EA</td> <td style="text-align: right;">220.00</td> <td style="text-align: right;">205.00</td> </tr> <tr> <td>3 stage, 50 gpd .....</td> <td style="text-align: center;">EA</td> <td style="text-align: right;">225.00</td> <td style="text-align: right;">210.00</td> </tr> <tr> <td>3 stage, 75 gpd .....</td> <td style="text-align: center;">EA</td> <td style="text-align: right;">235.00</td> <td style="text-align: right;">220.00</td> </tr> <tr> <td>3 stage, 100 gpd .....</td> <td style="text-align: center;">EA</td> <td style="text-align: right;">300.00</td> <td style="text-align: right;">285.00</td> </tr> <tr> <td>4 stage, 75 gpd .....</td> <td style="text-align: center;">EA</td> <td style="text-align: right;">370.00</td> <td style="text-align: right;">360.00</td> </tr> <tr> <td>5 stage, 50 gpd .....</td> <td style="text-align: center;">EA</td> <td style="text-align: right;">485.00</td> <td style="text-align: right;">475.00</td> </tr> <tr> <td>5 stage, 75 gpd .....</td> <td style="text-align: center;">EA</td> <td style="text-align: right;">495.00</td> <td style="text-align: right;">485.00</td> </tr> <tr> <td>6 stage, 50 gpd .....</td> <td style="text-align: center;">EA</td> <td style="text-align: right;">525.00</td> <td style="text-align: right;">510.00</td> </tr> <tr> <td>6 stage, 75 gpd .....</td> <td style="text-align: center;">EA</td> <td style="text-align: right;">530.00</td> <td style="text-align: right;">520.00</td> </tr> <tr> <td>Greywater system, For water closet, With pump and filter, 5-1/2 gallon tank, 12VDC .....</td> <td style="text-align: center;">EA</td> <td style="text-align: center;">----</td> <td style="text-align: right;">505.00</td> </tr> <tr> <td>Greywater tank, Residential, Up to 3 persons, 39 gallons, 22-1/2" dia. x 46"H. ....</td> <td style="text-align: center;">EA</td> <td style="text-align: center;">----</td> <td style="text-align: right;">3,625.00</td> </tr> <tr> <td>Up to 6 persons, 66 gallon tank, 22-1/2" dia. x 60"H. ....</td> <td style="text-align: center;">EA</td> <td style="text-align: center;">----</td> <td style="text-align: right;">4,000.00</td> </tr> <tr> <td>Up to 9 persons, 92 gallon tank, 30-1/2" dia. x 53"H. ....</td> <td style="text-align: center;">EA</td> <td style="text-align: center;">----</td> <td style="text-align: right;">4,500.00</td> </tr> <tr> <td>Up to 12 persons, 119 gallon tank, 30-1/2" dia. x 60"H. ....</td> <td style="text-align: center;">EA</td> <td style="text-align: center;">----</td> <td style="text-align: right;">4,800.00</td> </tr> <tr> <td>Atmospheric water system, Generator, 110v 50Hz, 3.17 gallon capacity .....</td> <td style="text-align: center;">EA</td> <td style="text-align: center;">----</td> <td style="text-align: right;">1,720.00</td> </tr> <tr> <td>3.6 gallon capacity .....</td> <td style="text-align: center;">EA</td> <td style="text-align: center;">----</td> <td style="text-align: right;">2,030.00</td> </tr> <tr> <td>Faucet aerator, Kitchen, 2 spray setting, With pause valve, Chrome finish, 1.5 GPM. ....</td> <td style="text-align: center;">EA</td> <td style="text-align: center;">----</td> <td style="text-align: right;">20.85</td> </tr> <tr> <td>Showerhead, Shutoff valve, Brass, Chrome finish. ....</td> <td style="text-align: center;">EA</td> <td style="text-align: center;">----</td> <td style="text-align: right;">23.75</td> </tr> <tr> <td>Insulation, Pipe, Fiberglass, P/c with ssl, 1/2"o.d. x 1/2"wall .....</td> <td style="text-align: center;">LF</td> <td style="text-align: right;">6.33</td> <td style="text-align: right;">5.46</td> </tr> <tr> <td>3/4"o.d. x 1/2"wall .....</td> <td style="text-align: center;">LF</td> <td style="text-align: right;">6.88</td> <td style="text-align: right;">5.99</td> </tr> <tr> <td>1"o.d. x 1/2"wall .....</td> <td style="text-align: center;">LF</td> <td style="text-align: right;">7.16</td> <td style="text-align: right;">6.23</td> </tr> <tr> <td>1-1/4"o.d. x 1/2"wall .....</td> <td style="text-align: center;">LF</td> <td style="text-align: right;">7.49</td> <td style="text-align: right;">6.52</td> </tr> <tr> <td>1-1/2"o.d. x 1/2"wall .....</td> <td style="text-align: center;">LF</td> <td style="text-align: right;">7.85</td> <td style="text-align: right;">6.85</td> </tr> <tr> <td>2"o.d. x 1/2"wall .....</td> <td style="text-align: center;">LF</td> <td style="text-align: right;">8.37</td> <td style="text-align: right;">7.30</td> </tr> <tr> <td>2-1/2"o.d. x 1/2"wall .....</td> <td style="text-align: center;">LF</td> <td style="text-align: right;">9.06</td> <td style="text-align: right;">7.92</td> </tr> <tr> <td>1/2"o.d. x 1"wall .....</td> <td style="text-align: center;">LF</td> <td style="text-align: right;">6.68</td> <td style="text-align: right;">5.78</td> </tr> <tr> <td>3/4"o.d. x 1"wall .....</td> <td style="text-align: center;">LF</td> <td style="text-align: right;">7.36</td> <td style="text-align: right;">6.44</td> </tr> </tbody> </table>						UOM	COMMERCIAL	RESIDENTIAL	Reverse Osmosis/Deionization water purification system, 3 stage, 24 gpd .....	EA	215.00	200.00	3 stage, 36 gpd .....	EA	220.00	205.00	3 stage, 50 gpd .....	EA	225.00	210.00	3 stage, 75 gpd .....	EA	235.00	220.00	3 stage, 100 gpd .....	EA	300.00	285.00	4 stage, 75 gpd .....	EA	370.00	360.00	5 stage, 50 gpd .....	EA	485.00	475.00	5 stage, 75 gpd .....	EA	495.00	485.00	6 stage, 50 gpd .....	EA	525.00	510.00	6 stage, 75 gpd .....	EA	530.00	520.00	Greywater system, For water closet, With pump and filter, 5-1/2 gallon tank, 12VDC .....	EA	----	505.00	Greywater tank, Residential, Up to 3 persons, 39 gallons, 22-1/2" dia. x 46"H. ....	EA	----	3,625.00	Up to 6 persons, 66 gallon tank, 22-1/2" dia. x 60"H. ....	EA	----	4,000.00	Up to 9 persons, 92 gallon tank, 30-1/2" dia. x 53"H. ....	EA	----	4,500.00	Up to 12 persons, 119 gallon tank, 30-1/2" dia. x 60"H. ....	EA	----	4,800.00	Atmospheric water system, Generator, 110v 50Hz, 3.17 gallon capacity .....	EA	----	1,720.00	3.6 gallon capacity .....	EA	----	2,030.00	Faucet aerator, Kitchen, 2 spray setting, With pause valve, Chrome finish, 1.5 GPM. ....	EA	----	20.85	Showerhead, Shutoff valve, Brass, Chrome finish. ....	EA	----	23.75	Insulation, Pipe, Fiberglass, P/c with ssl, 1/2"o.d. x 1/2"wall .....	LF	6.33	5.46	3/4"o.d. x 1/2"wall .....	LF	6.88	5.99	1"o.d. x 1/2"wall .....	LF	7.16	6.23	1-1/4"o.d. x 1/2"wall .....	LF	7.49	6.52	1-1/2"o.d. x 1/2"wall .....	LF	7.85	6.85	2"o.d. x 1/2"wall .....	LF	8.37	7.30	2-1/2"o.d. x 1/2"wall .....	LF	9.06	7.92	1/2"o.d. x 1"wall .....	LF	6.68	5.78	3/4"o.d. x 1"wall .....	LF	7.36	6.44
	UOM	COMMERCIAL	RESIDENTIAL																																																																																																																								
Reverse Osmosis/Deionization water purification system, 3 stage, 24 gpd .....	EA	215.00	200.00																																																																																																																								
3 stage, 36 gpd .....	EA	220.00	205.00																																																																																																																								
3 stage, 50 gpd .....	EA	225.00	210.00																																																																																																																								
3 stage, 75 gpd .....	EA	235.00	220.00																																																																																																																								
3 stage, 100 gpd .....	EA	300.00	285.00																																																																																																																								
4 stage, 75 gpd .....	EA	370.00	360.00																																																																																																																								
5 stage, 50 gpd .....	EA	485.00	475.00																																																																																																																								
5 stage, 75 gpd .....	EA	495.00	485.00																																																																																																																								
6 stage, 50 gpd .....	EA	525.00	510.00																																																																																																																								
6 stage, 75 gpd .....	EA	530.00	520.00																																																																																																																								
Greywater system, For water closet, With pump and filter, 5-1/2 gallon tank, 12VDC .....	EA	----	505.00																																																																																																																								
Greywater tank, Residential, Up to 3 persons, 39 gallons, 22-1/2" dia. x 46"H. ....	EA	----	3,625.00																																																																																																																								
Up to 6 persons, 66 gallon tank, 22-1/2" dia. x 60"H. ....	EA	----	4,000.00																																																																																																																								
Up to 9 persons, 92 gallon tank, 30-1/2" dia. x 53"H. ....	EA	----	4,500.00																																																																																																																								
Up to 12 persons, 119 gallon tank, 30-1/2" dia. x 60"H. ....	EA	----	4,800.00																																																																																																																								
Atmospheric water system, Generator, 110v 50Hz, 3.17 gallon capacity .....	EA	----	1,720.00																																																																																																																								
3.6 gallon capacity .....	EA	----	2,030.00																																																																																																																								
Faucet aerator, Kitchen, 2 spray setting, With pause valve, Chrome finish, 1.5 GPM. ....	EA	----	20.85																																																																																																																								
Showerhead, Shutoff valve, Brass, Chrome finish. ....	EA	----	23.75																																																																																																																								
Insulation, Pipe, Fiberglass, P/c with ssl, 1/2"o.d. x 1/2"wall .....	LF	6.33	5.46																																																																																																																								
3/4"o.d. x 1/2"wall .....	LF	6.88	5.99																																																																																																																								
1"o.d. x 1/2"wall .....	LF	7.16	6.23																																																																																																																								
1-1/4"o.d. x 1/2"wall .....	LF	7.49	6.52																																																																																																																								
1-1/2"o.d. x 1/2"wall .....	LF	7.85	6.85																																																																																																																								
2"o.d. x 1/2"wall .....	LF	8.37	7.30																																																																																																																								
2-1/2"o.d. x 1/2"wall .....	LF	9.06	7.92																																																																																																																								
1/2"o.d. x 1"wall .....	LF	6.68	5.78																																																																																																																								
3/4"o.d. x 1"wall .....	LF	7.36	6.44																																																																																																																								

MARSHALL VALUATION SERVICE  
© 2017 CoreLogic®, Inc. and its licensors, all rights reserved. Any reprinting, distribution, creation of derivative works, and/or public displays is strictly prohibited.

The data included on this page becomes obsolete after update delivery, scheduled for January 2018.

1/2017



## 2.3 Case Study, cont. Using a Cost Manual for Green Components

### GREEN BUILDING SECTION

SECTION 70 PAGE 15  
January 2017

#### ADDITIONS

#### PLUMBING & FIXTURES (CONT.)

	UOM	COMMERCIAL	RESIDENTIAL		UOM	COMMERCIAL	RESIDENTIAL
Insulation, Pipe, Fiberglass, P/c with ssl,				Insulation, Pipe, Rubber, Closed cell foam,			
1"o.d. x 1"wall	LF	7.76	6.81	1-1/8"o.d. x 3/4"wall	LF	9.56	8.47
1-1/4"o.d. x 1"wall	LF	8.63	7.68	1-3/8"o.d. x 3/4"wall	LF	10.15	9.07
1-1/2"o.d. x 1"wall	LF	9.32	8.35	1-5/8"o.d. x 3/4"wall	LF	11.50	10.45
2"o.d. x 1"wall	LF	9.87	8.99	2-1/8"o.d. x 3/4"wall	LF	13.00	11.85
2-1/2"o.d. x 1"wall	LF	10.55	9.58	5/8"o.d. x 1"wall	LF	10.05	9.03
3"o.d. x 1"wall	LF	11.05	-----	7/8"o.d. x 1"wall	LF	11.55	10.55
4"o.d. x 1"wall	LF	11.80	-----	1-1/8"o.d. x 1"wall	LF	12.70	11.75
1/2"o.d. x 1-1/2"wall	LF	8.39	7.52	1-3/8"o.d. x 1"wall	LF	13.85	12.85
3/4"o.d. x 1-1/2"wall	LF	9.15	8.27	1-5/8"o.d. x 1"wall	LF	14.90	13.90
1"o.d. x 1-1/2"wall	LF	9.53	8.62	2-1/8"o.d. x 1"wall	LF	17.00	16.00
1-1/4"o.d. x 1-1/2"wall	LF	10.00	9.07	Pipe fitting cover, Insulated, Pvc, Ips, 90 degree elbow, #2,			
1-1/2"o.d. x 1-1/2"wall	LF	10.50	9.55	3/8"o.d. x 1/2"wall	EA	9.47	7.96
2"o.d. x 1-1/2"wall	LF	11.10	10.10	1/2"o.d. x 1/2"wall	EA	9.72	8.18
2-1/2"o.d. x 1-1/2"wall	LF	11.70	10.60	3"o.d. x 1/2"wall	EA	13.80	12.00
3"o.d. x 1-1/2"wall	LF	12.25	-----	3-1/2"o.d. x 1/2"wall	EA	14.60	12.75
4"o.d. x 1-1/2"wall	LF	13.40	-----	4"o.d. x 1/2"wall	EA	15.70	13.85
1/2"o.d. x 2"wall	LF	10.05	9.22	Pipe fitting cover, Insulated, Pvc, Ips, 45 degree elbow, #2,			
3/4"o.d. x 2"wall	LF	10.90	10.05	3/8"o.d. x 1/2"wall	EA	9.47	7.96
1"o.d. x 2"wall	LF	11.35	10.50	1/2"o.d. x 1/2"wall	EA	9.72	8.18
1-1/4"o.d. x 2"wall	LF	11.80	10.90	3"o.d. x 1/2"wall	EA	13.80	12.00
1-1/2"o.d. x 2"wall	LF	12.50	11.60	3-1/2"o.d. x 1/2"wall	EA	14.60	12.75
2"o.d. x 2"wall	LF	13.35	12.40	4"o.d. x 1/2"wall	EA	15.70	13.85
2-1/2"o.d. x 2"wall	LF	14.15	13.10	Pipe fitting cover, Insulated, Pvc, Ips, 45 or 90 degree elbow, #4,			
3"o.d. x 2"wall	LF	15.20	-----	3/4"o.d. x 1/2"wall	EA	9.99	8.43
4"o.d. x 2"wall	LF	16.65	-----	1"o.d. x 1/2"wall	EA	10.20	8.61
Insulation, Pipe, Rubber, Closed cell foam,				1-1/4"o.d. x 1/2"wall	EA	10.55	8.93
3/8"o.d. x 3/8"wall	LF	6.22	5.20	1-1/2"o.d. x 1/2"wall	EA	10.90	9.25
1/2"o.d. x 3/8"wall	LF	6.55	5.50	2"o.d. x 1/2"wall	EA	11.75	10.05
5/8"o.d. x 3/8"wall	LF	6.78	5.71	2-1/2"o.d. x 1/2"wall	EA	12.65	10.95
3/4"o.d. x 3/8"wall	LF	6.93	5.84	5"o.d. x 1/2"wall	EA	20.30	18.45
7/8"o.d. x 3/8"wall	LF	7.17	6.06	6"o.d. x 1/2"wall	EA	23.65	21.80
1-1/8"o.d. x 3/8"wall	LF	7.51	6.36	7"o.d. x 1/2"wall	EA	26.25	24.40
1-3/8"o.d. x 3/8"wall	LF	7.78	6.61	8"o.d. x 1/2"wall	EA	31.75	30.00
1-5/8"o.d. x 3/8"wall	LF	8.21	7.04	9"o.d. x 1/2"wall	EA	36.00	34.00
2-1/8"o.d. x 3/8"wall	LF	8.90	7.71	10"o.d. x 1/2"wall	EA	39.25	37.50
3/8"o.d. x 1/2"wall	LF	6.85	5.81	11"o.d. x 1/2"wall	EA	47.50	45.75
1/2"o.d. x 1/2"wall	LF	7.12	6.07	Pipe fitting cover, Insulated, Pvc, Ips, Tee, #2,			
5/8"o.d. x 1/2"wall	LF	7.33	6.27	3/8"o.d. x 1/2"wall	EA	14.10	11.90
3/4"o.d. x 1/2"wall	LF	7.45	6.37	1/2"o.d. x 1/2"wall	EA	14.30	12.05
7/8"o.d. x 1/2"wall	LF	7.63	6.55	3/4"o.d. x 1/2"wall	EA	14.85	12.55
1-1/8"o.d. x 1/2"wall	LF	8.00	6.88	1"o.d. x 1/2"wall	EA	15.15	12.85
1-3/8"o.d. x 1/2"wall	LF	8.37	7.22	1-1/4"o.d. x 1/2"wall	EA	16.00	13.65
1-5/8"o.d. x 1/2"wall	LF	8.86	7.68	1-1/2"o.d. x 1/2"wall	EA	16.30	13.95
2-1/8"o.d. x 1/2"wall	LF	9.89	8.67	2"o.d. x 1/2"wall	EA	17.45	15.00
2-3/8"o.d. x 1/2"wall	LF	10.75	9.52	2-1/2"o.d. x 1/2"wall	EA	18.85	16.35
2-5/8"o.d. x 1/2"wall	LF	11.30	10.10	3"o.d. x 1/2"wall	EA	20.15	17.60
3-1/8"o.d. x 1/2"wall	LF	12.40	11.10	3-1/2"o.d. x 1/2"wall	EA	21.40	18.80
3-1/2"o.d. x 1/2"wall	LF	13.00	11.65	4"o.d. x 1/2"wall	EA	23.65	21.05
4-1/8"o.d. x 1/2"wall	LF	15.30	13.95	5"o.d. x 1/2"wall	EA	29.00	26.25
4-1/2"o.d. x 1/2"wall	LF	16.05	14.70	6"o.d. x 1/2"wall	EA	41.50	39.25
5/8"o.d. x 3/4"wall	LF	8.04	6.97	7"o.d. x 1/2"wall	EA	44.75	42.50
7/8"o.d. x 3/4"wall	LF	8.64	7.55	8"o.d. x 1/2"wall	EA	55.00	53.00
				9"o.d. x 1/2"wall	EA	60.00	58.00
				10"o.d. x 1/2"wall	EA	64.00	62.00
				11"o.d. x 1/2"wall	EA	71.00	69.00

MARSHALL VALUATION SERVICE  
© 2017 CoreLogic®, Inc. and its licensors, all rights reserved. Any reprinting, distribution, creation of derivative works, and/or public displays is strictly prohibited.

The data included on this page becomes obsolete after update delivery, scheduled for January 2018.

1/2017



## 2.3 Case Study, cont. Using a Cost Manual for Green Components

SECTION 70 PAGE 16  
January 2017

### GREEN BUILDING SECTION

PLUMBING & FIXTURES (CONT.)				ADDITIONS			
	UOM	COMMERCIAL	RESIDENTIAL		UOM	COMMERCIAL	RESIDENTIAL
Pipe fitting cover, Insulated, Pvc, Ips, Mechanical groove, 90 degree elbow,				Pipe cover, Jacket, Aluminum, Ips, Cc with ssl, Smooth, 16mil,			
2"o.d. ....	EA	21.55	20.30	1-1/2"o.d. ....	LF	7.64	6.51
2-1/2"o.d. ....	EA	22.50	21.25	2"o.d. ....	LF	8.15	6.99
3"o.d. ....	EA	26.00	24.95	2-1/2"o.d. ....	LF	8.55	7.34
4"o.d. ....	EA	30.75	29.75	3"o.d. ....	LF	8.97	7.73
5"o.d. ....	EA	35.50	34.50	3-1/2"o.d. ....	LF	9.42	8.14
6"o.d. ....	EA	43.00	42.00	4"o.d. ....	LF	9.89	8.58
8"o.d. ....	EA	53.00	53.00	4-1/2"o.d. ....	LF	10.50	9.15
10"o.d. ....	EA	69.00	69.00	5-1/2"o.d. ....	LF	11.35	9.92
12"o.d. ....	EA	105.00	105.00	7"o.d. ....	LF	12.55	11.00
Pipe fitting cover, Insulated, Pvc, Ips, Mechanical groove, 45 degree elbow, #9,				8"o.d. ....	LF	13.40	11.80
2"o.d. ....	EA	20.90	19.65	9"o.d. ....	LF	14.30	12.65
2-1/2"o.d. ....	EA	21.40	20.10	10"o.d. ....	LF	15.20	13.45
3"o.d. ....	EA	25.50	24.30	11"o.d. ....	LF	16.05	14.20
4"o.d. ....	EA	30.00	29.00	12"o.d. ....	LF	17.05	15.15
5"o.d. ....	EA	34.50	33.50	13"o.d. ....	LF	17.95	16.00
6"o.d. ....	EA	41.50	40.50	15"o.d. ....	LF	19.35	17.20
8"o.d. ....	EA	51.00	50.00	15-1/2"o.d. ....	LF	20.05	17.90
10"o.d. ....	EA	64.00	63.00	Pipe cover, Jacket, Aluminum, Ips, Cc with ssl, Stucco embossed, 16mil,			
12"o.d. ....	EA	90.00	90.00	1-1/2"o.d. ....	LF	7.69	6.56
Pipe fitting cover, Insulated, Pvc, Ips, Mechanical groove, Tee,				2"o.d. ....	LF	8.21	7.05
2"o.d. ....	EA	34.00	32.25	2-1/2"o.d. ....	LF	8.57	7.37
2-1/2"o.d. ....	EA	36.00	34.00	3"o.d. ....	LF	9.05	7.81
3"o.d. ....	EA	39.75	38.00	3-1/2"o.d. ....	LF	9.51	8.23
4"o.d. ....	EA	52.00	50.00	4"o.d. ....	LF	10.00	8.69
5"o.d. ....	EA	58.00	57.00	4-1/2"o.d. ....	LF	10.60	9.27
6"o.d. ....	EA	69.00	68.00	5-1/2"o.d. ....	LF	11.45	10.05
8"o.d. ....	EA	81.00	80.00	7"o.d. ....	LF	12.70	11.15
10"o.d. ....	EA	100.00	99.00	8"o.d. ....	LF	13.55	11.95
12"o.d. ....	EA	120.00	125.00	9"o.d. ....	LF	14.50	12.80
Pipe cover, Jacket, Pvc, Ips, Cc with ssl,				10"o.d. ....	LF	15.40	13.65
1"o.d. ....	LF	5.91	5.26	11"o.d. ....	LF	16.25	14.40
2"o.d. ....	LF	6.56	5.84	12"o.d. ....	LF	17.25	15.35
3"o.d. ....	LF	7.28	6.47	13"o.d. ....	LF	18.20	16.25
4"o.d. ....	LF	8.19	7.31	15"o.d. ....	LF	19.60	17.45
1-1/2"o.d. ....	LF	6.21	5.53	15-1/2"o.d. ....	LF	20.35	18.20
2-1/2"o.d. ....	LF	6.86	6.10	Pipe cover, Jacket, Aluminum, Ips, Cc with ssl, Smooth, 20mil,			
3-1/2"o.d. ....	LF	7.70	6.86	1-1/2"o.d. ....	LF	7.95	6.84
4-1/2"o.d. ....	LF	8.60	7.68	2"o.d. ....	LF	8.52	7.37
4-3/4"o.d. ....	LF	9.08	8.13	2-1/2"o.d. ....	LF	8.95	7.77
5-1/2"o.d. ....	LF	9.35	8.35	3"o.d. ....	LF	9.43	8.21
5-3/4"o.d. ....	LF	9.70	8.66	3-1/2"o.d. ....	LF	9.91	8.66
6-1/2"o.d. ....	LF	10.20	9.12	4"o.d. ....	LF	10.45	9.17
6-3/4"o.d. ....	LF	10.75	9.63	4-1/2"o.d. ....	LF	11.15	9.82
7-1/4"o.d. ....	LF	11.50	10.30	5-1/2"o.d. ....	LF	12.05	10.70
8-1/2"o.d. ....	LF	11.90	10.70	7"o.d. ....	LF	13.40	11.90
8-3/4"o.d. ....	LF	12.45	11.15	8"o.d. ....	LF	14.30	12.75
				9"o.d. ....	LF	15.30	13.65
				10"o.d. ....	LF	16.30	14.55
				11"o.d. ....	LF	17.20	15.40
				12"o.d. ....	LF	18.35	16.50
				13"o.d. ....	LF	19.35	17.45
				15"o.d. ....	LF	20.80	18.70
				15-1/2"o.d. ....	LF	21.65	19.55

MARSHALL VALUATION SERVICE  
© 2017 CoreLogic®, Inc. and its licensors, all rights reserved. Any reprinting, distribution, creation of derivative works, and/or public displays is strictly prohibited.

The data included on this page becomes obsolete after update delivery, scheduled for January 2018.

1/2017





## 2.3 Case Study, cont. Using a Cost Manual for Green Components

### GREEN BUILDING SECTION

SECTION 70 PAGE 17  
January 2017

PLUMBING & FIXTURES (CONT.)			ADDITIONS			UOM	COMMERCIAL	RESIDENTIAL
	UOM	COMMERCIAL	RESIDENTIAL					
Pipe cover, Jacket, Aluminum, Ips, Cc with ssl, Stucco embossed, 20mil.				Pipe fitting cover, Insulated, Aluminum, Ips, Tee,				
1-1/2"o.d. . . . .	LF	8.00	6.89	1-1/2"o.d. . . . .	EA	35.00	33.25	
2"o.d. . . . .	LF	8.59	7.45	2"o.d. . . . .	EA	35.25	33.75	
2-1/2"o.d. . . . .	LF	9.03	7.85	2-1/2"o.d. . . . .	EA	35.75	34.25	
3"o.d. . . . .	LF	9.52	8.30	3"o.d. . . . .	EA	36.25	34.50	
3-1/2"o.d. . . . .	LF	10.00	8.75	3-1/2"o.d. . . . .	EA	36.75	35.00	
4"o.d. . . . .	LF	10.55	9.27	4"o.d. . . . .	EA	37.25	35.50	
4-1/2"o.d. . . . .	LF	11.25	9.95	4-1/2"o.d. . . . .	EA	38.50	36.75	
5-1/2"o.d. . . . .	LF	12.20	10.80	5-1/2"o.d. . . . .	EA	43.25	41.75	
7"o.d. . . . .	LF	13.55	12.05	7"o.d. . . . .	EA	45.25	43.50	
8"o.d. . . . .	LF	14.45	12.90	8"o.d. . . . .	EA	46.50	44.75	
9"o.d. . . . .	LF	15.50	13.85	9"o.d. . . . .	EA	52.00	50.00	
10"o.d. . . . .	LF	16.50	14.80	10"o.d. . . . .	EA	54.00	52.00	
11"o.d. . . . .	LF	17.40	15.65	11"o.d. . . . .	EA	55.00	53.00	
12"o.d. . . . .	LF	18.55	16.75	12"o.d. . . . .	EA	57.00	56.00	
13"o.d. . . . .	LF	19.60	17.70	13"o.d. . . . .	EA	60.00	58.00	
15"o.d. . . . .	LF	21.05	19.00	13-1/2"o.d. . . . .	EA	67.00	65.00	
15-1/2"o.d. . . . .	LF	21.95	19.85	14"o.d. . . . .	EA	69.00	67.00	
Pipe fitting cover, Insulated, Aluminum, Ips, 90 degree elbow,				Insulation, Pipe, Polyethylene, P/c with ssl,				
1-1/2"o.d. . . . .	EA	13.60	12.20	3/8"o.d. x 3/8"wall . . . . .	LF	5.70	4.77	
2"o.d. . . . .	EA	14.35	12.90	1/2"o.d. x 3/8"wall . . . . .	LF	5.97	5.00	
2-1/2"o.d. . . . .	EA	15.55	14.10	3/4"o.d. x 3/8"wall . . . . .	LF	6.31	5.31	
3"o.d. . . . .	EA	16.10	14.60	1"o.d. x 3/8"wall . . . . .	LF	6.66	5.63	
3-1/2"o.d. . . . .	EA	17.50	16.05	1-1/4"o.d. x 3/8"wall . . . . .	LF	7.04	5.97	
4"o.d. . . . .	EA	19.10	17.65	1-3/4"o.d. x 3/8"wall . . . . .	LF	7.77	6.64	
4-1/2"o.d. . . . .	EA	21.70	20.20	1/4"o.d. x 1/2"wall . . . . .	LF	6.06	5.11	
5-1/2"o.d. . . . .	EA	27.00	25.75	3/8"o.d. x 1/2"wall . . . . .	LF	6.33	5.35	
7"o.d. . . . .	EA	30.00	28.75	1/2"o.d. x 1/2"wall . . . . .	LF	6.66	5.64	
8"o.d. . . . .	EA	32.25	31.00	3/4"o.d. x 1/2"wall . . . . .	LF	7.01	5.97	
9"o.d. . . . .	EA	39.75	38.50	1"o.d. x 1/2"wall . . . . .	LF	7.37	6.29	
10"o.d. . . . .	EA	40.75	39.50	1-3/4"o.d. x 1/2"wall . . . . .	LF	7.81	6.70	
11"o.d. . . . .	EA	46.25	45.25	1-1/4"o.d. x 1/2"wall . . . . .	LF	8.70	7.54	
12"o.d. . . . .	EA	58.00	57.00	2"o.d. x 1/2"wall . . . . .	LF	9.07	7.88	
13"o.d. . . . .	EA	60.00	60.00	2-1/4"o.d. x 1/2"wall . . . . .	LF	9.59	8.37	
13-1/2"o.d. . . . .	EA	70.00	70.00	2-3/4"o.d. x 1/2"wall . . . . .	LF	10.65	9.39	
14"o.d. . . . .	EA	72.00	71.00	3/8"o.d. x 3/4"wall . . . . .	LF	7.07	6.09	
Pipe fitting cover, Insulated, Aluminum, Ips, 45 degree elbow,				1/2"o.d. x 3/4"wall . . . . .	LF	7.47	6.48	
1-1/2"o.d. . . . .	EA	13.45	12.00	3/4"o.d. x 3/4"wall . . . . .	LF	8.07	7.06	
2"o.d. . . . .	EA	14.15	12.65	1"o.d. x 3/4"wall . . . . .	LF	8.62	7.58	
2-1/2"o.d. . . . .	EA	14.80	13.30	1-1/4"o.d. x 3/4"wall . . . . .	LF	9.66	8.63	
3"o.d. . . . .	EA	15.90	14.40	1-3/4"o.d. x 3/4"wall . . . . .	LF	11.05	9.96	
3-1/2"o.d. . . . .	EA	16.55	15.00	Pipe Insulation - Fiberglass Wrap,				
4"o.d. . . . .	EA	17.45	15.90	1/2" pipe . . . . .	LF	5.31	4.32	
4-1/2"o.d. . . . .	EA	18.75	17.20	3/4" pipe . . . . .	LF	5.61	4.58	
5-1/2"o.d. . . . .	EA	23.45	22.05	1" pipe . . . . .	LF	5.91	4.84	
7"o.d. . . . .	EA	25.75	24.15	1-1/2" pipe . . . . .	LF	6.36	5.24	
8"o.d. . . . .	EA	29.25	27.75					
9"o.d. . . . .	EA	33.00	31.50					
10"o.d. . . . .	EA	38.25	36.75					
11"o.d. . . . .	EA	41.75	40.50					
12"o.d. . . . .	EA	46.75	45.50					
13"o.d. . . . .	EA	52.00	51.00					
13-1/2"o.d. . . . .	EA	63.00	62.00					
14"o.d. . . . .	EA	67.00	67.00					

MARSHALL VALUATION SERVICE  
© 2017 CoreLogic®, Inc. and its licensors, all rights reserved. Any reprinting, distribution, creation of derivative works, and/or public displays is strictly prohibited.

The data included on this page becomes obsolete after update delivery, scheduled for January 2018.

1/2017



## 2.3 Case Study, cont. Using a Cost Manual for Green Components

SECTION 70 PAGE 18  
January 2017

### GREEN BUILDING SECTION

<b>HVAC</b>				<b>ADDITIONS</b>	
This area focuses on the efficient use of energy for habitation comfort as it pertains to climate control of a building. Typically items covered may include Minimum Energy Performance, On-site Renewable Energy and Fundamental Refrigerant Management.				UOM COMMERCIAL RESIDENTIAL	
High efficiency gas furnace, Forced air,				Fan, Exhaust, Ceiling mounted, Wall timer, Low profile housing, With 2- 18W compact fluorescent bulbs, 80 CFM, 25 Watts, 13" x 13" . . . . .	EA ----- 245.00
With single stage burner, 92% AFUE, 45 MBH . . . . .	EA	-----	1,720.00	Fan, Exhaust, Ceiling mounted, Humidity sensor, 130CFM, 90 Watts . . . . .	EA ----- 195.00
With 2 stage burner, 95% AFUE, 70 MBH . . . . .	EA	-----	1,840.00	Attic fan, Roof mounted, Solar powered, With thermostat switch, 10 watt, 850 CFM . . . . .	EA ----- 610.00
With 2 stage burner, Variable speed blower, 95% AFUE, 115 MBH . . . . .	EA	-----	3,025.00	1200 CFM, 20 Watts . . . . .	EA ----- 865.00
Heat pump, Geothermal, Forced air, Heat and cooling,				Attic fan, Gable mounted, Solar powered, With thermostat switch, 10 watt, 850 CFM . . . . .	EA ----- 570.00
2.5 tons . . . . .	EA	-----	5,350.00	1275 CFM, 20 Watts . . . . .	EA ----- 810.00
3 tons . . . . .	EA	-----	5,450.00		
4 tons . . . . .	EA	6,050.00	5,850.00	<b>ELECTRICAL LIGHTING</b>	
5 tons . . . . .	EA	6,500.00	6,250.00	UOM COMMERCIAL RESIDENTIAL	
Heat pump, Geothermal, Hydronic, Heat and cooling,				Floodlight, Exterior solar powered, Motion/Photo-cell activated, With photovoltaic panel and 4V battery, 2 - 3W LED conical heads, Cast aluminum housing, 8" x 9" x 6-3/4"H . . . . .	EA ----- 125.00
2.5 tons . . . . .	EA	-----	6,550.00	6V battery, Plastic housing, 80 LED, 7-7/8" x 7-3/4" x 8-5/8"H . . . . .	EA ----- 170.00
3 tons . . . . .	EA	-----	6,700.00	6V battery, Plastic housing, 30 watt, 8" x 7-3/4" x 9"H . . . . .	EA ----- 210.00
4 tons . . . . .	EA	8,150.00	7,900.00	Light fixture, Wall mounted, Automatic dusk-to-dawn, With photovoltaic module and battery, 8 LEDs, Aluminum housing, Beveled glass, 6-7/8" x 13"H . . . . .	EA ----- 220.00
5 tons . . . . .	EA	9,250.00	8,950.00	Light fixture, Ceiling mounted, Vandal resistant, Motion sensor, With photovoltaic module and battery, 11 watt compact fluorescent, Aluminum housing, 8" x 8" x 8"H . . . . .	EA ----- 815.00
6 tons . . . . .	EA	11,100.00	10,700.00		
Heat pump, Geothermal, Hybrid, Hydronic and forced air, Heating and cooling,				<b>EXTERIOR IMPROVEMENTS</b>	
3 ton . . . . .	EA	-----	9,650.00	UOM COMMERCIAL RESIDENTIAL	
4 tons . . . . .	EA	11,100.00	10,900.00	Paving, Reclaimed Brick, With 2" sand bed, 4" x 8" x 2-1/4" . . . . .	SF ----- 12.60
5 tons . . . . .	EA	12,300.00	12,000.00	Herringbone pattern . . . . .	SF 17.70 15.50
6 tons . . . . .	EA	14,200.00	13,700.00	Paving, Reclaimed, Granite, With 2" sand bed, Random, 4" x 6" to 6" x 10" . . . . .	SF 20.15 18.50
Geothermal, Horizontal ground loop system, With tubing and heat transfer fluid,				Herringbone pattern . . . . .	SF 23.90 21.60
3 tons . . . . .	EA	-----	4,925.00	Permeable pavers, interlocking, 2" gravel base and fill, precast concrete . . . . .	SF 14.00 12.70
4 tons . . . . .	EA	6,350.00	6,200.00	L-shaped, precast concrete . . . . .	SF 12.40 11.35
5 tons . . . . .	EA	7,900.00	7,650.00	Turf block, 8 open cells, precast concrete . . . . .	SF 9.95 9.03
6 tons . . . . .	EA	9,050.00	8,750.00		
Radiant floor, Sub-floor, With heat transfer plates, Circulating pump, Brass manifolds, 3/4" id BPex tubing at 8" o.c. . . . .	SF	-----	7.24	<b>PERMEABLE / POROUS PAVING</b>	
With aluminum covered grooved OSB panels, 1/2" id BPex tubing at 8" o.c. . . . .	SF	-----	8.82	UOM COMMERCIAL RESIDENTIAL	
Embedded, Light weight concrete, 3/4" id BPex tubing, 12" o.c. . . . .	SF	-----	3.39	Paving, Reclaimed Brick, With 2" sand bed, 4" x 8" x 2-1/4" . . . . .	SF ----- 12.60
4" concrete, 2" polystyrene insulation, 3/4" id BPex tubing, 12" o.c. . . . .	SF	-----	7.24	Herringbone pattern . . . . .	SF 17.70 15.50
Heat recovery ventilator, 4 port, 56 Max CFM, 18-1/2"x 17-1/4"x 10-1/2" . . . . .	EA	-----	870.00	Paving, Reclaimed, Granite, With 2" sand bed, Random, 4" x 6" to 6" x 10" . . . . .	SF 20.15 18.50
4 port, 160 Max CFM, 3 speed, 28"x 17-1/2"x 25-1/2" . . . . .	EA	-----	1310.00	Herringbone pattern . . . . .	SF 23.90 21.60
4 port, 240 Max CFM, 3 speed, 28"x 20-1/2"x 25-1/2" . . . . .	EA	-----	2180.00	Permeable pavers, interlocking, 2" gravel base and fill, precast concrete . . . . .	SF 14.00 12.70
Combination exhaust fan, With 2- 18W compact fluorescent bulbs, Ceiling mounted, Low profile housing, 80 CFM, 25 Watts, 13" x 13" . . . . .	EA	-----	205.00	L-shaped, precast concrete . . . . .	SF 12.40 11.35
80 CFM, 25 Watts . . . . .	EA	-----	225.00	Turf block, 8 open cells, precast concrete . . . . .	SF 9.95 9.03
110 CFM, 36 Watts . . . . .	EA	-----	245.00		
Combination exhaust fan, With 26W compact fluorescent bulb, Ceiling mounted, Perimeter grill, 110 CFM, 13" x 13" . . . . .	EA	-----	280.00		
150 CFM . . . . .	EA	-----	365.00		

MARSHALL VALUATION SERVICE  
© 2017 CorLogic®, Inc. and its licensors, all rights reserved. Any reprinting, distribution, creation of derivative works, and/or public displays is strictly prohibited.

1/2017



## 2.3 Case Study, cont. Using a Cost Manual for Green Components

### GREEN BUILDING SECTION

SECTION 70 PAGE 19  
January 2017

#### ADDITIONS

WALK/ROAD/PARKING APPURTENANCES				PLANT PREP-MULCH			
	UOM	COMMERCIAL	RESIDENTIAL		UOM	COMMERCIAL	RESIDENTIAL
Bollard, In ground, Round, Hollow, Galvanized, Steel, 5-1/2" dia. x 72" long	EA	290.00	----	Mulch, Straw, Hand spread, 1" deep	SF	1.64	1.50
Recycled plastic, 6" square x 33" high	EA	120.00	----	Bark, Mixed hardwood	SF	5.28	4.85
Bollard, Sphere, Concrete, 18" diameter	EA	435.00	----	Bark, Pine mini nuggets	SF	6.26	5.88
24" diameter	EA	715.00	----	Bark, Aromatic red cedar	SF	7.47	7.15
30" diameter	EA	955.00	----				
Barrier, Delineator, Plastic, 21" high x 60" long	EA	225.00	----	GROUND COVER AND VINES (NO PREP)			
Recycled plastic, HDPE, 8" high x 8" long	EA	290.00	----		UOM	COMMERCIAL	RESIDENTIAL
Bicycle rack, Powder coat, Galvanized steel, 7 bike	EA	285.00	----	Ground Cover, Standard pot,			
9 bike	EA	365.00	----	Euonymus fortunei	EA	5.23	4.86
Double powder coat, Galvanized steel, 9 bike	EA	650.00	----	Vinca major	EA	9.85	9.71
Thermo plastic covered, Galvanized steel, 2 bike	EA	140.00	----	Kamtschaticum	EA	9.19	9.02
10 bike	EA	1,630.00	----	Xeriscape, Drought resistant, Potted, Plant ready, Sedum, 2" pot	EA	5.02	4.70
Recycled plastic, 10 bike	EA	710.00	----	4" pot	EA	6.35	6.09
Wave design, 12 ga.steel, 1-5/8" diameter, 5 bike	EA	365.00	----	1 gallon	EA	8.24	8.02
				24 plug tray	EA	95.00	87.00
DRIP IRRIGATION				SHRUBS AND TREES			
	UOM	COMMERCIAL	RESIDENTIAL		UOM	COMMERCIAL/RESIDENTIAL	
Drip irrigation, Micro sprayer kit,				Tree, Evergreen, Potted, DeGroot's spire, 5 gal, 1-2' tall	EA	92.00	
Small lawn, Up to 450 sf	EA	160.00	150.00	DeGroot's spire, 10 gal, 2-3' tall	EA	150.00	
Medium lawn, Up to 675 sf	EA	230.00	210.00	Fir, 15 gal, 4-5' tall	EA	185.00	
Large lawn, Up to 900 sf	EA	330.00	310.00	Fir, 5-6' tall	EA	390.00	
System timer, Hose end, Electronic, Single station	EA	41.00	39.00	Fir, 6-7' tall	EA	530.00	
Digital dial, Dual station	EA	60.00	57.00	Juniper spartan, 15 gal, 4-5' tall	EA	290.00	
Digital programmable, Multi station	EA	68.00	65.00	Pine, Austrian, 15 gal, 4-5' tall	EA	195.00	
				Pine, Austrian, 5-6' tall	EA	245.00	
IRRIGATION WEATHER SENSOR				Pine, Austrian, 6-7' tall	EA	425.00	
	UOM	COMMERCIAL	RESIDENTIAL	Adler, 15 gal, 2-3' tall	EA	220.00	
Irrigation control, Rain/Freeze sensor, Wireless	EA	120.00	115.00	Ash autumn purple, 15 gal, 2-3' tall	EA	195.00	
Rain/solar/freeze sensor, Automatic seasonal adjustment,				Ash marshall, 15 gal, 2-3' tall	EA	180.00	
With 40 ft wiring	EA	195.00	180.00	Hawthorn, 15 gal, 2-3' tall	EA	210.00	
Sensor, Mini weather station,				Maple, 15 gal, 2-3' tall	EA	210.00	
Automatic seasonal adjustment	EA	265.00	250.00	Oak, 15 gal, 4-5' tall	EA	230.00	
				Willow weeping, 15 gal, 4-5' tall	EA	205.00	
RAINWATER HARVESTING SYSTEM				PLANTING ACCESSORIES			
	UOM	COMMERCIAL	RESIDENTIAL		UOM	COMMERCIAL/RESIDENTIAL	
Rain barrel, Brass spigot, 54 gallon	EA	----	295.00	Planter box, Recycled plastic, White, 12" long	EA	230.00	
Rain barrel, Recycled wood, Brass hose bib, 55 gallon	EA	----	605.00	Cedar, 17" long	EA	290.00	
Stained, 55 gallon	EA	----	825.00	Planter box, Recycled plastic lumber, Small, 19" x 19" x 17"	EA	235.00	
Rainwater storage tank, Recycled plastic, Modular, 50 gallon	EA	----	650.00	Large, 24" x 24" x 19"	EA	290.00	
Cistern, Above ground, 100 gallon, HDPE, 28" wide x 45" high	EA	240.00	----				
150 gallon, 36" wide x 41" high	EA	330.00	----				
300 gallon, 46" wide x 50" high	EA	385.00	----				
500 gallon, 46" wide x 76" high	EA	525.00	----				
1000 gallon, 72" wide x 66" high	EA	870.00	----				
2000 gallon, 90" wide x 79" high	EA	1,250.00	----				
3000 gallon, 96" wide x 109" high	EA	1,610.00	----				
4000 gallon, 96" wide x 141" high	EA	3,075.00	----				
10,000 gallon, 141" wide x 160" high	EA	6,650.00	----				

MARSHALL VALUATION SERVICE

© 2017 CoreLogic®, Inc. and its licensors, all rights reserved. Any reprinting, distribution, creation of derivative works, and/or public displays is strictly prohibited.

The data included on this page becomes obsolete after update delivery, scheduled for January 2018.

1/2017



## 2.3 Case Study, cont. Using a Cost Manual for Green Components

---

SECTION 70 PAGE 20  
January 2017

### GREEN BUILDING SECTION

---

---

RESERVED FOR FUTURE EXPANSION

---

MARSHALL VALUATION SERVICE  
© 2017 CoreLogic®, Inc. and its licensors, all rights reserved. Any reprinting, distribution, creation of derivative works, and/or public displays is strictly prohibited.

1/2017





Net Zero Energy Buildings, cont. Page 258

Reduced Energy Use      **NZE**      Generate Energy On-Site

Source: Timothy P. Runde, "Net Zero Energy Buildings: An Introduction for Valuation Professionals," *The Appraisal Journal*, Spring 2015.

Practical Applications in Appraising Green Commercial Properties Slide 303

---

---

---

---

---

---

---

---

---

---

Net Zero Energy Buildings, cont. Page 258

- **Certifying organizations**
  - International Living Future Institute (ILFI)
  - New Buildings Institute (NBI)

Practical Applications in Appraising Green Commercial Properties Slide 304

---

---

---

---

---

---

---

---

---

---

Net Zero Energy Buildings, cont. Pages 258-259

- **Valuation implications**
  - **Operating expenses**
    - Greatly reduced EUI yields lower energy cost
    - Complex systems may increase operating expenses (staff, commissioning fees, etc.)
  - **Marketability**
    - Investor
    - Leasing

Practical Applications in Appraising Green Commercial Properties Slide 305

---

---

---

---

---

---

---

---

---

---

## Net Zero Energy Buildings, cont. Pages 258-259

- **Requires higher degree of knowledge and experience**
  - Building design and construction very complex
  - Must understand green buildings and valuation of on-site energy generation
- **Digging Deeper**
  - **“Net Zero Energy Buildings: An Introduction for Valuation Professionals,” The Appraisal Journal, Spring 2015**
  - *Valuing Net Zero Energy Buildings* webinar, Appraisal Institute

Practical Applications in Appraising Green Commercial Properties Slide 306

### 5.1 Case Study

Redefining "Green Grocer"

Practical Applications in Appraising Green Commercial Properties Slide 307

### 5.1 Case Study, cont.

Practical Applications in Appraising Green Commercial Properties Slide 308



Resilience Page 149

Resilience is the ability "to prepare and plan for, absorb, recover from, and more successfully adapt to adverse events."

Source. Resilient Communities for America, National League of Cities, ULI, and USGBC, Resilient Cities Summit: A Report of the 2015 Summit (Aspen, CO: Resilient Communities for America, National League of Cities, ULI, and USGBC, 2015).

Horizontal lines for notes

Resilience, cont. Page 149

How is resilience different from sustainability and green building?

Resilience. The ability "to prepare and plan for, absorb, recover from, and more successfully adapt to adverse events."

Sustainability. "The principle of ensuring that our actions today do not limit the range of economic, social and environmental options open to future generations."

Source. John Elkington, Cannibals with Forks: The Triple Bottom line of 21st Century Business (Oxford: Capstone, 1999), 20.

Resilience, cont. Page 149

- Sustainability is a larger issue
Resilience can be part of a strategy that facilitates sustainability objectives



Horizontal lines for notes



# Agenda Item Summary

---

**Prepared By:** Kashinda Sims

**Title:** Education Program Manager

**Date:** April 18, 2024

**Agenda Section:** L. Consideration of Education/Instructor Requests

**Agenda Item Identification Number:** 1243419.02

**Subject:** Appraisal Institute, "General Appraiser Income Approach/ Part 1 - Synchronous"

**Description:** Application for Approval as a Qualifying Education Activity in Nebraska for the activity, "General Appraiser Income Approach/ Part 1 - Synchronous" does not meet the requirements under 298 NAC Chapter 6, § 002.01A.

---

## SUMMARY

An Application for Approval as a Qualifying Education Activity in Nebraska ("Application") was received for the activity, "General Appraiser Income Approach/ Part 1 - Synchronous" on February 20, 2024. [Exhibit 1] The Application identified the education activity as AQB/CAP approved with a synchronous activity setting. Upon review, it was discovered that the AQB/CAP document received with the Application did not match the title received on the Application. Additionally, the AQB/CAP document was set to expire on March 27, 2024. [Exhibit 2] EPM Sims requested an updated application to match the AQB/CAP document from Appraisal Institute. Dee Alexander of Appraisal Institute responded that the Application should be discarded as Appraisal Institute is awaiting an updated AQB letter for the activity. [Exhibit 3] Staff recommends the denial of this Application.

## RELEVANT LAWS/RULES/GUIDANCE DOCUMENTS/INTERNAL PROCEDURES

298 NAC Chapter 6, § 002.01A - All core curriculum courses shall be approved as qualifying education by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program, or be included as curriculum in a degree program of an accredited college or university that has had all or part of its curriculum approved by the Appraiser Qualifications Board of The Appraisal Foundation.

## DISCIPLINARY/WRITTEN ADVISORY HISTORY

There are no known previous disciplinary actions taken by the Board or written advisories issued by the Board.

## EXHIBITS

Exhibit 1 "Appraisal Institute (Gen Appr Inc Appr-P1 Sync) Initial App\_February 20, 2024" located in Education Interface Communication and Documentation Log dated 02/20/2024 in NRPAB Database (Education Interface Dropdown/ Select 'Search Education'/ Select 'Activity' in 'Search By' dropdown/ Enter '1243419.02' for Activity Number

Exhibit 2 "Appraisal Institute (Gen Appr Inc Appr-P1 Sync) AQB\_February 20, 2024" located in Education Interface Communication and Documentation Log dated 03/20/2024 in NRPAB Database (Education Interface Dropdown/ Select 'Search Education'/ Select 'Activity' in 'Search By' dropdown/ Enter '1243419.02' for Activity Number

Exhibit 3 "Sims-Alexander Email Chain (QE App AQB Expiration)\_March 20-21, 2024" located in Education Interface Communication and Documentation Log dated 03/20/2024 in NRPAB Database (Education Interface Dropdown/ Select 'Search Education'/ Select 'Activity' in 'Search By' dropdown/ Enter '1243419.02' for Activity Number



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

Board Number:
Date Received:
digital application received, February 14, 2024. check and application received February 20, 2024 - KS
For Board Use Only

APPLICATION FOR APPROVAL AS A QUALIFYING EDUCATION ACTIVITY IN NEBRASKA

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

Education Provider Information

Education Provider Name:
Contact Person Name: Last First Middle
Address: PO Box or Street Number City State Zip Code + 4
Email Address Area Code + Phone Number

Qualifying Education Activity Information

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

Activity Title:
Activity Length (Hours):

Except for semester hours received from an accredited college or university, fifty minutes engaged in instruction equals one hour for all activities. The prescribed number of activity hours includes time for examinations. Each qualifying education activity shall be at least 15 hours in length, not to exceed eight hours per day. At least a one-half hour break shall be given to attendee(s) by no later than the end of four hours of class in any day. Except for qualifying education included as curriculum in a degree program of an accredited college or university that has had all or part of its curriculum approved by the Appraiser Qualifications Board of The Appraisal Foundation, one semester credit hour received from an accredited college or university equals fifteen classroom hours of instruction.

Activity Setting: Classroom Synchronous Asynchronous Hybrid

The activity is being submitted for approval as: Core Curriculum Course Subject Matter Elective

AQB CAP/ Degree in Real Estate Approved Education Activity: Yes No

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

Qualifying Education Activity Secondary Provider: Yes No

## Resubmission Information

If *New Qualifying Education Activity* is selected under QUALIFYING EDUCATION ACTIVITY INFORMATION, proceed to APPLICATION CHECKLIST.

If *Resubmission of an Approved Qualifying Education Activity* is selected under QUALIFYING EDUCATION ACTIVITY INFORMATION, the reason for resubmission is:

- There is a change in the status of approval by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program.
- There is a change in the status of the 298 NAC Chapter 6, § 001.15 qualifications under which distance education activity was approved.
- There is a substantial change to the materials, presentation, or policies.
- There is a change in the qualifications as specified in 298 NAC, Chapter 6 §, 005 for any instructor.
- One or more instructors are added or removed by the education provider.
- The materials, theories, and/or methodologies are no longer current.
- The activity content and/or policies are no longer communicated or as administered as approved.
- There is a change to a secondary provider's rights to the activity.

## Application Checklist

All materials submitted to the Board related to an Application for Approval as a Qualifying Education Activity in Nebraska are for Board use only and shall be retained by the Board. Except for the completed application, the non-refundable \$50.00 application fee, and a written explanation of the reason for resubmission, if *Resubmission of an Approved Qualifying Education Activity* is selected under QUALIFYING EDUCATION ACTIVITY INFORMATION, only the items that have changed since the last submission need to be included.

### General

Required for all qualifying education activities.

- Completed application.
- Non-refundable \$50.00 application fee.
- A document certifying completion issued to each attendee upon completion of any qualifying education activity. The document includes the name of education provider, signature of education provider and/or instructor, name of activity as approved, location at which activity was conducted or presentation method, date(s) activity was conducted, number of hours, pass or fail statement, and name of attendee, **or** be an official transcript from a university or college that includes the name of activity as approved, the number of credit hours awarded, and the name of the attendee.

**AND** if *Yes* is selected for Qualifying Education Activity Secondary Provider under QUALIFYING EDUCATION ACTIVITY INFORMATION:

- Evidence that the rights to the qualifying education activity have been purchased or lawfully acquired from the education provider that owns the rights to the activity materials.

**AND** if *Resubmission of an Approved Qualifying Education Activity* is selected under QUALIFYING EDUCATION ACTIVITY INFORMATION:

- A written explanation of the reason for resubmission.

**AND** if *Yes* is selected for AQB CAP/Degree in Real Estate Approved Education Activity under QUALIFYING EDUCATION ACTIVITY INFORMATION and qualifying education activity is included as curriculum in a degree program of an accredited college or university that has had all or part of its curriculum approved by the Appraiser Qualifications Board of The Appraisal Foundation,:

- A syllabus.

## Non-AQB CAP/Degree in Real Estate Approved Qualifying Education Activities

For an activity not approved by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program for qualifying education, or is not included as curriculum in a degree program of an accredited college or university that has had all or part of its curriculum approved by the Appraiser Qualifications Board of The Appraisal Foundation, submit the following:

- An activity description that clearly describes the content.
- All learning objectives that meet the requirements of 298 NAC Chapter 6, § 002.02A.2d.
- An instructor policy that requires the use of instructors who meet the requirements of 298 NAC Chapter 6, § 005.
- All student and instructor materials that meet the requirements of 298 NAC Chapter 6, § 002.02A.2e.
- A timed outline/activity matrix that accounts for the general flow and recommended time spent on topics contained within the activity and reflects hours of credit per topic.
- A record retention policy that requires that a record of attendance for each activity is maintained for a period of at least five years.
- An attendance policy that meets the requirements of 298 NAC Chapter 6, § 002.02A.2h.
- A closed-book final examination proctored in person or remotely by an official approved by the education provider that meets the requirements of 298 Chapter 6, § 002.02A.2f. Bio-metric proctoring is acceptable. The examination may be written on paper or administered electronically on a computer workstation or other device. Oral exams are not acceptable.

## Distance Education Qualifying Education Activities

If *Asynchronous* or *Hybrid* (in which the learning environment includes *Asynchronous interaction*) is selected under QUALIFYING EDUCATION ACTIVITY INFORMATION, submit evidence of delivery mechanism approval from one of the following sources:

- The Appraiser Qualifications Board of The Appraisal Foundation.

**OR**

- An organization approved by the Appraiser Qualifications Board of The Appraisal Foundation that provides approval of activity design and delivery (Secondary providers must have approval under own name). IDECC/ARELLO are acceptable.

**OR**

- Is conducted by an accredited college, community college, or university that offers distance education programs and is approved or accredited by the Commission on Colleges, a regional or national accreditation association, or by an accrediting agency that is recognized by the U.S. Secretary of Education, that awards academic credit for the distance education courses or that maintains an education delivery program that approves activity design and delivery that incorporate interactivity, **AND**
- The activity provides interaction in a reciprocal environment where the student has verbal or written communication with the instructor.

## Instructor Information

An instructor is an individual who is responsible for ensuring that the activity content is communicated to the activity's audience as presented to the Board for approval, and that the activity contributes to the quality of valuation services provided to the public. An individual who communicates assigned materials or a portion of activity content under the authorization of the education provider, but is not responsible for the activity content, is not an instructor.

If reporting more than two instructors for the activity, submit the form titled, "Supplemental Instructor Information for Education Activity Application" at <https://appraiser.ne.gov/Education/>

Instructor Name: _____		
Last	First	Middle
_____		
Email Address	Area Code + Phone Number	
_____		
Is the instructor a Nebraska real property appraiser or hold an appraiser license, registration, or certification in any other jurisdiction?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Is the instructor an AQB Certified USPAP Instructor by the Appraiser Qualifications Board of The Appraisal Foundation? <i>Required if the activity is a 15-Hour National USPAP Course</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
An instructor for any continuing education activity must satisfy at least one of the following qualifications: <i>Select one option only</i>		
<input type="checkbox"/> Hold a bachelor's degree in any field and have at least three years of experience directly related to the subject matter to be taught;		
<input type="checkbox"/> Hold a master's degree or higher in any field and have at least one year of experience directly related to the subject matter to be taught;		
<input type="checkbox"/> Hold a master's degree or higher in a field that is directly related to the subject matter to be taught;		
<input type="checkbox"/> Have five years of real property appraisal practice teaching experience directly related to the subject matter to be taught; or		
<input checked="" type="checkbox"/> Have seven years of real property appraisal practice experience directly related to the subject matter to be taught.		

Instructor Name: _____		
Last	First	Middle
_____		
Email Address	Area Code + Phone Number	
_____		
Is the instructor a Nebraska real property appraiser or hold an appraiser license, registration, or certification in any other jurisdiction?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the instructor an AQB Certified USPAP Instructor by the Appraiser Qualifications Board of The Appraisal Foundation? <i>Required if the activity is a 15-Hour National USPAP Course</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
An instructor for any continuing education activity must satisfy at least one of the following qualifications: <i>Select one option only</i>		
<input type="checkbox"/> Hold a bachelor's degree in any field and have at least three years of experience directly related to the subject matter to be taught;		
<input type="checkbox"/> Hold a master's degree or higher in any field and have at least one year of experience directly related to the subject matter to be taught;		
<input type="checkbox"/> Hold a master's degree or higher in a field that is directly related to the subject matter to be taught;		
<input type="checkbox"/> Have five years of real property appraisal practice teaching experience directly related to the subject matter to be taught; or		
<input type="checkbox"/> Have seven years of real property appraisal practice experience directly related to the subject matter to be taught.		

## General Requirements

1. The Board may at any time conduct an audit of any approved education activity to verify that the activity is being conducted in accordance with the Real Property Appraiser Act and Title 298 as approved. If requested, electronic access will be provided to the Board for any approved online education activity. The electronic access must provide administrative rights that allow for access to the activity, quizzes, and examinations without having to take the distance education activity in sequential order and without having to take quizzes or examinations to proceed with the activity. In addition, at the Board's request, a transcript of the distance education activity must be provided to the Board.
2. The Board may at any time review activity and instructor materials approved by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program to verify that the activity and/or instructor(s) meets the requirements of the Real Property Appraiser Act and Title 298 as approved.
3. Approval of activities does not transfer from one education provider to another, unless one education provider obtains the legal rights to all activities of another education provider. The expiration date of any continuing education activity will remain the same as approved under the previous education provider.
4. Education providers and instructors will comply with the Nebraska Private Postsecondary Career Schools Act, NEB. REV. STAT § 85-1601, et seq. as applicable.
5. Knowingly offering or attempting to offer a qualifying or continuing education activity as being approved to a real property appraiser or an applicant, without first obtaining approval of the activity, except for activities required by an accredited degree-awarding college or university for completion of a degree in real estate, if the college or university had its curriculum approved by the Appraiser Qualifications Board as qualifying education is a violation of Neb. Rev. Stat. §76-2238(21).
6. All core curriculum courses shall be approved as qualifying education by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program, or be included as curriculum in a degree program of an accredited college or university that has had all or part of its curriculum approved by the Appraiser Qualifications Board of The Appraisal Foundation.
7. No activity may rely upon a textbook as the primary instructional material. Textbooks are permitted to be used as a background reference for an activity; however, textbooks will not be reviewed as the activity. All activities must contain sufficient stand-alone instructional material supporting the specific activity learning objectives.
8. Any appraisal subject matter elective qualifying education activity must contribute to an attendee's development of real property appraiser related competency in any one or more of the following subjects:
  - (1) Real property appraisal practice,
  - (2) Valuation methodology and/or techniques,
  - (3) Market fundamentals, characteristics, conditions and analysis,
  - (4) Real property concepts, characteristics, and analysis,
  - (5) Real property appraiser and client communication,
  - (6) Computation, and/or
  - (7) Legal considerations.
9. An instructor for any qualifying education activity, continuing education activity, or supervisory real property appraiser and trainee course, must meet qualifications established pursuant to any other applicable law.
10. The standing of an instructor identified on an education provider's application submitted for approval, who holds a credential as a real property appraiser in Nebraska or any other jurisdiction, may be verified through the Appraiser Registry of the Appraisal Subcommittee for the Federal Financial Institutions Examination Council.
11. An instructor for any qualifying education activity, continuing education activity, or supervisory real property appraiser and trainee course, who holds a credential as a real property appraiser in Nebraska or any other jurisdiction shall maintain each credential in good standing in accordance with the laws of the jurisdiction in which each credential is held, not have had a credential revoked, suspended, or have surrendered a credential in lieu of disciplinary action within three years; and not have had disciplinary action taken against his or her credential that may constitute a violation of NEB. REV. STAT. § 76-2238 within three years.
12. Any instructor of the qualifying education fifteen-hour National Uniform Standards of Professional Appraisal Practice Course, the continuing education seven-hour National Uniform Standards of Professional Appraisal Practice Update Course, and/or the supervisory real property appraiser and trainee course, must be an AQB Certified USPAP Instructor by the Appraiser Qualifications Board of The Appraisal Foundation.
13. An instructor for any qualifying education activity, must satisfy the education provider's instructor policy that requires the use of instructors who meet the requirements of the Nebraska Real Property Appraiser Act and 298 NAC Chapter 6, § 005.



I hereby attest that I have included all required materials, complied with all the listed requirements, completed the submitted application in its entirety, and that all statements and materials are true and correct to the best of my knowledge and belief. I understand that, should this application be found to be incomplete, that it may be considered invalid and be returned. Furthermore, I understand that if the Board finds that one or more statements made in this application, or materials submitted with this application, are not true and correct, the Board may deny the application.

Print Name: \_\_\_\_\_  
Last First Middle  
*Alisha Chalk*  
Signature Date

Rescinding Approval

- 1. The Board may rescind approval of a qualifying education activity if the Board finds:
1) Falsification of information submitted for activity approval,
2) A change in approval by Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program,
3) A change in the status of the 298 NAC Chapter 6, § 001.15 qualifications under which distance education activity was approved,
4) Substantial errors and/or deficiencies in the materials or presentation,
5) The materials, theories, and/or methodologies are not current and/or practical,
6) The activity has not been offered for a period of at least five years from the last date of completion or the approval date if activity has not been offered,
7) The instructor(s) responsible for the activity content and presentation do not meet the qualifications specified in 298 NAC Chapter 6, § 005,
8) The activity content and/or policies are not communicated or administered as approved,
9) A material violation of the Real Property Appraiser Act or Title 298 by the education provider or instructor for the activity, or
10) There is a change to a secondary provider’s rights to the activity.
2. If the Board finds reason to rescind its approval of an activity, the Board will provide written notice to the education provider that includes a description of the reasons for rescinding approval found by the Board. The education provider has 60 days from the date of notice to provide a written response to the Board’s notice. If the response is satisfactory to the Board, the Board will not rescind its approval. If the response is not satisfactory to the Board, the Board may rescind approval of the activity. If approval is rescinded, the education provider may file a new application for approval of the qualifying education activity, and if so, meet the requirements in place at the time a new application is submitted to the Board.

Directions

- 1. Complete entire application. If required information is not provided, application will be considered incomplete and may be returned.
2. Along with the application, all information requested in the APPLICATION CHECKLIST section, as applicable, must be included.
3. Mail application, fee, and supporting documentation to:
NEBRASKA REAL PROPERTY APPRAISER BOARD
PO BOX 94963
LINCOLN NE 68509-4963
4. Questions or concerns may be directed to Board staff at 402-471-9015 or nrpab.education@nebraska.gov.

RECEIPT

NEBRASKA REAL PROPERTY APPRAISER BOARD

No.: 22846

Date: 02/20/2024

Received from: Appraisal Institute

For: QE New App

Check # 196696

Application Fee \$

AMC Registration Fee: \_\_\_ new \_\_\_ renewal

AMC ASC National Registry Fee: \_\_\_ appraisers @ \$25

Reporting Year \_\_\_ / \_\_\_ / \_\_\_ to \_\_\_ / \_\_\_ / \_\_\_

Review of Courses: 1 QE \_\_\_ CE \_\_\_ CE renewal 50.00

Penalty Fees/Fines

Fingerprint Processing

Late Processing: \_\_\_ months @ \$25

Other:

TOTAL \$ 50.00

Received by: [Signature]

JPMorgan Chase Bank, N.A. www.Chase.com

Appraisal Institute

200 W. Madison St. Suite 1500 Chicago, IL 60606 T 312-335-4100 F 312-335-4200

Professionals Providing Real Estate Solutions www.appraisalinstitute.org

VENDOR NO. 11200

CHECK DATE 02/15/24

CHECK NUMBER 196696

PAY EXACTLY

\$ \*\*\*\*\*50.00

VOID AFTER 180 DAYS

PAY EXACTLY FIFTY DOLLARS ONLY

PAY TO THE ORDER OF

Nebraska Real Estate Appraiser Board 301 Centennial Mall South Lincoln NE 68508



[Signature] State Bank

AUTHORIZED SIGNATURE

Security features. Details on back



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

APPRAISER QUALIFICATIONS BOARD

# AQB Course Approval Program Approved Course

Sent to: ahouston@appraisalinstitute.org

**QE**  
30.00

**CE/E**  
30.00

**CE**  
27.00

Wednesday, December 22, 2021

Alisha Houston  
Appraisal Institute  
200 W. Madison St. Ste. 1500  
Chicago, IL 60606

Dear Alisha Houston,

We are pleased to inform you that your course has been approved under the Course Approval Program (CAP) of the Appraiser Qualifications Board (AQB) of The Appraisal Foundation.

---

Course Provider: **Appraisal Institute**

Course Title: **General Appraiser Income Approach, Part 1**

Synchronous Course Title:  
(if applicable and different than above)

Instructional Hours: 27.00

Exam Hours: 3.00

Total Hours: 30.00

Delivery Method: Classroom, **Synchronous**

Approval Period & Type: January 1, 2022 – **March 27, 2024** (Second Renewal)

iMIS Course ID: 46455

---

The content of this course is in compliance with the *Real Property Appraiser Qualification Criteria* and Course Approval Program Policies and Procedures established by the AQB. Course approval does not mean that every statement or item in the course has been checked for accuracy. Opinions in the course material or by instructors do not necessarily reflect the viewpoint of the AQB or The Appraisal Foundation. Neither the AQB nor The Appraisal Foundation is responsible for any errors, omissions, or misstatements in the course material or by instructors.

Please feel free to contact us if you have any questions or if we can be of further assistance.

Appraiser Qualifications Board

**From:** [StateCert](#)  
**To:** [Sims, Kashinda](#)  
**Subject:** RE: Nebraska Qualifying Education Application  
**Date:** Thursday, March 21, 2024 10:42:15 AM  
**Attachments:** [image002.png](#)  
[image003.png](#)  
[image004.png](#)  
[image005.png](#)  
[image006.png](#)  
[image007.png](#)  
[image012.png](#)

---

Good Morning, Kashinda

I'm honestly not sure, the AQB staff transitioned not to long ago. So, there processing times seem to be taken longer. We recently followed up with them and found out the assigned personnel is on vacation. Once she returns, we are hoping to get an update as far as when to expect our current pending AQB approvals. So, you all can decline the current pending application because we already have an application prepared for resubmission once the AQB letter arrives.

I hope that makes sense but if you have any questions feel free to contact me.

Thank you,



**Derricka(Dee) Alexander**  
**State Certification Specialist**

312-335-4218

[statecert@appraisalinstitute.org](mailto:statecert@appraisalinstitute.org)

[appraisalinstitute.org](http://appraisalinstitute.org)



---

**From:** Sims, Kashinda <Kashinda.Sims@nebraska.gov>  
**Sent:** Thursday, March 21, 2024 8:44 AM  
**To:** StateCert <statecert@appraisalinstitute.org>  
**Subject:** RE: Nebraska Qualifying Education Application

Good morning, Dee!

When do you anticipate an AQB-approved activity to be submitted to the Board office?

Thank you for the update regarding this.

Genuinely,  
Kashinda Sims  
Education Program Manager

Nebraska Real Property Appraiser Board



---

**From:** StateCert <[statecert@appraisalinstitute.org](mailto:statecert@appraisalinstitute.org)>  
**Sent:** Wednesday, March 20, 2024 4:23 PM  
**To:** Sims, Kashinda <[Kashinda.Sims@nebraska.gov](mailto:Kashinda.Sims@nebraska.gov)>  
**Subject:** RE: Nebraska Qualifying Education Application

Good Evening, Kashinda

That applications would be outstanding and should be discarded. We are currently awaiting the updated AQB letter for that course. Attached is the soon to expire dated AQB letter.

Please, let me know if you have any questions or concerns.

Thank you,



**Derricka(Dee) Alexander**  
**State Certification Specialist**

312-335-4218

[statecert@appraisalinstitute.org](mailto:statecert@appraisalinstitute.org)

[appraisalinstitute.org](http://appraisalinstitute.org)



---

**From:** Sims, Kashinda <[Kashinda.Sims@nebraska.gov](mailto:Kashinda.Sims@nebraska.gov)>  
**Sent:** Wednesday, March 20, 2024 3:41 PM  
**To:** StateCert <[statecert@appraisalinstitute.org](mailto:statecert@appraisalinstitute.org)>  
**Subject:** Nebraska Qualifying Education Application

Good afternoon,

The Nebraska Real Property Appraiser Board is reviewing the Application for the activity, "General Appraiser Income Approach/Part 1 – Synchronous." It appears that the AQB/CAP document submitted does not match the title listed on the Application. Could you fill out the first page of the QE Application (attached) to match the AQB approval?

I also noticed that the AQB/CAP document for this activity is expiring soon. Has there been any updated documentation received for this activity?

Thank you for your patience with the Board office.

Genuinely,



# Agenda Item Summary

---

**Prepared By:** Kashinda Sims

**Title:** Education Program Manager

**Date:** April 18, 2024

**Agenda Section:** L. Consideration of Education/Instructor Requests

**Agenda Item Identification Number:** 2221453.01 AND 2223454.01

**Subject:** ASFMRA Approved Activities, "Appraising Agricultural Land in Transition"

**Description:** ASFMRA Approved Activities, "Appraising Agricultural Land in Transition" requested to be rescinded by the provider.

---

## SUMMARY

Two Applications for Approval as Continuing Education Activities in Nebraska ("Applications") were received for, "Appraising Agricultural Land in Transition" on March 12, 2024. During review, it was discovered that the activities were previously approved for the same number of hours and presentation method on August 25, 2022. [Exhibit 1] EPM Sims emailed the provider to clarify the intent of the Applications. Deanna Ilk responded and declared ASFMRA's intent to surrender approval of these activities as the instructor and material have changed. [Exhibit 2] The new Applications received on March 12, 2024 were approved on April 9, 2024. [Exhibit 3] Staff recommends to rescind approval of the activities, "Appraising Agricultural Land in Transition" that were approved on August 25, 2022.

## RELEVANT LAWS/RULES/GUIDANCE DOCUMENTS/INTERNAL PROCEDURES

298 NAC Chapter 6 §003.04B(5) - The Board may rescind approval of a continuing education activity if the Board finds the materials, theories, and/or methodologies are not current and/or practical.

## DISCIPLINARY/WRITTEN ADVISORY HISTORY

There are no known previous disciplinary actions taken by the Board or written advisories issued by the Board

## EXHIBITS

Exhibit 1 "220825\_Approval\_4 CE" located in Education Interface in NRPAB Database (Education Interface Dropdown/ Select 'Search Education'/ Select 'Activity' in 'Search By' dropdown/ Enter '2221453.01' for classroom activity setting or '2223454.01' for synchronous activity setting.

Exhibit 2 "Sims-Ilk Email Chain (Appr Ag Land in Transition)\_March 12, 2024" located in Education Interface in NRPAB Database (Education Interface Dropdown/ Select 'Search Education'/ Select 'Activity' in 'Search By' dropdown/ Enter '2241425.01' for classroom activity setting or '2243424.01' for synchronous activity setting.

Exhibit 3 "ASFMRA (Appr Ag Land in Transition) CE Approvals\_April 9, 2024" located in Education Interface in NRPAB Database (Education Interface Dropdown/ Select 'Search Education'/ Select 'Activity' in 'Search By' dropdown/ Enter '2241425.01' for classroom activity setting or '2243424.01' for synchronous activity setting.



Pete Ricketts, Governor  
Tyler N. Kohtz, Director  
Tyler.kohtz@nebraska.gov

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

August 25, 2022

BRIAN STOCKMAN  
ASFMRA  
720 S COLORADO BLVD STE 360S  
GLENDALE CO 80246-1931

RE: Continuing Education Activity Applications

Dear Mr. Stockman,

The following continuing education activities submitted to the Nebraska Real Property Appraiser Board ("Board") have been approved with an effective date of August 23, 2022:

<b>Appraisal of Water Rights Seminar</b>	<b>8 hours</b>	<b>2221447.01</b>	<b>Classroom</b>
Instructor(s):	<b>Lee Smith</b>		
<b>2022-2023 7 Hour National USPAP Course (A114)</b>	<b>7 hours</b>	<b>2221141.01</b>	<b>Classroom</b>
Instructor(s):	<b>Jeffrey Berg Chris Greenwalt Mark Lewis LeAnn Moss Dave Nebel Ann Roehm Charles Scott Seely</b>		
<b>Appraising Agricultural Land in Transition</b>	<b>8 hours</b>	<b>2223454.01</b>	<b>Synchronous</b>
Instructor(s):	<b>Rebecca Stone</b>		
<b>Appraising Agricultural Land in Transition</b>	<b>8 hours</b>	<b>2221453.01</b>	<b>Classroom</b>
Instructor(s):	<b>Rebecca Stone</b>		

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

The Board-approved activity which 2022-2023 7 Hour National USPAP Course (A114) replaces, activity #2211101.01, is expired effective August 23, 2022.

In accordance with 298 NAC Chapter 6, Section 003.04A, the approval of 2022-2023 7 Hour National USPAP Course (A114) is valid through December 31, 2023, and the approval of all other listed activities is valid through August 23, 2027. An education provider may renew a continuing education activity on forms approved by the Board when the activity expires. If any of the following changes are made to the content



August 25, 2022

Page 2 of 2

prior to this date, the activity must once again be submitted to the Board for approval through the resubmission process.

- (1) There is a change in the status of approval by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program,
- (2) There is a change in the status of certification by the International Distance Education Certification Center,
- (3) There is a substantial change to the materials, presentation, or policies,
- (4) There is a change in the qualifications as specified in Section 005.01 of this Chapter under which an instructor was approved by the Board,
- (5) One or more instructors are added or removed by the education provider,
- (6) The materials, theories, and/or methodologies are no longer current,
- (7) The activity content and/or policies are no longer communicated to the credential holder(s) as presented to the Board for approval, or
- (8) There is a change to a secondary provider's rights to the activity.

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

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

Sincerely,



Katja Peppe

Business and Education Program Manager

**From:** [Deanna Ilk](#)  
**To:** [Sims, Kashinda](#)  
**Subject:** RE: Nebraska Applications for Approval  
**Date:** Tuesday, March 12, 2024 1:47:28 PM  
**Attachments:** [image002.png](#)  
[image005.png](#)

---

Hi Kashinda,

That is correct.

Sincerely,  
Deanna

Deanna Ilk  
Senior Coordinator of State Approvals & Accreditation  
American Society of Farm Managers and Rural Appraisers  
720 S. Colorado Blvd., Suite 360-S | Denver, CO 80246  
Direct: 303.692.1222  
*The Most Trusted Rural Property Professionals* | [asfmra.org](https://asfmra.org)  
Upcoming Chapter Winter Meetings  
[Local Networking & Education for Rural Pros](#)  
[ASFMRA.org/Chapter-Meetings](https://ASFMRA.org/Chapter-Meetings)

---

**From:** Sims, Kashinda <Kashinda.Sims@nebraska.gov>  
**Sent:** Tuesday, March 12, 2024 12:23 PM  
**To:** Deanna Ilk <DIlk@asfmra.org>  
**Subject:** RE: Nebraska Applications for Approval

Good afternoon, Deanna,

Thank you for the response. To confirm, the Board would replace the old activities (2223454.01 and 2221453.01) titled, "Appraising Agricultural Land in Transition," with the applications that were received today, March 12, 2024. The Board will rescind approval of 2223454.01 and 2221453.01.

Genuinely,  
Kashinda Sims  
Education Program Manager  
Nebraska Real Property Appraiser Board



---

**From:** Deanna Ilk <DIlk@asfmra.org>  
**Sent:** Tuesday, March 12, 2024 12:38 PM  
**To:** Sims, Kashinda <[Kashinda.Sims@nebraska.gov](mailto:Kashinda.Sims@nebraska.gov)>

**Subject:** RE: Nebraska Applications for Approval

Good Morning, Kashinda,

Please expire the currently approved seminar. We would like to resubmit this material and instructor as new as the material has had some updated done to it.

Sincerely,  
Deanna

Deanna Ilk  
Senior Coordinator of State Approvals & Accreditation  
American Society of Farm Managers and Rural Appraisers  
720 S. Colorado Blvd., Suite 360-S | Denver, CO 80246  
Direct: 303.692.1222  
*The Most Trusted Rural Property Professionals* | [asfmra.org](https://asfmra.org)  
Upcoming Chapter Winter Meetings  
[Local Networking & Education for Rural Pros](https://asfmra.org/Chapter-Meetings)  
[ASFMR.A.org/Chapter-Meetings](https://asfmra.org/Chapter-Meetings)

---

**From:** Sims, Kashinda <[Kashinda.Sims@nebraska.gov](mailto:Kashinda.Sims@nebraska.gov)>

**Sent:** Tuesday, March 12, 2024 11:14 AM

**To:** Deanna Ilk <[Dilk@asfmra.org](mailto:Dilk@asfmra.org)>

**Subject:** Nebraska Applications for Approval

Good morning, Deanna,

The Nebraska Real Property Appraiser Board office received the Applications for Approval as a Continuing Education Activity for, "Appraising Agricultural Land in Transition" in the classroom and synchronous format. During our initial review, it appears that the activity is already approved for eight hours under both settings. (See attached) The only change is that Jaxon Love, ARA is to be the instructor instead of the previously approved Rebecca Stone.

Could you let me know the intent of this application at your earliest convenience?

Thank you for your patience with the Board office.

Genuinely,  
**Kashinda Sims**  
**Education Program Manager**  
**Nebraska Real Property Appraiser Board**  
301 Centennial Mall South, First Floor  
Lincoln, NE 68509-4963  
Phone: (402) 471-9022



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

**Website:** <https://appraiser.ne.gov/>  
**Facebook:** [www.facebook.com/nrpab](http://www.facebook.com/nrpab)  
**Phone:** 402-471-9015  
**Fax:** 402-471-9017

April 9, 2024

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

RE: Applications for Approval as Continuing Education Activities in Nebraska

Dear Deanna Ilk,

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

ASFMRA	Appraising Agricultural Land in Transition (Nebraska Activity #2241425.01)	Continuing Education	Classroom	8 Hours	Effective: 04/09/2024 Expiration: 04/09/2029
ASFMRA	Appraising Agricultural Land in Transition (Nebraska Activity #2243426.01)	Continuing Education	Synchronous	8 Hours	Effective: 04/09/2024 Expiration: 04/09/2029

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

- (1) There is a change in the status of approval by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program,
- (2) There is a change in the status of qualifications specified in Section 001.15 of this Chapter under which a distance education activity was approved,
- (3) There is a substantial change to the materials, presentation, or policies,
- (4) There is a change in the qualifications as specified in Section 005 of Chapter 6 in Title 298 for any instructor,
- (5) One or more instructors are added or removed by the education provider,

April 9, 2024

Page 2 of 2

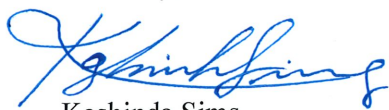
- (6) The materials, theories, and/or methodologies are no longer current,
- (7) The activity content and/or policies are no longer communicated to the credential holder(s) as presented to the Board for approval, or
- (8) There is a change to a secondary provider's rights to the activity.

Any Instructor(s) identified in the Application for Approval as a Continuing Education Activity that meets the education provider's instructor qualifications policy and is responsible for ensuring that the activity content is communicated to the activity's audience as approved, is included in the Board's records for this continuing education activity. If there is a change in the qualifications of one of the instructors for this continuing education activity as specified in 298 NAC, Chapter 6, § 005, or one or more instructors have been added or removed, this education activity must be resubmitted for approval. An individual who communicates assigned materials or a portion of activity content under the authorization of the education provider, but is not responsible for the activity content, is not an instructor.

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

A receipt (22869, 22870) for payment of this education activity(s) is enclosed with this letter.

Sincerely,



Kashinda Sims

Education Program Manager



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

108th Legislature (2nd Regular Session) Report as of April 9, 2024	
Bill:	<a href="#">LB41</a>
Title:	Prohibit state agencies from imposing annual filing and reporting requirements on charitable organizations
Status:	January 3, 2024 - Title printed. Carryover bill
Summary:	LB41 prohibits state agencies from imposing annual filing and reporting requirements on charitable organizations greater than those defined in state or federal law.
Legislature Information and Status:	<a href="https://nebraskalegislature.gov/bills/view_bill.php?DocumentID=49960">https://nebraskalegislature.gov/bills/view_bill.php?DocumentID=49960</a>
Notes:	
Bill:	<a href="#">LB43</a>
Title:	Require hearing officers and judges to interpret statutes and regulations to limit agency power and maximize individual liberty
Status:	March 27, 2024 - Approved by Governor on March 27, 2024
Summary:	<p>LB43 requires that a hearing officer or judge hearing a contested case under the Administrative Procedure Act, interpreting a state statute or agency regulation, shall not defer to the state agency's interpretation of such statute or regulation and shall interpret the statute or regulation de novo on the record. In actions brought by or against state agencies, after applying all customary tools of interpretation of a statute or regulation, the court or hearing officer shall resolve any remaining doubt in favor of a reasonable interpretation which limits agency power and maximizes individual liberty.</p> <p><a href="#">AM2076</a> strikes all original sections and creates the First Freedom Act prohibiting the substantial burden of a person's right to the exercise of religion unless it is demonstrated that applying the burden to that person's exercise of religion in this particular instance is essential to further a compelling governmental interest and is the least restrictive means of furthering that compelling governmental interest; and prohibits restricting a religious organization from operating and engaging in religious services during a state of emergency to a greater extent than the state restricts other organizations or businesses from operating during a state of emergency.</p>

	<p>AM2076 also amends the Nebraska Public Records Act to include the actual added cost used as the basis for the calculation of a fee for records a charge for the proportion of the existing salary or pay obligation to the public officers or employees, including a proportional charge for the services of an attorney to review the requested public records, for the time spent searching, identifying, physically redacting, copying, or reviewing such records, when request is made by a non-resident of Nebraska. The custodian may waive or reduce any fee if the waiver or reduction of the fee would be in the public interest.</p> <p>AM2076 adds records relating to the nature, location, or function of cybersecurity by the State of Nebraska or any of its political subdivisions, including, but not limited to, devices, programs, or systems designed to protect computer, information technology, or communications systems against terrorist or other attacks. The Nebraska Information Technology Commission shall adopt and promulgate rules and regulations to implement this subdivision.</p> <p>AM2076 requires that a hearing officer or judge hearing a contested case under the Administrative Procedure Act, interpreting a state statute or agency regulation, shall not defer to the state agency's interpretation of such statute or regulation and shall interpret the statute or regulation de novo on the record. In actions brought by or against state agencies, after applying all customary tools of interpretation of a statute or regulation, the court or hearing officer shall resolve any remaining doubt in favor of a reasonable interpretation which limits agency power and maximizes individual liberty.</p> <p>AM2076 introduces the Personal Protection Privacy Act, which notwithstanding any provision of law to the contrary, and except as otherwise provided in this section, each public agency is prohibited from: (a) Requiring any individual to provide personal information or otherwise compelling the release of personal information; (b) Requiring any nonprofit organization to provide such public agency with personal information or otherwise compelling the release of personal information; (c) Publicizing or otherwise publicly disclosing personal information in the possession of such public agency without the express permission of every individual who is identifiable from the potential release of such personal information, including individuals identifiable as members, supporters, or volunteers of, or donors to, a nonprofit organization; or (d) Requesting or requiring a current or prospective contractor or grantee to provide such public agency with a list of nonprofit organizations to which such contractor or grantee has provided financial or nonfinancial support. Personal information is exempt from disclosure under public records laws, including, but not limited to, sections 84-712 to 84-712.09 25 and 84-1413; other exemptions as defined in the Personal Protection Privacy Act apply as well.</p> <p><a href="#">AM2812</a> requires that public bodies allow members of the public the opportunity to speak at each meeting. This amendment also makes changes to the State's public records laws.</p>
Legislature Information and Status:	<a href="https://nebraskalegislature.gov/bills/view_bill.php?DocumentID=50402">https://nebraskalegislature.gov/bills/view_bill.php?DocumentID=50402</a>
Notes:	

Bill:	<a href="#">LB104</a>
Title:	Change provisions of the County Employees Retirement Act, the Judges Retirement Act, the School Employees Retirement Act, the Nebraska State Patrol Retirement Act, and the State Employees Retirement Act
Status:	January 3, 2024 - Title printed. Carryover
Summary:	LB104 changes the requirements for distribution of funds and updates definitions.  Provisions/portions of LB104 amended into <a href="#">LB103</a> by AM417 - Approved by Governor on May 1, 2023.
Legislature Information and Status:	<a href="https://nebraskalegislature.gov/bills/view_bill.php?DocumentID=50392">https://nebraskalegislature.gov/bills/view_bill.php?DocumentID=50392</a>
Notes:	
Bill:	<a href="#">LB164</a>
Title:	Adopt updates to building and energy codes
Status:	April 5, 2024 - Advanced to Enrollment and Review for Engrossment on Select File
Summary:	LB614 updates the state building and energy codes to include the 2021 edition of the International Building Code and to include the 2021 edition of the International Residential Code.  <a href="#">AM2075</a> amends the Municipal Inland Port Authority Act to restrict an inland port authority to one per city of the metropolitan class and defines the structure and funding for such inland port authority.  <a href="#">AM2015</a> replaces AM2075 with the same language.  <a href="#">AM3104</a> Strikes all original sections and changes provisions relating to the Economic Recovery Act, the Municipal Inland Port Authority Act, the Nebraska Rural Projects Act, grants awarded by the Department of Economic Development, and transfers of funds and investment earnings, provide for a museum at Fort Robinson State Park, and adopt the Child Care Capacity Building and Workforce Act.  <a href="#">AM3323</a> Strikes all original sections of amendments and changes provisions relating to the Economic Recovery Act, the Municipal Inland Port Authority Act, the Nebraska Rural Projects Act, grants awarded by the Department of Economic Development, and transfers of funds and investment earnings, provide for a museum at Fort Robinson State Park, and adopt the Child Care Capacity Building and Workforce Act.
Legislature Information and Status:	<a href="https://nebraskalegislature.gov/bills/view_bill.php?DocumentID=49745">https://nebraskalegislature.gov/bills/view_bill.php?DocumentID=49745</a>
Notes:	



Bill:	<a href="#">LB205</a>
Title:	Adopt the Government Neutrality in Contracting Act
Status:	January 03, 2024 - Title printed. Carryover bill
Summary:	<p>The purposes of LB205 are to provide for the efficient procurement of goods and services by governmental units and to promote the economical, nondiscriminatory, and efficient administration and completion of construction projects funded, assisted, or awarded by a governmental unit. LB205 limits or prohibits certain language or provisions from state contracts.</p> <p><a href="#">AM452</a>, <a href="#">AM453</a>, <a href="#">AM454</a>, <a href="#">AM455</a>, <a href="#">AM456</a>, <a href="#">AM457</a>, <a href="#">AM458</a>, <a href="#">AM459</a>, <a href="#">AM460</a>, <a href="#">AM461</a>, <a href="#">AM462</a>, <a href="#">AM463</a>, <a href="#">AM464</a>, <a href="#">AM465</a> were filed to make various changes to LB205.</p>
Legislature Information and Status:	<a href="https://nebraskalegislature.gov/bills/view_bill.php?DocumentID=50181">https://nebraskalegislature.gov/bills/view_bill.php?DocumentID=50181</a>
Notes:	
Bill:	<a href="#">LB293</a>
Title:	Provide formal protest procedures for certain state contracts for services
Status:	January 3, 2024 - Title printed. Carryover bill
Summary:	<p>The purpose of LB293 is to require that the Department of Administrative Services immediately adopt and promulgate rules and regulations establishing formal protest procedures, including procedures for a contested case hearing, for any state agency contract for services awarded in excess of ten million dollars. Any protest shall be filed with the department.</p>
Legislature Information and Status:	<a href="https://nebraskalegislature.gov/bills/view_bill.php?DocumentID=49738">https://nebraskalegislature.gov/bills/view_bill.php?DocumentID=49738</a>
Notes:	
Bill:	<a href="#">LB302</a>
Title:	Change provisions relating to conflicts of interest by certain officeholders and public employees
Status:	January 3, 2024 - Title printed. Carryover bill
Summary:	<p>LB302 replaces “city, village, or school district” with “political subdivision,” and require that any public employee except as otherwise governed under section 49-1499.02 who would be required to take any action or make any decision in the discharge of his or her official duties that may cause financial benefit or detriment to him or her, a member of his or her immediate family, or a business with which he or she is associated, which is distinguishable from the effects of such action on the public generally or a broad segment of the public, shall prepare a written statement describing the matter requiring action or decision and the nature of the potential conflict and deliver it to the responsible public body, which shall enter it as a public record. The public employee must abstain from participating in the matter unless legally required to.</p> <p><a href="#">AM503</a> filed strikes “person holding elective office” and inserts “public official” and adds language to require that the provisions of LB302 apply for one whose annual salary and benefits exceed one hundred fifty thousand dollars.</p>

	<p>On page 3 of LB302, <a href="#">AM603</a> filed strikes “person holding elective office” and inserts “public official,” strikes “city, village, or school district” and inserts “political subdivision,” and strikes “person holding elective” and inserts “public official holding.”</p> <p>On page 3 of LB302 (amendment to standing amendment <a href="#">AM603</a>) <a href="#">AM1368</a> filed strikes “person holding elective office” and inserts “public official,” strikes “city, village, or school district” and inserts “political subdivision,” and strikes “person holding elective” and inserts “public official holding.”</p>
Legislature Information and Status:	<a href="https://nebraskalegislature.gov/bills/view_bill.php?DocumentID=50291">https://nebraskalegislature.gov/bills/view_bill.php?DocumentID=50291</a>
Notes:	
Bill:	<a href="#">LB360</a>
Title:	Adopt the Office of Inspector General of Nebraska Procurement Act
Status:	January 3, 2024 - Title printed. Carryover bill
Summary:	LB360 adopts the Office of Inspector General of Nebraska Procurement Act and establishes the purpose and duties of the Office of Inspector General of Nebraska Procurement.
Legislature Information and Status:	<a href="https://nebraskalegislature.gov/bills/view_bill.php?DocumentID=50518">https://nebraskalegislature.gov/bills/view_bill.php?DocumentID=50518</a>
Notes:	
Bill:	<a href="#">LB366</a>
Title:	Change provisions relating to public records and include body-worn camera recordings in certain circumstances
Status:	January 3, 2024 - Title printed. Carryover bill
Summary:	LB366 defines recordings created by body-worn cameras which depict or record circumstances in which a person died while being apprehended by, or while in the custody of, a law enforcement officer or detention personnel, including duplicates of such recordings, are public records under Neb. Rev. Stat. § 84-712.01. In addition, the requirements for fees charged for providing copies of public records is also changed to require allow for eight hours of service (currently four) to Nebraska residents prior to charging, and the custodian of record may waive or reduce any fee for such service if the waiver or reduction of the fee would be in the publics best interest.
Legislature Information and Status:	<a href="https://nebraskalegislature.gov/bills/view_bill.php?DocumentID=50179">https://nebraskalegislature.gov/bills/view_bill.php?DocumentID=50179</a>
Notes:	

Bill:	<a href="#">LB408</a>
Title:	Change provisions relating to conflicts of interest under the Nebraska Political Accountability and Disclosure Act
Status:	January 3, 2024 - Title printed. Carryover bill
Summary:	LB408 require that any member of a nonelective government body not designated in 49-1493 who would be required to take any action or make any decision in the discharge of his or her official duties that may cause financial benefit or detriment to him or her, a member of his or her immediate family, or a business with which he or she is associated, which is distinguishable from the effects of such action on the public generally or a broad segment of the public, shall prepare a written statement describing the matter requiring action or decision and the nature of the potential conflict and deliver it to the responsible public body, which shall enter it as a public record. The public employee must abstain from participating in the matter unless legally required to.
Legislature Information and Status:	<a href="https://nebraskalegislature.gov/bills/view_bill.php?DocumentID=49781">https://nebraskalegislature.gov/bills/view_bill.php?DocumentID=49781</a>
Notes:	
Bill:	<a href="#">LB485</a>
Title:	Provide for applicability of provisions regarding state contracts for services to certain state entities
Status:	January 3, 2024 - Title printed. Carryover bill
Summary:	<p>LB485 defines state agency director (a) for contracts entered into by a state agency other than an officer or agency established by the Constitution of Nebraska, the director or executive head of the agency, (b) for contracts entered into by a board, commission, or department established by the Constitution of Nebraska, the designee of the board, commission, or department, and (c) for contracts entered into by any other state constitutional officer, the state constitutional officer or the designee of the state constitutional officer.</p> <p>Under <a href="#">AM269</a>, the provisions of sections Neb. Rev. Stat. §§ 73-501 to 73-510 shall not apply to contracts for services executed for the purpose of managing educational lands by the Board of Educational Lands and Funds, pursuant to N.R.S. §§ 72-201 to 72-251 and Article VII, section 6, of the Constitution of Nebraska. AM269 also defines state agency director (a) for contracts entered into by a state agency other than an officer or agency established by the Constitution of Nebraska, the director or executive head of the agency, (b) for contracts entered into by a board, commission, or department established by the Constitution of Nebraska, the designee of the board, commission, or department, and (c) for contracts entered into by any other state constitutional officer, the state constitutional officer or the designee of the state constitutional officer</p>
Legislature Information and Status:	<a href="https://nebraskalegislature.gov/bills/view_bill.php?DocumentID=50440">https://nebraskalegislature.gov/bills/view_bill.php?DocumentID=50440</a>
Notes:	

Bill:	<a href="#">LB538</a>
Title:	Change provisions relating to the board of directors of a bank
Status:	January 3, 2024 - Title printed. Carryover bill
Summary:	LB538 requires that the Department of Banking is notified of a vacancy on the board of directors of a bank.
Legislature Information and Status:	<a href="https://nebraskalegislature.gov/bills/view_bill.php?DocumentID=50778">https://nebraskalegislature.gov/bills/view_bill.php?DocumentID=50778</a>
Notes:	
Bill:	<a href="#">LB637</a>
Title:	Require members of the public to be allowed to speak at each meeting subject to the Open Meetings Act
Status:	January 3, 2024 - Title printed. Carryover bill
Summary:	<p>LB637 requires that a public body shall allow members of the public an opportunity to speak at each meeting. Closed sessions are excluded.</p> <p><a href="#">AM616</a> amends LB637 to not allow a public body to limit public participation in any meeting at which citizens are allowed to speak.</p> <p><a href="#">AM617</a> amends LB637 to relieve a public body if a member or members are found or declared to be too tired to hear citizen testimony.</p>
Legislature Information and Status:	<a href="https://nebraskalegislature.gov/bills/view_bill.php?DocumentID=50594">https://nebraskalegislature.gov/bills/view_bill.php?DocumentID=50594</a>
Notes:	
Bill:	<a href="#">LB669</a>
Title:	Provide powers for the Director of Banking and Finance regarding conditions on financial institutions
Status:	January 3, 2024 - Title printed. Carryover bill
Summary:	<p>LB669 allows the Department of Banking and Financing to prescribe conditions on certain financial Institutions as a part of any order, decision, or determination required under the statutes governing those institutions.</p> <p>Provisions/portions of LB669 amended into <a href="#">LB92</a> by AM1364 - Approved by Governor on June 6, 2023</p>
Legislature Information and Status:	<a href="https://nebraskalegislature.gov/bills/view_bill.php?DocumentID=49957">https://nebraskalegislature.gov/bills/view_bill.php?DocumentID=49957</a>
Notes:	

Bill:	<a href="#">LB820</a>
Title:	Adopt the Agricultural Valuation Fairness Act
Status:	January 3, 2024 - Title printed. Carryover bill
Summary:	<p>LB820 enacts the Agricultural Valuation Fairness Act to provide for uniform assessment of agricultural and horticultural land in Nebraska. It declares that sales of agricultural and horticultural land are influenced by uses other than agricultural or horticultural purposes and cause the price paid for agricultural land and horticultural land to exceed the value such land has for agricultural or horticultural purposes. To achieve fairness, all agricultural and horticultural land will be assessed based on its capacity to produce income, called agricultural use value. Procedurally, LB820 establishes an Agricultural Land Valuation Committee to establish agricultural land values by Land Capability Groups (LCG) for agricultural land throughout the state. Land values are established utilizing a production approach to value. Gross income will be computed using an eight-year average yield data, with the highest and lowest values removed. Gross income is reduced to net income by utilizing expense ratios. The net income is then capitalized to determine assessed value. The capitalization rate is also determined by the committee and is calculated to arrive at valuations within 69-75% of market value ensuring assessed values are uniformly and proportionately assessed within the class of Agricultural Land. LB820 retains elements of local control by keeping the county assessor responsible for classifying land. County assessors currently inventory agricultural land on a productivity index making the implementation of this bill simple at the county level. County Assessors have representation on the Agricultural Land Valuation Committee created in this bill and have the option to petition the Tax Commissioner for alternative values they determine are not uniform and proportionate. LB820 also contains limitations to assure the resulting values for all agricultural and horticultural land statewide cannot be above the current market-based standard of 75% of value and cannot increase more than 3.5% over the prior year.</p> <p><a href="#">MO23</a> filed to indefinitely postpone LB820.  <a href="#">AM112</a> was filed to strike section 1 (the creation of the Agricultural Valuation Fairness Act).  <a href="#">FA16</a> filed on the floor to strike section 1.</p>
Legislature Information and Status:	<a href="https://nebraskalegislature.gov/bills/view_bill.php?DocumentID=50777">https://nebraskalegislature.gov/bills/view_bill.php?DocumentID=50777</a>
Notes:	
Bill:	<a href="#">LB914</a>
Title:	Adopt the Uniform Unlawful Restrictions in Land Records Act
Status:	February 29, 2024 - Placed on General File
Summary:	<p>LB914 enacts the Uniform Unlawful Restrictions in Land Records Act to provide for an owner of real property subject to an unlawful restriction the ability to submit to the recorder for recordation in the land records an amendment to remove the unlawful restriction, but only as to the owner's property. Notwithstanding any provision of the governing instrument or other law of this state, the governing body may execute an amendment under this section.</p>
Legislature Information and Status:	<a href="https://nebraskalegislature.gov/bills/view_bill.php?DocumentID=54826">https://nebraskalegislature.gov/bills/view_bill.php?DocumentID=54826</a>
Notes:	

Bill:	<a href="#">LB947</a>
Title:	Authorize virtual inspections for certain building permits and require certain inspection records be made available to the public under the Building Construction Act
Status:	March 20, 2024 - Placed on General File with AM2418
Summary:	<p>LB947 provides for any state agency, county, city, or village that requires an inspection as part of a building permit to allow for virtual inspection by an authorized inspector if the following conditions are met: (i) The inspection is of an area of a building that is less than three stories in height and under ten thousand square feet; (ii) The individual requesting or holding the building permit has provided a list of personnel who are completing the work onsite; and (iii) with certain exceptions, the virtual inspection is conducted live with both the individual requesting or holding the building permit and the authorized inspector. Inspections required for building permits of a nonstructural nature, as determined by the permitting entity, or any reinspection may be conducted using video or photo documentation. Any state agency, county, city, or village that requires an inspection by an authorized inspector as part of a building permit or structural scope of project shall make inspection records available to the public if the structure for which the permit was requested or issued is standing at the time of the request.</p> <p><a href="#">AM2418</a> Adds language requiring that any state agency, county, city, or village that requires an inspection as part of a building permit or structural scope of project shall use an authorized inspector for such inspection. Any inspection records from such inspection shall be made available to the public if the structure for which the permit was requested or issued is standing at the time of the request for such inspection records.</p>
Legislature Information and Status:	<a href="https://nebraskalegislature.gov/bills/view_bill.php?DocumentID=55007">https://nebraskalegislature.gov/bills/view_bill.php?DocumentID=55007</a>
Notes:	
Bill:	<a href="#">LB1075</a>
Title:	Change provisions of the Delayed Deposit Services Licensing Act, the Nebraska Installment Loan Act, the Nebraska Installment Sales Act, the Nebraska Money Transmitters Act, and the Residential Mortgage Licensing Act
Status:	January 30, 2024 – Hearing before the Banking, Commerce and Insurance Committee
Summary:	<p>LB1075 provides for background checks of certain applicants and licensees under the Delayed Deposit Services Licensing Act, the Nebraska Installment Loan Act, the Nebraska Installment Sales Act, the Nebraska Money Transmitters Act, and the Residential Mortgage Licensing Act. The director may use the Nationwide Mortgage Licensing System and Registry as a channeling agent for requesting information from and distributing information to the United States Department of Justice or any other governmental agency in order to reduce the points of contact which the Federal Bureau of Investigation may have to maintain. LB1075 also requires that a licensee notify the director in writing or through the Nationwide Mortgage Licensing System and Registry within three business days from the time that the licensee becomes aware of any breach of security of the system of computerized data owned or licensed by the licensee, which contains personal information about a Nebraska resident, or the unauthorized access to or use of such information about a Nebraska resident as a result of the breach. If a licensee would be required under Nebraska law to provide notification to a Nebraska resident regarding such incident, then the licensee shall provide a copy of such notification to the department prior to or simultaneously with the licensee's notification to the Nebraska resident. Notice required by this subsection may be delayed if a law enforcement agency</p>

	determines that the notice will impede a criminal investigation. Notice shall be made in good faith, without unreasonable delay, and as soon as possible after the law enforcement agency determines that notification will no longer impede the investigation.
Legislature Information and Status:	<a href="https://nebraskalegislature.gov/bills/view_bill.php?DocumentID=55262">https://nebraskalegislature.gov/bills/view_bill.php?DocumentID=55262</a>
Notes:	
Bill:	<a href="#">LB1136</a>
Title:	Change provisions of the Nebraska Real Estate License Act
Status:	February 12, 2024 – Hearing before the Banking, Commerce and Insurance Committee
Summary:	LB1136 updates the civil penalty for a finding of guilt in a complaint, and updates the requirements and terms and conditions for errors and omissions insurance.
Legislature Information and Status:	<a href="https://nebraskalegislature.gov/bills/view_bill.php?DocumentID=55069">https://nebraskalegislature.gov/bills/view_bill.php?DocumentID=55069</a>
Notes:	
Bill:	<a href="#">LB1190</a>
Title:	Adopt the Professional Service Contract Reporting Act
Status:	March 5, 2024 - Placed on General File with AM2686
Summary:	<p>LB1190 provides for enhance transparency within city, county, and state governments concerning professional service contracts, particularly those awarded to individuals or entities situated within economic redevelopment areas or qualified census tracts.</p> <p><a href="#">AM2686</a> strikes the original language in LB1190 and requires qualified cities, counties, and state agencies to submit a report to the Department of Administrative Services, detailing the entity involved in the professional service contract, the total dollar value of the contracts, and a description of any effort made by the entity to increase the number of contracts located within economic redevelopment areas and qualified census tracts.</p>
Legislature Information and Status:	<a href="https://nebraskalegislature.gov/bills/view_bill.php?DocumentID=54687">https://nebraskalegislature.gov/bills/view_bill.php?DocumentID=54687</a>
Notes:	
Bill:	<a href="#">LB1219</a>
Title:	Adopt updates to building and energy codes
Status:	February 13, 2024 – Hearing before the Urban Affairs Committee
Summary:	LB1136 updates the state building and energy codes to include the 2021 edition of the International Building Code and to include the 2021 edition of the International Residential Code.
Legislature Information and Status:	<a href="https://nebraskalegislature.gov/bills/view_bill.php?DocumentID=55585">https://nebraskalegislature.gov/bills/view_bill.php?DocumentID=55585</a>
Notes:	

Bill:	<a href="#">LB1240</a>
Title:	Provide a requirement for state officials and state employees testifying before the Legislature
Status:	February 1, 2024 – Hearing before the Executive Board
Summary:	LB1240 mandates that state officials and employees, testifying on behalf of a state agency before a legislative committee, must testify in a neutral capacity. LB1240 will ensure that agency testimony before the legislature must pertain to the technical aspects and implementations of the bill, and neither for or against specific legislation.
Legislature Information and Status:	<a href="https://nebraskalegislature.gov/bills/view_bill.php?DocumentID=55600">https://nebraskalegislature.gov/bills/view_bill.php?DocumentID=55600</a>
Notes:	
Bill:	<a href="#">LB1292</a>
Title:	Change provisions relating to standing to file a petition for a declaratory judgment
Status:	February 2, 2024 – Hearing before the Judiciary Committee
Summary:	LB1192 changes Section 84-911 of the Administrative Procedures Act (APA) and provides that a person who seeks to determine the validity of any rule or regulation may petition for a declaratory judgement in the district court of Lancaster County. In a declaratory judgement, the court may declare the rule or regulation invalid if the rule or regulation violates constitutional provisions, exceeds statutory authority of the agency, or was adopted without compliance with the APA. In order to bring a petition pursuant to section 84-911, a plaintiff must have standing, or the legal ability to bring a claim. Legislative Bill 1292 would provide statutory standing to the following individuals: (a) any Nebraska taxpayer and (b) any person whose legal rights or privileges are interfered with or threatened by a rule or regulation. In the case of Griffith v. Nebraska Dept. of Corr. Servs., 304 Neb. 287, 934 N.W.2d 169 (2019), the Nebraska Supreme Court interpreted section 84-911 to allow for standing only to individuals who can show an injury in fact, as a result of any challenged rule or regulation, and not necessarily for taxpayers who are funding an agency’s unconstitutional or invalid regulatory acts. This bill is intended to broaden the category of persons who have standing to seek relief under section 84-911.
Legislature Information and Status:	<a href="https://nebraskalegislature.gov/bills/view_bill.php?DocumentID=55321">https://nebraskalegislature.gov/bills/view_bill.php?DocumentID=55321</a>
Notes:	



Bill:	<a href="#">LB1417</a>
Title:	Create, eliminate, terminate, and provide, change, eliminate, and transfer powers, duties, and membership of boards, commissions, committees, councils, task forces, panels, authorities, and departments and change and eliminate funds
Status:	April 4, 2024 - Placed on General File with AM3346
Summary:	<p>LB1417 was introduced at the request of Governor Pillen on January 22, 2024. If passed, effective July 1, 2025, the Board of Abstractors and Appraisers is created, which would assume all of the duties of the Abstractors Board of Examiners; the Real Property Appraiser Board; and the board of appraisers in sections 72-224.03, 72-225, 72-240.14, and 72-240.19. On this same date, the Real Property Appraiser Board as it currently exists is terminated.</p> <p>The Board of Abstractors and Appraisers would consist of nine members. One member who is a certified real property appraiser would be selected from each of the three congressional districts, and six members would be selected at large. The six members selected at large would include three members who shall at all times be active registered abstractors who have engaged in the business of abstracting for at least five years, one member who shall be a lawyer experienced in the area of real estate law, one member who shall be a superintendent of a school district offering instruction in grades kindergarten through twelve, and one member who shall be a certified public accountant.</p> <p>The Board held a meeting on January 22, 2024 to discuss LB1417. At this meeting, Director Kohtz presented LB1417 to the Board for review and gave a brief summary of the contents and background research completed to date. After discussion of LB1417, the Board moved to authorize Director Kohtz to draft a letter to Senator Brewer and Governor Pillen requesting clarification of the intent of LB1417 and to bring attention to the potential impact of this bill; and to authorize Director Kohtz to draft a Memo From the Board to notify the appraiser community of the introduction of LB1417. The letters requested by the Board were sent to Govern Pillen and Senator Brewer on January 23, 2024. In these letters, the Board thank them for their efforts to make State government more efficient and effective and informed them that Board shares the same mission. The Board also brought attention to its purpose and accomplishments, what affect that such of a change may have on the State of Nebraska, and offered its assistance in pursuing a common goal.</p> <p>After a few brief discussions with Senator Brewer’s office, Director Kohtz was informed by Senator Brewer on January 24, 2024 that all inquiries and comments regarding LB1417 were to be directed at the Governor’s Policy and Research Office.</p> <p>Director Kohtz spoke with Governor Pillen’s Policy and Research Office (“GRPO”) on January 29, 2024. The Director reiterated that the Board shares the same goal to operate with efficiency and effectiveness in a way that best serves the citizens of Nebraska. During this conversation, the GRPO mentioned that one of the main intents of LB1417 is to reduce the number of appointments made by Governor Pillen. The Director expressed the Board’s preference to maintain its current independence as it exists, and the GRPO indicated the Governor is open an amendment. The following concepts and information were provided for the Governor’s consideration:</p>

- The Board operates with a high level of efficiency and effectiveness, and understands the framework of a complex federal regulatory system. Terminating this Board would cause undue harm to the public as all the institutional knowledge would be lost and the State of Nebraska's relationship with the financial and appraiser communities would also be damaged. It was requested that the Governor consider maintaining the current Real Property Appraiser Board, in its current makeup, as a foundation to build from if it is the Governor's will to make such of a change. This concept is in the best interest of the State of Nebraska as the cohesiveness and knowledge is maintained, along with the banking and real estate communities' representation in the appraiser profession.
- If it is the Governor's will, the Board would be open to absorbing the Abstractors Board of Examiners with a proper representation ratio on the Board. Since there are 700 real property appraisers, and 75 appraisal management companies (Separate from a business that provides real property appraisal services), and only 200 registered abstractors, along with a smaller number of certificates of authority (required for any individual or business entity desiring to engage in the business of abstracting), it would be reasonable to add two abstractor members to the current Real Property Appraiser Board. Under this concept, there is no specific need to add a lawyer experienced in real estate law as the Board relies on the Attorney General's Office and its Special Assistant Attorney General for legal advice. This ratio would ensure that the real property appraiser population, along with its peer professions, continue to be properly represented on the Board. This concept also eliminates three appointments for Governor Pillen.
- The Board of Appraisers under Neb. Rev. Stat. §§ 72-240.14 and 72-240.19 is appointed by the county judge or clerk magistrate to serve as appraisers. The county judge or clerk magistrate shall direct the sheriff to summon the appraisers so selected to convene in the office of the county judge at a time specified in the summons for the purpose of qualifying as appraisers and thereafter proceed to appraise the value of the permitted improvements to the land and growing crops owned by the lessee at the time of termination of the occupying tenant's lease. It is not clear how these duties would fit with an administrative licensing board. It was requested that the Governor consider removing these duties in an amendment.
- It is believed that the addition of the superintendent of a school district offering instruction in grades kindergarten through twelve, and the certified public accountant member placed on the new board in LB1417, was extracted from the terminated Board of Appraisers that exists for the purpose of making a finding as to the interest of the owner in a lease contract, if any, and assessing such value, when public bodies with authority to acquire educational lands for public use are required to condemn the interest of the state, as trustee for the public schools, in educational lands. Although the purpose of this Board of Appraisers is established under a specific act administered by the Nebraska Board of Educational Lands and Funds. If it is the Governor's intent to combine the duties of this board with the NRPAB, it was requested that the Governor consider incorporating it as a sub-Board. The superintendent and the certified public accountant member provide a critical role on the Board of Appraisers within the intent of that Act; however, the superintendent and the certified public accountant member would have little interest in the administration of appraiser licensing and regulation. It would be very difficult to convince individuals in these professions to provide the time and dedication needed to sit on a professional licensing board.

	<ul style="list-style-type: none"> <li>As for the name of the Board, if it is the Governor’s will that the Nebraska Abstractors Board of Examiners is absorbed by the Nebraska Real Property Appraiser Board, it would be important that “Real Property” be maintained in the name as this language relates to the statutory definitions of real property appraiser and real property appraisal practice. Appraisal is a generic term that could be used to describe those that do business appraisals, or that provide appraisals of jewelry, fine art, or antiques. The Nebraska Board of Real Property Appraisers and Registered Abstractors would ensure that the language relationship is maintained. If the Governor does not feel that it is in the best interest of the State to absorb the Nebraska Abstractors Board of Examiners into the Real Property Appraiser Board, it is requested that the current name remain in place for continuity and familiarity.</li> </ul> <p>The hearing on LB1417 before the Government, Military, and Veteran’s Affairs Committee took place on February 29, 2024. During the hearing, attention was brought to AM2739 drafted on behalf of the Governor’s Policy and Research Office. In the amendment, as it pertains to the Board, the Nebraska Real Property Appraiser Board becomes the Nebraska Board of Real Property Appraisers and Registered Abstractors. The Board retains its current makeup with two registered abstractors added to the Board. The Board would then absorb the duties the Nebraska Abstractor Board of Examiners. In his opening statement, Senator Brewer acknowledged the complexity of LB1417 and indicated that this is likely the start of this process and not the end. However, during testimony, Governor Pillen’s Chief of Staff Dave Lopez expressed his desire that LB1417 as amended be voted out of committee during this session.</p> <p>Except for those representing the Governor, all others that testified opposed LB1417; there was some scattered support for AM2739. The Board’s Director testified in a neutral capacity and expressed the Board’s desire to remain independent, but also acknowledged the Governor’s intent and recognized the Governor’s Policy and Research Office for working with the Board to address its concerns found in LB1417. During Senator Brewer’s closing, he brought attention to agencies that were removed from LB1417 through AM2739 and those that remain. The Senator indicated that the Committee would need to meet in executive session to discuss this bill and determine a path forward.</p> <p><a href="#">AM3346</a> Strikes all original sections and reintroduces language removes twenty-one boards, commissions, committees, and councils from the original bill. Twenty-seven others would be eliminated, and three would be consolidated into another commission. The Nebraska Real Property Appraiser Board is removed.</p>
Legislature Information and Status:	<a href="https://nebraskalegislature.gov/bills/view_bill.php?DocumentID=55542">https://nebraskalegislature.gov/bills/view_bill.php?DocumentID=55542</a>
Notes:	



Nebraska Real Property Appraiser Board

301 Centennial Mall South, First Floor

PO Box 94963

Lincoln, NE 68509-4963

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

402-471-9015

Check Number:
Receipt Number:
<b>For Board Use Only</b>
Check Number:
Receipt Number:
<b>For Board Use Only</b>

## APPLICATION FOR NEBRASKA TRAINEE REAL PROPERTY APPRAISER CREDENTIAL

### APPLICATION FEES

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

### APPLICATION INFORMATION

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

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

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

County of Business: \_\_\_\_\_

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

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

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

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

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

### EDUCATION QUESTIONS

**Applicant is required to hold a high school diploma or certificate of high school equivalency, or have education acceptable to the Board. Provide name and location of high school from which you graduated, or provide name and location of institution that issued Certificate of Equivalency.**

High School Diploma

Certificate of Equivalency

School Attended: \_\_\_\_\_

Location: \_\_\_\_\_

## NON-APPRAISAL CREDENTIALS CURRENTLY OR PREVIOUSLY HELD

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

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

## DISCIPLINARY QUESTIONS

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

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

N/A  YES  NO

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

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

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

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

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

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

## APPLICATION CHECKLIST

Include the following items with your completed application:

- Completed application form.
  
- Proof of completion of 30 hours of basic appraisal principles *(completed within five years of application)*  
Date completed (month, year): \_\_\_\_\_
  
- Proof of completion of 30 hours of basic appraisal procedures *(completed within five years of application)*  
Date completed (month, year): \_\_\_\_\_
  
- Proof of completion of 15-Hour National USPAP course or its equivalent *(completed within two years of application)*  
Date completed (month, year): \_\_\_\_\_
  
- Proof of completion of a board-approved supervisory real property appraiser and trainee course *(completed within one year of application)*  
Date completed (month, year): \_\_\_\_\_

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

- Passport type photo *(Copy of driver's license will meet the requirement.)*.
  
- Check or money order for \$195.25: \$150.00 non-refundable application fee and \$45.25 non-refundable criminal history record check fee.
  
- Two copies of legible, ink-rolled fingerprint cards or digital fingerprint submission.  
Date fingerprints digitally scanned at Nebraska State Patrol Office (if applicable): \_\_\_\_\_

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

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

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

\_\_\_\_\_  
Date



## UNITED STATES CITIZENSHIP ATTESTATION FORM

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

I am a citizen of the United States of America

**OR**

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

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

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

**OR**

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

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

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

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

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

Last

First

Middle

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

\_\_\_\_\_  
Date



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

I acknowledge and consent to the following:

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

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

\_\_\_\_\_  
Printed name of person whose fingerprints are being submitted

\_\_\_\_\_  
Signature of person whose fingerprints are being submitted

\_\_\_\_\_  
Date



## PRIVACY ACT STATEMENT

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

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

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

Rev. 03/30/2018

## NONCRIMINAL JUSTICE APPLICANT'S PRIVACY RIGHTS

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

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

<sup>1</sup> Written notification includes electronic notification, but excludes oral notification.

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

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

Updated 11/6/2019

# LICENSE SUSPENSION ACT, LAWS OF NEBRASKA, 1997

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

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

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

## AFFIDAVIT OF APPLICANT

I expressly agree that:

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

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

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

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

I understand that a certified real property appraiser is required to be approved by the Nebraska Real Property Appraiser Board as a supervisory real property appraiser prior to engaging in real property appraisal practice under that certified real property appraiser's direct supervision. I am aware that my scope of practice includes only those properties that my supervisory real property appraiser is qualified and competent to appraise. I acknowledge that I am required to maintain a log of completed appraisal reports jointly with each supervisory real property appraiser.

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

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

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

State of: \_\_\_\_\_ )

County of: \_\_\_\_\_ )

) ss.

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

by \_\_\_\_\_

Print Applicant's Name

(Notary Seal Here)

\_\_\_\_\_  
Signature of Notary Public



## DIRECTIONS

1. Complete entire application. If required information is not provided, application will be considered incomplete and will not be processed, and may be returned to you.
2. Along with the application, the following documentation is also required to be included:
  - a. Check or money order for \$195.25 (non-refundable \$150.00 application fee and nonrefundable \$45.25 criminal history record check fee.)
  - b. Recent passport type photo (Copy of driver's license will meet the requirement.)
  - c. Completion certificates for all qualifying education activities, and/or an official transcript from an Appraiser Qualifications Board-approved accredited degree-awarding college or university. (Unofficial transcripts will not be accepted.)
  - d. Two copies of legible, ink-rolled fingerprint cards or digital fingerprint submission for a fingerprint-based national criminal history record check conducted through the Nebraska State Patrol and Federal Bureau of Investigation. The Nebraska State Patrol will not process cards if the information at the top of the cards is not completed, the cards are not signed by both the individual being fingerprinted and the official taking the fingerprints, or the cards are more than 1 year old.
3. Mail application, fee(s), and supporting documentation to:  
NEBRASKA REAL PROPERTY APPRAISER BOARD  
PO BOX 94963  
LINCOLN, NE 68509-4963  
Street address for FedEx or UPS is NEBRASKA REAL PROPERTY APPRAISER BOARD, 301 CENTENNIAL MALL SOUTH, FIRST FLOOR, LINCOLN NE 68508
4. Questions or concerns may be directed to NRPAB staff at 402-471-9015 or [nrpab.credentialing@nebraska.gov](mailto:nrpab.credentialing@nebraska.gov)

## ADDITIONAL INFORMATION

- Prior to engaging in real property appraisal practice, a trainee real property appraiser is required to submit a written request for supervisory real property appraiser on a board-approved form. The request for supervisory real property appraiser approval may be made at the time of application, or any time after approval as a trainee real property appraiser.



## APPRAISER CREDENTIALS HELD

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

Jurisdiction: \_\_\_\_\_ Type: \_\_\_\_\_ Number: \_\_\_\_\_  
Date Issued: \_\_\_\_\_ Expiration: \_\_\_\_\_ Current Status: \_\_\_\_\_

## NON-APPRAISAL CREDENTIALS CURRENTLY OR PREVIOUSLY HELD

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

Type: \_\_\_\_\_ State: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
Type: \_\_\_\_\_ State: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

## DISCIPLINARY QUESTIONS

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

YES  NO

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

N/A  YES  NO

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

YES  NO

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

YES  NO

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

YES  NO

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

YES  NO

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

YES  NO

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

# APPLICATION CHECKLIST

Upgrade:  YES  NO

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

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

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

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

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

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

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

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

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

\_\_\_\_\_  
Date



## UNITED STATES CITIZENSHIP ATTESTATION FORM

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

I am a citizen of the United States of America

**OR**

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

Immigration Status: \_\_\_\_\_ Alien Number: \_\_\_\_\_

**OR**

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

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

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

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

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

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

\_\_\_\_\_  
 Date



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

I acknowledge and consent to the following:

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

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

\_\_\_\_\_  
Printed name of person whose fingerprints are being submitted

\_\_\_\_\_  
Signature of person whose fingerprints are being submitted

\_\_\_\_\_  
Date



## PRIVACY ACT STATEMENT

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

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

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

Rev. 03/30/2018

## NONCRIMINAL JUSTICE APPLICANT'S PRIVACY RIGHTS

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

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

<sup>1</sup> Written notification includes electronic notification, but excludes oral notification.

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

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

Updated 11/6/2019

## LICENSE SUSPENSION ACT, LAWS OF NEBRASKA, 1997

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

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

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

### AFFIDAVIT OF APPLICANT

I expressly agree that:

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

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

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

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

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

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

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

State of: \_\_\_\_\_ )

County of: \_\_\_\_\_ ) ss.

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

by \_\_\_\_\_

Print Applicant's Name

(Notary Seal Here)

\_\_\_\_\_  
Signature of Notary Public



## DIRECTIONS

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

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

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

## ADDITIONAL INFORMATION

- Unless 100% of experience requirement is satisfied by completion of PAREA, at a minimum, three assignment results reports will be selected by NRPAB staff from the submitted real property appraisal practice experience log(s) for verification of experience. One, or at the Board's discretion more than one, report will be reviewed for conformity with the Uniform Standards of Professional Appraisal Practice. The Board may enter into a contract with a qualified disinterested third party certified real property appraiser for completion of an appraisal review assignment on any of the requested reports. One or more report(s) may be sent for review at any time during the period in which the applicant's real property appraisal practice experience is being evaluated.
- Applicant may obtain a credential as a real property appraiser in Nebraska by complying with all provisions of the Nebraska Real Property Appraiser Act and Title 298 of the Nebraska Administrative Code.
- The appraiser credential status of applicant, including current standing and any disciplinary action imposed against his or her credentials, will be verified through the Appraiser Registry of the Appraisal Subcommittee of the Federal Financial Institutions Examination Council.
- The Nebraska Real Property Appraiser Board reviews all applications for credentialing in Nebraska and has final authority regarding issuance of a credential.
- Nebraska is a mandatory state. Per Neb. Rev. Stat. § 76-2246, any person who engages in real property appraisal practice or who advertises or holds himself or herself out to the general public as a real property appraiser in this state without obtaining proper credentialing under the Act will be guilty of a Class III misdemeanor.
- Fee(s) associated with application: \$150.00 application fee and \$45.25 criminal history record check fee
- Fee(s) associated with credentialing: \$300.00 credentialing fee and \$40.00 ASC Appraiser Registry fee. Required fees are required to be submitted within thirty [\(30\)](#) days of approval by the Board that the applicant may be issued a credential.



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

<u>Check Number:</u>
<u>Receipt Number:</u>
<b><u>For Board Use Only</u></b>
<u>Check Number:</u>
<u>Receipt Number:</u>
<b><u>For Board Use Only</u></b>

## APPLICATION FOR NEBRASKA CERTIFIED RESIDENTIAL REAL PROPERTY APPRAISER CREDENTIAL

### APPLICATION AND CREDENTIALING FEES

TOTAL FEE DUE WITH APPLICATION: \$195.25

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

### APPLICATION INFORMATION

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

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

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

County of Business: \_\_\_\_\_

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

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

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

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

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

### EDUCATION QUESTIONS

Highest Level of Education Completed: \_\_\_\_\_

School(s) Attended: \_\_\_\_\_

## APPRAISER CREDENTIALS HELD

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

Jurisdiction: \_\_\_\_\_ Type: \_\_\_\_\_ Number: \_\_\_\_\_  
Date Issued: \_\_\_\_\_ Expiration: \_\_\_\_\_ Current Status: \_\_\_\_\_

## NON-APPRAISAL CREDENTIALS CURRENTLY OR PREVIOUSLY HELD

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

Type: \_\_\_\_\_ State: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
Type: \_\_\_\_\_ State: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

## DISCIPLINARY QUESTIONS

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

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

## APPLICATION CHECKLIST

Upgrade:  YES  NO

If yes, select your current classification:  TRAINEE  LICENSED RESIDENTIAL

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

30 hours of basic appraisal principles Date completed (month, year): \_\_\_\_\_

30 hours of basic appraisal procedures Date completed (month, year): \_\_\_\_\_

15-Hour National USPAP Course Date completed (month, year): \_\_\_\_\_

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

Proof of completion of 15 hours of market analysis and highest and best use  
Date completed (month, year): \_\_\_\_\_

Proof of completion of 15 hours of appraiser site valuation and cost approach  
Date completed (month, year): \_\_\_\_\_

Proof of completion of 30 hours of sales comparison and income approaches  
Date completed (month, year): \_\_\_\_\_

Proof of completion of 15 hours of report writing and case studies  
Date completed (month, year): \_\_\_\_\_

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

Proof of completion of 15 hours of statistics, modeling, and finance  
Date completed (month, year): \_\_\_\_\_

Proof of completion of 15 hours of advanced applications and case studies  
Date completed (month, year): \_\_\_\_\_

Proof of completion of 20 hours of appraisal subject matter elective(s)  
Date completed (month, year): \_\_\_\_\_

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



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

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

- Board-approved real property appraisal practice experience log cover sheet and experience log showing that applicant has completed no fewer than 1,500 hours of real property appraisal practice experience in no fewer than twelve (12) months' time and including a minimum of 1 2-4 unit residential assignment results report, 1 0-20 yr old residential assignment results report, and 1 20 yr or older residential assignment results report.

OR

- Document evidencing successful completion of a licensed residential PAREA program and Board-approved real property appraisal practice experience log cover sheet and experience log showing that applicant has completed no fewer than 495 hours of real property appraisal practice experience in no fewer than six (6-12) months' time and including a minimum of 1 2-4 unit residential assignment results report, 1 0-20 yr old residential assignment results report, and 1 20 yr or older residential assignment results report.

Date PAREA program completed (month, year): \_\_\_\_\_

OR

- Document evidencing successful completion of a certified residential PAREA program

Date PAREA program completed (month, year): \_\_\_\_\_

Meet one of the following:

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

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

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

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

Last	First	Middle
Applicant's Signature		Date



## UNITED STATES CITIZENSHIP ATTESTATION FORM

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

I am a citizen of the United States of America

**OR**

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

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

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

**OR**

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

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

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

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

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

Last

First

Middle

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

\_\_\_\_\_  
Date



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

I acknowledge and consent to the following:

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

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

\_\_\_\_\_  
Printed name of person whose fingerprints are being submitted

\_\_\_\_\_  
Signature of person whose fingerprints are being submitted

\_\_\_\_\_  
Date

## PRIVACY ACT STATEMENT

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

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

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

Rev. 03/30/2018

## NONCRIMINAL JUSTICE APPLICANT'S PRIVACY RIGHTS

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

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

<sup>1</sup> Written notification includes electronic notification, but excludes oral notification.

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

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

Updated 11/6/2019

## LICENSE SUSPENSION ACT, LAWS OF NEBRASKA, 1997

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

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

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

### AFFIDAVIT OF APPLICANT

I expressly agree that:

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

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

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

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

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

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

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

State of: \_\_\_\_\_ )  
County of: \_\_\_\_\_ ) ss.

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

by \_\_\_\_\_  
Print Applicant's Name

(Notary Seal Here)

\_\_\_\_\_  
Signature of Notary Public



## DIRECTIONS

1. Complete entire application. If required information is not provided, application will be considered incomplete and will not be processed, and may be returned to you.
2. Along with the application, the following documentation is also required to be included:
  - a. Check or money order for \$195.25: non-refundable \$150.00 application fee and nonrefundable \$45.25 criminal history record check fee.
  - b. Recent passport type photo (copy of driver's license photo will meet the requirement).
  - c. Completion certificates for all qualifying education activities, and/or an official transcript from an Appraiser Qualifications Board-approved accredited degree-awarding college or university.
  - d. Two copies of legible, ink-rolled fingerprint cards or digital fingerprint submission for a fingerprint-based national criminal history record check conducted through the Nebraska State Patrol and Federal Bureau of Investigation. The Nebraska State Patrol will not process cards if the information at the top of the cards is not completed, the cards are not signed by both the individual being fingerprinted **and** the official taking the fingerprints, or the cards are more than one (1) year old.
  - e. Official transcripts for required post-secondary education. (*Unofficial transcripts will not be accepted.*) Transcripts may be submitted on paper, or electronically through a secure site if the transcript is marked as official and the Board is provided access directions directly from the school.
  - f. Document evidencing the successful completion of a PAREA program and/or real property appraisal practice experience logs in board-approved format. Experience logs are required either all to be in the approved format at time of application, or to be in the approved format at the time the real property appraisal practice experience was obtained. (*Experience logs submitted on forms other than those approved by the Board will not be accepted.*) Real property appraisal practice experience log cover sheet and experience log pages must be dated and signed by both applicant and supervisory real property appraiser or the real property appraiser-in-charge.
3. Mail application, fee(s), and supporting documentation to:  
NEBRASKA REAL PROPERTY APPRAISER BOARD  
PO BOX 94963  
LINCOLN, NE 68509-4963  
Street address for FedEx or UPS is NEBRASKA REAL PROPERTY APPRAISER BOARD, 301 CENTENNIAL MALL SOUTH, FIRST FLOOR, LINCOLN NE 68508
4. Questions or concerns may be directed to NRPAB staff at 402-471-9015 or [nrpab.credentialing@nebraska.gov](mailto:nrpab.credentialing@nebraska.gov)

## ADDITIONAL INFORMATION

- Unless 100% of experience requirement is satisfied by completion of PAREA, at a minimum, three assignment results reports will be selected by NRPAB staff from the submitted real property appraisal practice experience log(s) for verification of experience. One, or at the Board's discretion more than one, report will be reviewed for conformity with the Uniform Standards of Professional Appraisal Practice. The Board may enter into a contract with a qualified disinterested third party certified real property appraiser for completion of an appraisal review assignment on any of the requested reports. One or more report(s) may be sent for review at any time during the period in which the applicant's real property appraisal practice experience is being evaluated.
- Applicant may obtain a credential as a real property appraiser in Nebraska by complying with all provisions of the Nebraska Real Property Appraiser Act and Title 298 of the Nebraska Administrative Code.
- The appraiser credential status of applicant, including current standing and any disciplinary action imposed against his or her credentials, will be verified through the Appraiser Registry of the Appraisal Subcommittee of the Federal Financial Institutions Examination Council.
- The Nebraska Real Property Appraiser Board reviews all applications for credentialing in Nebraska and has final authority regarding issuance of a credential.
- Nebraska is a mandatory state. Per Neb. Rev. Stat. § 76-2246, any person who engages in real property appraisal practice or who advertises or holds himself or herself out to the general public as a real property appraiser in this state without obtaining proper credentialing under the Act will be guilty of a Class III misdemeanor.
- Fee(s) associated with application: \$150.00 application fee and \$45.25 criminal history record check fee
- Fee(s) associated with credentialing: \$300.00 credentialing fee and \$40.00 ASC Appraiser Registry fee (current Nebraska Licensed Residential credential holders do not need to pay the \$40.00 ASC Appraiser Registry fee). Required fees are required to be submitted within thirty [\(30\)](#) days of approval that the applicant may be issued a credential.





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

Check Number:
Receipt Number:
<b>For Board Use Only</b>
Check Number:
Receipt Number:
<b>For Board Use Only</b>

## APPLICATION FOR NEBRASKA CERTIFIED GENERAL REAL PROPERTY APPRAISER CREDENTIAL

### APPLICATION AND CREDENTIALING FEES

TOTAL FEE DUE WITH APPLICATION: \$195.25

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

### APPLICATION INFORMATION

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

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

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

County of Business: \_\_\_\_\_

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

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

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

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

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

### EDUCATION QUESTIONS

Highest Level of Education Completed: \_\_\_\_\_

School(s) Attended: \_\_\_\_\_

## APPRAISER CREDENTIALS HELD

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

Jurisdiction: \_\_\_\_\_ Type: \_\_\_\_\_ Number: \_\_\_\_\_  
Date Issued: \_\_\_\_\_ Expiration: \_\_\_\_\_ Current Status: \_\_\_\_\_

## NON-APPRAISAL CREDENTIALS CURRENTLY OR PREVIOUSLY HELD

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

Type: \_\_\_\_\_ State: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
Type: \_\_\_\_\_ State: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

## DISCIPLINARY QUESTIONS

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

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

## APPLICATION CHECKLIST

Upgrade:  YES  NO

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

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

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

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

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

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

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

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

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

Date completed (month, year): \_\_\_\_\_

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

Date completed (month, year): \_\_\_\_\_

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

Date completed (month, year): \_\_\_\_\_

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

Date completed (month, year): \_\_\_\_\_

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

Date completed (month, year): \_\_\_\_\_

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

- Completed application.
- Passport type photo (*copy of driver's license will meet the requirement*).
- Check or money order for \$195.25: \$150.00 non-refundable application fee and \$45.25 non-refundable criminal history record check fee.
- Two copies of legible, ink-rolled fingerprint cards or digital fingerprint submission.  
Date fingerprints digitally scanned at Nebraska State Patrol Office (if applicable): \_\_\_\_\_
- Board-approved real property appraisal practice experience log cover sheet and experience log showing that applicant has completed no fewer than 3,000 hours of real property appraisal practice experience in no fewer than eighteen (18) months' time, and including at least 1,500 hours in non-residential real property appraisal practice experience. At least two non-residential assignment results reports are required to include all three approaches to value.  
OR
- Document evidencing successful completion of a licensed residential PAREA program and Board-approved real property appraisal practice experience log cover sheet and experience log showing that applicant has completed no fewer than 2,010 hours of real property appraisal practice experience in no fewer than twelve (12) months' time, and including at least 1,500 hours in non-residential real property appraisal practice experience. At least two non-residential assignment results reports are required to include all three approaches to value.  
Date PAREA program completed (month, year): \_\_\_\_\_  
OR
- Document evidencing successful completion of a certified residential PAREA program and Board-approved real property appraisal practice experience log cover sheet and experience log showing that applicant has completed no fewer 1,500 hours of non-residential real property appraisal practice experience in no fewer than six (6) months' time. At least two non-residential assignment results reports are required to include all three approaches to value.  
Date PAREA program completed (month, year): \_\_\_\_\_
- Official transcripts from an accredited degree-awarding college or university evidencing completion of a bachelor's degree or higher. (*Unofficial transcripts will not be accepted.*)

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

\_\_\_\_\_  
Last

\_\_\_\_\_  
First

\_\_\_\_\_  
Middle

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

\_\_\_\_\_  
Date





## UNITED STATES CITIZENSHIP ATTESTATION FORM

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

I am a citizen of the United States of America

**OR**

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

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

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

**OR**

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

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

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

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

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

Last

First

Middle

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

\_\_\_\_\_  
Date



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

I acknowledge and consent to the following:

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

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

\_\_\_\_\_  
Printed name of person whose fingerprints are being submitted

\_\_\_\_\_  
Signature of person whose fingerprints are being submitted

\_\_\_\_\_  
Date

## PRIVACY ACT STATEMENT

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

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

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

Rev. 03/30/2018

## NONCRIMINAL JUSTICE APPLICANT'S PRIVACY RIGHTS

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

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

<sup>1</sup> Written notification includes electronic notification, but excludes oral notification.

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

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

Updated 11/6/2019



## LICENSE SUSPENSION ACT, LAWS OF NEBRASKA, 1997

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

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

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

### AFFIDAVIT OF APPLICANT

I expressly agree that:

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

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

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

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

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

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

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

State of : \_\_\_\_\_ )

County of: \_\_\_\_\_ ) ss.

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

by \_\_\_\_\_

Print Applicant's Name

(Notary Seal Here)

\_\_\_\_\_  
Signature of Notary Public



## DIRECTIONS

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

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

Street address for FedEx or UPS is NEBRASKA REAL PROPERTY APPRAISER BOARD ,301 CENTENNIAL MALL SOUTH, FIRST FLOOR, LINCOLN NE 68508
4. Questions or concerns may be directed to NRPAB staff at 402-471-9015 or [nrpab.credentialing@nebraska.gov](mailto:nrpab.credentialing@nebraska.gov)

## ADDITIONAL INFORMATION

- At a minimum, three assignment results reports will be selected by NRPAB staff from the submitted real property appraisal practice experience log(s) for verification of experience. One, or at the Board's discretion more than one, report will be reviewed for conformity with the Uniform Standards of Professional Appraisal Practice. The Board may enter into a contract with a qualified disinterested third party certified real property appraiser for completion of an appraisal review assignment on any of the requested reports. One or more report(s) may be sent for review at any time during the period in which the applicant's real property appraisal practice experience is being evaluated.
- Applicant may obtain a credential as a real property appraiser in Nebraska by complying with all provisions of the Nebraska Real Property Appraiser Act and Title 298 of the Nebraska Administrative Code.
- The appraiser credential status of applicant, including current standing and any disciplinary action imposed against his or her credentials, will be verified through the Appraiser Registry of the Appraisal Subcommittee of the Federal Financial Institutions Examination Council.
- The Nebraska Real Property Appraiser Board reviews all applications for credentialing in Nebraska and has final authority regarding issuance of a credential.
- Nebraska is a mandatory state. Per Neb. Rev. Stat. § 76-2246, any person who engages in real property appraisal practice or who advertises or holds himself or herself out to the general public as a real property appraiser in this state without obtaining proper credentialing under the Act will be guilty of a Class III misdemeanor.
- Fee(s) associated with application: \$150.00 application fee and \$45.25 criminal history record check fee
- Fee(s) associated with credentialing: \$300.00 credentialing fee and \$40.00 ASC Appraiser Registry fee (Current Nebraska Licensed Residential or Certified Residential credential holders do not need to pay the \$40.00 ASC Appraiser Registry fee). Required fees are required to be submitted within thirty [\(30\)](#) days of approval that the applicant may be issued a credential.



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

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

## 2025-2026 APPLICATION FOR TWO-YEAR RENEWAL OF NEBRASKA TRAINEE REAL PROPERTY APPRAISER CREDENTIAL

**PRE-ACKNOWLEDGEMENT**

I understand that I am required to have completed the required two years of my continuing education cycle to be eligible for renewal. If I have not completed the required 28 continuing education hours prior to submitting my renewal application, my application will not be processed. I understand that an application that is not processed may be returned to me. I understand that I will be responsible for all late processing fees incurred after November 30, 2024.

**~~RANDOM CRIMINAL HISTORY RECORD CHECK PROGRAM FEE~~**

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

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

\$25 per month or portion of a month

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

**APPLICATION INFORMATION**

Nebraska Real Property Appraiser Credential Number: \_\_\_\_\_

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

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

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

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

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

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

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

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

## EDUCATION QUESTIONS

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

1. Have you completed at least 28 hours of continuing education approved by NRPAB, or approved by another appraiser licensing, credentialing, or registration authority, to meet the education requirements of this jurisdiction?  YES  NO
2. Have you completed the 7-Hour National USPAP Update Course at least once during the previous two years?  
Date last USPAP Update completed (month, year): \_\_\_\_\_  YES  NO  
Not applicable, credential issued between January 1 and June 30, 202~~3~~<sup>2</sup>, first USPAP Update due in 202~~4~~<sup>5</sup>.  N/A

## DISCIPLINARY QUESTIONS

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

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

YES  NO

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

YES  NO

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

## APPLICATION CHECKLIST

1.  Completed application form signed on pages 3, 4, and 5.

2.  All required education certificates for renewal of your credential (including the 7-Hour National USPAP Update Course if applicable) are attached, have been submitted through the Education Submission Portal in Appraiser Login, or have already been submitted to and approved by the NRPAB (approved means that you received an email from the NRPAB indicating approval of the continuing education submission). **If the certificates are not attached, submitted through the Education submission Portal in Appraiser Login, or have not already been submitted to and approved by the NRPAB before this application is received in the NRPAB office, your application will be considered incomplete and will not be processed.**

~~3.  \$10.00 random fingerprint program criminal history record check fee. The random fingerprint program criminal history record check fee is required regardless of whether you have been selected to submit fingerprint cards.~~

~~34.  I was notified of selection for criminal history record check and two sets of fingerprints are included, or electronic fingerprints were submitted to the Nebraska State Patrol on \_\_\_\_\_. Signed and dated Authorization to Use Fingerprints for National Criminal History Check Through the Nebraska State Patrol and the Federal Bureau of Investigation form is attached. **OR**~~

~~I was **not** notified of selection for criminal history record check. Late processing fee of \$25 per month or portion of a month after November 30, 2024 if my application is postmarked after November 30, 2024.~~

**45.**  I am submitting my application for renewal to be postmarked on or prior to November 30, 2024**43.** **OR**

I am **not** submitting my application for renewal postmarked on or before November 30, 2024**43.** I understand that my application may be required to go before the Nebraska Real Property Appraiser Board for review. I also acknowledge that the processing of my application may be delayed due to the late submission of my materials. Furthermore, I certify that I have included all appropriate late processing fees. A \$25 per month late processing fee is charged for each month or portion of a month past the November 30, 2024**43** renewal deadline.

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

Print Name:

\_\_\_\_\_ Last

\_\_\_\_\_ First

\_\_\_\_\_ Middle



---

Applicant's Signature

---

Date

## UNITED STATES CITIZENSHIP ATTESTATION FORM

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

I am a citizen of the United States of America

**OR**

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

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

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

**OR**

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

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

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



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

Print Name:

\_\_\_\_\_

Last

\_\_\_\_\_

First

\_\_\_\_\_

Middle

\_\_\_\_\_

Applicant's Signature

\_\_\_\_\_

Date

## LICENSE SUSPENSION ACT, LAWS OF NEBRASKA, 1997

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

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

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

### AFFIDAVIT OF APPLICANT

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

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

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

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

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

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

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

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



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

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

\_\_\_\_\_  
Date

## DIRECTIONS

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

~~If fingerprints are required, a signed and dated Authorization to Use Fingerprints for National Criminal History Check Through the Nebraska State Patrol and the Federal Bureau of Investigation form is required to accompany the application. The form was sent with the notification that fingerprints are required and is also available on the Board's website at <https://appraiser.ne.gov/> (click 2024-2025 Renewal Applications link located in menu box on right side of page). Late processing fee of \$25 per month or portion of a month after November 30, 2024 if application is postmarked after November 30, 2024.~~
3. Mail application, ~~fee(s),~~ and supporting documentation, ~~and any required late processing fee~~ to: NEBRASKA REAL PROPERTY APPRAISER BOARD, PO BOX 94963, LINCOLN, NE 68509-4963. Street address for FedEx or UPS is 301 CENTENNIAL MALL SOUTH, FIRST FLOOR, LINCOLN NE 68508.
4. Questions or concerns may be directed to Board Staff at 402-471-9015 or nrpab.renewals@nebraska.gov.

## ADDITIONAL INFORMATION

- All credentials issued under the Real Property Appraiser Act, other than temporary permits, will remain in effect until December 31 of the designated year unless surrendered, revoked, suspended, or canceled prior to such date.
- All applications for renewal and evidence of continuing education completion are due to the NRPAB no later than November 30, 202~~4~~<sup>3</sup>.
- To qualify for renewal of a credential, every credential holder is required to furnish evidence to the board that he or she has satisfactorily completed no fewer than twenty-eight hours of approved continuing education activities in each two-year continuing education period. Qualifying education, as approved by the board, ~~successfully completed by a credential holder to fulfill the class-hour requirement to upgrade to a higher classification than his or her current classification,~~ will be approved by the board as continuing education. If fewer than twenty-eight hours of approved continuing education activities are submitted, the application will be considered incomplete and will not be processed. An application not processed for any reason may be returned to you. You will be responsible for the payment of any late processing fees incurred.
- Any classroom continuing education activities completed outside of the State of Nebraska are required to be approved for continuing education credit by the jurisdiction in which the activity was completed at the time the activity was completed. Any distance (asynchronous, synchronous) continuing education activities not approved by the Board are required to be approved for continuing education credit by a jurisdiction in which the real property appraiser is credentialed as verified through the ASC Appraiser Registry at the time the activity was completed. If approval cannot be verified, your application will be considered incomplete and will not be processed. An application not processed for any reason may be returned to you.
- The two-year continuing education period for a new real property appraiser credentialed prior to July 1 commences on the date of initial credentialing and is completed on December 31 of the following year. The two-year continuing education period for a new real property appraiser credentialed on or after July 1 commences January 1 of the year following the date of initial credentialing.
- At least once during every two-year continuing education period, a credential holder is required to successfully complete the 7-hour National Uniform Standards of Professional Appraisal Practice Update, as approved by the Appraiser Qualifications Board or the equivalent of the course as approved by the Nebraska Real Property Appraiser Board.
- If all requirements for renewal are not met by November 30, 202~~4~~<sup>3</sup>, the credential holder has until July 1, 202~~5~~<sup>4</sup> to meet the requirements. A late processing fee of \$25 will be assessed for each month or portion of a month the credential is not renewed beginning on December 1, 202~~4~~<sup>3</sup>. The Board's staff will utilize postmark dates to determine late processing fees.
- ~~• If you have been notified through certified mail by the NRPAB that you were randomly selected for a fingerprint-based criminal history record check, two copies of legible ink-rolled fingerprint cards or equivalent electronic fingerprint submissions are required to accompany your renewal application. If fingerprints are required, a signed and dated Authorization to Use Fingerprints for National Criminal History Check Through the Nebraska State Patrol and the Federal Bureau of Investigation form is required to accompany the application. The form was sent with the notification that fingerprints are required and is also available on the Board's website at <https://appraiser.ne.gov/>. The Real Property Appraiser Board will deliver the fingerprint cards to the Nebraska State Patrol in a form approved by both the Nebraska State Patrol and the Federal Bureau of Investigation. A fingerprint based national criminal history record check will be conducted through the Nebraska State Patrol and the Federal Bureau of Investigation with such record check to~~

~~be carried out by the Real Property Appraiser Board. If fingerprints were requested and not submitted the application will be considered invalid and will not be processed. An application not processed for any reason may be returned to you. You will be responsible for the payment of any late processing fees incurred.~~



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

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

## 20254-256 APPLICATION FOR RENEWAL OF NEBRASKA REAL PROPERTY APPRAISER CREDENTIAL

### YOUR CURRENT CE PERIOD

<input type="checkbox"/> <del>20232-</del> <del>20234</del>	Submit certificates of completion for 28 hours CE with this application or through the Education Submission Portal found in Appraiser Login (if not already submitted to and approved by the NRPA B). Eligible for either 1-year or 2-year renewal.
<input type="checkbox"/> <del>20234-</del> <del>20245</del>	Eligible for 1-year renewal <b>ONLY</b> . If USPAP update due in 20243, submit CE certificate with this application or through the Education Submission Portal found in Appraiser Login (if not already submitted to and approved by the NRPA B).
<input type="checkbox"/> <del>20245-</del> <del>20256</del>	Credential issued after June 30, 20234. Eligible for either 1-year or 2-year renewal. No CE certificates required.

### RENEWAL INFORMATION

Select the credential classification for which you are applying.

#### 1-YEAR RENEWAL TOTAL FEE DUE: \$31520

- CERTIFIED GENERAL – 1 year       CERTIFIED RESIDENTIAL – 1 year       LICENSED RESIDENTIAL – 1 year

#### 2-YEAR RENEWAL TOTAL FEE DUE: \$6340

Application will not be processed if you are not eligible for 2-year renewal. Current CE period required to be 20223-20234 or 20245-20256.

- CERTIFIED GENERAL – 2 years       CERTIFIED RESIDENTIAL – 2 years       LICENSED RESIDENTIAL – 2 years

### APPLICATION INFORMATION

Nebraska Real Property Appraiser Credential Number: \_\_\_\_\_

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

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

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

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

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

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

Principal Business Email Address

Business Area Code + Phone Number



Secondary or Residential

Address, if different:

PO Box or Street Number

City

State

Zip Code + 4

Email Address

Area Code + Phone Number

## EDUCATION QUESTIONS

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

1. If this is the second year of your two-year continuing education period, have you completed at least 28 hours of continuing education approved by NRPAB, or approved by another appraiser licensing, credentialing, or registration authority, to meet the education requirements of this jurisdiction?  
 N/A (first year of two-year continuing education period OR new credential)  YES  NO
2. Have you completed the 7-Hour National USPAP Update Course at least once during the previous two years?  
Date last USPAP Update completed (month, year) or  N/A  YES  NO  
N/A for new credential:  
If the USPAP Update Course was completed in 2024~~3~~, is the certificate of completion attached,  N/A  YES  NO  
has it been submitted through the Education Submission Portal found in Appraiser Login, or has it been previously submitted to and approved by the NRPAB?

## DISCIPLINARY QUESTIONS

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

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

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

## APPLICATION CHECKLIST

1.  Completed application form signed on pages 4, 5, and 6.
2.  All required continuing education certificates for renewal of your credential are attached, have been submitted through the Education Submission Portal found in Appraiser Login, or have previously been submitted to and approved by the NRPAB (approved means that you received an email from the NRPAB indicating approval of the continuing education submission). If you are in the first year of your continuing education cycle and you were required to complete the 7-Hour USPAP course by December 31, 202~~4~~<sup>3</sup>, submit a copy of the certificate of completion for the 7-Hour USPAP Update with this application, or submit a copy through the Education Submission Portal found in Appraiser Login (if not previously submitted to and approved by the NRPAB). **If the certificates are not attached, submitted through the Education Submission Portal in Appraiser Login, or have not already been submitted to and approved by the NRPAB before this application is received in the NRPAB office, your application will be considered incomplete and will not be processed.**
3.  Credentialing fee, ASC Appraiser Registry fee, and ~~random fingerprint program criminal history record check fee~~ [late processing fee as applicable](#). ~~The random fingerprint program criminal history record check fee is required regardless of whether you have been selected to submit fingerprint cards.~~
- ~~4.  I was notified of selection for criminal history record check and two sets of fingerprints are included, or electronic fingerprints were submitted to the Nebraska State Patrol on \_\_\_\_\_ . Signed and dated Authorization to Use Fingerprints for National Criminal History Check Through the Nebraska State Patrol and the Federal Bureau of Investigation form is attached. **OR**~~
- ~~I was not notified of selection for criminal history record check.~~
- 45.**  I am submitting my application for renewal to be postmarked on or prior to November 30, 202~~4~~<sup>3</sup>. **OR**
- I am not submitting my application for renewal postmarked on or before November 30, 202~~4~~<sup>3</sup>. I understand that my application is required to go before the Nebraska Real Property Appraiser Board for review. I also acknowledge that the processing of my application may be delayed due to the late submission of my materials. Furthermore, I certify that I have included all appropriate late processing fees. *A \$25 per month late processing fee is charged for each month or portion of a month past the November 30, 202~~4~~<sup>3</sup> renewal deadline.*



**56.**  I am submitting an application for a 1-year renewal. I have attached a certificate of completion for the 7-Hour National USPAP Update Course, or submitted the certificate through the Education Submission Portal in Appraiser Login, if I completed it in 202~~4~~<sup>3</sup> (if not previously submitted to and approved by the NRPAB). **OR**

I am submitting an application for a 2-year renewal. I understand that I am required to have completed the required 2 years of my 2-year continuing education period to be eligible for this option. I also acknowledge that if I have not completed the required 2nd year of my continuing education period, my application will be considered invalid and will not be processed. I understand that I will be responsible for all late processing fees incurred after November 30, 202~~4~~<sup>3</sup>.

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

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

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



## UNITED STATES CITIZENSHIP ATTESTATION FORM

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

I am a citizen of the United States of America

**OR**

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

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

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

**OR**

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

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

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

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

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

Last

First

Middle

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

\_\_\_\_\_  
Date

## LICENSE SUSPENSION ACT, LAWS OF NEBRASKA, 1997

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

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

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

### AFFIDAVIT OF APPLICANT

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

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

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

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

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

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

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

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



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

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

\_\_\_\_\_  
Date

## SUPERVISORY APPRAISER CONTACT LIST

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

## DIRECTIONS

1. Complete entire application. If required information is not provided, application may be considered incomplete and will not be processed. An application not processed for any reason may be returned to you.
2. Along with the application, the following is also required to be included:
  - a. Check or money order for non-refundable credential registration fee and, ASC Appraiser Registry fee, ~~and random fingerprint program criminal history record check fee~~. If a late processing fee is applicable, include this amount as well. *See below for late processing fee requirements.*
  - b. Any copies of certificates for continuing education activities required not submitted through the Education Submission Portal in Appraiser Login or previously submitted to and approved by the NRPAB.
  - c. Copy of certificate for 7-Hour National USPAP Update Course if due in 202~~3~~4 and not submitted through the Education Submission Portal in Appraiser Login or previously submitted and approved by the NRPAB, even if the renewal is in the middle of the CE period and no other certificates are required at this time.
  - ~~d. Two sets of fingerprints. Only required if you were notified by the NRPAB to submit fingerprint cards. The Nebraska State Patrol will not process cards if the information at the top of the cards is not completed, the cards are not signed by both the individual being fingerprinted **and** the official taking the fingerprints, or the cards are more than 1 year old. If fingerprints are being submitted electronically, the NRPAB ORI Number is NB920183Z, and the reason fingerprinted is AREN — 76-2233.02 Appraiser Credential Renewal. If fingerprints are required, a signed and dated Authorization to Use Fingerprints for National Criminal History Check Through the Nebraska State Patrol and the Federal Bureau of Investigation form is required to accompany the application. The form was sent with the notification that fingerprints are required and is also available on the Board's website at <https://appraiser.ne.gov/> (click 2024-2025 Renewal Applications link located in menu box on right side of page).~~
3. Mail application, fee(s), and supporting documentation to:  
NEBRASKA REAL PROPERTY APPRAISER BOARD  
PO BOX 94963  
LINCOLN, NE 68509-4963  
Street address for FedEx or UPS is 301 CENTENNIAL MALL SOUTH, FIRST FLOOR, LINCOLN NE 68508.
4. Questions or concerns may be directed to Board staff at 402-471-9015 or [nrpab.renewals@nebraska.gov](mailto:nrpab.renewals@nebraska.gov).

## ADDITIONAL INFORMATION

- All credentials issued under the Real Property Appraiser Act, other than temporary permits, shall remain in effect until December 31st of the designated year unless surrendered, revoked, suspended, or canceled prior to such date.
- All applications for renewal and evidence of continuing education completion are due to the NRPAB no later than November 30, 202~~4~~3.

- To qualify for renewal of a credential, every credential holder is required to furnish evidence to the board that he or she has satisfactorily completed no fewer than twenty-eight hours of approved continuing education activities in each two-year continuing education period. The entire two-year continuing education period is required to be satisfactorily completed prior to renewing credential for a two-year period. If you have questions about whether or not you are eligible for a two-year renewal, the Board encourages you to contact the Board's office to determine your eligibility prior to submission. If fewer than twenty-eight hours of approved continuing education activities are submitted, the application will be considered incomplete and will not be processed. An application not processed for any reason may be returned to you. You will be responsible for the payment of any late processing fees incurred. If you are in the first year of your two-year continuing education period, you are not required to provide evidence of completion of continuing education activities except for the USPAP Update course if you are required to have completed it by December 31, 2024<sup>3</sup>.
- Any classroom continuing education activities completed outside of the State of Nebraska are required to be approved for continuing education credit by the jurisdiction in which the activity was completed at the time the activity was completed. Any distance (asynchronous, synchronous) continuing education activities not approved by the Board are required to be approved for continuing education credit by a jurisdiction in which the real property appraiser is credentialed as verified through the ASC Appraiser Registry at the time the activity was completed. ~~If approval cannot be verified, your application will be considered incomplete and will not be processed. An application not processed for any reason may be returned to you.~~
- The two-year continuing education period for a new real property appraiser credentialed prior to July 1 commences on the date of initial credentialing and is completed on December 31 of the following year. The two-year continuing education period for a new real property appraiser credentialed on or after July 1 commences January 1 of the year following the date of initial credentialing. Beginning January 1, 2022, for a new real property appraiser credentialed through reciprocity who held a valid credential of the same class to engage in real property appraisal practice under the laws of another jurisdiction on January 1 of the year in which the credential was issued by the Nebraska Real Property Appraiser Board, the two-year continuing education period commences on January 1 of the year in which the credential was issued by the Nebraska Real Property Appraiser Board.
- At least once during every two-year continuing education period, a credential holder is required to successfully complete the 7-hour National Uniform Standards of Professional Appraisal Practice Update, as approved by the Appraiser Qualifications Board or the equivalent of the course as approved by the Nebraska Real Property Appraiser Board. The two-year period for this course begins one day after the course was last completed, or one day after a new credential is issued by the Board. Evidence of completion of the seven-hour National Uniform Standards of Professional Appraisal Practice Update course is required to be submitted with the application for renewal, or submitted through the Education Submission Portal in Appraiser Login, or previously submitted and approved by the NRPAB by December 31 of the year in which the course is required.
- ~~If you have been notified through certified mail by the NRPAB that you were randomly selected for a fingerprint based criminal history record check, two copies of legible ink rolled fingerprint cards or equivalent electronic fingerprint submissions are required to accompany your renewal application. If fingerprints are required, a signed and dated Authorization to Use Fingerprints for National Criminal History Check Through the Nebraska State Patrol and the Federal Bureau of Investigation form is required to accompany the application. The form was sent with the notification that fingerprints are required and is also available on the Board's website at <https://appraiser.ne.gov/>. The Real Property Appraiser Board will deliver the fingerprint cards to the Nebraska State Patrol in a form approved by both the Nebraska State Patrol and the Federal Bureau of Investigation. A fingerprint based national criminal history record check will be conducted through the Nebraska State Patrol and the Federal Bureau of Investigation with such record check to be carried out by the Real Property Appraiser Board. If fingerprints were requested and not submitted the application will be considered incomplete and will not be processed. You will be responsible for the payment of any late processing fees incurred.~~
- If all requirements for renewal are not met by November 30, 2024<sup>3</sup>, the credential holder has until July 1, 2025<sup>4</sup> to meet the requirements. A late processing fee of \$25 will be assessed for each month or portion of a month the credential is not renewed beginning on December 1, 2024<sup>3</sup> (January 1, 2023<sup>5</sup> for new credentials issued after November 1, 2024<sup>3</sup>). The Board's staff will utilize postmark dates to determine late processing fees.
- If a credential holder who first obtained his or her credential at the current level on or after November 1, 2024<sup>3</sup> fails to apply and meet the requirements for renewal by December 31, 2024<sup>3</sup>, the credential holder may obtain a renewal of their credential by satisfying all requirements for renewal and paying a late processing fee of \$25 per month or portion of a month the credential is not renewed, if the renewal takes place prior to July 1, 2025<sup>4</sup>.
- Fees for 1-year renewal application: \$275 credentialing fee, and \$40 ASC Appraiser Registry fee, ~~and \$5 random fingerprint program criminal history record check fee~~, total \$320<sup>15</sup>.
- Fees for 2-year renewal application: \$550 credentialing fee and, \$80 ASC Appraiser Registry fee, ~~and \$10 random fingerprint program criminal history record check fee~~, total \$643<sup>0</sup>.
- Each successfully renewed credential holder will receive access to a free, one-time digital download of the current edition of USPAP.



301 Centennial Mall South, 1<sup>st</sup> Floor  
PO Box 94963  
Lincoln, NE 68509-4963  
<https://appraiser.ne.gov/>  
402-471-9015

## REAL PROPERTY APPRAISAL PRACTICE EXPERIENCE LOG COMPLETION REQUIREMENTS

- 1. Fill out the [real property appraisal practice experience logis form](#) in its entirety. Complete the boxes that appropriately describe the characteristics of each report listed.
- 2. List real property appraisal practice experience in chronological order.
- 3. Include the state and the city or county where the property is located in the Property Identification (Legal Description or Address).
- 4. If an entry requires more space, insert an additional sheet with the property address and the description of real property appraisal practice experience.
- 5. Include the applicant signature, and the signature of the supervisory real property appraiser (SA) in the case that the applicant is a trainee real property appraiser, or the signature of the real property appraiser-in-charge (RPAC) in the case that the applicant is a licensed residential real property appraiser or certified residential real property appraiser if applicable, on each page.
- 6. A separate log shall be maintained by a trainee real property appraiser for each of his/her Board designated supervisory real property appraisers (SA) or real property appraisers-in-charge (RPAC). It is the responsibility of both the supervisory real property appraiser and the trainee real property appraiser to ensure the log is accurate, current, and complies with the requirements of the Real Property Appraiser Act and Title 298. When the trainee real property appraiser is under the direct supervision of more than one supervisory real property appraiser while engaged in real property appraisal practice, each log shall reflect the specific number of hours and description of real property appraisal practice performed for each assignment with each supervisory real property appraiser.
- This form will be considered invalid if altered or incomplete.

## ACCEPTABLE [REAL PROPERTY APPRAISAL PRACTICE EXPERIENCE REQUIREMENTS](#)

1. Real property appraisal practice experience obtained within the State of Nebraska, or as a resident of the State of Nebraska, for credentialing as a licensed residential, certified residential, or certified general real property appraiser must be acquired as a trainee real property appraiser, registered real property appraiser, licensed residential real property appraiser, or certified residential real property appraiser.
2. At the Board's discretion, up to 50% of the real property appraisal practice experience required for credentialing as a licensed residential, certified residential, or certified general real property appraiser may be obtained in another jurisdiction. This experience may be accepted by the Board if the experience is compliant with the laws of the jurisdiction in which it was obtained. [Experience obtained in another jurisdiction as a Nebraska trainee real property appraiser shall be subject to direct supervision by a supervisory real property appraiser approved by the Board.](#)

3. An applicant's hours of experience submitted to the Board for review and determination of acceptability by the Board shall be completed in compliance with the Uniform Standards of Professional Appraisal Practice and shall demonstrate the applicant's progressive responsibility in the development and reporting of assignment results, which includes analyzing factors that affect value, defining the problem, gathering and analyzing data, applying the appropriate analysis and methodology, arriving at an opinion, and correctly reporting the opinion.

2.  
3. An applicant must provide significant real property appraisal practice assistance for real property appraisal practice experience credit to be awarded. An applicant may apply his or her signature, along with the signature of the supervisory real property appraiser (SA) in the case that the applicant is a trainee real property appraiser, or the real property appraiser-in-charge (RPAC) in the case that the applicant is a licensed residential real property appraiser or a certified residential real property appraiser if applicable, to the appraisal certification; or the applicant must be given attribution in the assignment results report, which includes a description of the applicant's significant real property appraisal practice assistance.

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

4.

5. There need not be a client in a traditional sense (i.e., a client hiring a real property appraiser for a business purpose) in order for an assignment results report to qualify for real property appraisal practice experience. An applicant must apply his or her signature, along with the signature of the supervisory real property appraiser in the case that the applicant is a trainee real property appraiser, or the real property appraiser-in-charge in the case that the applicant is a licensed residential real property appraiser or a certified residential real property appraiser if applicable, to the appraisal certification for a non-traditional “demo” report.

5.

6. Real property appraisal practice experience submitted to the Board for review and determination of acceptability may include no more than an aggregate maximum of 25% of the total number of real property appraisal practice experience hours in the following areas or a combination from the following areas: (1) mass appraisal, (2) appraisal review, (3) appraisal consulting, or (4) restricted appraisal reports.

~~6.7.~~ Pursuant to NEB. REV. STAT. §§ 76-2230 (1)(~~cd~~)(i), 76-2231.01 (1)(e)(i), and 76-2232 (1)(e)(i), the aggregate number of real property appraisal practice experience hours considered for evaluation includes those hours reported on each real property appraisal practice experience log submitted by the applicant beginning at the log entry indicating the earliest date on which real property appraisal practice experience was obtained and ending on the date the application for credentialing as a licensed residential, certified residential, or certified general real property appraiser was signed by the applicant.

## APPRAISAL REPORT SELECTION CRITERIA

If the real property appraisal practice experience log submitted by the applicant is accepted, a representative sampling of real property appraisal practice experience submitted by the applicant on his or her real property appraisal practice experience log will be evaluated to determine if the real property appraisal practice experience meets the requirements of the Real Property Appraiser Act and Title 298, following the criteria shown below for each classification:

- To qualify the experience of an applicant for the licensed residential real property appraiser credential, a minimum of three reports related to residential property will be selected.
- To qualify the experience of an applicant for the certified residential real property appraiser credential, a minimum of one report related to a two-to-four unit residential property, one report related to a residential property of 0 to 20 years, and one report related to a residential property 20 years or older will be selected. Two selected reports must include at least two approaches to value.
- To qualify the experience of an applicant for the certified general real property appraiser credential, a minimum of three reports related to income producing properties will be selected. Two selected reports will include all three approaches to value.

## EXPERIENCE VERIFICATION

• At least one of the three requested reports selected by the Board will be, at a minimum, reviewed for conformity with the Uniform Standards of Professional Appraisal Practice. The Board may enter into a contract with a qualified disinterested third party certified appraiser for completion of an appraisal review assignment on any of the submitted reports. The Board may require the applicant to submit additional details or to submit additional reports or file memoranda prepared by the applicant.

• Upon the receipt of appraisal review assignment results provided by one or more third party certified real property appraisers under contract with the Board, ~~if and~~ the findings of the appraisal review assignment results are found to be null or insignificant, an applicant's real property appraisal practice experience will be reviewed by a subcommittee consisting of two board members for determination as to whether the applicant's real property appraisal practice experience is acceptable in accordance with the Real Property Appraiser Act and Title 298. If the subcommittee finds that the applicant's real property appraisal practice experience is acceptable, the subcommittee will notify the director



of its decision. If the subcommittee finds that the applicant may not meet one or more of the requirements of the Real Property Appraiser Act or Title 298, the application shall be placed before the Board for consideration.

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

- If the applicant’s real property appraisal practice experience is not acceptable to the Board, the Board may, at its own discretion, require the applicant to obtain additional education, and/or submit one or more supplemental real property appraisal practice experience logs with additional hours of real property appraisal practice experience, and/or submit one or more additional reports. The Board may deny an application at any time during the process if the Board finds that the applicant fails to meet the requirements in the Real Property Appraiser Act and/or Title 298.
- When making a determination that an applicant may or may not meet the applicable experience requirements, all information received will be considered, including but not limited to [real property appraisal practice](#) experience logs, [USPAP compliance appraisal](#) review reports, reports submitted by the applicant, any written responses received, any other details or file memoranda, any subsequent education requested by the Board to be completed by the applicant, and any information obtained during an informal [conference meeting](#) between the Board or its representative(s) and the applicant. A [USPAP compliance appraisal](#) review report completed to assist the Board with its evaluation of the applicant’s experience is not the sole factor in the Board’s decision, but a tool utilized by the Board to assist with its decision.
- Verification of the applicant’s experience may be obtained from other persons as needed.

I certify that I have read and understand the Acceptable [Real Property Appraisal Practice](#) Experience ~~Requirements~~ and [the](#) Real Property Appraisal Practice Experience Log Requirements as shown above.

Applicant: \_\_\_\_\_ Signature: \_\_\_\_\_

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

Supervisory Real Property  
Appraiser (if applicable): \_\_\_\_\_ Signature: \_\_\_\_\_

Credential Number (if applicable): \_\_\_\_\_ Date: \_\_\_\_\_





# Real Property Appraiser Credential Renewal Application Procedures

*Effective April 18, 2024*

1. The PDF renewal application will be posted to the website no earlier than July 1, but no later than July 10. Renewal procedures and continuing education (“CE”) requirements will be updated in Appraiser Login and on the Board’s website on or shortly after July 1. The online renewal application is available July 1. A renewal application will be accepted as received any time after July 1.
  - a. A memo from the Board, or the summer edition of The Nebraska Appraiser that includes a feature article, will be sent no later than the last day in August reminding real property appraisers of their upcoming renewal, and of the processes in place to renew their credential.
  - b. In early July, emails will be sent to all credential holders whose credentials are expiring December 31 with the text of the renewal postcard and information regarding any significant changes in procedures or requirements. This email will also notify the credential holder that the online and PDF renewal applications are available.
2. All applications received, whether online or PDF, are reviewed for completeness. Applications that are incomplete due to unanswered questions; missing information, signatures, or documentation; incorrect payment; ineligibility for two-year renewal; lack of evidence supporting at least 28 hours CE submitted at the end of the CE period; or no 7-Hour USPAP Update Course Update completion documentation submitted if required with the renewal, will be rejected. The real property appraiser’s 7-Hour USPAP Update Course due date will be verified. The real property appraiser’s CE period will be verified to determine whether 28 hours of CE are required with the application and whether the applicant is eligible for a 2-year renewal. For real property appraisers whose credentials were issued within the past three years, the date on which the credential was issued and whether the credential was approved through reciprocity will be verified to determine the beginning date of the two-year CE period in accordance with N.R.S. § 76-2218. Incomplete applications may be accepted if the applicant can reasonably rectify the deficiency to complete the application within a specific time period as determined by NRPAB, in which case processing may continue. If such incomplete application is not rectified within the specified time period, the applicant shall be notified in writing (letter) that their application will go before the Board at the next meeting unless the deficiency is rectified. If all elements of an application are present, the application is considered complete.

- a. A complete renewal application includes:
  - i. a completed application form;
  - ii. \$315 payment for a timely one-year renewal, \$630 for a timely two-year renewal, (credentialing fee and ASC Appraiser Registry fee – no payment required for a timely Trainee two-year renewal, two-year renewal must be at the end of the second year in the two-year continuing education cycle, otherwise the appraiser is ineligible);
  - iii. explanations and documents for any “yes” answers to disciplinary questions;
  - iv. all continuing education certificates not previously submitted and approved (or submitted separately by electronic means and not yet approved) including the 7-Hour USPAP Update Course if due that year and all others if it is the end of the second year in the two-year continuing education cycle; and
  - v. late processing fees, as applicable, for any application postmarked after November 30 of the current year unless the credential was issued on or after November 1 of the current year, in which case the late processing fees begin after December 31 of the current year.
- b. The Licensing Programs Manager (LPM) or another NRPAB teammate as assigned by the Director, will review new online renewal applications each day.
  - i. If the application is complete, the application will be marked “Accepted” in Initial Staff Review and “Under Review” selected for status in the Appraiser Applications and Reviews Interface. The EFW payment will be included in the next EFW file to be built and sent to US Bank. All receipts will be deposited with Treasury Management in accordance with the Internal Control Plan after US Bank confirms receipt of the EFW file. The application will be entered in the Applicant Tracker spreadsheet, and the appropriate information will be entered in the ASC Appraiser Registry Tracker.
  - ii. If the application is late, the late processing fees will be entered in the real property appraiser’s Payments tab in the NRPAB Database with the EFW reference number as the payment and receipt numbers. No paper receipt is required as the payment of the late processing fee is itemized in the EFW receipt.
  - iii. If the application is incomplete, the application will be marked “Rejected” in Initial Staff Review in the Appraiser Applications and Reviews Interface and the reason detailed in the text box. The status will also be changed in the Appraiser Applications and Reviews Interface to “Rejected.” A letter or email will be sent to the real property appraiser with the reason for rejection and logged in the application Communication and Documentation log. The Business Programs Manager (BPM) shall be notified so that any EFW payment related to this rejection is not included in the next EFW file built.

- c. The Licensing Programs Manager (LPM), or another NRPAB teammate as assigned by the Director, will review new paper renewal applications each day.
  - i. When paper applications are received at the Board's office, the renewal application will be stamped with the received date in accordance with the Internal Control Plan. All checks or monies received will be copied and attached to the application. The name of the real property appraiser, credential number, and renewal period (1 yr or 2 yr) will be written on the copy of the check attached to the application and the copy of the check attached to the deposit. The paper application will be scanned to a PDF and each application will be manually entered in the Renewal of Real Property Appraiser Credential Application (Manual Entry) interface. Everything will be entered as it appears on the application, even if the information given by the real property appraiser is incorrect (e.g., responses to CE Period and 7-Hour USPAP Update Course questions). Short answers to disciplinary questions may be typed in. Longer answers and documents will be scanned and uploaded in the appropriate locations. CE certificates not already on the Education Tab will be scanned to be reviewed and entered.
  - ii. If the application is complete, the application will be marked "Accepted" in Initial Staff Review and "Under Review" set for status in the Appraiser Applications and Reviews Interface. All receipts will be deposited in accordance with the Internal Control Plan. The application will be entered in the Applicant Tracker spreadsheet and the appropriate information will be entered in the ASC Appraiser Registry Tracker.
  - iii. The postmark date on the envelope will be checked to verify that all late processing fees (if applicable) have been paid. If any late processing fees are included, a receipt will be written, copied with the payment, the payment of the late processing fees entered on the Payments tab in the NRPAB Database, and the receipt held to be mailed to the real property appraiser after the application is approved or denied. If any late processing fees due are not included, the payment and application will be scanned and logged in the Appraiser Applications and Reviews Interface log, then returned with a letter of explanation. At the real property appraiser's request, the payment and application may be shredded instead of returned.
  - iv. If the application is incomplete, the application will be marked "Rejected" in Initial Staff Review in the Appraiser Applications and Reviews Interface and the reason detailed in the text box. The status will also be changed in the Appraiser Applications and Reviews Interface to "Rejected." A letter or email will be sent to the real property appraiser with the reason for rejection and logged in the application Communication and Documentation log.

3. The LPM, or another NRPAB teammate as assigned by the Director, verifies that all non-continuing education requirements for renewal are met. Upon further review, complete applications may be found to have incorrect information or deficiencies, CE activities submitted may be found not to meet requirements, or the ASC Appraiser Registry may reveal undisclosed disciplinary action. Complete applications are eventually approved by staff, the Director, or the Board; or denied by the Board, or are withdrawn by the real property appraiser. During this process the teammate will check the application for the following and mark each step as complete in the Appraiser Applications and Reviews Interface, logging all communications and documents in the Communication and Documentation Log for that application.
  - a. The information in the application is accurate and complete. Teammate will determine whether the real property appraiser has provided any incorrect/misleading responses (e.g., education completion, disciplinary action, legal action), and all address or personal information fields match the application's information in the NRPAB Database. If there is a discrepancy regarding the address or personal information between the PDF application and NRPAB Database, the NRPAB Database will be updated to reflect the information included on the PDF application. If there is a change in the real property appraiser's name or Principal Place of Business Contact Information in Appraiser Login or on a PDF application, the ASC Appraiser Registry will be updated with the new information as well. If clarification is needed on any answers, a letter will be sent to the real property appraiser requesting a response. The real property appraiser will be asked to respond to the Board's office in writing within ten business days. The Board's Director has authority to approve the response, or the Director may determine that the response will be reviewed by the Board at its next regular meeting.
  - b. Verify if application is for a one- or two-year renewal. If the real property appraiser is not eligible for a two-year renewal and this was missed at Step 2c, or an online renewal application allowed an incorrect two-year renewal and was accepted at Step 2b, the application will be processed as a 1-year renewal and the real property appraiser notified with a letter explaining the requirements for a two-year renewal and why the real property appraiser has not met those. The letter will include a W-9 form to be completed and mailed or emailed back to the Board's office. The letter to the real property appraiser will explain that the W-9 is required in order to process the refund of the overpayment.
  - c. Verify disciplinary action by utilizing the ASC Appraiser Registry; previous NRPAB Database log entries reporting disciplinary action, court cases, and advisory letters; and the real property appraiser's Disciplinary Actions and Investigations tabs in the NRPAB Database. All credential holders will be verified on the ASC Appraiser Registry whether they are reciprocal or Nebraska resident credential holders. This ASC Appraiser Registry Report will be saved as a PDF (or printed off and scanned) and uploaded as a Communication and Documentation log entry in the Appraiser Applications and Reviews Interface. If there is no disciplinary action, the ASC review will simply be placed in the renewal application log. In the Disciplinary Review section of the Appraiser Applications and Reviews Interface, the Disciplinary Review, NE Disciplinary Action Review, and ASC Appraiser Registry Review will be marked as "Complete" and Recommendation set to "Approved". If there is disciplinary action, the teammate will highlight it in the ASC Appraiser Registry Report and note that Disciplinary action has been appropriately reported on previous applications (if applicable). If this is the first time that a

disciplinary action has been reported (and the action occurred in a jurisdiction other than Nebraska), the Board's Director will be consulted. The Director will determine whether the teammate should proceed with processing, request additional information pertaining to the disciplinary action, or whether the application should go before the Board for consideration.

4. The Education Program Manager ("EPM"), or another NRPAB teammate as assigned by the Director, verifies that all continuing education requirements, as applicable for renewal, are met.
  - a. Verify that the education certificates required have been received. Verify that all education activities were completed timely (e.g., All CE completed within the real property appraiser's two-year CE period, the 7-Hour USPAP Update Course completed within two years). The two-year CE period may not begin on January 1 for new credential holders. For real property appraisers whose credentials were issued within the past three years, the date on which the credential was issued and whether the credential was approved through reciprocity will determine the beginning date of the two-year CE period in accordance with N.R.S. § 76-2218. If not already completed, certificates will then be entered into the Education tab in the NRPAB Database. The continuing education submittal acceptance is determined by the NRPAB's records in the NRPAB Database.
    - i. Upon completion of the continuing education review, if all continuing education is approved, the teammate will update the "USPAP" field with the next 7-Hour USPAP Update Course due date, along with the "CE Period" field with the next continuing education period in the Appraiser Interface for the real property appraiser (if applicable). It is imperative that this be updated to ensure that there is no confusion arising from incorrect data in Appraiser Login and to ensure that the online renewal application does not allow a real property appraiser to submit an incorrect 2-year renewal application. The teammate will mark the Education Review as "Complete" in the Appraiser Applications and Reviews Interface.
    - ii. If the continuing education is deficient for any reason (e.g., submitted education activity not approved, 7-Hour USPAP Update Course not submitted) the application will not be processed any further. A letter will be sent to the real property appraiser explaining the deficiencies and will be logged in the Appraiser Applications and Reviews Interface log. The portions of the review that were completed will be marked as "Complete" in the Appraiser Applications and Reviews Interface. If the real property appraiser does not choose to remedy the deficiencies and complete the continuing education requirements, the application shall be placed before the Board for consideration. If the submitted continuing education is determined to be deficient, in the Education tab, a note must be added to the entry for the certificate indicating why the continuing education activity has been denied. The application is presented to the Director for review. The Director may approve the education activity, request another course of action, or place the application before the Board for review at its next meeting. If the Board denies the application, a denial letter, as appropriate, will be sent and will include a W-9 form to be completed and mailed or emailed back to the Board's office. The letter to the real property appraiser will explain that the W-9 is required in order to process the refund of the payment of fees.



- b. 7-Hour USPAP Update Course is required to be completed at least once every two years. Verify the year that the 7-Hour USPAP Update Course is due. If the 7-Hour USPAP Update Course is due and the submission is acceptable, but found to not have been completed in a timely manner, the application may be approved with an advisory letter for the first occurrence for a late submission in accordance with Internal Procedural Document 201715. For any subsequent occurrences of a late submission of the 7-Hour USPAP Update Course, the application is presented to the Director for review. The Director may approve the activity in question with or without additional directives (advisory letter), or the Director may determine that the application shall go before the Board at its next regular meeting. Applicant will be notified of any action by letter. If 7-Hour USPAP Update Course was not completed timely, the next 7-Hour USPAP Update Course will be due two years from the previous due date, not two years after it was actually completed. The “USPAP” field must be updated in the Appraiser Interface of the NRPAB Database accordingly. In the Education tab, a note must be added to the entry for the 7-Hour USPAP Update Course indicating why the year on the certificate does not match the year to which it is applied. Complete Step 4a
  
- c. For continuing education activities completed in another jurisdiction, the certificate will be reviewed for verification of approval of the activity in the jurisdiction in which it was completed, and at the time it was completed, for classroom activities; or for verification of approval of the activity by a jurisdiction in which the real property real property appraiser is credentialed as verified through the ASC Appraiser Registry at the time the activity was completed for distance (asynchronous, synchronous, hybrid) continuing education activities not approved by the Board. The education activity will be entered into the Education Interface in the NRPAB Database (if not already completed) in accordance with the procedures for entering out of state education. The number given to the education activity will be written on the certificate and the certificate will be entered into the Education tab in the NRPAB Database for the real property appraiser. If verification of acceptance as continuing education by another jurisdiction cannot be obtained, the education activity will be entered into the Education tab and denied. The teammate responsible for processing the application shall be notified. Notification shall be sent to the real property appraiser requesting that the real property appraiser provide supporting documentation evidencing that the activity is accepted as continuing education by the jurisdiction in question. If the real property appraiser cannot provide requested evidence in a timely manner, and if the continuing education requirements for renewal are not met, the application will not be processed any further. A letter will be sent to the real property appraiser explaining the deficiencies and will be logged in the application log. Complete Step 4a.
  
- d. For CE completed after the end of the CE period, applied to that CE period, the teammate will write the year due on the certificate and enter the activity in the Education tab with the CE period to which it is being applied. In the Education tab, a note must be added to the entry for a certificate applied to a previous CE Period, indicating why the year on the certificate does not match the year to which it is applied. Complete Step 4a.

5. Late renewal applications requiring Board review will be placed on the agenda for the next board meeting. The Board will be informed of the real property appraiser's late renewal history: none, a prior late renewal, or multiple prior late renewals. Late renewal applications approved by the Director will be entered in the "Director Approval of Real Property Appraiser Applicants" documents for the next board meeting.
6. Upon the successful completion of the education review, the disciplinary action check, and Board review, if any, the status of the application will be updated to "Ready for Credentialing" in the Appraiser Applications and Reviews Interface by the LPM, or another NRPAB teammate as assigned by the Director.
  - a. The required information will be entered under the credentialing card tab in the NRPAB Database (credential type, fee amount, ASC Appraiser Registry fee, effective date, expiration date, paid by, form of payment, check or EFW number, and receipt of EFW number). Once these items are entered, the credentialing card will be generated. The teammate will enter the credentialing card number in the Applicant Tracker spreadsheet and on the photocopy of the check attached to the deposit or beside the real property appraiser's name on the EFW document attached to the deposit. If any late processing fees were paid, the teammate will verify that the fees are recorded under the Payments tab in the NRPAB Database (fee type, fee amount, paid by, form of payment, check or EFW number, and receipt or EFW number) and record any late processing fees not entered earlier in the process. Date credentialing card is issued will be entered in the Final Processing section of the Appraiser Applications and Reviews Interface.
  - b. To save the updated information in the NRPAB Database, the teammate will click the "Update" button at the bottom of the profile or the "Save" button at the bottom of the Appraiser Applications and Reviews Interface.
  - c. After completing the update in the NRPAB Database, the teammate will update the ASC extranet with the renewal information (unless real property appraiser is a Trainee). The teammate will enter the appropriate information in the ASC Appraiser Registry Tracker. The date the contact information is updated in the ASC Appraiser Registry and the date the renewal is entered in the ASC Appraiser Registry will be entered in the final Processing section of the Appraiser Applications and Reviews Interface.
  - d. The teammate will change the Application Status to "Approved" and select "Save & Notify." This automatically generates an email to the real property appraiser that the credential has been renewed.
7. The real property appraiser will be mailed a postcard with information on how to print the renewed credentialing card and access the current electronic version of USPAP (if it has not already been downloaded). The real property appraiser will be sent a receipt and any advisory letters regarding late application or late 7-Hour USPAP Update Course Update, if applicable.

8. Applications will be processed in the order in which they are received. Any renewals received postmarked or date stamped on or before November 30 of the designated year are considered priority and will be processed as soon as possible. For all late applications (those received at the Board's office not postmarked or date stamped by the November 30 deadline) processing will stop after all requirements have been met and verified before the credentialing card is issued and the expiration date changed in the ASC Extranet. Late applications, once all requirements have been met and verified, may go to the Board for review at the next board meeting. After the Board approves the late applications, the credentialing cards will be issued and the expiration date changed in the ASC Extranet.
9. All applications are considered important; however, anything received after December 31 of the designated year will be completed as staff is able. The priorities of the office will shift back to normal duties as of January 1 of the next year.



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

<u>Check Number:</u>
<u>Receipt Number:</u>
<b><u>For Board Use Only</u></b>
<u>Check Number:</u>
<u>Receipt Number:</u>
<b><u>For Board Use Only</u></b>

## APPLICATION FOR NEBRASKA APPRAISAL MANAGEMENT COMPANY REGISTRATION

### APPLICATION AND REGISTRATION FEES

TOTAL FEE DUE WITH APPLICATION: \$350.00

REGISTRATION FEES DUE FOLLOWING AMC REGISTRATION APPROVAL: \$2,000.00 PLUS ASC AMC REGISTRY FEE (IF ANY)

### APPRAISAL MANAGEMENT COMPANY INFORMATION

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

Legal Name: \_\_\_\_\_

Employer Identification Number (EIN): \_\_\_\_\_

- AMC Type:
- Single State (AMC oversees a panel of 16 or more AMC appraisers in Nebraska within a given year that have been recruited, selected and retained to perform appraisals in connection with a covered transaction)
  - Multi-State (AMC oversees a panel of 25 or more AMC appraisers in two or more States within a given year that have been recruited, selected and retained to perform appraisals in connection with a covered transaction)

Federally Regulated\*:  YES  NO

\*Federally regulated appraisal management company means an appraisal management company that is: (a) Owned and controlled by an insured depository institution as defined in 12 U.S.C. 1813, as such section existed on January 1, 2018; and (b) Regulated by the Office of the Comptroller of the Currency, the Board of Governors of the Federal Reserve System, the Federal Deposit Insurance Corporation, or the successor of any such agencies.

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

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

### STATE OF DOMICILE

**If corporation is not domiciled in Nebraska, a designated agent for service within Nebraska must be named. If state of domicile is Nebraska, the following section may be left blank.**

State of domicile: \_\_\_\_\_

Name of designated agent in Nebraska for service of process: \_\_\_\_\_

Address: \_\_\_\_\_  
PO Box or Street Number City State Zip Code + 4

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

## TRADE NAME

If the applicant will be doing business in Nebraska under any other name(s), then all such names must be stated, with address and telephone number. (Use a separate sheet if necessary)

Other Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

PO Box or Street Number

City

State

Zip Code + 4

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Area Code + Phone Number

## OWNERSHIP

All persons/entities owning **more than 10%** of the applicant must be listed. (Use a separate sheet if necessary.)

If the applicant is owned by a corporation or corporations, does any individual own shares in a parent corporation or corporations where said shares amount to owning more than 10% of the applicant?

YES     NO    If the answer is yes, provide shareholder names and contact information on a separate sheet.

If more than 10% of the applicant is held in trust, directly or by virtue of holding shares in a parent corporation or corporations, provide trustee name(s) and contact information on a separate sheet.

Entity or  
Person

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

Entity or Last, First, Middle

Percentage  
Owned: \_\_\_\_\_

Address: \_\_\_\_\_

PO Box or Street Number

City

State

Zip Code + 4

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Area Code + Phone Number

Entity or  
Person

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

Entity or Last, First, Middle

Percentage  
Owned: \_\_\_\_\_

Address: \_\_\_\_\_

PO Box or Street Number

City

State

Zip Code + 4

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Area Code + Phone Number

Entity or  
Person

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

Entity or Last, First, Middle

Percentage  
Owned: \_\_\_\_\_

Address: \_\_\_\_\_

PO Box or Street Number

City

State

Zip Code + 4

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Area Code + Phone Number

## CONTACT PERSON

Contact person to serve as main contact for all communication with the [Nebraska](#) Real Property Appraiser Board.

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

Address: \_\_\_\_\_  
PO Box or Street Number City State Zip Code + 4

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

## DISCIPLINARY QUESTIONS

1. Has the applicant's application for registration/license/certification, or the right to renew or reinstate, ever been denied by any regulatory agency in Nebraska or any other jurisdiction?

YES  NO

*If your answer to No. 1 above is yes, provide a brief statement of all significant details on a separate sheet, including the jurisdiction in which the application was denied, the date of denial, reason for denial, the circumstances surrounding the matter, and the names of any persons involved.*

2. Has disciplinary action been taken against the applicant by any regulatory agency in Nebraska or any other jurisdiction, or has the applicant's registration/licensure/certification been surrendered or allowed to lapse due to any action pending or threatened? **Please note that you are required to disclose any action, even if it has been previously disclosed to this agency. Failure to disclose this may result in a delay in processing of your application.**

YES  NO

*If your answer to No. 2 above is yes, provide a brief statement of all significant details on a separate sheet, including the jurisdiction in which the disciplinary action was taken or was pending, the date of the action, reason for disciplinary or pending action, circumstances surrounding the matter, and the names of any persons involved.*

3. Has the applicant had a final civil or criminal judgment entered against it for fraud, dishonesty, breach of trust, or misrepresentation involving real estate, financial services, or appraisal management services within a five-year period immediately preceding the date of application?

YES  NO

*If the answer to No. 3 above is yes, provide a brief statement of all significant details on a separate sheet, including the nature of the suit, location, date filed, court of jurisdiction, and the names of any persons involved.*

4. Is the applicant in whole or in part, directly or indirectly, owned by any person who has had a [real property](#) appraiser credential or equivalent refused, denied, canceled, or revoked or who has surrendered a [real property](#) appraiser credential or equivalent in lieu of revocation in any jurisdiction?

YES  NO

*If your answer to No. 4 above is yes, provide a brief statement of all significant details on a separate sheet, including the nature of the matter, jurisdiction, date(s), and the names of such persons. Include copies of all final orders or consent agreements.*

5. Has any person who owns more than 10% of the [Appraisal](#) [Management](#) [Company](#) ever been convicted of, or entered a plea of nolo contendere to, a felony related to real property appraisal practice or any crime involving fraud, misrepresentation, or moral turpitude?

YES  NO

*If your answer to No. 5 above is yes, provide a brief statement of all significant details on a separate sheet, including the nature of the suit, location, date filed, court of jurisdiction, and the names of any persons involved.*

## AFFIDAVIT OF APPLICANT

The following statements are made for the purpose of procuring registration as an appraisal management company in the State of Nebraska. Applicant hereby consents that the 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 Appraisal Management Registration Act is claimed, and that the application, representations, and statements made herein to procure such registration may at any time be used in evidence.

Applicant has read and will comply with the Appraisal Management Company Registration Act of Nebraska and the rules established by the Real Property Appraiser Board in accordance with the Act.

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

Applicant certifies that the statements made in this application and all attachments are true and correct to the best of Applicant's knowledge and belief, and that Applicant has not suppressed any information that might have a bearing on this application.

Applicant understands:

- All information related to an appraisal management company's registration shall be reported to the Appraisal Subcommittee as required by Title XI of the Financial Institutions Reform, Recovery, and Enforcement Act of 1989, the AMC Rule, and any policy or rule established by the Appraisal Subcommittee.
- Only AMC appraisers considered to be in good standing in all jurisdictions in which an active credential is held shall be included on an appraisal management company's appraiser panel.
- Any AMC appraiser included on an appraisal management company's appraiser panel engaged in real property appraisal practice as a result of an assignment provided by applicant shall be free from inappropriate influence and coercion as required by the appraisal independence standards established under section 129E of the federal Truth in Lending Act, including the requirements for payment of a reasonable and customary fee to AMC appraisers when applicant is engaged in providing appraisal management services.
- An appraisal management company shall select an AMC appraiser from its appraiser panel for an assignment who is independent of the transaction and who has the requisite education, expertise, and experience necessary to competently complete the assignment for the particular market and property type.
- An appraisal management company shall not prohibit an AMC appraiser from including within the body of a report that is submitted by the AMC appraiser to the applicant or its assignee the fee agreed upon between the applicant and the AMC appraiser at the time of engagement for the performance of the appraisal.
- An appraisal management company shall not directly or indirectly engage in or attempt to engage in business as an appraisal management company or advertise or hold itself out as engaging in or conducting business as an appraisal management company in this state under any legal name or trade name not included in the application for issuance of a registration, or renewal of a registration, as approved by the board.
- An appraisal management company shall not require an AMC appraiser to indemnify an appraisal management company or hold an appraisal management company harmless for any liability, damage, losses, or claims arising out of the appraisal management services provided by the appraisal management company.
- ~~Prior to assigning appraisal orders, each appraisal management company shall have a system in place to verify that an appraiser being added to the appraiser panel holds the appropriate appraiser license or certification in good standing.~~
- Any employee of or independent contractor to an appraisal management company that holds a registration, including any AMC appraiser included on applicant's appraiser panel engaged in real property appraisal practice, shall comply with the Real Property Appraiser Act, including the Uniform Standards of Professional Appraisal Practice.
- ~~Each appraisal management company is required to have a system in place to verify that an AMC appraiser on the appraiser panel has not had a license or certification as an appraiser refused, denied, canceled, revoked, or surrendered in lieu of a pending revocation in any state in the previous twenty-four months.~~

- Each appraisal management company that holds a registration shall maintain a detailed record of appraisal management services provided under its registration, and upon request shall submit to the board all books, records, reports, documents, and other information as deemed appropriate by the board to administer and enforce the Nebraska Appraisal Management Company Registration Act. Record retention requirements are for a period of five (5) years after appraisal management services are completed or two (2) years after final disposition of a judicial proceeding related to the appraisal management services, whichever period expires later.
- An appraisal management company that holds a registration may not alter, modify, or otherwise change a completed report submitted by an AMC appraiser without his or her written consent.
- An appraisal management company that holds a registration shall disclose the registration number provided to it by the board on the engagement documents presented to the AMC appraiser.
- Each appraisal management company that holds a registration, except in cases of noncompliance with the conditions of the engagement, shall make payment of fees to an AMC appraiser engaged by the appraisal management company to perform one or more appraisals on behalf of a creditor for a covered transaction or for a secondary mortgage market participant in connection with covered transactions within sixty (60) days after the date on which the AMC appraiser transmits or otherwise provides the report to the appraisal management company or its assignee.
- An appraisal management company that has a reasonable basis to believe that an AMC appraiser has failed to comply with applicable laws or the Uniform Standards of Professional Appraisal Practice shall refer the matter to the board if the failure to comply is material.
- An appraisal management company shall remove any AMC appraiser from its appraiser panel within thirty (30) days after receiving notice that the AMC appraiser:
  - Is no longer considered to be in good standing in one or more jurisdictions in which he or she holds an active credential or equivalent;
  - The AMC appraiser's credential or equivalent has been refused, denied, canceled, or revoked; or
  - The AMC appraiser has surrendered his or her credential or equivalent in lieu of revocation.
- Any AMC appraiser included on an appraisal management company's appraiser panel pursuant to N.R.S. § 76-3203.01 (3) shall remain on such appraiser panel until the date on which the appraisal management company:
  - Sends written notice to the AMC appraiser removing him or her from the appraiser panel. Such written notice shall include an explanation of the action taken by the appraisal management company;
  - Receives written notice from the AMC appraiser requesting that he or she be removed from the appraiser panel. Such written notice shall include an explanation of the action requested by the AMC appraiser; or
  - Receives written notice on behalf of the AMC appraiser of the death or incapacity of the AMC appraiser. Such written notice shall include an explanation on behalf of the AMC appraiser.
- Applicant hereby attests that Applicant has included all required materials and completed the submitted application in its entirety. Applicant understands that, should this application be found to be incomplete, it will be considered invalid and may be returned.

Signature of Contact Person: \_\_\_\_\_ Date: \_\_\_\_\_

State of \_\_\_\_\_ )  
 \_\_\_\_\_ ) ss.  
 County of \_\_\_\_\_ )

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

by \_\_\_\_\_  
 Print Name of Contact Person

(Notary Seal Here)

\_\_\_\_\_  
 Notary Public







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

I acknowledge and consent to the following:

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

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

\_\_\_\_\_  
Printed name of person whose fingerprints are being submitted

\_\_\_\_\_  
Signature of person whose fingerprints are being submitted

\_\_\_\_\_  
Date

## PRIVACY ACT STATEMENT

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

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

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

Rev. 03/30/2018

## NONCRIMINAL JUSTICE APPLICANT'S PRIVACY RIGHTS

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

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

<sup>1</sup> Written notification includes electronic notification, but excludes oral notification.

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

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

Updated 11/6/2019

## APPLICATION CHECKLIST

Include the following items with your completed application:

- Completed application.
  
- Two copies of legible, ink-rolled fingerprint cards for each owner/entity owning **more than 10%** of the applicant. This includes trustees of trusts owning more than 10% of the applicant and individuals owning shares in a corporation or corporations where said shares amount to owning more than 10% of the applicant.
  
- 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. Additional copies of each document may be found by clicking the “AMC Registration” link on the home page of the Board’s website at <https://appraiser.ne.gov/>.
  
- \$350.00 non-refundable application fee.
  
- Proof of a valid Surety Bond for \$25,000.00 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.

## DIRECTIONS

1. Complete entire application. If required information is not provided, application will be considered invalid and may be returned to you.
  
2. Along with the application, the following must also be included:
  - a. Check or money order for non-refundable \$350.00 application fee
  - b. Two sets of fingerprint cards for each owner/entity owning **more than 10%** of the applicant. This includes trustees of trusts owning more than 10% of the applicant and individuals owning shares in a corporation or corporations where said shares amount to owning more than 10% of the applicant. **The Nebraska State Patrol will not process cards if the information at the top of the cards is not completed or if the cards are more than one (1) year old. The cards must be signed by the person being fingerprinted and also by the official taking the fingerprints.**
  - c. 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. Additional copies of each document may be found by clicking the “AMC Registration” link on the home page of the Board’s website at <https://appraiser.ne.gov/>.
  - d. Proof of a valid Surety Bond for \$25,000.00 naming applicant as the “Principal” and the Nebraska Real Property Appraiser Board as the “Obligee”
  
3. Mail application, fee(s), and supporting documentation to:  
NEBRASKA REAL PROPERTY APPRAISER BOARD  
301 CENTENNIAL MALL SOUTH, FIRST FLOOR  
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 NRPAB staff at 402-471-9015 or [nrpab.amc@nebraska.gov](mailto:nrpab.amc@nebraska.gov)

## ADDITIONAL INFORMATION

- Within sixty (60) days of approval by the Board, an applicant shall pay a non-refundable initial registration fee of \$2000.00 and the ASC AMC Registry fee due, if any, before the applicant is authorized to conduct business as an appraisal management company in the State of Nebraska. The period used to calculate the ASC AMC registry fee due will be the year ending on the day 90 days before the date of approval of the application. With the ASC AMC Registry fee, if any, the AMC must also provide a list of the AMC appraisers who have performed an appraisal for the [appraisal management company](#) AMC in connection with a covered transaction in Nebraska during the reporting year, if any. The list is to include: (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).
- All [a](#)Appraisal [m](#)Management [c](#)Company registrations are in effect for twelve (12) months from the date of issuance, unless revoked, suspended, or canceled prior to such date.
- Per Neb. Rev. Stat. § 76-3203 (6), all [a](#)Appraisal [m](#)Management [c](#)Company renewal applications shall be furnished to the Board no later than sixty (60) days prior to the date of expiration of the registration. With the application for renewal and the ASC AMC Registry fee, the [appraisal management company](#) AMC must also provide a list of the AMC appraisers who have performed an appraisal for the [appraisal management company](#) 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).
- Any [a](#)Appraisal [m](#)Management [c](#)Company who fails to submit a properly completed renewal application by the deadline specified in Neb. Rev. Stat. § 76-3203 (6), but who submits an application within six months of expiration of the registration, may receive a renewal registration by submitting the completed application, along with all of the required documentation, the renewal and ASC AMC Registry fees, and a \$25.00 late processing fee for each month or portion of a month the renewal application is postmarked after [sixty](#) (60) days prior to registration expiration. The [a](#)Appraisal [m](#)Management [c](#)Company will be considered inactive from the expiration date until the renewal application has been fully processed, including receipt and review by the Board of any pending background check results.
- Any [a](#)Appraisal [m](#)Management [c](#)Company who fails to submit a properly completed renewal application within six months of expiration of the registration shall not be eligible for renewal and must submit an application for a new registration.
- AMC appraiser means a person who holds a valid credential or equivalent to appraise real estate and real property under the laws of this state or another jurisdiction, and holds the status of active on the ASC Appraiser Registry in one or more jurisdictions.
- Pursuant to subdivision (6)(c) of section 76-3202, an appraiser panel shall include each AMC appraiser as of the earliest date on which such person was accepted by the appraisal management company:
  - (a) For consideration for future assignments in covered transactions or for secondary mortgage market participants in connection with covered transactions; or
  - (b) For engagement to perform one or more appraisals on behalf of a creditor for a covered transaction or for a secondary mortgage market participant in connection with covered transactions.
- The Surety Bond shall be maintained until one year after the date that the [a](#)Appraisal [m](#)Management [c](#)Company ceases operation in this state regardless of, if or when, termination of the Surety Bond occurs. The date that an [a](#)Appraisal [m](#)Management [c](#)Company ceases operation in this state is the earliest of the date on which the Nebraska Real Property Appraisal Board accepts written surrender of the registration, or the date on which the registration expires, is canceled, or is revoked.



Check Number:
Receipt Number:
<b>For Board Use Only</b>
Check Number:
Receipt Number:
<b>For Board Use Only</b>

## APPLICATION FOR RENEWAL OF NEBRASKA APPRAISAL MANAGEMENT COMPANY REGISTRATION

### RENEWAL INFORMATION

**RENEWAL FEES DUE: \$1,500.00 RENEWAL FEE PLUS ASC AMC REGISTRY FEE**

Nebraska Real Property Appraiser Board Registration Number: \_\_\_\_\_

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

Legal Name: \_\_\_\_\_

Employer Identification Number (EIN): \_\_\_\_\_

Initial Date of Registration in Nebraska: \_\_\_\_\_

AMC Type:  Single State (AMC oversees a panel of 16 or more AMC appraisers in Nebraska within a given year that have been recruited, selected and retained to perform appraisals in connection with a covered transaction)  
 Multi-State (AMC oversees a panel of 25 or more AMC appraisers in two or more States within a given year that have been recruited, selected and retained to perform appraisals in connection with a covered transaction)

Federally Regulated\*:  YES  NO

\*Federally regulated appraisal management company means an appraisal management company that is: (a) Owned and controlled by an insured depository institution as defined in 12 U.S.C. 1813, as such section existed on January 1, 2018; and (b) Regulated by the Office of the Comptroller of the Currency, the Board of Governors of the Federal Reserve System, the Federal Deposit Insurance Corporation, or the successor of any such agencies.

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

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

### STATE OF DOMICILE

**If corporation is not domiciled in Nebraska, a designated agent for service within Nebraska must be named. If state of domicile is Nebraska, the following section may be left blank.**

State of domicile: \_\_\_\_\_

Name of designated agent in Nebraska for service of process: \_\_\_\_\_

Address: \_\_\_\_\_  
PO Box or Street Number City State Zip Code + 4



## TRADE NAME

If the applicant will be doing business in Nebraska under any other name(s), then all such names must be stated, with address and telephone number. (Use a separate sheet if necessary)

Other Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

PO Box or Street Number

City

State

Zip Code + 4

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Area Code + Phone Number

## OWNERSHIP

All persons/entities owning more than 10% of the applicant must be listed. (Use a separate sheet if necessary)

If the applicant is owned by a corporation or corporations, does any individual own shares in a parent corporation or corporations where said shares amount to owning more than 10% of the applicant?

YES     NO    If the answer is yes, provide shareholder names and contact information on a separate sheet.

If more than 10% of the applicant is held in trust, directly or by virtue of holding shares in a parent corporation or corporations, provide trustee name(s) and contact information on a separate sheet.

Entity or  
Person

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

Entity or Last, First, Middle

Percentage  
Owned: \_\_\_\_\_

Address: \_\_\_\_\_

PO Box or Street Number

City

State

Zip Code + 4

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Area Code + Phone Number

Entity or  
Person

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

Entity or Last, First, Middle

Percentage  
Owned: \_\_\_\_\_

Address: \_\_\_\_\_

PO Box or Street Number

City

State

Zip Code + 4

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Area Code + Phone Number

Entity or  
Person

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

Entity or Last, First, Middle

Percentage  
Owned: \_\_\_\_\_

Address: \_\_\_\_\_

PO Box or Street Number

City

State

Zip Code + 4

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Area Code + Phone Number

## CONTACT PERSON

Contact person to serve as main contact for all communication with the [Nebraska](#) Real Property Appraiser Board.

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

Address: \_\_\_\_\_  
PO Box or Street Number City State Zip Code + 4

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

## DISCIPLINARY QUESTIONS

1. Has the applicant's application for registration/license/certification, or the right to renew or reinstate, been denied by any regulatory agency in Nebraska or any other jurisdiction in the past 18 months?

YES  NO

*If your answer to No. 1 above is yes, provide a brief statement of all significant details on a separate sheet, including the jurisdiction in which the application was denied, the date of denial, reason for denial, the circumstances surrounding the matter, and the names of any persons involved.*

2. Has disciplinary action been taken against the applicant by any regulatory agency in Nebraska or any other jurisdiction, or has the applicant's registration/licensure/certification been surrendered or allowed to lapse due to any action pending or threatened within the past 18 months? **Please note that you are required to disclose any action, even if it has been previously disclosed to this agency. Failure to disclose this may result in a delay in processing of your application for renewal.**

YES  NO

*If your answer to No. 2 above is yes, provide a brief statement of all significant details on a separate sheet, including the jurisdiction in which the disciplinary action was taken or was pending, the date of the action, reason for disciplinary or pending action, circumstances surrounding the matter, and the names of any persons involved.*

3. Is the applicant currently under investigation by any regulatory agency in Nebraska or any other jurisdiction?

YES  NO

*If the answer to No. 3 above is yes, provide a brief statement of all significant details on a separate sheet, including the jurisdiction in which the applicant is under investigation, the circumstances surrounding the matter, and the names of any persons involved.*

4. Has the applicant had a final civil or criminal judgment entered against it for fraud, dishonesty, breach of trust, or misrepresentation involving real estate, financial services, or appraisal management services within the eighteen-month period immediately preceding the date of application?

YES  NO

*If your answer to No. 4 above is yes, provide a brief statement of all significant details on a separate sheet, including the nature of the suit, location, date filed, court of jurisdiction, and the names of any persons involved.*

5. Is the applicant in whole or in part, directly or indirectly, owned by any person who has had a [real property appraiser](#) credential or equivalent refused, denied, canceled, or revoked or who has surrendered a [real property appraiser](#) credential or equivalent in lieu of revocation in any jurisdiction?

YES  NO

*If your answer to No. 5 above is yes, provide a brief statement of all significant details on a separate sheet, including the nature of the matter, jurisdiction, date(s), and the names of such persons. Include copies of all final orders or consent agreements.*

6. Has any person who owns more than 10% of the [aAppraisal aManagement cCompany](#) ever been convicted of, or entered a plea of nolo contendere to, a felony related to real property appraisal practice or any crime involving fraud, misrepresentation, or moral turpitude?

YES  NO

*If your answer to No. 6 above is yes, provide a brief statement of all significant details on a separate sheet, including the nature of the matter, date filed, court of jurisdiction, and names of any persons involved.*



## ASC AMC REGISTRY FEE AND REPORTING YEAR

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

Beginning Date of  
Reporting Year: \_\_\_\_\_

Ending Date of  
Reporting Year: \_\_\_\_\_

Number of AMC appraisers who have  
performed an appraisal for the AMC in  
connection with a covered transaction in  
Nebraska during the reporting year

X \$25.00 = \$ \_\_\_\_\_

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

\$ \_\_\_\_\_

Nebraska Registration Renewal Fee

+

1500.00

\$25.00 late processing fee for each month  
or portion of a month the renewal  
application is postmarked after 60 days  
prior to registration expiration.

+

Total Fees Due with Renewal Application

\$ \_\_\_\_\_

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:

- (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).

## APPLICATION CHECKLIST

**Include the following items with your completed application:**

- Completed application.
- 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.
- Two copies of legible, ink-rolled fingerprint cards for each new owner/entity owning **more than 10%** of the applicant 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 applicant and individuals owning shares in a corporation or corporations where said shares amount to owning more than 10% of the applicant.
- 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. Additional copies of each document may be found by clicking the "AMC Registration" link on the home page of the Board's website at <https://appraiser.ne.gov/>.
- \$1,500.00 non-refundable renewal fee, ASC AMC Registry fee, and any required late processing fee.
- 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.

## AFFIDAVIT OF APPLICANT

The following statements are made for the purpose of procuring registration as an appraisal management company in the State of Nebraska. Applicant hereby consents that the 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 Appraisal Management Registration Act is claimed, and that the application, representations, and statements made herein to procure such registration may at any time be used in evidence.

Applicant has read and will comply with the Appraisal Management Company Registration Act of Nebraska and the rules established by the Real Property Appraiser Board in accordance with the Act.

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

Applicant certifies that the statements made in this application and all attachments are true and correct to the best of Applicant's knowledge and belief, and that Applicant has not suppressed any information that might have a bearing on this application.

Applicant understands all information related to an appraisal management company's registration shall be reported to the Appraisal Subcommittee as required by Title XI of the Financial Institutions Reform, Recovery, and Enforcement Act of 1989, the AMC Rule, and any policy or rule established by the Appraisal Subcommittee.

Applicant agrees to comply with the Appraisal Management Company Registration Act of Nebraska and the rules established by the [Nebraska](#) Real Property Appraiser Board in accordance with the Act, and specifically:

- Only AMC appraisers considered to be in good standing in all jurisdictions in which an active credential is held shall be included on appraisal management company's appraiser panel.
- Any AMC appraiser included on appraisal management company's appraiser panel engaged in real property appraisal practice as a result of an assignment provided by applicant shall be free from inappropriate influence and coercion as required by the appraisal independence standards established under section 129E of the federal Truth in Lending Act, including the requirements for payment of a reasonable and customary fee to AMC appraisers when applicant is engaged in providing appraisal management services.
- Appraisal management company shall select an AMC appraiser from its appraiser panel for an assignment who is independent of the transaction and who has the requisite education, expertise, and experience necessary to competently complete the assignment for the particular market and property type.
- Appraisal management company shall not prohibit an AMC appraiser from including within the body of a report that is submitted by the AMC appraiser to the applicant or its assignee the fee agreed upon between the applicant and the AMC appraiser at the time of engagement for the performance of the appraisal.
- Appraisal management company shall not directly or indirectly engage in or attempt to engage in business as an appraisal management company or advertise or hold itself out as engaging in or conducting business as an appraisal management company in this state under any legal name or trade name not included in the application for issuance of a registration, or renewal of a registration, as approved by the board.
- Appraisal management company shall not require an AMC appraiser to indemnify an appraisal management company or hold an appraisal management company harmless for any liability, damage, losses, or claims arising out of the appraisal management services provided by the appraisal management company.
- ~~Appraisal management company has a system in place to verify that an appraiser being added to the appraiser panel holds the appropriate appraiser license or certification in good standing.~~
- Any employee of or independent contractor to appraisal management company, including any AMC appraiser included on appraisal management company's appraiser panel engaged in real property appraisal practice, shall comply with the Real Property Appraiser Act, including the Uniform Standards of Professional Appraisal Practice.
- ~~Appraisal management company has a system in place to verify that an AMC appraiser on the appraiser panel has not had a license or certification as an appraiser refused, denied, canceled, revoked, or surrendered in lieu of a pending revocation in any state in the previous twenty-four months.~~

- Appraisal management company shall maintain a detailed record of appraisal management services provided under its registration, and upon request shall submit to the board all books, records, reports, documents, and other information as deemed appropriate by the board to administer and enforce the Nebraska Appraisal Management Company Registration Act. Record retention requirements are for a period of five years after appraisal management services are completed or two years after final disposition of a judicial proceeding related to the appraisal management services, whichever period expires later.
- Appraisal management company shall not alter, modify, or otherwise change a completed report submitted by an AMC appraiser without his or her written consent.
- Appraisal management company shall disclose the registration number provided to it by the board on the engagement documents presented to the AMC appraiser.
- Appraisal management company, except in cases of noncompliance with the conditions of the engagement, shall make payment of fees to an AMC appraiser engaged by the appraisal management company to perform one or more appraisals on behalf of a creditor for a covered transaction or for a secondary mortgage market participant in connection with covered transactions within sixty days after the date on which the AMC appraiser transmits or otherwise provides the report to the appraisal management company or its assignee.
- Appraisal management company that has a reasonable basis to believe that an appraiser has failed to comply with applicable laws or the Uniform Standards of Professional Appraisal Practice shall refer the matter to the board if the failure to comply is material.
- Appraisal management company shall remove any AMC appraiser from its appraiser panel within thirty (30) days after receiving notice that the AMC appraiser:
  - Is no longer considered to be in good standing in one or more jurisdictions in which he or she holds an active credential or equivalent;
  - The AMC appraiser's credential or equivalent has been refused, denied, canceled, or revoked; or
  - The AMC appraiser has surrendered his or her credential or equivalent in lieu of revocation.
- Any AMC appraiser included on an appraisal management company's appraiser panel pursuant to N.R.S. § 76-3203.01 (3) shall remain on such appraiser panel until the date on which the appraisal management company:
  - Sends written notice to the AMC appraiser removing him or her from the appraiser panel. Such written notice shall include an explanation of the action taken by the appraisal management company;
  - Receives written notice from the AMC appraiser requesting that he or she be removed from the appraiser panel. Such written notice shall include an explanation of the action requested by the AMC appraiser; or
  - Receives written notice on behalf of the AMC appraiser of the death or incapacity of the AMC appraiser. Such written notice shall include an explanation on behalf of the AMC appraiser.
- Applicant hereby attests that Applicant has included all required materials and completed the submitted application in its entirety. Applicant understands that, should this application be found to be incomplete, it will be considered invalid and may be returned.

Signature of Contact Person: \_\_\_\_\_ Date: \_\_\_\_\_

State of \_\_\_\_\_ )  
 ) ss.

County of \_\_\_\_\_ )

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

by \_\_\_\_\_  
 Print Name of Contact Person

(Notary Seal Here)

\_\_\_\_\_  
 Notary Public





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

I acknowledge and consent to the following:

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

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

\_\_\_\_\_  
Printed name of person whose fingerprints are being submitted

\_\_\_\_\_  
Signature of person whose fingerprints are being submitted

\_\_\_\_\_  
Date

## PRIVACY ACT STATEMENT

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

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

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

Rev. 03/30/2018

## NONCRIMINAL JUSTICE APPLICANT'S PRIVACY RIGHTS

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

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

<sup>1</sup> Written notification includes electronic notification, but excludes oral notification.

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

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

Updated 11/6/2019

## DIRECTIONS

1. Complete entire application. If required information is not provided, application will be considered invalid and be returned ~~to you~~.
2. Along with the application, the following documentation must also be included:
  - a. Check or money order for non-refundable, \$1,500.00 renewal fee, ASC AMC Registry fee, and any required late processing fee
  - b. 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 [appraisal management company](#) 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).
  - c. Two sets of fingerprint cards for each new owner/entity owning **more than 10%** of the applicant 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 [appraisal management company](#) AMC ownership. This includes trustees of trusts owning more than 10% of the applicant and individuals owning shares in a corporation or corporations where said shares amount to owning more than 10% of the applicant. **The Nebraska State Patrol will not process cards if the information at the top of the cards is not completed or if the cards are more than one (1) year old. The cards must be signed by the person being fingerprinted and also by the official taking the fingerprints.**
  - d. 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. Additional copies of each document may be found by clicking the "AMC Registration" link on the home page of the Board's website at <https://appraiser.ne.gov/>.
  - e. Proof of a valid Surety Bond for \$25,000 naming applicant as the "Principal" and the Nebraska Real Property Appraiser Board as the "Obligee."
3. Mail application, fee(s), and supporting documentation to:  
NEBRASKA REAL PROPERTY APPRAISER BOARD  
301 CENTENNIAL MALL SOUTH, FIRST FLOOR  
PO BOX 94963  
LINCOLN, NE 68509-4963  
Street Address for FedEx and UPS: 301 CENTENNIAL MALL SOUTH, FIRST FLOOR; LINCOLN NE 68508
4. Questions or concerns may be directed to NRPAB staff at 402-471-9015 or [nrpab.amc@nebraska.gov](mailto:nrpab.amc@nebraska.gov).

## ADDITIONAL INFORMATION

- All Appraisal Management Company registrations are in effect for twelve months from the date of issuance, unless revoked, suspended, or canceled prior to such date.
- Per Neb. Rev. Stat. § 76-3203 (6), all Appraisal Management Company renewal applications shall be furnished to the Board no later than sixty (60) days prior to the date of expiration of the registration.
- 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: (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).
- Any Appraisal Management Company who fails to submit a properly completed renewal application by the deadline specified in Neb. Rev. Stat. § 76-3203 (6), but who submits an application within six months of expiration of the registration, may receive a renewal registration by submitting the completed application, along with all of the required documentation, the renewal and ASC AMC Registry fees, and a \$25.00 late processing fee for each month or portion of a month the renewal application is postmarked after 60 days prior to registration expiration. The Appraisal Management Company will be considered inactive from the expiration date until the renewal application has been fully processed, including receipt and review by the Board of any pending background check results.
- Any Appraisal Management Company who fails to submit a properly completed renewal application within six months of expiration of the registration shall not be eligible for renewal and must submit an application for a new registration.
- AMC appraiser means a person who holds a valid credential or equivalent to appraise real estate and real property under the laws of this state or another jurisdiction, and holds the status of active on the ASC Appraiser Registry in one or more jurisdictions.
- Pursuant to subdivision (6)(c) of section 76-3202, an appraiser panel shall include each AMC appraiser as of the earliest date on which such person was accepted by the appraisal management company:
  - (a) For consideration for future assignments in covered transactions or for secondary mortgage market participants in connection with covered transactions; or
  - (b) For engagement to perform one or more appraisals on behalf of a creditor for a covered transaction or for a secondary mortgage market participant in connection with covered transactions.
- The Surety Bond shall be maintained until one year after the date that the Appraisal Management Company ceases operation in this state regardless of, if or when, termination of the Surety Bond occurs. The date that an Appraisal Management Company ceases operation in this state is the earliest of the date on which the Nebraska Real Property Appraiser Board accepts written surrender of the registration, or the date on which the registration expires, is canceled, or is revoked.



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

## NEBRASKA APPRAISAL MANAGEMENT COMPANY INFORMATION CHANGE FORM

### APPRAISAL MANAGEMENT COMPANY INFORMATION

Nebraska AMC Registration Number: \_\_\_\_\_

Initial Date of Registration in Nebraska: \_\_\_\_\_

Legal Name (before change): \_\_\_\_\_

### CHANGE TO APPRAISAL MANAGEMENT COMPANY INFORMATION

New Legal Name: \_\_\_\_\_

Employer Identification Number (EIN): \_\_\_\_\_

AMC Type:  Single State (AMC oversees a panel of 16 or more AMC appraisers in Nebraska within a given year that have been recruited, selected and retained to perform appraisals in connection with a covered transaction)  
 Multi-State (AMC oversees a panel of 25 or more ~~AMC certified or licensed~~ appraisers in two or more States within a given year that have been recruited, selected and retained to perform appraisals in connection with a covered transaction)

Federally Regulated\*:  YES  NO

\*Federally regulated appraisal management company means an appraisal management company that is: (a) Owned and controlled by an insured depository institution as defined in 12 U.S.C. 1813, as such section existed on January 1, 2018; and (b) Regulated by the Office of the Comptroller of the Currency, the Board of Governors of the Federal Reserve System, the Federal Deposit Insurance Corporation, or the successor of any such agencies.

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

\_\_\_\_\_  
E-Mail Address Area Code + Phone Number

### CHANGE IN STATE OF DOMICILE/DESIGNATED AGENT

If corporation is not domiciled in Nebraska, a designated agent for service within Nebraska must be named.

State of domicile: \_\_\_\_\_

Name of designated agent in Nebraska for service of process: \_\_\_\_\_

Address: \_\_\_\_\_  
PO Box or Street Number City State Zip Code + 4

\_\_\_\_\_  
E-Mail Address Area Code + Phone Number

## CHANGE IN TRADE NAME

If the applicant will be doing business in Nebraska under any other name(s), then all such names must be stated, with address and telephone number. (Use a separate sheet if necessary)

Other name: \_\_\_\_\_

Business Address: \_\_\_\_\_

PO Box or Street Number

City

State

Zip Code + 4

\_\_\_\_\_  
E-Mail Address

\_\_\_\_\_  
Area Code + Phone Number

## CHANGE IN OWNERSHIP

All persons/entities owning 10% or more of the applicant must be listed. (Use a separate sheet if necessary)

If the appraisal management company applicant is owned by a corporation or corporations, does any individual own shares in a parent corporation or corporations where said shares amount to owning more than 10% of the applicant?

YES     NO    If the answer is yes, provide shareholder names and contact information on a separate sheet.

If more than 10% of the appraisal management company applicant is held in trust, directly or by virtue of holding shares in a parent corporation or corporations, provide trustee name(s) and contact information on a separate sheet.

Entity or  
Person  
Name: \_\_\_\_\_

Entity or Last, First, Middle

Percentage  
Owned: \_\_\_\_\_

Address: \_\_\_\_\_

PO Box or Street Number

City

State

Zip Code + 4

\_\_\_\_\_  
E-Mail Address

\_\_\_\_\_  
Area Code + Phone Number

Entity or  
Person  
Name: \_\_\_\_\_

Entity or Last, First, Middle

Percentage  
Owned: \_\_\_\_\_

Address: \_\_\_\_\_

PO Box or Street Number

City

State

Zip Code + 4

\_\_\_\_\_  
E-Mail Address

\_\_\_\_\_  
Area Code + Phone Number

Entity or  
Person  
Name: \_\_\_\_\_

Entity or Last, First, Middle

Percentage  
Owned: \_\_\_\_\_

Address: \_\_\_\_\_

PO Box or Street Number

City

State

Zip Code + 4

\_\_\_\_\_  
E-Mail Address

\_\_\_\_\_  
Area Code + Phone Number



## CHANGE IN CONTACT PERSON

Contact person to serve as main contact for all communication with the **Nebraska Real Property Appraiser Board**.

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

Address: \_\_\_\_\_  
PO Box or Street Number City State Zip Code + 4

\_\_\_\_\_  
E-Mail Address

\_\_\_\_\_  
Area Code + Phone Number

## DISCIPLINARY QUESTIONS

**Responses to these questions are required if any of the following are changed: Legal Name, Trade Name, Ownership.**

1. Has any person or entity listed above been engaged in any lawsuit(s) involving real estate, either as Plaintiff or Defendant? This does not include Small Claims Court, Domestic Relations Court, automobile cases, or traffic court cases.

YES  NO

*If your answer to No. 1 above is yes, provide a brief statement of all significant details on a separate sheet, including the nature of the suit, location, date filed, court of jurisdiction, and the names of any persons involved.*

2. Is the **appraisal management company**AMC, in whole or in part, directly or indirectly, owned by any person who has had a **real property** appraiser credential or equivalent refused, denied, canceled, or revoked or any person who has surrendered a **real property** appraiser credential or equivalent in lieu of revocation in any jurisdiction?

YES  NO

*If your answer to No. 2 above is yes, provide a brief statement of all significant details on a separate sheet, including the nature of the matter, location, date(s), and the names of such persons. Include copies of all final orders or consent agreements.*

3. Has any person who owns more than 10% of the **aAppraisal mManagement cCompany** ever been convicted of, or entered a plea of nolo contendere to, a felony related to the appraisal practice or any crime involving fraud, misrepresentation, or moral turpitude?

YES  NO

*If your answer to No. 3 above is yes, provide a brief statement of all significant details on a separate sheet, including the nature of the matter, location, date filed, court of jurisdiction, and the names of any persons involved.*

**The Board reserves the right to take any action, including but not limited to requesting additional information, denying change to **aAppraisal mManagement cCompany**, or suspending **aAppraisal mManagement cCompany**'s registration.**

I CERTIFY THAT THE STATEMENTS MADE IN THIS APPRAISAL MANAGEMENT COMPANY INFORMATION CHANGE FORM 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 DOCUMENT'S PROCESSING.



I, \_\_\_\_\_, of \_\_\_\_\_, do hereby  
(Name) (City, State)

irrevocably consent that service of process upon the applicant may be made by delivery of the process to the Nebraska Real Property Appraiser Board if plaintiff cannot, in the exercise of due diligence, effect personal service on the applicant in an action against the applicant in a court of this state arising out of the **appraisal management company**licant's activities in this state.

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

\_\_\_\_\_  
Date

## NOTES

- AMC appraiser means a person who holds a valid credential or equivalent to appraise real estate and real property under the laws of this state or another jurisdiction, and holds the status of active on the ASC Appraiser Registry in one or more jurisdictions.
- If any new owner/entity owning more than 10% of the applicant is reported on this form, ~~with the next submission of an Application for Renewal of Nebraska Appraisal Management Company Registration, submit~~ two copies of legible, ink-rolled fingerprint cards ~~will be required~~ for each new owner/entity owning more than 10% of the applicant 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 **appraisal management company ownership** ~~AMC ownership~~. This **requirement applies to** ~~includes~~ trustees of trusts owning more than 10% of the applicant and individuals owning shares in a corporation or corporations where said shares amount to owning more than 10% of the applicant.

The Nebraska State Patrol will not process cards if the information at the top of the cards is not completed or if the cards are more than **one (1)** year old. The cards must be signed by the person being fingerprinted and also by the official taking the fingerprints.

With the fingerprint cards, submit a signed Authorization to Use Fingerprints for National Criminal History Record Check through the Nebraska State Patrol and The Federal Bureau of Investigation. To download the form, go to the Board's website, <https://appraiser.ne.gov/>, select the AMC Registration link in the box on the right side of the page, then select the link to the PDF Form.

## DIRECTIONS

1. Complete first section with appraisal management company information as it currently appears, followed by the items of information that have changed and are to be updated in the Board's records.
2. If you are making a legal name change, include a copy of the forms indicating the legal name change.
3. If you are reporting one or more new owners of more than 10% of the **appraisal management company**, include two fingerprint cards and a signed Authorization to Use Fingerprints form for each new owner reported.
- ~~3-4.~~ Email form to [nrpab.amc@nebraska.gov](mailto:nrpab.amc@nebraska.gov) or mail form 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.
- 4-5. Questions or concerns may be directed to NRPAB Staff at 402-471-9015 or [nrpab.amc@nebraska.gov](mailto:nrpab.amc@nebraska.gov).



# THE NEBRASKA APPRAISER

News from the Nebraska Real Property Appraiser Board

Spring 2024

## 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.*

### Just Keep Swimming...

LB1417, which would have terminated the Board, was introduced in the Nebraska Legislature during the 2024 session. As mentioned in the Quick Hits section of this newsletter, LB1417 was voted out of committee with AM3346, which removes all references to the Board. Although there is always a possibility of a similar bill in the future, the chapter on this one is closed. On behalf of the Board and myself, thank you for caring and making your voice heard! The appraisal business community has always been a tight knit group, now the rest of the state has had the opportunity to see how special this community is. In Finding Nemo, Dory says it best; as the Board begins preparing for strategic planning and a new fiscal year, the Board will "just keep swimming." Finally, the two bills introduced on behalf of the Board passed final reading and have been signed by Governor Pillen. More information about LB992 and LB989 can be found in this edition of The Nebraska Appraiser. As always, the Board is here for you, so feel free to reach out with any questions or comments.

## In This Issue

### NRPAB Features:

- ◆ Changes to the Nebraska Real Property Appraiser Act Approved by the Nebraska State Legislature (LB992)
- ◆ Changes to the Nebraska Appraisal Management Company Registration Act Approved by the Nebraska State Legislature (LB989)

### NRPAB Quick Hits:

- ◆ Legislation of NRPAB Interest
- ◆ Guidance Documents Adopted/Retired Between January and March of 2024
- ◆ Compliance Update (January - March 2024)
- ◆ LB1417 Update

### Coming and Going:

- ◆ Who's New? (January - March 2024)
- ◆ Real Property Appraiser and AMC Numbers and Trends as of April 1, 2024
- ◆ Real Property Appraiser Credential Renewal Report as of April 2024

### Financial Snapshot:

- ◆ March 31, 2024 Financial Report

### Upcoming NRPAB Meetings:

- ◆ May 16, 2024 @ NRPAB Office (Conference Room)
- ◆ June 13, 2024 @ NRPAB Office (Conference Room)
- ◆ June 20, 2024 @ NRPAB Office (Conference Room)
- ◆ July 18, 2024 @ 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.

# Changes to the Nebraska Real Property Appraiser Act Approved by the Nebraska State Legislature (LB992)

By Tyler Kohtz, Director

LB992 was introduced by Senator Dungan on January 5, 2024 to update the Nebraska Real Property Appraiser Act (“Act”) to implement the Real Property Appraiser Qualifications Criteria adopted by The Appraisal Foundation’s Appraiser Qualifications Board, effective on January 1, 2026; the Uniform Standards of Professional Appraisal Practice adopted by The Appraisal Foundation’s Appraisal Standards Board, effective on January 1, 2024; the recommendations of the Appraisal Subcommittee of the Federal Financial Institutions Examination Council as identified during its 2022 State Off-site Assessment; and to maintain compliance with Title XI of FIRREA along with the Policy Statements of the Appraisal Subcommittee of the Federal Financial Institutions Examination Council. LB992 was passed by the Nebraska Legislature on March 7, 2024 and signed by Governor Pillen on March 12, 2024. LB992 includes the following changes:

“2022” is updated to “2024” in the definition of “Financial Institutions Reform, Recovery, and Enforcement Act of 1989” in Neb. Rev. Stat. § 76-2207.30;

“Personal inspection” is added as defined term found in USPAP that is also utilized in the Real Property Appraiser Act;

“2022” is updated to “2024” in the definition of “Uniform Standards of Professional Appraisal Practice” in Neb. Rev. Stat. § 76-2218.02;

“Real property appraisal” is added before “practice” to utilize the defined term “real property appraisal practice” in Neb. Rev. Stat. § 76-2221;

The definition of “workfile” in Neb. Rev. Stat. § 76-2219.02 is updated to harmonize the definition with the defined term found in USPAP;

The high school education, or equivalent, requirement found in Neb. Rev. Stat. § 76-2228.01(1)(b) for a trainee real property appraiser, and N.R.S. § 76-2230(1)(b) for a licensed residential real property appraiser, are stricken as the Real Property Appraiser Qualifications Criteria does not require high school education, or equivalent, for these classifications;

Subdivision (c)(i) becomes Subdivision (b)(i) in Neb. Rev. Stat. § 76-2228.01(1) and is updated to modify the trainee real property appraiser class hour requirements to include the valuation bias and fair housing laws education for applications received after December 31, 2025 as required in the 2026 Criteria;

Neb. Rev. Stat. § 76-2228.01(5)(b) is updated for the same purpose for a trainee real property appraiser upgrading to the certified residential real property appraiser credential, and Neb. Rev. Stat. § 76-2228.01(6)(b) is updated for the same purpose for a trainee real property appraiser upgrading to the certified general real property appraiser credential;

“and completed the fifteen-hour National Uniform Standard of Professional Appraisal Practice Course” is stricken from Neb. Rev. Stat. § 76-2228.01(1)(b)(i)(A), N.R.S. § 76-2230(1)(b)(A), N.R.S. § 76-2231.01(1)(d)(i), and N.R.S. § 76-2232(1)(d)(i) for consistency as no other qualifying education course is specifically named in these subdivisions (all required qualifying education courses for each classification, including the fifteen-hour National Uniform Standard of Professional Appraisal Practice Course, are identified in the rules and regulations of the Board along with the minimum hours required for each course);

“(c)(i)” is stricken and “(b)(i)” is added to reference the correct subdivision in Neb. Rev. Stat. § 76-2228.01(1)(b)(ii) for a trainee real property appraiser, and N.R.S. § 76-2230(1)(b)(ii) for a licensed residential real property appraiser, concerning completion of the remaining class hours not satisfied by a degree in real estate or equivalent as approved by the Appraiser Qualifications Board;

Changes to the Nebraska Real Property Appraiser Act Approved by the Nebraska State Legislature (LB992)  
(Continued)

“Twelve” is stricken and “twenty-four” is added before “months,” and the phrase “Successful completion of examination shall be valid for twenty-four months” is added for the exam requirements found in Neb. Rev. Stat. § 76-2228.01(3)(b) for a trainee real property appraiser to upgrade to a higher real property appraiser classification, N.R.S. § 76-2230(1)(e) for a licensed residential real property appraiser, N.R.S. § 76-2230(2)(b) for a licensed residential real property appraiser to upgrade to a higher real property appraiser classification, N.R.S. § 76-2231.01(1)(g) for a certified residential real property appraiser, N.R.S. § 76-2231.01(2)(b) for a certified residential real property appraiser to upgrade to a certified general real property appraiser, and N.R.S. § 76-2232(1)(g) for a certified general real property appraiser as the Real Property Appraiser Qualifications Criteria allows an applicant, whose education and experience have been approved, twenty-four months to complete examination, and allows the results of a successfully completed examination to be valid for twenty-four months;

“(1)(c)(ii)” is stricken and “(1)(b)(ii)” is added to reference the correct subdivision in Neb. Rev. Stat. § 76-2228.01(4)(a) concerning class hours required to upgrade from a trainee real property appraiser to a licensed residential real property appraiser;

“(1)(d)” is stricken and “(1)(c)” is added to reference the correct subdivision in Neb. Rev. Stat. § 76-2228.01(4)(b) concerning experience requirements required to upgrade from a trainee real property appraiser to a licensed residential real property appraiser.;

“Conducting personal inspection” is added and “Personally inspecting each appraised property” is stricken before “with” to utilize the defined term “personal inspection” in Neb. Rev. Stat. § 76-2228.02(2)(c);

Subdivision (c)(i) becomes Subdivision (b)(i) in Neb. Rev. Stat. § 76-2230(1) and is updated to modify the licensed residential real property appraiser class hour requirements to include the valuation bias and fair housing laws education for applications received after December 31, 2025 as required in the 2026 Criteria;

Neb. Rev. Stat. § 76-2230(3)(b) is updated for the same purpose for a licensed residential real property appraiser upgrading to the certified residential real property appraiser credential, and Neb. Rev. Stat. § 76-2230(4)(b) is updated for the same purpose for a licensed residential real property appraiser upgrading to the certified general real property appraiser credential;

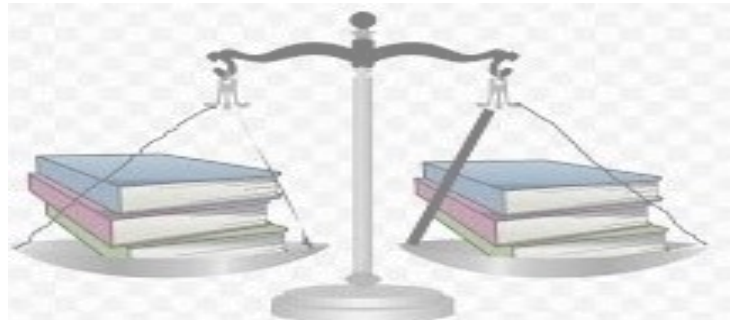
“(d)(i)” is stricken and “(c)(i)” is added to reference the correct subdivision in Neb. Rev. Stat. § 76-2230(1)(c)(ii) pertaining to experience requirements for the successful completion of a PAREA program that does not satisfy all required experience for credentialing;

“Or market value if no transaction takes place” is added after “transaction value” to clarify the scope of real property appraisal practice for the licensed residential real property appraiser in Neb. Rev. Stat. § 76-2230(6) to better align with the scope of real property appraisal practice found in the Real Property Appraiser Qualifications Criteria;

The scope of real property appraisal practice is updated for the certified residential real property appraiser in Neb. Rev. Stat. § 76-2231.01(5), and for the certified general real property appraiser in N.R.S. § 76-2232(3), for clarification and consistency;

“Real property” is added before “appraiser” to utilize the defined term “real property appraiser” in Neb. Rev. Stat. § 76-2232(3);

“National” is stricken and “Appraiser” is added before “Registry” in Neb. Rev. Stat. § 76-2233(5), and N.R.S. § 76-2233.01(3), to incorporate the Appraisal Subcommittee’s terminology as recommended by the Appraisal Subcommittee during its 2022 SOA;



## Changes to the Nebraska Real Property Appraiser Act Approved by the Nebraska State Legislature (LB992) (Continued)

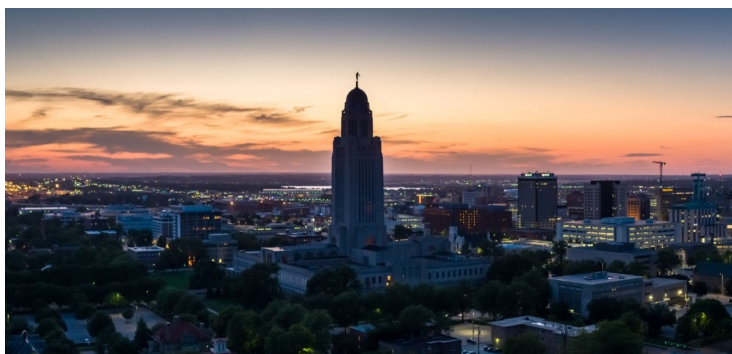
The random fingerprint audit program for real property appraiser renewal applicants established in Neb. Rev. Stat. §76-2233.02(2), and in N.R.S. § 76-2233.02(3), which becomes subsection (2), along with the requirement for a real property appraiser renewal applicant to pay a criminal history record check fee for maintenance of the random fingerprint audit program found in N.R.S. §76-2233.02(1), is removed from the real property appraiser renewal requirements (all current real property appraisers must continue to answer criminal history questions on the renewal application and certify that the statements made are true and correct);

“Continuing Education” is added, and “Update” is stricken before “Course” to rename the “National Uniform Standards of Professional Appraisal Practice Update Course” to “National Uniform Standards of Professional Appraisal Practice Continuing Education Course” in Neb. Rev. Stat. § 76-2236(2) as required in the 2026 Criteria;

“a seven-hour” is stricken before “instructor” in Neb. Rev. Stat. § 76-2236(2) to incorporate the language as found in the 2026 Criteria;

“if applicable” is added after “examination” in Neb. Rev. Stat. § 76-2236(2) to clarify that an exam is not a requirement for the instructor recertification course in the Real Property Appraiser Qualifications Criteria;

Neb. Rev. Stat. § 76-2223(7) is amended to include the valuation bias and fair housing laws course in the continuing education requirements for real property appraisers, beginning on January 1, 2026, as required in the 2026 Criteria;



Nebraska State Capitol at night

Neb. Rev. Stat. § 76-2236(6) is amended to clarify that qualifying education, if successfully completed as approved by the Board, shall be approved by the Board as continuing education regardless of whether the qualifying education was completed to fulfill the class-hour requirement to upgrade to a higher classification or not (Language stricken from N.R.S. § 76-2236(7) awarded continuing education credit to a real property appraiser that completed qualifying education, but not to fulfill the class-hour requirement to upgrade to a higher classification, if the exam was completed, but the stricken language was not clear that the exam must be passed for completion of the qualifying education activity);

“One” is stricken and “two” is added before “hundred” and “fifty” is stricken before “dollars” to amend the credential application fee limit upward in Neb. Rev. Stat. § 76-2241(1)(a);

Fifty” is added before “dollars” to amend the initial and renewal credentialing fee limit upward in Neb. Rev. Stat. § 76-2241(1)(c);

“Fifty” is added before “dollars” to amend the temporary credential application fee limit upward in Neb. Rev. Stat. § 76-2241(1)(e);

Fifty” is stricken and “one hundred” is added before “dollars” to amend the temporary credentialing fee limit upward in Neb. Rev. Stat. § 76-2241(1)(f);

“and effective and expiration dates” is added after “business” to update the directory information in Neb. Rev. Stat. § 76-2249(1) to include a real property appraiser’s credential effective and expiration dates on the website listing;

More details regarding the specifics of these changes can be provided upon request. If you have questions regarding LB992 or the changes to the Nebraska Real Property Appraiser Act, please contact me by email at [tyler.kohtz@nebraska.gov](mailto:tyler.kohtz@nebraska.gov), or by phone at 402-471-9015.

# Changes to the Nebraska Appraisal Management Company Registration Act Approved by the Nebraska State Legislature (LB989)

By Tyler Kohtz, Director

LB989 was introduced by Senator Dungan on January 5, 2024 to update the Nebraska Appraisal Management Company Registration Act (“Act”) to implement the recommendations of the Appraisal Subcommittee of the Federal Financial Institutions Examination Council as identified during its 2022 State Off-site Assessment. These changes are required for the Board’s continued compliance with Title XI of the FIRREA and Appraisal Subcommittee Policy Statements. LB989 was passed by the Nebraska Legislature on March 7, 2024 and signed by Governor Pillen on March 11, 2024. LB989 includes the following changes:

In Neb. Rev. Stat. § 76-3202(2), “National” is stricken and “Appraiser” is added before “Registry” to harmonize the Appraisal Management Company Registration Act with the language found in the Real Property Appraiser Act;

The definition of AMC final rule is stricken in Neb. Rev. Stat. § 76-3202(3) and the definition AMC rule is added at N.R.S. § 76-3202(4) concerning the rules adopted by the federal agencies as required in section 1124 of the Financial Institutions Reform, Recovery, and Enforcement Act of 1989 as such rules existed on January 1, 2024 to incorporate the Appraisal Subcommittee’s terminology as recommended during its 2022 SOA;

In Neb. Rev. Stat. § 76-3202(3), “National” is stricken and “AMC” is added before “Registry” in the renamed definition AMC Registry to incorporate the Appraisal Subcommittee’s terminology as recommended during its 2022 SOA;

“Who each hold a credential” is stricken from Neb. Rev. Stat. § 76-3202(2)(6)(c)(i), and “who each hold a credential or equivalent” is stricken from Neb. Rev. Stat. § 76-3202(2)(6)(c)(ii), for clarification as AMC appraiser is a defined term;

“One” is stricken and “two is added before “thousand” and “five hundred” is stricken before “dollars” to amend the AMC registration renewal fee limit upward in Neb. Rev. Stat. § 76-3206(1)(c);

“AMC” is added before “appraiser” in Neb. Rev. Stat. § 76-3220 to utilize the defined term AMC appraiser;

The definition “real property appraiser” is added at Neb. Rev. Stat. § 76-3202(27) to harmonize the Appraisal Management Company Registration Act with the defined term found in the Real Property Appraiser Act (Real property appraiser is currently referenced in the Appraisal Management Company Registration Act and is different from AMC appraiser);

Subdivisions (b) and (c) are added to Neb. Rev. Stat. § 76-3207(2) to remove the Criminal History Record Check (“CHRC”) requirement for any owner of more than ten percent of an AMC, at the time application for renewal of an appraisal management company’s registration is made, if such owner has previously completed a CHRC for the purpose of AMC ownership, and to provide authorization for a CHRC for any new owner of more than ten percent of an AMC as identified by the Board (a CHRC is still required for any new owner of more than ten percent of an AMC at the time of application for initial registration);

“Final” is stricken from Neb. Rev. Stat. § 76-3203(5), N.R.S. § 76-3203.02(1),(2), and N.R.S. § 76-3206(2) to utilize the new defined term AMC rule to incorporate the Appraisal Subcommittee’s terminology as recommended during its 2022 SOA;

“National” is stricken from Neb. Rev. Stat. § 76-3203.02(2) and N.R.S. § 76-3206(2) to utilize the new defined term AMC Registry.;

Civil and criminal immunity is added for board members, board employees, and contractors to harmonize the Appraisal Management Company Registration Act with the Real Property Appraiser Act as found under Neb. Rev. Stat. § 76-2225;

Neb. Rev. Stat. § 76-3209 and N.R.S. § 76-3211 are outright repealed as the language is duplicate language found under the Appraisal panel requirements at Neb. Rev. Stat. § 76-3203.01;

“Real property appraiser” is added before “credential” in Neb. Rev. Stat. § 76-3207(1)(a) and N.R.S. § 76-3207(4) to harmonize the Appraisal Management Company Registration Act with the definition Real property appraiser found in the Real Property Appraiser Act;

“2019” is updated to “2024” in the definition of “Federally regulated appraisal management company in Neb. Rev. Stat. § 76-3202(18)(a);

More details regarding the specifics of these changes can be provided upon request. If you have questions regarding LB989 or the changes to the Nebraska Appraisal Management Company Registration Act, please contact me by email at [tyler.kohtz@nebraska.gov](mailto:tyler.kohtz@nebraska.gov), or by phone at 402-471-9015.



## NRPAB Quick Hits

- ◆ Each legislative session, the Board follows legislative bills introduced by the Nebraska State Legislature that may have an impact on the real property appraiser profession or agency operations. A summary of these bills, along with the link to the legislative information, can be found on the main page of the Board's website at: [appraiser.ne.gov](http://appraiser.ne.gov). Select the hyperlink titled "2024 Nebraska Legislation of NRPAB Interest" in the blue box on the right-hand side of the page. If you have any comments regarding any of the bills listed in this document, please feel free to contact the Board's office at 402-471-9015, or email Director Kohtz at [tyler.kohtz@nebraska.gov](mailto:tyler.kohtz@nebraska.gov).
- ◆ The Nebraska Real Property Appraiser Board retired no guidance documents, and adopted no new guidance documents, between January and March. 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 January and March, one grievance was filed against one Nebraska credentialed real property appraiser. During this time, no disciplinary actions were taken by the Board against any appraisers, one grievance was withdrawn by the complainant, one grievance was dismissed without prejudice, and one cease and desist order was issued against a person who engaged in real property appraisal practice in Nebraska without first obtaining a credential issued by the Board.
  - \* Between the months of January and March no grievances were filed against any appraisal management companies. During this time, no disciplinary actions were taken by the Board against any appraisal management companies.



## NRPAB Staff

### **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 Program Manager

402-471-9022

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

### **Karen Loll**

Business Programs Manager

402-471-9015

[karen.loll@nebraska.gov](mailto:karen.loll@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)



[Visit NRPAB on Facebook](#)



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)



## NRPAB Quick Hits (Continued)

- ◆ LB1417 was introduced in the Nebraska State Legislature during the 2024 session. As originally introduced, effective July 1, 2025, the Board of Abstracters and Appraisers would be created, which would assume all duties of the Real Property Appraiser Board. On this same date, the Real Property Appraiser Board as it currently exists would be terminated. On April 4, 2024, LB1417 was voted out of the Government, Military, and Veterans Affairs Committee and placed on General File with AM3346, which removes all references to the Nebraska Real Property Appraiser Board from LB1417.

## 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 January and March of 2024.

### *Trainee Real Property Appraisers*

**Trina Jeffryes**, Columbus NE – T2024001

**Sara Mahalek**, Alma NE – T2024002

**Connor Eurek**, Arlington NE – T2024003

### *Certified Residential Real Property Appraisers*

**Alisha Stolze**, Pierce NE – CR2024001

**John Michael Harwood**, Fairhope AL – CR2024002R

### *Certified General Real Property Appraisers*

**Sarah Hauxwell**, Omaha NE – CG2024001R

**Brent Griffiths**, Omaha NE – CG2024002R

**Charles Haase**, Omaha NE – CG2024003R

**Mason Buckendahl**, Lincoln NE – CG2024004

**Megan Epperson**, Omaha NE – CG2024005

**Megan Kathol**, Omaha NE – CG2024006

### *Appraisal Management Companies*

**Market Valuation Services—** NE2023004



## Board Members

### *Chairperson of the Board*

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

### *Vice-Chairperson of the Board*

**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*

**Rodney Johnson**, Norfolk  
Certified General Appraiser  
Licensed Real Estate Broker Rep  
Term Expires: January 1, 2028

### *Board Member*

**Derek Minshull**, North Platte  
Financial Institutions Rep  
Term Expires: January 1, 2029

### *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)

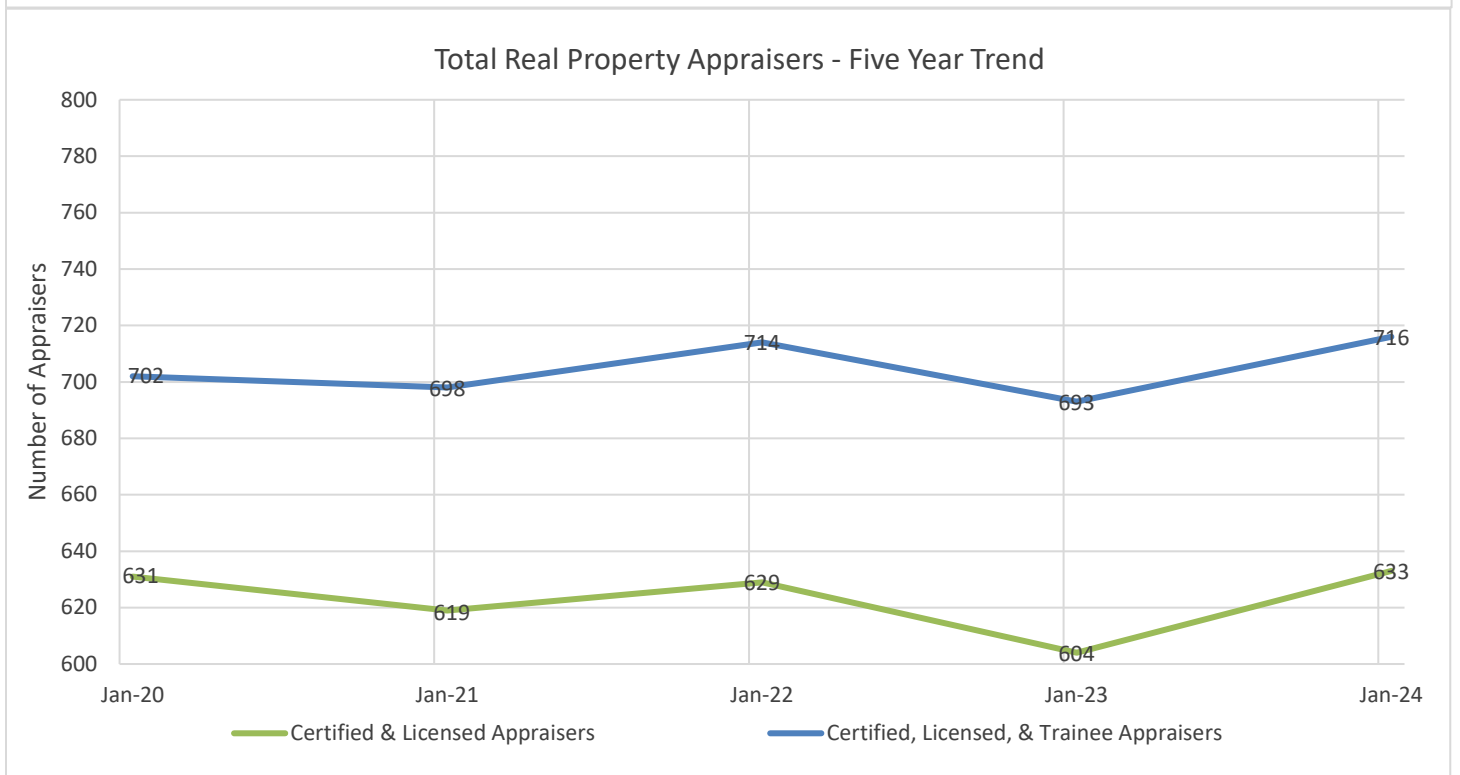
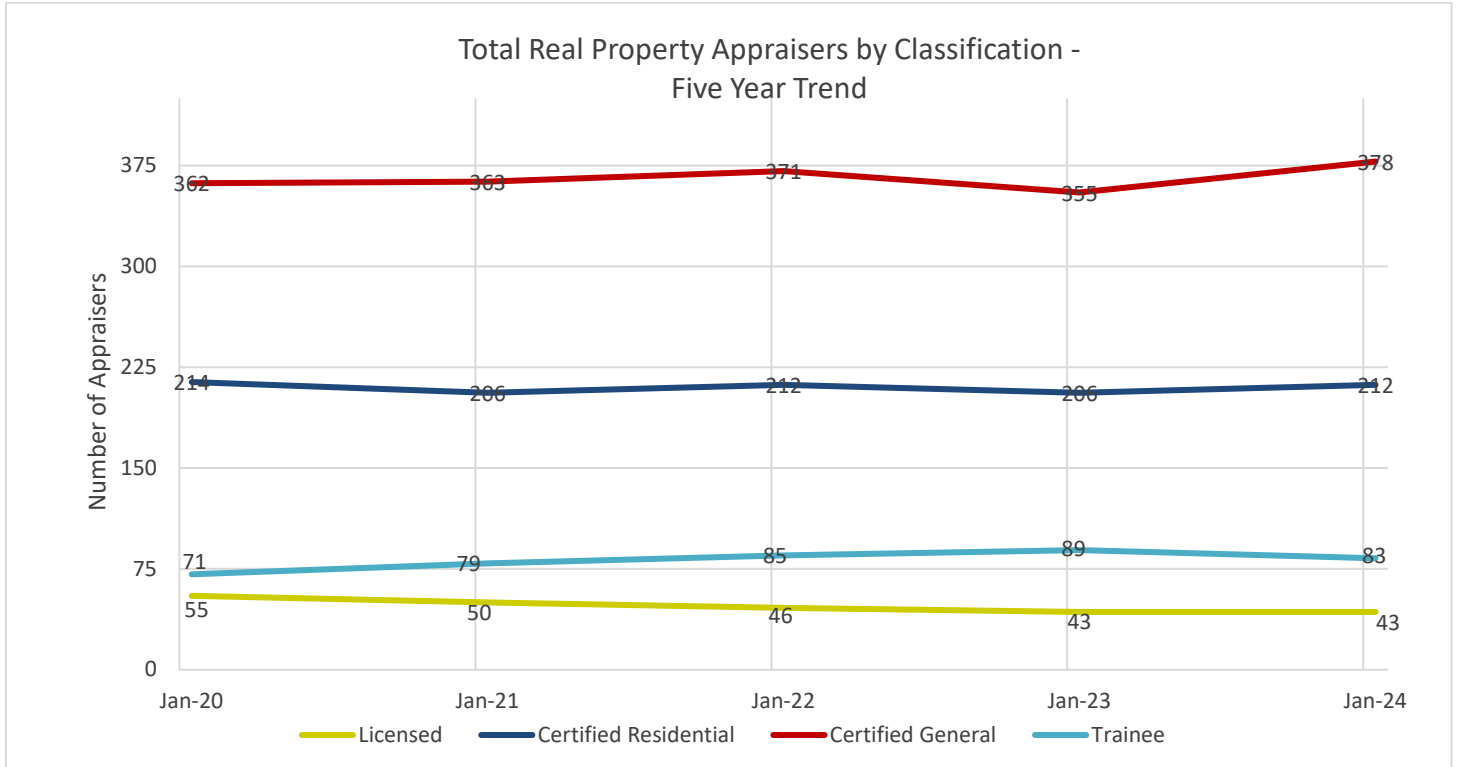
Questions related to investigations, or how to file a grievance: [nrpab.compliance@nebraska.gov](mailto:nrpab.compliance@nebraska.gov)

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)

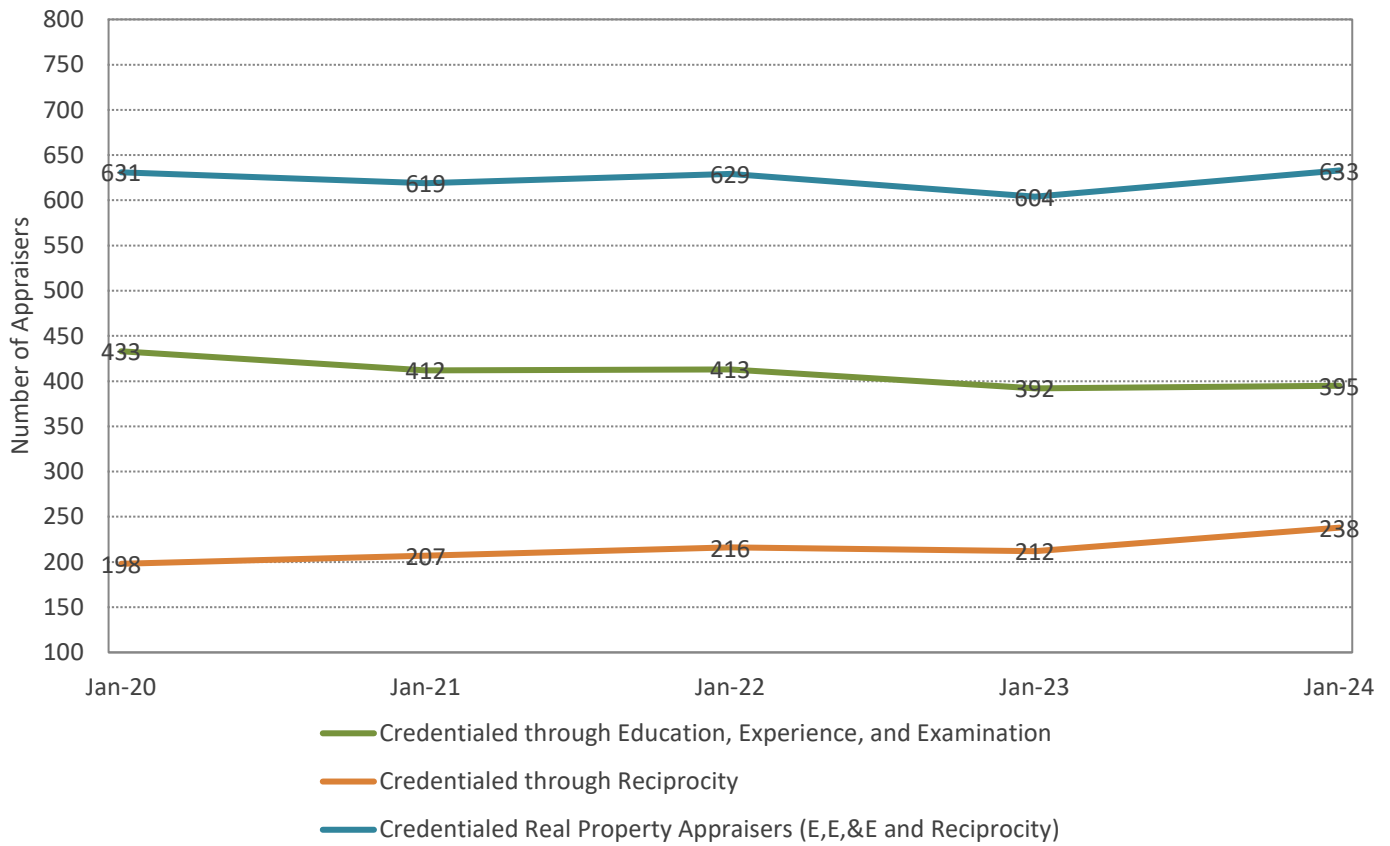
## Real Property Appraiser and AMC Numbers and Trends as of January 1, 2024

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 January 1, 2024. There are currently 633 licensed residential, certified residential, and certified general real property appraisers in Nebraska, and 83 credentialed trainee real property appraisers. In addition, there are currently 75 appraisal management companies registered in Nebraska.

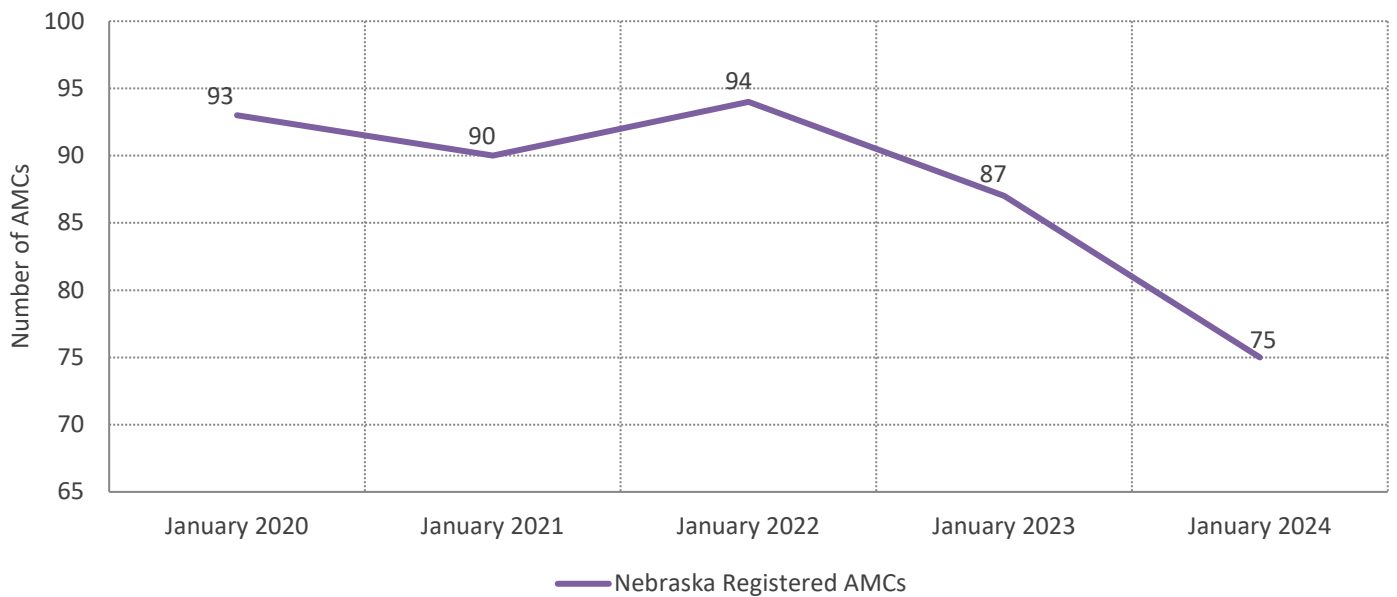


## Real Property Appraiser and AMC Numbers and Trends as of January 1, 2024 (Continued)

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

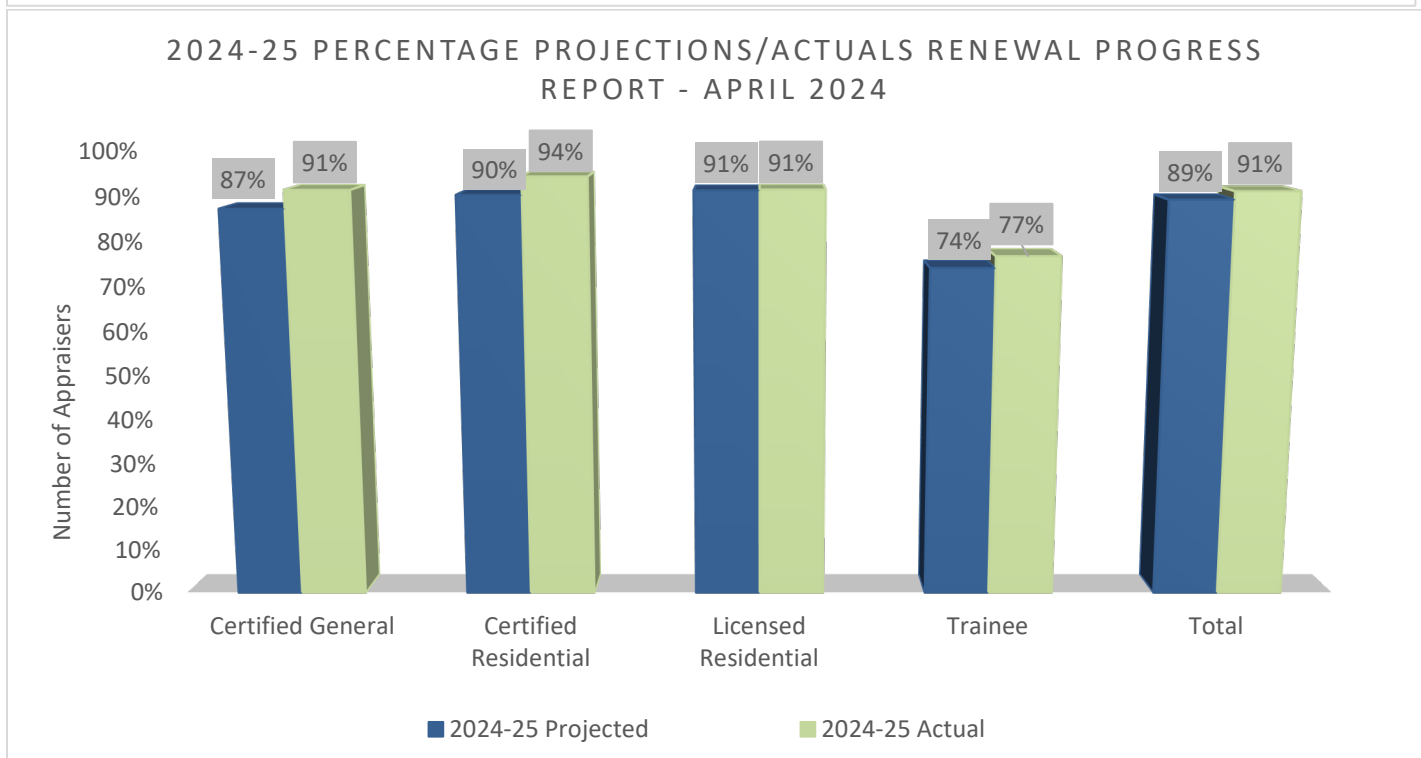
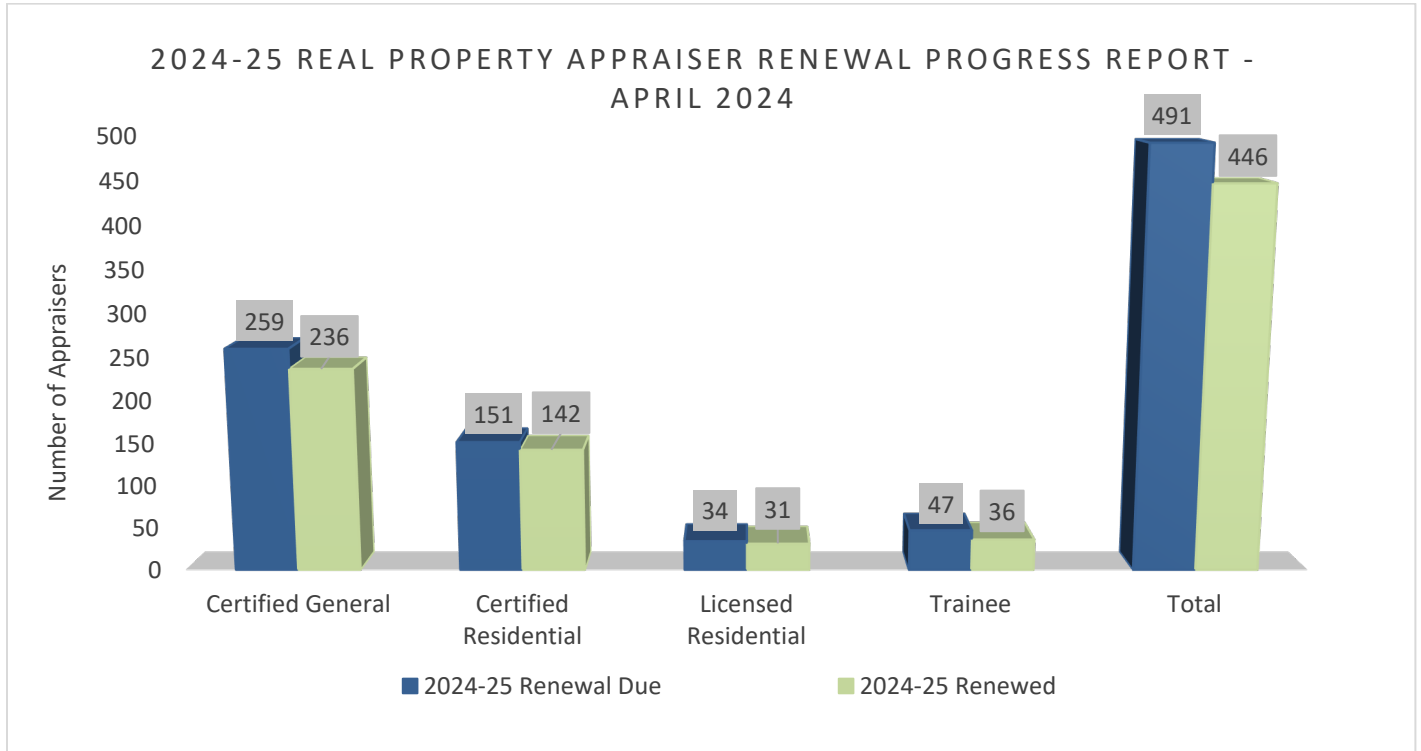


Appraisal Management Companies - Five Year Trend



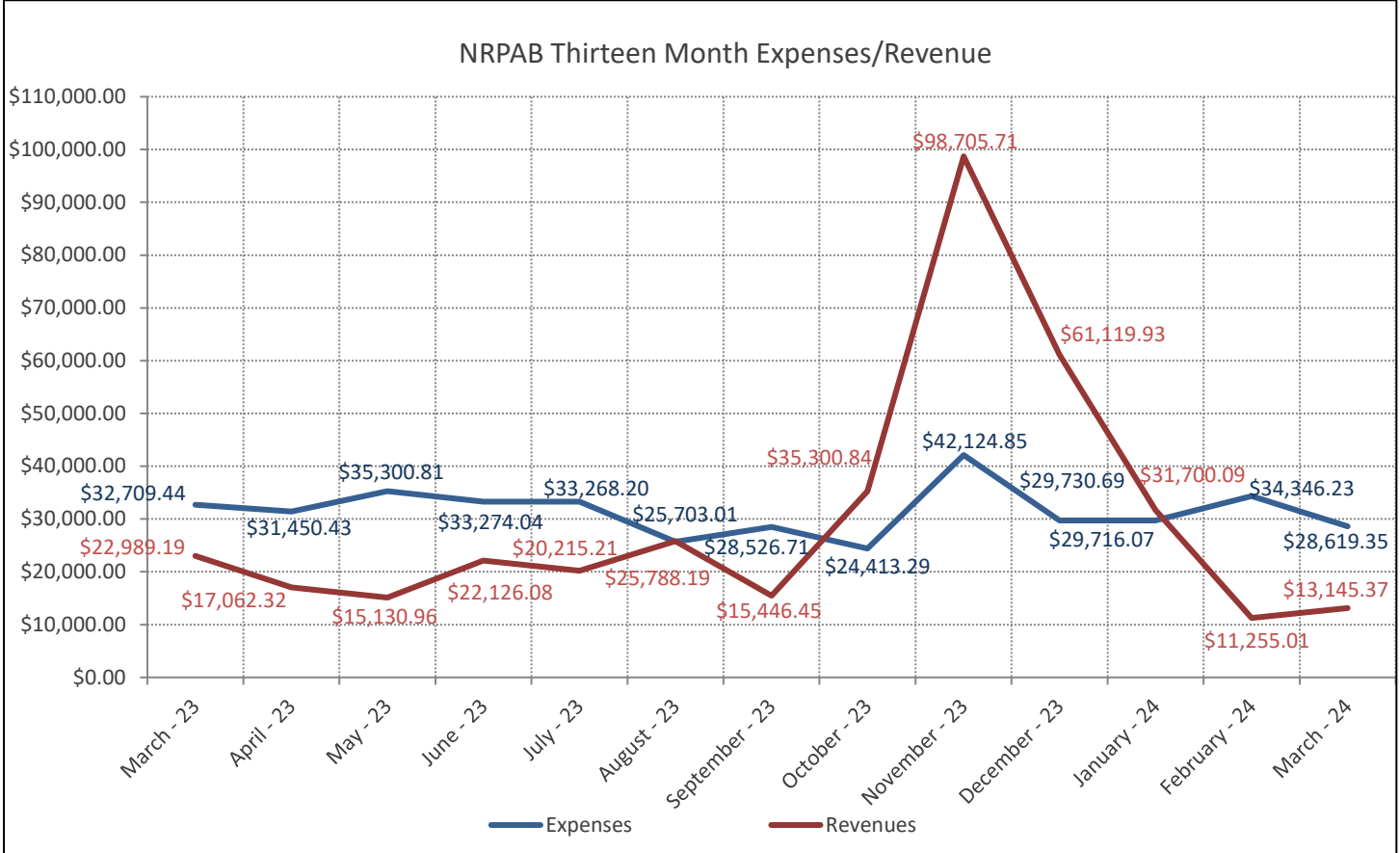
## Real Property Appraiser Renewal Counts and Percentages as of April 2024

The charts below outline the real property appraiser renewal counts and percentages as of April 2024. There were 491 trainee, licensed residential, certified residential, and certified general real property appraiser renewals due, and 446 credentials were renewed.



# NRPAB Financial Snapshot as of March 31, 2024

For the Real Property Appraiser Program, which includes both the appraiser fund and the AMC fund, a total of \$276,448.40 in expenditures and \$312,676.80 in revenues were recorded as of March 31, 2024. Actual expenses registered at 60.86 percent of the budgeted expenditures for the fiscal year; 75.34 percent of the fiscal year has passed.



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.



# FY24 Notice of Funding Availability (NOFA)

State Appraiser Regulatory Agencies Support (SARAS) Grant

Kick-Off Webinar



# Who is Eligible for this Grant?



\_\_\_\_\_ are the only eligible applicants for this grant





# TABLE OF CONTENTS

- 01 **Program Objectives and Priorities**
- 02 **Funding Levels**
- 03 **Deadlines and Key Considerations**
- 04 **Practicum Course and PAREA Projects**
- 05 **Submitting Applications**
- 06 **Technical Assistance/Resources**





# Program Objectives and Priorities (pg. 2)



---



# Program Objectives and Priorities (Continued)



- 
- States with a shortage of appraisers in rural, tribal lands, or other underserved markets may submit projects to assist aspiring appraisers in fulfilling the required education and experience to become a licensed or certified appraiser. The application should include supportable data that substantiate the shortage of appraisers. **Projects that address diversity and partnerships with institutions of higher education are highly encouraged.**
  - States with requirements that go above the minimum requirements set by the Appraiser Qualifications Board (AQB) as identified in the state-level dashboard developed by the Interagency Task Force on Property Appraisal and Valuation Equity (PAVE) (<https://pave.hud.gov/reducebarriers>) may submit projects for the State to assess, review, and revise their additional requirements.



# Program Objectives and Priorities (Continued)



*real estate appraiser and AMC complaint and/or enforcement process*



# Program Objectives and Priorities (Continued)

---





# Program Objectives and Priorities (Continued)

---



\_\_\_\_\_staff and/or board members  
participating at the same conference/symposium/seminar



# Program Objectives and Priorities (Continued)

---



# Funding Levels (pg. 4)



\_\_\_\_\_ or 36 months (\$360,000 max)



# Deadlines and Key Considerations (pg.5)



- **Application Submission Deadlines** (2 rounds of deadlines)
  - June 3, 2024 5:00PM ET
  - September 4, 2024 5:00 PM ET
- **Period of Performance (PoP) is for 36 Months**
  - State will indicate their desired start and end date on the application
- Applications will only be accepted by applicants with a current and active **Unique Entity Identifier (UEI)** which is obtained by SAM.gov. This is a federal requirement for **all** federal grants and contracts! *Details on how to obtain your UEI are outlined in the NOFA (pg.6)*
- The NOFA contains a list of allowable and unallowable costs for this grant (pg.9-10).





# Practicum Course and/or PAREA Projects (pg.11)



- Statement of Need
- Objectives/Measurable Accomplishments
- Methodology Plan
- Evaluation Plan



# Submitting the Application (pg 7)



[state-programs.](#)

email should read “FY24 SARAS Application”

[Grants@asc.gov](mailto:Grants@asc.gov). The subject line of that



# Technical Assistance/Resources



<https://www.asc.gov/sites/default/files/2024-01/2024.01.17%20ASC%20Handbook%20Ver.2.pdf>

<https://www.asc.gov/grants/state-programs>

<https://www.asc.gov/sites/default/files/2024-02/2024.01.17%20FY24%20NOFA%20State%20Grant.pdf>

[Grants@asc.gov](mailto:Grants@asc.gov) (preferred method)





# THANK YOU!

Regeane “Rae” Frederique  
Grants Director



202-792-1168



Grants@asc.gov



# NEWSLETTER



Dear Tyler,

Last week, I know many of you tuned in to our virtual Board of Trustees meeting and had the opportunity to see the Board of Trustees vote to name Kelly Davids the next President of The Appraisal Foundation.

As I said then, we are thrilled to have such a qualified person as Kelly Davids to lead the Foundation during the next chapter. With Kelly's thoughtful and inclusive vision for the organization, I have complete confidence that Kelly will meet and surpass the Board of Trustees' initial expectations.

I want to use this newsletter to take a moment to introduce Kelly to those of you who may not know her.

Kelly has a long history with the appraisal profession and in executive leadership roles. Before she began her decade long tenure at The Appraisal Foundation, Kelly was Superintendent of the Ohio Division of Real Estate & Professional Licensing, the chief regulator for Ohio's appraisers. She served in this executive leadership role under two governors in addition to holding an elected office for multiple terms.

During Kelly's time at the Foundation, she has led the way on a number of important initiatives including the development and implementation of our current strategic plan, Vision 2030.

After the Board of Trustees appointed Kelly to the role of President, we asked Kelly to give a brief presentation of her vision for the Foundation's next chapter. I encourage you to go [check it out on our YouTube page](#). It is an exciting preview of what lies ahead for our organization.

After Kelly's appointment, Dave Bunton announced that he would step into a Senior Advisor role on March 31st. As a result, Kelly officially took on the role of President on the same day. We look forward to celebrating Dave's career spanning commitment to the Foundation and the appraisal profession at a later date.

## In This Newsletter

**From the Board of Trustees:  
Introducing Kelly Davids**

**ICC Dates Announced**

**Partner Spotlight**

**Appraiser Talk**

---

## Calendar

**April 20:** [NAA Conference](#)

**April 25-27:** [ISA Conference](#)

**May 3-5:** [AARO Conference](#)

**May 16-18:** [Board of Trustees  
Public Meeting](#)

---

## Contact Us

T 202-347-7722

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

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

---

## Follow Us



In the meantime, I know Kelly is eager to get to work. She is embarking on a stakeholder listening tour to better inform her first months as President. The Board of Trustees has established benchmarks for success for this new era and is anticipating progress on those measures. I hope you'll join me in welcoming Kelly to her new role.

Sincerely,

Tracy Johnson  
Chair  
Board of Trustees

## ICC Dates Announced

The Instructor Certification Course to become a certified USPAP instructor will be November 7-10th. The location will be announced at a later date. Course registration is based on a first-come first-served basis with a limit of 40 students. To be able to register, all those interested in the course should click [here](#).

## Partner Spotlight

The Appraisal Foundation Board of Trustees is so pleased to welcome three new partners: International Association of Assessing Officers, Instituto De Evaluadores De Puerto Rico, and National Association of Appraisers.

### Royal Institute of Chartered Surveyors

On May 8 in NYC, RICS is proud to partner with NYU Stern Chen Institute for Global Real Estate Finance for our flagship event in the Americas. The Americas Conference is a gathering of professionals, leaders, experts and innovators from across the all sectors of the built environment. A series of panel discussions, will focus on how technology, artificial intelligence and data analytics are impacting real estate.

[Join this conference](#) of industry professionals to stay updated on the latest trends, connect with peers, discover new technologies and explore opportunities for collaboration and growth in the rapidly evolving real estate technology landscape.

### American Society of Appraisers

Registration Now Open! Register Early & Save – 2024 ASA International Conference September 15-17, 2024 | Portland, Oregon & Online Experience cutting-edge education at the 2024 ASA International Conference (ASAIC24) and unlock fresh perspectives that will expand your horizons.

ASAIC24 stands apart by delivering relevant insights tailored for all appraisal professionals. With a hybrid approach, ASAIC24 accommodates your preferences, offering both in-person and virtual sessions.

Whether you opt to join in person in Portland, Oregon or participate from the comfort of your home or office, you'll have the flexibility to engage in an environment that suits you best.

Both formats provide opportunities to delve into the latest trends, exchange ideas, and connect with peers. Don't miss out on this

exceptional opportunity to elevate your knowledge and network with appraisal industry leaders.

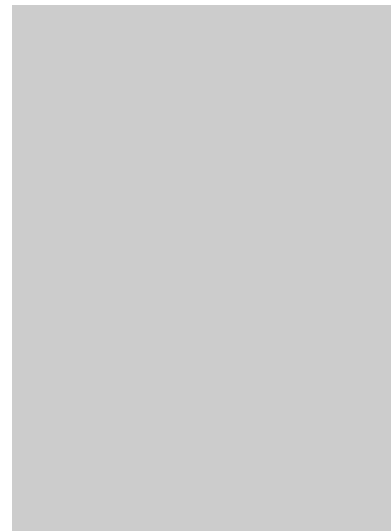
Register online at [www.appraisers.org/ASAIC24](http://www.appraisers.org/ASAIC24) or by calling (800) 272-8258.

## 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).



---

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).

### Manage Your Subscription

This message was sent to [tyler.kohtz@nebraska.gov](mailto:tyler.kohtz@nebraska.gov) from [news@appraisalfoundation.org](mailto:news@appraisalfoundation.org)

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



**Subject:** Kelly Davids Named President of The Appraisal Foundation

**PRESS RELEASE**



## **Kelly Davids Named President of The Appraisal Foundation**

The Appraisal Foundation Board of Trustees voted today to name Kelly Davids as President of The Appraisal Foundation. Davids is the former Superintendent of the Ohio Division of Real Estate & Professional Licensing, the chief regulator for Ohio’s appraisers, a former Foundation trustee, and a member of the staff since 2013. Her most recent role has been Senior Vice President.

“We are thrilled to have such a qualified person as Kelly Davids to lead the Foundation’s next chapter,” said Board of Trustees Chair Tracy Johnston. “With Kelly’s thoughtful and inclusive vision for the organization, I have complete confidence that Kelly will meet and surpass the Board of Trustees initial expectations.”

Today’s vote was the culmination of a multi-year search process started in 2022 when President Dave Bunton informed the Board of Trustees of his intention to retire at the end of his current contract, which expires on December 31, 2024. The Board of Trustees brought in the outside CEO search firm, Association Strategies (ASI), to interview stakeholders, including the Appraisal Subcommittee, board members, and staff, and develop a candidate profile to identify the next organization president.

The CEO Search Committee, formed by the Board of Trustees in July 2023, decided to pursue an internal candidate search first to determine if any candidates met the criteria laid out in ASI’s candidate profile. Following background and reference checks, three rounds of interviews, and a presentation, the Committee voted unanimously to advance a recommendation to the full Board of Trustees to name Davids as the next Foundation President.



“After a comprehensive process, we are confident we have identified the right leader to take the Foundation forward,” said CEO Search Committee Chair and Immediate Past Chair Dayton Nordin.

“I had the privilege of collaborating with Kelly Davids during various pivotal moments at The Appraisal Foundation,” said past Board of Trustees Chair Tom Boyer, a member of the CEO Search Committee. “From our work together on the Board of Trustees to her instrumental role in shaping Vision 2030, I’ve consistently witnessed her unwavering commitment and exceptional leadership. Kelly’s innate ability to inspire and guide is unparalleled, and she possesses a rare blend of vision, determination, and strategic thinking. Her passion for advancing the field of appraisal is contagious, and I am convinced she was destined to lead The Appraisal Foundation. As we embark into this exciting new era under Kelly’s remarkable leadership supported by the incredibly talented staff, there will be unprecedented achievements and nothing short of marvels under her guidance. I eagerly anticipate the transformative impact Kelly Davids will bring to The Appraisal Foundation.”

Davids will officially assume the role of President on March 31, 2024. Current President Dave Bunton will transition to a new role as Senior Advisor the same day but remain an available resource to Foundation boards and staff on an as needed basis through the end of his contract on December 31, 2024.

Click [here](#) to read Davids’s biography.



---

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 that appraisals are independent, consistent, and objective. More information on The Appraisal Foundation is available at [www.appraisalfoundation.org](http://www.appraisalfoundation.org).

#### Manage Your Subscription

This message was sent to [tyler.kohtz@nebraska.gov](mailto:tyler.kohtz@nebraska.gov) from [news@appraisalfoundation.org](mailto:news@appraisalfoundation.org)

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



## Quarterly Update

To submit a story, update, or announcement for the next quarterly newsletter, please send it to Brandy March at [brandy.march@aaro.net](mailto:brandy.march@aaro.net) or Fran Oreto at [franfreab@gmail.com](mailto:franfreab@gmail.com). The next quarterly update will be sent around August 2, 2024.

### AARO Spring Conference – Nashville, TN

The Spring 2024 AARO Conference: Nashville, TN is almost here!!!

May 3-5, 2024 (Includes 1/2 Day Training).

AARO will again be using the CVENT Attendee Hub and paper packets will not be available at the conference. The Attendee Hub will be available via your mobile device application or through the world wide web. If you wish to utilize the mobile app, please download the Cvent Events app from your app store. Attendees will be notified when the event goes live on the app and is available for use.

We will be having the Conference at the Embassy Suites by Hilton, 708 Demonbreun Street Nashville, TN 37203

**Note: The room block is currently sold out for most nights and we are unable to increase the block. Due to a concert that weekend, all hotel rooms in Downtown Nashville are being quickly reserved and rates have increased dramatically. We apologize for the inconvenience. As people cancel/finalize plans, some block rooms may open.**

For those that have made their reservations, here is some Hotel Information:

Check-in time is 3:00 PM. Check-out is at 11:00 AM with a 2 PM checkout for \$75.00. Parking is \$62.00 per day.

The hotel offers an indoor pool, fitness center, and various dining options. Be sure to grab your free breakfast in Harmony and then checkout the daily Complimentary Manager's Reception from 5:00-6:30 p.m.



The Program Committee met several times and reviewed numerous proposals for the educational offerings and breakout sessions.

Again, this Program Committee works diligently to provide interesting, informative and up-to-date sessions to enhance all of our attendees.

All submitted "Call for Presentations" (CFP) on topics currently of interest to our stakeholders were reviewed and selected by the Program Committee and we hope that this Spring Conference will provide the attendees with valuable information to take back and share with their respective State and Agencies.

## Day 1 Morning

State Regulator Only – Optional Training Course

May 3, 2024			
START	END	EVENT	LOCATION
7:00A	8:00A	Training Registration Open	Meadow Pre-function
8:00A	12:00P	Challenges within the Investigation & Prosecution Process This course starts with a brief overview of the complaint process before working in a handful of case studies that are inherently problematic for state appraiser regulatory agencies when it comes to investigating, dispositioning, and/or prosecuting.	Meadow B

## Day 1 Afternoon

Opening Remarks & General Sessions

May 3, 2024			
START	END	EVENT	LOCATION
8:00A	2:00P	Registration & Networking	Meadow Pre-function
1:00P	1:20P	Opening Remarks President; Conference Ambassador (TN Representative)	Meadow B, C, & D
1:20P	2:00P	Appraisal Subcommittee Update Moderator: Tom Veit Panelist: Jim Park	Meadow B, C, & D
2:00P	2:15P	Break	
2:15P	3:00P	The Appraisal Foundation Update Moderator: Panelists: Dave Bunton; Michelle Czekalski Bradley; Brad Swinney	Meadow B, C, & D
3:00P	3:15P	Break with Snacks	Meadow Pre-function
3:15P	4:30P	Freddie Mac / Fannie Mae Update Moderator: Panelists: Danny Wiley; Lyle Radke	Meadow B, C, & D
6:00P	8:00P	President's Reception Hors D'oeuvres & Light Fare      Networking      Music      Cash Bar	Meadow Pre-function



## Day 2 All Day

Breakout Sessions

Advisory Council Meetings / Breakout Sessions  
AARO reserves the right to limit access to certain conference sessions due to confidential information to be discussed or brought up during the conference.

May 4, 2024			
START	END	EVENT	LOCATION
7:00A	11:00A	Registration & Networking	Meadow Pre-function
7:00A	8:00A	Breakfast – Hotel Offers	Harmony
8:00A	9:05A	ASC Advisory Council Tamora Papas, Chair	Meadow D
8:00A	9:05A	Affiliate Member Council (OPEN) Mark Cassidy, Chair	Meadow B
9:05A	9:15A	Stretch Break	
9:15A	10:20A	USPAP Advisory Council William Stoerrie, Chair	Meadow D
9:15A	10:20A	Appraiser Qualifications Board Council Rene Rogers, Chair	Meadow B
10:20A	10:35P	Break with Snacks	Meadow Pre-function
10:35A	12:05P	Executive Directors & Administrators (OPEN)	Meadow D
10:35A	12:05P	Attorneys (Restricted)	Meadow B
10:35A	12:05P	Board Members (Restricted)	Meadow C
12:05P	1:30P	Lunch On Your Own	
1:30P	3:00P	Affiliate & Professional Organizations (OPEN)	Meadow B
1:30P	3:00P	Appraisal Management Companies (OPEN)	Meadow D
1:30P	3:00P	Investigators (Restricted)	Meadow C
3:15P	5:00P	Board of Directors Meeting Open to All Registrants	Riverbed A

## Day 3 All Day

General Sessions & Board of Directors Meeting

May 5, 2024			
START	END	EVENT	LOCATION
7:00A	8:00A	Breakfast - Hotel Offers	Harmony
7:00A	10:00A	Registration	Meadow Pre-function
8:00A	9:00A	TBD Moderator: Panelists: ASC	Meadow C & D
9:00A	9:15A	Stretch Break	
9:15A	10:15A	Regulator Dos and Don'ts Moderator: Panelists: Mel Black; Julie Molendorp Floyd, Jo Traut	Meadow C & D
10:15A	10:30A	Break with Light Snack	Meadow Pre-function
10:30A	12:00P	TAF Combined Moderator: Panelists: Olivia Chalakani; Lisa Desmarais; Brad Swinney; Karen Freeman Olson; David Young;	Meadow C & D
12:00P	1:00P	Lunch Provided	Riverbed Ballroom
1:00P	2:00P	The Unprecedented Impact of Technology & AI Moderator: Panelist: Jose Jimenez	Meadow C & D
2:00P	2:15P	Stretch Break	
2:15P	3:15P	Top Ten USPAP Conundrums Moderator: Panelists: Michelle Czekalski Bradley; Lisa Desmarais; Julie Floyd Molendorp	Meadow C & D
3:15P	3:30P	Closing Remarks President Tom Veit	Meadow C & D
3:30P		Conference Adjourns	



**OFFICERS/DIRECTORS/ALTERNATE DIRECTORS:**

<b>Position</b>	<b>Organization</b>	<b>State</b>
President, <b>Tom Viet</b>	Kentucky Real Estate Appraisers Board	KY
Pres Elect, <b>Allison McDonald</b>	FL Real Estate Appraisal Board	FL
Vice Pres, <b>Steve McCaleb</b>	Oklahoma Real Estate Appraiser Board	OK
Secretary, <b>Dennis Badger</b>	Dennis Badger & Associates, Inc.	KY
Treasurer, <b>Eric Brinton</b>	Idaho Real Estate Appraiser Board	ID
Im Past Pres, <b>Vanessa Beauchamp</b>	MO Real Estate Appraiser Commission	MO
Director	Utah Division of Real Estate	UT
Director	AR Real Estate Appraiser Board	AR
Director	Iowa Division of Banking	IA
Director	DC Department of Licensing and Consumer Protection	DC
Director	MN Department of Commerce	MN
Director	Appraisal Institute	SD
Director	PA Appraiser Board	PA
Director	SC Real Estate Appraisers Board	SC
Director	OH Real Estate Appraiser Board	OH
Director	Open	

**Alt Directors**

Idaho Division of Occupational and Professional Licenses	ID
California Bureau of Real Estate Appraisers	CA
Mississippi Real Estate Appraisal Board	MS
West Virginia Real Estate Appraiser Licensing & Certification Board	WV
ND Real Estate Appraiser Board	ND



## **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.

#### **ASC Quarterly Meeting - June 12, 2024**

An ASC Open Meeting is scheduled to begin at 10:00 a.m. ET. The meeting will be open to the public via live webcast only. The Webex link and meeting agenda will be posted approximately two weeks before the meeting date. You **MUST** register in advance to attend this Meeting.

Webex Registration Link: [How to attend or address ASC at a meeting](#)

#### How to Attend an ASC Meeting

ASC meetings can occur in person or virtually. You must register in advance to attend either format.

Send an email to [meetings@asc.gov](mailto:meetings@asc.gov); You must register by 5 p.m. Eastern three business days before the meeting date.

#### How to Address ASC Members at the Meeting

Participation by public attendees at a regular meeting is at the Chair's discretion. If granted, participation is subject to time limitations specified by the Chair.

- Send an email to [meetings@asc.gov](mailto:meetings@asc.gov) detailing the nature of the request.
- You must send the email no less than 2 weeks in advance of a regular meeting date.
- ASC staff will confirm with you by email.



## **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. For media inquiries or to schedule an interview with a Foundation representative, please contact us at [amy@appraisalfoundation.org](mailto:amy@appraisalfoundation.org), or call us a (202) 624-3048.

[https://appraisalfoundation.org/imis/TAF/News/TAF/News\\_PressRoom.aspx](https://appraisalfoundation.org/imis/TAF/News/TAF/News_PressRoom.aspx)

### **Congratulations!! - Kelly Davids Named President of The Appraisal Foundation**

(Washington, DC) March 25, 2024 –The Appraisal Foundation Board of Trustees voted today to name Kelly Davids as President of The Appraisal Foundation. Davids is the former Superintendent of the Ohio Division of Real Estate & Professional Licensing, the chief regulator for Ohio’s appraisers, a former Foundation trustee, and a member of the staff since 2013. Her most recent role has been Senior Vice President.

Davids will officially assume the role of President on March 31, 2024. Current President Dave Bunton will transition to a new role as Senior Advisor the same day but remain an available resource to Foundation boards and staff on an as needed basis through the end of his contract on December 31, 2024.

**I’m sure that all of the members of AARO wish Kelly the best and know that we will all miss Dave but hope that his retirement plans are exactly what will be enjoyable for him and his family.**



## **APPRAISER QUALIFICATION BOARD**

The AQB held a virtual public meeting on March 28, 2024 at 1:00PM ET.

To find out about this recent meeting follow this link:

<https://appraisalfoundation.sharefile.com/share/view/s3622968b416c493c87db4a64a64fbab5/fo51b360-ea24-44af-bba1-8efb0192c215>

The next meeting of the AQB:

The Appraiser Qualifications Board will hold a Public Meeting virtually on November 7, 2024 from 1:00 pm - 3:00 pm ET to discuss current projects. This will be a virtual meeting.

### **Registration :**

You can register to attend this meeting via the link provided below.  
click here:

[https://us02web.zoom.us/webinar/register/WN\\_sI\\_QQZxdR6Wyuv0-gjAYEg](https://us02web.zoom.us/webinar/register/WN_sI_QQZxdR6Wyuv0-gjAYEg)

For questions, contact [AQB@appraisalfoundation.org](mailto:AQB@appraisalfoundation.org).

## **APPRAISAL STANDARDS BOARD:**

The Appraisal Standards Board held a virtual Public Meeting on February 15, 2024.

The next meeting of the ASB:

The Appraisal Standards Board will hold a virtual Public Meeting on September 26, 2024. This will be a virtual meeting.

### **Registration :**

You can register to attend this meeting via the link provided below.  
click here:

[https://us02web.zoom.us/webinar/register/WN\\_XzQWEneDTvyrvBV7WrgiWsQ](https://us02web.zoom.us/webinar/register/WN_XzQWEneDTvyrvBV7WrgiWsQ)

For questions, contact [ASB@appraisalfoundation.org](mailto:ASB@appraisalfoundation.org).





## **BOARD OF TRUSTEES:**

The Appraisal Foundation is directed by a Board of Trustees (BOT) that is responsible for the governance of the organization. The BOT appoints members and provides financial support and oversight to two independent Boards: the [Appraiser Qualifications Board](#) and the [Appraisal Standards Board](#).

The next meeting of the Board of Trustees will be on May 16-18, 2024 - Indianapolis, IN. The location will be in the JW Marriott Indianapolis 10 S West Street, Indianapolis, Indiana, USA, 46204.

Another meeting is scheduled for the Board of Trustees which will be in October 24-26, 2024 – in Denver, CO. More information to come.

Virtual BOT Public Meeting was held on Tuesday, January 30, 2024 from 11-12:30 pm ET. The Appraisal Foundation announced that was seeking qualified candidates to fill three public interest positions on its Board of Trustees. One term is a three-year term, and two terms are four years. All terms begin on January 1, 2025. The deadline for applications has passed.

Please contact Board and Councils Program Manager Arika Cole at 202.624.3072 or via email at [arika@appraisalfoundation.org](mailto:arika@appraisalfoundation.org) with any questions about the application process.

## **INDUSTRY ADVISORY COUNCIL:**

The Industry Advisory Council (IAC) is composed of 35 for-profit entities with an interest in valuation. The IAC was created as a way to gain insight from the for-profit sector of the valuation marketplace. IAC member organizations include corporations and partnerships representing appraisers, lenders, insurers and other groups interested in professional valuation.

For more information on the Advisory Councils listed below, please contact Arika Cole at [arika@appraisalfoundation.org](mailto:arika@appraisalfoundation.org).



### **CARE Council:**

The CARE Council meeting will be held on Monday, November 18, 2024 from 9:00am - 12:00pm. This is in conjunction with TAFAC meeting.

### **TAFAC:**

The Appraisal Foundation Advisory Council (TAFAC) is composed of 60 non-profit organizations and government agencies. TAFAC member organizations represent various professions and occupations with an interest in valuation including appraisers, home builders, real estate brokers, financial institution regulators, federal land acquisition agencies, the secondary mortgage market and the private mortgage insurance industry.

The next meeting:

The TAFAC General Session meeting will be held on Tuesday, November 19, 2024 starting at 9:00 am. TAFAC Committee meetings will be held on Monday, November 18, 2024. The meetings will be held at The Westin Crystal City 1800 Jefferson Davis Highway Arlington 22202.

### **TAFAC, IAC and CARE Joint Meeting:**

The 2024 Joint Meeting of the Industry Advisory Council (IAC), the Appraisal Foundation Advisory Council (TAFAC) and the Council to Advance Residential Equity (CARE) is scheduled for Tuesday, June 25, 2024 at the Westin Crystal City (1800 Richmond Hwy Arlington, VA 22202).

This event will be a gathering of nearly 100 organizations with an interest in valuation. Speakers and panelists who will offer insights about current appraisal issues will be announced soon.

**\*\*All meetings will be held on Tuesday, June 25th\*\***

### **Schedule:**

9am-12pm: IAC/TAFAC/CARE Joint Meeting

12:00pm-1:30pm: Lunch

1:30pm-3:00pm: Councils' committees and work sessions

3:00pm-5:00pm: IAC, TAFAC and CARE General Sessions



## **The Appraisal Foundation - Request a Speaker**

Are you looking for a speaker for your next event? The Appraisal Foundation spokespeople are available to speak on a wide range of issues, such as:

- an update on activities of the Foundation and its Boards
- the action of the Foundation on timely issues ranging from diversity, equity and inclusion to veterans' outreach
- the development of PAREA programs and adoption by the states
- state and federal legislative activities that impact the appraisal profession
- the Foundation's initiatives for business valuation and personal property disciplines and more....

**Are you interested in a Foundation Speaker for your event? If so, please use this [form](#) to get started. Questions: Please contact [Jalin Debeuneure](#)**

### **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.

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).

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!!

**OTHER INDUSTRY NEWS:**

**HUD/FHA**

August 2023, the Federal Housing Administration (FHA) published updates to the *Single Family Housing Policy Handbook* 4000.1 ([Handbook 4000.1](#)).

**FHA 2024 Nationwide Single Family Forward Mortgage Limits**

Today, the Federal Housing Administration (FHA) published [Mortgagee Letter 2023-21](#), *2024 Nationwide Forward Mortgage Limits*, which provides the maximum mortgage limits for FHA-insured Title II forward mortgages. **These new loan limits are effective for case numbers assigned on or after January 1, 2024.**

FHA’s “floor” and “ceiling” loan limits will increase from \$472,000 and \$1,089,300 in Calendar Year (CY) 2023 to \$498,257 and \$1,149,825 [1] in CY 2024, respectively, for a one-unit property.

The following table lists the CY 2024 FHA loan limit thresholds for low-cost and high-cost areas:

<b>Property Size</b>	<b>Low-Cost Area “Floor”</b>	<b>High-Cost Area “Ceiling”</b>
One-Unit	\$498,257	\$1,149,825
Two-Units	\$637,950	\$1,472,250
Three-Units	\$771,125	\$1,779,525
Four-Units	\$958,350	\$2,211,600

Mortgagees may view the list of areas at the “ceiling” and areas with limits between the “floor” and “ceiling” — along with lists that can be sorted by state, county, or Metropolitan Statistical Area (MSA) or by calendar year — on the [Maximum Mortgage Limits](#) web page.



CY 2024 loan limits for FHA-insured Title II forward mortgages will be incorporated in a future version of the [Single Family Housing Policy Handbook 4000.1](#) (Handbook 4000.1).

*[1] Alaska, Hawaii, Guam, and the U.S. Virgin Islands are subject to a higher “ceiling.” See Mortgagee Letter for details.*

Read [press release](#) for more information.

#### **FANNIE MAE:**

##### **Selling Guide update**

In March, the *Selling Guide* has been updated to expand the DU validation service to allow income and employment validation using an asset verification report.

[View SEL-2024-02](#)

#### **Reminder: UPD required beginning April 1, 2024**

Use of the Uniform Property Dataset (UPD) will be required for value acceptance + property data offers as of April 1, 2024, when Fannie Mae’s proprietary Property Data Standards V6 will be retired. Explore the UPD page for more information including the current list of UPD service providers.

[Visit the UPD page](#)



## **Catch up on our latest policy updates**

We've updated our *In Case You Missed It* resource, which provides an overview of policy changes, including *Selling Guide* updates, *Servicing Guide* updates, Lender Letters, and Desktop Underwriter®/Desktop Originator® release notes.

[View ICYMI](#)

## **Appraiser Diversity Initiative**

Since its inception in 2018, we have been a partner in the Appraiser Diversity Initiative™ (ADI™), designed to attract new entrants to the real estate appraisal field while fostering diversity in the profession. Learn how ADI focuses on scholarships, mentoring, and an introduction to job opportunities to accomplish that goal, and how you can help.

[Visit the Appraiser Diversity Initiative page](#)

## **Veterans Affairs (VA):**

### **VA and Partners Proudly Serving Veterans**

Since 1944, VA and private industry partners have helped deliver the dream of homeownership to generations of Veterans and Servicemembers. VA Loan Guaranty Service employees and representatives of the private industry describe the benefits of the VA Home Loan and why they serve Veterans.

[Agency Financial Report](#) - View the FY 2023 report that includes VA accomplishments with taxpayer dollars and the challenges that remain.

## Real Estate Professionals Resources

- [Announcements](#)
- [Lender's Handbook](#)
- [VA Buyer's Guide for Veterans](#)
- [Stakeholder Videos](#)
- [Regional Loan Centers](#)
- [VA-Acquired Properties for Sale](#)
- [VA Loan Guaranty Circulars](#)
- [VA Loan Eligibility](#)
- [VA Loan Limits](#)
- [State Fees and Charges Deviations](#)
- [Go to LGY HUB](#)

### **lpful links:**

[https://www.benefits.va.gov/HOMELOANS/documents/docs/VA Buyers Guide.pdf](https://www.benefits.va.gov/HOMELOANS/documents/docs/VA_Buyers_Guide.pdf)

[http://www.benefits.va.gov/homeloans/resources\\_veteran.asp](http://www.benefits.va.gov/homeloans/resources_veteran.asp)

<https://www.benefits.va.gov/homeloans/appraiser.asp>

[https://www.benefits.va.gov/HOMELOANS/resources\\_circulars.asp](https://www.benefits.va.gov/HOMELOANS/resources_circulars.asp)



## HIGHLIGHTED STATES

### MAINE:

The website for the Maine Board of Real Estate Appraisers:

<https://www.maine.gov/pfr/professionallicensing/professions/board-real-estate-appraisers>

The Maine Board of Real Estate Appraisers was established to protect the public through examination and licensure of persons who wish to conduct real estate appraisals for a fee in the State of Maine as mandated by the federal Financial Institutions Reform, Recovery, and Enforcement Act of 1989.

The primary responsibilities of the Board are to identify qualified applicants for licensure, to issue licenses and renewals to applicants who have met licensure requirements and to promulgate rules as necessary to ensure protection of the public to enforce the Uniform Standards of Professional Appraisal Practice (USPAP).

#### **Board of Real Estate Appraisers**

35 State House Station  
Augusta, ME 04333-0035

### MAINE Historical Sites:

<https://morethanjustparks.com/historic-sites-in-maine-2/>

1. Acadia National Park
2. Roosevelt Campobello International Park
3. Appalachian Trail National Scenic Trail
4. St. Croix National Historic Site
5. Maine Acadian Culture
6. Harriet Beecher Stowe House
7. Winslow Homer Studio
8. Sabbathday Lake Shaker Village
9. Wadsworth-Longfellow House
10. Kennebec Arsenal





### **Fun Facts:**

Maine is the only state in the US that only borders one other state. Maine produces 90% of US toothpicks. Maine is almost as big as the other five New England states combined. Maine contains over 500K acres of state and national parks.

Maine was given the nickname the Pine Tree State in honor of its many white pine trees, which are the biggest eastern conifers (or evergreen trees that bear cones) in the United States.

Maine's long rocky Atlantic Coast is known for its frigid waters and an ample fishery – most famed for the Maine lobster. The state also is known for more than 40,000 acres of wild blueberries.

The Maine flag includes a depiction of the North Star, which includes the motto of the state. The Maine motto is “Dirigo,” which means “I lead.” In the center of the shield, a moose rests under a tall pine tree. A farmer and seaman represent the traditional reliance on agriculture and the sea by the state. Maine's state motto - Dirigo - debuted in 1820 as part of the new state's official seal.

Maine: Adopted in 1895, the state flower of Maine is not actually a flower; it is the White Pine Cone and Tassel (*Pinus strobus*). Maine is known as the “Pine Tree State” and white pine dominated the Maine landscape and is important to the timber industry.

Chickadee (*Parus atricapillus*): Adopted by the Legislature of 1927. The Black-capped Chickadee is a common sight in the woods and at backyard bird feeders throughout the state.

### **MARYLAND:**

The website for the **Maryland Commission of Real Estate Appraisers, Appraisal Management Companies and Home Inspectors:**

<https://labor.maryland.gov/license/reahi/>

The State of Maryland has recently adopted the Practical Applications of Real Estate Appraisal (PAREA) program for aspiring Real Estate Appraisers.



## **Maryland continued...**

The Commission of Real Estate Appraisers, Appraisal Management Companies and Home Inspectors licenses and regulates individuals who perform real estate appraisal services in connection with federally related transactions. As defined in the federal Financial Institutions Reform, Recovery and Enforcement Act of 1989, this includes appraisal management companies.

The Commission regulates individuals who provide appraisal services pursuant to the provisions of Business Occupations and Professions Article, Annotated Code of Maryland, Title 16 and the Code of Maryland Regulations, Title 9, Subtitle 19.

Further, the Commission regulates individuals who provide home inspection services pursuant to the provisions of Business Occupations and Professions Article, Annotated Code of Maryland, Title 16 and Code of Maryland Regulations, Title 9, Subtitle 36.

The Commission also regulates appraisal management companies pursuant to the provisions of Business Occupations and Professions Article, Annotated Code of Maryland, Title 16 and Code of Maryland Regulations, Title 19, Subtitle 39.

Further, the Commission of Real Estate Appraisers, Appraisal Management Companies and Home Inspectors is proud to protect the public by ensuring professional competency of its licensees through fair and consistent enforcement of the Federal and State statutes and regulations.

## **Maryland Real Estate Appraisers, Appraisal Management Companies and Home Inspectors**

1100 N. Eutaw Street, Room 121  
Baltimore, MD 21201

## **MARYLAND Historic Sites:**

<https://www.visitmaryland.org/list/15-must-visit-places-history-buffs>

Fort McHenry (Baltimore); Antietam National Battlefield (Sharpsburg); Harriet Tubman Underground Railroad Scenic Byway (Eastern Shore); USS Constellation (Baltimore); Edgar Allan Poe House and Museum (Baltimore); Fort Frederick (Big Pool); Historic St. Mary's City; Washington Monument State Park (Boonsboro); Benjamin Banneker Historical Park and Museum (Baltimore County); Casselman River Bridge (Grantsville); United States Naval Academy (Annapolis); Frederick Douglass Museum and Cultural Center (Highland Beach); Chesapeake & Ohio Canal; National Historic Park (Georgetown to Cumberland); B&O Railroad Museum (Ellicott City); Annapolis Historic District; Surratt House Museum (Clinton); Historic Sotterley Plantation (Hollywood); Frederick Historic District; St. Mary's Spiritual Center and Historic Site (Baltimore); Fort Washington Park (Fort Washington).

*By the way since I (Fran Oreto, Communications Chair) grew up in Maryland, Ft Washington was a favorite haunt during school years and I lived in Annapolis for some time. Don't forget Maryland Crabs!...*

## **Fun Facts About Maryland:**

- Nickname: The Old Line State.
- Statehood: 1788; 7th state.
- Population (as of July 2016): 6,016,447.
- Capital: Annapolis.
- Biggest City: Baltimore.
- Abbreviation: MD.
- State bird: Baltimore oriole.
- State flower: black-eyed Susan.
- William Nuthead started the first printing business in St. ...
- The Maryland Gazette founded in 1727 is the oldest continuously published newspaper in the United States.



### **Fun facts continued...**

- Charles Mason and Jeremiah surveyed the Mason-Dixon Line in 1763 to determine the border between Pennsylvania and Maryland.
- Home to the Chesapeake Bay, Maryland is known for its blue crabs and the city of Baltimore, a major historic trading port, baseball destination and birthplace of the national anthem.
- Maryland became the first colony to outlaw the use of slave and indentured labor.
- Maryland's economy was based on subsistence farming and the shipbuilding industry.
- Jousting & Lacrosse, Maryland State Sports.
- In 1998, milk was designated the State drink of Maryland (Chapter 220, Acts of 1998; Code General Provisions Article, sec. 7-314).

### **MASSACHUSETTS:**

The website for the **Massachusetts Board of Registration of Real Estate Appraisers:**

<https://www.mass.gov/real-estate-appraiser-licensing>

<https://www.mass.gov/orgs/board-of-registration-of-real-estate-appraisers>

Board of Registration of Real Estate Appraisers Real Estate Appraisers, through their contracts with clients, provide land and commercial and residential property appraisal services. The Board of Registration of Real Estate Appraisers licenses qualifies professional appraisers in compliance with the mandates of Title XI, Federal Financial Institution Reform, Recovery and Enforcement Act (FIRREA) of 1989. The Board insures the integrity of its licensees through fair and consistent enforcement of the statutes and regulations.

### **Massachusetts Board of Registration of Real Estate Appraisers:**

1000 Washington Street, Suite 710, Boston, MA 02118

## **Massachusetts Fun Facts**

<https://mamateaches.com/fun-facts-about-massachusetts/>

- Massachusetts has a State Berry: the Cranberry.
- Massachusetts is sometimes called the Baked Bean State
- The First American Lighthouse is in Massachusetts.
- Massachusetts is home to the paper house.
- The place with the longest name is in Massachusetts.
- Roadside rocking horses are found in Massachusetts.
- Massachusetts has been the scene of many historical events.
- In 1639 America's first post office opened in Boston.
- In 1692 and 1693, untrue rumors led to witch hunts in Salem, Massachusetts.
- In 1876 Alexander Graham Bell demonstrated the first telephone.
- The first subway system in the United States was built in Boston, MA in 1897.
- The first, and perhaps most prestigious, college in North America is Harvard.

## **Massachusetts Historic Sites:**

- The House of the Seven Gables.
- Harvard University.
- Lizzie Borden House.
- Old North Church & Historic Site.
- The Mount, Edith Wharton's Home.
- Bunker Hill Monument.
- Hancock Shaker Village.
- Granary Burying Ground.

<https://www.mass.gov/topics/historic-sites>



## Quirky Facts About Massachusetts:

Chocolate chip cookies were invented in Whitman, Massachusetts. It was at the Toll House Inn where the [chocolate chip cookie](#) was invented in the 1930s. And we have Ruth Wakefield to thank for this classic American treat.

Another cookie, the Fig Newton, was also invented in Massachusetts. Named after the town of Newton, the Fig Newton was developed in Cambridgeport at the Kennedy Biscuit Works in 1891. They were also one of the very first commercially baked goods in the country.

The game of basketball was invented in Springfield, Massachusetts. The most popular professional sports in the country (and the world) was invented in Springfield in 1891. The person who developed it was 30-year-old PhysEd instructor James Naismith who worked for the International YMCA Training School. He saw the need for an indoor sport during the winter months, so he developed the game.

The very first lighthouse in America was built in Boston. Boston Light was first built in 1716 which pre-dates the Revolutionary War. Over the centuries, it's been moved, experienced a few fires, and more. Today, it sits on Little Brewster Island in the Boston Harbor and is considered the oldest continuously-used lighthouse in the country. You can learn more about its history on the [National Park Service website](#).

The Boston Athenaeum has a book bound in...human skin. Yes, you read that correctly. While a horrifying thought, the book's author, a career criminal by the name of James Allen, requested that the book be bound in his own skin after he died. You can read more about this infamous book at the [Boston Athenaeum](#) on our website.

There's a house made of paper in Rockport. Located in Rockport, [The Paper House](#) is just that -- a house made of (mostly) paper. While the framing, roof, and floors are made of wood, most of the rest of the house and the furniture inside is made of paper. It was built between 1922 and 1924 and lived in until 1930. It is now a museum you can visit.

At one point, it was illegal to put tomatoes in clam chowder in Massachusetts. Dating back to 1939, a bill was passed making it illegal to put tomatoes in clam chowder in the Commonwealth of Massachusetts. Now, who would do such a thing anyways?



## **MICHIGAN:**

The website for the **Michigan Board of Real Estate Appraisers:**

<https://sombgovweb.state.mi.us/BoardCrmWeb/boarddetail/bdafbef9-fab9-ed11-83fe-001dd804fc82>

<https://www.michigan.gov/lara/bureau-list/bpl/occ/prof/appraisers>

in the beginning... Article 26 of Public Act 299 of 1980, as amended, was created to license and regulate the services of real estate appraisers in Michigan. This law was enacted as the result of federal legislation, Title XI of the Financial Institutions Reform, Recovery and Enforcement Act of 1989, which required states to license real estate appraisers. The Board works with the Department to oversee the practice of approximately 6,011 limited real estate appraisers, state licensed appraisers, certified general appraisers and certified residential appraisers.

The Department currently oversee the practice of approximately 6,011 limited real estate appraisers, state licensed appraisers, certified general appraisers and certified residential appraisers.

## **BUREAU OF PROFESSIONAL LICENSING**

611 W. OTTAWA P.O. BOX 30670

LANSING, MICHIGAN 48909

## **Michigan Fun Facts:**

- It has the world's largest quarry: Michigan is home to the largest limestone quarry on Earth.
- Michigan has a state reptile: The painted turtle is Michigan's state reptile.
- There's a floating post office: Michigan is home to the only floating post office in the world, J.W. Westcott II.
- Lake Michigan Has Its Own Bermuda Triangle.
- Results of the Ice Age Created Lake Michigan.
- Home to the Largest Freshwater Sand Dunes in the World.

### **Michigan Fun Facts continued:**

- The Name “Michigan” Comes From Native American Tribes. ...
- Some People Consider Lake Michigan and Lake Huron to Be One Lake.
- The most beautiful state east of the Mississippi is home to a staggering 3,288 miles of pure Michigan coast. Thanks to some meandering prehistoric glaciers, this landlocked treasure is surrounded by inland seas, and the Great Lakes combine to offer up some of the best beaches in the entire continental US.
- Michigan has more miles of freshwater shoreline than any other state in the nation.
- Michigan has the only authentic Dutch windmill operating in the United States.
- Michigan is home to one of only four ice luge tracks in the nation.
- Michigan is home to one of 30 certified International Dark Sky Parks in the world. The Headlands in Mackinaw City was designated an official dark sky park in 2011. Visitors can explore 600 acres of old-growth forest and more than two miles of undeveloped Lake Michigan shoreline, all undiluted by light pollution.
- Residents living in Detroit were the first Americans to have telephone numbers.
- Michigan is home to America’s longest freshwater shoreline.
- Michigan became America’s 26th state on January 26, 1837.

### **Michigan Facts:**

- Nickname: The Wolverine State.
- Statehood: 1837; 26th state.
- Population (as of July 2016): 9,928,300.
- Capital: Lansing.
- Biggest City: Detroit.
- Abbreviation: MI.
- State bird: American robin.
- State flower: apple blossom.



### Michigan Historic Sites:

<https://www.michigan.gov/mhc/historical-markers>

- Michigan History Museum.
- Cambridge Junction.
- Father Marquette National Memorial.
- Fayette Historic Townsite.
- Fort Wilkins and Copper Harbor Lighthouses.
- Hartwick Pines Logging Museum.
- Higgins Lake Nursery and CCC Museum.
- Mann House.

### How about some useless information:

#### Lesser-Known Firsts in Women's History (March was Women's History month):

##### First known female Postmaster in Colonial America:

Mary Katharine Goddard was among the first female publishers in the U.S., a socially precarious venture for a colonial woman during the country's fight for independence. Working with her mother, Sarah, and brother, William, Mary Katharine founded [multiple publications](#) starting in the 1760s. William frequently traveled between cities to establish new papers, leaving the bulk of news collecting and printing to his sister. In 1774, he appointed Mary Katharine to run *The Maryland Journal* while he focused on other pursuits (such as lobbying for a national postal service) and served time in debtor's prison. During the height of the Revolutionary War, Mary Katharine made a name for herself with fiery anti-British editorials. In 1775, she was appointed Baltimore's first postmaster — likely the [first woman to hold such a position](#) in colonial America — and in 1777.

Continued...

**First Woman Surgeon and Female Congressional Medal of Honor Recipient:**

Dr. Mary Edwards Walker was the second U.S. woman to receive a medical degree (following Dr. Elizabeth Blackwell), but she became known as the country's [first female surgeon](#). Following her medical school graduation in 1855, Walker went into practice with her husband and fellow doctor Albert Miller, though the Civil War would change the course of her career. Despite having a medical degree, Walker was denied work as a military surgeon in the Union Army because she was a woman. Instead, she volunteered at field hospitals in Washington, D.C., and Virginia until 1863, when Tennessee accepted her medical credentials and designated her as the [Army's first female surgeon](#). Walker's proximity to battlefields put her at risk — in 1864, she was captured by Confederate troops and spent four months at the notoriously brutal Castle Thunder prison, where she suffered injuries that plagued her for the rest of her life. At the war's end, Walker was awarded the Congressional Medal of Honor for Meritorious Service, an honor that Congress revoked in 1917 on the grounds that her medical work was not directly on the front lines. She [refused to return the award](#) for the remaining two years of her life and was posthumously re-awarded the medal in 1977. More than 100 years later, Walker remains the only woman to receive the Congressional Medal of Honor.

**First Female Game Show Host:**

Actress Arlene Francis found her footing in entertainment as a radio host, but it was a TV first that catapulted her career to new heights. In 1949, Francis became the [first woman to host a television game show](#) in the United States. On *Blind Date*, a show Francis originally hosted over radio airwaves, male contestants competed for an all-expenses-paid outing with women hidden behind a wall, the obvious catch being that they couldn't see their prospective dates and had to answer a litany of questions with the goal of being picked. Francis hosted the show for three years before moving on to films and Broadway stages, but her best-known role was a [25-year stint as a panelist on \*What's My Line?\*](#), another TV game show.

Continued...

### **First Native American Woman to Argue a Supreme Court Case:**

Lyda Conley’s legacy was preserving that of her ancestors — specifically their final resting place. Conley acted as a staunch (and armed) defender of the Wyandot National Burying Ground, a Kansas cemetery at risk of sale and destruction some 60 years after its creation. The cemetery was established in 1843 following typhoid and measles outbreaks that took hundreds of Wyandot lives; the loss was a particular blow to an Indigenous community that was forcibly relocated thanks to [broken treaties with the U.S. government](#) and the cruel Indian Removal Act of 1830. In 1890, Kansas senators introduced legislation to sell the burial ground; although it failed, the effort encouraged Lyda Conley to [attend law school](#) to defend the very cemetery in which her own parents, siblings, and grandparents were interred. Conley was admitted to the Missouri Bar in 1902, and within four years put her legal skills to work as the federal government moved to sell the cemetery. Conley and her sister Lena began a legal and physical siege for its protection, building an armed watch station called Fort Conley on the grounds and warning, “woe be to the man that first attempts to [steal a body.](#)” In 1910, her legal fight made its way to the U.S. Supreme Court, where she became the [first Native American woman](#) (and third woman ever) to argue a case before the judges. While the court ruled against her, years of media coverage about the cemetery worked in her favor. In 1913, the Kansas Senate passed legislation protecting the cemetery, which was designated a National Historic Landmark in 2017.

### **First Woman to break the Sound Barrier:**

Aviator Jacqueline Cochran set more than 73 flight records during her lifetime, most for altitude and speed. In 1953, she also snagged the title for first woman to break the sound barrier. Her success was a product of her determination, which may have been honed during a difficult childhood; raised in Florida by a family with modest means, Cochran began [working in a cotton mill](#) at just six years old. At 10, she struck out on her own, working in salons for several years before launching her own cosmetics company in the mid-1930s. Around this time, in 1932, Cochran pursued her pilot's license with the goal of more easily reaching cross-country clients and business partners. Instead, she found a new passion that led her to compete in air racing, where she began setting speed records. When World War II started a few years later, she

**Continued...**

shifted her focus again to find ways to put her talents to practical use. In 1941, Cochran recruited two dozen female pilots for the [Air Transport Auxiliary](#), a World War II program that utilized civilian pilots to transport military planes. That same year, she became the [first woman to fly a bomber](#) across the Atlantic Ocean. And by late 1943, she was commander of the Women's Air Force Service Pilots. Cochran continued flying after the war, with a renewed focus on speed; her reputation gained her access to military jets that helped her break records — including the sound barrier feat.

**First Woman to win Three Track-and-Field Olympic Gold Medals in a single year:**

No one would have guessed that Wilma Rudolph would be known as the fastest runner in the world by age 20 — most doctors believed [she'd never even walk](#) as an adult. After contracting scarlet fever, pneumonia, and polio when she was young, Rudolph lost much of her mobility, then slowly recovered with the help of leg braces she wore for several years. By the time she was nine years old, the determined future athlete had regained her ability to walk and began playing basketball; in high school, she was scouted by coaches for her speed on the court. One of those coaches [invited Rudolph to train](#) at Tennessee State University, where she refined her high-speed sprinting skills.

She and her track teammates made two trips to the Olympics — first in 1956, when she was still in high school, and again in 1960. It was at the 1960 Games in Rome that Rudolph [claimed three gold medals](#) in track-and-field: one each in the 100-meter and 200-meter races, and another in the 4x100-meter relay. She became the first U.S. woman to do so at a single Olympics, simultaneously breaking three world records for speed. Rudolph retired from sports two years later but took up coaching and became a goodwill ambassador to French West Africa. Her Olympic achievements helped pave the way for the Black female athletes who would eventually break her records.

## **7 Nicknames for Famous Landmarks You May Not Know**

Some of these monikers can teach us about the history, politics, and culture of the region the landmarks are found in, while other names are inspired by wild imaginations or public reaction to a bold new piece of architecture.

**READ MORE**



## **20 Interesting Facts About America's First 20 Presidents**

Presidents are much more than the policies they back or the speeches they give. Here are 20 strange and fascinating facts about America's first 20 Presidents.

**READ MORE**



## **6 Quirky Roadside Attractions to Visit on Your Next Road Trip:**

Largest Ball of Twine – Cawker, Kansas

The World's Only Corn Palace – Mitchell, South Dakota

Cadillac Ranch – Amarillo, Texas

Enchanted Highway – Regent, North Dakota

Hole in the Rock – Moab, Utah

Salvation Mountain – Imperial County, California



**NEXT NEWSLETTER (August 2024) THE STATES WILL BE:**

**Minnesota – Mississippi – Missouri - Montana**

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

**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, Communications Chair, Florida Real Estate Appraisal Board*

*Jacqueline Olson, Minnesota Department of Commerce*

*Jodi Campbell, North Dakota Appraiser Board*

*Kevin Cyrus, DCRA*

*Bob Danehy, Equity Valuation Partners*

*Charlie Gress, OCAP, Martin & Wood Appraisal Group*

*Brandy March, Managing Director, AARO*

*Allison McDonald, Executive Director, Florida Real Estate Appraiser Board*

*Craig Morley, UAA*