PUBLIC MEETING OF THE NEBRASKA REAL PROPERTY APPRAISER BOARD
Thursday, August 21, 2025, 9:00 a.m.
Nebraska Real Property Appraiser Board Office, First Floor, Nebraska State Office Building
301 Centennial Mall South, Lincoln, Nebraska

AGENDA

A. Opening 9:00 a.m.

B. Notice of Meeting (Adopt Agenda)

The Nebraska Real Property Appraiser Board will meet in executive session for the purpose of reviewing applicants for credentialing; applicants for appraisal management company registration; investigations; pending litigation, or litigation that is imminent as evidenced by communication of a claim or threat of litigation; and employee performance evaluation. The Board will exit executive session at 10:30 a.m. If needed, the Board will re-enter executive session at the conclusion of the public agenda items discussion to complete review of the above-mentioned items. The Board will not take action on agenda items C, D, E, and F until executive session is completed.

C. Credentialing as a Nebraska Real Property Appraiser 1-12
1. New Applicants for Trainee Credential
    a. T25007
2. Pending Applications
    a. CG24001
    b. CG24020

D. Registration as an Appraisal Management Company

E. Compliance Matters 1
1. Post-Board Action Matters
    a. 23-01

F. Other Executive Session Items 1
1. General
    a. 2025.12
2. Personnel

G. Welcome and Chair's Remarks (Public Agenda 10:30 a.m.)

H. Board Meeting Minutes
1. Approval of July 17, 2025 Meeting Minutes 1-16

I. Director's Report

1. Real Property Appraiser and AMC Counts and Trends
   a. Real Property Appraiser Report 1-4
   b. Temporary Real Property Appraiser Report 5
   c. Supervisory Real Property Appraiser Report 6
   d. Appraisal Management Company Report 7
2. Director Approval of Applicants
   a. Real Property Appraiser Report 8
   b. Education Activity and Instructor(s) Report 9-11
3. 2025-26 NRPAB Goals and Objectives + SWOT Analysis 12-13

J. Financial Report and Considerations

1. July Financial Report
   a. Agency Budget Status Report 1-3
   b. Appraiser Program Budget Status Report 4-6
   c. AMC Program Budget Status Report 7-9
   d. MTD General Ledger Detail Report 10-17
   e. Financial Charts 18-21
2. ASC SARAS Grant Report
   a. FY25 Budget Status Report 22
3. Per Diems

K. General Public Comments

L. Education 1-136

1. New Continuing Education Activity Applications
   a. 2252453.02: Appraisal Institute – "Practical Applications in Appraising Green Commercial Properties"
   b. 2253457.02: Appraisal Institute – "Case Studies in Appraising Green Residential Buildings"
   c. 2253458.02: Appraisal Institute – "Condemnation Appraising: Principles and Applications"
   d. 2253459.02: Appraisal Institute – "Introduction to Green Buildings: Principles and Concepts"
   e. 2253460.02: Appraisal Institute – "Residential and Commercial Valuation of Solar"
   f. 2253461.02: Appraisal Institute – "The Appraiser as an Expert Witness: Preparation and Testimony – Synchronous"

M. Unfinished Business

N. New Business

1. Explore SARAS Grant to Increase Number of Nebraska Resident Real Property Appraisers 1-4

O. Legislative Report and Business

1. Nebraska Real Property Appraiser Act_Draft August 4, 2025 1-2
2. Nebraska Appraisal Management Company Registration Act_Draft August 4, 2025 3
3. Title 298 Update
   a. Summary of Proposed Changes to Title 298_August 7, 2025 Draft 4-5
   b. Title 298_August 7, 2025 Draft 6-86
4. Other Legislative Matters

P. Administrative Business

1. Guidance Documents
2. Internal Procedural Documents
3. Forms, Applications, and Procedures

Q. Other Business

1. Board Meetings
2. Conferences/Education
3. Memos from the Board
4. Quarterly Newsletter
   a. Summer 2025 Edition of The Nebraska Appraiser 1-16
5. Appraisal Subcommittee
   a. ASC Quarterly Meeting: September 16, 2025 (Online)
6. The Appraisal Foundation
   a. TAF August Newsletter 17-21
7. Association of Appraiser Regulatory Officials
8. Government-Sponsored Enterprises
   a. Fannie Mae
      i. Fannie Mae Selling and Service News_July 16, 2025 22-25
      ii. Introducing the Uniform Property Data Report_July 30, 2025 26
   b. Freddie Mac
      i. GSE Appraiser Capacity_July 2025 27-29
9. In the News

R. Adjourn

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

July 17, 2025 Meeting Minutes

A. OPENING

Chairperson Gerdes called to order the July 17, 2025 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 Gerdes announced the notice of the meeting was duly given, posted, published, and tendered in compliance with the Open Meetings Act, and all board members received notice simultaneously by email. Publication of official notice of the meeting appeared on the State of Nebraska Public Calendar found at www.nebraska.gov on July 11, 2025. The agenda was kept current in the Nebraska Real Property Appraiser Board office and on the Board's website. In accordance with the Open Meetings Act, at least one copy of all reproducible written material for this meeting, either in paper or electronic form, was available for examination and copying by members of the public. The material in paper form was available on the table in a public folder, and the material in electronic form was available on the Board's website in Public Meeting Material (https://appraiser.ne.gov/board_meetings/). A copy of the Open Meetings Act was available for the duration of the meeting. For the record, Board Members Cody Gerdes of Lincoln, Nebraska; Kevin Hermsen of Gretna, Nebraska; Derek Minshull of North Platte, Nebraska; and Adam Batie of Kearney, Nebraska were present. Board Member Rodney Johnson of Norfolk, Nebraska was absent and excused. Also present were Director Tyler Kohtz, Licensing Programs Manager Karen Loll, Education Program Manager Kashinda Sims, and Business Programs Manager Colby Falls, who are headquartered in Lincoln, Nebraska.

ADOPTION OF THE AGENDA

Chairperson Gerdes reminded those present for the meeting that the agenda cannot be altered twenty-four hours prior to the meeting except for emergency items in accordance with the Open Meetings Act. Board Member Minshull moved to adopt the agenda as presented. Board Member Hermsen seconded the motion. The motion carried with Hermsen, Minshull, Batie, and Gerdes voting aye.

Board Member Hermsen moved that the Board enter executive session for the purpose of reviewing applicants for credentialing; applications for appraisal management company registration; investigations; pending litigation, or litigation which is imminent as evidenced by communication of 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 9:02 a.m. The motion carried with Hermsen, Minshull, Batie, and Gerdes voting aye.

Board Member Minshull moved to exit executive session at 11:01 a.m. Board Member Hermsen seconded the motion. The motion carried with Hermsen, Minshull, Batie, and Gerdes voting aye.

Break from 11:01 a.m. to 11:12 a.m.

G. WELCOME AND CHAIR'S REMARKS

Chairperson Gerdes welcomed all to the July 17, 2025 meeting of the Nebraska Real Property Appraiser Board. Chairperson Gerdes recognized Pete Fontana and Roger Morrissey as members of the public in attendance.

H. BOARD MEETING MINUTES

1. APPROVAL OF JUNE 17, 2025 STRATEGIC PLANNING MEETING MINUTES

Chairperson Gerdes asked for any additions or corrections to the June 17, 2025 strategic planning meeting minutes. With no discussion, Chairperson Gerdes called for a motion. Board Member Hermsen moved to approve the June 17, 2025 strategic planning meeting minutes as presented. Board Member Minshull seconded the motion. Chairperson Gerdes recognized the motion and asked for any discussion. With no discussion, Chairperson Gerdes called for a vote. The motion carried with Hermsen, Minshull, Batie, and Gerdes voting aye.

2. APPROVAL OF JUNE 18, 2025 MEETING MINUTES

Chairperson Gerdes asked for any additions or corrections to the June 18, 2025 regular meeting minutes. With no discussion, Chairperson Gerdes called for a motion. Board Member Batie moved to approve the June 18, 2025 regular meeting minutes as presented. Board Member Minshull seconded the motion. Chairperson Gerdes recognized the motion and asked for any discussion. With no discussion, Chairperson Gerdes called for a vote. The motion carried with Hermsen, Minshull, Batie, and Gerdes voting aye.

I. DIRECTOR'S REPORT

1. REAL PROPERTY APPRAISER AND AMC COUNTS AND TRENDS

a. Real Property Appraiser Report

Director Kohtz presented seven charts outlining the number of real property appraisers as of July 17, 2025 to the Board for review. The Director indicated that he had no specific comments, then asked for any questions or comments. There was no further discussion.

b. Real Property Appraiser Renewal Report

Director Kohtz presented two charts detailing 2025-2026 real property appraiser renewals as of June 30, 2025 and informed the Board that the renewal period has closed. The Director guided the Board to the 2025-26 Real Property Appraiser Renewal Progress Report and indicated that, out of the 543 real property appraisers whose credential expired on December 31, 2024, 482 real property appraisers renewed. Direct Kohtz then reviewed the 2025-26 Percentage Projections/Actuals Renewal Progress Report and informed the Board that the actual real property appraiser renewal rate met the projected renewal rate for all classifications at 89%. The Director moved to the real property appraiser renewal rates for each classification and reported that other than the trainee classification, the renewal rates were typical, and at or near projections, for each classification. The trainee classification renewal rate, at 63%, was significantly below the projected rate of 74%. Director Kohtz informed the Board that there were no signs that the renewal rate was going to be considerably below projections as the rate was consistently in the 72% to 74% range during the previous four-year period. The Director asked for any questions or comments. There was no further discussion.

c. Temporary Real Property Appraiser Report

Director Kohtz presented three charts outlining the number of temporary credentials issued as of June 30, 2025 to the Board for review. The Director indicated that he had no specific comments, then asked for any questions or comments. There was no further discussion.

d. Supervisory Real Property Appraiser Report

The Director presented two charts outlining the number of registered supervisory real property appraisers as of July 17, 2025 to the Board for review. The Director indicated that he had no specific comments. Director Kohtz asked for any questions or comments. There was no further discussion.

e. Appraisal Management Company Report

Director Kohtz presented two charts outlining the number of AMCs as of July 17, 2025 to the Board for review. The Director indicated that he had no specific comments regarding this report 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 June 11, 2025 and July 8, 2025. The Director indicated that he had no specific comments and asked for any questions or comments. There was no further discussion.

b. Education Activity and Instructors Report

Director Kohtz presented the Education Activities and Instructors Report to the Board for review showing education activities and instructors approved by the Director for the period between June 11, 2025 and July 8, 2025. The Director asked for any questions or comments. There was no further discussion.

3. 2025-26 NRPAB GOALS AND OBJECTIVES + SWOT ANALYSIS

Director Kohtz presented the 2025-26 NRPAB Goals and Objectives + SWOT Analysis to the Board for consideration. The Director reported that these documents reflect the Board's goals and objectives set during the strategic planning meeting in June. Director Kohtz informed the Board that he will continue to present a goals and objectives progress report at each monthly meeting. The Director then asked the Board whether the 2025-26 NRPAB Goals and Objectives + SWOT Analysis documents accurately reflect the Board's discussions during the strategic planning meeting. Chairperson Gerdes confirmed that the document captured the objectives and goals discussed during the strategic planning and thanked the Director for the work put into the meeting and these documents. The Board agreed with the Chairperson's assessment. With no further discussion, Chairperson Gerdes called for a motion. Board Member Hermsen moved to approve the 2025-26 NRPAB Goals and Objectives + SWOT Analysis as presented. Board Member Minshull seconded the motion. Chairperson Gerdes recognized the motion and asked for any discussion. With no discussion, Chairperson Gerdes called for a vote. The motion carried with Hermsen, Minshull, Batie, and Gerdes voting aye.

J. FINANCIAL REPORT AND CONSIDERATIONS

1. JUNE FINANCIAL REPORT

Director Kohtz reported to the Board that the 2024-2025 fiscal year has closed and informed the Board that he will provide a summary for both the June expenditures and revenues and the fiscal year expenditures and revenues.

The Director began with the receipts and expenditures for the month of June and led the Board's attention to the CIO Charges expense in the amount of $15,056.67. Director Kohtz reported that this expenditure includes the OESI interface project, minor fixes, and updates that he wanted to have completed before the end of the fiscal year. The Director then moved to the Other Contractual Services expense and reported that the amount of $10,243.50 includes the majority of Board approved AARS contracts with the maximum compensation amount of $2,500.00. Director Kohtz then informed the Board that the overall expenditures for the month of June totaled $54,519.63, and the overall revenues for the month of June were $16,362.11.

Director Kohtz then moved to the Budget Status Report for the Real Property Appraiser Fund and AMC Fund and reported that he had no comments on any specific expenditures or revenues. The Director informed the Board that the Real Property Appraiser Fund expenditures for the month of June totaled $38,564.00, and the Real Property Appraiser Fund revenues were $12,585.26 for June. The AMC Fund expenditures for the month of June totaled $15,955.63, and the AMC Fund revenues totaled $3,776.85 for June.

Director Kohtz then reported on the 2024-25 fiscal year receipts and expenditures. The Director began by indicating that he would only cover individual object codes that stood out and encouraged the Board to ask any questions it has about anything in the Budget Status Report. The Director informed the Board that Personal Services expenditures for the fiscal year totaled $242,121.17, which amounts to 96.15 percent of the budgeted expenditures for the fiscal year. Personal services and benefits expenditures totaled $335,533.07, which amounts to 95.71 percent of budgeted expenditures for the fiscal year. Director Kohtz noted that no additional funding request was made for a former employee's $11,000.00 retirement payout; through budget management, this amount was absorbed into the Board's existing appropriation. The Director continued to the CIO Charges expense in the amount of $38,508.88, which is 69.33 percent of the budgeted amount, and reported that the actual cost for the OESI interface was significantly below the estimation and Board approved budget. Director Kohtz then led the Board's attention to Legal Services Expense and Legal Related Expense and indicated that, due to the Board's strong enforcement program, both expenditures finished significantly below budget. Legal Services Expense ended at $3,896.00, which is 19.48 percent of budgeted and Legal Related Expense ended at $30.00, which is 1 percent of budgeted. Director Kohtz reported the overall expenditures for the fiscal year were $448,50.20, which is 86.82 percent of the budgeted amount.

Director Kohtz proceeded to revenues for the fiscal year and informed the Board that Qualifying Ed Course Fees ended at $850.00, and Continuing Education Renewal Fees ended at $90.00; both below projections for the fiscal year. Certified General New revenues finished at $6,300.00, which was below projections and historic revenues; however, Certified Residential New and Licensed Residential New revenues were significantly above projections at $4,200.00 and $900.00. According to the Director, the new appraiser fees balanced with projections for the fiscal year. Director Kohtz then moved to appraiser renewal revenues and reported that Certified General Renew finished at $124,300.00, which exceeded projections by 7 percent, while Certified Residential Renew revenues finished at $60,775.00, which was below projections by approximately 3 percent. The Director noted that while renewal rates aligned with expectations, the variance is likely due to a greater number of one-year versus two-year Certified Residential renewals than originally projected. Director Kohtz informed the Board that AMC revenues were strong for the fiscal year. AMC Registered New Fees were $12,000.00, 300 percent of projected revenues; AMC Application Fees totaled $2,100.00, 300 percent of projected revenues; and AMC Registered Renewal revenues were $100,500.00, which is 1.52 percent above projections for the fiscal year. For the fiscal year, overall revenues finished at $398,116.46, which is 105.89 percent of the projected amount. Director Kohtz informed the Board that overall revenues were strong for the fiscal year.

Director Kohtz then moved to the Budget Status Report for the Real Property Appraiser Fund and AMC Fund and reiterated that he had no comments on any specific object codes. The Director informed the Board that the Real Property Appraiser Fund expenditures for the fiscal year were $301,341.71, which amounts to 86.03 percent of the budgeted expenditures for the fiscal year, and revenues were $271,719.87, which amounts to 103.79 percent of the projected revenue for the fiscal year. Director Kohtz then reported that the AMC Fund expenditures were $147,208.49, which amounts to 88.50 percent of the budgeted expenditures for the fiscal year, and revenues were $126,396.59, which is 110.70 percent of the projected revenue for the fiscal year. The Director asked if there were any questions or comments regarding the June Budget Status Report or the 2024-25 fiscal year end report. There was no further discussion.

Director Kohtz presented the MTD General Ledger Detail report for the month of June. The Director led the Boards attention to a journal entry with the payee/explanation as “NRPAB JE CORRECT APPR ASC BAL” on page J.11 and informed the Board that the ASC indicated that the Board made an overpayment in the amount of $80.00 in 2021. This journal entry was made to adjust the liability account balance following the application of the credit. Director Kohtz added that the Board’s records show no discrepancy for 2021, and when the ASC was asked for additional details, none were provided. The Director then asked for any questions or comments. There was no further discussion.

Director Kohtz then presented four graphs illustrating expenses, revenues, and cash balances. The Director noted overall expenditures of $54,519.63 and revenues of $16,362.11 for the month of June for the Real Property Appraiser Program, which includes both the Appraiser Fund and the AMC Fund. Director Kohtz then brought the Board's attention to the NRPAB Twenty-Five Month Expenses/Revenues by Program, reiterating that the Real Property Appraiser Fund expenditures totaled $38,564.00, the Real Property Appraiser Fund revenues totaled $12,585.26, the AMC Fund expenditures totaled $15,955.63, and the AMC Fund revenues totaled $3,776.85. The Director stated that the cash balance for the AMC Fund is $299,638.17, the cash balance for the Appraiser Fund is $367,160.68, and the overall cash balance for both funds is $666,798.85. The Director asked for any questions or comments. There was no further discussion.

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

2. FY 2025-2026 BUDGET

Director Kohtz presented the proposed budget and projected revenues for FY 2025-26 to the Board for consideration. The Director informed the Board that no changes were made to the proposed budget since the Board's review at the strategic planning meeting. However, projections were updated to reflect the actual FY 2024-25 expenditures and revenues, the 18.5% increase in insurance costs to the agency, and the AMC renewal fee increase in FY 2026-27. Board Member Minshull asked whether the AMC renewal fee increase is included on the fee schedule in Title 298. Director Kohtz responded that it is not and explained that the adjustment was made based on the Board's request at the strategic planning meeting to increase the fee to the statutory maximum beginning next fiscal year. Director Kohtz then reported that the Board's appropriation for FY 2025-26 is $486,797 and highlighted the following items that have changed since strategic planning:

- Projected Appraiser and AMC Fund expenditures are $450,380.00, and projected Appraiser and AMC Fund revenues are $385,398.00.
- Projected Appraiser Fund expenditures are $307,671.00, and projected Appraiser Fund revenues are $256,873.00.
- Projected AMC Fund expenditures are $142,708.00, and projected AMC Fund revenues are $128,525.00.
- Projected Deficit Budget Request for Employee Salaries and Benefits in the amount of $12,263.00 for agency expense for 18.5% health insurance increase beyond amount identified by DAS during the 2025 legislative session for FY2025-26.

Director Kohtz then guided the Board to the FY 2025-26 Budget with object code descriptions for expenditures and revenues, and asked for any questions or comments. With none, Director Kohtz then presented four charts projecting expenses and revenues over the next four fiscal years. The Director guided the Board through the charts directing attention to the NRPAB Cash Balance Projection chart and informed the Board that that cash balance policies had been amended to reflect the policies adopted by the Board at its June 18, 2025 meeting.

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The impact of the 18.5% insurance cost increase to the agency, and the cash fund transfer of $150,000.00 from the Appraiser Fund and the $100,000.00 cash fund transfer from the AMC Fund is reflected in the projections. Director Kohtz noted that, within a year or two, discussions regarding the statutory fee limits will have to resume to ensure that the Board maintains an adequate fund balance for the Appraiser Fund and the AMC Fund. Board Member Minshull commented that the fund balances appear to level out, so at least the Board is not facing a financial emergency of any sort. Director Kohtz agreed, adding that if the Board maintains its current fiscal discipline, the situation is not critical at this time. Director Kohtz asked for any other questions or comments. There was no further discussion.

Director Kohtz asked for approval of the FY 2025-26 Budget. Chairperson Gerdes asked for any amendments to the 2025-26 Budget. With no discussion, Chairperson Gerdes called for a motion. Board Member Hermsen moved to approve the 2025-26 Budget as presented. Board Member Minshull seconded the motion. Chairperson Gerdes recognized the motion and asked for any discussion. With no discussion, Chairperson Gerdes called for a vote. The motion carried with Hermsen, Minshull, Batie, and Gerdes voting aye.

3. ASC SARAS GRANT REPORT

a. FY24 Budget Status Report

Director Kohtz presented the Budget Status Report for the SARAS Grant Fund and reported that the end of year expenditures totaled $51,369.68, which amounts to 88.52 percent of the budgeted expenditures for the fiscal year. The Director informed the Board that the final SARAS Grant usage for FY2024-25 will be approximately $2,000.00 higher, as the June charges have not yet been paid. The Director then asked for any questions or comments. Board Member Minshull inquired about the amount allocated to the Board for the new fiscal year, which led the Director to the next agenda item.

b. FY25 SARAS Federal Grant Continuation Request Submission

Director Kohtz presented the Notice of Grant Award (NGA) for fiscal year 2025-2026. In response to Board Member Minshull's earlier inquiry, the Director stated that the Board requested the maximum amount of $120,000.00 and was awarded $119,242.00. The Director then listed the grant funding allocation by budget category; $4,425.00 for Travel; $113,517.00 for Contractual services; and $1,300.00 for Other, which would be the Director's AARO Conference Registration Fees for both Fall 2025 and Spring 2026. Board Member Minshull then asked if the final continuation of this grant is next fiscal year. Director Kohtz confirmed this and stated that the Board can apply for another grant for different purposes as discussed during the strategic planning meeting. Chairperson Gerdes then asked whether grant funds could be carried over. Director Kohtz informed the Board that the ASC allows carryover funds from one fiscal year to the next, but only if the project has not been completed in the prior fiscal year. The Director added that the Board's projects were completed as planned and fully funded. The Director asked for any other questions or comments. There was no further discussion.

c. FY26 SARAS NOFA

Director Kohtz presented the FY2026 State Appraiser Regulatory Agencies Support (SARAS) Notice of Funding Availability (NOFA) to the Board for review. The Director informed the Board that the current use of the SARAS Grants would still be applicable under the NOFA. Director Kohtz brought attention to the Board's goal, set at the June 17, 2025 Strategic Planning Meeting, to explore use of a SARAS Grant to increase the number of Nebraska resident real property appraisers. Director Kohtz informed the Board that under the previous NOFAs, "scholarships and stipends" were allowable costs under previous NOFAs, but these are now considered to be unallowable. The Director informed the Board that, after his original communication with the ASC Grants Manager, he believed that this goal would not be obtainable, but after sitting in on the ASC's NOFA Kickoff Meeting, he asked follow-up questions based on some of the conversation that took place during this meeting. Director Kohtz informed the Board that he inquired about the following concepts:

- Reimbursing supervisory real property appraisers for costs, such as continuing education or the required supervisory appraiser and trainee course, under the purpose of appraiser enforcement activities or improving state regulation of appraisers, if a trainee real property appraiser is approved by the Board to LR, CR, or CG. This would reduce the probability of a trainee appearing before the Board for a compliance matter in the future by increasing emphasis on proper training.

- Reimbursing supervisory real property appraisers for costs directly related to the supervision of a trainee real property appraiser, under the purpose of appraiser enforcement activities or improving state regulation of appraisers, if a trainee real property appraiser is approved by the Board to LR, CR, or CG. This concept encourages supervisory appraisers to put extra effort into their training duties, so that once trainees are practicing independently, as an LR, CR, or CG they are less likely to appear before the Board for a compliance matter.

- Reimbursing trainee real property appraisers for costs of having a USPAP Compliance Review completed on their reports under the purpose appraiser enforcement activities or improving state regulation of appraisers, as this would reduce the probability of a trainee going before the Board for a compliance matter in the future.

The Director was informed that the program could be eligible for funding if the Board is able to tie it to one of the SARAS Grant priorities. Director Kohtz informed the Board that it would need to develop a formal program and establish the framework for what costs would be reimbursed, to whom, the qualifications required, and what the specific reimbursement amounts would be. The Director reiterated that everything is conceptual at this point and funding is not guaranteed. The Board agreed that pursuing a grant to support a program aimed at increasing the number of appraisers in Nebraska would be worthwhile. Director Kohtz indicated that, due to the short turnaround time for submission, it would not be feasible to implement the program under the FY26 SARAS Grant. Instead, the Board would be working towards a future grant. The Director asked whether the Board would like to begin discussing this program at its next meeting. The Board agreed.

Director Kohtz finished the discussion by informing the Board that the FY 26 SARAS NOFA includes a voluntary cost sharing component of 10%. In future NOFAs, cost sharing will be mandatory. The Director indicated that this creates some challenges for the Board as it would need to include this funding in its biennial budget request. Director Kohtz added that while not impossible to put this together, it will require precision planning. Board Member Minshull commented that if the cost sharing remains at 10%, it is not bad as most federal grants require a much higher percentage.

4. **PER DIEMS:** No discussion.

K. GENERAL PUBLIC COMMENTS

Chairperson Gerdes asked for any public comments. With none, Chairperson Gerdes moved on to New Business.

L. EDUCATION: No discussion.

M. UNFINISHED BUSINESS: No discussion.

N. NEW BUSINESS

1. **STATE HARMONIZATION TASK FORCE AT THE APPRAISAL FOUNDATION (APPEARANCE)**

Director Kohtz introduced Pete Fontana, Chairperson of the State Harmonization Task Force of The Appraisal Foundation, to the Board and informed the Board that Fontana is the Chairperson of the Montana Board of Real Estate Appraisers and has been active in the Association of Appraiser Regulatory Officials and The Appraisal Foundation for many years. Chairperson Gerdes welcomed Fontana. Fontana thanked the Board for the opportunity to appear and indicated that the task force's goal is to assist states' harmonization with the Real Property Appraiser Qualifications Criteria ("Criteria"). Fontana continued to compliment the Board on its program, its adherence to the criteria, and its progressive approach to addressing appraiser shortages. According to Fontana, Fannie Mae's new Uniform Appraisal Dataset Form ("UAD Form") may result in a 15% decline in the number of real property appraisers nationwide as many would rather retire than learn the new system. Fontana indicated that now is the time for states to place focus on the future before a crisis forms. Fontana brought attention to a 2022 memo from the Director that he read and complimented the Board on its efforts to harmonize the laws with the criteria and reduce burdensome barriers to entry in the real property appraiser profession. According to Fontana, the only place where the Board's laws or rules exceed the Criteria is that experience in mass appraisal, appraisal review, appraisal consulting, and restricted appraisal reports is limited to 25% of the total required experience. Fontana then expressed support for real property appraisal practice experience obtained through mass appraisal and indicated that Colorado allows mass appraisal experience. Fontana noted that all individuals who have applied with significant mass appraisal experience have obtained a credential. Fontana then outlined procedural ideas for the Board to consider regarding the acceptance and review of mass appraisal experience. Next, Fontana brought attention to the success of the PAREA program and informed the Board that out of forty PAREA graduates who have sat for exam, forty have passed.

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Chairperson Gerdes asked if the program's graduates passed on their first attempt or after multiple attempts. Fontana indicated that he does not have that information. Board Member Minshull questioned the depth of the PAREA program and asked Fontana whether the bar may be set too low. Fontana responded that he believes that experience through PAREA is adequate for an individual to obtain a credential and become a productive real property appraiser. In addition, it eliminates one of the primary problems; the difficulty of finding a supervisory appraiser.

Fontana then turned his attention to the future of the real property appraiser profession and informed the Board that a major revision to the Criteria is coming; however, The Appraisal Foundation is still analyzing the research and the feedback received in consultation with its hired consultant. Fontana indicated that Criteria may include significant non-traditional experience qualifications, but The Appraisal Foundation is also considering the impact of the exam, referencing that Title XI of FIREAA only requires that an exam be passed for a credential to be awarded. Director Kohtz requested permission to speak. Chairperson Gerdes granted permission. Director Kohtz asked whether The Appraisal Foundation has an idea for what the parameters would be to qualify non-traditional experience. Fontana responded that the standards have not been established. Director Kohtz mentioned he brought to the Appraisal Subcommittee's attention years ago that Title XI does not require anything more than successful completion of an exam, and was told to address it with The Appraisal Foundation. The Director then asked if an exam-only approach is under consideration. Fontana confirmed that it is. Fontana reiterated that all options remain on the table, including a significant non-traditional experience component. Director Kohtz asked if the 15% decline in the number of appraisers was based on a study, and if so, whether could be provided. Fontana replied that informal research was conducted through a series of polls, but that a number as high as 25% has also been mentioned.

Fontana then transitioned to real property appraisal practice and informed the Board that the industry is changing; data is the future. According to Fontana, this shift is evident in the approach that Fannie Mae and Freddie Mac are taking to valuation. The amount of data held by these GSEs have is unprecedented. According to Fontana, appraisers must begin incorporating data analytics and A.I. into the profession or the financial institutions will find a way to do valuations without appraisers. Board Member Minshull, as a Financial Institutions Representative, agreed that local real property appraisers are essential, but acknowledged that the profession must adapt to the changes in the industry. Fontana then finished by reiterating that the task force's only role is to encourage states to evaluate any requirements that exceed the Real Property Appraiser Qualifications Criteria and thanked the Board for allowing him to speak. Member of the public Roger Morrissey then stated he agrees with Fontana that A.I. is changing how appraisals are done. Chairperson Gerdes thanked Fontana for his time.

2. **EXPLORE SEPARATE FEE STRUCTURE FOR CREDENTIALING THROUGH RECIPROCITY**
   Director Kohtz brought attention to the Board's goal to explore a separate fee structure for those credentialed through reciprocity set at its strategic planning meeting on June 17, 2025. The Director informed the Board that he took two different approaches to obtaining information related to this goal. Director Kohtz guided the Board to an email chain between himself and Program Manager Stewart regarding separate fees for those credentialed through reciprocity or separate fees according to the applicant's state of residency. PM Stewart indicated that the ASC would view a higher fee for reciprocal applicants as an impediment; however, fees based on residency would be permissible. Director Kohtz also presented an email chain between himself and Assistant Attorney General Ben Kinnison regarding a fee structure based on residency. Specifically, charging higher fees for applicants who reside outside of Nebraska. According to AAG Kinnison, there would be some legal concerns, as the Constitution prohibits any economic protectionism among states, and such a fee may violate the commerce clause. The Director informed the Board that there is no other direction to pursue with this goal. The Director then asked for any questions or comments. Chairperson Gerdes thanked the Director for doing the research. There was no further discussion.

O. LEGISLATIVE REPORT AND BUSINESS

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

P. ADMINISTRATIVE BUSINESS

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

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

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

Q. OTHER BUSINESS

1. **BOARD MEETINGS**
   a. **October Board Meeting**
      Director Kohtz informed the Board that the 2025 Fall AARO Conference is scheduled on the same week as the staff's board meeting preparation week, which would limit his involvement in the preparations. The Director requested that the October 16, 2025 meeting be moved to another date and recommended October 23, 2025. The Board agreed with the Director's request. Board Member Hermsen moved to reschedule the October 16, 2025 regular meeting to October 23, 2025. Board Member Minshull seconded the motion. Chairperson Gerdes recognized the motion and asked for any discussion. With no discussion, Chairperson Gerdes called for a vote. The motion carried with Hermsen, Minshull, Batie, and Gerdes voting aye.

   Director Kohtz informed the Board that Chairperson Gerdes requested a discussion regarding the August 21, 2025 meeting. Chairperson Gerdes indicated that he may be unable to attend the August meeting. Board Member Batie asked if the meeting needed to be moved. Director Kohtz responded that it was his understanding that Chairperson Gerdes wanted to first ensure that a quorum would be present without him. No board members expressed a conflict with the August 21, 2025 date. There was no further discussion.

2. **CONFERENCES/EDUCATION**
   a. **Fall AARO Conference; October 6-8, 2025 – Atlanta, GA**
      Director Kohtz reported that the Fall 2025 AARO Conference would take place on October 6-8, 2025 in Atlanta, Georgia. The Director informed the Board that he plans to attend and asked for permission to attend the conference on behalf of the Board. Board Member Hermsen moved to approve Director Kohtz's attendance of the Fall AARO Conference on October 6-8, 2025. Board Member Batie seconded the motion. Chairperson Gerdes recognized the motion and asked for any discussion. With no discussion, Chairperson Gerdes called for a vote. The motion carried with Hermsen, Minshull, Batie, and Gerdes voting aye.

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

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

5. **APPRAISAL SUBCOMMITTEE**
   a. **ASC Quarterly Meeting: September 10, 2025 (Online)**
      Director Kohtz informed the Board that the next ASC Quarterly Meeting will be held online on September 10, 2025. The Director then asked for any questions or comments. There was no further discussion.

   b. **ASC November 20, 2024 Meeting Minutes**
      Director Kohtz presented the ASC November 20, 2024 meeting minutes to the Board for review. The Director guided the Board's attention to page Q.5 and noted the number of states receiving a rating of not satisfactory in 2024 or 2025. The Director asked for any questions or comments. There was no further discussion.

   c. **ASC Annual Report 2024**
      Director Kohtz presented the ASC Annual Report 2024 to the Board for review and reported that he had no specific comments. The Director asked for any questions or comments. There was no further discussion.

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

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

c. **TAF Seeks Candidates for the AQB and the ASB**
Director Kohtz presented The Appraisal Foundation Announcement titled, "The Appraisal Foundation Seeks Candidates for the Appraiser Qualifications Board and the Appraisal Standards Board," to the Board for review and reported that he had no specific comments. The Director asked for any questions or comments. There was no further discussion.

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

8. **GOVERNMENT-SPONSORED ENTERPRISES**
   a. **Frannie Mae:** No discussion.

   b. **Freddie Mac:** No discussion.

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

Board Member Hermsen 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 12:52 p.m. The motion carried with Hermsen, Minshull, Batie, and Gerdes voting aye.

Board Member Hermsen moved to come out of executive session at 1:20 p.m. Board Member Minshull seconded the motion. The motion carried with Hermsen, Minshull, Batie, and Gerdes voting aye.

F. OTHER EXECUTIVE SESSION ITEMS

1. **General**
   d. **2025.11**
   The Board reviewed a matter in which an individual may have unlawfully engaged in real property appraisal practice while performing services as a tax representative or agent without first obtaining a credential as required under the Nebraska Real Property Appraiser Act. Board Member Hermsen moved to issue a written advisory to the individual to refrain from engaging in real property appraisal practice without first obtaining a credential issued by the Board. Board Member Minshull seconded the motion. Chairperson Gerdes recognized the motion and called for a vote. Motion carried with Hermsen, Minshull, and Batie voting aye. Chairperson Gerdes abstained.

C. CREDENTIALING AS A NEBRASKA REAL PROPERTY APPRAISER

The Board reviewed applicants CG25011, CG24001, and CG2021003R. Chairperson Gerdes asked for a motion on CG25011, CG24001, and CG2021003R.

Board Member Hermsen moved to take the following action:

CG25011 / Hold request pending the processing of Application for Nebraska Certified General Real Property Appraiser Credential received on June 17, 2025.

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

Board Member Hermsen moved to take the following action:

CG24001 / Provide redacted copy of USPAP Compliance Review Report for the report pertaining to the property located at 2705 7th Street in Gering, Nebraska to the applicant and request a response; and request that applicant submit the workfile for the Gering, Nebraska report. Applicant must submit the written response and workfile to the Board's office by August 8, 2025 to be included on the August 21, 2025 agenda.

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

Board Member Hermsen moved to take the following action:

CG2021003R / Deny the Application for Renewal of Nebraska Real Property Appraiser Credential for failure to satisfy all the requirements for renewal prior to July 1 in accordance with Neb. Rev. Stat. § 76-2233.02(2).

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

D. REGISTRATION AS AN APPRAISAL MANAGEMENT COMPANY

The Board reviewed applicant NE2012088. Chairperson Gerdes asked for a motion on NE2012088.

Board Member Hermsen moved to take the following action:

NE2012088 / Hold the Application for Renewal of Nebraska Appraisal Management Company Registration.

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

E. COMPLIANCE MATTERS

The Board reviewed compliance matters 25-06 and 23-01. Chairperson Gerdes asked for a motion on 25-06 and 23-01.

Board Member Hermsen moved to take the following action:

25-06 / Dismiss with prejudice.

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

Board Member Hermsen moved to take the following action:

23-01 / Provide a redacted copy of a USPAP Compliance Review Report to Respondent and request a written response to the findings in the USPAP Compliance Review Report on or before August 8, 2025.

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

F. OTHER EXECUTIVE SESSION ITEMS

1. General

a. 2025.08

The Board reviewed 2025.08. Board Member Hermsen moved to issue a written advisory to the supervisory real property appraiser to bring notice to USPAP Compliance Review Reports identifying areas of non-compliance with the Uniform Standards of Professional Appraisal Practice in reports signed by the supervisory real property appraiser and to bring notice to Neb. Rev. Stat § 76-2228.02(2), N.R.S. § 76-2237, and 298 NAC Chapter 2, 002.09A. Director Kohtz indicated that the rule is incorrect. The correct rule is 002.03B. Board Member Hermsen amended the motion to issue a written advisory to the supervisory real property appraiser to bring notice to USPAP Compliance Review Reports identifying areas of non-compliance with the Uniform Standards of Professional Appraisal Practice in reports signed by the supervisory real property appraiser and to bring notice to Neb. Rev. Stat § 76-2228.02(2), N.R.S. § 76-2237, and 298 NAC Chapter 2, 002.03B. Board Member Batie seconded the motion. Chairperson Gerdes recognized the motion and called for a vote. Motion carried with Hermsen, Minshull, Batie, and Gerdes voting aye.

b. 2025.09

The Board reviewed a matter in which a Nebraska real property appraiser failed to complete the 7-Hour USPAP Continuing Education Course at least once every two years as required by Neb. Rev. Stat. § 76-2236(2). Board Member Hermsen moved to approve the Application for Renewal of Nebraska Real Property Appraiser Credential and issue a written advisory to inform the applicant of the requirement to complete the 7-Hour USPAP Continuing Education Course at least once every two years and that the next 7-Hour USPAP Continuing Education Course is due on or before December 31, 2027. If real property appraiser fails to submit evidence of the successful completion of the 7-Hour USPAP Continuing Education Course on or before December 31, 2027, this matter will go before the Board for consideration. Board Member Minshull seconded the motion. Chairperson Gerdes recognized the motion and called for a vote. Motion carried with Hermsen, Minshull, Batie, and Gerdes voting aye.

c. 2025.10

The Board reviewed a matter in which a Nebraska real property appraiser failed to complete the 7-Hour USPAP Continuing Education Course at least once every two years as required by Neb. Rev. Stat. § 76-2236(2) for a second time. Board Member Hermsen moved to approve the Application for Renewal of Nebraska Real Property Appraiser Credential and issue a written advisory to inform the applicant of the requirement to complete the 7-Hour USPAP Continuing Education Course at least once every two years and that the next 7-Hour USPAP Continuing Education Course is due on or before December 31, 2026. If real property appraiser fails to submit evidence of the successful completion of the 7-Hour USPAP Continuing Education Course on or before December 31, 2026, this matter will go before the Board for consideration. Board Member Minshull seconded the motion. Chairperson Gerdes recognized the motion and called for a vote. Motion carried with Hermsen, Minshull, Batie, and Gerdes voting aye.

2. PERSONNEL MATTERS: No discussion.

R. ADJOURNMENT

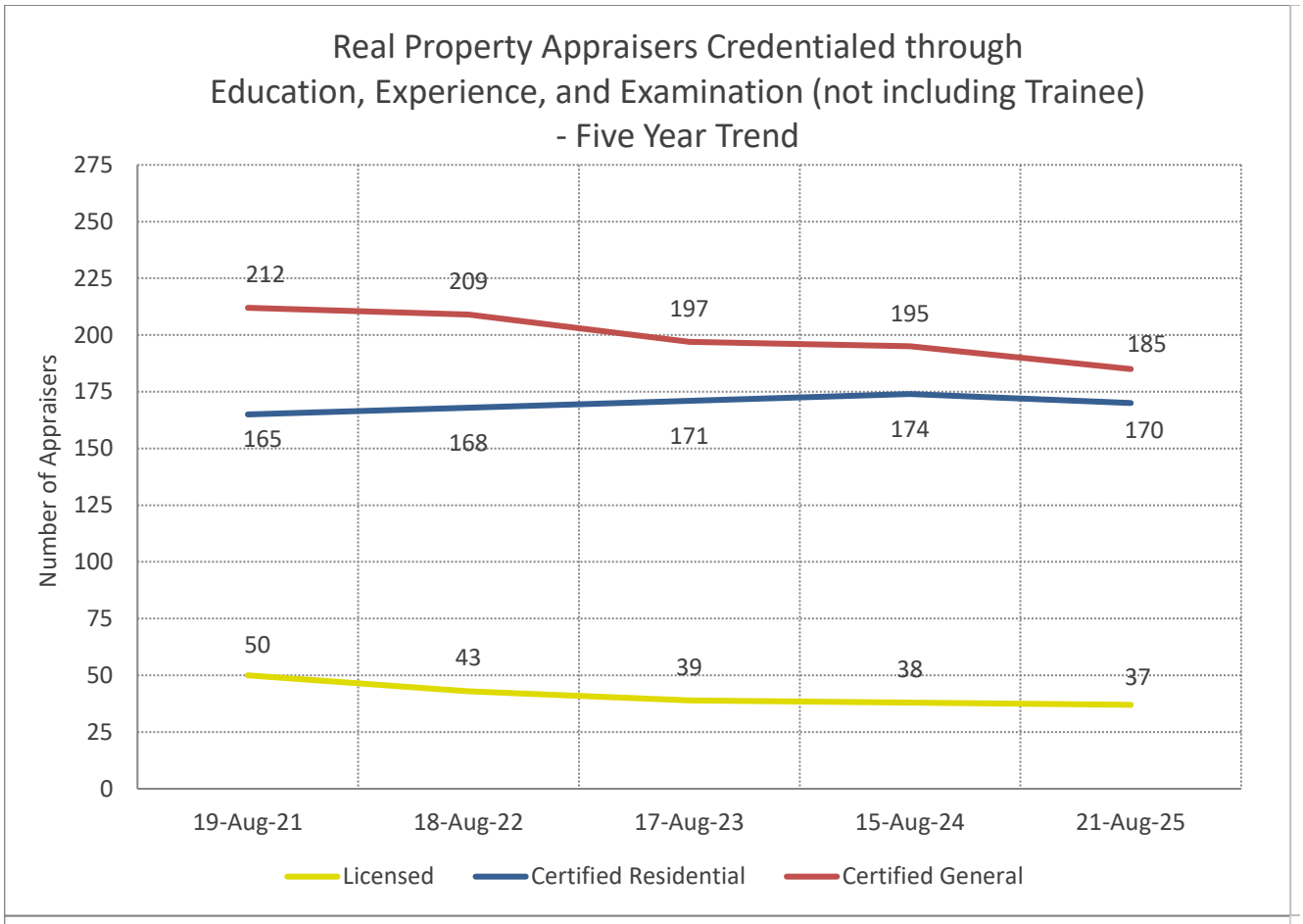
Board Member Hermsen moved to adjourn the meeting. Board Member Minshull seconded the motion. The motion carried with Hermsen, Minshull, Batie, and Gerdes voting aye. At 1:26 p.m., Chairperson Gerdes adjourned the July 17, 2025 meeting of the Nebraska Real Property Appraiser Board.

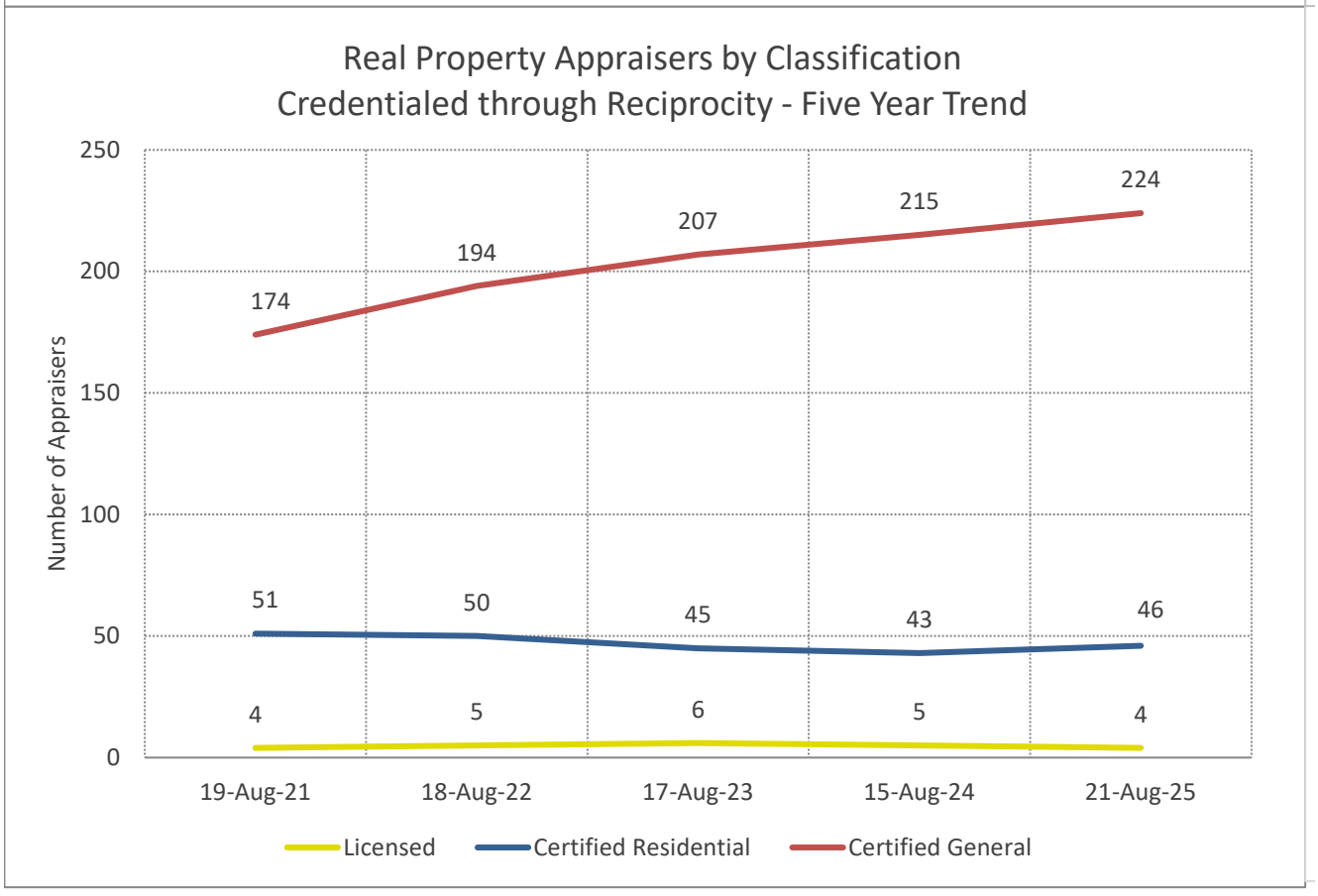
Respectfully submitted,

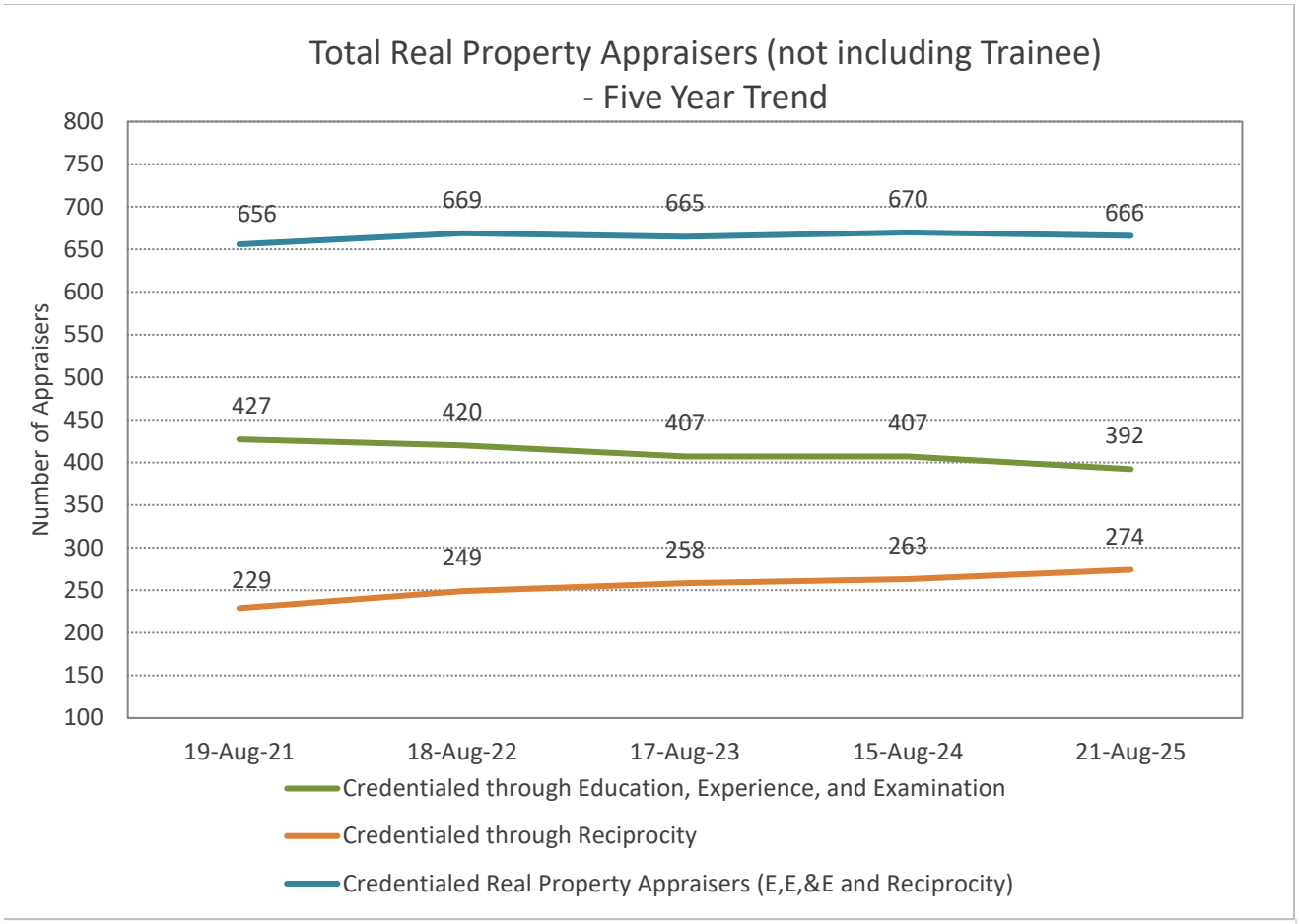
Tyler N. Kohtz
Director

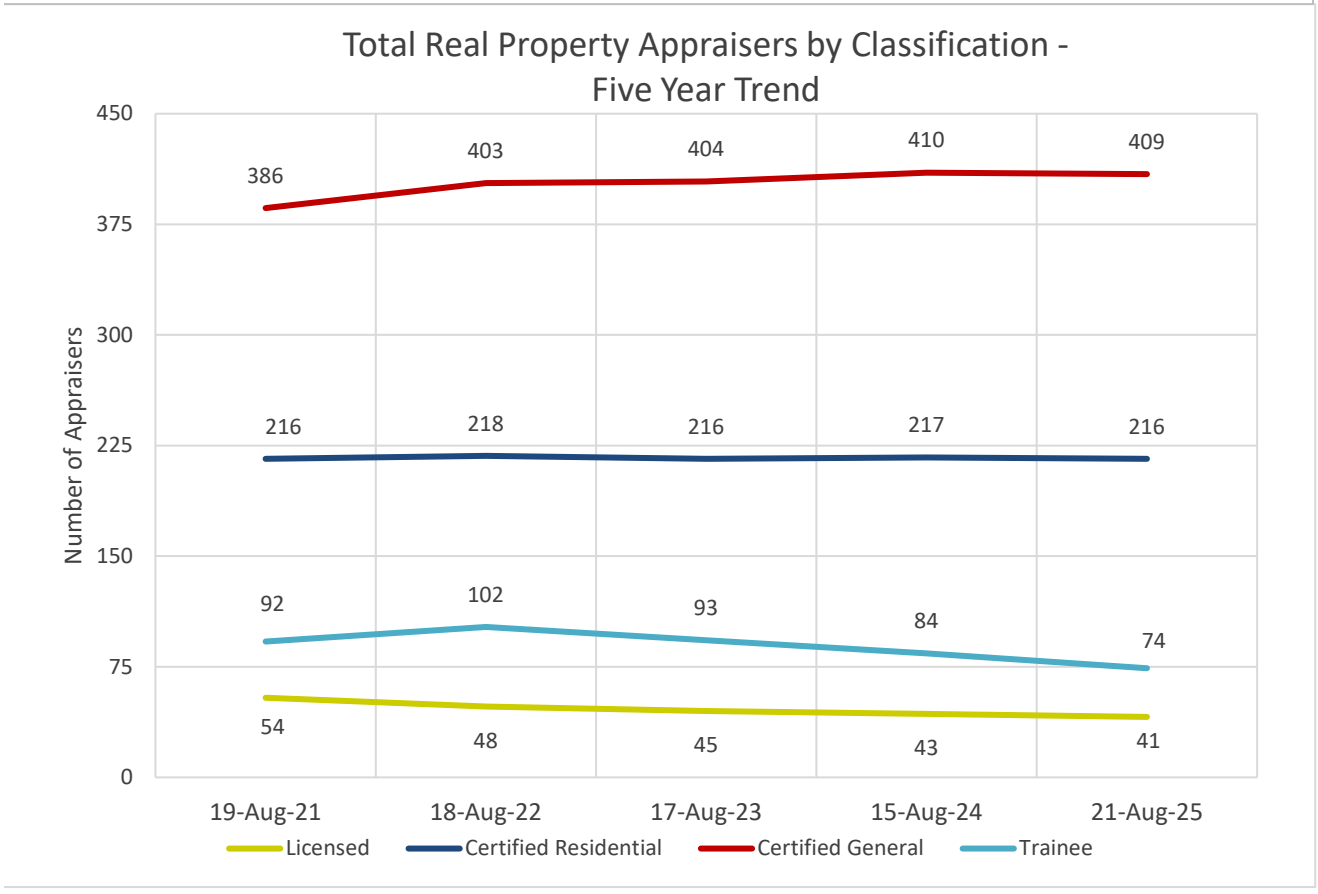
These minutes have been made available for public inspection on July 24, 2025, in compliance with Nebraska Revised Statue § 84-1413(5).

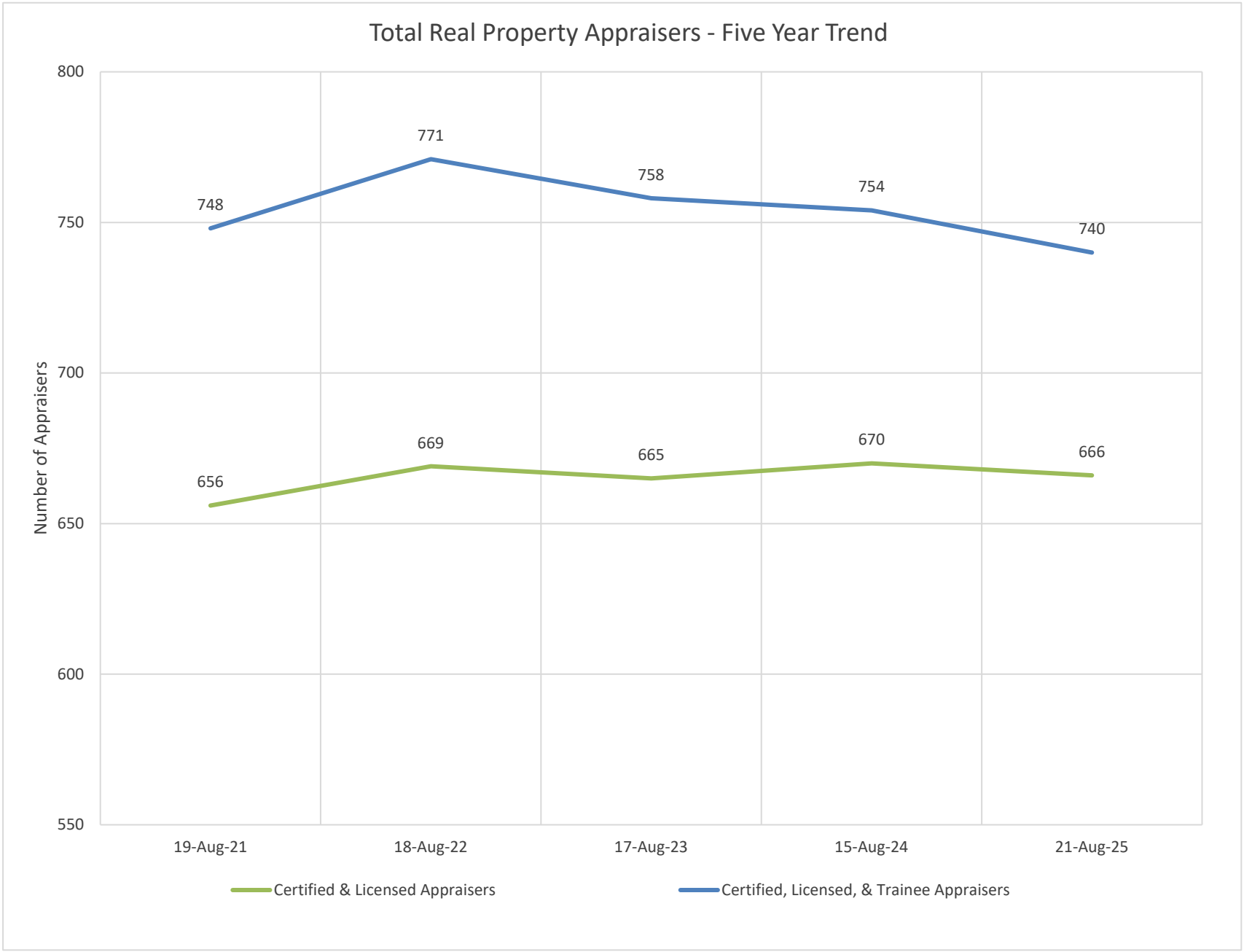
Real Property Appraiser Report

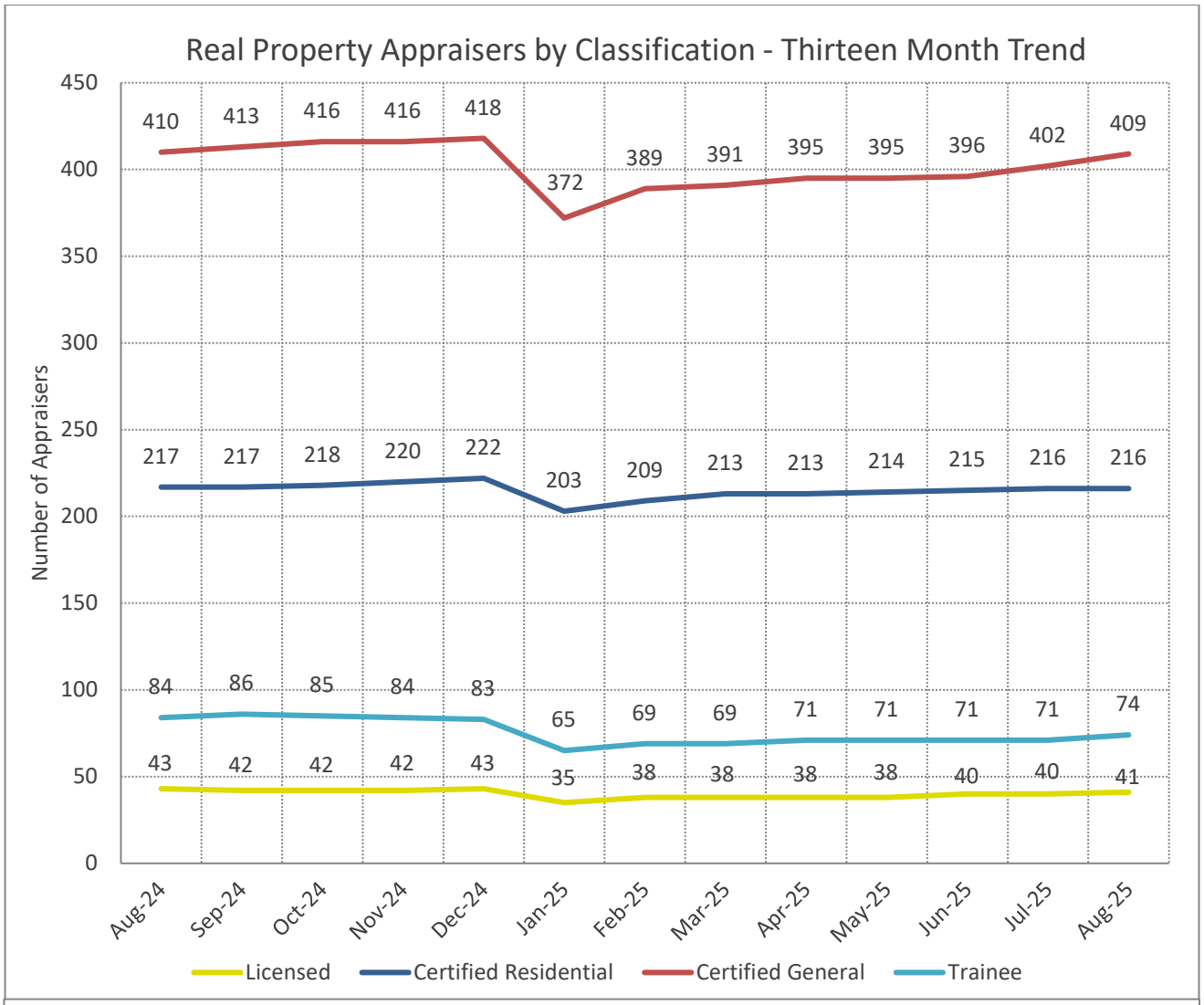


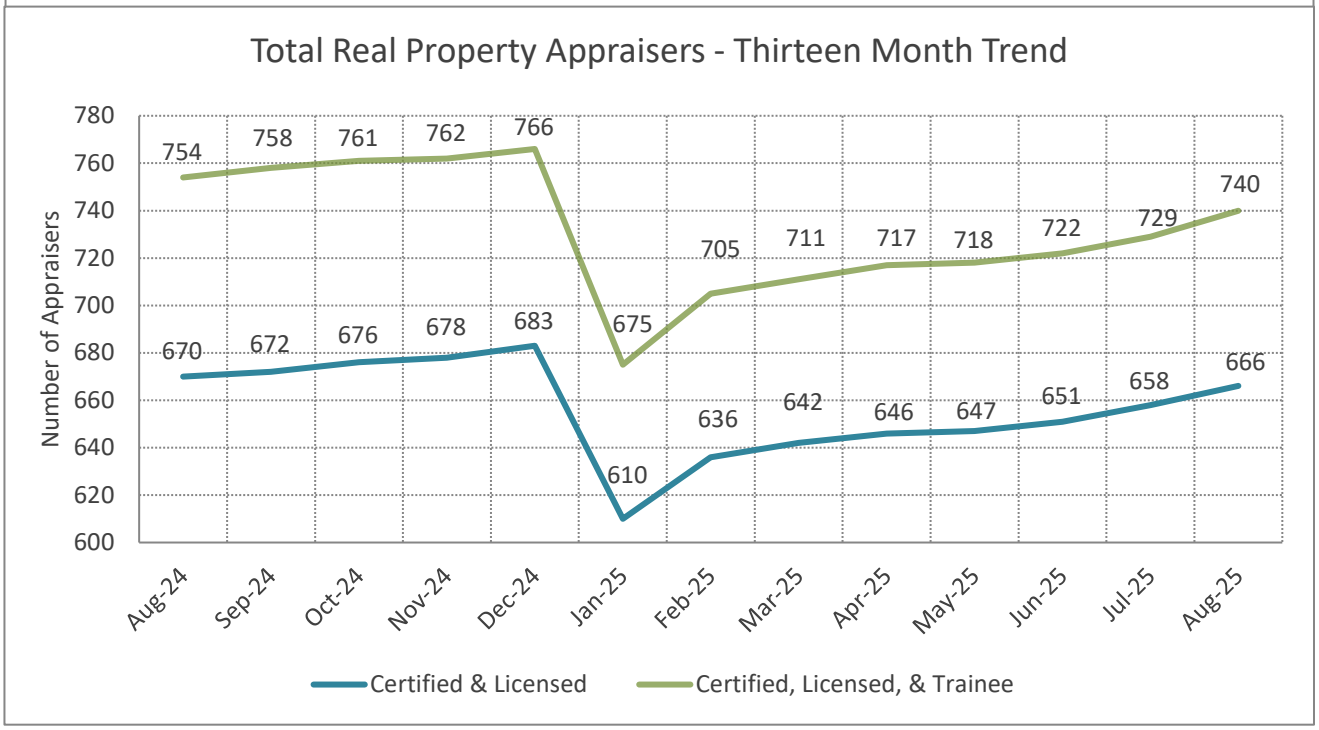



Total Real Property Appraisers (not including Trainee) - Five Year Trend
Number of Appraisers
800
750
700
650
600
550
500
450
400
350
300
250
200
150
100
656
669
665
670
666
427
420
407
407
392
229
249
258
263
274
19-Aug-21
18-Aug-22
17-Aug-23
15-Aug-24
21-Aug-25
Credentialed through Education, Experience, and Examination
Credentialed through Reciprocity
Credentialed Real Property Appraisers (E,E,&E and Reciprocity)

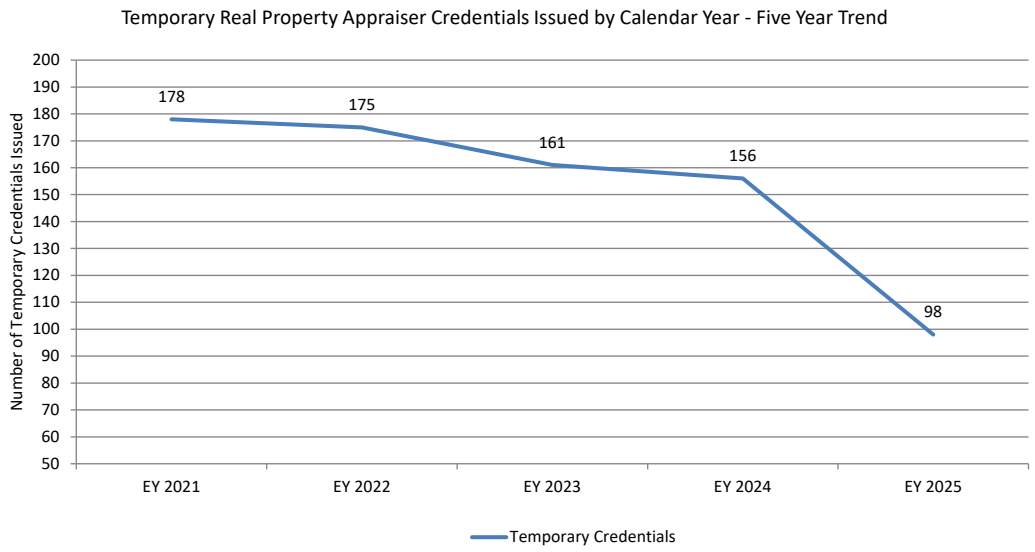

Total Real Property Appraisers by Classification - Five Year Trend
Number of Appraisers
450
375
300
225
150
75
0
386
403
404
410
409
216
218
216
217
216
92
102
93
84
74
54
48
45
43
41
19-Aug-21
18-Aug-22
17-Aug-23
15-Aug-24
21-Aug-25
Licensed
Certified Residential
Certified General
Trainee

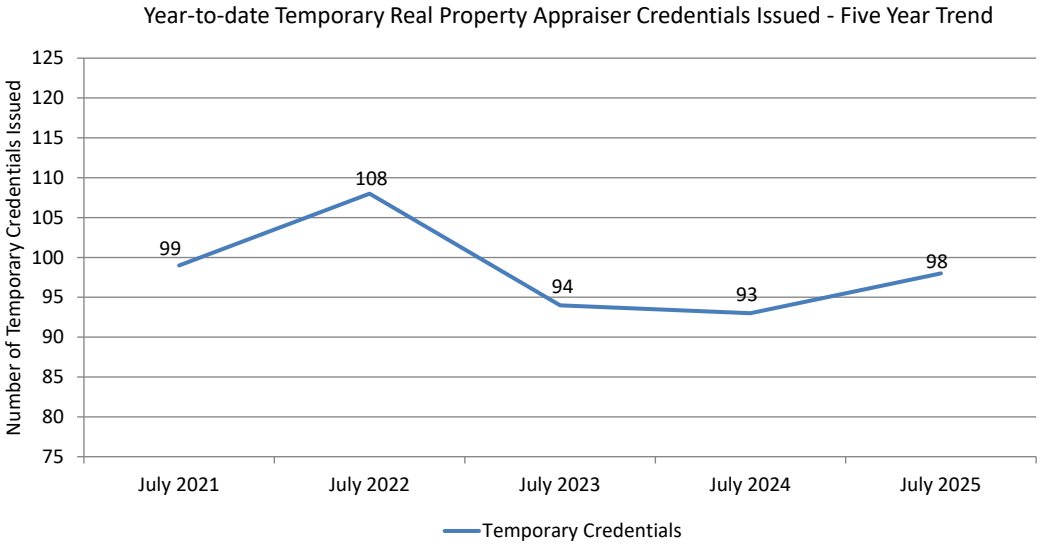

Total Real Property Appraisers - Five Year Trend
800
750
700
650
600
550
Number of Appraisers
748
771
758
754
740
656
669
665
670
666
19-Aug-21
18-Aug-22
17-Aug-23
15-Aug-24
21-Aug-25
Certified & Licensed Appraisers
Certified, Licensed, & Trainee Appraisers

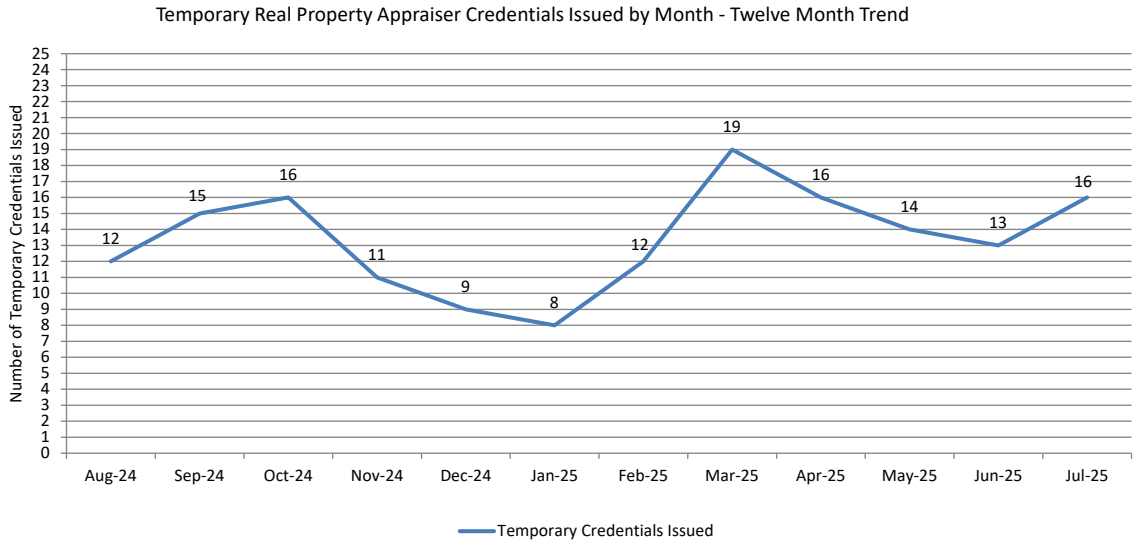

Real Property Appraisers by Classification - Thirteen Month Trend
Number of Appraisers
450
400
350
300
250
200
150
100
50
0
410 413 416 416 418 372 389 391 395 395 396 402 409
217 217 218 220 222 203 209 213 213 214 215 216 216
84 86 85 84 83 65 69 69 71 71 71 71 74
43 42 42 42 43 35 38 38 38 38 40 40 41
Aug-24
Sep-24
Oct-24
Nov-24
Dec-24
Jan-25
Feb-25
Mar-25
Apr-25
May-25
Jun-25
Jul-25
Aug-25
Licensed
Certified Residential
Certified General
Trainee


Total Real Property Appraisers - Thirteen Month Trend
Number of Appraisers
780
760
740
720
700
680
660
640
620
600
754 758 761 762 766 675 705 711 717 718 722 729 740
670 672 676 678 683 610 636 642 646 647 651 658 666
Aug-24
Sep-24
Oct-24
Nov-24
Dec-24
Jan-25
Feb-25
Mar-25
Apr-25
May-25
Jun-25
Jul-25
Aug-25
Certified & Licensed
Certified, Licensed, & Trainee

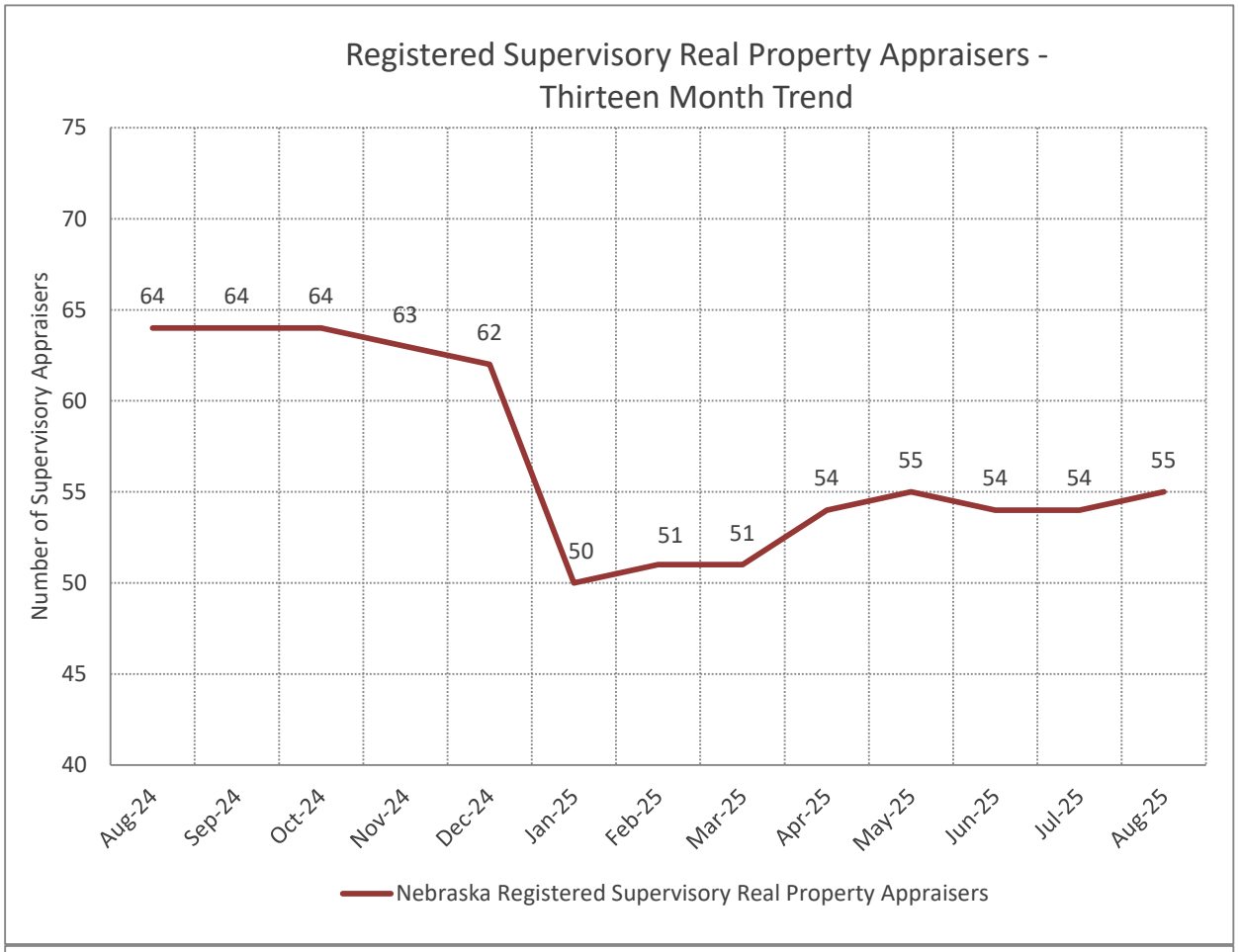
Temporary Real Property Appraiser Report

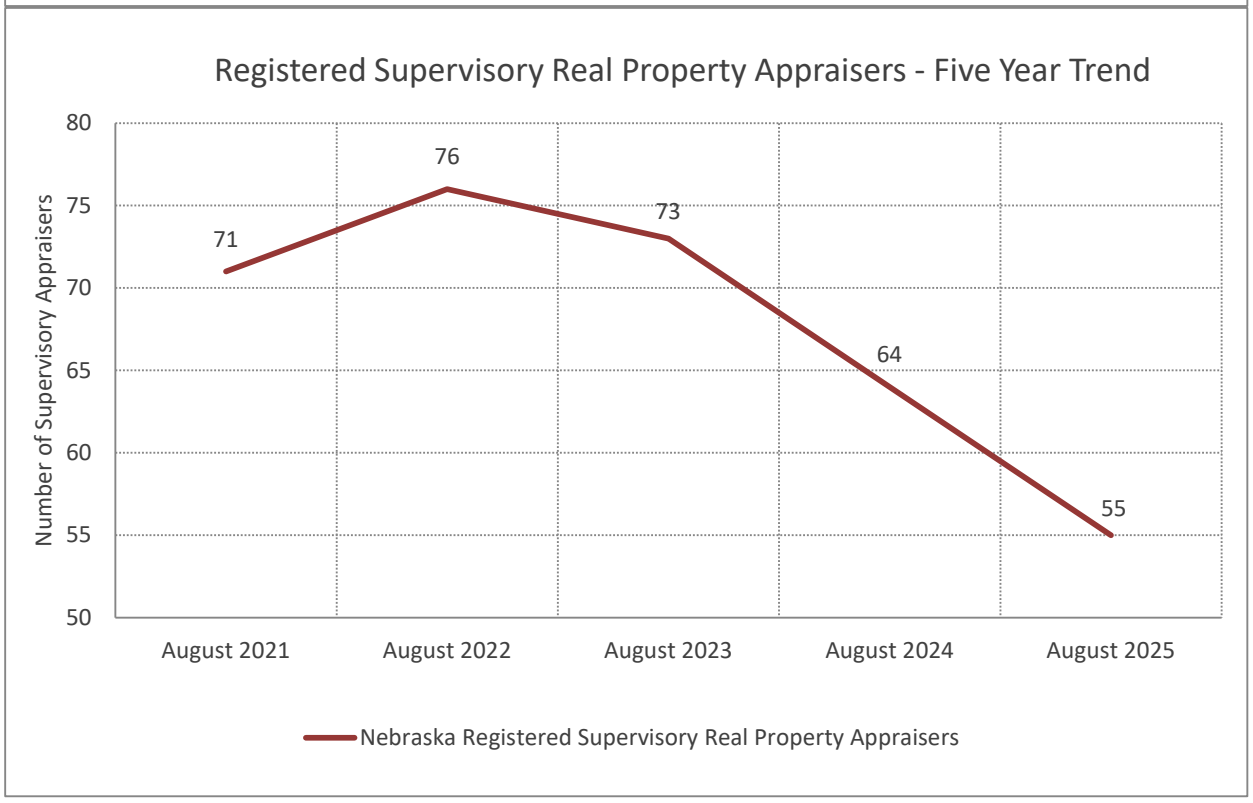




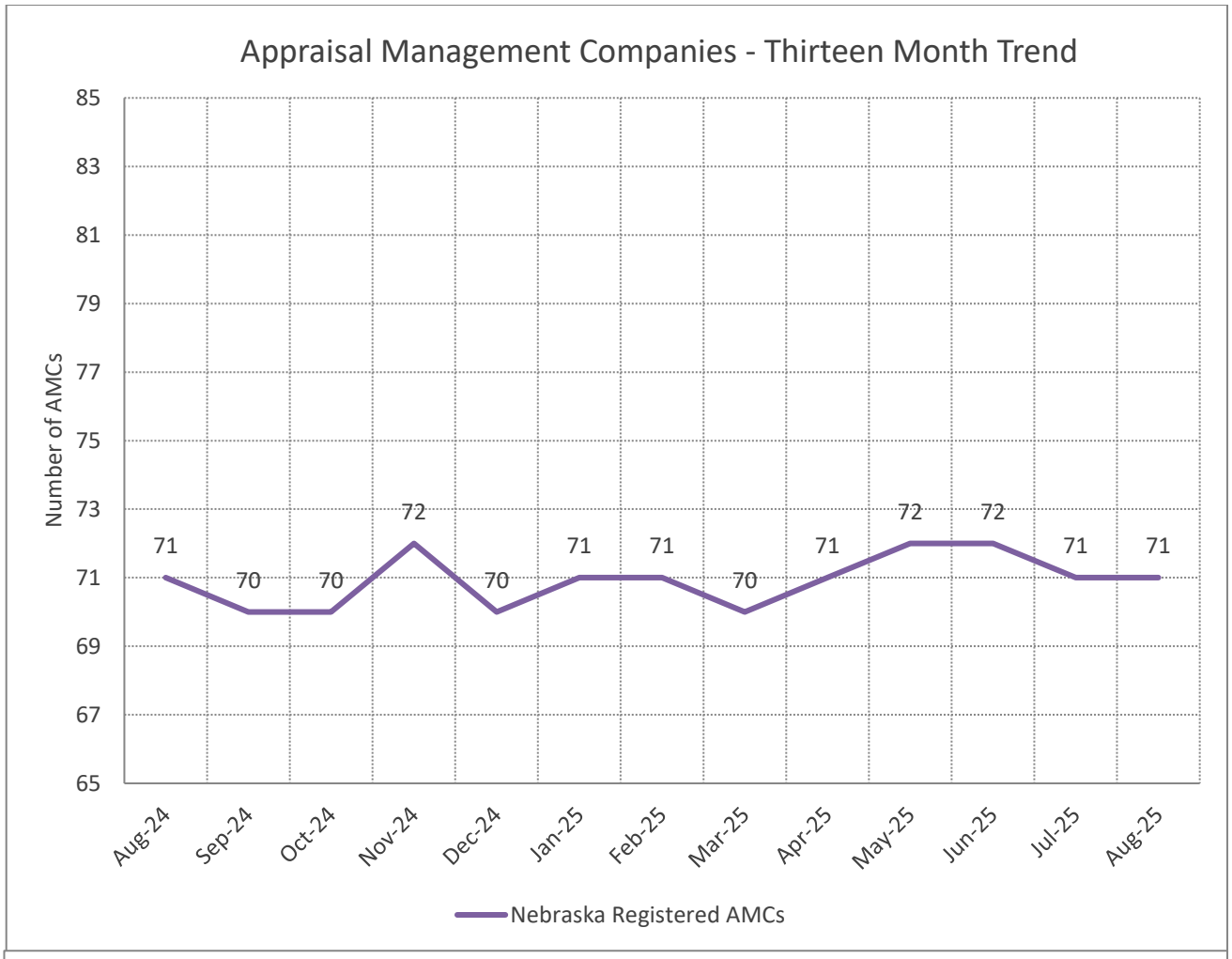


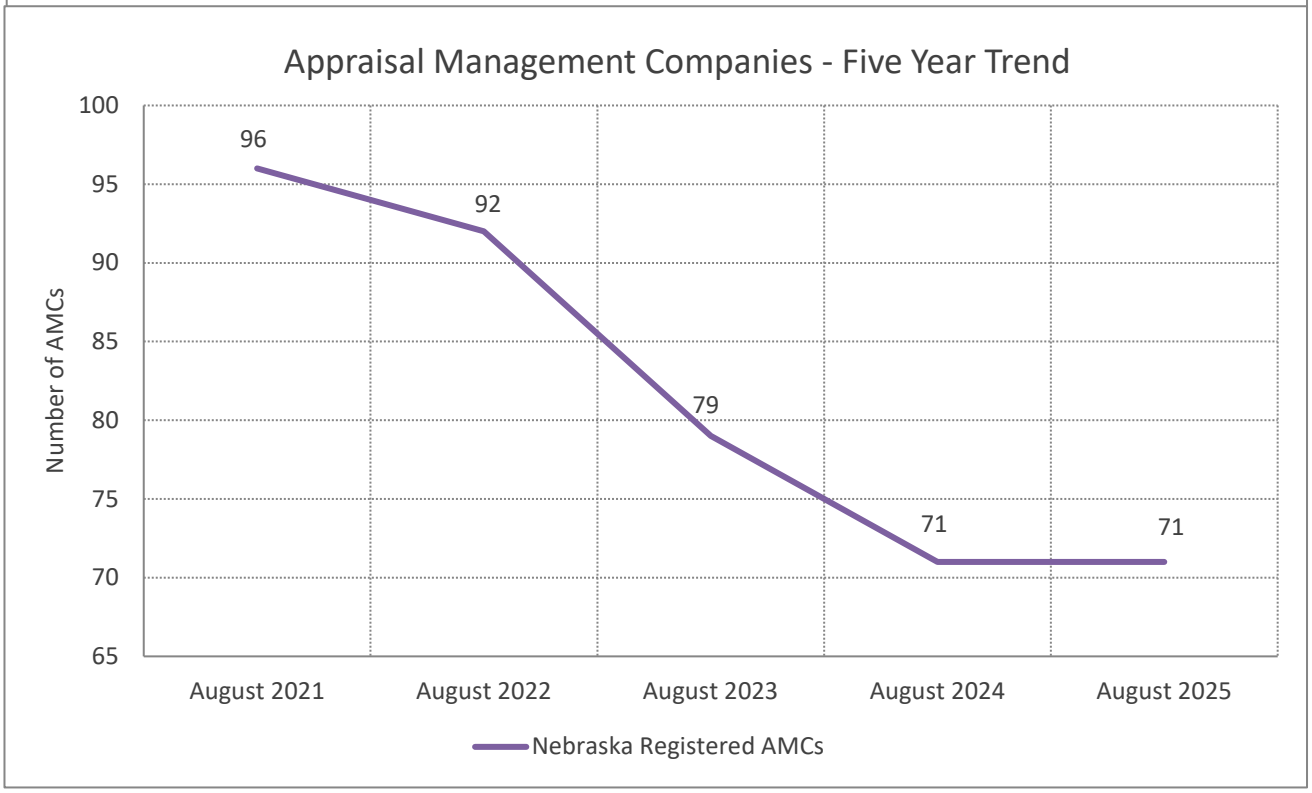
Supervisory Real Property Appraiser Report





Appraisal Management Company Report





NEBRASKA REAL PROPERTY APPRAISER BOARD

DIRECTOR APPROVAL OF REAL PROPERTY APPRAISER APPLICANTS

July 9, 2025 – August 12, 2025

New Trainee Real Property Appraisers		
T25006	Jefferis, Christopher	Approved July 23, 2025
T25008	McManigal, Mikaela	Approved July 28, 2025
New Licensed Residential Real Property Appraisers through Reciprocity		
L25002R	Patrick, Steve	Approved July 24, 2025
New Certified Residential Real Property Appraisers through Reciprocity		
CR25007R	Cota, Clinton	Approved July 29, 2025
New Certified General Real Property Appraisers through Reciprocity		
CG25010R	Schwarzlose, Reagan	Approved July 14, 225
CG25012R	Case, Scott	Approved July 23, 2025
CG25013R	Unruh, Mark	Approved July 24, 2025
CG25015R	Bitter, Jason	Approved July 24, 2025
CG25016R	Legotti, Anthony	Approved July 24, 2025
CG25017R	Yantis, Clayton	Approved August 4, 2025
CG25018R	Piehl, Jeffrey	Approved August 5, 2025
New Certified Residential Real Property Appraisers through Education, Experience, and Examination		
CR25005	Coder, Patrick	Approved August 7, 2025 to sit for exam

NEBRASKA REAL PROPERTY APPRAISER BOARD

DIRECTOR APPROVAL OF EDUCATION ACTIVITY AND INSTRUCTOR(S) APPLICANTS

July 9, 2025 – August 12, 2025

Provider	Activity Number	Hours	Title	Instructor(s)	Approval Date
New Continuing Education Activities and Instructors					
Planit Omaha	2251452.14	5.00	2025 Commercial Real Estate Summit (CRE Summit)	Jerry Slusky	7/9/2025
Appraisal Institute	2251433.02	8.50	Appraisal of Manufactured Homes	Mark Smeltzer	7/15/2025
Appraisal Institute	2253434.02	8.50	Appraisal of Manufactured Homes – Synchronous	Mark Smeltzer	7/15/2025
Appraisal Institute	2252437.02	7.00	Online Reviewing Residential Appraisals and Using Fannie Mae Form 2000	Lisa Meinczinger-Gulden	7/16/2025
Appraisal Institute	2251443.02	4.00	Reporting Market Analysis and Better Understanding the New URAR	Mark Freitag, Betty Jo Cagle, Jason Ferris, Woody Fincham, R Scott Hartman, Alan Hummel, Jennifer Marshall, Lisa Meinczinger-Gulden, Byron Miller, Mark Smeltzer, Larry Wright	7/16/2025
Appraisal Institute	2253444.02	4.00	Reporting Market Analysis and Better Understanding the New URAR	Mark Freitag, Betty Jo Cagle, Jason Ferris, Woody Fincham, R Scott Hartman, Alan Hummel, Jennifer Marshall, Lisa Meinczinger-Gulden, Bryon Miller, Mark Smeltzer, Larry Wright	7/16/2025
Appraisal Institute	2251445.02	3.00	Supporting Adjustments and Reporting the Sales Comparison Approach in the New URAR	Mark Freitag, Betty Jo Cagle, Jason Ferris, Woody Fincham, R Scott Hartman, Alan Hummel, Jennifer Marshall, Lisa Meinczinger-Gulden, Byron Miller, Mark Smeltzer, Larry Wright	7/16/2025

Appraisal Institute	2253446.02	3.00	Supporting Adjustments and Reporting the Sales Comparison Approach in the New URAR	Mark Freitag, Betty Jo Cagle, Jason Ferris, Woody Fincham, R Scott Hartman, Alan Hummel, Jennifer Marshall, Lisa Meinczinger-Gulden, Byron Miller, Mark Smeltzer, Larry Wright	7/16/2025
Appraisal Institute	2251449.02	4.00	Residential Upzoning: New Challenges and Opportunities for Residential Appraisers	Denis DeSaix	7/21/2025
Appraisal Institute	2253450.02	4.00	Residential Upzoning: New Challenges and Opportunities for Residential Appraisers	Denis DeSaix	7/21/2025
Appraisal Institute	2252454.02	4.00	Online Understanding and Appraising Residential REOs	Larry Wright	7/21/2025
Appraisal Institute	2251447.02	3.00	Essentials of Effective Communication	Nicholas Pilz	7/25/2025
Appraisal Institute	2253448.02	3.00	Essentials of Effective Communication	Nicholas Pilz	7/25/2025
Appraiser eLearning	2253441.33	7.00	Advanced Solar Panel Valuation for Appraisers	Mark Buhler	7/30/2025
Appraiser eLearning	2254442.33	3.00	Professionalism, Partnership, & Performance: Elevating the Appraisal Experience	Michael Carroll	8/4/2025
Green Mountain eLearning	2252462.57	7.00	Interagency Appraisal and Evaluation Guidelines, What You Need to Know	Bill Caudell	8/4/2025
Green Mountain eLearning	2252463.57	5.00	Understanding Data Analysis Concepts	Keith Wolf	8/5/2025
Appraisal Institute	2251455.02	16.00	Application & Interpretation of Simple Linear Regression	Mark Smeltzer	8/6/2025
Appraisal Institute	2253456.02	16.00	Application & Interpretation of Simple Linear Regression	Mark Smeltzer	8/6/2025
McKissock, LLC	2251464.03	3.00	Sales Comparison Approach and the New URAR	Alexander Gilbert, Charles Fisher, Charles Huntoon, Daniel Bone, Dan Bradley, Dan Tosh, Greg Stephens, Howard Kanter, Josh Walitt, Julie Molendorp-Floyd, Kelly Yeatts, Kevin Hecht, Mel Black, Michelle Bradley, Pam Teel, Robert Frazier, Robert Luciani, Steve Maher, Tony Pistilli, Wallace Czekalski	8/6/2025

McKissock, LLC	2253465.03	3.00	Live Webinar: Sales Comparison Approach and the New URAR	Alexander Gilbert, Charles Fisher, Charles Huntoon, Dan Bradley, Diana Jacob, Greg Stephens, Jo Traut, Josh Walitt, Julie Molendorp-Floyd, Kelly Yeatts, Kevin Hecht, Mel Black, Michelle Bradley, Pam Teel, Philicia Lloyd, Robert Abelson, Robert Frazier, Steve Maher	8/6/2025
The CE Shop, LLC	2252267.77	7.00	Valuation Bias and Fair Housing Laws and Regulations	Rebecca Jones	8/11/2025
New Qualifying Education Activities and Instructors					
Appraisal Institute	1251431.02	33.00	Quantitative Analysis	Kenneth Foltz	7/15/2025
Appraisal Institute	1253432.02	33.00	Quantitative Analysis – Synchronous	Kenneth Foltz	7/15/2025

2025-26 Nebraska Real Property Appraiser Board Goals and Objectives
June 17, 2025 Strategic Planning Meeting

	SHORT TERM GOALS / OBJECTIVES	EXPECTED COMPLETION DATE	STATUS/GOAL MET	LONG TERM GOALS / OBJECTIVES	EXPECTED COMPLETION DATE	NOTES
LAWS, RULES, AND GUIDANCE DOCUMENTS	Adopt Title 298 changes to implement the Real Property Appraiser Qualification Criteria Effective January 1, 2026 for real property appraisers credentialed prior to January 1, 2026 that upgrade to a higher classification after January 1, 2026 and to implement the CHRC Fee changes as increased by the Nebraska State Patrol.	6/30/2026	First draft completed for presentation to the Board at its August 21, 2025 meeting.	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, maintain an effective enforcement program, and provide for better clarification and administration.	Ongoing.	
				Harmonize Title 298 with the changes made to the Nebraska Real Property Appraiser Act and Appraisal Management Company Registration Act as needed.	Ongoing.	
				Address changes to USPAP, Real Property Appraiser Qualifications Criteria, ASC Policy Statements, AQB CAP Program Guidelines, and Title XI as required.	Ongoing.	
				Continue to adopt Guidance Documents for public advisement concerning interpretation of statutes and rules, and retire Guidance Documents that are no longer relevant.	Ongoing.	
				Continue to adopt internal procedures as needed to assist with the Board's administration of its programs, and retire internal procedures that are no longer relevant.	Ongoing.	
COMPLIANCE	None.			None.		
CREDENTIALING AND REGISTRATION	For real property appraiser and AMC applications available online, explore offering paper applications upon request only for processing fee.	12/31/2025	Language drafted for law change to implement paper application processing fee prepared for the Board's review at its August 21, 2025 meeting.	Monitor real property appraiser credential renewal dates.	Ongoing.	
	Explore use of SARAS Grant to increase the number of Nebraska resident real property appraisers.	6/30/2026	In progress.			
	Explore separate fee structure for credentialing through reciprocity.	12/31/2025	Completed July 17, 2025			
	Review current AMC fees.	12/31/2025	Fee change included in Title 298 draft prepared for presentation at its August 21, 2025 meeting.			
EDUCATION	Reach out to Nebraska community colleges with real estate degree programs to gauge interest in obtaining AQB CAP Approval.	6/30/2026		Encourage trainee real property appraisers who intend to engage in real property appraisal practice pertaining to agricultural real property upon credentialing as a certified general real property appraiser complete agricultural-based qualifying education offered by an education provider with an expertise in agricultural appraisal in approval letter sent to trainee real property appraisers.	Ongoing.	
				Request that supervisory real property appraisers with trainee real property appraisers who intend to engage in real property appraisal practice pertaining to agricultural real property upon credentialing as a certified general real property appraiser encourage their trainee real property appraisers to complete agricultural-based qualifying education offered by an education provider with an expertise in agricultural appraisal in approval letter sent to supervisory real property appraisers.	Ongoing.	
PERSONNEL	None.			Continue updating the policies and procedures documents as needed to ensure compliance with state policy changes, NAPE/ASFCME contract changes, and to address general work environment needs and/or changes.	Ongoing.	
PUBLIC INFORMATION	Populate the Disciplinary History Search with all real property appraiser and AMC disciplinary action history for active credential and registration holders.	6/30/2026		Encourage development of Memos from the Board and Facebook posts, and The Nebraska Appraiser articles that contain facts of interest to the appraisal business 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 utilization of the NRPAB Facebook page to disseminate important information in a timely manner that that appraisal business community and general public would otherwise not be aware of, such as documents posted to the NRPAB website, meeting information, and NRPAB policy and business information.	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.	
ADMINISTRATION	Utilize SARAS Grant for development and implementation of online real property appraiser reciprocity application and NRPAB Database interface, and development and of online education applications and NRPAB Database interface.	6/30/2026	Development of online real property appraiser reciprocity application and NRPAB Database interface in progress.	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 online real property appraiser through E,E,&E initial applications, AMC initial application, and other services that require payment of a fee.	Ongoing.	
				Explore use of AI for business functions to automate tasks and for data analysis.	Ongoing.	
				Explore use of SARAS Grant to develop application in NRPAB Database to accept credit card payments through credit card vendor for online applications.	Ongoing.	
FINANCIALS	Submit Budget Deficit Request for $12,263.00 deficit to Health Insurance Expenses (515500) for FY2025-26, and for $12,876.00 deficit to Health Insurance Expenses (515500) for FY2026-27, due to 18.5% cost of insurance increase to the agency as notified by DAS on June 13, 2025.	11/1/2025		None.		

2025-26 NRPAB SWOT Analysis			
STRENGTHS: -	**WEAKNESSES:**	**OPPORTUNITIES:**	**THREATS:**
* Customer service	* Industry's inability to grow	* Growth in real property appraiser field	* Agency turnover
* Organization	* Efficiency loss due to database not meeting potential	* Continued evaluation of Board and Agency operations	* Federal agency oversight
* Board member knowledge	* Regulatory and statutory barriers	* Embrace of available technology	* Economic climate
* Staff knowledge		* Agency staff size and cross-training of Agency duties	* Aging appraiser population
* Adaptability		* Board member with residential appraisal expertise	* Inadequate supervisory appraiser knowledge
* Professional diversity of Board		* Utilization of ASC grant funding for technology projects	* Deemphasis on appraisals at the Federal level
* Modernization of accessibility		* Education of users of appraisal reports	* Commodification of appraisal reports
* Authority to enter into contingent dismissal agreements		* Utilization of ASC grant to increase NE appraiser numbers	* Business consolidation
			* Government consolidation

Agency 053 REAL PROPERTY APPRAISER BD
Division
Program 079 APPRAISER LICENSING

Percent of Time Elapsed = 8.49

	ACCOUNT CODE DESCRIPTION	BUDGETED AMOUNT	CURRENT MONTH ACTIVITY	YEAR-TO-DATE ACTUALS	PERCENT OF BUDGET	ENCUMBERANCES	VARIANCE
BUDGETED FUND TYPES - EXPENDITURES							
510000 PERSONAL SERVICES							
511100	PERMANENT SALARIES-WAGES	213,238.00	15,781.16	15,781.16	7.40	8,436.35	189,020.49
511600	PER DIEM PAYMENTS	7,500.00	1,000.00	1,000.00	13.33	1,000.00	5,500.00
511700	EMPLOYEE BONUSES	2,000.00					2,000.00
512100	VACATION LEAVE EXPENSE	17,038.00	327.32	327.32	1.92	274.93	16,435.75
512200	SICK LEAVE EXPENSE	1,950.00	143.65	143.65	7.37	14.37	1,791.98
512300	HOLIDAY LEAVE EXPENSE	11,257.00	1,813.06	1,813.06	16.11	970.25	8,473.69
Personal Services Subtotal		252,983.00	19,065.19	19,065.19	7.54	10,695.90	223,221.91
515100	RETIREMENT PLANS EXPENSE	18,411.00	1,352.71	1,352.71	7.35	726.02	16,332.27
515200	FICA EXPENSE	19,353.00	1,276.39	1,276.39	6.60	718.09	17,358.52
515500	HEALTH INSURANCE EXPENSE	66,162.00	6,533.44	6,533.44	9.87		59,628.56
516500	WORKERS COMP PREMIUMS	1,366.00					1,366.00
Major Account 510000 Total		358,275.00	28,227.73	28,227.73	7.88	12,140.01	317,907.26
520000 OPERATING EXPENSES							
521100	POSTAGE EXPENSE	2,500.00	154.22	154.22	6.17		2,345.78
521400	CIO CHARGES	33,264.00	4,372.61	4,372.61	13.15		28,891.39
521500	PUBLICATION & PRINT EXP	2,750.00					2,750.00
521900	AWARDS EXPENSE	50.00					50.00
522100	DUES & SUBSCRIPTION EXP	600.00					600.00
524600	RENT EXPENSE-BUILDINGS	13,711.00	1,168.63	1,168.63	8.52		12,542.37
524900	RENT EXP-DEPR SURCHARGE	4,664.00	388.64	388.64	8.33		4,275.36
531100	OFFICE SUPPLIES EXPENSE	1,500.00	163.55	163.55	10.90		1,336.45
541100	ACCTG & AUDITING SERVICES	2,986.00					2,986.00
541200	PURCHASING ASSESSMENT	41.00					41.00
541500	LEGAL SERVICES EXPENSE	20,000.00	20.00	20.00	.10		19,980.00
541700	LEGAL RELATED EXPENSE	3,000.00	31.00	31.00	1.03		2,969.00
547100	EDUCATIONAL SERVICES	51.00	51.00	51.00	100.00		
554900	OTHER CONTRACTUAL SERVICES	31,023.00	2,771.50	2,771.50	8.93		28,251.50
556100	INSURANCE EXPENSE	93.00					93.00
559100	OTHER OPERATING EXP	251.00	20.00	20.00	7.97		231.00
Major Account 520000 Total		116,484.00	9,141.15	9,141.15	7.85	0.00	107,342.85

Agency 053 REAL PROPERTY APPRAISER BD
Division
Program 079 APPRAISER LICENSING

Percent of Time Elapsed = 8.49

ACCOUNT CODE	DESCRIPTION	BUDGETED AMOUNT	CURRENT MONTH ACTIVITY	YEAR-TO-DATE ACTUALS	PERCENT OF BUDGET	ENCUMBERANCES	VARIANCE
570000	**TRAVEL EXPENSES**						
571100	LODGING	2,970.00					2,970.00
571800	MEALS - TRAVEL STATUS	1,928.00	214.20	214.20	11.11		1,713.80
573100	STATE-OWNED TRANSPORT	200.00					200.00
574500	PERSONAL VEHICLE MILEAGE	6,490.00	792.40	792.40	12.21		5,697.60
575100	MISC TRAVEL EXPENSE	450.00	25.95	25.95	5.77		424.05
Major Account 570000 Total		12,038.00	1,032.55	1,032.55	8.58	0.00	11,005.45
BUDGETED EXPENDITURES TOTAL		486,797.00	38,401.43	38,401.43	7.89	12,140.01	436,255.56

SUMMARY BY FUND TYPE - EXPENDITURES

2	CASH FUNDS	486,797.00	38,401.43	38,401.43	7.89	12,140.01	436,255.56
BUDGETED EXPENDITURES TOTAL		486,797.00	38,401.43	38,401.43	7.89	12,140.01	436,255.56

BUDGETED FUND TYPES - REVENUES

470000 REVENUE - SALES AND CHARGES

471100	SALE OF SERVICES	450.00-	75.00-	75.00-	16.67		375.00-
471120	QUALIFYING ED COURSE FEES	2,010.00-	70.00-	70.00-	3.48		1,940.00-
471121	CONTINUING ED NEW FEES	6,075.00-	120.00-	120.00-	1.98		5,955.00-
471122	CONTINUING ED RENEWAL FEES	225.00-					225.00-
475150	CERTIFIED GENERAL NEW FEES	9,600.00-	1,820.00-	1,820.00-	18.96		7,780.00-
475151	LICENSED NEW FEES	640.00-					640.00-
475152	FINGERPRINT FEES	2,262.50-	543.00-	543.00-	24.00		1,719.50-
475153	CERTIFIED RESIDENTIAL NEW	2,560.00-					2,560.00-
475154	CERTIFIED GENERAL RENEWAL	103,200.00-	4,700.00-	4,700.00-	4.55		98,500.00-
475155	LICENSED RENEWAL	8,100.00-	850.00-	850.00-	10.49		7,250.00-
475157	CERTIFIED RESIDENTIAL RENEWAL	62,100.00-	3,600.00-	3,600.00-	5.80		58,500.00-
475161	TEMPORARY CERTIFIED GENERAL	11,200.00-	1,080.00-	1,080.00-	9.64		10,120.00-
475163	AMC REGISTERED NEW FEES	6,000.00-	2,000.00-	2,000.00-	33.33		4,000.00-
475164	AMC APPLICATION FEES	1,050.00-	350.00-	350.00-	33.33		700.00-
475165	AMC REGISTERED RENEWAL	110,500.00-	6,600.00-	6,600.00-	5.97		103,900.00-
475166	FED REG AMC RPT FORM PROC FEES	700.00-					700.00-
475234	APPLICATION FEES	27,700.00-	3,840.00-	3,840.00-	13.86		23,860.00-
476101	LATE PROCESSING FEES	4,025.00-	850.00-	850.00-	21.12		3,175.00-

Agency 053 REAL PROPERTY APPRAISER BD
Division
Program 079 APPRAISER LICENSING

Percent of Time Elapsed = 8.49

ACCOUNT CODE	DESCRIPTION	BUDGETED AMOUNT	CURRENT MONTH ACTIVITY	YEAR-TO-DATE ACTUALS	PERCENT OF BUDGET	ENCUMBERANCES	VARIANCE
Major Account 470000 Total		358,397.50-	26,498.00-	26,498.00-	7.39	0.00	331,899.50-
480000 REVENUE - MISCELLANEOUS							
481100	INVESTMENT INCOME	21,000.00-	1,678.54-	1,678.54-	7.99		19,321.46-
484500	REIMB NON-GOVT SOURCES	6,000.00-	1,000.00-	1,000.00-	16.67		5,000.00-
Major Account 480000 Total		27,000.00-	2,678.54-	2,678.54-	9.92	0.00	24,321.46-
BUDGETED REVENUE TOTAL		385,397.50-	29,176.54-	29,176.54-	7.57	0.00	356,220.96-

SUMMARY BY FUND TYPE - REVENUE

2	CASH FUNDS	385,397.50-	29,176.54-	29,176.54-	7.57		356,220.96-
BUDGETED REVENUE TOTAL		385,397.50-	29,176.54-	29,176.54-	7.57	0.00	356,220.96-

Agency 053 REAL PROPERTY APPRAISER BD
Division
Program 079 APPRAISER LICENSING

Percent of Time Elapsed = 8.49

ACCOUNT CODE	DESCRIPTION	BUDGETED AMOUNT	CURRENT MONTH ACTIVITY	YEAR-TO-DATE ACTUALS	PERCENT OF BUDGET	ENCUMBERANCES	VARIANCE
BUDGETED FUND TYPES - EXPENDITURES							
510000 PERSONAL SERVICES							
511100	PERMANENT SALARIES-WAGES	138,604.70	10,257.78	10,257.78	7.40	5,483.64	122,863.28
511600	PER DIEM PAYMENTS	4,875.00	650.00	650.00	13.33	650.00	3,575.00
511700	EMPLOYEE BONUSES	1,300.00					1,300.00
512100	VACATION LEAVE EXPENSE	11,074.70	212.76	212.76	1.92	178.70	10,683.24
512200	SICK LEAVE EXPENSE	1,267.50	93.37	93.37	7.37	9.34	1,164.79
512300	HOLIDAY LEAVE EXPENSE	7,317.05	1,178.48	1,178.48	16.11	630.66	5,507.91
Personal Services Subtotal		164,438.95	12,392.39	12,392.39	7.54	6,952.34	145,094.22
515100	RETIREMENT PLANS EXPENSE	11,967.15	879.31	879.31	7.35	471.94	10,615.90
515200	FICA EXPENSE	12,579.45	829.67	829.67	6.60	466.75	11,283.03
515500	HEALTH INSURANCE EXPENSE	43,005.30	4,246.75	4,246.75	9.87		38,758.55
516500	WORKERS COMP PREMIUMS	887.90					887.90
Major Account 510000 Total		232,878.75	18,348.12	18,348.12	7.88	7,891.03	206,639.60
520000 OPERATING EXPENSES							
521100	POSTAGE EXPENSE	2,250.00	99.13	99.13	4.41		2,150.87
521400	CIO CHARGES	21,621.60	2,941.42	2,941.42	13.60		18,680.18
521500	PUBLICATION & PRINT EXP	1,787.50					1,787.50
521900	AWARDS EXPENSE	32.50					32.50
522100	DUES & SUBSCRIPTION EXP	390.00					390.00
524600	RENT EXPENSE-BUILDINGS	8,912.15	1,148.99	1,148.99	12.89		7,763.16
524900	RENT EXP-DEPR SURCHARGE	3,031.60	388.64	388.64	12.82		2,642.96
531100	OFFICE SUPPLIES EXPENSE	975.00	106.31	106.31	10.90		868.69
541100	ACCTG & AUDITING SERVICES	1,940.90					1,940.90
541200	PURCHASING ASSESSMENT	26.65					26.65
541500	LEGAL SERVICES EXPENSE	18,000.00					18,000.00
541700	LEGAL RELATED EXPENSE	2,700.00	31.00	31.00	1.15		2,669.00
547100	EDUCATIONAL SERVICES	33.15	33.15	33.15	100.00		
554900	OTHER CONTRACTUAL SERVICES	30,373.00	2,771.50	2,771.50	9.12		27,601.50
556100	INSURANCE EXPENSE	60.45					60.45
559100	OTHER OPERATING EXP	163.15					163.15
Major Account 520000 Total		92,297.65	7,520.14	7,520.14	8.15	0.00	84,777.51

Agency 053 REAL PROPERTY APPRAISER BD
Division
Program 079 APPRAISER LICENSING

Percent of Time Elapsed = 8.49

ACCOUNT CODE	DESCRIPTION	BUDGETED AMOUNT	CURRENT MONTH ACTIVITY	YEAR-TO-DATE ACTUALS	PERCENT OF BUDGET	ENCUMBERANCES	VARIANCE
570000	**TRAVEL EXPENSES**						
571100	LODGING	1,930.50					1,930.50
571800	MEALS - TRAVEL STATUS	1,253.20	139.23	139.23	11.11		1,113.97
573100	STATE-OWNED TRANSPORT	130.00					130.00
574500	PERSONAL VEHICLE MILEAGE	4,218.50	515.06	515.06	12.21		3,703.44
575100	MISC TRAVEL EXPENSE	292.50	16.87	16.87	5.77		275.63
Major Account 570000 Total		7,824.70	671.16	671.16	8.58	0.00	7,153.54
BUDGETED EXPENDITURES TOTAL		333,001.10	26,539.42	26,539.42	7.97	7,891.03	298,570.65
SUMMARY BY FUND TYPE - EXPENDITURES							
2	CASH FUNDS	333,001.10	26,539.42	26,539.42	7.97	7,891.03	298,570.65
BUDGETED EXPENDITURES TOTAL		333,001.10	26,539.42	26,539.42	7.97	7,891.03	298,570.65
BUDGETED FUND TYPES - REVENUES							
470000	**REVENUE - SALES AND CHARGES**						
471100	SALE OF SERVICES	450.00-	75.00-	75.00-	16.67		375.00-
471120	QUALIFYING ED COURSE FEES	2,010.00-	70.00-	70.00-	3.48		1,940.00-
471121	CONTINUING ED NEW FEES	6,075.00-	120.00-	120.00-	1.98		5,955.00-
471122	CONTINUING ED RENEWAL FEES	225.00-					225.00-
475150	CERTIFIED GENERAL NEW FEES	9,600.00-	1,820.00-	1,820.00-	18.96		7,780.00-
475151	LICENSED NEW FEES	640.00-					640.00-
475152	FINGERPRINT FEES	2,262.50-	543.00-	543.00-	24.00		1,719.50-
475153	CERTIFIED RESIDENTIAL NEW	2,560.00-					2,560.00-
475154	CERTIFIED GENERAL RENEWAL	103,200.00-	4,700.00-	4,700.00-	4.55		98,500.00-
475155	LICENSED RENEWAL	8,100.00-	850.00-	850.00-	10.49		7,250.00-
475157	CERTIFIED RESIDENTIAL RENEWAL	62,100.00-	3,600.00-	3,600.00-	5.80		58,500.00-
475161	TEMPORARY CERTIFIED GENERAL	11,200.00-	1,080.00-	1,080.00-	9.64		10,120.00-
475234	APPLICATION FEES	27,700.00-	3,840.00-	3,840.00-	13.86		23,860.00-
476101	LATE PROCESSING FEES	3,750.00-	700.00-	700.00-	18.67		3,050.00-
Major Account 470000 Total		239,872.50-	17,398.00-	17,398.00-	7.25	0.00	222,474.50-
480000	**REVENUE - MISCELLANEOUS**						

Agency 053 REAL PROPERTY APPRAISER BD
Division
Program 079 APPRAISER LICENSING

Percent of Time Elapsed = 8.49

ACCOUNT CODE	DESCRIPTION	BUDGETED AMOUNT	CURRENT MONTH ACTIVITY	YEAR-TO-DATE ACTUALS	PERCENT OF BUDGET	ENCUMBERANCES	VARIANCE
481100	INVESTMENT INCOME	12,000.00-	926.04-	926.04-	7.72		11,073.96-
484500	REIMB NON-GOVT SOURCES	5,000.00-					5,000.00-
Major Account 480000 Total		17,000.00-	926.04-	926.04-	5.45	0.00	16,073.96-
BUDGETED REVENUE TOTAL		256,872.50-	18,324.04-	18,324.04-	7.13	0.00	238,548.46-

SUMMARY BY FUND TYPE - REVENUE

2	CASH FUNDS	256,872.50-	18,324.04-	18,324.04-	7.13		238,548.46-
BUDGETED REVENUE TOTAL		256,872.50-	18,324.04-	18,324.04-	7.13	0.00	238,548.46-

Agency 053 REAL PROPERTY APPRAISER BD
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ACCOUNT CODE	DESCRIPTION	BUDGETED AMOUNT	CURRENT MONTH ACTIVITY	YEAR-TO-DATE ACTUALS	PERCENT OF BUDGET	ENCUMBERANCES	VARIANCE
BUDGETED FUND TYPES - EXPENDITURES							
510000	**PERSONAL SERVICES**						
511100	PERMANENT SALARIES-WAGES	74,633.30	5,523.38	5,523.38	7.40	2,952.71	66,157.21
511600	PER DIEM PAYMENTS	2,625.00	350.00	350.00	13.33	350.00	1,925.00
511700	EMPLOYEE BONUSES	700.00					700.00
512100	VACATION LEAVE EXPENSE	5,963.30	114.56	114.56	1.92	96.23	5,752.51
512200	SICK LEAVE EXPENSE	682.50	50.28	50.28	7.37	5.03	627.19
512300	HOLIDAY LEAVE EXPENSE	3,939.95	634.58	634.58	16.11	339.59	2,965.78
Personal Services Subtotal		88,544.05	6,672.80	6,672.80	7.54	3,743.56	78,127.69
515100	RETIREMENT PLANS EXPENSE	6,443.85	473.40	473.40	7.35	254.08	5,716.37
515200	FICA EXPENSE	6,773.55	446.72	446.72	6.60	251.34	6,075.49
515500	HEALTH INSURANCE EXPENSE	23,156.70	2,286.69	2,286.69	9.87		20,870.01
516500	WORKERS COMP PREMIUMS	478.10					478.10
Major Account 510000 Total		125,396.25	9,879.61	9,879.61	7.88	4,248.98	111,267.66
520000	**OPERATING EXPENSES**						
521100	POSTAGE EXPENSE	250.00	55.09	55.09	22.04		194.91
521400	CIO CHARGES	11,642.40	1,431.19	1,431.19	12.29		10,211.21
521500	PUBLICATION & PRINT EXP	962.50					962.50
521900	AWARDS EXPENSE	17.50					17.50
522100	DUES & SUBSCRIPTION EXP	210.00					210.00
524600	RENT EXPENSE-BUILDINGS	4,798.85	19.64	19.64	.41		4,779.21
524900	RENT EXP-DEPR SURCHARGE	1,632.40					1,632.40
531100	OFFICE SUPPLIES EXPENSE	525.00	57.24	57.24	10.90		467.76
541100	ACCTG & AUDITING SERVICES	1,045.10					1,045.10
541200	PURCHASING ASSESSMENT	14.35					14.35
541500	LEGAL SERVICES EXPENSE	2,000.00	20.00	20.00	1.00		1,980.00
541700	LEGAL RELATED EXPENSE	300.00					300.00
547100	EDUCATIONAL SERVICES	17.85	17.85	17.85	100.00		
554900	OTHER CONTRACTUAL SERVICES	650.00					650.00
556100	INSURANCE EXPENSE	32.55					32.55
559100	OTHER OPERATING EXP	87.85	20.00	20.00	22.77		67.85
Major Account 520000 Total		24,186.35	1,621.01	1,621.01	6.70	0.00	22,565.34

Agency 053 REAL PROPERTY APPRAISER BD
Division
Program 079 APPRAISER LICENSING

Percent of Time Elapsed = 8.49

ACCOUNT CODE	DESCRIPTION	BUDGETED AMOUNT	CURRENT MONTH ACTIVITY	YEAR-TO-DATE ACTUALS	PERCENT OF BUDGET	ENCUMBERANCES	VARIANCE
570000	**TRAVEL EXPENSES**						
571100	LODGING	1,039.50					1,039.50
571800	MEALS - TRAVEL STATUS	674.80	74.97	74.97	11.11		599.83
573100	STATE-OWNED TRANSPORT	70.00					70.00
574500	PERSONAL VEHICLE MILEAGE	2,271.50	277.34	277.34	12.21		1,994.16
575100	MISC TRAVEL EXPENSE	157.50	9.08	9.08	5.77		148.42
Major Account 570000 Total		4,213.30	361.39	361.39	8.58	0.00	3,851.91
BUDGETED EXPENDITURES TOTAL		153,795.90	11,862.01	11,862.01	7.71	4,248.98	137,684.91

SUMMARY BY FUND TYPE - EXPENDITURES

2	CASH FUNDS	153,795.90	11,862.01	11,862.01	7.71	4,248.98	137,684.91
BUDGETED EXPENDITURES TOTAL		153,795.90	11,862.01	11,862.01	7.71	4,248.98	137,684.91

BUDGETED FUND TYPES - REVENUES

470000	**REVENUE - SALES AND CHARGES**						
475163	AMC REGISTERED NEW FEES	6,000.00-	2,000.00-	2,000.00-	33.33		4,000.00-
475164	AMC APPLICATION FEES	1,050.00-	350.00-	350.00-	33.33		700.00-
475165	AMC REGISTERED RENEWAL	110,500.00-	6,600.00-	6,600.00-	5.97		103,900.00-
475166	FED REG AMC RPT FORM PROC FEES	700.00-					700.00-
476101	LATE PROCESSING FEES	275.00-	150.00-	150.00-	54.55		125.00-
Major Account 470000 Total		118,525.00-	9,100.00-	9,100.00-	7.68	0.00	109,425.00-
480000	**REVENUE - MISCELLANEOUS**						
481100	INVESTMENT INCOME	9,000.00-	752.50-	752.50-	8.36		8,247.50-
484500	REIMB NON-GOVT SOURCES	1,000.00-	1,000.00-	1,000.00-	100.00		
Major Account 480000 Total		10,000.00-	1,752.50-	1,752.50-	17.53	0.00	8,247.50-
BUDGETED REVENUE TOTAL		128,525.00-	10,852.50-	10,852.50-	8.44	0.00	117,672.50-

SUMMARY BY FUND TYPE - REVENUE

Agency 053 REAL PROPERTY APPRAISER BD
Division
Program 079 APPRAISER LICENSING

Percent of Time Elapsed = 8.49

	ACCOUNT CODE DESCRIPTION	BUDGETED AMOUNT	CURRENT MONTH ACTIVITY	YEAR-TO-DATE ACTUALS	PERCENT OF BUDGET	ENCUMBERANCES	VARIANCE
2	CASH FUNDS	128,525.00-	10,852.50-	10,852.50-	8.44		117,672.50-
BUDGETED REVENUE TOTAL		128,525.00-	10,852.50-	10,852.50-	8.44	0.00	117,672.50-

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.		627340	07/08/25	RC	RB	NRPAB DEPOSIT 250708	7902561		25.00-
25310	079	000	53105018.471100.		627995	07/11/25	RC	RB	NRPAB DEPOSIT 250711	7906138		25.00-
25310	079	000	53105018.471100.		629824	07/22/25	RC	RB	NRPAB DEPOSIT 250722	7916618		25.00-
Total for Object			471100 SALE OF SERVICES									75.00-
25310	079	000	53105018.471120.		631443	07/31/25	RC	RB	NRPAB DEPOSIT 250731	7928184		70.00-
Total for Object			471120 QUALIFYING ED COURSE FEES									70.00-
25310	079	000	53105018.471121.		626365	07/01/25	RC	RB	NRPAB DEPOSIT 250701	7895327		50.00-
25310	079	000	53105018.471121.		628999	07/17/25	RC	RB	NRPAB DEPOSIT 250717	7913242		35.00-
25310	079	000	53105018.471121.		631443	07/31/25	RC	RB	NRPAB DEPOSIT 250731	7928184		35.00-
Total for Object			471121 CONTINUING ED NEW FEES									120.00-
25310	079	000	53105018.475150.		626769	07/03/25	RC	RB	NRPAB DEPOSIT 250703	7899084		300.00-
25310	079	000	53105018.475150.		628346	07/15/25	RC	RB	NRPAB DEPOSIT 250715	7908959		300.00-
25310	079	000	53105018.475150.		628999	07/17/25	RC	RB	NRPAB DEPOSIT 250717	7913242		300.00-
25310	079	000	53105018.475150.		629824	07/22/25	RC	RB	NRPAB DEPOSIT 250722	7916618		300.00-
25310	079	000	53105018.475150.		631443	07/31/25	RC	RB	NRPAB DEPOSIT 250731	7928184		620.00-
Total for Object			475150 CERTIFIED GENERAL NEW FEES									1,820.00-
25310	079	000	53105018.475152.		626769	07/03/25	RC	RB	NRPAB DEPOSIT 250703	7899084		45.25-
25310	079	000	53105018.475152.		627340	07/08/25	RC	RB	NRPAB DEPOSIT 250708	7902561		135.75-
25310	079	000	53105018.475152.		627776	07/10/25	RC	RB	NRPAB DEPOSIT 250710	7904696		45.25-
25310	079	000	53105018.475152.		627995	07/11/25	RC	RB	NRPAB DEPOSIT 250711	7906138		45.25-
25310	079	000	53105018.475152.		628346	07/15/25	RC	RB	NRPAB DEPOSIT 250715	7908959		45.25-
25310	079	000	53105018.475152.		628999	07/17/25	RC	RB	NRPAB DEPOSIT 250717	7913242		45.25-
25310	079	000	53105018.475152.		630053	07/23/25	RC	RB	NRPAB DEPOSIT 250723	7919772		90.50-
25310	079	000	53105018.475152.		630993	07/29/25	RC	RB	NRPAB DEPOSIT 250729	7924247		90.50-
Total for Object			475152 FINGERPRINT FEES									543.00-
25310	079	000	53105018.475154.		626365	07/01/25	RC	RB	NRPAB DEPOSIT 250701	7895327		275.00-
25310	079	000	53105018.475154.		626389	07/01/25	RC	RB	NRPAB APP REN EFW DEP 250701	7895357		275.00-
25310	079	000	53105018.475154.		626886	07/02/25	RC	RB	NRPAB APP REN EFW DEP 250702	7898527		550.00-
25310	079	000	53105018.475154.		627821	07/09/25	RC	RB	NRPAB APP EFW DEP 250709	7904671		1,200.00-
25310	079	000	53105018.475154.		628006	07/10/25	RC	RB	NRPAB APP EFW DEPOSIT 250710	7906104		600.00-
25310	079	000	53105018.475154.		628363	07/14/25	RC	RB	NRPAB APP EFW DEPOSIT 250714	7908883		600.00-
25310	079	000	53105018.475154.		630320	07/23/25	RC	RB	NRPAB APP EFW DEPOSIT 250723	7920147		1,200.00-
Total for Object			475154 CERTIFIED GENERAL RENEWAL									4,700.00-

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	53105018.475155.		626389	07/01/25	RC	RB	NRPAB APP REN EFW DEP 250701	7895357		550.00-
25310	079	000	53105018.475155.		631508	07/30/25	RC	RB	NRPAB APP EFW DEPOSIT 250730	7927535		300.00-
Total for Object			475155 LICENSED RENEWAL									850.00-
25310	079	000	53105018.475157.		627352	07/07/25	RC	RB	NRPAB APP EFW DEP	7901632		600.00-
25310	079	000	53105018.475157.		627821	07/09/25	RC	RB	NRPAB APP EFW DEP 250709	7904671		1,800.00-
25310	079	000	53105018.475157.		628006	07/10/25	RC	RB	NRPAB APP EFW DEPOSIT 250710	7906104		600.00-
25310	079	000	53105018.475157.		629864	07/21/25	RC	RB	NRPAB APP EFW DEPOSIT 250721	7916643		600.00-
Total for Object			475157 CERTIFIED RESIDENTIAL RENEWAL									3,600.00-
25310	079	000	53105018.475161.		626365	07/01/25	RC	RB	NRPAB DEPOSIT 250701	7895327		100.00-
25310	079	000	53105018.475161.		627352	07/07/25	RC	RB	NRPAB APP EFW DEP	7901632		70.00-
25310	079	000	53105018.475161.		627821	07/09/25	RC	RB	NRPAB APP EFW DEP 250709	7904671		140.00-
25310	079	000	53105018.475161.		628006	07/10/25	RC	RB	NRPAB APP EFW DEPOSIT 250710	7906104		70.00-
25310	079	000	53105018.475161.		628363	07/14/25	RC	RB	NRPAB APP EFW DEPOSIT 250714	7908883		140.00-
25310	079	000	53105018.475161.		629097	07/16/25	RC	RB	NRPAB APP EFW DEPOSIT 250716	7912029		280.00-
25310	079	000	53105018.475161.		628999	07/17/25	RC	RB	NRPAB DEPOSIT 250717	7913242		70.00-
25310	079	000	53105018.475161.		630320	07/23/25	RC	RB	NRPAB APP EFW DEPOSIT 250723	7920147		140.00-
25310	079	000	53105018.475161.		630368	07/25/25	RC	RB	NRPAB DEPOSIT 250725	7922005		70.00-
Total for Object			475161 TEMPORARY CERTIFIED GENERAL									1,080.00-
25310	079	000	53105018.475234.		626365	07/01/25	RC	RB	NRPAB DEPOSIT 250701	7895327		200.00-
25310	079	000	53105018.475234.		626769	07/03/25	RC	RB	NRPAB DEPOSIT 250703	7899084		150.00-
25310	079	000	53105018.475234.		627352	07/07/25	RC	RB	NRPAB APP EFW DEP	7901632		120.00-
25310	079	000	53105018.475234.		627340	07/08/25	RC	RB	NRPAB DEPOSIT 250708	7902561		450.00-
25310	079	000	53105018.475234.		627821	07/09/25	RC	RB	NRPAB APP EFW DEP 250709	7904671		240.00-
25310	079	000	53105018.475234.		627776	07/10/25	RC	RB	NRPAB DEPOSIT 250710	7904696		150.00-
25310	079	000	53105018.475234.		628006	07/10/25	RC	RB	NRPAB APP EFW DEPOSIT 250710	7906104		120.00-
25310	079	000	53105018.475234.		627995	07/11/25	RC	RB	NRPAB DEPOSIT 250711	7906138		170.00-
25310	079	000	53105018.475234.		628363	07/14/25	RC	RB	NRPAB APP EFW DEPOSIT 250714	7908883		240.00-
25310	079	000	53105018.475234.		628346	07/15/25	RC	RB	NRPAB DEPOSIT 250715	7908959		170.00-
25310	079	000	53105018.475234.		629097	07/16/25	RC	RB	NRPAB APP EFW DEPOSIT 250716	7912029		480.00-
25310	079	000	53105018.475234.		628999	07/17/25	RC	RB	NRPAB DEPOSIT 250717	7913242		290.00-
25310	079	000	53105018.475234.		630053	07/23/25	RC	RB	NRPAB DEPOSIT 250723	7919772		340.00-
25310	079	000	53105018.475234.		630320	07/23/25	RC	RB	NRPAB APP EFW DEPOSIT 250723	7920147		240.00-
25310	079	000	53105018.475234.		630368	07/25/25	RC	RB	NRPAB DEPOSIT 250725	7922005		120.00-
25310	079	000	53105018.475234.		630993	07/29/25	RC	RB	NRPAB DEPOSIT 250729	7924247		340.00-
25310	079	000	53105018.475234.		631443	07/31/25	RC	RB	NRPAB DEPOSIT 250731	7928184		20.00-
Total for Object			475234 APPLICATION FEES									3,840.00-

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.		626365	07/01/25	RC	RB	NRPAB DEPOSIT 250701	7895327		175.00-
25310	079	000	53105018.476101.		626389	07/01/25	RC	RB	NRPAB APP REN EFW DEP 250701	7895357		350.00-
25310	079	000	53105018.476101.		626886	07/02/25	RC	RB	NRPAB APP REN EFW DEP 250702	7898527		175.00-
Total for Object			476101 LATE PROCESSING FEES									700.00-
25310	079	000	53105018.481100.		26160102	07/17/25	JE	G	OIP June 25 2.97709%	7914012		926.04-
Total for Object			481100 INVESTMENT INCOME									926.04-
25310	079	000	53105018.511100.		3190412	07/09/25	T2	7	PAYROLL LABOR DISTRIBUTION	7897737		4,953.18
25310	079	000	53105018.511100.		3190680	07/23/25	T2	7	PAYROLL LABOR DISTRIBUTION	7912294		5,304.60
Total for Object			511100 PERMANENT SALARIES-WAGES									10,257.78
25310	079	000	53105018.511600.		3190412	07/09/25	T2	7	PAYROLL LABOR DISTRIBUTION	7897737		650.00
Total for Object			511600 PER DIEM PAYMENTS									650.00
25310	079	000	53105018.512100.		3190412	07/09/25	T2	7	PAYROLL LABOR DISTRIBUTION	7897737		174.92
25310	079	000	53105018.512100.		3190680	07/23/25	T2	7	PAYROLL LABOR DISTRIBUTION	7912294		37.84
Total for Object			512100 VACATION LEAVE EXPENSE									212.76
25310	079	000	53105018.512200.		3190680	07/23/25	T2	7	PAYROLL LABOR DISTRIBUTION	7912294		93.37
Total for Object			512200 SICK LEAVE EXPENSE									93.37
25310	079	000	53105018.512300.		3190412	07/09/25	T2	7	PAYROLL LABOR DISTRIBUTION	7897737		569.79
25310	079	000	53105018.512300.		3190680	07/23/25	T2	7	PAYROLL LABOR DISTRIBUTION	7912294		608.69
Total for Object			512300 HOLIDAY LEAVE EXPENSE									1,178.48
25310	079	000	53105018.515100.		3190413	07/09/25	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	7897737		426.68
25310	079	000	53105018.515100.		3190681	07/23/25	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	7912294		452.63
Total for Object			515100 RETIREMENT PLANS EXPENSE									879.31
25310	079	000	53105018.515200.		3190413	07/09/25	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	7897737		426.43
25310	079	000	53105018.515200.		3190681	07/23/25	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	7912294		403.24
Total for Object			515200 FICA EXPENSE									829.67
25310	079	000	53105018.515500.		3190413	07/09/25	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	7897737		2,123.38
25310	079	000	53105018.515500.		3190681	07/23/25	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	7912294		2,123.37
Total for Object			515500 HEALTH INSURANCE EXPENSE									4,246.75

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
25310	079	000	53105018.521100.		26080201	07/01/25	J9	G	NRPAB POSTAGE MAY 2025	7897029		12.95-
25310	079	000	53105018.521100.		26110895	07/15/25	J9	G	Postage 20250601 - 20250630	7905139		.66
25310	079	000	53105018.521100.		26160142	07/17/25	J9	G	POSTAGE DUE JUN 2025	7914814		153.56
25310	079	000	53105018.521100.		26192714	07/22/25	J9	G	NRPAB POSTAGE JUN 2025	7919125		42.14-
Total for Object			521100 POSTAGE EXPENSE									99.13
25310	079	000	53105018.521400.		58238929	07/01/25	P9	V	AS - OCIO - COMMUNICATIONS	7896833		144.40
25310	079	000	53105018.521400.		58330275	07/22/25	P9	V	AS - OCIO - IMSERVICES	7919111		2,797.02
Total for Object			521400 CIO CHARGES									2,941.42
25310	079	000	53105018.524600.		58238156	07/01/25	P9	V	SECRETARY OF STATE	7896330		18.23
25310	079	000	53105018.524600.		26081187	07/08/25	JE	G	RENT & LB530 JULY 2025 - OTHER	7900379		1,112.53
25310	079	000	53105018.524600.		58321165	07/18/25	P9	V	SECRETARY OF STATE	7915953		18.23
Total for Object			524600 RENT EXPENSE-BUILDINGS									1,148.99
25310	079	000	53105018.524900.		26081187	07/08/25	JE	G	RENT & LB530 JULY 2025 - OTHER	7900379		388.64
Total for Object			524900 RENT EXP-DEPR SURCHARGE									388.64
25310	079	000	53105018.531100.		25906388	07/02/25	J9	G	OFFICE DEPOT MAY 2025	7865646		163.55
25310	079	000	53105018.531100.		26160014	07/16/25	J9	G	NRPAB ODP BUS SOL 5/2025	7913364		57.24-
Total for Object			531100 OFFICE SUPPLIES EXPENSE									106.31
25310	079	000	53105018.539500.		58250390	07/02/25	P9	V	Purchase Card Offset	7897832		31.00
25310	079	000	53105018.539500.		26080822	07/02/25	J9	G	PURCHASE CARD TRANSACTION	7897957		31.00-
Total for Object			539500 PURCHASING CARD SUSPENSE									
25310	079	000	53105018.541700.		26080822	07/02/25	J9	G	PURCHASE CARD TRANSACTION	7897957		25.00
25310	079	000	53105018.541700.		26080822	07/02/25	J9	G	PURCHASE CARD TRANSACTION	7897957		6.00
Total for Object			541700 LEGAL RELATED EXPENSE									31.00
25310	079	000	53105018.547100.		58302399	07/16/25	PV	V	AS - PERSONNEL DIVISION	7913367		33.15
Total for Object			547100 EDUCATIONAL SERVICES									33.15
25310	079	000	53105018.554900.		58251041	07/02/25	P9	V	NEBRASKA STATE PATROL	7898685		271.50
25310	079	000	53105018.554900.		58296447	07/15/25	PV	V	VALUATION CONSULTANTS PC	7910522		500.00
25310	079	000	53105018.554900.		58314945	07/17/25	PV	V	C MUSTOE APPRAISALS LLC	7914791		2,000.00
Total for Object			554900 OTHER CONTRACTUAL SERVICES									2,771.50
25310	079	000	53105018.571800.		58250968	07/02/25	P9	V	MINSHULL, DEREK	7898573		6.21

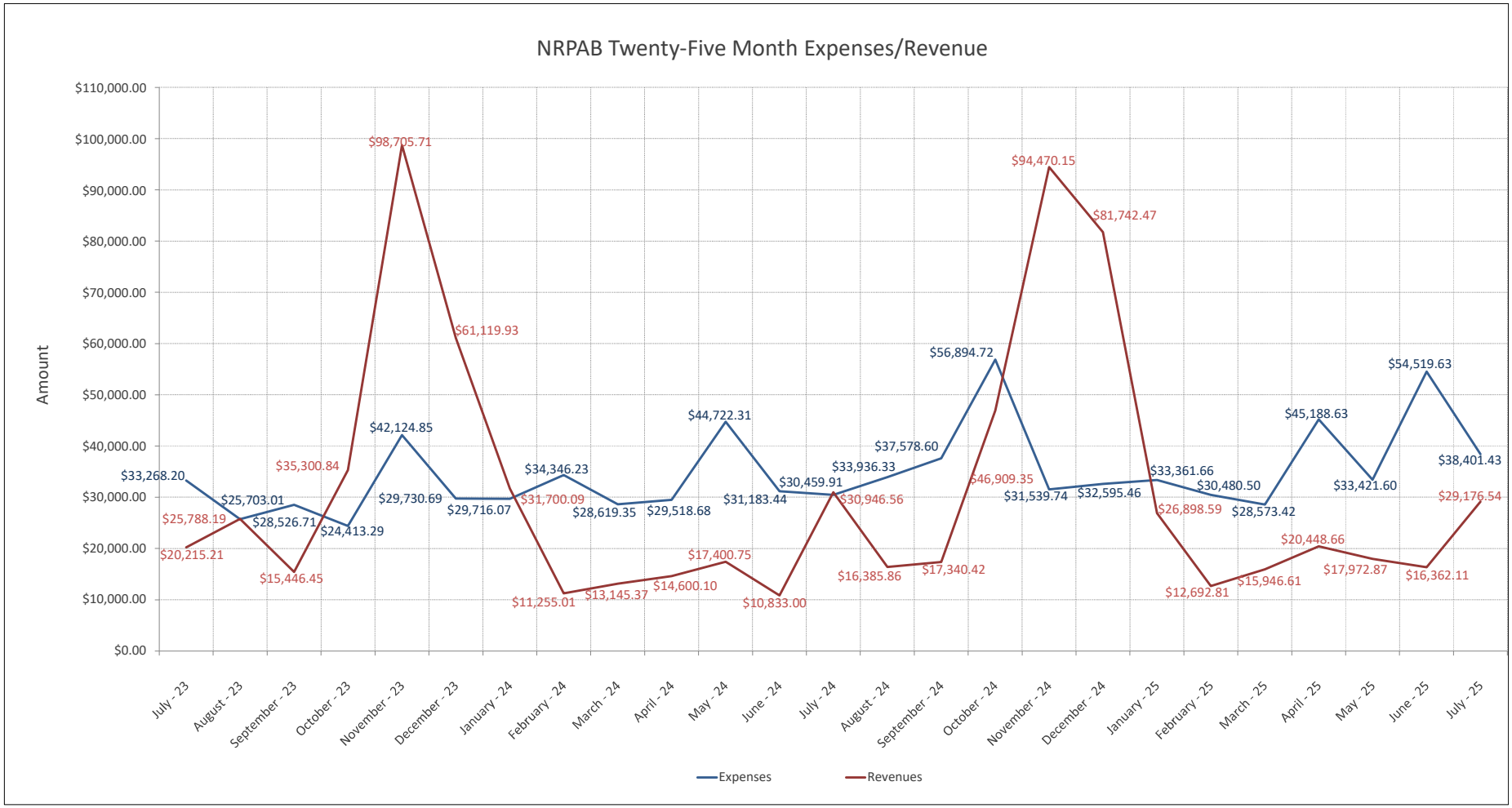
Fund	Program	Sub-Program	Account Number	Sub-ledger	Doc Number	Tran Date	Tran Type	Batch Type	Payee/Explanation	Batch Number	Posted Code	Month to Date
25310	079	000	53105018.571800.		58250974	07/02/25	P9	V	JOHNSON, RODNEY D	7898601		46.41
25310	079	000	53105018.571800.		58250991	07/02/25	P9	V	BATIE, ADAM	7898617		46.41
Total for Object			571800 MEALS - TRAVEL STATUS									139.23
25310	079	000	53105018.574500.		58250968	07/02/25	P9	V	MINSHULL, DEREK	7898573		205.66
25310	079	000	53105018.574500.		58250974	07/02/25	P9	V	JOHNSON, RODNEY D	7898601		112.84
25310	079	000	53105018.574500.		58250985	07/02/25	P9	V	HERMSEN, KEVIN P	7898612		78.26
25310	079	000	53105018.574500.		58250991	07/02/25	P9	V	BATIE, ADAM	7898617		118.30
Total for Object			574500 PERSONAL VEHICLE MILEAGE									515.06
25310	079	000	53105018.575100.		58250985	07/02/25	P9	V	HERMSEN, KEVIN P	7898612		7.12
25310	079	000	53105018.575100.		58250991	07/02/25	P9	V	BATIE, ADAM	7898617		9.75
Total for Object			575100 MISC TRAVEL EXPENSE									16.87
Total for Business Unit		53105018	NE REAL PROPERTY APPRAISER									8,215.38
25320	079	000	53105200.475163.		630052	07/23/25	RC	RB	NRPAB AMC DEPOSIT 250723	7919759		2,000.00-
Total for Object			475163 AMC REGISTERED NEW FEES									2,000.00-
25320	079	000	53105200.475164.		630052	07/23/25	RC	RB	NRPAB AMC DEPOSIT 250723	7919759		350.00-
Total for Object			475164 AMC APPLICATION FEES									350.00-
25320	079	000	53105200.475165.		626390	07/01/25	RC	RB	NRPAB AMC REN EFW DEP 250701	7895390		1,500.00-
25320	079	000	53105200.475165.		628005	07/10/25	RC	RB	NRPAB AMC REN EFW DEP 250710	7906048		1,500.00-
25320	079	000	53105200.475165.		26118319	07/10/25	J9	G	NRPAB APR-JUN 2025 ACH RETURNS	7906962		1,500.00
25320	079	000	53105200.475165.		630319	07/23/25	RC	RB	NRPAB AMC REN EFW DEP 250723	7920114		1,500.00-
25320	079	000	53105200.475165.		631047	07/28/25	RC	RB	NRPAB AMC REN EFW DEP 250728	7924233		3,400.00-
25320	079	000	53105200.475165.		631440	07/31/25	RC	RB	NRPAB AMC DEPOSIT 250731	7928309		200.00-
Total for Object			475165 AMC REGISTERED RENEWAL									6,600.00-
25320	079	000	53105200.476101.		626390	07/01/25	RC	RB	NRPAB AMC REN EFW DEP 250701	7895390		25.00-
25320	079	000	53105200.476101.		630319	07/23/25	RC	RB	NRPAB AMC REN EFW DEP 250723	7920114		50.00-
25320	079	000	53105200.476101.		631047	07/28/25	RC	RB	NRPAB AMC REN EFW DEP 250728	7924233		75.00-
Total for Object			476101 LATE PROCESSING FEES									150.00-
25320	079	000	53105200.481100.		26160102	07/17/25	JE	G	OIP June 25 2.97709%	7914012		752.50-
Total for Object			481100 INVESTMENT INCOME									752.50-
25320	079	000	53105200.484500.		626770	07/03/25	RC	RB	NRPAB AMC DEPOSIT 250703	7898925		500.00-

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	53105200.484500.		627341	07/08/25	RC	RB	NRPAB AMC DEPOSIT 250708	7902518		500.00-
Total for Object			484500 REIMB NON-GOVT SOURCES									1,000.00-
25320	079	000	53105200.485101.		626770	07/03/25	RC	RB	NRPAB AMC DEPOSIT 250703	7898925		1,500.00-
25320	079	000	53105200.485101.		26081125	07/02/25	JE	G	NRPAB PENALTY TFR TO EDUCATION	7899249		1,500.00
25320	079	000	53105200.485101.		627341	07/08/25	RC	RB	NRPAB AMC DEPOSIT 250708	7902518		1,500.00-
25320	079	000	53105200.485101.		26102964	07/08/25	JE	G	NRPAB PENALTY TFR TO EDUCATION	7903331		1,500.00
Total for Object			485101 AMC FORFEITS & PENALTY									
25320	079	000	53105200.511100.		3190412	07/09/25	T2	7	PAYROLL LABOR DISTRIBUTION	7897737		2,667.08
25320	079	000	53105200.511100.		3190680	07/23/25	T2	7	PAYROLL LABOR DISTRIBUTION	7912294		2,856.30
Total for Object			511100 PERMANENT SALARIES-WAGES									5,523.38
25320	079	000	53105200.511600.		3190412	07/09/25	T2	7	PAYROLL LABOR DISTRIBUTION	7897737		350.00
Total for Object			511600 PER DIEM PAYMENTS									350.00
25320	079	000	53105200.512100.		3190412	07/09/25	T2	7	PAYROLL LABOR DISTRIBUTION	7897737		94.19
25320	079	000	53105200.512100.		3190680	07/23/25	T2	7	PAYROLL LABOR DISTRIBUTION	7912294		20.37
Total for Object			512100 VACATION LEAVE EXPENSE									114.56
25320	079	000	53105200.512200.		3190680	07/23/25	T2	7	PAYROLL LABOR DISTRIBUTION	7912294		50.28
Total for Object			512200 SICK LEAVE EXPENSE									50.28
25320	079	000	53105200.512300.		3190412	07/09/25	T2	7	PAYROLL LABOR DISTRIBUTION	7897737		306.81
25320	079	000	53105200.512300.		3190680	07/23/25	T2	7	PAYROLL LABOR DISTRIBUTION	7912294		327.77
Total for Object			512300 HOLIDAY LEAVE EXPENSE									634.58
25320	079	000	53105200.515100.		3190413	07/09/25	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	7897737		229.71
25320	079	000	53105200.515100.		3190681	07/23/25	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	7912294		243.69
Total for Object			515100 RETIREMENT PLANS EXPENSE									473.40
25320	079	000	53105200.515200.		3190413	07/09/25	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	7897737		229.63
25320	079	000	53105200.515200.		3190681	07/23/25	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	7912294		217.09
Total for Object			515200 FICA EXPENSE									446.72
25320	079	000	53105200.515500.		3190413	07/09/25	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	7897737		1,143.34
25320	079	000	53105200.515500.		3190681	07/23/25	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	7912294		1,143.35
Total for Object			515500 HEALTH INSURANCE EXPENSE									2,286.69

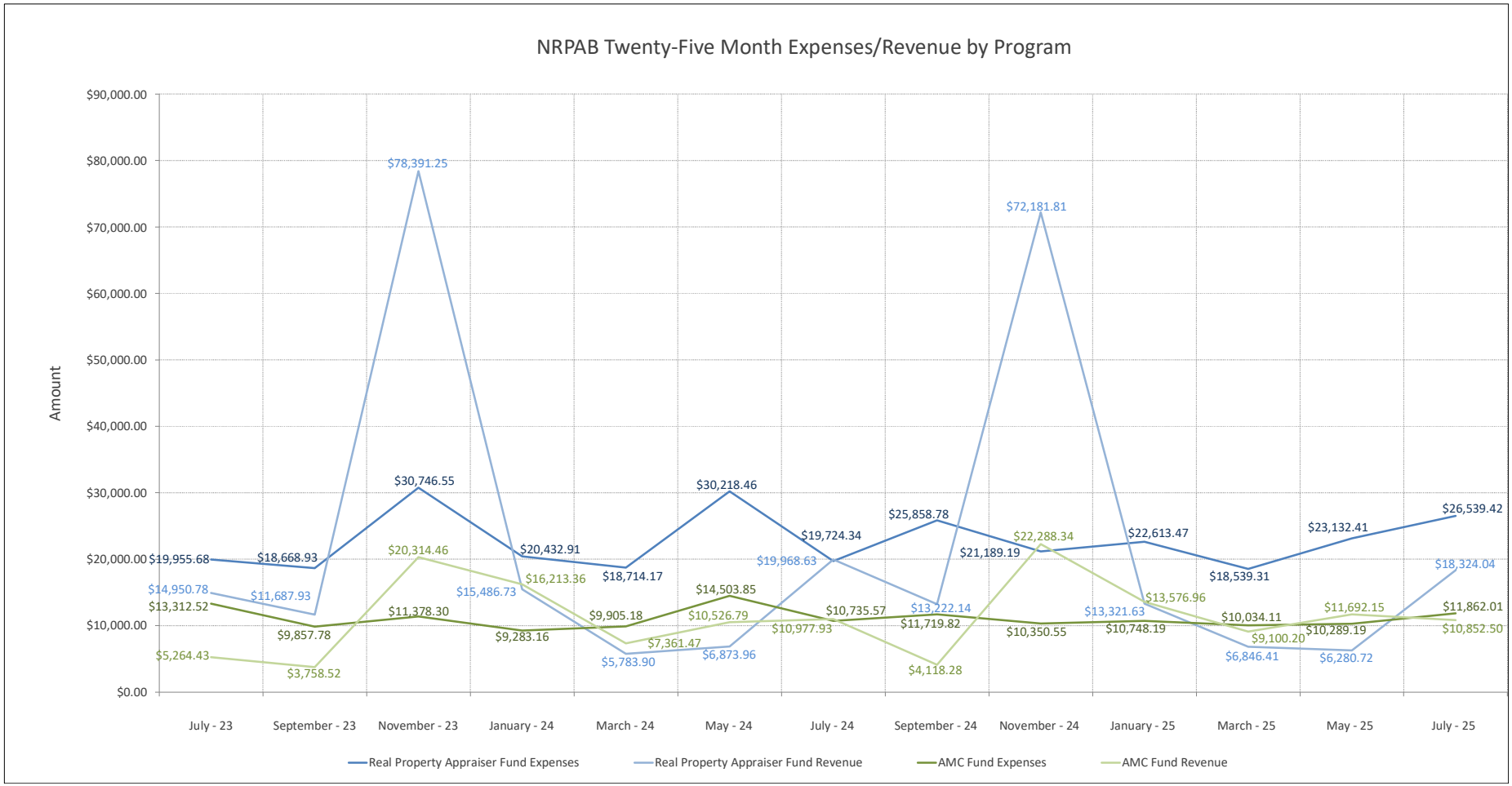
Fund	Program	Sub-Program	Account Number	Sub-ledger	Doc Number	Tran Date	Tran Type	Batch Type	Payee/Explanation	Batch Number	Posted Code	Month to Date
25320	079	000	53105200.521100.		26080201	07/01/25	J9	G	NRPAB POSTAGE MAY 2025	7897029		12.95
25320	079	000	53105200.521100.		26192714	07/22/25	J9	G	NRPAB POSTAGE JUN 2025	7919125		42.14
Total for Object			521100 POSTAGE EXPENSE									55.09
25320	079	000	53105200.521400.		58238929	07/01/25	P9	V	AS - OCIO - COMMUNICATIONS	7896833		77.75
25320	079	000	53105200.521400.		58330275	07/22/25	P9	V	AS - OCIO - IMSERVICES	7919111		1,353.44
Total for Object			521400 CIO CHARGES									1,431.19
25320	079	000	53105200.524600.		58238156	07/01/25	P9	V	SECRETARY OF STATE	7896330		9.82
25320	079	000	53105200.524600.		58321165	07/18/25	P9	V	SECRETARY OF STATE	7915953		9.82
Total for Object			524600 RENT EXPENSE-BUILDINGS									19.64
25320	079	000	53105200.531100.		26160014	07/16/25	J9	G	NRPAB ODP BUS SOL 5/2025	7913364		57.24
Total for Object			531100 OFFICE SUPPLIES EXPENSE									57.24
25320	079	000	53105200.541500.		58321148	07/18/25	P9	V	PEETZ KOERWITZ & LAFLEUR PC LL	7915940		20.00
Total for Object			541500 LEGAL SERVICES EXPENSE									20.00
25320	079	000	53105200.547100.		58302399	07/16/25	PV	V	AS - PERSONNEL DIVISION	7913367		17.85
Total for Object			547100 EDUCATIONAL SERVICES									17.85
25320	079	000	53105200.559100.		58274126	07/09/25	P9	V	TREASURER, STATE	7905644		20.00
Total for Object			559100 OTHER OPERATING EXP									20.00
25320	079	000	53105200.571800.		58250968	07/02/25	P9	V	MINSHULL, DEREK	7898573		24.99
25320	079	000	53105200.571800.		58250974	07/02/25	P9	V	JOHNSON, RODNEY D	7898601		24.99
25320	079	000	53105200.571800.		58250991	07/02/25	P9	V	BATIE, ADAM	7898617		24.99
Total for Object			571800 MEALS - TRAVEL STATUS									74.97
25320	079	000	53105200.574500.		58250968	07/02/25	P9	V	MINSHULL, DEREK	7898573		110.74
25320	079	000	53105200.574500.		58250974	07/02/25	P9	V	JOHNSON, RODNEY D	7898601		60.76
25320	079	000	53105200.574500.		58250985	07/02/25	P9	V	HERMSEN, KEVIN P	7898612		42.14
25320	079	000	53105200.574500.		58250991	07/02/25	P9	V	BATIE, ADAM	7898617		63.70
Total for Object			574500 PERSONAL VEHICLE MILEAGE									277.34
25320	079	000	53105200.575100.		58250985	07/02/25	P9	V	HERMSEN, KEVIN P	7898612		3.83
25320	079	000	53105200.575100.		58250991	07/02/25	P9	V	BATIE, ADAM	7898617		5.25
Total for Object			575100 MISC TRAVEL EXPENSE									9.08

Fund	Program	Sub-Program	Account Number	Sub-ledger	Doc Number	Tran Date	Tran Type	Batch Type	Payee/Explanation	Batch Number	Posted Code	Month to Date
Total for Business Unit		53105200	AMC LICENSING									1,009.51
Total for Division		000										9,224.89
Total for Agency		053	REAL PROPERTY APPRAISER BD									9,224.89

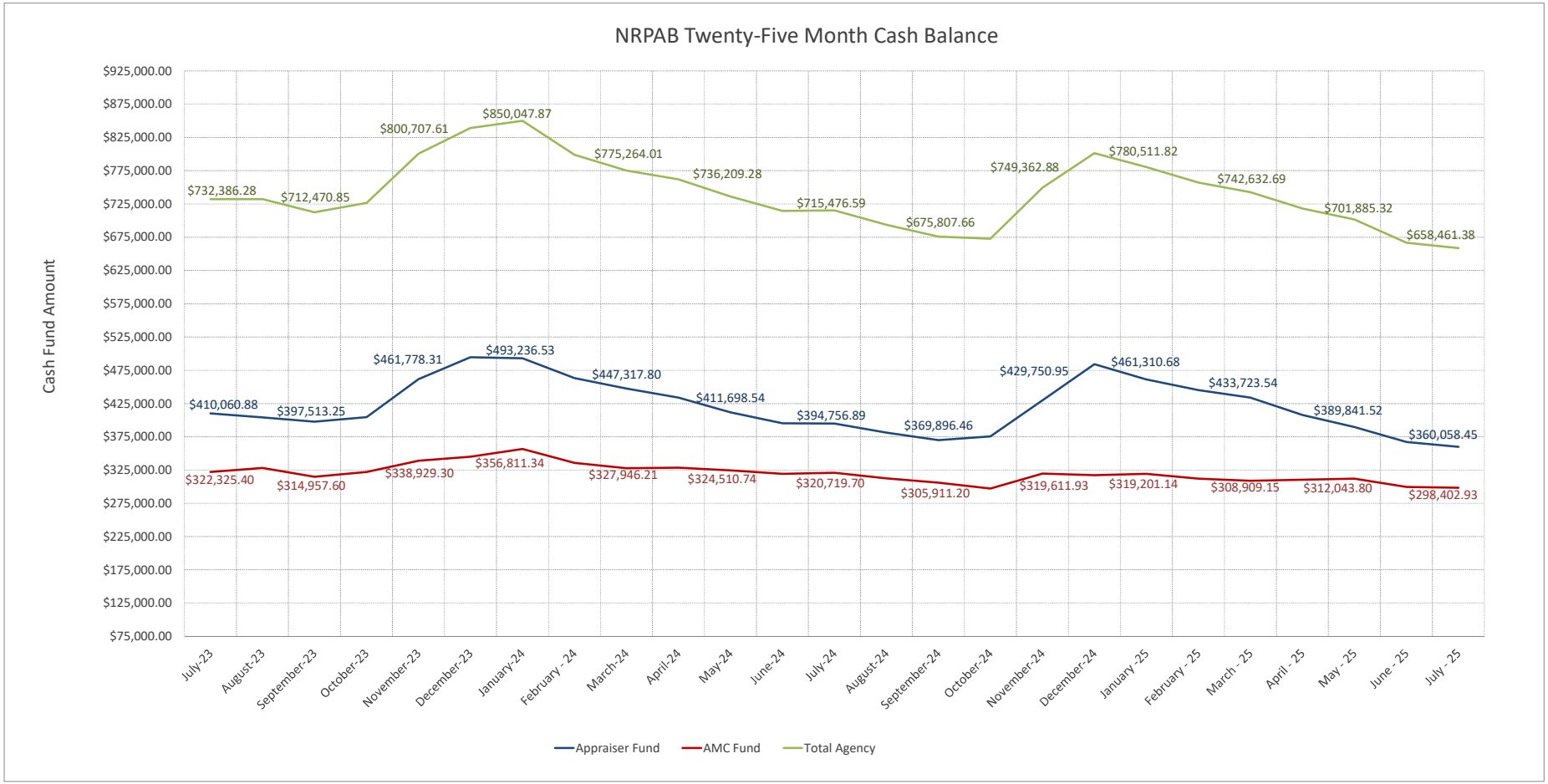
Financial Report and Considerations - Financial Charts



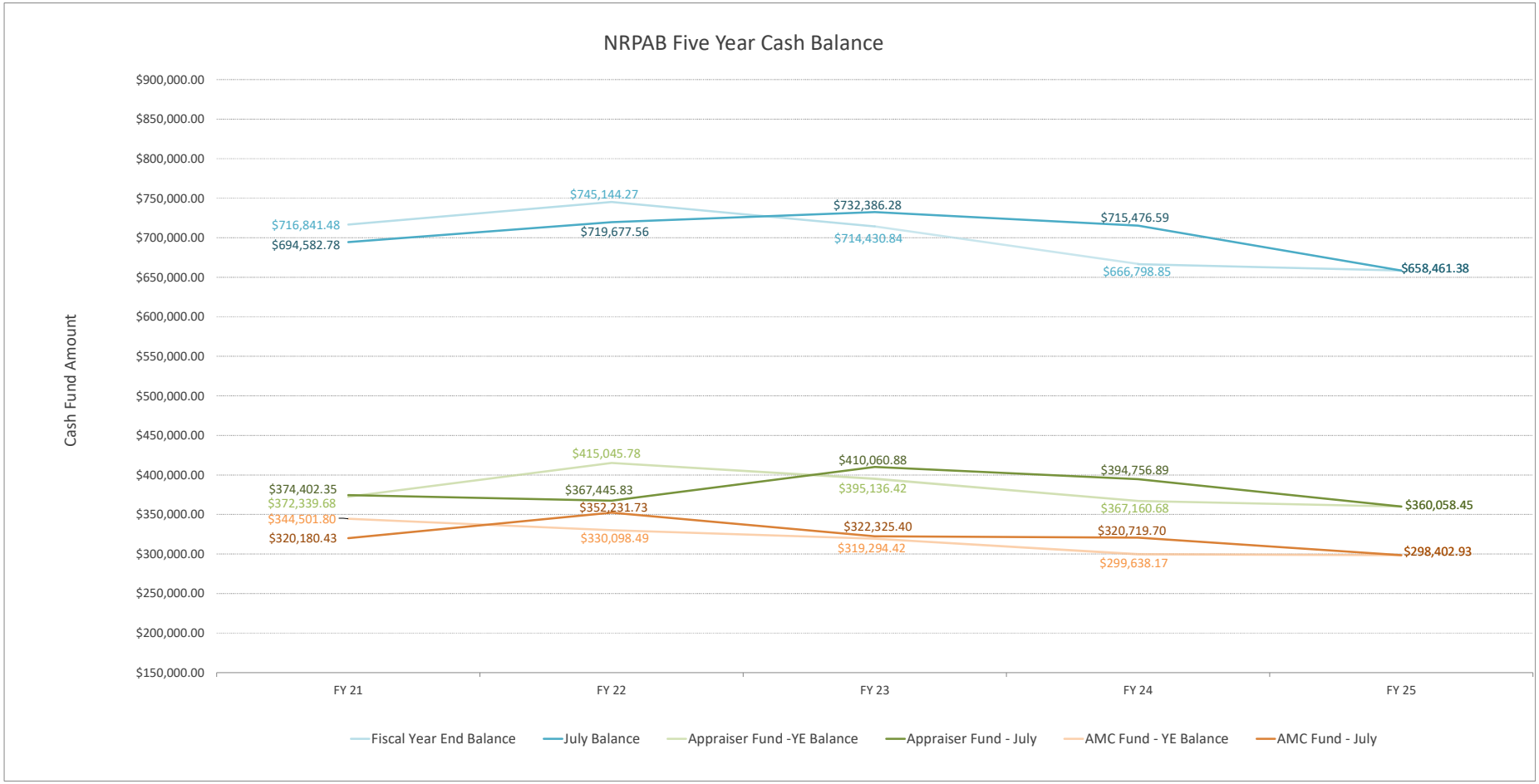
Financial Report and Considerations - Financial Charts



Financial Report and Considerations - Financial Charts



Financial Report and Considerations - Financial Charts



STATE OF NEBRASKA
Department of Administrative Services
Accounting Division
Budget Status Report
As of 07/31/25

Agency 053 REAL PROPERTY APPRAISER BD
Division
Program 079 APPRAISER LICENSING

Percent of Time Elapsed = 8.49

ACCOUNT CODE	DESCRIPTION	BUDGETED AMOUNT	CURRENT MONTH ACTIVITY	YEAR-TO-DATE ACTUALS	PERCENT OF BUDGET	ENCUMBERANCES	VARIANCE
BUDGETED FUND TYPES - EXPENDITURES							
520000	**OPERATING EXPENSES**						
521400	CIO CHARGES	113,517.00	3,260.25	3,260.25	2.87		110,256.75
522200	CONFERENCE REGISTRATION	1,300.00					1,300.00
Major Account 520000 Total		114,817.00	3,260.25	3,260.25	2.84	0.00	111,556.75
570000	**TRAVEL EXPENSES**						
571100	LODGING	2,538.00					2,538.00
571800	MEALS - TRAVEL STATUS	510.00					510.00
574500	PERSONAL VEHICLE MILEAGE	1,377.00					1,377.00
Major Account 570000 Total		4,425.00	0.00	0.00	0.00	0.00	4,425.00
BUDGETED EXPENDITURES TOTAL		119,242.00	3,260.25	3,260.25	2.73	0.00	115,981.75
SUMMARY BY FUND TYPE - EXPENDITURES							
4	FEDERAL FUNDS	119,242.00	3,260.25	3,260.25	2.73		115,981.75
BUDGETED EXPENDITURES TOTAL		119,242.00	3,260.25	3,260.25	2.73	0.00	115,981.75

NEBRASKA REAL PROPERTY APPRAISER BOARD

EDUCATION APPLICANTS

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August 21, 2025

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NRPAB
Nebraska Real Property Appraiser Board

Agenda Item Summary

Prepared By: Kashinda Sims **Title:** Education Program Manager **Date:** August 21, 2025

Agenda Section: L. Education

Agenda Item Identification Number: 2252453.02

Subject: Appraisal Institute Deficient Application

Description: Appraisal Institute's Application for Approval as a Continuing Education Activity for, "Practical Applications in Appraising Green Commercial Properties" is deficient requirements for approval in accordance with 298 NAC Chapter 6.

SUMMARY

An Application for Approval as a Continuing Education Activity ("Application") for, "Practical Applications in Appraising Green Commercial Properties" was received at the Board office on June 2, 2025 [Exhibit 1]. A notice was sent to Liz de Kanter of Appraisal Institute requesting access to all student and instructor material in accordance with 298 NAC Chapter 6 § 001.15C on July 9, 2025. Updated documentation was received on July 14, 2025. Upon review, student and instructor material received on July 14, 2025 did not contain quizzes for each module when staff requested access to all material. Additionally, the timed outline for the activity totals sixteen (16) hours, whereas evidence of delivery mechanism approval through IDECC lists fifteen (15) hours [Exhibit 2].

Staff notified the provider of the Application's deficiencies in a July 24, 2025 letter requesting the deficient materials before the end of the day on August 1, 2025, or the Application will go before the Board for consideration at its next scheduled meeting on August 21, 2025 [Exhibit 3].

On August 4, 2025, staff notified Appraisal Institute that the Application remains deficient and would be presented to the Board at its regular meeting on August 21, 2025 [Exhibit 4]. In response to the notice, Liz de Kanter of Appraisal Institute sent an Application via email on August 4, 2025 that reported the total as sixteen (16) hours [Exhibit 5]. Deficiencies in the student and instructor material regarding quiz access, and discrepancies in the timed outline were resolved as of the August 4, 2025 Application.

Appraisal Institute was notified on August 6, 2025 that the delivery mechanism approval hours identified by IDECC do not match the number of hours submitted on the timed outline or requested for approval on the August 4, 2025 Application. Appraisal Institute submitted another Application on August 8, 2025; however, the deficiencies identified previously remained the same.

Delivery mechanism approval must be obtained from a source, such as IDECC, that provides approval of activity design and delivery for an asynchronous distance education activity or a hybrid distance education activity in which the learning environment includes asynchronous interaction. IDECC identifies "Clock Hour" as the amount of time the course content, interactivity, quizzes, and other learning strategies take a student to complete the course. The number of hours submitted on the Application do not match the number of delivery mechanism approval hours approved by IDECC.

RELEVANT LAWS/RULES/GUIDANCE DOCUMENTS/INTERNAL PROCEDURES

298 NAC Chapter 6, § 001.10 - The prescribed number of activity hours includes time for examinations.

298 NAC Chapter 6, § 001.10B - For a timed outline in a non-schedule format, where each topic is assigned a specific duration, each minute engaged in instruction is utilized to determine the total minutes engaged in instruction. Fifty minutes engaged in instruction equals one hour.

298 NAC Chapter 6, § 001.15G.2 - Delivery mechanism approval must be obtained from one of the following sources (An organization approved by the Appraiser Qualifications Board of The Appraisal Foundation) that provides approval of activity design and delivery for an asynchronous distance education activity or a hybrid distance education activity in which the learning environment includes asynchronous interaction.

298 NAC Chapter 6, § 001.15I - For an asynchronous distance education activity or a hybrid distance education activity in which the learning environment includes asynchronous interaction, an education provider must provide documentation evidencing delivery mechanism approval by the Appraiser Qualifications Board of The Appraisal Foundation; an organization approved by the Appraiser Qualifications Board of The Appraisal Foundation that provides approval of activity design and delivery; or an accredited degree-awarding community college, college, or university.

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 (Pract Apps in Apprsng Grn Commerc Prop) Application_June 2, 2025" located in Database under Education (Search Education/Enter Activity Number '2252453'/ Select 'Practical Applications in Appraising Green Commercial Properties'/ Communication and Documentation Log dated 08/13/2025)

[Exhibit 2] - "Appraisal Institute (Pract Apps in Apprsng Grn Commerc Prop) IDECC_June 2, 2025" located in Database under Education (Search Education/Enter Activity Number '2252453'/ Select 'Practical Applications in Appraising Green Commercial Properties'/ Communication and Documentation Log dated 08/13/2025)

[Exhibit 3] - "Appraisal Institute (Practical Apps in Apprs Grn Commerc Prop) Deficient Notice_July 24, 2025" located in Database under Education (Search Education/Enter Activity Number '2252453'/ Select 'Practical Applications in Appraising Green Commercial Properties'/ Communication and Documentation Log dated 08/13/2025)

[Exhibit 4] - "Appraisal Institute (Applications on Board Agenda - 8)_August 4, 2025" located in Database under Education (Search Education/Enter Activity Number '2252453'/ Select 'Practical Applications in Appraising Green Commercial Properties'/ Communication and Documentation Log dated 08/13/2025)

[Exhibit 5] - "Appraisal Institute (Pract Apps in Apprsng Grn Commerc Prop) Application_August 4, 2025" located in Database under Education (Search Education/Enter Activity Number '2252453'/ Select 'Practical Applications in Appraising Green Commercial Properties'/ Communication and Documentation Log dated 08/13/2025)

Exhibit #1

NRPAB
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

Board Number: 2252453.02
Date Received:

RECEIVED
JUN 0 2 2025
BY: CF KL

For Board Use Only

APPLICATION FOR APPROVAL AS A CONTINUING EDUCATION ACTIVITY IN NEBRASKA

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

Education Provider Information

Education Provider Name: Appraisal Institute

Contact Person Name: de Kanter (Last) Liz (First) (Middle)

Address: 200 W. Madison Street, Suite 2000 (PO Box or Street Number) Chicago (City) IL (State) 60606 (Zip Code + 4)

edekanter@appraisalinstitute.org (Email Address) (312) 335-4191 (Area Code + Phone Number)

Continuing Education Activity Information

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

Activity Title: Practical Applications in Appraising Green Commercial Properties

Activity Length (Hours): 15.0

Except for semester hours received from an accredited college or university, fifty minutes engaged in instructions equals one hour for all activities. The prescribed number of activity hours includes time for examinations, if applicable. Each continuing education activity shall be at least two hours in length, not to exceed eight hours per day. At least a one-half hour break shall be given to credential holder(s) by no later than the end of four hours of class in any day.

Activity Setting: ☐ Classroom ☐ Synchronous ■ Asynchronous ☐ Hybrid

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

AQB CAP Approval: ☐ Yes ■ No

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

Continuing Education Activity Secondary Provider: ☐ Yes ■ No

Exhibit #1

Resubmission Checklist

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

If *Resubmission of an Approved Continuing Education Activity* is selected under CONTINUING EDCUATION ACTIVITY INFORMATION, the reason for resubmission is:

☐ There is a change in the status of approval by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program.

☐ There is a change in the status of the 298 NAC, Chapter 6 §001.15 qualifications under which a distance education activity was approved.

☐ There is a substantial change to the materials, presentation, or policies.

☐ There is a change in the qualifications as specified in 298 NAC, Chapter 6, § 005 for any instructor.

☐ One or more instructors are added or removed by the education provider.

☐ The materials, theories, and/or methodologies are no longer current.

☐ The activity content and/or policies are no longer communicated or administered as approved.

☐ There is a change to a secondary provider's rights to the activity.

Application Checklist

All materials submitted to the Board related to an Application for Approval as a Continuing Education Activity in Nebraska are for Board use only and shall be retained by the Board. Except for the completed application, the non-refundable $25.00 application fee, and a written explanation of the reason for resubmission, if *Resubmission of an Approved Continuing Education Activity* is selected under CONTINUING EDUCATION ACTIVITY INFORMATION, only the items that have changed since the last submission need to be included.

General

Required for all continuing education activities.

■ Completed application.

■ Non-refundable $25.00 application fee.

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

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

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

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

☐ A written explanation of the reason for resubmission.

Exhibit #1

Non-AQB Approved Continuing Education Activities

For an activity not approved by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program for continuing education, submit the following:

- ■ An activity description that clearly describes the content.
- ■ All student and instructor materials that meet the requirements of 298 NAC Chapter 6, §002.02A.2e.
- ■ All learning objectives that meet the requirements of 298 NAC Chapter 6 § 002.02A.2d.
- ■ A record retention policy that requires that a record of attendance for each activity is maintained for a period of at least five years.
- ■ An instructor policy that requires the use of instructors who meet the requirements of NAC Chapter 6, § 005.
- ■ An attendance policy that meets the requirements of 298 NAC Chapter 6, §002.02A.2h.
- ■ A timed outline/activity matrix that accounts for the general flow and recommended time spent on topics contained within the activity and reflects hours of credit per topic.
- ■ If applicable, a closed-book final examination proctored in person or remotely by an official approved by the education provider that meets the requirements of 298 NAC Chapter 6, § 003.02A.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 Continuing Education Activities

If *Asynchronous, or Hybrid (in which the learning environment includes Asynchronous interaction)* is selected under CONTINUING EDUCATION ACTIVITY INFORMATION, education activity includes:

- ● A closed-book final examination.

OR

- ☐ Prescribed activity mechanisms required to demonstrate knowledge of the subject matter.

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

- ☐ The Appraiser Qualifications Board of The Appraisal Foundation.

OR

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

OR

- ☐ Is conducted by an accredited college, community college, or university that offers distance education programs and is approved or accredited by the Commission on Colleges, a regional or national accreditation association, or by an accrediting agency that is recognized by the U.S. Secretary of Education, that awards academic credit for the distance education courses or that maintains an education delivery program that approves activity design and delivery that incorporate interactivity (If no closed-book final examination is included, evidence of prescribed activity mechanisms must be submitted with the application) **AND**
- ☐ The activity provides interaction in a reciprocal environment where the student has verbal or written communication with the instructor.

Exhibit #1

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: Thoyre (Last) Stacey (First) (Middle)

stacey@runde-inc.com (Email Address) (415) 420-3033 (Area Code + Phone Number)

Is the instructor a Nebraska real property appraiser or hold an appraiser license, registration, or certification in any other jurisdiction? ■ Yes ☐ No

Is the instructor an AQB Certified USPAP Instructor by the Appraiser Qualifications Board of The Appraisal Foundation? *Required if the activity is a seven-hour National USPAP Update Course* ☐ Yes ■ No

An instructor for any continuing education activity must satisfy at least one of the following qualifications: *Select one option only*

- ■ 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;
- ☐ 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;
- ☐ Hold a master's degree or higher in a field that is directly related to the subject matter to be taught;
- ☐ Have five years of real property appraisal practice teaching experience directly related to the subject matter to be taught; or
- ☐ 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? ☐ Yes ☐ No

Is the instructor an AQB Certified USPAP Instructor by the Appraiser Qualifications Board of The Appraisal Foundation? *Required if the activity is a seven-hour National USPAP Update Course* ☐ Yes ☐ No

An instructor for any continuing education activity must satisfy at least one of the following qualifications: *Select one option only*

- ☐ 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;
- ☐ 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;
- ☐ Hold a master's degree or higher in a field that is directly related to the subject matter to be taught;
- ☐ Have five years of real property appraisal practice teaching experience directly related to the subject matter to be taught; or
- ☐ Have seven years of real property appraisal practice experience directly related to the subject matter to be taught.

General Requirements

1. The Board may at any time conduct an audit of any approved education activity to verify that the activity is being conducted in accordance with the Real Property Appraiser Act and Title 298 as approved. If requested, electronic access will be provided to the Board for any approved online education activity. The electronic access must provide administrative rights that allow for access to the activity, quizzes, and examinations, without having to take the distance education activity in sequential order and without having to take quizzes to examinations to proceed with the activity.

2. The Board may at any time review activity and instructor materials approved by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program to verify that the activity and/or instructor(s) meets the requirements of the Real Property Appraiser Act and Title 298 as approved.

3. Approval of activities does not transfer from one education provider to another, unless one education provider obtains the legal rights to all activities of another education provider. The expiration date of any continuing education activity will remain the same as approved under the previous education provider.

4. Education providers and instructors will comply with the Nebraska Private Postsecondary Career Schools Act, NEB. REV. STAT § 85-1601, et seq. as applicable.

5. Knowingly offering or attempting to offer a qualifying or continuing education activity as being approved to a real property appraiser or an applicant, without first obtaining approval of the activity, except for activities required by an accredited degree-awarding college or university for completion of a degree in real estate, if the college or university had its curriculum approved by the Appraiser Qualifications Board as qualifying education is a violation of Neb. Rev. Stat. § 76-2238(21).

6. Any continuing education activity must contribute to a credential holder's development of real property appraiser related skill, knowledge, and competency in any one or more of the following subjects:

   (1) Real property appraisal practice,
   (2) Valuation methodology and/or techniques,
   (3) Market fundamentals, characteristics, conditions, and analysis,
   (4) Real property concepts, characteristics, and analysis,
   (5) Communication,
   (6) Arbitration, dispute resolution
   (7) Ethics and standards of professional practice, USPAP
   (8) Valuation Bias, fair housing, and/ or equal opportunity
   (9) Land use, planning, zoning
   (10) Management, leasing, timesharing,
   (11) Property development, partial interests,
   (12) Real Estate law, easements, and legal interests,
   (13) Real estate litigation, damages, condemnation,
   (14) Real estate financing and investment,
   (15) Real property appraisal-related computer applications,
   (16) Real estate securities and syndication,
   (17) Seller concessions and impact on value, and/or
   (18) Energy-efficient items and "green building" appraisals.

7. An activity in which the primary purpose is training in the use of a specific software, and not utilization of a software to improve competency in in any of the previously listed subjects does not meet the requirements for approval as a continuing education activity.

8. No activity may rely upon a textbook as the primary instructional material. Textbooks are permitted to be used as a background reference for an activity; however, textbooks will not be reviewed as the activity. All activities must contain sufficient stand-alone instructional material supporting the specific activity learning objectives.

9. An instructor for any qualifying education activity, continuing education activity, or supervisory real property appraiser and trainee course, must meet qualifications established pursuant to any other applicable law.

10. An instructor for any qualifying education activity, continuing education activity, or supervisory real property appraiser and trainee course, who holds a credential as a real property appraiser in Nebraska or any other jurisdiction shall maintain each credential in good standing in accordance with the laws of the jurisdiction in which each credential is held, not have had a credential revoked, suspended, or have surrendered a credential in lieu of disciplinary action within three years; and not have had disciplinary action taken against his or her credential that may constitute a violation of NEB. REV. STAT. § 76-2238 within three years.

11. The standing of an instructor identified on an education provider's application submitted for approval, who holds a credential as a real property appraiser in Nebraska or any other jurisdiction, may be verified through the Appraiser Registry of the Appraisal Subcommittee for the Federal Financial Institutions Examination Council.

Exhibit #1

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, be a state-certified real property appraiser in good standing, have an instructional background in real property appraisal practice education; and have a minimum of five years of real property appraisal practice experience.

13. An instructor for any qualifying education activity, continuing education activity, or supervisory real property appraiser and trainee course must satisfy the education provider's instructor policy that requires the use of instructors who meet the requirements of the Nebraska Real Property Appraiser Act and Title 298.

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

Print Name: de Kanter (Last) Liz (First) _____ (Middle)

Liz de Kanter (Signature) 5/12/2025 (Date)

Expiration Date and Rescinding Approval

1. Except for the seven-hour Uniform Standards of Professional Practice Update course, which expires on the date on which the approval by the Appraiser Qualifications Board expires, a continuing education activity shall expire on the date five years after the date of approval.
2. The Board may rescind approval of a continuing education activity if the Board finds:

    1) Falsification of information submitted for activity approval,
    2) A change in approval by Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program,
    3) A change in status of the qualifications specified in Section 001.15 of Chapter 6 under which a distance education activity was approved,
    4) Substantial errors and/or deficiencies in the materials or presentation,
    5) The materials, theories, and/or methodologies are not current and/or practical,
    6) The instructor(s) responsible for the activity content and presentation do not meet the qualification specified in Section 005 of Chapter 6,
    7) The activity content and/or policies are not communicated or administered to the credential holder(s) as approved,
    8) A material violation of Real Property Appraiser Act or Title 298 by the education provider or instructor for the activity, or
    9) There is a change to a secondary provider's rights to the activity.

3. If the Board finds reason to rescind its approval of an activity, the Board will provide written notice to the education provider that includes a description of the reasons for rescinding approval found by the Board. The education provider has 60 days from the date of notice to provide a written response to the Board's notice. If the response is satisfactory to the Board, the Board will not rescind its approval. If the response is not satisfactory to the Board, the Board may rescind approval of the activity. If approval is rescinded, the education provider may file a new application for approval of the qualifying education activity, and if so, meet the requirements in place at the time a new application is submitted to the Board.

Directions

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

Exhibit #1

RECEIPT

NEBRASKA REAL PROPERTY APPRAISER BOARD

No.: 23342 Date: 6/2/2025

Received from: Appraisal Institute

For: 1CE new app

Check # 198825

Application Fee	$	
AMC Registration Fee: ___ new ___ renewal		
AMC ASC National Registry Fee: _____ appraisers @ $25		
Reporting Year ____/____/_____ to ____/____/_____		
Review of Courses: ___ QE 1 CE ___ CE renewal		25 00
Penalty Fees/Fines		
Fingerprint Processing		
Late Processing: _____ months @ $25		
Other: _____		
TOTAL	$	25 00

Received by: Colly Falls

HOLD TO LIGHT TO VIEW TRUE WATERMARK IN PAPER. HEAT SENSITIVE RED ICON DISAPPEARS WHEN HEATED

2-1/710

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

Appraisal Institute™

200 W. Madison St.
Suite 2000
Chicago, IL 60606
312-335-4100
www.appraisalinstitute.org

VENDOR NO.	CHECK DATE	CHECK NUMBER	PAY EXACTLY
11200	05/14/25	198825	

$ *******25.00

PAY EXACTLY **TWENTY FIVE DOLLARS ONLY**

VOID AFTER 180 DAYS

PAY TO THE ORDER OF

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

Beata Ejnacher

AUTHORIZED SIGNATURE

Security features. Details on back.

Exhibit #2

OFFICIAL CERTIFIED COURSE SUMMARY CERTIFICATE

The number one credential for quality design and delivery of distance education in the world.

Administrative Information

Course Title: Practical Applications in Appraising Green Commercial Properties

Course Number: 11248

Certified: 04/11/2025

Expires: 04/11/2028

Status: Approved

Provider: Appraisal Institute

Address: 200 W. Madison St - Ste 2000
Chicago , Illinois 60606

Phone: 312-335-4100

Contact: Susana Ochoa-Sobieszek
<statecert@appraisalinstitute.org>

Course Information

Provider Type: Primary

Delivery Method: Asynchronous

Final Exam: Yes

Proctored Exam: Yes

***Clock Hours:** 15.0

†Clock Hour Enforcement Mechanism: Yes

Difficulty Rating: Intermediate

Description: Practical Applications in Appraising Green Commercial Properties explores and examines the effects of green building and sustainability on the valuation process for commercial real estate. This course introduces a broad range of valuation problems encountered when appraising green commercial buildings, conventional buildings with green features, and conventional buildings in today's markets where sustainability's influence is increasing. Using real-world case studies, participants will develop insight and experience applying established appraisal methodology to a variety of green building appraisal problems.

Course Notes: This course has been certified with and without a mechanism that mandates students spend precisely the stated number of hours in the course. However, the course may be facilitated without the timing mechanism in jurisdictions that do not require such without compromising certification.

Instructors: Stacey Thoyre (CDEI)

**Course Approval Information

This course may not be approved in any jurisdiction or the provider has chosen not to include which jurisdictions the course is approved in.

Disclaimers

* Professional reviewers have determined that the amount of content to be presented in this course, as specified in the provider's timed outline, should take the stated time to complete. This certification does not suggest the course will take the hours listed if implemented into a distance education learning system that uses an inferior instructional design. In addition, ARELLO does not guarantee or audit the performance of classroom instructors to ensure the appropriate clock hours of instruction are presented to students.

** Regarding course approval information, the course provider may list here the jurisdictions that have approved this course for professional credit. Information in regard to jurisdictional course approval is not maintained by ARELLO but by course providers. If no jurisdictions appear in the course approval area, the provider may not yet be approved by a regulatory agency to offer the course. Please contact the provider if you have a question in regard to course approval information.

† A "Clock Hour Enforcement Mechanism" is course feature that mandates students spend X amount of time in the course. This mechanism is not required for certification but is required in certain jurisdictions. The absence of a clock hour enforcement mechanism does not compromise certification and the typical student taking the course can still be expected to take the appropriate amount of time to complete the course.

Exhibit #3

NRPAB
Nebraska Real Property Appraiser Board
301 Centennial Mall South, First Floor
PO Box 94963
Lincoln, NE 68509-4963

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

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

July 24, 2025

LIZ DE KANTER
APPRAISAL INSTITUTE
200 W MADISON ST STE 2000
CHICAGO IL 60606-3515

RE: Continuing Education Activity Submission Deficiencies

Dear Liz de Kanter,

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

- Practical Applications in Appraising Green Commercial Properties

In accordance with 298 NAC Chapter 6, § 003.02A.2, For an activity not approved by The Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program for continuing education, submit the following (in part):

- A timed outline that accounts for the general flow and recommended time spent on topics contained within the activity.
  – The timed outline submitted totals 16 hours. The application requests 15 hours of education.
- Student and instructor materials used for the activity that do not contain significant errors or deficiencies.
  – The student and instructor materials indicate Module Quizzes. This information was not provided.

Additionally, 298 NAC Chapter 6, §001.15C states, “During evaluation, and at any time a distance education activity is offered to the public, electronic access is required to be provided to the Board at the Board’s request. The electronic access must provide administrative rights that allow for access to the activity, quizzes, and examinations without having to take quizzes or examinations to proceed with the activity.”

The continuing education activity submittals identified above are deficient the listed materials required in 298 NAC Chapter 6, § 003.02A.2. Please provide the deficient materials before the end of the day on August 1, 2025. The materials may be sent via email to nrpab.education@nebraska.gov or by the address listed below.

Chairperson of the Board
Cody Gerdes, Lincoln
Certified General Appraiser
1st District Representative
Term Expires: January 1, 2026

Vice-chairperson of the Board
Kevin P. Hermsen, Gretna
Certified General Appraiser
2nd 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
Representative
Term Expires: January 1, 2029

Board Member
Adam Batie, Kearney
Certified General Appraiser
3rd District Representative
Term Expires: January 1, 2030

Exhibit #3

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

If the requested materials are not received at the Board's office by the end of the day on August 1, 2025, the application will go before the Board for consideration at its next scheduled meeting on August 21, 2025. In accordance with 298 Chapter 6, §003.02D, the application may be denied by the Board at any time during the process if the education provider, submitted activity, or instructor(s) for the submitted activity fail to meet the requirements in the Act and Title 298 NAC.

Sincerely,

Kashinda Sims
Education Program Manager

Exhibit #4

NRPAB
Nebraska Real Property Appraiser Board
301 Centennial Mall South, First Floor
PO Box 94963
Lincoln, NE 68509-4963

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

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

August 4, 2025

LIZ DE KANTER
APPRAISAL INSTITUTE
200 W MADISON ST STE 2000
CHICAGO IL 60606-3515

RE: Nebraska Applications for Approval

Dear Liz de Kanter,

The Nebraska Real Property Appraiser Board ("Board") has received the Application for Approval as a Continuing Education Activity ("Application") for the following Applications:

- *Practical Applications in Appraising Green Commercial Properties* for 15.00 asynchronous hours
- *Application & Interpretation of Simple Linear Regression* for 15.00 classroom hours
- *Application & Interpretation of Simple Linear Regression* for 15.00 synchronous hours
- *Case Studies in Appraising Green Residential Buildings* for 8.00 synchronous hours
- *Condemnation Appraising: Principles and Applications* for 21.00 synchronous hours
- *Introduction to Green Buildings: Principles & Concepts* for 8.00 synchronous hours
- *Residential and Commercial Valuation of Solar* for 15.00 synchronous hours
- *The Appraiser as an Expert Witness* for 16.00 synchronous hours

These Applications will be put in front of the Board for consideration at its next scheduled meeting on August 21, 2025. In accordance with 298 NAC Chapter 6, § 003.02D, the application may be denied by the Board at any time during the process if the education provider, submitted activity or instructor(s) for the submitted activity fail to meet the requirements in the Act and Title 298 NAC. You will receive another letter informing you of the Board's decision after the meeting occurs.

In the meantime, please contact me with any questions or concerns at 402-471-9022.

Sincerely,

Kashinda Sims
Education Program Manager

Chairperson of the Board
Cody Gerdes, Lincoln
Certified General Appraiser
1st District Representative
Term Expires: January 1, 2026

Vice-chairperson of the Board
Kevin P. Hermsen, Gretna
Certified General Appraiser
2nd 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 Representative
Term Expires: January 1, 2029

Board Member
Adam Batie, Kearney
Certified General Appraiser
3rd District Representative
Term Expires: January 1, 2030

Exhibit #5

NRPAB
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

Board Number: 2252453.02
Date Received:

upd initial app received via email
08/04/2025 - KS

For Board Use Only

APPLICATION FOR APPROVAL AS A CONTINUING EDUCATION ACTIVITY IN NEBRASKA

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

Education Provider Information

Education Provider Name: Appraisal Institute

Contact Person Name: de Kanter (Last) Liz (First) (Middle)

Address: 200 W. Madison Street, Suite 2000 (PO Box or Street Number) Chicago (City) IL (State) 60606 (Zip Code + 4)

edekanter@appraisalinstitute.org (Email Address) (312) 335-4191 (Area Code + Phone Number)

Continuing Education Activity Information

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

Activity Title: Practical Applications in Appraising Green Commercial Properties

Activity Length (Hours): 16

Except for semester hours received from an accredited college or university, fifty minutes engaged in instructions equals one hour for all activities. The prescribed number of activity hours includes time for examinations, if applicable. Each continuing education activity shall be at least two hours in length, not to exceed eight hours per day. At least a one-half hour break shall be given to credential holder(s) by no later than the end of four hours of class in any day.

Activity Setting: ☐ Classroom ☐ Synchronous ■ Asynchronous ☐ Hybrid

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

AQB CAP Approval: ☐ Yes ■ No

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

Continuing Education Activity Secondary Provider: ☐ Yes ■ No

Exhibit #5

Resubmission Checklist

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

If *Resubmission of an Approved Continuing Education Activity* is selected under CONTINUING EDCUATION ACTIVITY INFORMATION, the reason for resubmission is:

☐ There is a change in the status of approval by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program.

☐ There is a change in the status of the 298 NAC, Chapter 6 §001.15 qualifications under which a distance education activity was approved.

☐ There is a substantial change to the materials, presentation, or policies.

☐ There is a change in the qualifications as specified in 298 NAC, Chapter 6, § 005 for any instructor.

☐ One or more instructors are added or removed by the education provider.

☐ The materials, theories, and/or methodologies are no longer current.

☐ The activity content and/or policies are no longer communicated or administered as approved.

☐ There is a change to a secondary provider's rights to the activity.

Application Checklist

All materials submitted to the Board related to an Application for Approval as a Continuing Education Activity in Nebraska are for Board use only and shall be retained by the Board. Except for the completed application, the non-refundable $25.00 application fee, and a written explanation of the reason for resubmission, if *Resubmission of an Approved Continuing Education Activity* is selected under CONTINUING EDUCATION ACTIVITY INFORMATION, only the items that have changed since the last submission need to be included.

General

Required for all continuing education activities.

■ Completed application.

■ Non-refundable $25.00 application fee.

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

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

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

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

☐ A written explanation of the reason for resubmission.

Exhibit #5

Non-AQB Approved Continuing Education Activities

For an activity not approved by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program for continuing education, submit the following:

- ■ An activity description that clearly describes the content.
- ■ All student and instructor materials that meet the requirements of 298 NAC Chapter 6, §002.02A.2e.
- ■ All learning objectives that meet the requirements of 298 NAC Chapter 6 § 002.02A.2d.
- ■ A record retention policy that requires that a record of attendance for each activity is maintained for a period of at least five years.
- ■ An instructor policy that requires the use of instructors who meet the requirements of NAC Chapter 6, § 005.
- ■ An attendance policy that meets the requirements of 298 NAC Chapter 6, §002.02A.2h.
- ■ A timed outline/activity matrix that accounts for the general flow and recommended time spent on topics contained within the activity and reflects hours of credit per topic.
- ■ If applicable, a closed-book final examination proctored in person or remotely by an official approved by the education provider that meets the requirements of 298 NAC Chapter 6, § 003.02A.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 Continuing Education Activities

If *Asynchronous, or Hybrid (in which the learning environment includes Asynchronous interaction)* is selected under CONTINUING EDUCATION ACTIVITY INFORMATION, education activity includes:

- ● A closed-book final examination.

OR

- ☐ Prescribed activity mechanisms required to demonstrate knowledge of the subject matter.

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

- ☐ The Appraiser Qualifications Board of The Appraisal Foundation.

OR

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

OR

- ☐ Is conducted by an accredited college, community college, or university that offers distance education programs and is approved or accredited by the Commission on Colleges, a regional or national accreditation association, or by an accrediting agency that is recognized by the U.S. Secretary of Education, that awards academic credit for the distance education courses or that maintains an education delivery program that approves activity design and delivery that incorporate interactivity (If no closed-book final examination is included, evidence of prescribed activity mechanisms must be submitted with the application) **AND**
- ☐ The activity provides interaction in a reciprocal environment where the student has verbal or written communication with the instructor.

Exhibit #5

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: Thoyre (Last) Stacey (First) (Middle)

stacey@runde-inc.com (Email Address) (415) 420-3033 (Area Code + Phone Number)

Is the instructor a Nebraska real property appraiser or hold an appraiser license, registration, or certification in any other jurisdiction? ■ Yes ☐ No

Is the instructor an AQB Certified USPAP Instructor by the Appraiser Qualifications Board of The Appraisal Foundation? *Required if the activity is a seven-hour National USPAP Update Course* ☐ Yes ● No

An instructor for any continuing education activity must satisfy at least one of the following qualifications: *Select one option only*

- ■ 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;
- ☐ 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;
- ☐ Hold a master's degree or higher in a field that is directly related to the subject matter to be taught;
- ☐ Have five years of real property appraisal practice teaching experience directly related to the subject matter to be taught; or
- ☐ 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? ☐ Yes ☐ No

Is the instructor an AQB Certified USPAP Instructor by the Appraiser Qualifications Board of The Appraisal Foundation? *Required if the activity is a seven-hour National USPAP Update Course* ☐ Yes ☐ No

An instructor for any continuing education activity must satisfy at least one of the following qualifications: *Select one option only*

- ☐ 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;
- ☐ 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;
- ☐ Hold a master's degree or higher in a field that is directly related to the subject matter to be taught;
- ☐ Have five years of real property appraisal practice teaching experience directly related to the subject matter to be taught; or
- ☐ Have seven years of real property appraisal practice experience directly related to the subject matter to be taught.

Exhibit #5

General Requirements

1. The Board may at any time conduct an audit of any approved education activity to verify that the activity is being conducted in accordance with the Real Property Appraiser Act and Title 298 as approved. If requested, electronic access will be provided to the Board for any approved online education activity. The electronic access must provide administrative rights that allow for access to the activity, quizzes, and examinations, without having to take the distance education activity in sequential order and without having to take quizzes to examinations to proceed with the activity.

2. The Board may at any time review activity and instructor materials approved by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program to verify that the activity and/or instructor(s) meets the requirements of the Real Property Appraiser Act and Title 298 as approved.

3. Approval of activities does not transfer from one education provider to another, unless one education provider obtains the legal rights to all activities of another education provider. The expiration date of any continuing education activity will remain the same as approved under the previous education provider.

4. Education providers and instructors will comply with the Nebraska Private Postsecondary Career Schools Act, NEB. REV. STAT § 85-1601, et seq. as applicable.

5. Knowingly offering or attempting to offer a qualifying or continuing education activity as being approved to a real property appraiser or an applicant, without first obtaining approval of the activity, except for activities required by an accredited degree-awarding college or university for completion of a degree in real estate, if the college or university had its curriculum approved by the Appraiser Qualifications Board as qualifying education is a violation of Neb. Rev. Stat. § 76-2238(21).

6. Any continuing education activity must contribute to a credential holder's development of real property appraiser related skill, knowledge, and competency in any one or more of the following subjects:

   (1) Real property appraisal practice,
   (2) Valuation methodology and/or techniques,
   (3) Market fundamentals, characteristics, conditions, and analysis,
   (4) Real property concepts, characteristics, and analysis,
   (5) Communication,
   (6) Arbitration, dispute resolution
   (7) Ethics and standards of professional practice, USPAP
   (8) Valuation Bias, fair housing, and/ or equal opportunity
   (9) Land use, planning, zoning
   (10) Management, leasing, timesharing,
   (11) Property development, partial interests,
   (12) Real Estate law, easements, and legal interests,
   (13) Real estate litigation, damages, condemnation,
   (14) Real estate financing and investment,
   (15) Real property appraisal-related computer applications,
   (16) Real estate securities and syndication,
   (17) Seller concessions and impact on value, and/or
   (18) Energy-efficient items and "green building" appraisals.

7. An activity in which the primary purpose is training in the use of a specific software, and not utilization of a software to improve competency in in any of the previously listed subjects does not meet the requirements for approval as a continuing education activity.

8. No activity may rely upon a textbook as the primary instructional material. Textbooks are permitted to be used as a background reference for an activity; however, textbooks will not be reviewed as the activity. All activities must contain sufficient stand-alone instructional material supporting the specific activity learning objectives.

9. An instructor for any qualifying education activity, continuing education activity, or supervisory real property appraiser and trainee course, must meet qualifications established pursuant to any other applicable law.

10. An instructor for any qualifying education activity, continuing education activity, or supervisory real property appraiser and trainee course, who holds a credential as a real property appraiser in Nebraska or any other jurisdiction shall maintain each credential in good standing in accordance with the laws of the jurisdiction in which each credential is held, not have had a credential revoked, suspended, or have surrendered a credential in lieu of disciplinary action within three years; and not have had disciplinary action taken against his or her credential that may constitute a violation of NEB. REV. STAT. § 76-2238 within three years.

11. The standing of an instructor identified on an education provider's application submitted for approval, who holds a credential as a real property appraiser in Nebraska or any other jurisdiction, may be verified through the Appraiser Registry of the Appraisal Subcommittee for the Federal Financial Institutions Examination Council.

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, be a state-certified real property appraiser in good standing, have an instructional background in real property appraisal practice education; and have a minimum of five years of real property appraisal practice experience.

13. An instructor for any qualifying education activity, continuing education activity, or supervisory real property appraiser and trainee course must satisfy the education provider's instructor policy that requires the use of instructors who meet the requirements of the Nebraska Real Property Appraiser Act and Title 298.

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

Print Name: de Kanter (Last) Liz (First) (Middle)

Liz de Kanter (Signature) 5/12/2025 (Date)

Expiration Date and Rescinding Approval

1. Except for the seven-hour Uniform Standards of Professional Practice Update course, which expires on the date on which the approval by the Appraiser Qualifications Board expires, a continuing education activity shall expire on the date five years after the date of approval.
2. The Board may rescind approval of a continuing education activity if the Board finds:

    1) Falsification of information submitted for activity approval,
    2) A change in approval by Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program,
    3) A change in status of the qualifications specified in Section 001.15 of Chapter 6 under which a distance education activity was approved,
    4) Substantial errors and/or deficiencies in the materials or presentation,
    5) The materials, theories, and/or methodologies are not current and/or practical,
    6) The instructor(s) responsible for the activity content and presentation do not meet the qualification specified in Section 005 of Chapter 6,
    7) The activity content and/or policies are not communicated or administered to the credential holder(s) as approved,
    8) A material violation of Real Property Appraiser Act or Title 298 by the education provider or instructor for the activity, or
    9) There is a change to a secondary provider's rights to the activity.

3. If the Board finds reason to rescind its approval of an activity, the Board will provide written notice to the education provider that includes a description of the reasons for rescinding approval found by the Board. The education provider has 60 days from the date of notice to provide a written response to the Board's notice. If the response is satisfactory to the Board, the Board will not rescind its approval. If the response is not satisfactory to the Board, the Board may rescind approval of the activity. If approval is rescinded, the education provider may file a new application for approval of the qualifying education activity, and if so, meet the requirements in place at the time a new application is submitted to the Board.

Directions

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

Exhibit #5

RECEIPT

NEBRASKA REAL PROPERTY APPRAISER BOARD

No.: 23342 Date: 6/2/2025

Received from: Appraisal Institute

For: 1CE new app

Check # 198825

Application Fee	$	
AMC Registration Fee: ___ new ___ renewal		
AMC ASC National Registry Fee: _____ appraisers @ $25		
Reporting Year ____/____/_____ to ____/____/_____		
Review of Courses: ___ QE 1 CE ___ CE renewal		25 00
Penalty Fees/Fines		
Fingerprint Processing		
Late Processing: _____ months @ $25		
Other: _____		
TOTAL	$	25 00

Received by: Colly Falls

HOLD TO LIGHT TO VIEW TRUE WATERMARK IN PAPER HEAT SENSITIVE RED ICON DISAPPEARS WHEN HEATED

2-1/710

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

Appraisal Institute™

200 W. Madison St.
Suite 2000
Chicago, IL 60606
312-335-4100
www.appraisalinstitute.org

VENDOR NO.	CHECK DATE	CHECK NUMBER	PAY EXACTLY
11200	05/14/25	198825	

$ *******25.00

PAY EXACTLY TWENTY FIVE DOLLARS ONLY

VOID AFTER 180 DAYS

PAY TO THE ORDER OF

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

Beate Gbache

AUTHORIZED SIGNATURE

Security features. Details on back.

NRPAB
Nebraska Real Property Appraiser Board

Agenda Item Summary

Prepared By: Kashinda Sims **Title:** Education Program Manager **Date:** August 21, 2025

Agenda Section: L. Education

Agenda Item Identification Number: 2253457.02

Subject: Appraisal Institute Deficient Application

Description: Appraisal Institute's Application for Approval as a Continuing Education Activity for, "Case Studies in Appraising Green Residential Buildings" is deficient requirements for approval in accordance with 298 NAC Chapter 6.

SUMMARY

An Application for Approval as a Continuing Education Activity ("Application") for "Case Studies in Appraising Green Residential Buildings" was received at the Board office on June 6, 2025 [Exhibit 1]. A notice was sent to Liz de Kanter of Appraisal Institute on July 9, 2025 requesting access to all student and instructor material in accordance with 298 NAC Chapter 6, § 001.15C and that the education provider correct the instructor information on the Application as the listed instructor, Sandra Adomatis is not an AQB Certified USPAP Instructor by the Appraiser Qualifications Board of The Appraisal Foundation [Exhibit 2]. The deficiency in the instructor's page of the Application was resolved as of July 14, 2025. Updated student and instructor material was received; however, in accordance with 298 NAC Chapter 6, §001.15D, several of the links referenced in the material are not valid [Exhibit 3].

Staff notified the provider of the Application's deficiencies in a July 24, 2025 letter, requesting that links be corrected before the end of the day on August 1, 2025, or the Application will go before the Board for consideration at its next scheduled meeting on August 21, 2025 [Exhibit 4]. On August 4, 2025, staff notified Appraisal Institute that the Application remains deficient and would be presented to the Board at its regular meeting on August 21, 2025 [Exhibit 5]. In response to the August 4, 2025 notice, Liz de Kanter requested if it would be okay to update the hours as shown in the deficiency letter. EPM Sims responded that this would be acceptable as long as the material submitted matches the request on the Application. There was no further communication with Appraisal Institute.

In accordance with 298 NAC Chapter 6, § 001.15C, during evaluation, and at any time a distance education activity is offered to the public, electronic access is required to be provided to the Board at the Board's request. Additionally, website links must be valid and active. When completing an Application for Approval as a Continuing Education Activity for non-AQB-approved continuing education activities, education providers are required to submit all student and instructor materials that meet the requirements of 298 NAC Chapter 6, §003.02A.2e. The Application does not contain valid website links.

RELEVANT LAWS/RULES/GUIDANCE DOCUMENTS/INTERNAL PROCEDURES

298 NAC Chapter 1, § 001.08 - Distance education means any activity based on the geographical separation of student and instructor. Components of distance education include synchronous, asynchronous, and hybrid.

298 NAC Chapter 6, § 001.15C - During evaluation, and at any time a distance education activity is offered to the public, electronic access is required to be provided to the Board at the Board's request. 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.

298 NAC Chapter 6, § 001.15D - All website links must be valid and active for a distance education activity at the time such activity is offered to the public.

298 NAC Chapter 6, § 003.02A.2e - (For an activity not approved by The Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program for continuing education), submit student and instructor materials used for the activity that:

(1) Cover the subject matter in sufficient depth to achieve the stated learning objectives,
(2) Provide appropriately balanced coverage of the subject matter in view of the stated learning objectives,
(3) Reflect current theory, methods, and techniques, and
(4) Not contain significant errors and/or deficiencies;

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 (Cse Stud in Apprsng Grn Res Builds [sync] Initial App_June 6, 2025)" located in Database under Education (Search Education/Enter Activity Number '2253457'/ Select 'Case Studies in Appraising Green Residential Buildings'/ Communication and Documentation Log dated 08/13/2025)

[Exhibit 2] "Sims-de Kanter Email Chain (Applications on Board Agenda - Various Deficiencies)_July 9, 2025)" located in Database under Education (Search Education/ Enter Activity Number '2253457'/ Select

'Case Studies Appraising Green Residential Buildings'/ Communication and Documentation Log dated 08/13/2025)

[Exhibit 3] "Appraisal Institute (Cse Stud in Apprsng Grn Res Builds [sync]) Stdn Ins_July 14, 2025" located in Database under Education (Search Education/Enter Activity Number '2253457'/ Select 'Case Studies in Appraising Green Residential Buildings'/ Communication and Documentation Log dated 08/13/2025)

[Exhibit 4] "Appraisal Institute (Cse Stud in Apprs Grn Res Builds) Deficient Notice_July 24, 2025" located in Database under Education (Search Education/Enter Activity Number '2253457'/ Select 'Case Studies in Appraising Green Residential Buildings'/ Communication and Documentation Log dated 08/13/2025)

[Exhibit 5] "Appraisal Institute (Applications on Board Agenda - 8)_August 4, 2025" located in Database under Education (Search Education/Enter Activity Number '2253457'/ Select 'Case Studies in Appraising Green Residential Buildings'/ Communication and Documentation Log dated 08/13/2025)

Exhibit #1

NRPAB
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

Board Number: _____
Date Received:

RECEIVED
JUN 06 2025
BY: CF KL

For Board Use Only

APPLICATION FOR APPROVAL AS A CONTINUING EDUCATION ACTIVITY IN NEBRASKA

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

Education Provider Information

Education Provider Name: Appraisal Institute

Contact Person Name: de Kanter (Last) Liz (First) _____ (Middle)

Address: 200 W. Madison Street, Suite 2000 (PO Box or Street Number) Chicago (City) IL (State) 60606 (Zip Code + 4)

edekanter@appraisalinstitute.org (Email Address) (312) 335-4191 (Area Code + Phone Number)

Continuing Education Activity Information

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

Activity Title: Case Studies in Appraising Green Residential Buildings

Activity Length (Hours): 8.0

Except for semester hours received from an accredited college or university, fifty minutes engaged in instructions equals one hour for all activities. The prescribed number of activity hours includes time for examinations, if applicable. Each continuing education activity shall be at least two hours in length, not to exceed eight hours per day. At least a one-half hour break shall be given to credential holder(s) by no later than the end of four hours of class in any day.

Activity Setting: ☐ Classroom ■ Synchronous ☐ Asynchronous ☐ Hybrid

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

AQB CAP Approval: ☐ Yes ■ No

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

Continuing Education Activity Secondary Provider: ☐ Yes ■ No

Exhibit #1

Resubmission Checklist

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

If *Resubmission of an Approved Continuing Education Activity* is selected under CONTINUING EDCUATION ACTIVITY INFORMATION, the reason for resubmission is:

☐ There is a change in the status of approval by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program.

☐ There is a change in the status of the 298 NAC, Chapter 6 §001.15 qualifications under which a distance education activity was approved.

☐ There is a substantial change to the materials, presentation, or policies.

☐ There is a change in the qualifications as specified in 298 NAC, Chapter 6, § 005 for any instructor.

☐ One or more instructors are added or removed by the education provider.

☐ The materials, theories, and/or methodologies are no longer current.

☐ The activity content and/or policies are no longer communicated or administered as approved.

☐ There is a change to a secondary provider's rights to the activity.

Application Checklist

All materials submitted to the Board related to an Application for Approval as a Continuing Education Activity in Nebraska are for Board use only and shall be retained by the Board. Except for the completed application, the non-refundable $25.00 application fee, and a written explanation of the reason for resubmission, if *Resubmission of an Approved Continuing Education Activity* is selected under CONTINUING EDUCATION ACTIVITY INFORMATION, only the items that have changed since the last submission need to be included.

General

Required for all continuing education activities.

■ Completed application.

■ Non-refundable $25.00 application fee.

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

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

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

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

☐ A written explanation of the reason for resubmission.

Exhibit #1

Non-AQB Approved Continuing Education Activities

For an activity not approved by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program for continuing education, submit the following:

- ■ An activity description that clearly describes the content.
- ■ All student and instructor materials that meet the requirements of 298 NAC Chapter 6, §002.02A.2e.
- ■ All learning objectives that meet the requirements of 298 NAC Chapter 6 § 002.02A.2d.
- ■ A record retention policy that requires that a record of attendance for each activity is maintained for a period of at least five years.
- ■ An instructor policy that requires the use of instructors who meet the requirements of NAC Chapter 6, § 005.
- ■ An attendance policy that meets the requirements of 298 NAC Chapter 6, §002.02A.2h.
- ■ A timed outline/activity matrix that accounts for the general flow and recommended time spent on topics contained within the activity and reflects hours of credit per topic.
- ■ If applicable, a closed-book final examination proctored in person or remotely by an official approved by the education provider that meets the requirements of 298 NAC Chapter 6, § 003.02A.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 Continuing Education Activities

If *Asynchronous, or Hybrid (in which the learning environment includes Asynchronous interaction)* is selected under CONTINUING EDUCATION ACTIVITY INFORMATION, education activity includes:

- ☐ A closed-book final examination.

OR

- ☐ Prescribed activity mechanisms required to demonstrate knowledge of the subject matter.

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

- ☐ The Appraiser Qualifications Board of The Appraisal Foundation.

OR

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

OR

- ☐ Is conducted by an accredited college, community college, or university that offers distance education programs and is approved or accredited by the Commission on Colleges, a regional or national accreditation association, or by an accrediting agency that is recognized by the U.S. Secretary of Education, that awards academic credit for the distance education courses or that maintains an education delivery program that approves activity design and delivery that incorporate interactivity (If no closed-book final examination is included, evidence of prescribed activity mechanisms must be submitted with the application) **AND**
- ☐ The activity provides interaction in a reciprocal environment where the student has verbal or written communication with the instructor.

Exhibit #1

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: Adomatis (Last) Sandra (First) K. (Middle)

sadomatis@gmail.com (Email Address) (941) 456-0804 (Area Code + Phone Number)

Is the instructor a Nebraska real property appraiser or hold an appraiser license, registration, or certification in any other jurisdiction? ■ Yes ☐ No

Is the instructor an AQB Certified USPAP Instructor by the Appraiser Qualifications Board of The Appraisal Foundation? *Required if the activity is a seven-hour National USPAP Update Course* ■ Yes ☐ No

An instructor for any continuing education activity must satisfy at least one of the following qualifications: *Select one option only*

- ■ 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;
- ☐ 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;
- ☐ Hold a master's degree or higher in a field that is directly related to the subject matter to be taught;
- ☐ Have five years of real property appraisal practice teaching experience directly related to the subject matter to be taught; or
- ☐ 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? ☐ Yes ☐ No

Is the instructor an AQB Certified USPAP Instructor by the Appraiser Qualifications Board of The Appraisal Foundation? *Required if the activity is a seven-hour National USPAP Update Course* ☐ Yes ☐ No

An instructor for any continuing education activity must satisfy at least one of the following qualifications: *Select one option only*

- ☐ 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;
- ☐ 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;
- ☐ Hold a master's degree or higher in a field that is directly related to the subject matter to be taught;
- ☐ Have five years of real property appraisal practice teaching experience directly related to the subject matter to be taught; or
- ☐ Have seven years of real property appraisal practice experience directly related to the subject matter to be taught.

General Requirements

1. The Board may at any time conduct an audit of any approved education activity to verify that the activity is being conducted in accordance with the Real Property Appraiser Act and Title 298 as approved. If requested, electronic access will be provided to the Board for any approved online education activity. The electronic access must provide administrative rights that allow for access to the activity, quizzes, and examinations, without having to take the distance education activity in sequential order and without having to take quizzes to examinations to proceed with the activity.

2. The Board may at any time review activity and instructor materials approved by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program to verify that the activity and/or instructor(s) meets the requirements of the Real Property Appraiser Act and Title 298 as approved.

3. Approval of activities does not transfer from one education provider to another, unless one education provider obtains the legal rights to all activities of another education provider. The expiration date of any continuing education activity will remain the same as approved under the previous education provider.

4. Education providers and instructors will comply with the Nebraska Private Postsecondary Career Schools Act, NEB. REV. STAT § 85-1601, et seq. as applicable.

5. Knowingly offering or attempting to offer a qualifying or continuing education activity as being approved to a real property appraiser or an applicant, without first obtaining approval of the activity, except for activities required by an accredited degree-awarding college or university for completion of a degree in real estate, if the college or university had its curriculum approved by the Appraiser Qualifications Board as qualifying education is a violation of Neb. Rev. Stat. § 76-2238(21).

6. Any continuing education activity must contribute to a credential holder's development of real property appraiser related skill, knowledge, and competency in any one or more of the following subjects:

   (1) Real property appraisal practice,
   (2) Valuation methodology and/or techniques,
   (3) Market fundamentals, characteristics, conditions, and analysis,
   (4) Real property concepts, characteristics, and analysis,
   (5) Communication,
   (6) Arbitration, dispute resolution
   (7) Ethics and standards of professional practice, USPAP
   (8) Valuation Bias, fair housing, and/ or equal opportunity
   (9) Land use, planning, zoning
   (10) Management, leasing, timesharing,
   (11) Property development, partial interests,
   (12) Real Estate law, easements, and legal interests,
   (13) Real estate litigation, damages, condemnation,
   (14) Real estate financing and investment,
   (15) Real property appraisal-related computer applications,
   (16) Real estate securities and syndication,
   (17) Seller concessions and impact on value, and/or
   (18) Energy-efficient items and "green building" appraisals.

7. An activity in which the primary purpose is training in the use of a specific software, and not utilization of a software to improve competency in in any of the previously listed subjects does not meet the requirements for approval as a continuing education activity.

8. No activity may rely upon a textbook as the primary instructional material. Textbooks are permitted to be used as a background reference for an activity; however, textbooks will not be reviewed as the activity. All activities must contain sufficient stand-alone instructional material supporting the specific activity learning objectives.

9. An instructor for any qualifying education activity, continuing education activity, or supervisory real property appraiser and trainee course, must meet qualifications established pursuant to any other applicable law.

10. An instructor for any qualifying education activity, continuing education activity, or supervisory real property appraiser and trainee course, who holds a credential as a real property appraiser in Nebraska or any other jurisdiction shall maintain each credential in good standing in accordance with the laws of the jurisdiction in which each credential is held, not have had a credential revoked, suspended, or have surrendered a credential in lieu of disciplinary action within three years; and not have had disciplinary action taken against his or her credential that may constitute a violation of NEB. REV. STAT. § 76-2238 within three years.

11. The standing of an instructor identified on an education provider's application submitted for approval, who holds a credential as a real property appraiser in Nebraska or any other jurisdiction, may be verified through the Appraiser Registry of the Appraisal Subcommittee for the Federal Financial Institutions Examination Council.

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, be a state-certified real property appraiser in good standing, have an instructional background in real property appraisal practice education; and have a minimum of five years of real property appraisal practice experience.

13. An instructor for any qualifying education activity, continuing education activity, or supervisory real property appraiser and trainee course must satisfy the education provider's instructor policy that requires the use of instructors who meet the requirements of the Nebraska Real Property Appraiser Act and Title 298.

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

Print Name: de Kanter (Last) Liz (First) _____ (Middle)

Liz de Kanter (Signature) 4/8/2025 (Date)

Expiration Date and Rescinding Approval

1. Except for the seven-hour Uniform Standards of Professional Practice Update course, which expires on the date on which the approval by the Appraiser Qualifications Board expires, a continuing education activity shall expire on the date five years after the date of approval.
2. The Board may rescind approval of a continuing education activity if the Board finds:

    1) Falsification of information submitted for activity approval,
    2) A change in approval by Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program,
    3) A change in status of the qualifications specified in Section 001.15 of Chapter 6 under which a distance education activity was approved,
    4) Substantial errors and/or deficiencies in the materials or presentation,
    5) The materials, theories, and/or methodologies are not current and/or practical,
    6) The instructor(s) responsible for the activity content and presentation do not meet the qualification specified in Section 005 of Chapter 6,
    7) The activity content and/or policies are not communicated or administered to the credential holder(s) as approved,
    8) A material violation of Real Property Appraiser Act or Title 298 by the education provider or instructor for the activity, or
    9) There is a change to a secondary provider's rights to the activity.

3. If the Board finds reason to rescind its approval of an activity, the Board will provide written notice to the education provider that includes a description of the reasons for rescinding approval found by the Board. The education provider has 60 days from the date of notice to provide a written response to the Board's notice. If the response is satisfactory to the Board, the Board will not rescind its approval. If the response is not satisfactory to the Board, the Board may rescind approval of the activity. If approval is rescinded, the education provider may file a new application for approval of the qualifying education activity, and if so, meet the requirements in place at the time a new application is submitted to the Board.

Directions

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

Exhibit #1

RECEIPT

NEBRASKA REAL PROPERTY APPRAISER BOARD

No.: 23350 Date: 6/6/2025

Received from: Appraisal Institute

For: 8CE new apps

Check # 198861

Application Fee	$	
AMC Registration Fee: ___ new ___ renewal		
AMC ASC National Registry Fee: _____ appraisers @ $25		
Reporting Year ____/____/_____ to ____/____/_____		
Review of Courses: ___ QE 8 CE ___ CE renewal		200 00
Penalty Fees/Fines		
Fingerprint Processing		
Late Processing: _____ months @ $25		
Other: _____		
TOTAL	$	200 00

Received by: Colby Galle

HOLD TO LIGHT TO VIEW TRUE WATERMARK IN PAPER HEAT SENSITIVE RED LOCK DISAPPEARS WHEN HEATED

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

2-1/710

Appraisal Institute

200 W. Madison St.
Suite 2000
Chicago, IL 60606
312-335-4100
www.appraisalinstitute.org

VENDOR NO.	CHECK DATE	CHECK NUMBER	PAY EXACTLY
11200	06/04/25	198861	

PAY EXACTLY **TWO HUNDRED DOLLARS ONLY**

$ ******200.00

VOID AFTER 180 DAYS

PAY TO THE ORDER OF

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

Beata Ghache

AUTHORIZED SIGNATURE

Security features. Details on back.

Exhibit #2

From: Sims, Kashinda
To: edekanter@appraisalinstitute.org
Subject: Nebraska Applications on Board Agenda
Date: Wednesday, July 9, 2025 5:09:00 PM
Attachments: Appraisal Institute (Applications on Board Agenda - 6) July 9, 2025.pdf
image003.png
CE Activity Application.pdf

Dear Liz de Kanter,

Please see the attached notice of Applications for Approval as Continuing Education Activities on the Board's Agenda. In order to remove these applications from the Board's agenda, please correct the following, separated by activity name:

"Appraisal of Manufactured Homes"

- Submit Page 1 that matches the title specified for synchronous approval

"Online Reviewing Residential Appraisals and Using Fannie Mae Form 2000"

- Submit Page 3, marking the distance education qualifications correctly

"Online Appraising Restaurants"

- Submit Page 3, marking the distance education qualifications correctly

"Practical Applications in Appraising Green Commercial Properties"

- Submit access to all student and instructor materials in accordance with 298 NAC Chapter 6, §001.15C and D

"Case Studies in Appraising Green Residential Buildings"

- Submit access to all student and instructor materials in accordance with 298 NAC Chapter 6, §001.15C and D
- Submit Page 4, correcting that the listed instructor is not an AQB-Certified USPAP Instructor.

"Introduction to Green Buildings: Principles & Concepts"

- Submit Page 4, correcting that the listed instructor is not an AQB-Certified USPAP Instructor.

"Residential and Commercial Valuation of Solar"

- Submit Page 4, correcting that the listed instructor is not an AQB-Certified USPAP Instructor.

"The Appraiser as an Expert Witness: Preparation and Testimony – Synchronous"

- Submit Page 1, correcting that the activity is being submitted for approval as "Other"

Exhibit #2

A blank Application for Approval as a Continuing Education Activity is attached for your convenience. Please submit the requested material to the Board office via email as soon as possible. In accordance with 298 NAC Chapter 6, §003.02D, the application may be denied by the Board at any time during the process if the education provider, submitted activity, or instructor(s) for the submitted activity fail to meet the requirements in the Act and Title 298.

Regards,

Kashinda Sims
Education Program Manager
Nebraska Real Property Appraiser Board
301 Centennial Mall South, First Floor
Lincoln, NE 68509-4963
Phone: (402) 471-9022
Email: kashinda.sims@nebraska.gov
Website: appraiser.ne.gov

Visit NRPAB on Facebook

Exhibit #2

NRPAB
Nebraska Real Property Appraiser Board
301 Centennial Mall South, First Floor
PO Box 94963
Lincoln, NE 68509-4963

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

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

July 9, 2025

LIZ DE KANTER
APPRAISAL INSTITUTE
200 W MADISON ST STE 2000
CHICAGO IL 60606-3515

RE: Nebraska Applications for Approval

Dear Liz de Kanter,

The Nebraska Real Property Appraiser Board ("Board") has received your application for approval of the following education activities:

- *Appraisal of Manufactured Facilities* for 8.50 hours of synchronous continuing education
- *Online Reviewing Residential Appraisals and Using Fannie Mae Form 2000* for 7.00 hours of asynchronous continuing education
- *Online Appraising Restaurants* for 7.00 hours of asynchronous continuing education
- *Practical Applications in Appraising Green Commercial Properties* for 15.00 hours of asynchronous continuing education
- *Case Studies in Appraising Green Residential Buildings* for 8.00 hours of synchronous continuing education
- *Introduction to Green Buildings: Principles & Concepts* for 15.00 hours of synchronous continuing education
- *Residential and Commercial Valuation of Solar* for 15.00 hours of synchronous continuing education
- *The Appraiser as an Expert Witness: Preparation and Testimony - Synchronous* for 16.00 hours of synchronous continuing education

These applications are considered deficient will be put in front of the Board for consideration at its next scheduled meeting on July 17, 2025. In accordance with 298 NAC Chapter 6, § 003.02D, the application may be denied by the Board at any time during the process if the education provider, submitted activity, or instructor(s) for the submitted activity fail to meet the requirements in the Act and Title 298 NAC. You will receive another letter informing you of the Board's decision after the meeting occurs. Please contact me or the Board office for a list of deficiencies regarding the application(s) at 402-471-9022.

Sincerely,

Kashinda Sims
Education Program Manager

Chairperson of the Board
Cody Gerdes, Lincoln
Certified General Appraiser
1st District Representative
Term Expires: January 1, 2026

Vice-chairperson of the Board
Kevin P. Hermsen, Gretna
Certified General Appraiser
2nd 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
Representative
Term Expires: January 1, 2029

Board Member
Adam Batie, Kearney
Certified General Appraiser
3rd District Representative
Term Expires: January 1, 2030

Exhibit #3

Client:	Fred and Judy Smart	Client File #:	Case Studies
Subject Property:	401 North Martha Street	Appraisal File #:	Ed. Purposes Only

Residential Green and Energy Efficient Addendum
Additional Resources

Appraised Value and Energy Efficiency: Getting it Right. This document provides links to resources in understanding the secondary mortgage market guidelines on appraisals of energy efficient and green features. It addresses the following:

- What can builders do?
- For Buyers: Assuring a competent appraiser for your home
- For Lenders: A sample letter that should be completed and provided to the lender at the time of mortgage application alerts the lender to the special features that requires an appraiser with knowledge of the property type.

https://www.appraisalinstitute.org/assets/1/29/AI-BCAP_Flyer.pdf

Residential Green Valuation Tools. A textbook resource for completing the AI Residential Green and Energy Efficient Addendum is available. It can be purchased at the following website: http://www.appraisalinstitute.org/residential-green-valuation-tools/

Glossary

ASHRAE 700 / ICC National Green Building Standard (NGBS): An ANSI-approved residential green building standard developed by the National Association of Home Builders (NAHB) and the International Code Council (ICC). It is applicable to single and multifamily projects, renovations and additions and residential land development. To comply, all buildings must incorporate sustainable lot development techniques and address energy, water & material resource efficiency and indoor environmental quality. Also, all owners must be educated about building operation and maintenance. https://www.nahb.org/en/research/nahb-priorities/green-building-remodeling-and-development/icc-700-national-green-building-standard.aspx

Building Envelope: The building envelope is everything that separates the building's interior from the exterior. This includes the foundation, exterior walls, roof, doors and windows. The envelope rating should be compared to the local building code requirements for this rating to identify a structure that exceeds the building code.

Energy Recovery Ventilation System (ERV) or Heat Recovery Ventilators (HRV): These systems provide fresh air without wasting all the energy already used to heat the indoor air. By recovering sensible (heat) or latent (moisture) energy from the stale indoor air, they offer fresh air ventilation with reduced energy loss.

ENERGY STAR Certified New Homes: EPA's ENERGY STAR certified homes are independently verified to be at least 15 percent more efficient that code-built homes, and include additional energy efficiency measures that can deliver savings of up to 30 percent compared to standard new homes. More than just a collection of ENERGY STAR products, an ENERGY STAR certified home includes a comprehensive package of energy efficiency systems and features that work together to deliver better performance, including a High-Efficiency Heating & Cooling System, a Complete Thermal Enclosure System; a Water Protection System; and Efficient Lighting & Appliances. www.energystar.gov/newhomes

ENERGY STAR Products: Behind each blue label is a product, building, or home that is independently certified to use less energy and cause fewer of the emissions that contribute to climate change. Today, ENERGY STAR is the most widely recognized symbol for energy efficiency in the world. In order to earn the label, ENERGY STAR products must be third-party certified based on testing in EPA-recognized laboratories. In addition to up-front testing, a percentage of all ENERGY STAR products are subject to "off–the–shelf" verification testing each year. The goal of this testing is to ensure that changes or variations in the manufacturing process do not undermine a product's qualification with ENERGY STAR requirements. https://www.energystar.gov/about/origins_mission

Geothermal: A geothermal heat pump uses the constant below ground temperature of soil or water to heat and cool your home. http://energy.gov/energysaver/articles/geothermal-heat-pumps

HERS Index: The Home Energy Rating System (HERS) Index is an industry standard by which a home's energy efficiency is measured. It's also the nationally recognized system for inspecting and calculating a home's energy performance. A qualified third party certifier assesses the house based on its physical characteristics. The energy estimates from this assessment may vary depending on the lifestyle of the occupants, increasing utility expenses, and changes in the maintenance or characteristics of the energy features. There are three rating types: sampling rating, projected rating, and confirmed rating. A **Sampling Rating** is an application of the Home Energy Rating process whereby fewer than 100% of a builder's new homes are randomly inspected and tested to evaluate compliance with a set of threshold specifications. A **Projected Rating:** A Rating Type that encompasses one individual dwelling or dwelling unit and is conducted in accordance with Section 5.1.4.3.1 through 5.1.4.3.5 of the ANSI/RESNET/ICC Standard 301. A **Confirmed Rating** is a rating type that encompasses one individual dwelling or dwelling unit and is conducted in accordance with Sections 5.1.4.1.1 through 5.1.4.1.3. More information: http://www.resnet.us/hers-index. The ANSI standard utilized in the HERS Index is posted at http://codes.iccsafe.org/app/book/content/PDF/ICC%20Standards/ICC_301-2014/ICC_RESNET_301.pdf.

Home Energy Score (HES): The Home Energy Score, developed and managed by the U.S. Department of Energy (DOE), is a national system that allows homes to receive an energy rating, like the MPG rating available for cars. The Home Energy Score uses a 10-point scale to reflect how much energy a home is expected to use under standard operating conditions. The Home Energy Score uses a standard calculation method and considers the home's structure and envelope (walls, windows, foundation) and its heating, cooling, and hot water systems. Only Assessors who pass DOE's Simulation Training can provide the Home Energy Score. www.HomeEnergyScore.gov

*NOTICE: The Appraisal Institute publishes this form for use by appraisers where the appraiser deems use of the form appropriate. Depending on the assignment, the appraiser may need to provide additional data, analysis and work product not called for in this form. The Appraisal Institute makes no representations, warranties or guarantees as to, and assumes no responsibility for, the data, analysis or work product provided by the individual appraiser(s) in the specific contents of the AI Reports®. AI Reports® AI-820.06 Residential Green and Energy Efficient Addendum© Appraisal Institute 2017, All Rights Reserved November 2019

received via box.com 07/14/2025 - KS

Client:	Fred and Judy Smart	Client File #:	Case Studies
Subject Property:	401 North Martha Street	Appraisal File #:	Ed. Purposes Only

Residential Green and Energy Efficient Addendum
Additional Resources

Appraised Value and Energy Efficiency: Getting it Right. This document provides links to resources in understanding the secondary mortgage market guidelines on appraisals of energy efficient and green features. It addresses the following:

- What can builders do?
- For Buyers: Assuring a competent appraiser for your home
- For Lenders: A sample letter that should be completed and provided to the lender at the time of mortgage application alerts the lender to the special features that requires an appraiser with knowledge of the property type.

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Building Envelope: The building envelope is everything that separates the building's interior from the exterior. This includes the foundation, exterior walls, roof, doors and windows. The envelope rating should be compared to the local building code requirements for this rating to identify a structure that exceeds the building code.

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ENERGY STAR Products: Behind each blue label is a product, building, or home that is independently certified to use less energy and cause fewer of the emissions that contribute to climate change. Today, ENERGY STAR is the most widely recognized symbol for energy efficiency in the world. In order to earn the label, ENERGY STAR products must be third-party certified based on testing in EPA-recognized laboratories. In addition to up-front testing, a percentage of all ENERGY STAR products are subject to "off–the–shelf" verification testing each year. The goal of this testing is to ensure that changes or variations in the manufacturing process do not undermine a product's qualification with ENERGY STAR requirements. https://www.energystar.gov/about/origins_mission

Geothermal: A geothermal heat pump uses the constant below ground temperature of soil or water to heat and cool your home. http://energy.gov/energysaver/articles/geothermal-heat-pumps

HERS Index: The Home Energy Rating System (HERS) Index is an industry standard by which a home's energy efficiency is measured. It's also the nationally recognized system for inspecting and calculating a home's energy performance. A qualified third party certifier assesses the house based on its physical characteristics. The energy estimates from this assessment may vary depending on the lifestyle of the occupants, increasing utility expenses, and changes in the maintenance or characteristics of the energy features. There are three rating types: sampling rating, projected rating, and confirmed rating. A **Sampling Rating** is an application of the Home Energy Rating process whereby fewer than 100% of a builder's new homes are randomly inspected and tested to evaluate compliance with a set of threshold specifications. A **Projected Rating:** A Rating Type that encompasses one individual dwelling or dwelling unit and is conducted in accordance with Section 5.1.4.3.1 through 5.1.4.3.5 of the ANSI/RESNET/ICC Standard 301. A **Confirmed Rating** is a rating type that encompasses one individual dwelling or dwelling unit and is conducted in accordance with Sections 5.1.4.1.1 through 5.1.4.1.3. More information: http://www.resnet.us/hers-index. The ANSI standard utilized in the HERS Index is posted at http://codes.iccsafe.org/app/book/content/PDF/ICC%20Standards/ICC_301-2014/ICC_RESNET_301.pdf.

Home Energy Score (HES): The Home Energy Score, developed and managed by the U.S. Department of Energy (DOE), is a national system that allows homes to receive an energy rating, like the MPG rating available for cars. The Home Energy Score uses a 10-point scale to reflect how much energy a home is expected to use under standard operating conditions. The Home Energy Score uses a standard calculation method and considers the home's structure and envelope (walls, windows, foundation) and its heating, cooling, and hot water systems. Only Assessors who pass DOE's Simulation Training can provide the Home Energy Score. www.HomeEnergyScore.gov

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received via box.com 07/14/2025 - KS

Exhibit #3

Indoor airPLUS: EPA's Indoor airPLUS is a voluntary EPA label for new homes that integrate a set of construction practices and technologies to reduce indoor air pollutants and improve the indoor air quality in a new home beyond minimum code requirements. It is only available to homes that first meet ENERGY STAR® Certified Home requirements. Http://www.epa.gov/indoorairplus

LEED: Leadership in Energy and Environmental Design is a green certification program created by the U.S. Green Building Council (USGBC). As an internationally recognized mark of excellence, LEED provides building owners and operators with a framework for identifying and implementing practical and measurable green building design, construction, operations and maintenance solutions. http://www.usgbc.org/DisplayPage.aspx?CMSPageID=1988

Living Building Challenge: Created by the Living Future Institute, the Living Building Challenge is the world's most rigorous proven performance standard for buildings. People can use the regenerative design framework to create spaces that, like a flower, give more than they take. Living Building Challenge certification requires actual rather than modeled performance. Therefore, projects must be operational for at least twelve consecutive months prior to evaluation. https://living-future.org/lbc/basics/

Low E: "Low emissivity" indicates a coating is added to the glass surface. The coating allows visible light to pass through the glass while stopping radiant heat energy from entering the building by passing through the glass. Approximately 40% of the sun's harmful ultra violet rays are blocked and insulation enhanced. https://energy.gov/energysaver/energy-efficient-windows

NGBS Small Project Remodel: Run by the Home Innovation Research Labs, this program certifies whole house and small project remodels as energy efficient. Unlike the Whole–House Remodel, the Small Project certification is prescriptive. Chapter 12 of the National Green Building Standard includes a list of mandatory practices, related to materials use, sustainable products, energy efficiency, and indoor environmental quality. A Home Innovation Accredited NGBS Green Verifier gives a final inspection to verify Small Project certification. During inspection, the Verifier will ensure the applicable practices have been met. http://www.homeinnovation.com/services/certification/green_homes/remodeling_certification/remodel_home_certification_process

NGBS Whole Home Remodel: Run by the Home Innovation Research Labs, this program certifies whole house and small project remodels as energy efficient. Certification of a whole-building remodel requires demonstrating that there has been a minimum of a 15% reduction in energy consumption and at least a 20% reduction in water consumption over the pre-remodel condition. There are some mandatory practices that must be met. A minimum number of points must be obtained from practices related to Lot Design, Resource Efficiency, Indoor Environmental Quality, and Homeowner Education. http://www.homeinnovation.com/services/certification/green_homes/remodeling_certification/remodel_home_certification_process

Passivhaus Standard: German standard for low energy homes that began in the 1980s. Passivhaus is a rigorous, voluntary standard for energy efficiency in a building, reducing its ecological footprint. It results in ultra-low energy buildings that require little energy for space heating or cooling. The Passive House Institute (PHI) is an independent research institute that has played an especially crucial role in the development of the Passive House concept - the only internationally recognized, performance-based energy standard in construction. http://passiv.de/en/

Passive House Institute US (PHIUS): Buildings designed and built to the PHIUS+ 2015 Passive Building Standard consume 86% less energy for heating and 46% less energy for cooling (depending on climate zone and building type) when compared to a code-compliant building. PHIUS+ 2015 is the first and only passive building standard based upon climate-specific comfort and performance criteria aimed at presenting a cost-optimized solution to achieving the most durable, resilient, and energy-efficient building possible for a specific location. http://www.phius.org/home-page

Passive Solar: Passive solar is technology for using sunlight to light and heat buildings with no circulating fluid or energy conversion system. http://rredc.nrel.gov/solar/glossary. A complete passive solar building design has the following five elements: (1) aperture (collector) (2) absorber (3) thermal mass (4) distribution (5) control. http://www.nrel.gov/docs/fy01osti/27954.pdf

Rain Garden: A rain garden is a depressed area in the landscape that collects rain water from a roof, driveway or street and allows it to soak into the ground. Planted with grasses and flowering perennials, rain gardens can be a cost effective and beautiful way to reduce runoff from your property. Rain gardens can also help filter out pollutants in runoff and provide food and shelter for butterflies, songbirds and other wildlife. More complex rain gardens with drainage systems and amended soils are referred to as bio-retention. https://www.epa.gov/soakuptherain/rain-gardens

SEER: Seasonal energy efficiency ratio - The higher the SEER rating, the more energy efficient the equipment is. A higher SEER can result in lower energy costs. https://energystar.zendesk.com/hc/en-us/articles/212111387-What-is-SEER-EER-HSPF-

Smart House: A smart house is a home that has highly advanced, automated systems to control and monitor any function of a house – lighting, temperature control, multi-media, security, window and door operations, air quality, or any other task of necessity or comfort performed by a home's resident. http://architecture.about.com/od/buildyourhous1/g/smarthouse.htm

Water Heaters: Types are described here: http://energy.gov/energysaver/articles/solar-water-heaters.

WaterSense: EPA released its Final Version 1.1 WaterSense New Home Specification. This specification will be effective January 1, 2013 and establishes the criteria for new homes labeled under the WaterSense program and is applicable to newly constructed single-family and multi-family homes. http://www.epa.gov/watersense/new_homes/homes_final.html

Whole Building Ventilation System: A whole building ventilation system assists in a controlled movement of air in tight envelope construction. Whole building ventilation equipment is often a part of the forced air heating or cooling systems. There are various methods of providing whole home ventilation including a heat recovery ventilator (HRV) or an energy recovery ventilator (ERV). Four primary types of systems here: https://energy.gov/energysaver/whole-house-ventilation

Zero Energy Ready Home (ZERH): To qualify as a DOE Zero Energy Ready Home, a home shall meet certain minimum requirements, be verified and field-tested in accordance with HERS Standards by an approved verifier, and meet all applicable codes. Builders may meet the requirements of either the Performance Path or the Prescriptive path to qualify a home. http://energy.gov/eere/buildings/zero-energy-ready-home

*NOTICE: The Appraisal Institute publishes this form for use by appraisers where the appraiser deems use of the form appropriate. Depending on the assignment, the appraiser may need to provide additional data, analysis and work product not called for in this form. The Appraisal Institute makes no representations, warranties or guarantees as to, and assumes no responsibility for, the data, analysis or work product provided by the individual appraiser(s) in the specific contents of the AI Reports®. AI Reports® 820.06 Residential Green and Energy Efficient Addendum © Appraisal Institute 2017, All Rights Reserved November 2019

received via box.com 07/14/2025 - KS

Exhibit #4

NRPAB
Nebraska Real Property Appraiser Board
301 Centennial Mall South, First Floor
PO Box 94963
Lincoln, NE 68509-4963

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

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

July 24, 2025

LIZ DE KANTER
APPRAISAL INSTITUTE
200 W MADISON ST STE 2000
CHICAGO IL 60606-3515

RE: Continuing Education Activity Submission Deficiencies

Dear Liz de Kanter,

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

- Case Studies in Appraising Green Residential Buildings (Synchronous)

In accordance with 298 NAC Chapter 6, § 001.15D, all website links must be valid and active for a distance education activity at the time such activity is offered to the public.

The continuing education activity submittals identified above are deficient the listed material required in 298 NAC Chapter 6, § 001.15D. Please provide the deficient materials before the end of the day on August 1, 2025. The materials may be sent via email to nrpab.education@nebraska.gov or by the address listed below.

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

If the requested materials are not received at the Board's office by the end of the day on August 1, 2025, the application will go before the Board for consideration at its next scheduled meeting on August 21, 2025. In accordance with 298 Chapter 6, §003.02D, the application may be denied by the Board at any time during the process if the education provider, submitted activity, or instructor(s) for the submitted activity fail to meet the requirements in the Act and Title 298 NAC.

Sincerely,

Kashinda Sims
Education Program Manager

Chairperson of the Board
Cody Gerdes, Lincoln
Certified General Appraiser
1st District Representative
Term Expires: January 1, 2026

Vice-chairperson of the Board
Kevin P. Hermsen, Gretna
Certified General Appraiser
2nd 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
Representative
Term Expires: January 1, 2029

Board Member
Adam Batie, Kearney
Certified General Appraiser
3rd District Representative
Term Expires: January 1, 2030

Exhibit #5

NRPAB
Nebraska Real Property Appraiser Board
301 Centennial Mall South, First Floor
PO Box 94963
Lincoln, NE 68509-4963

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

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

August 4, 2025

LIZ DE KANTER
APPRAISAL INSTITUTE
200 W MADISON ST STE 2000
CHICAGO IL 60606-3515

RE: Nebraska Applications for Approval

Dear Liz de Kanter,

The Nebraska Real Property Appraiser Board ("Board") has received the Application for Approval as a Continuing Education Activity ("Application") for the following Applications:

- *Practical Applications in Appraising Green Commercial Properties* for 15.00 asynchronous hours
- *Application & Interpretation of Simple Linear Regression* for 15.00 classroom hours
- *Application & Interpretation of Simple Linear Regression* for 15.00 synchronous hours
- *Case Studies in Appraising Green Residential Buildings* for 8.00 synchronous hours
- *Condemnation Appraising: Principles and Applications* for 21.00 synchronous hours
- *Introduction to Green Buildings: Principles & Concepts* for 8.00 synchronous hours
- *Residential and Commercial Valuation of Solar* for 15.00 synchronous hours
- *The Appraiser as an Expert Witness* for 16.00 synchronous hours

These Applications will be put in front of the Board for consideration at its next scheduled meeting on August 21, 2025. In accordance with 298 NAC Chapter 6, § 003.02D, the application may be denied by the Board at any time during the process if the education provider, submitted activity or instructor(s) for the submitted activity fail to meet the requirements in the Act and Title 298 NAC. You will receive another letter informing you of the Board's decision after the meeting occurs.

In the meantime, please contact me with any questions or concerns at 402-471-9022.

Sincerely,

Kashinda Sims
Education Program Manager

Chairperson of the Board
Cody Gerdes, Lincoln
Certified General Appraiser
1st District Representative
Term Expires: January 1, 2026

Vice-chairperson of the Board
Kevin P. Hermsen, Gretna
Certified General Appraiser
2nd 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 Representative
Term Expires: January 1, 2029

Board Member
Adam Batie, Kearney
Certified General Appraiser
3rd District Representative
Term Expires: January 1, 2030

NRPAB
Nebraska Real Property Appraiser Board

Agenda Item Summary

Prepared By: Kashinda Sims **Title:** Education Program Manager **Date:** August 21, 2025

Agenda Section: L. Education

Agenda Item Identification Number: 2253458.02

Subject: Appraisal Institute Deficient Application

Description: Appraisal Institute's Application for Approval as a Continuing Education Activity for, "Condemnation Appraising: Principles and Applications" is deficient requirements for approval in accordance with 298 NAC Chapter 6.

SUMMARY

An Application for Approval as a Continuing Education Activity ("Application") for, "Condemnation Appraising: Principles and Applications" was received at the Board office on June 6, 2025 [Exhibit 1]. Upon review of the material, the timed outline for the activity totals twenty-three (23) hours, whereas the Application requests twenty-one (21) hours [Exhibit 2]. Additionally, the student and instructor material state that all references from USPAP are taken from the 2020-2021 edition [Exhibit 3].

Staff notified the provider of the Application's deficiencies in a July 24, 2025 letter, requesting that deficiencies be remedied before the end of the day on August 1, 2025, or the Application will go before the Board for consideration at its next scheduled meeting on August 21, 2025 [Exhibit 4]. On August 4, 2025, staff notified Appraisal Institute that the Application remains deficient and would be presented to the Board at its regular meeting on August 21, 2025 [Exhibit 5]. In response to the August 4, 2025 notice, Liz de Kanter requested if it would be okay to update the hours as shown in the deficiency letter. EPM Sims responded that this would be acceptable as long as the material submitted matches the request on the Application. There was no further communication with Appraisal Institute.

In accordance with 298 NAC Chapter 6, § 001.10, the total number of activity hours is calculated to include time for examinations. The timed outline does not match the Application. The student and instructor material do not reflect current theory, methods, and techniques in accordance with 298 NAC Chapter 6, § 003.02A.2e(3).

RELEVANT LAWS/RULES/GUIDANCE DOCUMENTS/INTERNAL PROCEDURES

298 NAC Chapter 6, § 001.10 - The prescribed number of activity hours includes time for examinations.

298 NAC Chapter 6, § 001.10B - For a timed outline in a non-schedule format, where each topic is assigned a specific duration, each minute engaged in instruction is utilized to determine the total minutes engaged in instruction. Fifty minutes engaged in instruction equals one hour.

298 NAC Chapter 6, § 003.02A.2e - (For an activity not approved by The Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program for continuing education), submit student and instructor materials used for the activity that:

(1) Cover the subject matter in sufficient depth to achieve the stated learning objectives,
(2) Provide appropriately balanced coverage of the subject matter in view of the stated learning objectives,
(3) Reflect current theory, methods, and techniques, and
(4) Not contain significant errors and/or deficiencies.

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 (Condemnation Apprsng-Princ and Apps) Application_June 6, 2025" located in Database under Education (Search Education/Enter Activity Number '2253458'/ Select 'Condemnation Appraising: Principles and Applications'/ Communication and Documentation Log dated 08/13/2025)

[Exhibit 2] - "Appraisal Institute (Condemnation Apprsng-Princ and Apps) Timed Outline_June 6, 2025" located in Database under Education (Search Education/Enter Activity Number '2253458'/ Select 'Condemnation Appraising: Principles and Applications'/ Communication and Documentation Log dated 08/13/2025)

[Exhibit 3] - "Appraisal Institute (Condemnation Apprsng-Princ and Apps) Stdnt Ins Mat_June 6, 2025" located in Database under Education (Search Education/Enter Activity Number '2253458'/ Select 'Condemnation Appraising: Principles and Applications'/ Communication and Documentation Log dated 08/13/2025)

[Exhibit 4] - "Appraisal Institute (Condemn Apprs Princ and Apps) Deficient Notice_July 24, 2025" located in Database under Education (Search Education/Enter Activity Number '2253458'/ Select 'Condemnation Appraising: Principles and Applications'/ Communication and Documentation Log dated 08/13/2025)

[Exhibit 5] - "Appraisal Institute (Applications on Board Agenda - 8)_August 4, 2025) located in Database under Education (Search Education/Enter Activity Number '2253458'/ Select 'Condemnation Appraising: Principles and Applications'/ Communication and Documentation Log dated 08/13/2025)

Exhibit #1

NRPAB
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

Board Number: 2253458.02
Date Received:

RECEIVED
JUN 06 2025
BY: CF KL

For Board Use Only

APPLICATION FOR APPROVAL AS A CONTINUING EDUCATION ACTIVITY IN NEBRASKA

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

Education Provider Information

Education Provider Name: Appraisal Institute

Contact Person Name: de Kanter (Last) Liz (First) (Middle)

Address: 200 W. Madison Street, Suite 2000 (PO Box or Street Number) Chicago (City) IL (State) 60606 (Zip Code + 4)

edekanter@appraisalinstitute.org (Email Address) (312) 335-4191 (Area Code + Phone Number)

Continuing Education Activity Information

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

Activity Title: Condemnation Appraising: Principles and Applications

Activity Length (Hours): 21.0

Except for semester hours received from an accredited college or university, fifty minutes engaged in instructions equals one hour for all activities. The prescribed number of activity hours includes time for examinations, if applicable. Each continuing education activity shall be at least two hours in length, not to exceed eight hours per day. At least a one-half hour break shall be given to credential holder(s) by no later than the end of four hours of class in any day.

Activity Setting: ☐ Classroom ■ Synchronous ☐ Asynchronous ☐ Hybrid

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

AQB CAP Approval: ☐ Yes ■ No

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

Continuing Education Activity Secondary Provider: ☐ Yes ■ No

Exhibit #1

Resubmission Checklist

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

If *Resubmission of an Approved Continuing Education Activity* is selected under CONTINUING EDCUATION ACTIVITY INFORMATION, the reason for resubmission is:

☐ There is a change in the status of approval by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program.

☐ There is a change in the status of the 298 NAC, Chapter 6 §001.15 qualifications under which a distance education activity was approved.

☐ There is a substantial change to the materials, presentation, or policies.

☐ There is a change in the qualifications as specified in 298 NAC, Chapter 6, § 005 for any instructor.

☐ One or more instructors are added or removed by the education provider.

☐ The materials, theories, and/or methodologies are no longer current.

☐ The activity content and/or policies are no longer communicated or administered as approved.

☐ There is a change to a secondary provider's rights to the activity.

Application Checklist

All materials submitted to the Board related to an Application for Approval as a Continuing Education Activity in Nebraska are for Board use only and shall be retained by the Board. Except for the completed application, the non-refundable $25.00 application fee, and a written explanation of the reason for resubmission, if *Resubmission of an Approved Continuing Education Activity* is selected under CONTINUING EDUCATION ACTIVITY INFORMATION, only the items that have changed since the last submission need to be included.

General

Required for all continuing education activities.

■ Completed application.

■ Non-refundable $25.00 application fee.

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

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

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

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

☐ A written explanation of the reason for resubmission.

Exhibit #1

Non-AQB Approved Continuing Education Activities

For an activity not approved by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program for continuing education, submit the following:

- ■ An activity description that clearly describes the content.
- ■ All student and instructor materials that meet the requirements of 298 NAC Chapter 6, §002.02A.2e.
- ■ All learning objectives that meet the requirements of 298 NAC Chapter 6 § 002.02A.2d.
- ■ A record retention policy that requires that a record of attendance for each activity is maintained for a period of at least five years.
- ■ An instructor policy that requires the use of instructors who meet the requirements of NAC Chapter 6, § 005.
- ■ An attendance policy that meets the requirements of 298 NAC Chapter 6, §002.02A.2h.
- ■ A timed outline/activity matrix that accounts for the general flow and recommended time spent on topics contained within the activity and reflects hours of credit per topic.
- ■ If applicable, a closed-book final examination proctored in person or remotely by an official approved by the education provider that meets the requirements of 298 NAC Chapter 6, § 003.02A.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 Continuing Education Activities

If *Asynchronous, or Hybrid (in which the learning environment includes Asynchronous interaction)* is selected under CONTINUING EDUCATION ACTIVITY INFORMATION, education activity includes:

- ☐ A closed-book final examination.

OR

- ☐ Prescribed activity mechanisms required to demonstrate knowledge of the subject matter.

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

- ☐ The Appraiser Qualifications Board of The Appraisal Foundation.

OR

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

OR

- ☐ Is conducted by an accredited college, community college, or university that offers distance education programs and is approved or accredited by the Commission on Colleges, a regional or national accreditation association, or by an accrediting agency that is recognized by the U.S. Secretary of Education, that awards academic credit for the distance education courses or that maintains an education delivery program that approves activity design and delivery that incorporate interactivity (If no closed-book final examination is included, evidence of prescribed activity mechanisms must be submitted with the application) **AND**
- ☐ The activity provides interaction in a reciprocal environment where the student has verbal or written communication with the instructor.

Exhibit #1

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: Underwood (Last) John (First) R. (Middle)

john@appraisal-acq.com (Email Address) (561) 968-5550 (Area Code + Phone Number)

Is the instructor a Nebraska real property appraiser or hold an appraiser license, registration, or certification in any other jurisdiction? ■ Yes ☐ No

Is the instructor an AQB Certified USPAP Instructor by the Appraiser Qualifications Board of The Appraisal Foundation? *Required if the activity is a seven-hour National USPAP Update Course* ☐ Yes ■ No

An instructor for any continuing education activity must satisfy at least one of the following qualifications: *Select one option only*

- ■ 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;
- ☐ 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;
- ☐ Hold a master's degree or higher in a field that is directly related to the subject matter to be taught;
- ☐ Have five years of real property appraisal practice teaching experience directly related to the subject matter to be taught; or
- ☐ 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? ☐ Yes ☐ No

Is the instructor an AQB Certified USPAP Instructor by the Appraiser Qualifications Board of The Appraisal Foundation? *Required if the activity is a seven-hour National USPAP Update Course* ☐ Yes ☐ No

An instructor for any continuing education activity must satisfy at least one of the following qualifications: *Select one option only*

- ☐ 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;
- ☐ 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;
- ☐ Hold a master's degree or higher in a field that is directly related to the subject matter to be taught;
- ☐ Have five years of real property appraisal practice teaching experience directly related to the subject matter to be taught; or
- ☐ Have seven years of real property appraisal practice experience directly related to the subject matter to be taught.

Exhibit #1

General Requirements

1. The Board may at any time conduct an audit of any approved education activity to verify that the activity is being conducted in accordance with the Real Property Appraiser Act and Title 298 as approved. If requested, electronic access will be provided to the Board for any approved online education activity. The electronic access must provide administrative rights that allow for access to the activity, quizzes, and examinations, without having to take the distance education activity in sequential order and without having to take quizzes to examinations to proceed with the activity.

2. The Board may at any time review activity and instructor materials approved by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program to verify that the activity and/or instructor(s) meets the requirements of the Real Property Appraiser Act and Title 298 as approved.

3. Approval of activities does not transfer from one education provider to another, unless one education provider obtains the legal rights to all activities of another education provider. The expiration date of any continuing education activity will remain the same as approved under the previous education provider.

4. Education providers and instructors will comply with the Nebraska Private Postsecondary Career Schools Act, NEB. REV. STAT § 85-1601, et seq. as applicable.

5. Knowingly offering or attempting to offer a qualifying or continuing education activity as being approved to a real property appraiser or an applicant, without first obtaining approval of the activity, except for activities required by an accredited degree-awarding college or university for completion of a degree in real estate, if the college or university had its curriculum approved by the Appraiser Qualifications Board as qualifying education is a violation of Neb. Rev. Stat. § 76-2238(21).

6. Any continuing education activity must contribute to a credential holder's development of real property appraiser related skill, knowledge, and competency in any one or more of the following subjects:

   (1) Real property appraisal practice,
   (2) Valuation methodology and/or techniques,
   (3) Market fundamentals, characteristics, conditions, and analysis,
   (4) Real property concepts, characteristics, and analysis,
   (5) Communication,
   (6) Arbitration, dispute resolution
   (7) Ethics and standards of professional practice, USPAP
   (8) Valuation Bias, fair housing, and/ or equal opportunity
   (9) Land use, planning, zoning
   (10) Management, leasing, timesharing,
   (11) Property development, partial interests,
   (12) Real Estate law, easements, and legal interests,
   (13) Real estate litigation, damages, condemnation,
   (14) Real estate financing and investment,
   (15) Real property appraisal-related computer applications,
   (16) Real estate securities and syndication,
   (17) Seller concessions and impact on value, and/or
   (18) Energy-efficient items and "green building" appraisals.

7. An activity in which the primary purpose is training in the use of a specific software, and not utilization of a software to improve competency in in any of the previously listed subjects does not meet the requirements for approval as a continuing education activity.

8. No activity may rely upon a textbook as the primary instructional material. Textbooks are permitted to be used as a background reference for an activity; however, textbooks will not be reviewed as the activity. All activities must contain sufficient stand-alone instructional material supporting the specific activity learning objectives.

9. An instructor for any qualifying education activity, continuing education activity, or supervisory real property appraiser and trainee course, must meet qualifications established pursuant to any other applicable law.

10. An instructor for any qualifying education activity, continuing education activity, or supervisory real property appraiser and trainee course, who holds a credential as a real property appraiser in Nebraska or any other jurisdiction shall maintain each credential in good standing in accordance with the laws of the jurisdiction in which each credential is held, not have had a credential revoked, suspended, or have surrendered a credential in lieu of disciplinary action within three years; and not have had disciplinary action taken against his or her credential that may constitute a violation of NEB. REV. STAT. § 76-2238 within three years.

11. The standing of an instructor identified on an education provider's application submitted for approval, who holds a credential as a real property appraiser in Nebraska or any other jurisdiction, may be verified through the Appraiser Registry of the Appraisal Subcommittee for the Federal Financial Institutions Examination Council.

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, be a state-certified real property appraiser in good standing, have an instructional background in real property appraisal practice education; and have a minimum of five years of real property appraisal practice experience.

13. An instructor for any qualifying education activity, continuing education activity, or supervisory real property appraiser and trainee course must satisfy the education provider's instructor policy that requires the use of instructors who meet the requirements of the Nebraska Real Property Appraiser Act and Title 298.

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

Print Name: de Kanter (Last) Liz (First) _____ (Middle)

Liz de Kanter (Signature) 4/8/2025 (Date)

Expiration Date and Rescinding Approval

1. Except for the seven-hour Uniform Standards of Professional Practice Update course, which expires on the date on which the approval by the Appraiser Qualifications Board expires, a continuing education activity shall expire on the date five years after the date of approval.
2. The Board may rescind approval of a continuing education activity if the Board finds:

    1) Falsification of information submitted for activity approval,
    2) A change in approval by Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program,
    3) A change in status of the qualifications specified in Section 001.15 of Chapter 6 under which a distance education activity was approved,
    4) Substantial errors and/or deficiencies in the materials or presentation,
    5) The materials, theories, and/or methodologies are not current and/or practical,
    6) The instructor(s) responsible for the activity content and presentation do not meet the qualification specified in Section 005 of Chapter 6,
    7) The activity content and/or policies are not communicated or administered to the credential holder(s) as approved,
    8) A material violation of Real Property Appraiser Act or Title 298 by the education provider or instructor for the activity, or
    9) There is a change to a secondary provider's rights to the activity.

3. If the Board finds reason to rescind its approval of an activity, the Board will provide written notice to the education provider that includes a description of the reasons for rescinding approval found by the Board. The education provider has 60 days from the date of notice to provide a written response to the Board's notice. If the response is satisfactory to the Board, the Board will not rescind its approval. If the response is not satisfactory to the Board, the Board may rescind approval of the activity. If approval is rescinded, the education provider may file a new application for approval of the qualifying education activity, and if so, meet the requirements in place at the time a new application is submitted to the Board.

Directions

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

Exhibit #1

RECEIPT

NEBRASKA REAL PROPERTY APPRAISER BOARD

No.: 23350 Date: 6/6/2025

Received from: Appraisal Institute

For: 8CE new apps

Check # 198861

Application Fee	$	
AMC Registration Fee: ___ new ___ renewal		
AMC ASC National Registry Fee: _____ appraisers @ $25		
Reporting Year ____/____/_____ to ____/____/_____		
Review of Courses: ___ QE 8 CE ___ CE renewal		200 00
Penalty Fees/Fines		
Fingerprint Processing		
Late Processing: _____ months @ $25		
Other: _____		
TOTAL	$	200 00

Received by: Colby Galle

HOLD TO LIGHT TO VIEW TRUE WATERMARK IN PAPER HEAT SENSITIVE RED LOCK DISAPPEARS WHEN HEATED

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

2-1/710

Appraisal Institute

200 W. Madison St.
Suite 2000
Chicago, IL 60606
312-335-4100
www.appraisalinstitute.org

VENDOR NO.	CHECK DATE	CHECK NUMBER	PAY EXACTLY
11200	06/04/25	198861	

PAY EXACTLY **TWO HUNDRED DOLLARS ONLY**

$ ******200.00

VOID AFTER 180 DAYS

PAY TO THE ORDER OF

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

Beata Ghache

AUTHORIZED SIGNATURE

Security features. Details on back.

Suggested Schedule

SECTION 1

Overview		
~~8:00–8:30~~	~~30 minutes~~	~~Registration~~
8:30–9:00	30 minutes	Orientation (Classroom Rules and Procedures)
Part 1. Origins of Eminent Domain		
9:00–9:10	10 minutes	Origins of Eminent Domain
9:10–9:20	10 minutes	Definitions
9:20–9:30	10 minutes	Sources of Eminent Domain Law
9:30–9:40	10 minutes	Agencies with Power to Condemn
9:40–9:50	10 minutes	Limitations on Condemnation
9:50–10:00	10 minutes	Examples of Takings
Part 2. The Litigation Environment		
10:00–10:10	10 minutes	Standards, Ethics, and Liability
10:10–10:25	15 minutes	Attorney/Appraiser Relations
10:25–10:35	10 minutes	Appraiser's Role
10:35–10:45	10 minutes	Just Compensation and Market Value
~~10:45–11:00~~	~~15 minutes~~	~~BREAK~~
Part 3. Property Rights		
11:00–11:05	5 minutes	Real Estate and Real Property
11:05–11:15	10 minutes	Bundle of Rights
11:15–11:20	5 minutes	Multiple Estates
11:20–11:30	10 minutes	Police Power
11:30–11:40	10 minutes	Access Rights
11:40–11:45	5 minutes	Easements
11:45–11:50	5 minutes	Examples of Easements, Problems
11:50–12:00	10 minutes	Personal Property, Fixtures, and Intangible Assets
~~12:00–1:00~~	~~60 minutes~~	~~LUNCH~~

195

Exhibit #2

SECTION 2

Part 4. Land Use Regulation		
1:00–1:10	10 minutes	Introduction; Planning and Zoning
1:10–1:20	10 minutes	Entitlements
1:20–1:30	10 minutes	Nonconforming Use
1:30–1:35	5 minutes	Reasonable Probability of Rezoning
1:35–1:45	10 minutes	Environmental Issues
Part 5. The Larger Parcel (Parent Tract)		
1:45–1:55	10 minutes	Introduction; Reasons for the Larger Parcel Tests
1:55–2:00	5 minutes	Effect of Unity on Valuation and Reporting
2:00–2:15	15 minutes	Problems on Larger Parcel Determination
2:15–2:25	10 minutes	Interpretations of the Larger Parcel Rule
2:25–2:35	10 minutes	Other Larger Parcel Considerations—Paper Plats
2:35–2:50	15 minutes	Treatment of Easements as Part of the Larger Parcel
2:50–3:00	10 minutes	Describing the Larger Parcel
3:00–3:10	10 minutes	Highest and Best Use of the Larger Parcel
3:10–3:20	10 minutes	Consistent Use Theory; Interim Use
~~3:20–3:35~~	~~15 minutes~~	~~BREAK~~
Part 6. Defining the Project		
3:35–3:45	10 minutes	Describing the Entire Project
3:45–3:55	10 minutes	Condemnation Blight and Project Enhancement
3:55–4:05	10 minutes	Project Influences that Can Diminish Property Values
4:05–4:15	10 minutes	Project Influences that Can Increase Property Values
4:15–4:30	15 minutes	Example of Project Influence
4:30–4:35	5 minutes	Responsibility for Scope of the Project Rule
4:35–4:45	10 minutes	Determining Impacts of the Project
4:45–4:55	10 minutes	6.2 and 6.3 Examples
4:55–5:00	5 minutes	Homework Assignment

45

95

85

Day 1: 420

Day 1: 8:30 - 5p = 510 - 90 (lunch and breaks) = 420/50 = 8.4 hours

SECTION 3

Part 7. Legal Measurements of Just Compensation		
8:30–9:00	30 minutes	Discussion of Homework Assignment
9:00–9:05	5 minutes	Introduction
9:05–9:15	10 minutes	Federal Rule
9:15–9:25	10 minutes	State Rule
9:25–9:30	5 minutes	Consideration of Benefits Under the State Rule
Part 8. The Appraisal Process		
9:30–9:35	5 minutes	Subject Property
9:35–9:45	10 minutes	Presentation of Analyses
9:45–9:55	10 minutes	Accuracy in Condemnation Actions
9:55–10:05	10 minutes	Record Keeping
10:05–10:15	10 minutes	Who Must Verify?
10:15–10:30	15 minutes	Valuation Approaches
10:30–10:40	10 minutes	Partial Acquisitions
10:40–10:45	5 minutes	Use of Outside Experts
~~10:45–11:00~~	~~15 minutes~~	~~BREAK~~
Part 9. Larger Parcel Valuation		
11:00–11:05	5 minutes	Subject Property
11:05–11:15	10 minutes	Vacant Land
11:15–11:25	10 minutes	Improved Property
11:25–11:30	5 minutes	Conclusion
Part 10. Description and Valuation of Part Taken		
11:30–12:00	30 minutes	Description of Part Taken
~~12:00–1:00~~	~~60 minutes~~	~~LUNCH~~
1:00–2:00	60 minutes	Valuation of Part Taken

60

75

30

90

255

Exhibit #2

SECTION 4

Part 11. Description and Valuation of Remainder		
2:00–2:10	10 minutes	Value of the Remainder as Part of the Whole
2:10–2:20	10 minutes	Description of the Remainder After the Take and Construction of the Project
2:20–2:40	20 minutes	Highest and Best Use of the Remainder
2:40–3:00	20 minutes	Applicable Approaches
~~3:00–3:15~~	~~15 minutes~~	~~BREAK~~
Part 12. Damages and Benefits in Partial Acquisition Cases		
3:15–3:20	5 minutes	Damages in Partial Acquisition Cases
3:20–3:25	5 minutes	Types of Damages
3:25–3:30	5 minutes	The Estate Taken
3:30–3:40	10 minutes	Damage Studies
3:40–3:45	5 minutes	The Mathematics of Damages
3:45–3:50	5 minutes	Estimating Damages—Do
3:50–4:00	10 minutes	Estimating Damages—Don't
4:00–4:05	5 minutes	Noncompensable Damages
4:05–4:10	5 minutes	Benefits in Partial Acquisition Cases
4:10–4:30	20 minutes	Rules of Offset
4:30–4:40	10 minutes	Analyzing Benefits
4:40–4:55	15 minutes	Measuring Benefits
4:55–5:00	5 minutes	Review Homework

60

105

Day 2: 420

Day 2: 8:30 - 5p = 510-90=420/50=8.4 hours

Exhibit #2

SECTION 5

Part 13. Corner Clip Case Study		
8:30–9:00	30 minutes	Overview; Valuation Assignment
9:00–10:00	60 minutes	Exercises 1–10
~~10:00–10:15~~	~~15 minutes~~	~~BREAK~~
Part 14. Easement Case Study		
10:15–10:30	15 minutes	Overview
10:30–11:15	45 minutes	Exercises 1–5
Part 15. Inverse Condemnation		
11:15–11:20	5 minutes	Introduction
11:20–11:30	10 minutes	Inverse Condemnation Actions
11:30–11:35	5 minutes	Two Types of Inverse Condemnation Cases
11:35–11:45	10 minutes	Measures of Compensation in Permanent Inverse Taking Cases
11:45-12:00	15 minutes	Measures of Damages in Temporary Inverse Taking Cases
~~12:00–1:00~~	~~60 minutes~~	~~LUNCH~~

195

SECTION 6

Part 16. The Appraisal Report and Beyond		
1:00–1:05	5 minutes	Purpose and Function of the Appraisal
1:05–1:10	5 minutes	Appraisal Report Format
1:10–1:15	5 minutes	Timing of Report
1:15–1:25	10 minutes	Report Content
1:25–1:30	5 minutes	Meetings with Other Experts
1:30–1:35	5 minutes	The Review Process
1:35–1:40	5 minutes	Depositions
1:40–1:45	5 minutes	Mediation
1:45–1:55	10 minutes	Trials
Part 17. Course Review		
1:55–2:40	45 minutes	17.1 and 17.2 Problems; Preparing for the Exam
~~2:40–2:55~~	~~15 minutes~~	~~BREAK~~
~~2:55–3:30~~	~~35 minutes~~	~~Self Study~~
EXAM		
3:30–4:30	60 minutes	Exam

100

Day 3: 8:30 - 2:40 =370 - 75 (break and lunch)= 295/50 = 5.9 hours

Day 3: 295

Overall Requested: 420+420+295+60(exam)=1195/50 = 23.9

Overall Requested: 420+420+295+60(exam)=1195/50 = 23.9

Exhibit #3

General Information

- **Calculators.** A financial calculator is required. The accepted model used in the course is the HP-12C. **Important Note.** 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.

- **Breaks.** There will be one 15-minute break for each half-day session unless noted otherwise by the course sponsor. The lunch break is one hour.

- **Attendance sheets** will be distributed during class to verify your attendance during each half-day session. Attendance for the entire course is required.

- **Certificates of completion** may be downloaded upon completion of the course.

Recommended Texts

- *Applications in Litigation Valuation: A Pragmatist's Guide*

- *Real Property Valuation in Condemnation*

- *Uniform Standards of Professional Appraisal Practice (USPAP)*, current edition

USPAP References in This Course

All references to the Uniform Standards of Professional Appraisal Practice (USPAP) are taken from the 2020–2021 edition (Washington, D.C.: The Appraisal Foundation).

Exhibit #4

NRPAB
Nebraska Real Property Appraiser Board
301 Centennial Mall South, First Floor
PO Box 94963
Lincoln, NE 68509-4963

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

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

July 24, 2025

LIZ DE KANTER
APPRAISAL INSTITUTE
200 W MADISON ST STE 2000
CHICAGO IL 60606-3515

RE: Continuing Education Activity Submission Deficiencies

Dear Liz de Kanter,

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

- Condemnation Appraising: Principles and Applications

In accordance with 298 NAC Chapter 6, § 003.02A.2, For an activity not approved by The Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program for continuing education, submit the following (in part):

- A timed outline that accounts for the general flow and recommended time spent on topics contained within the activity.
  – The timed outline submitted totals 23 hours. The application requests 21 hours of education.
- Student and instructor materials for the activity that do not contain significant errors and/or deficiencies.
  – On Page 27 of the student and instructor materials submitted, it states, “All references to the Uniform Standards of Professional Appraisal Practice (USPAP) are taken from the 2020-2021 edition.”

The continuing education activity submittals identified above are deficient the listed materials required in 298 NAC Chapter 6, § 003.02A.2. Please provide the deficient materials before the end of the day on August 1, 2025. The materials may be sent via email to nrpab.education@nebraska.gov or by the address listed below.

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

Chairperson of the Board
Cody Gerdes, Lincoln
Certified General Appraiser
1st District Representative
Term Expires: January 1, 2026

Vice-chairperson of the Board
Kevin P. Hermsen, Gretna
Certified General Appraiser
2nd 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
Representative
Term Expires: January 1, 2029

Board Member
Adam Batie, Kearney
Certified General Appraiser
3rd District Representative
Term Expires: January 1, 2030

If the requested materials are not received at the Board's office by the end of the day on August 1, 2025, the application will go before the Board for consideration at its next scheduled meeting on August 21, 2025. In accordance with 298 Chapter 6, §003.02D, the application may be denied by the Board at any time during the process if the education provider, submitted activity, or instructor(s) for the submitted activity fail to meet the requirements in the Act and Title 298 NAC.

Sincerely,

Kashinda Sims
Education Program Manager

Exhibit #5

NRPAB
Nebraska Real Property Appraiser Board
301 Centennial Mall South, First Floor
PO Box 94963
Lincoln, NE 68509-4963

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

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

August 4, 2025

LIZ DE KANTER
APPRAISAL INSTITUTE
200 W MADISON ST STE 2000
CHICAGO IL 60606-3515

RE: Nebraska Applications for Approval

Dear Liz de Kanter,

The Nebraska Real Property Appraiser Board ("Board") has received the Application for Approval as a Continuing Education Activity ("Application") for the following Applications:

- *Practical Applications in Appraising Green Commercial Properties* for 15.00 asynchronous hours
- *Application & Interpretation of Simple Linear Regression* for 15.00 classroom hours
- *Application & Interpretation of Simple Linear Regression* for 15.00 synchronous hours
- *Case Studies in Appraising Green Residential Buildings* for 8.00 synchronous hours
- *Condemnation Appraising: Principles and Applications* for 21.00 synchronous hours
- *Introduction to Green Buildings: Principles & Concepts* for 8.00 synchronous hours
- *Residential and Commercial Valuation of Solar* for 15.00 synchronous hours
- *The Appraiser as an Expert Witness* for 16.00 synchronous hours

These Applications will be put in front of the Board for consideration at its next scheduled meeting on August 21, 2025. In accordance with 298 NAC Chapter 6, § 003.02D, the application may be denied by the Board at any time during the process if the education provider, submitted activity or instructor(s) for the submitted activity fail to meet the requirements in the Act and Title 298 NAC. You will receive another letter informing you of the Board's decision after the meeting occurs.

In the meantime, please contact me with any questions or concerns at 402-471-9022.

Sincerely,

Kashinda Sims
Education Program Manager

Chairperson of the Board
Cody Gerdes, Lincoln
Certified General Appraiser
1st District Representative
Term Expires: January 1, 2026

Vice-chairperson of the Board
Kevin P. Hermsen, Gretna
Certified General Appraiser
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Adam Batie, Kearney
Certified General Appraiser
3rd District Representative
Term Expires: January 1, 2030

NRPAB
Nebraska Real Property Appraiser Board

Agenda Item Summary

Prepared By: Kashinda Sims **Title:** Education Program Manager **Date:** August 21, 2025

Agenda Section: L. Education

Agenda Item Identification Number: 2253459.02

Subject: Appraisal Institute Deficient Application

Description: Appraisal Institute's Application for Approval as a Continuing Education Activity for, "Introduction to Green Buildings: Principles & Concepts" is deficient requirements for approval in acccordance with 298 NAC Chapter 6.

SUMMARY

An Application for Approval as a Continuing Education Activity ("Application") for, "Introduction to Green Buildings: Principles & Concepts" was received at the Board office on June 6, 2025 [Exhibit 1]. A notice was sent to Liz de Kanter of Appraisal Institute requesting to correct the instructor information on the Application as the listed instructor, Sandra Adomatis, is not an AQB Certified USPAP Instructor by the Appraiser Qualifications Board of The Appraisal Foundation on July 9, 2025. This deficiency was resolved as of July 14, 2025. Upon review, the student and instructor material state that all references from USPAP are taken from the 2020-2021 edition [Exhibit 2]. Additionally, links referenced in the material are not valid [Exhibit 3].

Staff notified the provider of the Application's deficiencies in a July 24, 2025 letter, requesting that the reference to USPAP be updated and links corrected before the end of the day on August 1, 2025, or the Application will go before the Board for consideration at its next scheduled meeting on August 21, 2025 [Exhibit 4]. On August 4, 2025, staff notified Appraisal Institute that the Application remains deficient and would be presented to the Board at its regular meeting on August 21, 2025 [Exhibit 5].

RELEVANT LAWS/RULES/GUIDANCE DOCUMENTS/INTERNAL PROCEDURES

298 NAC Chapter 6, § 001.08 - Distance education means any activity based on the geographical separation of student and instructor. Components of distance education include synchronous, asynchronous, and hybrid.

298 NAC Chapter 6, § 001.15D - All website links must be valid and active for a distance education activity at the time such activity is offered to the public.

298 NAC Chapter 6, § 003.02A.2e - (For an activity not approved by The Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program for continuing education), submit student and instructor materials used for the activity that:

(1) Cover the subject matter in sufficient depth to achieve the stated learning objectives,
(2) Provide appropriately balanced coverage of the subject matter in view of the stated learning objectives,
(3) Reflect current theory, methods, and techniques, and
(4) Not contain significant errors and/or deficiencies.

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 (Intro to Grn Builds-Princ and Concepts) Initial App_June 6, 2025" located in Database under Education (Search Education/ Enter Activity '2253459'/ Select 'Introduction to Green Buildings: Principles & Concepts'/ Communication and Documentation Log dated 08/13/2025)

[Exhibit #2] - "Appraisal Institute (Intro to Grn Builds-Princ and Concept) Stdnt Ins Material_June 6, 2025" located in Database under Education (Search Education/ Enter Activity '2253459'/ Select 'Introduction to Green Buildings: Principles & Concepts'/ Communication and Documentation Log dated 08/13/2025)

[Exhibit #3] - "Appraisal Institute (Intro to Grn Builds-Princ and Concepts) Links_June 6, 2025" located in Database under Education (Search Education/ Enter Activity '2253459'/ Select 'Introduction to Green Buildings: Principles & Concepts'/ Communication and Documentation Log dated 08/13/2025)

[Exhibit #4] - "Appraisal Institute (Intro to Grn Builds- Princ and Cncpts) Deficient Notice_July 24, 2025" located in Database under Education (Search Education/ Enter Activity '2253459'/ Select 'Introduction to Green Buildings: Principles & Concepts'/ Communication and Documentation Log dated 08/13/2025)

[Exhibit #5] - "Appraisal Institute (Applications on Board Agenda - 8)_August 4, 2025" located in Database under Education (Search Education/ Enter Activity '2253459'/ Select 'Introduction to Green Buildings: Principles & Concepts'/ Communication and Documentation Log dated 08/13/2025)

Exhibit #1

NRPAB
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

Board Number: _____
Date Received:

RECEIVED
JUN 06 2025
BY: CF KL

For Board Use Only

APPLICATION FOR APPROVAL AS A CONTINUING EDUCATION ACTIVITY IN NEBRASKA

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

Education Provider Information

Education Provider Name: Appraisal Institute

Contact Person Name: de Kanter (Last) Liz (First) _____ (Middle)

Address: 200 W. Madison Street, Suite 2000 (PO Box or Street Number) Chicago (City) IL (State) 60606 (Zip Code + 4)

edekanter@appraisalinstitute.org (Email Address) (312) 335-4191 (Area Code + Phone Number)

Continuing Education Activity Information

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

Activity Title: Introduction to Green Buildings: Principles & Concepts

Activity Length (Hours): 8.0

Except for semester hours received from an accredited college or university, fifty minutes engaged in instructions equals one hour for all activities. The prescribed number of activity hours includes time for examinations, if applicable. Each continuing education activity shall be at least two hours in length, not to exceed eight hours per day. At least a one-half hour break shall be given to credential holder(s) by no later than the end of four hours of class in any day.

Activity Setting: ☐ Classroom ■ Synchronous ☐ Asynchronous ☐ Hybrid

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

AQB CAP Approval: ☐ Yes ■ No

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

Continuing Education Activity Secondary Provider: ☐ Yes ■ No

Exhibit #1

Resubmission Checklist

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

If *Resubmission of an Approved Continuing Education Activity* is selected under CONTINUING EDCUATION ACTIVITY INFORMATION, the reason for resubmission is:

☐ There is a change in the status of approval by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program.

☐ There is a change in the status of the 298 NAC, Chapter 6 §001.15 qualifications under which a distance education activity was approved.

☐ There is a substantial change to the materials, presentation, or policies.

☐ There is a change in the qualifications as specified in 298 NAC, Chapter 6, § 005 for any instructor.

☐ One or more instructors are added or removed by the education provider.

☐ The materials, theories, and/or methodologies are no longer current.

☐ The activity content and/or policies are no longer communicated or administered as approved.

☐ There is a change to a secondary provider's rights to the activity.

Application Checklist

All materials submitted to the Board related to an Application for Approval as a Continuing Education Activity in Nebraska are for Board use only and shall be retained by the Board. Except for the completed application, the non-refundable $25.00 application fee, and a written explanation of the reason for resubmission, if *Resubmission of an Approved Continuing Education Activity* is selected under CONTINUING EDUCATION ACTIVITY INFORMATION, only the items that have changed since the last submission need to be included.

General

Required for all continuing education activities.

■ Completed application.

■ Non-refundable $25.00 application fee.

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

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

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

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

☐ A written explanation of the reason for resubmission.

Exhibit #1

Non-AQB Approved Continuing Education Activities

For an activity not approved by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program for continuing education, submit the following:

- ■ An activity description that clearly describes the content.
- ■ All student and instructor materials that meet the requirements of 298 NAC Chapter 6, §002.02A.2e.
- ■ All learning objectives that meet the requirements of 298 NAC Chapter 6 § 002.02A.2d.
- ■ A record retention policy that requires that a record of attendance for each activity is maintained for a period of at least five years.
- ■ An instructor policy that requires the use of instructors who meet the requirements of NAC Chapter 6, § 005.
- ■ An attendance policy that meets the requirements of 298 NAC Chapter 6, §002.02A.2h.
- ■ A timed outline/activity matrix that accounts for the general flow and recommended time spent on topics contained within the activity and reflects hours of credit per topic.
- ■ If applicable, a closed-book final examination proctored in person or remotely by an official approved by the education provider that meets the requirements of 298 NAC Chapter 6, § 003.02A.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 Continuing Education Activities

If *Asynchronous, or Hybrid (in which the learning environment includes Asynchronous interaction)* is selected under CONTINUING EDUCATION ACTIVITY INFORMATION, education activity includes:

- ☐ A closed-book final examination.

OR

- ☐ Prescribed activity mechanisms required to demonstrate knowledge of the subject matter.

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

- ☐ The Appraiser Qualifications Board of The Appraisal Foundation.

OR

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

OR

- ☐ Is conducted by an accredited college, community college, or university that offers distance education programs and is approved or accredited by the Commission on Colleges, a regional or national accreditation association, or by an accrediting agency that is recognized by the U.S. Secretary of Education, that awards academic credit for the distance education courses or that maintains an education delivery program that approves activity design and delivery that incorporate interactivity (If no closed-book final examination is included, evidence of prescribed activity mechanisms must be submitted with the application) **AND**
- ☐ The activity provides interaction in a reciprocal environment where the student has verbal or written communication with the instructor.

Exhibit #1

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: Adomatis (Last) Sandra (First) K. (Middle)

sadomatis@gmail.com (Email Address) (941) 456-0804 (Area Code + Phone Number)

Is the instructor a Nebraska real property appraiser or hold an appraiser license, registration, or certification in any other jurisdiction? ■ Yes ☐ No

Is the instructor an AQB Certified USPAP Instructor by the Appraiser Qualifications Board of The Appraisal Foundation? *Required if the activity is a seven-hour National USPAP Update Course* ■ Yes ☐ No

An instructor for any continuing education activity must satisfy at least one of the following qualifications: *Select one option only*

- ■ 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;
- ☐ 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;
- ☐ Hold a master's degree or higher in a field that is directly related to the subject matter to be taught;
- ☐ Have five years of real property appraisal practice teaching experience directly related to the subject matter to be taught; or
- ☐ 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? ☐ Yes ☐ No

Is the instructor an AQB Certified USPAP Instructor by the Appraiser Qualifications Board of The Appraisal Foundation? *Required if the activity is a seven-hour National USPAP Update Course* ☐ Yes ☐ No

An instructor for any continuing education activity must satisfy at least one of the following qualifications: *Select one option only*

- ☐ 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;
- ☐ 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;
- ☐ Hold a master's degree or higher in a field that is directly related to the subject matter to be taught;
- ☐ Have five years of real property appraisal practice teaching experience directly related to the subject matter to be taught; or
- ☐ Have seven years of real property appraisal practice experience directly related to the subject matter to be taught.

Exhibit #1

General Requirements

1. The Board may at any time conduct an audit of any approved education activity to verify that the activity is being conducted in accordance with the Real Property Appraiser Act and Title 298 as approved. If requested, electronic access will be provided to the Board for any approved online education activity. The electronic access must provide administrative rights that allow for access to the activity, quizzes, and examinations, without having to take the distance education activity in sequential order and without having to take quizzes to examinations to proceed with the activity.

2. The Board may at any time review activity and instructor materials approved by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program to verify that the activity and/or instructor(s) meets the requirements of the Real Property Appraiser Act and Title 298 as approved.

3. Approval of activities does not transfer from one education provider to another, unless one education provider obtains the legal rights to all activities of another education provider. The expiration date of any continuing education activity will remain the same as approved under the previous education provider.

4. Education providers and instructors will comply with the Nebraska Private Postsecondary Career Schools Act, NEB. REV. STAT § 85-1601, et seq. as applicable.

5. Knowingly offering or attempting to offer a qualifying or continuing education activity as being approved to a real property appraiser or an applicant, without first obtaining approval of the activity, except for activities required by an accredited degree-awarding college or university for completion of a degree in real estate, if the college or university had its curriculum approved by the Appraiser Qualifications Board as qualifying education is a violation of Neb. Rev. Stat. § 76-2238(21).

6. Any continuing education activity must contribute to a credential holder's development of real property appraiser related skill, knowledge, and competency in any one or more of the following subjects:

   (1) Real property appraisal practice,
   (2) Valuation methodology and/or techniques,
   (3) Market fundamentals, characteristics, conditions, and analysis,
   (4) Real property concepts, characteristics, and analysis,
   (5) Communication,
   (6) Arbitration, dispute resolution
   (7) Ethics and standards of professional practice, USPAP
   (8) Valuation Bias, fair housing, and/ or equal opportunity
   (9) Land use, planning, zoning
   (10) Management, leasing, timesharing,
   (11) Property development, partial interests,
   (12) Real Estate law, easements, and legal interests,
   (13) Real estate litigation, damages, condemnation,
   (14) Real estate financing and investment,
   (15) Real property appraisal-related computer applications,
   (16) Real estate securities and syndication,
   (17) Seller concessions and impact on value, and/or
   (18) Energy-efficient items and "green building" appraisals.

7. An activity in which the primary purpose is training in the use of a specific software, and not utilization of a software to improve competency in in any of the previously listed subjects does not meet the requirements for approval as a continuing education activity.

8. No activity may rely upon a textbook as the primary instructional material. Textbooks are permitted to be used as a background reference for an activity; however, textbooks will not be reviewed as the activity. All activities must contain sufficient stand-alone instructional material supporting the specific activity learning objectives.

9. An instructor for any qualifying education activity, continuing education activity, or supervisory real property appraiser and trainee course, must meet qualifications established pursuant to any other applicable law.

10. An instructor for any qualifying education activity, continuing education activity, or supervisory real property appraiser and trainee course, who holds a credential as a real property appraiser in Nebraska or any other jurisdiction shall maintain each credential in good standing in accordance with the laws of the jurisdiction in which each credential is held, not have had a credential revoked, suspended, or have surrendered a credential in lieu of disciplinary action within three years; and not have had disciplinary action taken against his or her credential that may constitute a violation of NEB. REV. STAT. § 76-2238 within three years.

11. The standing of an instructor identified on an education provider's application submitted for approval, who holds a credential as a real property appraiser in Nebraska or any other jurisdiction, may be verified through the Appraiser Registry of the Appraisal Subcommittee for the Federal Financial Institutions Examination Council.

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, be a state-certified real property appraiser in good standing, have an instructional background in real property appraisal practice education; and have a minimum of five years of real property appraisal practice experience.

13. An instructor for any qualifying education activity, continuing education activity, or supervisory real property appraiser and trainee course must satisfy the education provider's instructor policy that requires the use of instructors who meet the requirements of the Nebraska Real Property Appraiser Act and Title 298.

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

Print Name: de Kanter (Last) Liz (First) _____ (Middle)

Liz de Kanter (Signature) 4/8/2025 (Date)

Expiration Date and Rescinding Approval

1. Except for the seven-hour Uniform Standards of Professional Practice Update course, which expires on the date on which the approval by the Appraiser Qualifications Board expires, a continuing education activity shall expire on the date five years after the date of approval.
2. The Board may rescind approval of a continuing education activity if the Board finds:

    1) Falsification of information submitted for activity approval,
    2) A change in approval by Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program,
    3) A change in status of the qualifications specified in Section 001.15 of Chapter 6 under which a distance education activity was approved,
    4) Substantial errors and/or deficiencies in the materials or presentation,
    5) The materials, theories, and/or methodologies are not current and/or practical,
    6) The instructor(s) responsible for the activity content and presentation do not meet the qualification specified in Section 005 of Chapter 6,
    7) The activity content and/or policies are not communicated or administered to the credential holder(s) as approved,
    8) A material violation of Real Property Appraiser Act or Title 298 by the education provider or instructor for the activity, or
    9) There is a change to a secondary provider's rights to the activity.

3. If the Board finds reason to rescind its approval of an activity, the Board will provide written notice to the education provider that includes a description of the reasons for rescinding approval found by the Board. The education provider has 60 days from the date of notice to provide a written response to the Board's notice. If the response is satisfactory to the Board, the Board will not rescind its approval. If the response is not satisfactory to the Board, the Board may rescind approval of the activity. If approval is rescinded, the education provider may file a new application for approval of the qualifying education activity, and if so, meet the requirements in place at the time a new application is submitted to the Board.

Directions

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

Exhibit #1

RECEIPT

NEBRASKA REAL PROPERTY APPRAISER BOARD

No.: 23350 Date: 6/6/2025

Received from: Appraisal Institute

For: 8CE new apps

Check # 198861

Application Fee	$	
AMC Registration Fee: ___ new ___ renewal		
AMC ASC National Registry Fee: _____ appraisers @ $25		
Reporting Year ____/____/_____ to ____/____/_____		
Review of Courses: ___ QE 8 CE ___ CE renewal		200 00
Penalty Fees/Fines		
Fingerprint Processing		
Late Processing: _____ months @ $25		
Other: _____		
TOTAL	$	200 00

Received by: Colby Galle

HOLD TO LIGHT TO VIEW TRUE WATERMARK IN PAPER HEAT SENSITIVE RED LOCK DISAPPEARS WHEN HEATED

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

2-1/710

Appraisal Institute

200 W. Madison St.
Suite 2000
Chicago, IL 60606
312-335-4100
www.appraisalinstitute.org

VENDOR NO.	CHECK DATE	CHECK NUMBER	PAY EXACTLY
11200	06/04/25	198861	

PAY EXACTLY **TWO HUNDRED DOLLARS ONLY**

$ ******200.00

VOID AFTER 180 DAYS

PAY TO THE ORDER OF

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

Beata Ghache

AUTHORIZED SIGNATURE

Security features. Details on back.

USPAP References in This Course

All references to the Uniform Standards of Professional Appraisal Practice (USPAP) are taken from the 2020–2021 edition, effective until December 31, 2023. (Washington, D.C.: The Appraisal Foundation).

Client:		Client File #:	Exhibit #3
Subject Property:		Appraisal File #:	

Residential Green and Energy Efficient Addendum
Additional Resources

Appraised Value and Energy Efficiency: Getting it Right. This document provides links to resources in understanding the secondary mortgage market guidelines on appraisals of energy efficient and green features. It addresses the following:

- What can builders do?
- For Buyers: Assuring a competent appraiser for your home
- For Lenders: A sample letter that should be completed and provided to the lender at the time of mortgage application alerts the lender to the special features that requires an appraiser with knowledge of the property type.

https://www.appraisalinstitute.org/assets/1/29/AI-BCAP_Flyer.pdf

Residential Green Valuation Tools. A textbook resource for completing the AI Residential Green and Energy Efficient Addendum is available. It can be purchased at the following website: http://www.appraisalinstitute.org/residential-green-valuation-tools/

Glossary

ASHRAE 700 / ICC National Green Building Standard (NGBS): An ANSI-approved residential green building standard developed by the National Association of Home Builders (NAHB) and the International Code Council (ICC). It is applicable to single and multifamily projects, renovations and additions and residential land development. To comply, all buildings must incorporate sustainable lot development techniques and address energy, water & material resource efficiency and indoor environmental quality. Also, all owners must be educated about building operation and maintenance.
https://www.nahb.org/en/research/nahb-priorities/green-building-remodeling-and-development/icc-700-national-green-building-standard.aspx

Building Envelope: The building envelope is everything that separates the building's interior from the exterior. This includes the foundation, exterior walls, roof, doors and windows. The envelope rating should be compared to the local building code requirements for this rating to identify a structure that exceeds the building code.

Energy Recovery Ventilation System (ERV) or Heat Recovery Ventilators (HRV): These systems provide fresh air without wasting all the energy already used to heat the indoor air. By recovering sensible (heat) or latent (moisture) energy from the stale indoor air, they offer fresh air ventilation with reduced energy loss.

ENERGY STAR Certified New Homes: EPA's ENERGY STAR certified homes are independently verified to be at least 15 percent more efficient that code-built homes, and include additional energy efficiency measures that can deliver savings of up to 30 percent compared to standard new homes. More than just a collection of ENERGY STAR products, an ENERGY STAR certified home includes a comprehensive package of energy efficiency systems and features that work together to deliver better performance, including a High-Efficiency Heating & Cooling System, a Complete Thermal Enclosure System; a Water Protection System; and Efficient Lighting & Appliances. www.energystar.gov/newhomes

ENERGY STAR Products: Behind each blue label is a product, building, or home that is independently certified to use less energy and cause fewer of the emissions that contribute to climate change. Today, ENERGY STAR is the most widely recognized symbol for energy efficiency in the world. In order to earn the label, ENERGY STAR products must be third-party certified based on testing in EPA-recognized laboratories. In addition to up-front testing, a percentage of all ENERGY STAR products are subject to "off–the–shelf" verification testing each year. The goal of this testing is to ensure that changes or variations in the manufacturing process do not undermine a product's qualification with ENERGY STAR requirements. https://www.energystar.gov/about/origins_mission

Geothermal: A geothermal heat pump uses the constant below ground temperature of soil or water to heat and cool your home. http://energy.gov/energysaver/articles/geothermal-heat-pumps

HERS Index: The Home Energy Rating System (HERS) Index is an industry standard by which a home's energy efficiency is measured. It's also the nationally recognized system for inspecting and calculating a home's energy performance. A qualified third party certifier assesses the house based on its physical characteristics. The energy estimates from this assessment may vary depending on the lifestyle of the occupants, increasing utility expenses, and changes in the maintenance or characteristics of the energy features. There are three rating types: sampling rating, projected rating, and confirmed rating. A **Sampling Rating** is an application of the Home Energy Rating process whereby fewer than 100% of a builder's new homes are randomly inspected and tested to evaluate compliance with a set of threshold specifications. A **Projected Rating:** A Rating Type that encompasses one individual dwelling or dwelling unit and is conducted in accordance with Section 5.1.4.3.1 through 5.1.4.3.5 of the ANSI/RESNET/ICC Standard 301. A **Confirmed Rating** is a rating type that encompasses one individual dwelling or dwelling unit and is conducted in accordance with Sections 5.1.4.1.1 through 5.1.4.1.3. More information: http://www.resnet.us/hers-index. The ANSI standard utilized in the HERS Index is posted at http://codes.iccsafe.org/app/book/content/PDF/ICC%20Standards/ICC_301-2014/ICC_RESNET_301.pdf.

Home Energy Score (HES): The Home Energy Score, developed and managed by the U.S. Department of Energy (DOE), is a national system that allows homes to receive an energy rating, like the MPG rating available for cars. The Home Energy Score uses a 10-point scale to reflect how much energy a home is expected to use under standard operating conditions. The Home Energy Score uses a standard calculation method and considers the home's structure and envelope (walls, windows, foundation) and its heating, cooling, and hot water systems. Only Assessors who pass DOE's Simulation Training can provide the Home Energy Score. www.HomeEnergyScore.gov

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Exhibit #3

Indoor airPLUS: EPA's Indoor airPLUS is a voluntary EPA label for new homes that integrate a set of construction practices and technologies to reduce indoor air pollutants and improve the indoor air quality in a new home beyond minimum code requirements. It is only available to homes that first meet ENERGY STAR® Certified Home requirements. Http://www.epa.gov/indoorairplus

LEED: Leadership in Energy and Environmental Design is a green certification program created by the U.S. Green Building Council (USGBC). As an internationally recognized mark of excellence, LEED provides building owners and operators with a framework for identifying and implementing practical and measurable green building design, construction, operations and maintenance solutions. http://www.usgbc.org/DisplayPage.aspx?CMSPageID=1988

Living Building Challenge: Created by the Living Future Institute, the Living Building Challenge is the world's most rigorous proven performance standard for buildings. People can use the regenerative design framework to create spaces that, like a flower, give more than they take. Living Building Challenge certification requires actual rather than modeled performance. Therefore, projects must be operational for at least twelve consecutive months prior to evaluation. https://living-future.org/lbc/basics/

Low E: "Low emissivity" indicates a coating is added to the glass surface. The coating allows visible light to pass through the glass while stopping radiant heat energy from entering the building by passing through the glass. Approximately 40% of the sun's harmful ultra violet rays are blocked and insulation enhanced. https://energy.gov/energysaver/energy-efficient-windows

NGBS Small Project Remodel: Run by the Home Innovation Research Labs, this program certifies whole house and small project remodels as energy efficient. Unlike the Whole–House Remodel, the Small Project certification is prescriptive. Chapter 12 of the National Green Building Standard includes a list of mandatory practices, related to materials use, sustainable products, energy efficiency, and indoor environmental quality. A Home Innovation Accredited NGBS Green Verifier gives a final inspection to verify Small Project certification. During inspection, the Verifier will ensure the applicable practices have been met. http://www.homeinnovation.com/services/certification/green_homes/remodeling_certification/remodel_home_certification_process

NGBS Whole Home Remodel: Run by the Home Innovation Research Labs, this program certifies whole house and small project remodels as energy efficient. Certification of a whole-building remodel requires demonstrating that there has been a minimum of a 15% reduction in energy consumption and at least a 20% reduction in water consumption over the pre-remodel condition. There are some mandatory practices that must be met. A minimum number of points must be obtained from practices related to Lot Design, Resource Efficiency, Indoor Environmental Quality, and Homeowner Education. http://www.homeinnovation.com/services/certification/green_homes/remodeling_certification/remodel_home_certification_process

Passivhaus Standard: German standard for low energy homes that began in the 1980s. Passivhaus is a rigorous, voluntary standard for energy efficiency in a building, reducing its ecological footprint. It results in ultra-low energy buildings that require little energy for space heating or cooling. The Passive House Institute (PHI) is an independent research institute that has played an especially crucial role in the development of the Passive House concept - the only internationally recognized, performance-based energy standard in construction. http://passiv.de/en/

Passive House Institute US (PHIUS): Buildings designed and built to the PHIUS+ 2015 Passive Building Standard consume 86% less energy for heating and 46% less energy for cooling (depending on climate zone and building type) when compared to a code-compliant building. PHIUS+ 2015 is the first and only passive building standard based upon climate-specific comfort and performance criteria aimed at presenting a cost-optimized solution to achieving the most durable, resilient, and energy-efficient building possible for a specific location. http://www.phius.org/home-page

Passive Solar: Passive solar is technology for using sunlight to light and heat buildings with no circulating fluid or energy conversion system. http://rredc.nrel.gov/solar/glossary. A complete passive solar building design has the following five elements: (1) aperture (collector) (2) absorber (3) thermal mass (4) distribution (5) control. http://www.nrel.gov/docs/fy01osti/27954.pdf

Rain Garden: A rain garden is a depressed area in the landscape that collects rain water from a roof, driveway or street and allows it to soak into the ground. Planted with grasses and flowering perennials, rain gardens can be a cost effective and beautiful way to reduce runoff from your property. Rain gardens can also help filter out pollutants in runoff and provide food and shelter for butterflies, songbirds and other wildlife. More complex rain gardens with drainage systems and amended soils are referred to as bio-retention. https://www.epa.gov/soakuptherain/rain-gardens

SEER: Seasonal energy efficiency ratio - The higher the SEER rating, the more energy efficient the equipment is. A higher SEER can result in lower energy costs. https://energystar.zendesk.com/hc/en-us/articles/212111387-What-is-SEER-EER-HSPF-

Smart House: A smart house is a home that has highly advanced, automated systems to control and monitor any function of a house – lighting, temperature control, multi-media, security, window and door operations, air quality, or any other task of necessity or comfort performed by a home's resident. http://architecture.about.com/od/buildyourhous1/g/smarthouse.htm

Water Heaters: Types are described here: http://energy.gov/energysaver/articles/solar-water-heaters.

WaterSense: EPA released its Final Version 1.1 WaterSense New Home Specification. This specification will be effective January 1, 2013 and establishes the criteria for new homes labeled under the WaterSense program and is applicable to newly constructed single-family and multi-family homes. http://www.epa.gov/watersense/new_homes/homes_final.html

Whole Building Ventilation System: A whole building ventilation system assists in a controlled movement of air in tight envelope construction. Whole building ventilation equipment is often a part of the forced air heating or cooling systems. There are various methods of providing whole home ventilation including a heat recovery ventilator (HRV) or an energy recovery ventilator (ERV). Four primary types of systems here: https://energy.gov/energysaver/whole-house-ventilation

Zero Energy Ready Home (ZERH): To qualify as a DOE Zero Energy Ready Home, a home shall meet certain minimum requirements, be verified and field-tested in accordance with HERS Standards by an approved verifier, and meet all applicable codes. Builders may meet the requirements of either the Performance Path or the Prescriptive path to qualify a home. http://energy.gov/eere/buildings/zero-energy-ready-home

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Client:		Client File #:	Exhibit #3
Subject Property:		Appraisal File #:	

Commercial Addendum Glossary

Building Envelope: The building envelope is everything that separates the building's interior from the exterior. This includes the foundation, exterior walls, roof, doors and windows.

Energy Recovery Ventilation System: Often called Heat Recovery Ventilators (HRV). These systems replenish the indoor air without wasting all the energy already used to heat the indoor air. In some climates, these systems are also used to handle water vapor in the incoming air.

Earth Advantage Commercial: Earth Advantage Commercial is a green building certification program for small commercial buildings. http://www.earthadvantage.org/commercial/ **Note:** This program does not require energy modeling.

ENERGY STAR®: Energy Star, sponsored by the EPA, rates buildings based on their energy use relative to buildings of similar vintage, design, construction, use and occupancy. Through ENERGY STAR, the nation's most energy efficient buildings can earn ENERGY STAR certification http://www.energystar.gov/buildings/about-us **Note:** The program claims of 35% lower energy costs is not a basis for adjustment in an appraisal. The appraiser must evaluate the efficiency and develop appropriate adjustments using acceptable appraisal methodology.

- **Portfolio Manager:** EPA's online energy management and tracking tool calculates 1 – 100 ENERGY STAR scores for eligible commercial and institutional buildings, such as K-12 schools, office buildings, and many others. Portfolio Manager also allows you to track improvements over time, compare similar buildings within a portfolio, generate reports, and quantify greenhouse gas emissions.
- **Target Finder:** This tool is similar to Portfolio Manager, except it's used to estimate performance. By entering the estimated energy use of a commercial building design or renovation project, you can project its future 1 – 100 ENERGY STAR score.
- **Energy Performance Indicators (EPIs):** Available for 11 different types of industrial or manufacturing plants, EPIs enable energy managers and corporate executives to evaluate the energy efficiency of their plants relative to others in their industry.

National Green Building Standard (NGBS): NGBS is an ANSI-approved green building rating system and part of the International Code Council's (ICC) International Codes (I-Codes). The NGBS provides practices for the design, construction, operation, and certification of new and existing residential buildings, including single family homes and multifamily buildings. Home Innovation Research Labs is the national Adopting Entity and certification agency for the NGBS. www.homeinnovation.com/green

Green Globes®: Green Globes is an online green building rating and certification tool that is primarily used in Canada and the USA. http://www.greenglobes.com

- New Construction/Significant Renovations
- Commercial Interiors (i.e. Office Fit-ups)
- Existing Buildings (offices, multi-residential, retail, health care, light industrial)

Geothermal: A geothermal heat pump uses the constant below ground temperature of soil or water to heat and cool the building. http://energy.gov/energysaver/articles/geothermal-heat-pumps

LEED®: Leadership in Energy and Environmental Design is a green building rating system sponsored by the United States Green Building Council (USGBC). LEED provides building owners and operators with a framework measurable green building design, construction, operations and maintenance solutions. http://www.usgbc.org/DisplayPage.aspx?CMSPageID=1988

- LEED for Building Design and Construction (LEED BD+C) rating systems
- LEED for Interior Design and Construction (LEED ID+C) rating systems
- LEED For Existing Buildings: Operations and Maintenance (LEED EB: O+M) rating systems

Life Cycle Assessment (LCA): LCA is a technique to assess the environmental aspects and potential impacts associated with a product, process, or service, by:

- Compiling an inventory of relevant energy and material inputs and environmental releases
- Evaluating the potential environmental impacts associated with identified inputs and releases
- Interpreting the results to help you make a more informed decision

Source: http://www.epa.gov/nrmrl/std/lca/lca.html

Passive Solar: Passive solar is technology for using sunlight to light and heat buildings with no circulating fluid or energy conversion system. http://rredc.nrel.gov/solar/glossary A complete passive solar building design has the following five elements: (1) aperture (collector) (2) absorber (3) thermal mass (4) distribution (5) control. http://www.nrel.gov/docs/fy01osti/27954.pdf

SEER: Seasonal energy efficiency ratio - The higher the SEER rating, the more energy efficient the equipment is. A higher SEER can result in lower energy costs. http://www.energystar.gov/index.cfm?c=tax_credits.tx_definitions&dts=ssps.mcs.seer.eer .

Water Sense: EPA released its Final Version 1.1 WaterSense New Home Specification. This specification will be effective January 1, 2013 and establishes the criteria for new homes labeled under the WaterSense program and is applicable to newly constructed single-family and multi-family homes. http://www.epa.gov/watersense/new_homes/homes_final.html

Water Heaters: Solar, Heat Pump, Tankless On Demand or Tankless Coil water heaters are described at the following location: http://energy.gov/energysaver/articles/solar-water-heaters.

WaterSense has developed WaterSense at Work, a compilation of water-efficiency best management practices, to help commercial and institutional facilities understand and better manage their water use, help facilities establish an effective water management program and identify projects and practices that can reduce facility water use. http://www.epa.gov/watersense/commercial/bmps.html

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Client:		Client File #:	Exhibit #3
Subject Property:		Appraisal File #:	

Whole Building Ventilation System: A whole building ventilation system assists in a controlled movement of air in tight envelope construction and may include air-purifying systems. Whole building ventilation equipment is often a part of the forced air heating or cooling systems.

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Client:		Client File #:	Exhibit #3
Subject Property:		Appraisal File #:	

GREEN PROPERTY VALUATION RESOURCES

Appraisal Institute Introduction to Valuing Commercial Green Buildings
http://www.appraisalinstitute.org/library/bok/IntroGreen.pdf

Appraisal Institute Green Building Education
http://www.appraisalinstitute.org/education/green/default.aspx

Case Studies in Appraising Green Commercial Buildings including functional obsolescence
http://www.appraisalinstitute.org/education/course_descrb/PDFs_for_Web/Course_828/toc-case-studies-green-comm-bldgs.pdf

Capital Markets Briefing Paper green building business case released at the NYSE
http://webstore.ansi.org/FindStandards.aspx?Action=displaydept&DeptID=3144#.UGjO2Y7XfQc

Green Building and Property Value – provides a review of the commercial green building property value identifying the components of green that may materially affect value. This document was developed by the Appraisal Institute and Institute For Market Transformation (IMT)
http://www.imt.org/resources/detail/green-building-and-property-value

Retail Green Lease Primer – This two-page document helps guide retailers and retail owners to improving the efficiency of their facilities. It can be helpful to appraisers in understanding green leases. http://www.imt.org/resources/detail/retail-green-lease-primer

Building Energy Performance Assessment News - This website offers many resources on green mortgage underwriting for commercial and residential properties. Http://www.bepanews.com

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Exhibit #4

NRPAB
Nebraska Real Property Appraiser Board
301 Centennial Mall South, First Floor
PO Box 94963
Lincoln, NE 68509-4963

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

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

July 24, 2025

LIZ DE KANTER
APPRAISAL INSTITUTE
200 W MADISON ST STE 2000
CHICAGO IL 60606-3515

RE: Continuing Education Activity Submission Deficiencies

Dear Liz de Kanter,

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

- Introduction to Green Buildings: Principles & Concepts (synchronous)

In accordance with 298 NAC Chapter 6, § 003.02A.2, For an activity not approved by The Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program for continuing education, submit the following (in part):

- Student and instructor materials for the activity that do not contain significant errors and/or deficiencies.
  – On Page 23 of the student and instructor materials submitted, it states, "All references to the Uniform Standards of Professional Appraisal Practice (USPAP) are taken from the 2020-2021 edition."

Additionally, 298 NAC Chapter 6, §001.15D states, "all website links must be valid and active for a distance education activity at the time such activity is offered to the public." Several of the links listed in the student and instructor material are outdated.

The continuing education activity submittals identified above are deficient the listed materials required in 298 NAC Chapter 6, § 003.02A.2. Please provide the deficient materials before the end of the day on August 1, 2025. The materials may be sent via email to nrpab.education@nebraska.gov or by the address listed below.

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

Chairperson of the Board
Cody Gerdes, Lincoln
Certified General Appraiser
1st District Representative
Term Expires: January 1, 2026

Vice-chairperson of the Board
Kevin P. Hermsen, Gretna
Certified General Appraiser
2nd 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
Representative
Term Expires: January 1, 2029

Board Member
Adam Batie, Kearney
Certified General Appraiser
3rd District Representative
Term Expires: January 1, 2030

Exhibit #4

If the requested materials are not received at the Board's office by the end of the day on August 1, 2025, the application will go before the Board for consideration at its next scheduled meeting on August 21, 2025. In accordance with 298 Chapter 6, §003.02D, the application may be denied by the Board at any time during the process if the education provider, submitted activity, or instructor(s) for the submitted activity fail to meet the requirements in the Act and Title 298 NAC.

Sincerely,

Kashinda Sims
Education Program Manager

Exhibit #5

NRPAB
Nebraska Real Property Appraiser Board
301 Centennial Mall South, First Floor
PO Box 94963
Lincoln, NE 68509-4963

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

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

August 4, 2025

LIZ DE KANTER
APPRAISAL INSTITUTE
200 W MADISON ST STE 2000
CHICAGO IL 60606-3515

RE: Nebraska Applications for Approval

Dear Liz de Kanter,

The Nebraska Real Property Appraiser Board ("Board") has received the Application for Approval as a Continuing Education Activity ("Application") for the following Applications:

- *Practical Applications in Appraising Green Commercial Properties* for 15.00 asynchronous hours
- *Application & Interpretation of Simple Linear Regression* for 15.00 classroom hours
- *Application & Interpretation of Simple Linear Regression* for 15.00 synchronous hours
- *Case Studies in Appraising Green Residential Buildings* for 8.00 synchronous hours
- *Condemnation Appraising: Principles and Applications* for 21.00 synchronous hours
- *Introduction to Green Buildings: Principles & Concepts* for 8.00 synchronous hours
- *Residential and Commercial Valuation of Solar* for 15.00 synchronous hours
- *The Appraiser as an Expert Witness* for 16.00 synchronous hours

These Applications will be put in front of the Board for consideration at its next scheduled meeting on August 21, 2025. In accordance with 298 NAC Chapter 6, § 003.02D, the application may be denied by the Board at any time during the process if the education provider, submitted activity or instructor(s) for the submitted activity fail to meet the requirements in the Act and Title 298 NAC. You will receive another letter informing you of the Board's decision after the meeting occurs.

In the meantime, please contact me with any questions or concerns at 402-471-9022.

Sincerely,

Kashinda Sims
Education Program Manager

Chairperson of the Board
Cody Gerdes, Lincoln
Certified General Appraiser
1st District Representative
Term Expires: January 1, 2026

Vice-chairperson of the Board
Kevin P. Hermsen, Gretna
Certified General Appraiser
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Term Expires: January 1, 2029

Board Member
Adam Batie, Kearney
Certified General Appraiser
3rd District Representative
Term Expires: January 1, 2030

NRPAB
Nebraska Real Property Appraiser Board

Agenda Item Summary

Prepared By: Kashinda Sims **Title:** Education Program Manager **Date:** August 21, 2025

Agenda Section: L. Education

Agenda Item Identification Number: 2253460.02

Subject: Appraisal Institute Deficient Application

Description: Appraisal Institute's Application for Approval as a Continuing Education Activity for, "Residential and Commercial Valuation of Solar" is deficient the requirements for approval in accordance with 298 NAC Chapter 6.

SUMMARY

An Application for Approval as a Continuing Education Activity ("Application") for, "Residential and Commercial Valuation of Solar" was received at the Board office on June 6, 2025 [Exhibit 1]. A notice was sent to Liz de Kanter of Appraisal Institute on July 9, 2025, requesting to correct the instructor information on the Application as the listed instructor, Sandra Adomatis, is not an AQB Certified USPAP Instructor by the Appraiser Qualifications Board of The Appraisal Foundation. The deficiency in the instructor's page of the Application was resolved as of July 14, 2025. Upon review of the material, the timed outline for the activity totals sixteen (16) hours, whereas the Application requests approval for fifteen (15) hours [Exhibit 2]. Additionally, the student and instructor material state that all references from USPAP are taken from the 2020-2021 edition [Exhibit 3].

Staff notified the provider of the Application's deficiencies in a July 24, 2025 letter, requesting deficiencies be remedied before the end of the day on August 1, 2025, or the Application will go before the Board for consideration at its next scheduled meeting on August 21, 2025 [Exhibit 4]. On August 4, 2025, staff notified Appraisal Institute that the Application remains deficient and would be presented to the Board at its regular meeting on August 21, 2025 [Exhibit 5]. In response to the August 4, 2025 notice, Liz de Kanter requested if it would be okay to update the hours as shown in the deficiency letter. EPM Sims responded that this would be acceptable as long as the material submitted matches the request on the Application. There was no further communication with Appraisal Institute.

In accordance with 298 NAC Chapter 6, § 001.10, the total number of activity hours is calculated to include time for examinations. The timed outline does not match the Application. The student and instructor material do not reflect current theory, methods, and techniques in accordance with 298 NAC Chapter 6, § 003.02A.2e(3).

RELEVANT LAWS/RULES/GUIDANCE DOCUMENTS/INTERNAL PROCEDURES

298 NAC Chapter 6, § 001.10 - The prescribed number of activity hours includes time for examinations.

298 NAC Chapter 6, § 001.10A - For a timed outline in a schedule format, where sixty minutes equals one hour in Coordinated Universal Time, the start time and the end time is utilized to determine the total minutes engaged in instruction. Breaks, meal periods, and time not engaged in instruction out of each sixty minute segment equals one hour.

298 NAC Chapter 6, § 003.02A.2e - (For an activity not approved by The Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program for continuing education), submit student and instructor materials used for the activity that:

(1) Cover the subject matter in sufficient depth to achieve the stated learning objectives,
(2) Provide appropriately balanced coverage of the subject matter in view of the stated learning objectives,
(3) Reflect current theory, methods, and techniques, and
(4) Not contain significant errors and/or deficiencies;

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 (Res and Commer Val of Solar) Initial App_June 6, 2025" located in Database under Education (Search Education/ Enter Activity Number '2253460'/ Select 'Residential and Commerical Valuation of Solar'/ Communication and Documentation Log dated 08/13/2025)

[Exhibit 2] - "Appraisal Institute (Res and Commer Val of Solar) Learn Obj, Timed Outline_June 9, 2025" located in Database under Education (Search Education/ Enter Activity Number '2253460'/ Select 'Residential and Commerical Valuation of Solar'/ Communication and Documentation Log dated 08/13/2025)

[Exhibit 3] - "Appraisal Institute (Res and Commer Val of Solar) Stdnt Ins Material_June 6, 2025" located in Database under Education (Search Education/ Enter Activity Number '2253460'/ Select 'Residential and Commerical Valuation of Solar'/ Communication and Documentation Log dated 08/13/2025)

[Exhibit 4] - "Appraisal Institute (Res and Commerc Val of Solar) Deficient Notice_July 24, 2025" located in Database under Education (Search Education/ Enter Activity Number '2253460'/ Select 'Residential and Commerical Valuation of Solar'/ Communication and Documentation Log dated 08/13/2025)

[Exhibit 5] - "Appraisal Institute (Applications on Board Agenda - 8)_August 4, 2025" located in Database under Education (Search Education/ Enter Activity Number '2253460'/ Select 'Residential and Commerical Valuation of Solar'/ Communication and Documentation Log dated 08/13/2025)

Exhibit #1

NRPAB
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

Board Number: _____
Date Received:

RECEIVED
JUN 06 2025
BY: CF KL

For Board Use Only

APPLICATION FOR APPROVAL AS A CONTINUING EDUCATION ACTIVITY IN NEBRASKA

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

Education Provider Information

Education Provider Name: Appraisal Institute

Contact Person Name: de Kanter (Last) Liz (First) _____ (Middle)

Address: 200 W. Madison Street, Suite 2000 (PO Box or Street Number) Chicago (City) IL (State) 60606 (Zip Code + 4)

edekanter@appraisalinstitute.org (Email Address) (312) 335-4191 (Area Code + Phone Number)

Continuing Education Activity Information

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

Activity Title: Residential and Commercial Valuation of Solar

Activity Length (Hours): 15

Except for semester hours received from an accredited college or university, fifty minutes engaged in instructions equals one hour for all activities. The prescribed number of activity hours includes time for examinations, if applicable. Each continuing education activity shall be at least two hours in length, not to exceed eight hours per day. At least a one-half hour break shall be given to credential holder(s) by no later than the end of four hours of class in any day.

Activity Setting: ☐ Classroom ■ Synchronous ☐ Asynchronous ☐ Hybrid

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

AQB CAP Approval: ☐ Yes ■ No

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

Continuing Education Activity Secondary Provider: ☐ Yes ■ No

Exhibit #1

Resubmission Checklist

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

If *Resubmission of an Approved Continuing Education Activity* is selected under CONTINUING EDCUATION ACTIVITY INFORMATION, the reason for resubmission is:

☐ There is a change in the status of approval by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program.

☐ There is a change in the status of the 298 NAC, Chapter 6 §001.15 qualifications under which a distance education activity was approved.

☐ There is a substantial change to the materials, presentation, or policies.

☐ There is a change in the qualifications as specified in 298 NAC, Chapter 6, § 005 for any instructor.

☐ One or more instructors are added or removed by the education provider.

☐ The materials, theories, and/or methodologies are no longer current.

☐ The activity content and/or policies are no longer communicated or administered as approved.

☐ There is a change to a secondary provider's rights to the activity.

Application Checklist

All materials submitted to the Board related to an Application for Approval as a Continuing Education Activity in Nebraska are for Board use only and shall be retained by the Board. Except for the completed application, the non-refundable $25.00 application fee, and a written explanation of the reason for resubmission, if *Resubmission of an Approved Continuing Education Activity* is selected under CONTINUING EDUCATION ACTIVITY INFORMATION, only the items that have changed since the last submission need to be included.

General

Required for all continuing education activities.

■ Completed application.

■ Non-refundable $25.00 application fee.

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

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

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

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

☐ A written explanation of the reason for resubmission.

Exhibit #1

Non-AQB Approved Continuing Education Activities

For an activity not approved by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program for continuing education, submit the following:

- ■ An activity description that clearly describes the content.
- ■ All student and instructor materials that meet the requirements of 298 NAC Chapter 6, §002.02A.2e.
- ■ All learning objectives that meet the requirements of 298 NAC Chapter 6 § 002.02A.2d.
- ■ A record retention policy that requires that a record of attendance for each activity is maintained for a period of at least five years.
- ■ An instructor policy that requires the use of instructors who meet the requirements of NAC Chapter 6, § 005.
- ■ An attendance policy that meets the requirements of 298 NAC Chapter 6, §002.02A.2h.
- ■ A timed outline/activity matrix that accounts for the general flow and recommended time spent on topics contained within the activity and reflects hours of credit per topic.
- ■ If applicable, a closed-book final examination proctored in person or remotely by an official approved by the education provider that meets the requirements of 298 NAC Chapter 6, § 003.02A.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 Continuing Education Activities

If *Asynchronous, or Hybrid (in which the learning environment includes Asynchronous interaction)* is selected under CONTINUING EDUCATION ACTIVITY INFORMATION, education activity includes:

- ☐ A closed-book final examination.

OR

- ☐ Prescribed activity mechanisms required to demonstrate knowledge of the subject matter.

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

- ☐ The Appraiser Qualifications Board of The Appraisal Foundation.

OR

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

OR

- ☐ Is conducted by an accredited college, community college, or university that offers distance education programs and is approved or accredited by the Commission on Colleges, a regional or national accreditation association, or by an accrediting agency that is recognized by the U.S. Secretary of Education, that awards academic credit for the distance education courses or that maintains an education delivery program that approves activity design and delivery that incorporate interactivity (If no closed-book final examination is included, evidence of prescribed activity mechanisms must be submitted with the application) **AND**
- ☐ The activity provides interaction in a reciprocal environment where the student has verbal or written communication with the instructor.

Exhibit #1

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: Adomatis (Last) Sandra (First) K. (Middle)

sadomatis@gmail.com (Email Address) (941) 456-0804 (Area Code + Phone Number)

Is the instructor a Nebraska real property appraiser or hold an appraiser license, registration, or certification in any other jurisdiction? ■ Yes ☐ No

Is the instructor an AQB Certified USPAP Instructor by the Appraiser Qualifications Board of The Appraisal Foundation? *Required if the activity is a seven-hour National USPAP Update Course* ■ Yes ☐ No

An instructor for any continuing education activity must satisfy at least one of the following qualifications: *Select one option only*

- ■ 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;
- ☐ 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;
- ☐ Hold a master's degree or higher in a field that is directly related to the subject matter to be taught;
- ☐ Have five years of real property appraisal practice teaching experience directly related to the subject matter to be taught; or
- ☐ 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? ☐ Yes ☐ No

Is the instructor an AQB Certified USPAP Instructor by the Appraiser Qualifications Board of The Appraisal Foundation? *Required if the activity is a seven-hour National USPAP Update Course* ☐ Yes ☐ No

An instructor for any continuing education activity must satisfy at least one of the following qualifications: *Select one option only*

- ☐ 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;
- ☐ 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;
- ☐ Hold a master's degree or higher in a field that is directly related to the subject matter to be taught;
- ☐ Have five years of real property appraisal practice teaching experience directly related to the subject matter to be taught; or
- ☐ Have seven years of real property appraisal practice experience directly related to the subject matter to be taught.

General Requirements

1. The Board may at any time conduct an audit of any approved education activity to verify that the activity is being conducted in accordance with the Real Property Appraiser Act and Title 298 as approved. If requested, electronic access will be provided to the Board for any approved online education activity. The electronic access must provide administrative rights that allow for access to the activity, quizzes, and examinations, without having to take the distance education activity in sequential order and without having to take quizzes to examinations to proceed with the activity.

2. The Board may at any time review activity and instructor materials approved by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program to verify that the activity and/or instructor(s) meets the requirements of the Real Property Appraiser Act and Title 298 as approved.

3. Approval of activities does not transfer from one education provider to another, unless one education provider obtains the legal rights to all activities of another education provider. The expiration date of any continuing education activity will remain the same as approved under the previous education provider.

4. Education providers and instructors will comply with the Nebraska Private Postsecondary Career Schools Act, NEB. REV. STAT § 85-1601, et seq. as applicable.

5. Knowingly offering or attempting to offer a qualifying or continuing education activity as being approved to a real property appraiser or an applicant, without first obtaining approval of the activity, except for activities required by an accredited degree-awarding college or university for completion of a degree in real estate, if the college or university had its curriculum approved by the Appraiser Qualifications Board as qualifying education is a violation of Neb. Rev. Stat. § 76-2238(21).

6. Any continuing education activity must contribute to a credential holder's development of real property appraiser related skill, knowledge, and competency in any one or more of the following subjects:

   (1) Real property appraisal practice,
   (2) Valuation methodology and/or techniques,
   (3) Market fundamentals, characteristics, conditions, and analysis,
   (4) Real property concepts, characteristics, and analysis,
   (5) Communication,
   (6) Arbitration, dispute resolution
   (7) Ethics and standards of professional practice, USPAP
   (8) Valuation Bias, fair housing, and/ or equal opportunity
   (9) Land use, planning, zoning
   (10) Management, leasing, timesharing,
   (11) Property development, partial interests,
   (12) Real Estate law, easements, and legal interests,
   (13) Real estate litigation, damages, condemnation,
   (14) Real estate financing and investment,
   (15) Real property appraisal-related computer applications,
   (16) Real estate securities and syndication,
   (17) Seller concessions and impact on value, and/or
   (18) Energy-efficient items and "green building" appraisals.

7. An activity in which the primary purpose is training in the use of a specific software, and not utilization of a software to improve competency in in any of the previously listed subjects does not meet the requirements for approval as a continuing education activity.

8. No activity may rely upon a textbook as the primary instructional material. Textbooks are permitted to be used as a background reference for an activity; however, textbooks will not be reviewed as the activity. All activities must contain sufficient stand-alone instructional material supporting the specific activity learning objectives.

9. An instructor for any qualifying education activity, continuing education activity, or supervisory real property appraiser and trainee course, must meet qualifications established pursuant to any other applicable law.

10. An instructor for any qualifying education activity, continuing education activity, or supervisory real property appraiser and trainee course, who holds a credential as a real property appraiser in Nebraska or any other jurisdiction shall maintain each credential in good standing in accordance with the laws of the jurisdiction in which each credential is held, not have had a credential revoked, suspended, or have surrendered a credential in lieu of disciplinary action within three years; and not have had disciplinary action taken against his or her credential that may constitute a violation of NEB. REV. STAT. § 76-2238 within three years.

11. The standing of an instructor identified on an education provider's application submitted for approval, who holds a credential as a real property appraiser in Nebraska or any other jurisdiction, may be verified through the Appraiser Registry of the Appraisal Subcommittee for the Federal Financial Institutions Examination Council.

Exhibit #1

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, be a state-certified real property appraiser in good standing, have an instructional background in real property appraisal practice education; and have a minimum of five years of real property appraisal practice experience.

13. An instructor for any qualifying education activity, continuing education activity, or supervisory real property appraiser and trainee course must satisfy the education provider's instructor policy that requires the use of instructors who meet the requirements of the Nebraska Real Property Appraiser Act and Title 298.

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

Print Name: de Kanter (Last) Liz (First) _____ (Middle)

Liz de Kanter (Signature) 4/8/2025 (Date)

Expiration Date and Rescinding Approval

1. Except for the seven-hour Uniform Standards of Professional Practice Update course, which expires on the date on which the approval by the Appraiser Qualifications Board expires, a continuing education activity shall expire on the date five years after the date of approval.
2. The Board may rescind approval of a continuing education activity if the Board finds:

    1) Falsification of information submitted for activity approval,
    2) A change in approval by Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program,
    3) A change in status of the qualifications specified in Section 001.15 of Chapter 6 under which a distance education activity was approved,
    4) Substantial errors and/or deficiencies in the materials or presentation,
    5) The materials, theories, and/or methodologies are not current and/or practical,
    6) The instructor(s) responsible for the activity content and presentation do not meet the qualification specified in Section 005 of Chapter 6,
    7) The activity content and/or policies are not communicated or administered to the credential holder(s) as approved,
    8) A material violation of Real Property Appraiser Act or Title 298 by the education provider or instructor for the activity, or
    9) There is a change to a secondary provider's rights to the activity.

3. If the Board finds reason to rescind its approval of an activity, the Board will provide written notice to the education provider that includes a description of the reasons for rescinding approval found by the Board. The education provider has 60 days from the date of notice to provide a written response to the Board's notice. If the response is satisfactory to the Board, the Board will not rescind its approval. If the response is not satisfactory to the Board, the Board may rescind approval of the activity. If approval is rescinded, the education provider may file a new application for approval of the qualifying education activity, and if so, meet the requirements in place at the time a new application is submitted to the Board.

Directions

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

Exhibit #1

RECEIPT

NEBRASKA REAL PROPERTY APPRAISER BOARD

No.: 23350 Date: 6/6/2025

Received from: Appraisal Institute

For: 8CE new apps

Check # 198861

Application Fee	$	
AMC Registration Fee: ___ new ___ renewal		
AMC ASC National Registry Fee: _____ appraisers @ $25		
Reporting Year ____/____/_____ to ____/____/_____		
Review of Courses: ___ QE 8 CE ___ CE renewal		200 00
Penalty Fees/Fines		
Fingerprint Processing		
Late Processing: _____ months @ $25		
Other: _____		
TOTAL	$	200 00

Received by: Colby Falls

HOLD TO LIGHT TO VIEW TRUE WATERMARK IN PAPER HEAT SENSITIVE RED LOCK DISAPPEARS WHEN HEATED

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

2-1/710

Appraisal Institute

200 W. Madison St.
Suite 2000
Chicago, IL 60606
312-335-4100
www.appraisalinstitute.org

VENDOR NO.	CHECK DATE	CHECK NUMBER	PAY EXACTLY
11200	06/04/25	198861	

PAY EXACTLY **TWO HUNDRED DOLLARS ONLY**

$ ******200.00

VOID AFTER 180 DAYS

PAY TO THE ORDER OF

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

Security features. Details on back.

AUTHORIZED SIGNATURE

Exhibit #2

Part 6 Preview

Case Studies: Multiunit Property and Commercial Solar PV Rooftop Lease

Part 6 provides additional case studies involving a multiunit property and rooftop leases on commercial/industrial property. These mini case studies provide valuation problems that require special consideration.

Learning Objectives

To prepare for Part 6, read the following learning objectives and refer back to them as you study this part of the handbook.

- ☐ Identify and describe the valuation process for a multiunit property with solar PV.
- ☐ Identify elements of a lease for a roof-mounted solar PV installation and the potential problems that such a lease poses for the property owner.

Learning Tips

These small case studies provide some areas that have been discussed by participants in prior classes. Take the opportunity during these discussions to make notes that you can use in developing a scope of work and in estimating time in a report.

Timed Outline

Exhibit #2

Suggested Schedule

SECTION 1

~~8:00–8:30~~		~~Sign-in~~
Part 1. Introduction		
8:30–8:35	5 minutes	Classroom Rules and Procedures
8:35–8:45	10 minutes	Self-Assessment Quiz
8:45–8:55	10 minutes	Photovoltaics Defined Introduction—Video on Solar Power Basics
8:55–9:10	15 minutes	Electricity Pricing and Consumption
9:10–9:25	15 minutes	Solar PV Installations
9:25–9:35	10 minutes	BREAK
9:35–9:55	20 minutes	Case Study 1. Townhouse in New Mexico
9:55–10:00	5 minutes	Solar PV Use on Commercial Properties
Part 2. Speaking the Solar Language		
10:00—10:15	15 minutes	Overview of Solar PV Energy Systems
10:15–10:30	15 minutes	Speaking the Language of Solar and Describing the System (includes 4-minute video clip)
10:30–10:55	25 minutes	Cells, Modules, and Arrays
10:55–11:05	10 minutes	BREAK
11:05–11:25	20 minutes	Solar PV Inverters
11:25–11:35	10 minutes	Performance Standards and Other Issues Related to Solar PV Systems
11:35–11:50	15 minutes	Competency, Scope of Work, and Developing an Opinion of Value
11:50–12:00	10 minutes	Practice Test
12:00–1:00	60 minutes	LUNCH

SECTION 2

Part 3. Documentation of Size, Estimated Production, and Lease Versus Ownership		
1:00–1:10	10 minutes	Documentation Available for Valuation of Solar PV Systems
1:10–1:25	15 minutes	Installation, Warranty, Maintenance, and Energy Production
1:25–1:45	20 minutes	Incentives, Sources for Documenting Incentives, and Cause and Effect of Incentives on Market Value
1:45–1:55	10 minutes	Case Study 2. Industrial Building with Solar PV System
1:55–2:05	10 minutes	Other Value Influences — leases
2:05–2:15	10 minutes	Tools for Valuation of Solar PV Systems
2:15–2:25	10 minutes	BREAK
2:25–2:35	10 minutes	Residential Lending Guidelines
2:35–2:50	15 minutes	Commercial Lending
2:50–4:00	70 minutes	Ei Value™ (Also known as PV Value Pro® and PV Value® Overview (with discussion of discount rates)
4:00–4:10	10 minutes	BREAK
4:10-4:35	25 minutes	Cost Approach for Solar PV Systems Discount Rates Warranty Limitations
4:35–5:00	25 minutes	Mini Case Studies: Case Study 3

Day 1: 8:30 - 5p = 510-100=410/50=8.2 hours

Exhibit #2

SECTION 3

Part 3. Documentation of Size, Estimated Production, and Lease vs. Ownership, cont.		
8:30–8:50	20 minutes	Mini Case Studies: Case Study 4
8:50–9:30	40 minutes	Mini Case Studies: Case Study 5. Two Arrays
9:30–9:40	10 minutes	Practice Test
9:40–9:50	10 minutes	BREAK
Part 4. Net-Zero Energy, Passive Solar, Identifying Solar Types and Problems, and Identifying Resources to Develop Derate Factors		
9:50–10:00	10 minutes	Net-Zero Energy Buildings
10:00–10:10	10 minutes	Passive Solar Buildings
10:10–10:50	40 minutes	Case Study 6. Existing Commercial Solar PV System
10:50–11:00	10 minutes	Practice Test
11:00–11:10	10 minutes	BREAK
Part 5. Published Studies on Value Contribution of Solar PV and Case Studies Using the Cost and Income Capitalization Approaches		
11:10–11:15	5 minutes	Published Studies of Solar PV Systems' Value Contribution for Residential Properties
11:15–11:40	25 minutes	Overview of a Partial List of Solar Photovoltaic Studies
11:40–12:00	20 minutes	Study of Solar PV System Assessments in 15 States
12:00–1:00	60 minutes	LUNCH

Day 2: 510-100(lunch and breaks)-65(self study and exam)= 345/50=6.9 hours per day

Overall Requested: 410+345+60(exam)=815/50=16.3 hours

SECTION 4

Part 5. Published Studies on Value Contribution of Solar PV and Case Studies Using the Cost and Income Capitalization Approaches, cont.		
1:00–1:15	15 minutes	Recap of material from last session
1:15–1:40	25 minutes	Case Study 7. Cost Approach as It Applies to Solar PV Valuation: Residential Property
1:40–2:25	45 minutes	Case Study 8. Cost and Income Capitalization Approaches as They Apply to Solar PV Valuation: Commercial Property
2:25–2:35	10 minutes	BREAK
Part 6. Case Studies: Multiunit Property and Commercial Solar PV Rooftop Lease		
2:35–2:50	15 minutes	Income Capitalization Approach as It Applies to Solar PV Valuation Case Study 9. Multiunit Residential Property
2:50–3:15	25 minutes	Commercial/Industrial Rooftop Leases for Solar PV Systems Case Study 10. Commercial Property Rooftop Lease
Part 7. Exam Content Review		
3:15–3:25	10 minutes	Instructor-Led Review
~~3:25–3:40~~	~~15 minutes~~	~~Self-Study~~
3:40–3:50	10 minutes	BREAK
3:50–4:00	10 minutes	Instructions for Exam (Participants must remain until exam starts to receive state CE credit. Participants who stay for the exam receive an additional hour of credit.)
4:00–5:00	60 minutes	Exam

Exhibit #3

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.

- Though dated, the original PV Value user manual provides excellent information on the authors, the model, and the source of information.
- **Breaks.** There will be two 10-minute breaks during each half-day session unless noted otherwise by the course sponsor. The lunch break is one hour.
- **Attendance sheets** will be distributed during each half-day session to verify your attendance during all sessions. 100% attendance is required.
- **Certificates of completion** may be downloaded after completion of the course, and attendance during the entire course is required.

USPAP References

All references to the Uniform Standards of Professional Appraisal Practice (USPAP) are taken from the 2020-2021 edition, effective until December 31, 2023. (Washington, D.C. The Appraisal Foundation).

Recommended Textbooks

- Runde, Timothy P., MAI, LEED® AP and Thoyre, Stacey L., WELL AP, *The Valuation of Green Commercial Real Estate.* Chicago: Appraisal Institute, 2017.
- Adomatis, Sandra K., SRA, LEED® Green Associate, *Residential Green Valuation Tools.* Chicago: Appraisal Institute, 2014.

Prerequisites

- **Recommended:** *Introduction to Green Buildings: Principles & Concepts* (OR prior attendance at one of these previously offered seminars: *An Introduction to Valuing Commercial Green Buildings* seminar OR *Valuation of Green Residential Properties* seminar)
- Intermediate understanding of valuation procedures, particularly present value calculations, depreciation, and market extraction
- Working knowledge of HP-12C calculator. (As mentioned before, cellphones are not permitted during the exam, so the smartphone app for the HP-12C cannot be used for the exam.)

- Prior to the first day, participants must sign up on the PV® Value website (www.pvvalue.com) to be able to use the tool in class. Be aware it can take up to 24 hours after registering to receive an e-mail with the login information.

Downloads

- Additional items and worksheets that are not included in the print materials are available by download. These are on a secure link connected to the registration process.
- These files should be on your hard drive in an easy-to-locate folder. You may also print copies for class, but having the files available electronically will facilitate your work.

Exam

- 25 multiple-choice questions

Exhibit #4

NRPAB
Nebraska Real Property Appraiser Board
301 Centennial Mall South, First Floor
PO Box 94963
Lincoln, NE 68509-4963

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

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

July 24, 2025

LIZ DE KANTER
APPRAISAL INSTITUTE
200 W MADISON ST STE 2000
CHICAGO IL 60606-3515

RE: Continuing Education Activity Submission Deficiencies

Dear Liz de Kanter,

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

- Residential and Commercial Valuation of Solar

In accordance with 298 NAC Chapter 6, § 003.02A.2, For an activity not approved by The Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program for continuing education, submit the following (in part):

- A timed outline that accounts for the general flow and recommended time spent on topics contained within the activity.
  – The timed outline submitted totals 16 hours. The application requests 15 hours of education.
- Student and instructor materials for the activity that do not contain significant errors and/or deficiencies.
  – On Page 14 of the student and instructor materials submitted, it states, “All references to the Uniform Standards of Professional Appraisal Practice (USPAP) are taken from the 2020-2021 edition.”

The continuing education activity submittals identified above are deficient the listed materials required in 298 NAC Chapter 6, § 003.02A.2. Please provide the deficient materials before the end of the day on August 1, 2025. The materials may be sent via email to nrpab.education@nebraska.gov or by the address listed below.

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

Chairperson of the Board
Cody Gerdes, Lincoln
Certified General Appraiser
1st District Representative
Term Expires: January 1, 2026

Vice-chairperson of the Board
Kevin P. Hermsen, Gretna
Certified General Appraiser
2nd 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
Representative
Term Expires: January 1, 2029

Board Member
Adam Batie, Kearney
Certified General Appraiser
3rd District Representative
Term Expires: January 1, 2030

If the requested materials are not received at the Board's office by the end of the day on August 1, 2025, the application will go before the Board for consideration at its next scheduled meeting on August 21, 2025. In accordance with 298 Chapter 6, §003.02D, the application may be denied by the Board at any time during the process if the education provider, submitted activity, or instructor(s) for the submitted activity fail to meet the requirements in the Act and Title 298 NAC.

Sincerely,

Kashinda Sims
Education Program Manager

Exhibit #5

NRPAB
Nebraska Real Property Appraiser Board
301 Centennial Mall South, First Floor
PO Box 94963
Lincoln, NE 68509-4963

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

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

August 4, 2025

LIZ DE KANTER
APPRAISAL INSTITUTE
200 W MADISON ST STE 2000
CHICAGO IL 60606-3515

RE: Nebraska Applications for Approval

Dear Liz de Kanter,

The Nebraska Real Property Appraiser Board ("Board") has received the Application for Approval as a Continuing Education Activity ("Application") for the following Applications:

- *Practical Applications in Appraising Green Commercial Properties* for 15.00 asynchronous hours
- *Application & Interpretation of Simple Linear Regression* for 15.00 classroom hours
- *Application & Interpretation of Simple Linear Regression* for 15.00 synchronous hours
- *Case Studies in Appraising Green Residential Buildings* for 8.00 synchronous hours
- *Condemnation Appraising: Principles and Applications* for 21.00 synchronous hours
- *Introduction to Green Buildings: Principles & Concepts* for 8.00 synchronous hours
- *Residential and Commercial Valuation of Solar* for 15.00 synchronous hours
- *The Appraiser as an Expert Witness* for 16.00 synchronous hours

These Applications will be put in front of the Board for consideration at its next scheduled meeting on August 21, 2025. In accordance with 298 NAC Chapter 6, § 003.02D, the application may be denied by the Board at any time during the process if the education provider, submitted activity or instructor(s) for the submitted activity fail to meet the requirements in the Act and Title 298 NAC. You will receive another letter informing you of the Board's decision after the meeting occurs.

In the meantime, please contact me with any questions or concerns at 402-471-9022.

Sincerely,

Kashinda Sims
Education Program Manager

Chairperson of the Board
Cody Gerdes, Lincoln
Certified General Appraiser
1st District Representative
Term Expires: January 1, 2026

Vice-chairperson of the Board
Kevin P. Hermsen, Gretna
Certified General Appraiser
2nd 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 Representative
Term Expires: January 1, 2029

Board Member
Adam Batie, Kearney
Certified General Appraiser
3rd District Representative
Term Expires: January 1, 2030

NRPAB
Nebraska Real Property Appraiser Board

Agenda Item Summary

Prepared By: Kashinda Sims **Title:** Education Program Manager **Date:** August 21, 2025

Agenda Section: L. Education

Agenda Item Identification Number: 2253461.02

Subject: Appraisal Institute Deficient Application

Description: Appraisal Institute's Application for Approval as a Continuing Education Activity for, "The Appraiser as an Expert Witness: Preparation and Testimony - Synchronous" is deficient the requirements for approval in accordance with 298 NAC Chapter 6.

SUMMARY

An Application for Approval as a Continuing Education Activity ("Application") for, "The Appraiser as an Expert Witness: Preparation and Testimony - Synchronous" was received at the Board office on June 6, 2025 [Exhibit 1]. A notice was sent to Liz de Kanter of Appraisal Institute on July 9, 2025, requesting to select that the application is being submitted for approval as "Other." This deficiency was resolved as of July 14, 2025. Upon review of the material, the timed outline for the activity totals seventeen (17) hours while the Application requests approval for sixteen (16) hours [Exhibit 2]. Additionally, the student and instructor material notes a "Reference List" that was not included in the submission of the Application, and contains references to the 13th Edition of The Appraisal of Real Estate as well as 4th Edition of The Dictionary of Real Estate Appraisal [Exhibit 3]. Appraisal Institute is currently on its 15th Edition of The Appraisal of Real Estate and 7th Edition of The Dictionary of Real Estate Appraisal.

Staff notified the provider of the Application's deficiencies in a July 24, 2025 letter, requesting that deficiencies be remedied before the end of the day on August 1, 2025, or the Application will go before the Board for consideration at its next scheduled meeting on August 21, 2025 [Exhibit 4]. On August 4, 2025, staff notified Appraisal Institute that the Application remains deficient and would be presented to the Board at its regular meeting on August 21, 2025 [Exhibit 5]. In response to the August 4, 2025 notice, Liz de Kanter requested if it would be okay to update the hours as shown in the deficiency letter. EPM Sims responded that this would be acceptable as long as the material submitted matches the request on the application. There was no further communication with the education provider.

In accordance with 298 NAC Chapter 6, § 001.10, the total number of activity hours is calculated to include time for examinations. The timed outline does not match the Application.
When completing an Application for Approval as a Continuing Education Activity for non-AQB approved continuing education activities, education providers are required to submit all student and instructor material that meets the requirements of 298 NAC Chapter 6, § 003.02A.2e. The Application does not meet these requirements.

RELEVANT LAWS/RULES/GUIDANCE DOCUMENTS/INTERNAL PROCEDURES

298 NAC Chapter 6, § 001.10 - The prescribed number of activity hours includes time for examinations.

298 NAC Chapter 6, § 001.10A - For a timed outline in a schedule format, where sixty minutes equals one hour in Coordinated Universal Time, the start time and the end time is utilized to determine the total minutes engaged in instruction. Breaks, meal periods, and time not engaged in instruction out of each sixty minute segment equals one hour.

298 NAC Chapter 6, § 003.02A.2e - (For an activity not approved by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program for continuing education), submit student and instructor materials used for the activity that:

(1) Cover the subject matter in sufficient depth to achieve the stated learning objectives,
(2) Provide appropriately balanced coverage of the subject matter in view of the stated learning objectives,
(3) Reflect current theory, methods, and techniques, and
(4) Not contain significant errors and/or deficiencies.

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 (The Appsr as an Exp Wit-Prep and Test-Sync) Initial App_June 6, 2025" located in Database under Education (Search Education/ Enter Activity Number '2253561'/ Select 'The Appraiser as an Expert Witness: Preparation and Testimony - Synchronous'/ Communication and Documentation Log dated 08/13/2025)

[Exhibit 2] - "Appraisal Institute (The Appsr as an Exp Wit-Prep and Test-Sync) Timed Outline_June 6, 2025" located in Database under Education (Search Education/ Enter Activity Number '2253561'/ Select 'The Appraiser as an Expert Witness: Preparation and Testimony - Synchronous'/ Communication and Documentation Log dated 08/13/2025)

[Exhibit 3] - "Appraisal Institute (The Appsr as an Exp Wit-Prep and Test-Sync) Studnt Ins Material_June 6, 2025" located in Database under Education (Search Education/ Enter Activity Number '2253561'/ Select

'The Appraiser as an Expert Witness: Preparation and Testimony - Synchronous'/ Communication and Documentation Log dated 08/13/2025)

[Exhibit 4] - "Appraisal Institute (Appr as an Exp Wit-Prep and Test-Sync) Deficient Notice_July 24, 2025" located in Database under Education (Search Education/ Enter Activity Number '2253561'/ Select 'The Appraiser as an Expert Witness: Preparation and Testimony - Synchronous'/ Communication and Documentation Log dated 08/13/2025)

[Exhibit 5] - "Appraisal Institute (Applications on Board Agenda - 8)_August 4, 2025" located in Database under Education (Search Education/ Enter Activity Number '2253561'/ Select 'The Appraiser as an Expert Witness: Preparation and Testimony - Synchronous'/ Communication and Documentation Log dated 08/13/2025)

Exhibit #1

NRPAB
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

Board Number: _____
Date Received:

RECEIVED
JUN 06 2025
BY: CF KL

For Board Use Only

APPLICATION FOR APPROVAL AS A CONTINUING EDUCATION ACTIVITY IN NEBRASKA

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

Education Provider Information

Education Provider Name: Appraisal Institute

Contact Person Name: de Kanter (Last) Liz (First) _____ (Middle)

Address: 200 W. Madison Street, Suite 2000 (PO Box or Street Number) Chicago (City) IL (State) 60606 (Zip Code + 4)

edekanter@appraisalinstitute.org (Email Address) (312) 335-4191 (Area Code + Phone Number)

Continuing Education Activity Information

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

Activity Title: The Appraiser as an Expert Witness: Preparation and Testimony - Synchronous

Activity Length (Hours): 16

Except for semester hours received from an accredited college or university, fifty minutes engaged in instructions equals one hour for all activities. The prescribed number of activity hours includes time for examinations, if applicable. Each continuing education activity shall be at least two hours in length, not to exceed eight hours per day. At least a one-half hour break shall be given to credential holder(s) by no later than the end of four hours of class in any day.

Activity Setting: ☐ Classroom ■ Synchronous ☐ Asynchronous ☐ Hybrid

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

AQB CAP Approval: ☐ Yes ■ No

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

Continuing Education Activity Secondary Provider: ☐ Yes ■ No

Exhibit #1

Resubmission Checklist

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

If *Resubmission of an Approved Continuing Education Activity* is selected under CONTINUING EDCUATION ACTIVITY INFORMATION, the reason for resubmission is:

☐ There is a change in the status of approval by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program.

☐ There is a change in the status of the 298 NAC, Chapter 6 §001.15 qualifications under which a distance education activity was approved.

☐ There is a substantial change to the materials, presentation, or policies.

☐ There is a change in the qualifications as specified in 298 NAC, Chapter 6, § 005 for any instructor.

☐ One or more instructors are added or removed by the education provider.

☐ The materials, theories, and/or methodologies are no longer current.

☐ The activity content and/or policies are no longer communicated or administered as approved.

☐ There is a change to a secondary provider's rights to the activity.

Application Checklist

All materials submitted to the Board related to an Application for Approval as a Continuing Education Activity in Nebraska are for Board use only and shall be retained by the Board. Except for the completed application, the non-refundable $25.00 application fee, and a written explanation of the reason for resubmission, if *Resubmission of an Approved Continuing Education Activity* is selected under CONTINUING EDUCATION ACTIVITY INFORMATION, only the items that have changed since the last submission need to be included.

General

Required for all continuing education activities.

■ Completed application.

■ Non-refundable $25.00 application fee.

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

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

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

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

☐ A written explanation of the reason for resubmission.

Exhibit #1

Non-AQB Approved Continuing Education Activities

For an activity not approved by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program for continuing education, 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 NAC Chapter 6, § 005.
- ■ All student and instructor materials that meet the requirements of 298 NAC Chapter 6, §002.02A.2e.
- ■ 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 timed outline/activity matrix that accounts for the general flow and recommended time spent on topics contained within the activity and reflects hours of credit per topic.
- ■ If applicable, a closed-book final examination proctored in person or remotely by an official approved by the education provider that meets the requirements of 298 NAC Chapter 6, § 003.02A.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 Continuing Education Activities

If *Asynchronous, or Hybrid (in which the learning environment includes Asynchronous interaction)* is selected under CONTINUING EDUCATION ACTIVITY INFORMATION, education activity includes:

- ☐ A closed-book final examination.

OR

- ☐ Prescribed activity mechanisms required to demonstrate knowledge of the subject matter.

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

- ☐ The Appraiser Qualifications Board of The Appraisal Foundation.

OR

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

OR

- ☐ Is conducted by an accredited college, community college, or university that offers distance education programs and is approved or accredited by the Commission on Colleges, a regional or national accreditation association, or by an accrediting agency that is recognized by the U.S. Secretary of Education, that awards academic credit for the distance education courses or that maintains an education delivery program that approves activity design and delivery that incorporate interactivity (If no closed-book final examination is included, evidence of prescribed activity mechanisms must be submitted with the application) **AND**
- ☐ The activity provides interaction in a reciprocal environment where the student has verbal or written communication with the instructor.

Exhibit #1

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: Roach (Last) Stephen (First) D. (Middle)

steve@jrcvaluation.com (Email Address) (858)565-2400 (Area Code + Phone Number)

Is the instructor a Nebraska real property appraiser or hold an appraiser license, registration, or certification in any other jurisdiction? ■ Yes ☐ No

Is the instructor an AQB Certified USPAP Instructor by the Appraiser Qualifications Board of The Appraisal Foundation? *Required if the activity is a seven-hour National USPAP Update Course* ☐ Yes ■ No

An instructor for any continuing education activity must satisfy at least one of the following qualifications: *Select one option only*

- ■ 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;
- ☐ 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;
- ☐ Hold a master's degree or higher in a field that is directly related to the subject matter to be taught;
- ☐ Have five years of real property appraisal practice teaching experience directly related to the subject matter to be taught; or
- ☐ 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? ☐ Yes ☐ No

Is the instructor an AQB Certified USPAP Instructor by the Appraiser Qualifications Board of The Appraisal Foundation? *Required if the activity is a seven-hour National USPAP Update Course* ☐ Yes ☐ No

An instructor for any continuing education activity must satisfy at least one of the following qualifications: *Select one option only*

- ☐ 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;
- ☐ 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;
- ☐ Hold a master's degree or higher in a field that is directly related to the subject matter to be taught;
- ☐ Have five years of real property appraisal practice teaching experience directly related to the subject matter to be taught; or
- ☐ Have seven years of real property appraisal practice experience directly related to the subject matter to be taught.

L.100

General Requirements

1. The Board may at any time conduct an audit of any approved education activity to verify that the activity is being conducted in accordance with the Real Property Appraiser Act and Title 298 as approved. If requested, electronic access will be provided to the Board for any approved online education activity. The electronic access must provide administrative rights that allow for access to the activity, quizzes, and examinations, without having to take the distance education activity in sequential order and without having to take quizzes to examinations to proceed with the activity.

2. The Board may at any time review activity and instructor materials approved by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program to verify that the activity and/or instructor(s) meets the requirements of the Real Property Appraiser Act and Title 298 as approved.

3. Approval of activities does not transfer from one education provider to another, unless one education provider obtains the legal rights to all activities of another education provider. The expiration date of any continuing education activity will remain the same as approved under the previous education provider.

4. Education providers and instructors will comply with the Nebraska Private Postsecondary Career Schools Act, NEB. REV. STAT § 85-1601, et seq. as applicable.

5. Knowingly offering or attempting to offer a qualifying or continuing education activity as being approved to a real property appraiser or an applicant, without first obtaining approval of the activity, except for activities required by an accredited degree-awarding college or university for completion of a degree in real estate, if the college or university had its curriculum approved by the Appraiser Qualifications Board as qualifying education is a violation of Neb. Rev. Stat. § 76-2238(21).

6. Any continuing education activity must contribute to a credential holder's development of real property appraiser related skill, knowledge, and competency in any one or more of the following subjects:

   (1) Real property appraisal practice,
   (2) Valuation methodology and/or techniques,
   (3) Market fundamentals, characteristics, conditions, and analysis,
   (4) Real property concepts, characteristics, and analysis,
   (5) Communication,
   (6) Arbitration, dispute resolution
   (7) Ethics and standards of professional practice, USPAP
   (8) Valuation Bias, fair housing, and/ or equal opportunity
   (9) Land use, planning, zoning
   (10) Management, leasing, timesharing,
   (11) Property development, partial interests,
   (12) Real Estate law, easements, and legal interests,
   (13) Real estate litigation, damages, condemnation,
   (14) Real estate financing and investment,
   (15) Real property appraisal-related computer applications,
   (16) Real estate securities and syndication,
   (17) Seller concessions and impact on value, and/or
   (18) Energy-efficient items and "green building" appraisals.

7. An activity in which the primary purpose is training in the use of a specific software, and not utilization of a software to improve competency in in any of the previously listed subjects does not meet the requirements for approval as a continuing education activity.

8. No activity may rely upon a textbook as the primary instructional material. Textbooks are permitted to be used as a background reference for an activity; however, textbooks will not be reviewed as the activity. All activities must contain sufficient stand-alone instructional material supporting the specific activity learning objectives.

9. An instructor for any qualifying education activity, continuing education activity, or supervisory real property appraiser and trainee course, must meet qualifications established pursuant to any other applicable law.

10. An instructor for any qualifying education activity, continuing education activity, or supervisory real property appraiser and trainee course, who holds a credential as a real property appraiser in Nebraska or any other jurisdiction shall maintain each credential in good standing in accordance with the laws of the jurisdiction in which each credential is held, not have had a credential revoked, suspended, or have surrendered a credential in lieu of disciplinary action within three years; and not have had disciplinary action taken against his or her credential that may constitute a violation of NEB. REV. STAT. § 76-2238 within three years.

11. The standing of an instructor identified on an education provider's application submitted for approval, who holds a credential as a real property appraiser in Nebraska or any other jurisdiction, may be verified through the Appraiser Registry of the Appraisal Subcommittee for the Federal Financial Institutions Examination Council.

Exhibit #1

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, be a state-certified real property appraiser in good standing, have an instructional background in real property appraisal practice education; and have a minimum of five years of real property appraisal practice experience.

13. An instructor for any qualifying education activity, continuing education activity, or supervisory real property appraiser and trainee course must satisfy the education provider's instructor policy that requires the use of instructors who meet the requirements of the Nebraska Real Property Appraiser Act and Title 298.

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

Print Name: de Kanter (Last) Liz (First) _____ (Middle)

Liz de Kanter (Signature) 4/8/2025 (Date)

Expiration Date and Rescinding Approval

1. Except for the seven-hour Uniform Standards of Professional Practice Update course, which expires on the date on which the approval by the Appraiser Qualifications Board expires, a continuing education activity shall expire on the date five years after the date of approval.
2. The Board may rescind approval of a continuing education activity if the Board finds:

    1) Falsification of information submitted for activity approval,
    2) A change in approval by Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program,
    3) A change in status of the qualifications specified in Section 001.15 of Chapter 6 under which a distance education activity was approved,
    4) Substantial errors and/or deficiencies in the materials or presentation,
    5) The materials, theories, and/or methodologies are not current and/or practical,
    6) The instructor(s) responsible for the activity content and presentation do not meet the qualification specified in Section 005 of Chapter 6,
    7) The activity content and/or policies are not communicated or administered to the credential holder(s) as approved,
    8) A material violation of Real Property Appraiser Act or Title 298 by the education provider or instructor for the activity, or
    9) There is a change to a secondary provider's rights to the activity.

3. If the Board finds reason to rescind its approval of an activity, the Board will provide written notice to the education provider that includes a description of the reasons for rescinding approval found by the Board. The education provider has 60 days from the date of notice to provide a written response to the Board's notice. If the response is satisfactory to the Board, the Board will not rescind its approval. If the response is not satisfactory to the Board, the Board may rescind approval of the activity. If approval is rescinded, the education provider may file a new application for approval of the qualifying education activity, and if so, meet the requirements in place at the time a new application is submitted to the Board.

Directions

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

Exhibit #1

RECEIPT

NEBRASKA REAL PROPERTY APPRAISER BOARD

No.: 23350 Date: 6/6/2025

Received from: Appraisal Institute

For: 8CE new apps

Check # 198861

Application Fee	$	
AMC Registration Fee: ___ new ___ renewal		
AMC ASC National Registry Fee: _____ appraisers @ $25		
Reporting Year ____/____/_____ to ____/____/_____		
Review of Courses: ___ QE 8 CE ___ CE renewal		200 00
Penalty Fees/Fines		
Fingerprint Processing		
Late Processing: _____ months @ $25		
Other: _____		
TOTAL	$	200 00

Received by: Colby Galle

HOLD TO LIGHT TO VIEW TRUE WATERMARK IN PAPER HEAT SENSITIVE RED LOCK DISAPPEARS WHEN HEATED

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

2-1/710

Appraisal Institute

200 W. Madison St.
Suite 2000
Chicago, IL 60606
312-335-4100
www.appraisalinstitute.org

VENDOR NO.	CHECK DATE	CHECK NUMBER	PAY EXACTLY
11200	06/04/25	198861	

PAY EXACTLY **TWO HUNDRED DOLLARS ONLY**

$ ******200.00

VOID AFTER 180 DAYS

PAY TO THE ORDER OF

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

Beata Ghache

AUTHORIZED SIGNATURE

Security features. Details on back.

Suggested Schedule

SECTION 1. (Day 1 Morning)

Registration and Orientation		
~~7:30–8:00~~	~~30 minutes~~	~~Registration and Orientation~~
Part 1. The Litigation Valuation Assignment		
8:00–9:20	80 minutes	Role of the Expert Witness
		General Types of Litigation Valuation Assignments
		The Litigation Valuation Process
		Handling a Prospective Litigation Assignment
		Special Considerations for Estimating the Workload Required by the Appraisal Assignment
9:20--9:35	15 minutes	Review Exercise
9:35--9:45	10 minutes	MORNING BREAK
Part 2. Case Study		
9:45–9:55	10 minutes	Introduction to the Case Study
		Important Points to Remember
9:55–10:45	50 minutes	Case Study Group Work
		Workfile Cover Sheet
		Comparable Sales
		Comparable Sales: Verification Interviews
10:45–10:55	10 minutes	MORNING BREAK
10:55–12:00	65 minutes	Certification
		Premises of the Appraisal
		Individual Creation of Workfiles
12:00–1:00	60 minutes	LUNCH

Exhibit #2

SECTION 2. (Day 1 Afternoon)

Part 3. The Deposition		
1:00–2:00	60 minutes	Description of a Deposition
		Preparation for the Deposition
		Attendance at the Deposition
		On the Record
		Post Mortem Analysis with Client's Attorney
2:00–2:10	10 minutes	AFTERNOON BREAK
2:10–2:30	20 minutes	Instructions for the Deposition Role-Play
2:30–3:30	60 minutes	Group Activity: Deposition and Exhibits
3:30–3:40	10 minutes	AFTERNOON BREAK
3:40–4:40	60 minutes	Group Activity: Deposition and Exhibits, cont.
4:40–5:00	20 minutes	Evaluation and Discussion
		Assignment of Homework

Day 1: 8-5p = 540-100=440/50=8.8 hours

SECTION 3. (Day 2 Morning)

Part 4. Review of Terminology and USPAP		
8:00–9:00	60 minutes	Review of Homework
9:00–9:40	40 minutes	Litigation Valuation Terminology
		Uniform Standards of Professional Appraisal Practice
		Verification Requirements for Comparable Data
9:40–9:50	10 minutes	MORNING BREAK
9:50–9:55	5 minutes	4.1 Discussion
Part 5. The Trial and Direct Examination		
9:55–10:25	30 minutes	Goals of Each Party
		Preparation for the Trial
		The Rule of Exclusion
		The Trial

Exhibit #2

SECTION 3. (Day 2 Morning, cont.)

Part 6. Cross-Examination		
10:25–10:50	25 minutes	Goals of Each Party Preparation for the Cross-Examination Cross-Examination Reporting Back to the Group Location
10:50–11:00	10 minutes	MORNING BREAK
Part 7. Direct Testimony Role-Play		
11:00–12:00	60 minutes	Instructions for the Role-Play Group Activity: Direct Testimony Instructions for the Lead Evaluator and Judge Instructions for the Expert Witness Instructions for the Employing Attorney Instructions for the Opposing Attorney Instructions for the Clerk Instructions for the Assistant Evaluator

noon to 1 lunch gap in outline - KS 07/24/2025

SECTION 4. (Day 2 Afternoon)

Part 8. Mock Trial		
1:00–1:15	15 minutes	Introduction to the Mock Trial
1:15–2:05	50 minutes	Instructions for Each Role Group Activity: Mock Trial
2:05–2:15	10 minutes	AFTERNOON BREAK
2:15–3:05	50 minutes	Group Activity: Mock Trial, cont.
3:05–3:25	20 minutes	Jury Deliberation
3:25–3:35	10 minutes	Jury Verdict
3:35–3:45	10 minutes	AFTERNOON BREAK
3:45–4:00	15 minutes	Course Review Evaluation Forms
4:00–5:00	60 minutes	Exam

Day 2: 8-4p = 480-100(lunch and breaks)=380/50=7.6 hours

Overall: 440+380+60(exam)=880/50=17.6

as well as most out-of-production models. The URL is: www.projectorcentral.com/projectors.cfm.

Textbooks

There are no required textbooks for this course. The recommended textbook is

- *Real Estate Valuation in Litigation, 2nd ed. by J.D. Eaton, MAI, SRA*

Financial Calculators

The HP-12C financial calculator is the official calculator used in this course. Participants who are proficient in the operation of other financial calculators are welcome to use them in lieu of the HP-12C. However, participants should be aware that no class time will be used to cover the operation or keystroke sequences of those particular calculators. Four-function calculators may also be used for basic math problems, but we encourage participants to use the HP-12C for all math problems so they become familiar with its operation. An instructor doesn't need to be an expert in the operation of the HP-12C, but should be comfortable enough to assist participants who experience problems while using their HP-12C.

For additional help, go to the "Using a Financial Calculator" section of the Appraisal Institute's Web site: http://www.appraisalinstitute.org/education/fin_calc.aspx.

Course Materials

Participants will receive the following materials:

- *Course Handbook*
- *Reference List*
- *Suggested Solutions—see Course Design heading in these notes for instructions about distribution of the solutions.*

Exam

The exam has 25 multiple-choice questions and will be given on the afternoon of Day 2. Participants will have one hour to complete it.

Exhibit #3

Part 1.
The Litigation Valuation Assignment

I. Role of the Expert Witness

In many types of litigation, the value of real property is an issue. The court system has a need for an individual qualified to form a value opinion and to express that opinion within the court system.

II. General Types of Litigation Valuation Assignments

A. Definition

> **Eminent domain.** *The right of government to take private property for public use upon the payment of just compensation. The Fifth Amendment of the U.S. Constitution, also known as "the takings clause," guarantees payment of just compensation upon appropriation of private property.*[1]

1. Examples
    a. Road widening
    b. School expansion
2. Partial or full taking (acquisition)
3. Appraiser provides an opinion of value for either the property owner or government body with power of eminent domain.
4. Clients
    a. School Board
    b. City or county
    c. State Department of Transportation (DOT)
    d. Property owners

1. Unless otherwise noted, definitions in italics are quoted from *The Dictionary of Real Estate Appraisal*, fourth edition. Chicago: Appraisal Institute, 2002.

b. Types of experts

One or more appraisers are hired.

Examples of other expert witnesses

- Civil engineer
- Land planner
- Environmental expert
- Traffic engineer
- Accountant
- Business appraiser
- Archaeologist
- Cost estimator

c. Relationship among parties in litigation

- Atmosphere may be adversarial.
- Relationship may be hostile, even antagonistic.
- Expert witness must maintain professionalism and objectivity.
- The appraiser should never be seen as an advocate for a client's position. The appraiser must follow the requirements of the Ethics Rule and the *Uniform Standards of Professional Appraisal Practice* when acting in the capacity of an expert.

8. An appraisal opinion is produced.

a. Opinion may be written or oral; it may depend upon the jurisdiction. Some jurisdictions permit testimony without a written report. However, any federal action requires a written report.

b. Opinion may be in summary or self-contained format. Refer to the Appendix for federal rules. Note that these rules apply to all expert witnesses, not just appraisers. Hence, they do not specify one of USPAP's reporting options.

c. Restricted use format is usually inappropriate in appraisals for litigation. (See *Reference List*.)

d. A workfile is required.

> **Workfile.** Documentation necessary to support an appraiser's analysis, opinions, and conclusions.

USPAP's Ethics Rule requires a workfile for every appraisal assignment, specifies its minimum contents, and requires its creation prior to issuance of an oral or written report. (See *Reference List.*)

e. When no written report is prepared, a recommended method of creating a workfile that is compliant with USPAP is to use S.R. 2-2(b) as a guide. (See *Reference List.)*

f. Strict compliance with USPAP is critical for a defensible value opinion including

- Purpose and intended use of the appraisal
- The appraisal process
- Consideration of highest and best use
- Explanation of exclusion of any traditional approach to value
- Post-testimony memorandum (required)

9. The legal process of discovery begins and continues.

a. Discovery

> **Discovery.** The process in which lawyers prepare their cases for trial by requiring, with court authority, that witnesses from the opposing side provide information.[3]

A court-ordered exchange of value may be required.

3. Definitions that are not italicized and that are not cited are program definitions, which were written by the program developer.

14. Formal settlement attempts may be scheduled or court-ordered.

a. Types of formal settlement attempts

> **Mediation.** Intervention between conflicting parties to promote reconciliation, settlement, or compromise.[4]

> **Arbitration.** *A process in which one or more individuals are selected by opposing parties to settle a dispute outside of court. The decision of an arbitrator is generally binding.*

Other forums vary by jurisdiction

b. Purpose of formal settlement procedures

The purpose of formal settlement procedures is to cut down the number of trials in the court system. The procedures provide an opportunity for parties to negotiate with each other after the process of discovery provides information on each position's case.

c. Proceedings may be voluntary or court-ordered.

Some jurisdictions require formal settlement efforts before the trial. In some areas, custom dictates the type and timing of formal settlement efforts. Voluntary settlement efforts are undertaken in order to save legal expenses for both parties.

d. The mediation process

- Mediation basics
  - Often, mediation is court-ordered. Many cases settle in mediation. Mediation is a growth industry in the legal field, but it is more prevalent in some areas of the country than in others. The court reporter is generally not present at mediation.
- Difference between mediation and arbitration
  - Mediation is nonbinding, and the information presented during mediation is confidential.

4. Merriam-Webster's Collegiate Dictionary, 10th ed.



2.2 Exercise

Individual work

Each member of the group will individually prepare a workfile.

1. Begin by completing the Cover Sheet on the next page, which references every item in Standards Rule 2-2(b). A copy of SR 2-2(b) is in the Reference List.

2. Meet only the minimum requirements outlined in SR 2-2(b). For example, for SR 2-2(b)(v), it is not necessary to rewrite the definition of market value on the cover sheet. Simply write the page number from this handbook where the definition is found. Complete sentences are not necessary.

3. To the completed Cover Sheet, add

   - All handbook pages in Part 2 that follow the 2.1 Exercise. These include: Overview of Subject Property, Market Area, Comparable Sales, Comparable Sales Table, Verification Interviews, Value Definition, Certification, Premises of the Appraisal, 2.3 Exhibit, and 2.4 Exhibit.

   - A completed, signed and dated certification

   - A reference to the Confidential Information handout, and

   - A written analysis that would allow another person to understand how the value opinion was reached, which can consist of notes on the grid of sale comparables

4. Give the completed worksheet to the instructor. It will be graded.

5. Review Instructions for the Deposition Role Play, which are in Part 3.

Each course participant should complete this assignment prior to lunch.

Exhibit #3

Part 3.
The Deposition

I. Description of a Deposition

A. Definition

> **Deposition**. *A legal process in which an attorney asks oral questions of a person involved in a legal action or of a witness for one of the parties involved…. The deposition is conducted under oath outside of the courtroom, usually in one of the lawyer's offices. The testimony of an appraiser in a deposition regarding his or her opinion about a parcel of real estate is considered an oral report.*

1. Attorneys obtain detailed information about an appraiser's opinion by asking questions at the deposition. Attorneys have an opportunity to examine the contents of an appraiser's file, including

   a. Draft reports

   b. Back-up information not included in the appraisal report

   c. Notes and calculations

2. Ideally, the deposition should take place 90 days before the trial. This gives opposing counsel time to examine the expert's appraisal report and prepare for trial.

3. The deposition helps to eliminate or lessen the chance for surprises at the trial.

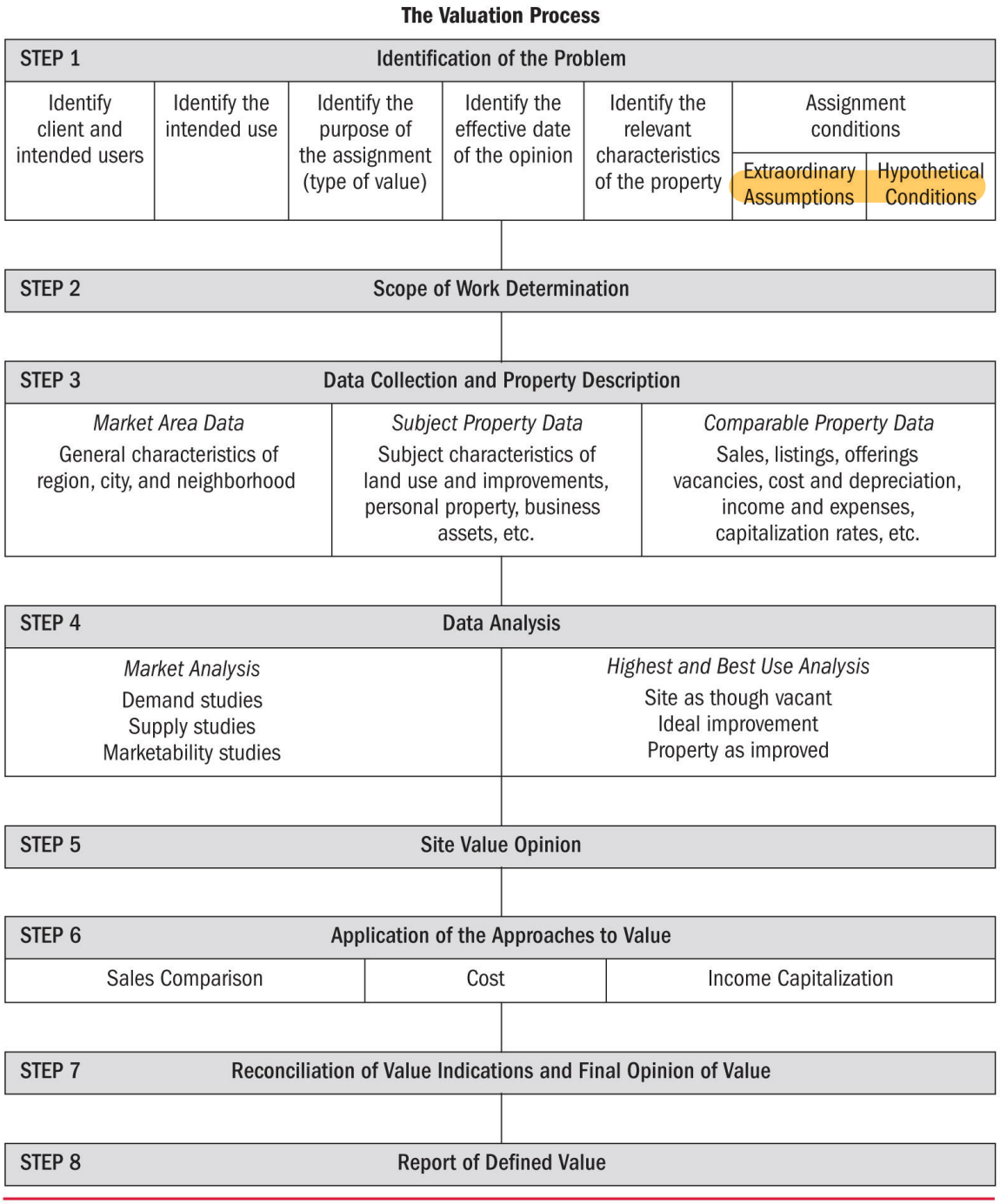
4. Cross-examination of materials occurs during discovery (deposition). These materials include the

   a. Appraisal report

   b. Consultation services provided to the client

5. The deposition process creates a written transcript that may be used at the trial.

3.2 Figure
The Valuation Process[12]



12. *The Appraisal of Real Estate,* 13th ed. (Chicago: Appraisal Institute, 2008), p. 131.

Exhibit #3

Part 4.
Review of Terminology and USPAP

I. Litigation Valuation Terminology

The Glossary in the Appendix provides a handy reference for the terminology used in this course.

Legal terms for additional discussion

Interrogatories. *Discovery devices consisting of written questions about the case submitted by one party to the other party. The answers to the interrogatories are usually given under oath.*

Question of fact. *Questions arising from evidence given in court that involve contention or dispute and must be decided by jury; based on absolute reality, i.e., events, actions, or conditions that actually occurred or physical objects or appearances that actually existed, not on mere supposition or opinion.*

Question of law. *Questions arising from evidence given in court that deal with the letter of the law and must be determined by the court; based on interpretation of legal principles, conceived law, and established rules of duty.*

Hindsight rule. *A rule that permits the admission of evidence relating to events subsequent to the date of taking to prove or disprove the validity of any claim of value.* Also called the rule of hindsight.

Curriculum vitae (pronounced vee´-tay). Legal term for an expert's professional resume.

II. Uniform Standards of Professional Appraisal Practice

The *Reference List* contains references to the Statement on Appraisal Standards No. 3, Ethics Rule, the Jurisdictional Exception Rule, the Competency Rule, Standard 1, and Standard 2.

A. Primary aspects of USPAP that apply

1. Jurisdictional Exception Rule (JER)

"If any part of USPAP is contrary to the law or public policy of any jurisdiction, only that part shall be void and of no force or effect in that jurisdiction" (lines 428-429).

a. The JER is intended to preserve the balance of USPAP in a situation where a portion contradicts an established law or public policy.

b. Example where it can be invoked

An appraisal of a property being acquired for a road widening.

- Although Standard 1 requires an appraiser to analyze the effect on value of any anticipated public improvements, condemnation law in most states requires the appraiser to disregard the effect on value resulting from the project for which the property is being acquired.

- The JER makes the applicable SR effectively nonexistent.

c. Valid legal basis required

- The JER is not intended to permit an appraiser to disregard USPAP in a situation where a public agency's policies have no legal basis or in a situation where a lawyer tells an appraiser to disregard USPAP simply because the lawyer is "an officer of the court."

- The agency or lawyer must have a valid legal basis for instructing an appraiser to invoke the JER. If the lawyer wants to base a case on a novel legal theory, the appraiser can use a hypothetical condition.

- When an appraiser invokes the JER, the appraisal report must identify which parts of USPAP are being disregarded and the legal authority for doing this. (See *Reference List*.)

2. Competency

a. It is unethical to accept an assignment without appropriate qualifications, experience, and the training to complete it.

b. Competency Rule of USPAP

"Prior to accepting an assignment or entering into an agreement to perform any assignment, an appraiser must properly identify the problem to be addressed and have the knowledge and experience to complete the assignment competently; or alternatively must:

1. disclose the lack of knowledge and/or experience to the client before accepting the assignment;

2. take all steps necessary or appropriate to complete the assignment competently; and

3. describe the lack of knowledge and/or experience and the steps taken to complete the assignment competently in the report" (lines 316-322).

The expert must determine his or her competency to appraise the subject property and to serve as an expert witness. If an oral report is contemplated as part of an appraisal assignment, the Competency Rule should be addressed in the proposal or agreement for appraisal services, the oral report, and the workfile. (See *Reference List*.)

3. Oral testimony and written records

a. USPAP's Ethics Rule requires a workfile to be prepared for each assignment.

The workfile must contain, among other items, documentation necessary to support the appraiser's opinions, and it "must be in existence prior to and contemporaneous with the issuance of a written or oral report" (lines 306-307, see *Reference List*).

b. The Record Keeping provision also states "A written summary of an oral report must be added to the workfile within a reasonable time after the issuance of the oral report"(lines 307-308, see Reference List).

- Note that this is in addition to, not in place of, the workfile requirement above.
- In the case of expert testimony, including a deposition, this requirement can be satisfied by adding a transcript of the testimony to the file. However, transcripts of court testimony can be expensive, so a summary prepared by the appraiser is also acceptable.

c. Beware of attorneys who ask for testimony without written documentation or request the inclusion or exclusion of a specific piece of information.

- This request is a violation of USPAP. These attorneys may be attempting to circumvent the discovery process.

4. Hypothetical questions

   a. Hypothetical questions are governed by SR 1-2 of USPAP. (See *Reference List.*)

      Definition

      The Definitions section of USPAP defines a hypothetical condition as "that which is contrary to what exists but is supposed for the purpose of analysis.

      Comment: Hypothetical conditions assume conditions contrary to known facts about physical, legal, or economic characteristics of the subject property; or about conditions external to the property, such as market conditions or trends; or about the integrity of data used in an analysis." (lines 82-87; see *Reference List.)*

      SR 1-2(g)

      "In developing a real property appraisal, an appraiser must identify any hypothetical conditions necessary in the assignment.

      Comment: A hypothetical condition may be used in an assignment only if:

      - use of the hypothetical condition is clearly required for legal purposes, for purposes of reasonable analysis, or for purposes of comparison;
      - use of the hypothetical condition results in a credible analysis; and
      - the appraiser complies with the disclosure requirements set forth in USPAP for hypothetical conditions" (lines 485, 532-538; see *Reference List*).

      SR 2-1(c)

      "Each written or oral real property appraisal report must clearly and accurately disclose all assumptions, extraordinary assumptions, hypothetical conditions, and limiting conditions used in the assignment" (lines 620, 624-625; see *Reference List*).

   b. Resist requests to prepare new value opinions on the spot during any type of testimony or settlement conference. These include new value opinions requested based upon a new assumption and new value opinions requested by opposing counsel during deposition or trial testimony.

Examples of questions

- What would the value be if the discount rate were 2 points lower? Rather than trying to recalculate, explain the general effect (value goes up) and why it is difficult to perform such a detailed calculation.
- What would your value estimate be if the property were zoned commercial instead of residential?

5. Extraordinary assumptions

   a. USPAP distinguishes between ordinary and extraordinary assumptions.

      Definition

      The Definitions section defines an extraordinary assumption as "an assumption, directly related to a specific assignment, which, if found to be false, could alter the appraiser's opinions or conclusions.

      Comment: Extraordinary assumptions presume as fact otherwise uncertain information about physical, legal, or economic characteristics of the subject property; or about conditions external to the property, such as market conditions or trends; or about the integrity of data used in an analysis" (lines 75-80; see *Reference List*).

   b. SR 1-2(f)

      "In developing a real property appraisal, an appraiser must identify any extraordinary assumptions necessary in the assignment.

      Comment: An *extraordinary* assumption may be used in an assignment only if:

      - it is required to properly develop credible opinions and conclusions;
      - the appraiser has a reasonable basis for the extraordinary assumption;
      - use of the extraordinary assumption results in a credible analysis; and
      - the appraiser complies with the disclosure requirements set forth in USPAP for extraordinary assumptions" (lines 485, 525–531; see *Reference List*.)

c. SR 2-1(c)

"Each written or oral real property appraisal report must clearly and accurately disclose all assumptions, extraordinary assumptions, hypothetical conditions, and limiting conditions used in the assignment" (lines 620, 624-625; see *Reference List*.)

d. Scope of Work Rule

Scope of Work Acceptability—Assignment Conditions

"Comment: If relevant information is not available because of assignment conditions that limit research opportunities (such as conditions that place limitations on inspection or information gathering), an appraiser must withdraw from the assignment unless the appraiser can:

- modify the assignment conditions to expand the scope of work to include gathering the information; or
- use an extraordinary assumption about such information, if credible assignment results can still be developed" (lines 412-418; see *Reference List*.)

6. Retrospective value opinions

a. Statement on Appraisal Standards No. 3, Retrospective Value Opinions.

- Suggests the use of the past tense to increase clarity.

  Example

  "The retrospective market value was …" (line 2598).

- Concludes that *"data subsequent to the effective date may be considered in developing a retrospective value as a confirmation of trends.… The appraiser should determine a logical cut-off.…"* (lines 2600-2602; see *Reference List*.)

b. SR 2-2(a)(vi) and (b)(vi)

"Comment: The effective date of the appraisal establishes the context for the value opinion, while the date of the report indicates whether the perspective of the appraiser on the market and property as of the effective date of the appraisal was prospective, current, or retrospective" (lines 683-687, lines 756-760; see *Reference List*).

c. Many jurisdictions limit the use of data subsequent to the effective date.

7. Review or commentary on the appraisal prepared by another

   a. Advisory Opinion 20

      USPAP's Advisory Opinion 20 states that "the term *Appraisal Review* is used in USPAP to identify the activity of a reviewer in an appraisal review assignment" (italics added for emphasis).

      When terms such as "Desk Review," "Field Review," "Complete Review," "Limited Review," "Technical Review," and "Administrative Review" are used without an explanation, it can result in confusion. Advisory Opinion 20 recommends that reviewers *"also accurately define the scope of work"* when using these types of terms (lines 52-54, 58; see *Reference List*).

   b. Standard 3

      An appraiser can perform an appraisal review that addresses only the consistency and completeness of another appraiser's report by limiting the scope of the review and following Standard 3. "If the assignment includes the reviewer developing his or her own opinion of value about the subject property of the work under review, that opinion is an appraisal" (lines 942-943; see *Reference List*).

      "In developing an appraisal review, the reviewer must determine the scope of work necessary to produce credible assignment results in accordance with the SCOPE OF WORK RULE." (lines 932, 958-959; see *Reference List.*)

   c. The expert should not comment on another appraiser's report, unless the expert has reviewed the report, satisfied the requirements of USPAP Standard 3, and made a written review statement or workfile prior to the expert's oral testimony.

8. Fair housing

   a. Conduct Section of USPAP's Ethics Rule

      "An appraiser must not use or rely on unsupported conclusions relating to characteristics such as race, color, religion, national origin, gender, marital status, familial status, age, receipt of public assistance income, handicap, or an unsupported conclusion that homogeneity of such characteristics is necessary to maximize value" (lines 227-230; see *Reference List*).

b. Advisory Opinion 16

Fair housing laws in some cases preclude the use of "even **supported** conclusions in assignments relating to characteristics such as race, color, religion, national origin, gender, marital status, familial status, age, receipt of public assistance income, handicap, or group homogeneity" (lines 21-23; see *Reference List*).

c. Fair housing laws can be considered to be an application of the Jurisdictional Exception Rule in that they modify USPAP and may not be applicable in a litigation assignment.

9. The Appraisal Institute requires its members to adhere to the Certification Standard of the Appraisal Institute and Standards Rules, as well as the Code of Professional Ethics of the Appraisal Institute.

a. The Certification Standard addresses requirements for the certification in an appraisal report that are in addition to those required by USPAP. (See *Reference List.*)

b. When a member uses a report prepared by another, the member is required to evaluate the report to be relied upon. (See Guide Note 4.) This can apply to general informational reports, reports performed by other real estate professionals, and reports performed by other non-real estate professionals. (See *Reference List.*)

c. Canon 2 makes it unethical to give testimony unless a written report or file memoranda is prepared prior to giving such testimony (E.R. 2-4). (See *Reference List.*)

d. Canon 3 adds requirements to the use of a hypothetical. (See E.R. 3-6.) (See *Reference List.*)

10. Advocacy

a. USPAP requires that appraisers be completely neutral. They must appraise the property without consideration for the client's interests.

b. Appraisers should avoid advocacy or even the appearance of advocacy. Many believe the appraiser should not join the attorney at the counsel table either before or after testimony.

c. In addition, appraisers should avoid reverse advocacy. An example of reverse advocacy is the following statement:

"I took a conservative approach in adjusting for market conditions."

d. Appraisers may defend or advocate the correctness of the value opinion(s) to the trier of fact.

e. The circumstances of the client or purpose for the appraisal must not suggest or imply any approach to arriving at the market value opinion that is not consistent with approved appraisal methods or the *Uniform Standards of Professional Appraisal Practice.*

11. Appraisal fees

a. Fees for an appraisal that is contingent upon the outcome of the case are prohibited. The Ethics Rule addresses contingent fees in real property appraisal assignments. Please refer to the Reference List for more information.

b. Insist upon a written contract setting forth the fees in order to guard against any appearance of a contingent fee.

c. Phased assignments are ethical and good business practice.

Phases may consist of any of the following, if appropriate:

- Initial analysis resulting in development of a probable range of value
- Presentation as an oral report
- Conversion of a previously estimated range of value into a point estimate
- Preparation of a written report
- Preparation for deposition
- Review of the opposing appraiser's report or deposition
- Preparation for trial, or
- Trial work

Each phase may be based on a fixed fee or an agreed rate, possibly plus expenses.

d. The appraiser can compute the total fee after being excused by the Court. A statement should be delivered to the attorney's office as soon as possible so that

- The appraiser's bill is received before the Court announces the verdict. This precludes the accusation that the appraiser's fees are contingent upon the outcome of the trial.
- There is less chance that the client or attorney will request a reduction of fees because the verdict is unfavorable.

B. Knowledge of USPAP

The appraisal expert is expected to have extensive knowledge of USPAP. It's important to carry a copy of USPAP to the deposition and trial and review Standards 1 and 2 before these proceedings. USPAP is often used during cross-examination. Opposing counsel may attempt to make the expert fumble on a detail or try to discredit the expert on a technical point.

III. Verification Requirements for Comparable Data

A. USPAP requirements

1. SR 1-4 requires appraisers to "collect, verify, and analyze all information necessary for credible assignment results" (lines 552-553; see *Reference List*).

2. SR1-2(h)

"In developing a real property appraisal, an appraiser must:
determine the scope of work necessary to produce credible assignment results in accordance with the SCOPE OF WORK RULE" (lines 485, 539-540; see *Reference List*).

3. Scope of Work Rule

Scope of Work Acceptability

"The scope of work must include the research and analyses that are necessary to develop credible assignment results.

Comment: The scope of work is acceptable when it meets or exceeds:

- the expectations of parties who are regularly intended users for similar assignments; and

- what an appraiser's peers' actions would be in performing the same or a similar assignment.

Determining the scope of work is an ongoing process in an assignment. Information or conditions discovered during the course of an assignment might cause the appraiser to reconsider the scope of work.

An appraiser must be prepared to support the decision to exclude any investigation, information, method, or technique that would appear relevant to the client, another intended user, or the appraiser's peers.

An appraiser must not allow assignment conditions to limit the scope of work to such a degree that the assignment results are not credible in the context of the intended use" (lines 398-411; see *Reference List*).

4. USPAP does not define verification or confirmation, so USPAP does not explicitly tell appraisers what information about a comparable sale must be discussed, with whom it must be discussed, or which appraiser must conduct the discussion.

   However, SR 1-1(b) requires an appraiser to "not commit a substantial error of omission or commission that significantly affects an appraisal.

   Comment: An appraiser must use sufficient care to avoid errors that would significantly affect his or her opinions and conclusions. Diligence is required to identify and analyze the factors, conditions, data, and other information that would have a significant effect on the credibility of the assignment results" (lines 472-477; see *Reference List*).

B. *Uniform Appraisal Standards for Federal Land Acquisitions*[13]

This government publication states that "It is imperative to verify sales amounts and to ascertain whether terms and conditions of a sale were conventional and under open competitive market conditions. This requires interviews and discussions with the seller, buyer, the closing agency, or the broker handling the transaction and the verification of recordation, which is the only avenue of verification not based upon statements of persons other than the appraiser. Verification must be accomplished by competent and reliable personnel, and if the case goes into condemnation, the sale must be personally verified by the appraiser who will testify." Only a small proportion of all appraisal assignments are subject to this requirement.

13. Uniform Appraisal Standards for Federal Land Acquisitions. (Chicago: Appraisal Institute and Dept. of Justice, 2000, p. 38).

b. The qualification process can be brief or lengthy. The appraiser may be cross-examined.

c. Qualification may be stipulated.

- If stipulated, it means that both parties agree that the expert is qualified without going through the actual process of formal qualification.
- Sometimes it is better not to stipulate, particularly if the expert has extensive qualifications or is much more experienced than the opposing expert.

d.

> **Voir dire** (vwa-dear´)—*The preliminary examination that the opposing attorney makes of an expert witness's qualifications and the comparability of the expert's data.*

e. The employing attorney will ask the judge to qualify the expert witness.

f. Recent court decisions have impacted the admissibility of expert's testimony. Refer to "Recent Legal Developments and the Appraisal Expert Witness" in the Appendix.

3. The judge makes the rules in the courtroom.

   The expert witness needs the judge's permission to leave the witness box. If the expert needs to step down to display an exhibit or write on a chart, the expert should indicate this need to the employing attorney. The attorney will ask the judge for permission. These steps must be followed each time the expert needs to leave the witness box.

   a. The expert must follow the judge's instructions.

   b. Experts who do not obey the judge may be held in contempt of Court.

4. What has the jury already heard?

   a. The expert witness should consider the testimony of other experts and tailor his or her presentation to the order of testimony.

   b. The witness should be alert for cues from the employing attorney. An alert witness will make careful note of what the opposing attorney does not want the jury to hear.

Glossary[18]

affidavit	A sworn or affirmed statement or declaration in written form.
arbitration	A process in which one or more individuals are selected by opposing parties to settle a dispute outside of court. The decision of an arbitrator is generally binding.
arbitrator	A person who decides a dispute to avoid a court determination.
before and after rule	In eminent domain valuation, a procedure in which just compensation is measured as the difference between the value of the entire property before the taking and the value of the remainder after the taking (as opposed to taking plus damages). *Words in parentheses are not taken from the dictionary.*
benefits	In eminent domain valuation, the advantageous **factors** that arise from a public improvement for which private property has been taken.
caveat {kǽviyət}	A formal notice, filed by an interested party with a court or official, requesting that a proceeding be postponed until he or she is heard.
certiorari {s`ərsh(iy)əréray}	1. A writ from a superior to an inferior court officer, board, or tribunal directing that a certified record of its proceedings in a designated case be reviewed. 2. A remedy calling for judicial review of an alleged illegal or erroneous tax assessment of real estate.
compensable damages	Damages for which a condemnor is legally required to compensate the owner or tenant of the property that is being wholly or partially condemned. In most jurisdictions, physical invasion of the property by a condemning authority or the taking of some property right must occur before damages are considered compensable.

18. Unless otherwise noted, all definitions are taken from *The Dictionary of Real Estate Appraisal,* fourth edition, Chicago: Appraisal Institute, 2002.

compensable interest	A property right for which the owner would receive just compensation if it were acquired for public purposes.
condemnation	The act or process of enforcing the right of eminent domain.
condemnation blight	Ą diminution in the market value of a property due to pending condemnation action.
condemnation value	A misleading term for the value to be compensated in a condemnation. The value sought under the laws applicable in condemnation is market value.
condemnee	The owner of the property right taken in eminent domain.
condemnor	The taking agency; a federal, state, county, or municipal government, another public authority, or a utility vested with the right of eminent domain.
consequential damages	Generally those damages that have resulted from the taking of property and the construction of the public improvement that are not compensable.
court	In law, the place where justice is administered; the persons duly assembled under the authority of law to administer justice; a tribunal established for the administration of justice; a session of a judicial assembly.
court award	Any decision resulting from a contested trial or hearing before a jury, commission, judge, or other legal entity with the proper authority.
curriculum vitae {vee´-tay}	A biographical sketch detailing one's experience and qualifications, often used in place of a resume.
damages	In condemnation, the loss in value to the remainder in a partial taking of property. Generally, the difference between the value of the whole property before the taking and the value of the remainder after the taking is the measure of the value of the part taken and the damages to the remainder. Note that different regions of the country and different courts may use terms such as consequential damages and severance damages differently.

Exhibit #3

date of condition	The time prior to the development of a public project when the planned project has not yet been announced and has not had the effect of enhancing or depressing the value of the property being acquired or its surrounding neighborhood.
deficiency judgment	Judgment granted in a suit initiated to recover the difference between a legally imposed indebtedness and the dollars received from a foreclosure sale of the debtor's assets.
direct damages	Direct damages are such as follow immediately upon the act done (*Black's Law Dictionary,* abr. 6th ed.).
discovery	A legal procedure in which lawyers prepare for trial by obtaining factual information from an expert or fact witness(es) through written or oral questions. Also called a fishing expedition when the intent is to uncover information discrediting the witness.
eminent domain	The right of government to take private property for public use upon the payment of just compensation. The Fifth Amendment of the U.S. Constitution, also known as the *takings clause,* guarantees payment of just compensation upon appropriation of private property.
expert	One who is presumed to have special knowledge of, or skill in, a particular field due to education, experience, or study.
expert testimony	Testimony of persons who are presumed to have special knowledge of, or skill in, a particular field due to education, experience, or study.
expert witness	A witness who has been qualified as an expert and who thereby will be allowed (through his/her answers to questions posted) to assist the jury in understanding complicated and technical subjects not within the understanding of the average lay person (*Black's Law Dictionary,* abr. 6th ed.).
foreclosure	The legal process in which a mortgagee forces the sale of a property to recover all or part of a loan on which the mortgagor has defaulted.

hindsight rule — A rule that permits the admission of evidence relating to events subsequent to the date of taking to prove or disprove the validity of any claim of value.

interrogatories — Discovery devices consisting of written questions about the case submitted by one party to the other party. The answers to the interrogatories are usually given under oath.

just compensation — In condemnation, the amount of loss for which a property owner is compensated when his or her property is taken; should put the owner in as good a position pecuniarily as he or she would be if the property had not been taken; generally held to be market value, but courts have refused to rule that it is always equivalent to market value.

larger parcel — 1. In condemnation, the tract or tracts of land that are under the beneficial control of a single individual or entity and have the same, or an integrated, highest and best use. Elements for consideration by the appraiser in making a determination in this regard are contiguity, or proximity, as it bears on the highest and best use of the property, unity of ownership, and unity of highest and best use.

2. In condemnation, the portion of a property that has unity of ownership, contiguity, and unity of use, the three conditions that establish the larger parcel for the consideration of severance damages in most states. In federal and some state cases, however, contiguity is sometimes subordinated to unitary use.

lis pendens {lis péndènz} — Notice of a pending lawsuit that will cloud free and clear title to a property unless resolved.

material witness — A person who can give testimony relating to a particular matter no one else, or at least very few, can give. In a criminal trial, a witness whose testimony is crucial to either the defense or prosecution (*Black's Law Dictionary*).

Exhibit #3

mediaton	A method of nonbinding dispute resolution involving a neutral third party who tries to help the disputing parties reach a mutually agreeable solution *(Black's Law Dictionary).*
partial taking	The taking of part of any real property interest for public use under the power of eminent domain; requires the payment of compensation.
percipient witness	A lay witness; one whose testimony is based on his or her perceptions, but who may not offer an opinion unless he or she has specialized expertise.
proffer	To offer or tender (something, especially evidence) for immediate acceptance (*Black's Law Dictionary*).
project enhancement	The increase in a property's market value in anticipation of a public project requiring condemnation action.
question of fact	Questions arising from evidence given in court that involve contention or dispute and must be decided by jury; based on absolute reality, i.e., events, actions, or conditions that actually occurred or physical objects or appearances that actually existed, not on mere supposition or opinion.
question of law	Questions arising from evidence given in court that deal with the letter of the law and must be determined by the court; based on interpretation of legal principles, conceived law, and established rules of duty.
restitution	A court-ordered money award that is intended to restore the parties to their financial position as it existed before the contract was formed. (R.S. Means)
retrospective value opinion	An opinion of value that is likely to have applied as of a specified historic date. A retrospective value estimate is most frequently sought in connection with appraisals for estate tax, condemnation, inheritance tax, and similar purposes.

right of way	A privilege to pass over the land of another in some particular path; usually an easement over the land of another; a strip of land used in this way for railroad and highway purposes, for pipelines or pole lines, and for private or public passage.
rule of exclusion (The Rule)	Court order sequestering a witness during the course of a trial. If a court places a witness "under the Rule," the witness will be required to wait outside the courtroom to testify, and will not be permitted to hear the testimony of other witnesses.
severance damages	Generally used to mean those damages to a remainder property that are compensable. *See also* **just compensation.**
special benefits	The law in some jurisdictions makes a distinction between general benefits and special benefits because only special benefits are considered in determining the value of the remainder in a partial acquisition. Special benefits arise from the peculiar relation of the land in question to the public improvement, usually resulting from a change in its highest and best use. The distinction between special benefits and general benefits is both a factual and a legal question.
subpoena duces tecum {doo´-kus tee´-kum}	A situation in which the appraiser must bring to the deposition all papers and materials in his possession that have any bearing on the case (*Real Estate Value in Litigation*, p. 462).
taking	1. The acquisition of a parcel of land through condemnation. 2. In land use law, application of police power restrictions to a parcel of land that are so restrictive as to preclude any reasonable use.
taking plus damages rule	In eminent domain valuation, a procedure in which just compensation is measured as the value of the part taken, plus damages to the remainder, offset by any benefits as allowed in the applicable jurisdiction; also called *state rule.*

temporary easement	An easement granted for a specific purpose and applicable for a specific time period. A construction easement, for example, is terminated after the construction of the improvement and the unencumbered fee interest in the land reverts to the owner.
unity of title	The rule that states that, to be considered part of the remainder property, a parcel must be held by the condemnee under the same quality of ownership as the parcel from which the taking occurs; applied in both federal and state courts.
unity of use	The rule that states that, to be considered part of the remainder, a parcel must be devoted to the same use as the parcel from which the taking occurs.
value before the taking	In condemnation, the market value of the whole property affected by the taking.
value after the taking	In condemnation, the market value of the remainder parcel in a partial taking.
voir dire {vwa-dear´}	The preliminary examination that the opposing attorney makes of an expert witness's qualifications and the comparability of the expert's data.

Exhibit #4

NRPAB
Nebraska Real Property Appraiser Board
301 Centennial Mall South, First Floor
PO Box 94963
Lincoln, NE 68509-4963

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

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

July 24, 2025

LIZ DE KANTER
APPRAISAL INSTITUTE
200 W MADISON ST STE 2000
CHICAGO IL 60606-3515

RE: Continuing Education Activity Submission Deficiencies

Dear Liz de Kanter,

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

- The Appraiser as an Expert Witness: Preparation and Testimony – Synchronous

In accordance with 298 NAC Chapter 6, § 003.02A.2, For an activity not approved by The Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program for continuing education, submit the following (in part):

- A timed outline that accounts for the general flow and recommended time spent on topics contained within the activity.
  – The timed outline submitted totals 17 hours. The application requests 16 hours of education.
- Student and instructor materials for the activity that do not contain significant errors and/or deficiencies.
  – The student and instructor material notes a “Reference List” that participants in the course will receive. This information was not included.
  – The student and instructor material listed references outdated versions of The Appraisal of Real Estate and The Dictionary of Real Estate Appraisal.

The continuing education activity submittals identified above are deficient the listed materials required in 298 NAC Chapter 6, § 003.02A.2. Please provide the deficient materials before the end of the day on August 1, 2025. The materials may be sent via email to nrpab.education@nebraska.gov or by the address listed below.

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

Chairperson of the Board
Cody Gerdes, Lincoln
Certified General Appraiser
1st District Representative
Term Expires: January 1, 2026

Vice-chairperson of the Board
Kevin P. Hermsen, Gretna
Certified General Appraiser
2nd 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
Representative
Term Expires: January 1, 2029

Board Member
Adam Batie, Kearney
Certified General Appraiser
3rd District Representative
Term Expires: January 1, 2030

Exhibit #4

If the requested materials are not received at the Board's office by the end of the day on August 1, 2025, the application will go before the Board for consideration at its next scheduled meeting on August 21, 2025. In accordance with 298 Chapter 6, §003.02D, the application may be denied by the Board at any time during the process if the education provider, submitted activity, or instructor(s) for the submitted activity fail to meet the requirements in the Act and Title 298 NAC.

Sincerely,

Kashinda Sims
Education Program Manager

Exhibit #5

NRPAB
Nebraska Real Property Appraiser Board
301 Centennial Mall South, First Floor
PO Box 94963
Lincoln, NE 68509-4963

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

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

August 4, 2025

LIZ DE KANTER
APPRAISAL INSTITUTE
200 W MADISON ST STE 2000
CHICAGO IL 60606-3515

RE: Nebraska Applications for Approval

Dear Liz de Kanter,

The Nebraska Real Property Appraiser Board ("Board") has received the Application for Approval as a Continuing Education Activity ("Application") for the following Applications:

- *Practical Applications in Appraising Green Commercial Properties* for 15.00 asynchronous hours
- *Application & Interpretation of Simple Linear Regression* for 15.00 classroom hours
- *Application & Interpretation of Simple Linear Regression* for 15.00 synchronous hours
- *Case Studies in Appraising Green Residential Buildings* for 8.00 synchronous hours
- *Condemnation Appraising: Principles and Applications* for 21.00 synchronous hours
- *Introduction to Green Buildings: Principles & Concepts* for 8.00 synchronous hours
- *Residential and Commercial Valuation of Solar* for 15.00 synchronous hours
- *The Appraiser as an Expert Witness* for 16.00 synchronous hours

These Applications will be put in front of the Board for consideration at its next scheduled meeting on August 21, 2025. In accordance with 298 NAC Chapter 6, § 003.02D, the application may be denied by the Board at any time during the process if the education provider, submitted activity or instructor(s) for the submitted activity fail to meet the requirements in the Act and Title 298 NAC. You will receive another letter informing you of the Board's decision after the meeting occurs.

In the meantime, please contact me with any questions or concerns at 402-471-9022.

Sincerely,

Kashinda Sims
Education Program Manager

Chairperson of the Board
Cody Gerdes, Lincoln
Certified General Appraiser
1st District Representative
Term Expires: January 1, 2026

Vice-chairperson of the Board
Kevin P. Hermsen, Gretna
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Board Member
Adam Batie, Kearney
Certified General Appraiser
3rd District Representative
Term Expires: January 1, 2030

From: Kohtz, Tyler
To: Regeane Frederique
Cc: Karla Cisneros; Falls, Colby
Subject: RE: FY26 SARAS NOFA
Date: Wednesday, July 16, 2025 12:48:00 PM
Attachments: image002.png

Thank you very much, Rae. This is very helpful.

Tyler Kohtz
Executive Director
Nebraska Real Property Appraiser Board



From: Regeane Frederique <Regeane@asc.gov>
Sent: Wednesday, July 16, 2025 12:05 PM
To: Kohtz, Tyler <tyler.kohtz@nebraska.gov>
Cc: Karla Cisneros <Karla@asc.gov>
Subject: Re: FY26 SARAS NOFA

Tyler,

If you can tie the program to one of the grant priorities, I would say in theory it would be covered. In the past, States submitted request for staff or Board members to take continuing ed classes to maintain their license. In our eyes paying for continuation ed course for Board/staff members is not required for them to accomplish their Title XI responsibilities per se.

However, in your case, you seem to be setting up a State wide program. So like any proposal, you would have to develop your Statement of work identifying the following:

1. **Statement of Need** – describes the problem or gap that the State Agency is trying to address. This should include the reference to Title XI that identifies this requirement.

2. **Objectives/Measurable Accomplishments** identify what the program sets to accomplish by the end of the grant's period of performance and include the organizations and/or offices involved and their specific roles and responsibilities in ensuring the success of the State Agency's program.

3. **Methodology Plan** must include details of how the program will be executed in

order to meet the defined objectives/measurable accomplishments. This should include: (1) Milestone activities and schedule that include completion dates. (2) A proposed list of contracts and/or memorandums of understanding (MOU) that will be executed between the State Agency and vendors and/or collaborators. The list should include the legal names of all organization(s)/vendor(s)/collaborator(s).

4. **Evaluation Plan** identifies the process in place that ensures that the State Agency will monitor and track progress in accomplishing the defined established goals and objectives set forth in the program.

Keep in mind the list of unallowed costs which includes "Stipend/scholarships" . You probably would have to think about the fee you would cover for supervisor time to review trainee's work.

Get Outlook for iOS

From: Kohtz, Tyler <tyler.kohtz@nebraska.gov>
Sent: Wednesday, July 16, 2025 12:29:15 PM
To: Regeane Frederique <Regeane@asc.gov>
Subject: RE: FY26 SARAS NOFA

Hi Rae,

Right now, I'm just trying to establish concepts that the Board may consider based on discussion at their strategic planning meeting. The conceptual program would apply to any current or future supervisor. As for the specific costs, I have not thought that far ahead, but was thinking cost related to training. This could include, supervisor's payment of trainee's education, trainee travel costs, time qualified time spent reviewing trainee's work. Of course, this would all have to be qualified within the grant scope of work.

Thanks,

Tyler Kohtz

Executive Director

Nebraska Real Property Appraiser Board



From: Regeane Frederique <Regeane@asc.gov>
Sent: Wednesday, July 16, 2025 11:22 AM
To: Kohtz, Tyler <tyler.kohtz@nebraska.gov>
Cc: Karla Cisneros <Karla@asc.gov>
Subject: Re: FY26 SARAS NOFA

Hi Tyler,

Please explain what actual cost are you looking to reimburse? Also is this a program you hope to set up for anyone in the state wanting to be a supervisor?

Get Outlook for iOS

From: Kohtz, Tyler <tyler.kohtz@nebraska.gov>
Sent: Wednesday, July 16, 2025 11:54:28 AM
To: Regeane Frederique <Regeane@asc.gov>
Subject: RE: FY26 SARAS NOFA

Hi Rae,

I am preparing for our meeting tomorrow and I have a couple quick follow up question to our conversation below. Under the 2026 NOFA, would the following possibly qualify for a grant project:

- Reimbursing supervisory real property appraisers for costs, such as continuing education or the required supervisory appraiser and trainee course, under the purpose of appraiser

enforcement activities or improving state regulation of appraisers, if a trainee real property appraiser is approved by the Board to LR, CR, or CG. This would reduce the probability of a trainee going before the Board for a compliance matter in the future due to an increased emphasis.

- Reimbursing supervisory real property appraisers for costs directly related to the supervision of a trainee real property appraiser, under the purpose of appraiser enforcement activities or improving state regulation of appraisers, if a trainee real property appraiser is approved by the Board to LR, CR, or CG. The concept that a supervisory real property appraiser would put extra effort into their training duties, reducing the possibility of a trainee practicing on their own as an LR, CR, or CG from going before the Board for a compliance matter in the future.
- Reimbursing trainee real property appraisers for costs of having a USPAP Compliance Review completed on their reports under the purpose appraiser enforcement activities or improving state regulation of appraisers, as this would reduce the probability of a trainee going before the Board for a compliance matter in the future.

I'm not sure if these concepts would fall under scholarships/stipends, but please give me your thoughts.

Regards,

Tyler Kohtz

Executive Director

Nebraska Real Property Appraiser Board



76-2241. Fees.

(1) The board shall charge and collect appropriate fees for its services under the Real Property Appraiser Act as follows:

(a) A credential application fee of no more than two hundred dollars;

(b) An examination fee of no more than three hundred dollars. The board may direct applicants to pay the fee directly to a third party who has contracted to administer the examination;

(c) An initial and renewal credentialing fee, other than temporary credentialing, of no more than three hundred fifty dollars;

(d) A late processing fee of no more than twenty-five dollars for each month or portion of a month the fee is late;

(e) A temporary credential application fee for a licensed residential real property appraiser, a certified residential real property appraiser, or a certified general real property appraiser of no more than one hundred fifty dollars;

(f) A temporary credentialing fee of no more than one hundred dollars for a licensed residential real property appraiser, certified residential real property appraiser, or certified general real property appraiser holding a temporary credential under the act;

(g) An inactive credential application fee of no more than one hundred dollars;

(h) An inactive credentialing fee of no more than three hundred dollars;

(i) A duplicate proof of credentialing fee of no more than twenty-five dollars;

(j) A certificate of good standing fee of no more than ten dollars; and

(k) A criminal history record check fee of no more than one hundred dollars;

(l) A paper application processing fee of no more than fifty dollars for any form available electronically.

(2) All fees for credentialing through reciprocity shall be the same as those paid by others pursuant to this section.

(3) In addition to the fees set forth in this section, the board may collect and transmit to the appropriate federal authority any fees established under the provisions of the Financial Institutions Reform, Recovery, and Enforcement Act of 1989. The board may establish such fees as it deems appropriate for special examinations and other services provided by the board.

(4) All fees and other revenue collected pursuant to the Real Property Appraiser Act shall be remitted by the board to the State Treasurer for credit to the Real Property Appraiser Fund.

Source: Laws 1990, LB 1153, § 41; Laws 1991, LB 203, § 45; Laws 1994, LB 1107, § 42; Laws 2001, LB 162, § 33; Laws 2006, LB 778, § 62; Laws 2007, LB186, § 22; Laws 2008, LB1011, § 14; Laws 2010, LB931, § 23; Laws 2012, LB714, § 10; Laws 2014, LB717, § 24; Laws 2015, LB139, § 61; Laws 2016, LB731, § 19; Laws 2024, LB992, § 17.

76-3206.

Board; fees.

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

(a) An application fee of no more than three hundred fifty dollars;

(b) An initial registration fee of no more than two thousand dollars;

(c) A renewal registration fee of no more than two thousand dollars; and

(d) A late renewal processing fee of twenty-five dollars for each month or portion of a month the renewal registration fee is late;

(e) A paper application processing fee of no more than fifty dollars for any form available electronically.

(2) The board may collect and transmit to the Appraisal Subcommittee any fees established by the Appraisal Subcommittee under Title XI of the Financial Institutions Reform, Recovery, and Enforcement Act of 1989, the AMC rule, and any policy or rule established by the Appraisal Subcommittee required for inclusion on the AMC Registry.

Source

- Laws 2011, LB410, § 6;
- Laws 2018, LB17, § 9;
- Laws 2024, LB989, § 7.

NRPAB
Nebraska Real Property Appraiser Board

Summary of Proposed Changes to Title 298 of the Nebraska Administrative Code_August 7, 2025 Draft

The Board proposes changes to chapters two, three, six and seven of Title 298 of the Nebraska Administrative Code. Title 298 includes the rules and regulations for administration and enforcement of the Nebraska Real Property Appraiser Act (Neb. Rev. Stat. §§ 76-2201 – 76-2250) and the Appraisal Management Company Registration Act (Neb. Rev. Stat. §§ 76-3201 – 76-3222). Title 298 clarifies and defines the requirements and processes for real property appraiser credentialing, real property appraiser credential renewal, real property appraiser qualifying and continuing education activities, appraisal management company registration and renewal, and investigations. The Board's intent to amend Title 298 is due to the following:

- LB992 was passed by the Nebraska Legislature on March 7, 2024 and signed by Governor Pillen on March 12, 2024. This bill updated 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 ("2026 Criteria"). The proposed changes to Title 298 clarify the application of the 2026 Criteria for real property appraisers credentialed prior to January 1, 2026 that upgrade to a higher classification on or after January 1, 2026. This potential area of non-compliance with Title XI of the Financial Institutions Reform, Recovery, and Enforcement Act of 1989 in Title 298 was identified by the Appraisal Subcommittee of the Federal Financial Institutions Examination Council ("ASC") on December 26, 2024.

- Effective August 1, 2025, the Nebraska State Patrol increased the fee to complete a national fingerprint-based criminal history background check from $45.25 to $55.00. The proposed changes to Title 298 implement this fee change applicable to applicants for credentialing as a real property appraiser.

- During the past thirteen years, the Board has identified cost savings through the increased use of technology, program evaluation, and utilization of SARAS Grants, while the number of registered AMCs has declined significantly. The Board has exercised great financial discipline (expenditures are regularly 10% below budget) and will continue to do so into the future. The changes to Title 298 that became effective on June 23, 2025, implemented a fee schedule for incremental increases to the AMC registration renewal fee through FY2027-28. Due to the decline in registered AMCs; a spike in employee benefit costs; and the pending cash fund transfer approved by the Nebraska State Legislature of $100,000.00 from the AMC Fund to the State's General Fund, the AMC registration renewal fee is increased to $2,000.00 beginning July 1, 2026 as authorized under Neb. Rev. Stat. 76-3206(1)(c). The proposed fee changes will have no impact on other political subdivisions.

- During the drafting of the proposed changes, emphasis was placed on the effectiveness of regulations in place, and the clarity and applicability of the language in Title 298. A non-substantial change is made to 298 NAC Chapter 6, § 003.02A.6 to correct "qualifying" to "continuing" in six places to reflect that this section applies to continuing education, not qualifying education.

More detail regarding the specifics of these changes can be found below:

CHAPTER 2 - REAL PROPERTY APPRAISER CREDENTIAL

- 001.02B.2; 001.03D.2b; 001.03E.2b; 001.04B.2b; 001.04C.2b; 001.04D.3 – The qualifying education requirements are amended to include eight hours of valuation bias and fair housing laws and regulations qualifying education for real property appraisers credentialed prior to January 1, 2026 who apply for upgrade to the licensed residential, certified residential, or certified general classification on or after January 1, 2026.

- 004.01A.3; 004.02A.3 – The non-refundable criminal history record check fee is changed from $45.25 to $55.00 to implement the Nebraska State Patrol fee increase.

CHAPTER 3 - RECIPROCITY AND TEMPORARY REAL PROPERTY APPRAISER CREDENTIAL

- 001.01C - The non-refundable criminal history record check fee is changed from $45.25 to $55.00 to implement the Nebraska State Patrol fee increase.

CHAPTER 6 - EDUCATION PROVIDER ACTIVITY REQUIREMENTS

- 003.02A.6b; 003.02A.6c – “Qualifying” is stricken and “continuing” is added after “for” and before “education” as this section applies to continuing education, not qualifying education.

CHAPTER 7 - APPRAISAL MANAGEMENT COMPANY REGISTRATION

- 002.01B - The fee schedule for renewal of an AMC registration is amended to remove the $1,850.00 fee for applications received on July 1, 2026 through June 30, 2027 and set the $2,000.00 fee to applications received on or after July 1, 2026. The language pertaining to the fee in effect before or on June 30, 2025 is stricken as it is no longer applicable.

TITLE 298 - NEBRASKA REAL PROPERTY APPRAISER BOARD

CHAPTER 2 - REAL PROPERTY APPRAISER CREDENTIAL

001 EDUCATION

To qualify for a credential as a trainee real property appraiser, licensed residential real property appraiser, certified residential real property appraiser, or certified general real property appraiser, an applicant must complete post-secondary education and qualifying education requirements established for each classification.

001.01 Trainee real property appraiser/supervisory real property appraiser

001.01A Pursuant to NEB. REV. STAT. § 76-2228.01 (1)(b), an applicant for the trainee real property appraiser credential must:

001.01A.1a If submitting an application on or before December 31, 2025, successfully complete a minimum of 75 hours in Board-approved courses of study, which includes at least:

(1) The 15-hour National Uniform Standards of Professional Appraisal Practice Course,

(2) 30 hours of basic appraisal principles, and

(3) 30 hours of basic appraisal procedures; or

001.01A.1b If submitting an application after December 31, 2025, successfully complete a minimum of 83 hours in Board-approved courses of study, which includes at least:

(1) The 15-hour National Uniform Standards of Professional Appraisal Practice Course,

(2) 30 hours of basic appraisal principles,

(3) 30 hours of basic appraisal procedures, and

(4) 8 hours of valuation bias and fair housing laws and regulations; or

001.01A.2 Hold a degree in real estate from an accredited degree-awarding college or university that has had all or part of

its curriculum approved by the Appraiser Qualifications Board as meeting qualifying education requirements, or the equivalent as determined by the Appraiser Qualifications Board. If said degree or equivalent does not satisfy all required qualifying education for credentialing, the remaining hours shall be completed in Board-approved qualifying education.

001.01B An applicant for the trainee real property appraiser credential must provide a completion document evidencing that a Board-approved supervisory real property appraiser and trainee course has been successfully completed within one year immediately preceding the date of application.

001.01C An applicant for approval as a supervisory real property appraiser must provide a completion document evidencing that a Board-approved supervisory real property appraiser and trainee course has been successfully completed at the time the applicant was a certified real property appraiser. A certified real property appraiser disciplined by the Board or any other appraiser regulatory agency in another jurisdiction, which may or may not have limited the real property appraiser s legal eligibility to engage in real property appraisal practice, is required to provide a completion document evidencing that a Board-approved supervisory real property appraiser and trainee course was successfully completed after the successful completion of the most recent disciplinary action. The Board-approved supervisory real property appraiser and trainee course may be completed as a student or as an instructor.

001.01D Supervisory Real Property Appraiser and Trainee Course Completed in Another Jurisdiction

001.01D.1 The Board may accept a classroom education supervisory real property appraiser and trainee course completed in another jurisdiction if, at the time that the supervisory real property appraiser and trainee course was completed, the course:

001.01D.1a Is approved as a supervisory real property appraiser and trainee course by the jurisdiction in which it was completed; and

001.01D.1b Meets or exceeds the requirements for approval as a supervisory real property appraiser and

trainee course as established in the Real Property Appraiser Qualifications Criteria adopted and promulgated by the Appraiser Qualifications Board of The Appraisal Foundation.

001.01D.2 The Board may accept a distance education supervisory real property appraiser and trainee course completed in another jurisdiction if, at the time the supervisory real property appraiser and trainee course was completed, the course:

001.01D.2a Is approved as a supervisory real property appraiser and trainee course by the jurisdiction in which the applicant is a legal resident, or is approved as a supervisory real property appraiser and trainee course by a jurisdiction in which the applicant is credentialed as verified through the Appraiser Registry of the Appraisal Subcommittee of the Federal Financial Institutions Examination Council; and

001.01D.2b Meets or exceeds the requirements for approval as a supervisory real property appraiser and trainee course as established in the Real Property Appraiser Qualifications Criteria adopted and promulgated by the Appraiser Qualifications Board of The Appraisal Foundation.

001.01E If a trainee real property appraiser applicant, or a supervisory real property appraiser applicant, submits a supervisory real property appraiser and trainee course completed in another jurisdiction for consideration of acceptance by the Board, the applicant is required to meet the requirements specified in Section 001.01B or 001.01C of this Chapter.

001.02 Licensed Residential Real Property Appraiser

001.02A Pursuant to NEB. REV. STAT. § 76-2230 (1)(b), an applicant for the licensed residential real property appraiser credential must:

001.02A.1a If submitting an application on or before December 31, 2025, successfully complete a minimum of 150 hours in Board-approved courses of study, which includes at least:

(1) The 15-hour National Uniform Standards of Professional Appraisal Practice Course,

(2) 30 hours of basic appraisal principles,

(3) 30 hours of basic appraisal procedures,

(4) 15 hours of market analysis and highest and best use,

(5) 15 hours of appraiser site valuation and cost approach,

(6) 30 hours of sales comparison and income approaches, and

(7) 15 hours of report writing and case studies; or

001.02A.1b If submitting an application after December 31, 2025, successfully complete a minimum of 158 hours in Board-approved courses of study, which includes at least:

(1) The 15-hour National Uniform Standards of Professional Appraisal Practice Course,

(2) 30 hours of basic appraisal principles,

(3) 30 hours of basic appraisal procedures,

(4) 15 hours of market analysis and highest and best use,

(5) 15 hours of appraiser site valuation and cost approach,

(6) 30 hours of sales comparison and income approaches,

(7) 15 hours of report writing and case studies, and

(8) 8 hours of valuation bias and fair housing laws and regulations; or

001.02A.2 Hold a degree in real estate from an accredited degree-awarding college or university that has had all or part of its curriculum approved by the Appraiser Qualifications Board as meeting qualifying education requirements, or the equivalent as determined by the Appraiser Qualifications Board. If said degree or equivalent does not satisfy all required qualifying education for credentialing, the remaining hours shall

be completed in Board-approved qualifying education.

001.02B A trainee real property appraiser may upgrade to the licensed residential real property appraiser credential by:

001.02B.1 Pursuant to NEB. REV. STAT. § 76-2228.01 (4)(a), successfully completing a minimum of 75 hours in the following Board-approved courses of study, or hold a degree in real estate from an accredited degree-awarding college or university that has had all or part of its curriculum approved as meeting qualifying education requirements or the equivalent as determined by the Appraiser Qualifications Board. If said degree or equivalent does not satisfy all required qualifying education for credentialing, the remaining hours shall be completed in Board-approved qualifying education:

(1) 15 hours of market analysis and highest and best use,

(2) 15 hours of appraiser site valuation and cost approach,

(3) 30 hours of sales comparison and income approaches, and

(4) 15 hours of report writing and case studies.; and

001.02B.2 If submitting an application after December 31, 2025, and 8 hours of valuation bias and fair housing laws and regulations was not included in the qualifying education requirements for issuance of the trainee real property appraiser credential, successfully complete 8 hours of valuation bias and fair housing laws and regulations in a Board-approved course of study.

001.03 Certified Residential Real Property Appraiser

001.03A Pursuant to NEB. REV. STAT. § 76-2231.01 (1)(d), an applicant for the certified residential real property appraiser credential must:

001.03A.1a If submitting an application on or before December 31, 2025, successfully complete a minimum of 200 hours in Board-approved courses of study, which includes at least:

(1) The 15-hour National Uniform Standards of

Professional Appraisal Practice Course,

(2) 30 hours of basic appraisal principles,

(3) 30 hours of basic appraisal procedures,

(4) 15 hours of market analysis and highest and best use,

(5) 15 hours of appraiser site valuation and cost approach,

(6) 30 hours of sales comparison and income approaches,

(7) 15 hours of report writing and case studies,

(8) 15 hours of statistics, modeling, and finance,

(9) 15 hours of advanced applications and case studies, and

(10) 20 hours of appraisal subject matter electives; or

001.03A.1b If submitting an application after December 31, 2025, successfully complete a minimum of 200 hours in Board-approved courses of study, which includes at least:

(1) The 15-hour National Uniform Standards of Professional Appraisal Practice Course,

(2) 30 hours of basic appraisal principles,

(3) 30 hours of basic appraisal procedures,

(4) 15 hours of market analysis and highest and best use,

(5) 15 hours of appraiser site valuation and cost approach,

(6) 30 hours of sales comparison and income approaches,

(7) 15 hours of report writing and case studies,

(8) 15 hours of statistics, modeling, and finance,

(9) 15 hours of advanced applications and case studies,

(10) 8 hours of valuation bias and fair housing laws and

regulations, and

(11) 12 hours of appraisal subject matter electives; or

001.03A.2 Hold a degree in real estate from an accredited degree-awarding college or university that has had all or part of its curriculum approved as meeting qualifying education requirements or the equivalent as determined by the Appraiser Qualifications Board. If said degree or equivalent does not satisfy all required qualifying education for credentialing, the remaining hours shall be completed in Board-approved qualifying education.

001.03B One quarter hour credit is equivalent to .67 semester credit hours for college-level courses taken in a quarterly system versus a semester system.

001.03C Pursuant to NEB. REV. STAT. § 76-2231.01 (1)(b), in order to assist the Board with its evaluation of the applicant s college-level courses, the applicant may be required to submit copies of course related materials.

001.03D A trainee real property appraiser may upgrade to the certified residential real property appraiser credential by:

001.03D.1 Satisfying the post-secondary education requirements in NEB. REV. STAT. § 76-2231.01 (1)(b), or (1)(b) and (c) if applicable; and

001.03D.2 Pursuant to NEB. REV. STAT. § 76-2228.01 (5)(b)

001.03D.2a If submitting an application on or before December 31, 2025, successfully completing a minimum of 125 hours in the following Board-approved courses of study, or holding a degree in real estate from an accredited degree-awarding college or university that has had all or part of its curriculum approved as meeting qualifying education requirements or the equivalent as determined by the Appraiser Qualifications Board. If said degree or equivalent does not satisfy all required qualifying education for credentialing, the remaining hours shall be completed in Board-approved qualifying education:

(1) 15 hours of market analysis and highest and best

use,

(2) 15 hours of appraiser site valuation and cost approach,

(3) 30 hours of sales comparison and income approaches,

(4) 15 hours of report writing and case studies,

(5) 15 hours of statistics, modeling, and finance,

(6) 15 hours of advanced applications and case studies, and

(7) 20 hours of appraisal subject matter electives; or

001.03D.2b If submitting an application after December 31, 2025, successfully completing a minimum of 117 hours in the following Board-approved courses of study, or holding a degree in real estate from an accredited degree-awarding college or university that has had all or part of its curriculum approved as meeting qualifying education requirements or the equivalent as determined by the Appraiser Qualifications Board. If said degree or equivalent does not satisfy all required qualifying education for credentialing, the remaining hours shall be completed in Board-approved qualifying education:

(1) 15 hours of market analysis and highest and best use,

(2) 15 hours of appraiser site valuation and cost approach,

(3) 30 hours of sales comparison and income approaches,

(4) 15 hours of report writing and case studies,

(5) 15 hours of statistics, modeling, and finance,

(6) 15 hours of advanced applications and case studies, ~~and~~

(7) 12 hours of appraisal subject matter electives~~.~~, and

(8) 8 hours of valuation bias and fair housing laws and regulations if 8 hours of valuation bias and fair housing laws and regulations was not included in the qualifying education requirements for issuance of the trainee real property appraiser credential.

001.03E A licensed real property appraiser may upgrade to the certified residential real property appraiser credential by:

001.03E.1 Satisfying one of the following:

001.03E.1a Having held a credential as a licensed real property appraiser for a minimum of five years, and having not been subject to a nonappealable disciplinary action by the Board or any other jurisdiction as specified in NEB. REV. STAT. § 76-2230 (3)(a)(ii)(B); or

001.03E.1b Meeting the post-secondary education requirements in NEB. REV. STAT. § 76-2231.01 (1)(b), or (1)(b) and (c) if applicable; and

001.03E.2 Pursuant to NEB. REV. STAT. § 76-2230 (3)(b)~~)~~

001.03E.2a If submitting an application on or before December 31, 2025, successfully completing a minimum of 50 hours in the following Board-approved courses of study, or holding a degree in real estate from an accredited degree-awarding college or university that has had all or part of its curriculum approved as meeting qualifying education requirements or the equivalent as determined by the Appraiser Qualifications Board. If said degree or equivalent does not satisfy all required qualifying education for credentialing, the remaining hours shall be completed in Board-approved qualifying education:

(1) 15 hours of statistics, modeling, and finance,

(2) 15 hours of advanced applications and case studies, and

(3) 20 hours of appraisal subject matter electives, or

001.03E.2b If submitting an application after December 31, 2025, successfully complete a minimum of 42 hours in the following Board-approved courses of study, or holding a degree in real estate from an accredited degree-awarding college or university that has had all or part of its curriculum approved as meeting qualifying education requirements or the equivalent as determined by the Appraiser Qualifications Board. If said degree or equivalent does not satisfy all required qualifying education for credentialing, the remaining hours shall be completed in Board-approved qualifying education:

(1) 15 hours of statistics, modeling, and finance,

(2) 15 hours of advanced applications and case studies, ~~and~~

(3) 12 hours of appraisal subject matter electives~~.~~, and

(4) 8 hours of valuation bias and fair housing laws and regulations if 8 hours of valuation bias and fair housing laws and regulations was not included in the qualifying education requirements for issuance of the licensed residential real property appraiser credential.

001.04 Certified General Real Property Appraiser

001.04A Pursuant to NEB. REV. STAT. § 76-2232 (1)(d), an applicant for the certified general real property appraiser credential must:

001.04A.1a If submitting an application on or before December 31, 2025, successfully complete a minimum of 300 hours in Board-approved courses of study, which includes at least:

(1) The 15-hour National Uniform Standards of Professional Appraisal Practice Course,

(2) 30 hours of basic appraisal principles,

(3) 30 hours of basic appraisal procedures,

(4) 30 hours of general appraiser market analysis and highest and best use,

(5) 30 hours of general appraiser site valuation and cost approach,

(6) 30 hours of general appraiser sales comparison approach,

(7) 60 hours of general appraiser income approach,

(8) 30 hours of general appraiser report writing and case studies,

(9) 15 hours of statistics, modeling, and finance, and

(10) 30 hours of appraisal subject matter electives; or

001.04A.1b If submitting an application after December 31, 2025, successfully complete a minimum of 300 hours in Board-approved courses of study, which includes at least:

(1) The 15-hour National Uniform Standards of Professional Appraisal Practice Course,

(2) 30 hours of basic appraisal principles,

(3) 30 hours of basic appraisal procedures,

(4) 30 hours of general appraiser market analysis and highest and best use,

(5) 30 hours of general appraiser site valuation and cost approach,

(6) 30 hours of general appraiser sales comparison approach,

(7) 60 hours of general appraiser income approach,

(8) 30 hours of general appraiser report writing and case studies,

(9) 15 hours of statistics, modeling, and finance,

(10) 8 hours of valuation bias and fair housing laws and regulations, and

(11) 22 hours of appraisal subject matter electives; or

001.04A.2 Hold a degree in real estate from an accredited degree-awarding college or university that has had all or part of its curriculum approved by the Appraiser Qualifications Board as meeting qualifying education requirements, or the equivalent as determined by the Appraiser Qualifications Board. If said degree or equivalent does not satisfy all required qualifying education for credentialing, the remaining hours shall be completed in Board-approved qualifying education.

001.04B A trainee real property appraiser may upgrade to the certified general real property appraiser credential by:

001.04B.1 Satisfying the post-secondary education requirements in NEB. REV. STAT. § 76-2232 (1)(b), or (1)(b) and (c) if applicable; and

001.04B.2 Pursuant to NEB. REV. STAT. § 76-2228.01 (6)(b);

001.04B.2a If submitting an application on or before December 31, 2025, successfully completing a minimum of 225 hours in the following Board-approved courses of study, or hold a degree in real estate from an accredited degree-awarding college or university that has had all or part of its curriculum approved as meeting qualifying education requirements or the equivalent as determined by the Appraiser Qualifications Board. If said degree or equivalent does not satisfy all required qualifying education for credentialing, the remaining hours shall be completed in Board-approved qualifying education:

(1) 30 hours of general appraiser market analysis and highest and best use,

(2) 30 hours of general appraiser site valuation and cost approach,

(3) 30 hours of general appraiser sales comparison approach,

(4) 60 hours of general appraiser income approach,

(5) 30 hours of general appraiser report writing and

case studies,

(6) 15 hours of statistics, modeling, and finance, and

(7) 30 hours of appraisal subject matter electives; or

001.04B.2b If submitting an application after December 31, 2025, successfully completing a minimum of 217 hours in the following Board-approved courses of study, or hold a degree in real estate from an accredited degree-awarding college or university that has had all or part of its curriculum approved as meeting qualifying education requirements or the equivalent as determined by the Appraiser Qualifications Board. If said degree or equivalent does not satisfy all required qualifying education for credentialing, the remaining hours shall be completed in Board-approved qualifying education:

(1) 30 hours of general appraiser market analysis and highest and best use,

(2) 30 hours of general appraiser site valuation and cost approach,

(3) 30 hours of general appraiser sales comparison approach,

(4) 60 hours of general appraiser income approach,

(5) 30 hours of general appraiser report writing and case studies,

(6) 15 hours of statistics, modeling, and finance, ~~and~~

(7) 22 hours of appraisal subject matter electives~~:~~, and

(8) 8 hours of valuation bias and fair housing laws and regulations if 8 hours of valuation bias and fair housing laws and regulations was not included in the qualifying education requirements for issuance of the trainee real property appraiser credential.

001.04C A licensed residential real property appraiser may upgrade to the certified general real property appraiser credential by:

001.04C.1 Satisfying the post-secondary education requirements in NEB. REV. STAT. § 76-2232 (1) (b), or (1) (b) and (c) if applicable; and

001.04C.2 Pursuant to NEB. REV. STAT. § 76-2230 (4)(b);

001.04C.2a If submitting an application on or before December 31, 2025, successfully completing a minimum of 150 hours in the following Board-approved courses of study, or hold a degree in real estate from an accredited degree-awarding college or university that has had all or part of its curriculum approved as meeting qualifying education requirements or the equivalent as determined by the Appraiser Qualifications Board. If said degree or equivalent does not satisfy all required qualifying education for credentialing, the remaining hours shall be completed in Board-approved qualifying education:

(1) 15 hours of general appraiser market analysis and highest and best use,

(2) 15 hours of general appraiser site valuation and cost approach,

(3) 15 hours of general appraiser sales comparison approach,

(4) 45 hours of general appraiser income approach,

(5) 15 hours of general appraiser report writing and case studies,

(6) 15 hours of statistics, modeling, and finance, and

(7) 30 hours of appraisal subject matter electives; or

001.04C.2b If submitting an application after December 31, 2025, successfully completing a minimum of 142 hours in the following Board-approved courses of study, or hold a degree in real estate from an accredited degree-awarding college or university that has had all or part of its curriculum approved as meeting qualifying education requirements or the equivalent as determined by the Appraiser Qualifications Board. If said degree or equivalent

does not satisfy all required qualifying education for credentialing, the remaining hours shall be completed in Board-approved qualifying education:

(1) 15 hours of general appraiser market analysis and highest and best use,

(2) 15 hours of general appraiser site valuation and cost approach,

(3) 15 hours of general appraiser sales comparison approach,

(4) 45 hours of general appraiser income approach,

(5) 15 hours of general appraiser report writing and case studies,

(6) 15 hours of statistics, modeling, and finance, ~~and~~

(7) 22 hours of appraisal subject matter electives~~.~~, and

(8) 8 hours of valuation bias and fair housing laws and regulations if 8 hours of valuation bias and fair housing laws and regulations was not included in the qualifying education requirements for issuance of the licensed residential real property appraiser credential.

001.04D A certified residential real property appraiser may upgrade to the certified general real property appraiser credential by:

001.04D.1 Satisfying the post-secondary education requirements in NEB. REV. STAT. § 76-2232 (1) (b), or (1) (b) and (c) if applicable; and

001.04D.2 Pursuant to NEB. REV. STAT. § 76-2231.01 (3)(b), successfully completing a minimum of 100 hours in the following Board-approved courses of study, or hold a degree in real estate from an accredited degree-awarding college or university that has had all or part of its curriculum approved as meeting qualifying education requirements or the equivalent as determined by the Appraiser Qualifications Board. If said degree or equivalent does not satisfy all required qualifying education for credentialing, the remaining hours shall be

completed in Board-approved qualifying education:

(1) 15 hours of general appraiser market analysis and highest and best use,

(2) 15 hours of general appraiser site valuation and cost approach,

(3) 15 hours of general appraiser sales comparison approach,

(4) 45 hours of general appraiser income approach, and

(5) 10 hours of general appraiser report writing and case studies; and

001.04D.3 If submitting an application after December 31, 2025, and 8 hours of valuation bias and fair housing laws and regulations was not included in the qualifying education requirements for issuance of the certified residential real property appraiser credential, successfully complete 8 hours of valuation bias and fair housing laws and regulations in a Board-approved course of study.

001.05 An applicant for the trainee, licensed residential, certified residential, or certified general real property appraiser credential must provide evidence that the required qualifying education has been successfully completed. Each applicant will be required to furnish:

001.05A A document of completion for each qualifying education course; and/or

001.05B An official transcript from the university or college at which the applicant obtained a degree in real estate that has had all or part of its curriculum approved by the Appraiser Qualifications Board as meeting qualifying education requirements, or the equivalent as determined by the Appraiser Qualifications Board. Transcripts may be submitted in 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.

001.06 Qualifying Education Completed in Another Jurisdiction

001.06A The Board may accept a classroom education qualifying

education activity completed in another jurisdiction if, at the time the activity was completed, the qualifying education activity:

001.06A.1 Is approved as qualifying education by the jurisdiction in which it was completed; and

001.06A.2 Meets or exceeds the requirements for approval as a qualifying education activity as established in the Real Property Appraiser Qualifications Criteria adopted and promulgated by the Appraiser Qualifications Board of The Appraisal Foundation.

001.06B The Board may accept a distance education qualifying education activity completed in another jurisdiction if, at the time the activity was completed, the qualifying education activity:

001.06B.1 Is approved as qualifying education by the jurisdiction in which the applicant is a legal resident, or is approved as qualifying education by a jurisdiction in which the applicant is credentialed as verified through the Appraiser Registry of the Appraisal Subcommittee of the Federal Financial Institutions Examination Council; and

001.06B.2 Meets or exceeds the requirements for approval as qualifying education activity as established in the Real Property Appraiser Qualifications Criteria adopted and promulgated by the Appraiser Qualifications Board of The Appraisal Foundation.

001.06C If the applicant submits a qualifying education activity completed in another jurisdiction for consideration of acceptance by the Board, the applicant will furnish a document of completion for the activity.

001.07 An applicant for the certified residential or certified general real property appraiser credential shall furnish an official transcript from the university, college, or community college as proof that the post-secondary education requirements have been met. Transcripts may be submitted in 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.

002 EXPERIENCE

002.01 After January 1, 2014, 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, certified residential real property appraiser, or certified general real property appraiser. This Section does not apply to real property appraisal practice experience obtained through participation in a PAREA program.

002.02 At the Board s discretion, up to 100% 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 real property appraisal practice experience may be accepted by the Board if the real property appraisal practice experience is compliant with Section 002 of this Chapter and the laws of the jurisdiction in which it was obtained. This Section does not apply to real property appraisal practice experience obtained through participation in a PAREA program.

002.03 An applicant s hours of real property appraisal practice experience, and real property appraisal practice experience obtained through participation in a PAREA program, submitted to the Board for review and determination of acceptability shall:

002.03A 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; and

002.03B Be completed in compliance with the Uniform Standards of Professional Appraisal Practice.

002.04 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 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; 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. This Section does not apply to real property appraisal practice experience obtained through participation in a PAREA program.

002.05 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 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, verifies that said real property appraisal practice experience is compliant with the Uniform Standards of Professional Appraisal Practice.

002.06 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. Real property appraisal practice experience credit may be awarded for the following:

002.06A A practicum course approved by The Appraisal Foundation s Appraiser Qualifications Board s Course Approval Program. Experience credit shall be granted for the actual classroom hours of instruction and hours of documented research and analysis as awarded from the practicum course approval process.

002.06B Participation in a PAREA program.

002.06C Any other real property appraisal practice experience obtained under Section 002 of this Chapter.

002.07 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.

002.08 Pursuant to NEB. REV. STAT. §§ 76-2230 (1)(c), 76-2231.01 (1)(e), and 76-2232 (1)(e), an applicant for the licensed residential, certified residential, or certified general real property appraiser credential may provide a document of completion evidencing the successful completion of a PAREA program.

002.08A A document evidencing the successful completion of a PAREA program must include the name of PAREA program provider, evidence that PAREA program is approved by the Appraiser Qualifications Board, indicate that the type of PAREA program completed is either the licensed residential or the certified residential program, the name of the applicant, and a statement that the applicant successfully completed the PAREA program.

002.08B Except for hours of experience required to be in nonresidential appraisal work in NEB. REV. STAT. § 76-2232 (1)(e)(i), the following real property appraisal practice experience credit will be awarded for the successful completion of a PAREA program:

002.08B.1 For a licensed residential PAREA program, 100% of hours of experience required in NEB. REV. STAT. § 76-2230 (1)(c)(i), and a period of six months experience; 67% of the hours of experience required in NEB. REV. STAT. § 76-2231.01 (1)(e)(i), and a period of six months experience; and 33% of the hours of experience required in NEB. REV. STAT. § 76-2232 (1)(e)(i), and a period of six months experience.

002.08B.2 For a certified residential PAREA program, 100% of hours of experience required in NEB. REV. STAT. § 76-2230 (1)(c)(i), and a period of six months experience; 100% of the hours of experience required in NEB. REV. STAT. § 76-2231.01 (1)(e)(i), and a period of twelve months experience; and 50% of the hours of experience required in NEB. REV. STAT. § 76-2232 (1)(e)(i), and a period of twelve months experience.

002.09 Each applicant for the licensed residential, certified residential, or certified general real property appraiser credential will furnish a log of his or her most recent real property appraisal practice experience claimed on a form approved by the Board, including real property appraisal practice experience obtained through participation in a

PAREA program.

002.09A The real property appraisal practice experience must be in chronological order on the log, and include an applicant signature, and the signature of the supervisory real property appraiser in the case that the applicant is a trainee real property appraiser, or the signature of the real property appraiser-in-charge in the case that the applicant is a licensed residential real property appraiser or certified residential real property appraiser if applicable, on each page. Only the applicant signature is required for real property appraisal practice experience obtained through participation in a PAREA program. At a minimum, the real property appraisal practice experience log shall identify the following:

(1) The date the assignment results report was signed,

(2) Name of client and property identification, which includes a legal description or address,

(3) Description of real property appraisal practice as performed by the applicant,

(4) For real property appraisal practice experience not obtained through participation in a PAREA program, description of the scope of supervisory real property appraiser review and direct supervision in the case that the applicant is a trainee real property appraiser, or description of the scope of review and direct supervision of the real property appraiser-in-charge in the case that the applicant is a licensed residential real property appraiser or certified residential real property appraiser if applicable,

(5) Type of property,

(6) Type of report,

(7) Approaches to value utilized,

(8) Verification that assignment results are compliant with the Uniform Standards of Professional Appraisal Practice,

(9) Verification that the assignment results report was for a traditional client or non-traditional client, and

(10) Number of hours worked by the applicant, and supervisory real property appraiser or real property appraiser-in-charge if applicable.

002.09B The real property appraisal practice experience log format in effect at the time application is made to the Board will be accepted, as well as any previously approved experience log formats in effect at the time the real property appraisal practice experience was obtained and recorded. All real property appraisal practice experience requirements in place at the time application is made to the Board are applicable regardless of the real property appraisal practice experience log format submitted.

002.09C A separate real property appraisal practice log shall be maintained by a trainee real property appraiser for each of his/her board-designated supervisory real property appraisers. 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 Act and this Title. 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 for an assignment, each log shall reflect the specific number of hours and description of work performed in that real property appraisal practice assignment with each supervisory real property appraiser.

002.10 A trainee real property appraiser is entitled to obtain copies of reports he or she has prepared and workfiles for those reports. The supervisory real property appraiser shall keep copies of reports for a period of five years, or at least two years after the final disposition of any judicial proceedings in which the real property appraiser provided testimony related to the real property appraisal practice assignment, whichever period expires last.

002.11 Pursuant to NEB. REV. STAT. §§ 76-2230 (1)(c)(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.

002.12 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 Act and this Chapter.

002.12A A minimum of three reports will be selected from the real property appraisal practice experience log for review to qualify the real property appraisal practice experience. The following additional criteria are applied to the report selection for each classification:

002.12A.1 To qualify the real property appraisal practice experience of an applicant for the licensed residential real property appraiser credential, a minimum of three reports related to residential property will be selected.

002.12A.2 To qualify the real property appraisal practice 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 0 to 20 years old, and one report related to a residential property 20 years or older will be selected. Two selected reports will include at least two approaches to value. If one or more of the report selection criteria in this section cannot be met for real property appraisal practice experience obtained through participation in a PAREA program, the Board may substitute the deficient report criteria with a report criterion met, or require applicant to complete one or more reports for a non-traditional client that rectifies the report criteria deficiencies.

002.12A.3 To qualify the real property appraisal practice 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.

002.12B The applicant will be notified of the selected reports in writing, and will have 10 business days from the date of receipt of the notification to submit a true and accurate copy of each report to the Board s office.

002.12C At least one of the three requested reports 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 real property appraiser for completion of an appraisal review assignment on any of the requested reports at no cost to the applicant.

002.13 Upon the receipt of appraisal review assignment results provided by one or more third party certified real property appraisers under contract with the Board, and the findings of the appraisal review assignment results are found to be null or insignificant by the director, an applicant s real property appraisal practice experience will be reviewed by a subcommittee consisting of two board members established by the Board for determination as to whether the applicant s real property appraisal practice experience is acceptable in accordance with the Act and this Chapter.

002.13A If the subcommittee finds that the applicant s real property appraisal practice experience meets the requirements of the Act and this Chapter, the subcommittee will notify the director of its decision. The subcommittee may authorize the director to notify the applicant of any appraisal review assignment results and issue a written advisory regarding any appraisal review assignment results.

002.13B If the subcommittee finds that the applicant may not meet one or more of the requirements of the Act or this Chapter, the application shall be placed before the Board for consideration.

002.14 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.

002.14A 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.

002.14A.1 If the Board requires the completion of additional education, the applicant will be notified of the conditions for the additional education in writing.

002.14A.2 If the Board requires the submission of one or more supplemental real property appraisal practice experience logs, the applicant will be notified of the conditions for the supplemental log(s) in writing. The Board may select a representative sampling of one or more additional report(s) for review from any supplemental log requested by the Board to qualify the real property appraisal practice experience. If the Board selects any additional report(s) from a supplemental log:

002.14A.2a The applicant will be notified of the Board selected report(s) in writing, and will have 10 business days from the date of receipt of the notification to submit a true copy of each report to the Board s office. The Board may require the applicant to submit additional details or to submit additional reports or file memoranda prepared by the applicant.

002.14A.2b Each additional report requested by the Board will be, at a minimum, reviewed for conformity with the Uniform Standards of Professional Appraisal Practice. At the Board s discretion, 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 to assist the Board with its review. The applicant is responsible for any costs incurred by the Board for such review.

002.14A.3 If the Board requires submission of one or more additional reports, the applicant will be notified of the conditions for the additional report(s) in writing:

002.14A.3a Upon receipt of the requested report(s), the Board may require the applicant to submit additional details or to submit additional reports or file memoranda prepared by the applicant.

002.14A.3b Each additional report requested by the Board will be, at a minimum, reviewed for conformity with the Uniform Standards of Professional Appraisal Practice. At the Board s discretion, 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 to assist the Board with its review. The applicant is responsible for any costs incurred by the Board for such review.

002.14B If the applicant s real property appraisal practice experience is not acceptable upon review of the additional education, supplemental real property appraisal practice experience log(s), and/or additional report(s), the Board may deny the application.

002.15 Verification of the applicant s real property appraisal practice experience may be obtained from other persons as needed, and the applicant may be required to submit additional details, reports or file memoranda.

002.16 When making a determination that an applicant may or may not meet the applicable real property appraisal practice experience requirements, all information received will be considered, including but not limited to real property appraisal practice experience logs, appraisal review reports, reports submitted by the applicant, any written responses received, any other details or file memoranda, any subsequent education requested by the Board to be completed by the applicant, and any information obtained during an informal meeting between the Board or its representative(s) and the applicant. An appraisal review report completed to assist the Board with its evaluation of the applicant s experience is not the sole factor in the Board s decision, but a tool utilized by the Board to assist with its decision.

003 EXAMINATION

Each applicant for the licensed residential, certified residential, or certified general real property appraiser credential shall pass the National Uniform Licensing and Certification Examination, as developed and approved by the Appraiser Qualifications Board of The Appraisal Foundation, prior to being issued a credential by the Board.

003.01 The Board may enter into contract with one or more Appraiser Qualifications Board-approved administrators for the National Uniform Licensing and Certification Examination. The format, content, method of administration of examinations, and passing standards, are determined by the Board. The date, time, and location for examinations are established by the test administrators.

003.02 Any applicant for the licensed residential, certified residential, or certified general real property appraiser credential may sit for the National Uniform Licensing and Certification Examination, as developed and approved by the Appraiser Qualifications Board of The Appraisal Foundation, in another jurisdiction if the applicant is approved by the Board to sit for examination, the examination is administered by a test administrator approved by the Appraiser Qualifications Board of The Appraisal Foundation, and the examination is administered and scored in accordance with the laws of that jurisdiction.

003.03 Upon approval of a processed application for credentialing as a licensed residential, certified residential, or certified general real property appraiser; approval of qualifying education; and approval and qualification of real property appraisal practice experience, an applicant may be approved to sit for examination. The applicant will be notified in writing or by electronic communication of the procedure for enrolling for the examination and examination sites. The applicant will submit the required examination fee to the test administrator.

003.04 An applicant must successfully pass the National Uniform Licensing and Certification Examination within twenty-four months from the date the applicant was approved by the Board to sit for examination. If an applicant fails to pass an examination attempt, he or she may notify the Board for approval to retake the examination within the twenty-four month period. An applicant who does not pass an examination attempt may submit any required fees to the test administrator for retesting.

003.05 An applicant who has successfully passed the National Uniform Licensing and Certification Examination may provide an official copy of the exam results to the Board s office within twenty-four months from the date the applicant passed examination.

003.06 Each applicant shall follow the rules imposed by the administrator of the examination. No applicant may receive or give any assistance during an examination. Violation of these rules may be reason for denial of a credential.

003.07 In compliance with the Americans with Disabilities Act, reasonable accommodation will be provided to all applicants; and the Board may authorize an examination to be administered to an individual orally or by other technique.

004 APPLICATION

004.01 Trainee Real Property Appraiser and Supervisory Real Property Appraiser Requirements

004.01A Any applicant for the trainee real property appraiser credential must:

004.01A.1 Submit an application and required documentation on forms approved by the Board showing compliance by the applicant with all credentialing requirements established by the Act or by this Title;

004.01A.2 Pay a non-refundable application fee as follows:

004.01A.2a $150.00 for applications received on or before June 30, 2025,

004.01A.2b $170.00 for applications received on July 1, 2025 through June 30, 2026,

004.01A.2c $185.00 for applications received on July 1, 2026 through June 30, 2027,

004.01A.2b $200.00 for applications received on or after July 1, 2027; and

004.01A.3 Pay a non-refundable criminal history record check fee of ~~$4~~55.~~25~~00.

004.01B Any application received at the Board s office considered to be incomplete will not be processed, and may be returned to the applicant as incomplete. Any application not considered to be incomplete will be processed.

004.01C If the Board s director finds that the applicant meets the general and education requirements in the Act and this Title, the application will be considered a completed application and a credential may be issued to the applicant. If the Board s director finds that the applicant may not meet one or more of the requirements in the Act and this Title, the application shall be placed before the Board for consideration. If the Board finds that the applicant meets the general and education requirements in the Act and this Title, the application will be considered a completed application and a credential may be issued to the applicant.

004.01D Upon the approval as a trainee real property appraiser, the applicant will be issued:

(1) A letter notifying him or her of his or her status as a Nebraska trainee real property appraiser,

(2) A wall certificate on a form approved by the Board, and

(3) Instructions to access his or her credentialing card.

004.01E 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 Act and/or this Title that pertain to credentialing. Before submitting a new application, the Applicant may be required by the Board to:

004.01E.1 Complete additional education; and/or

004.01E.2 Not reapply for the trainee real property appraiser classification for an amount of time to be determined by the Board.

004.01F If the Board denies an application for any reason excluding the national criminal history record check, the applicant may file a new application, and if so, meet the requirements in place at the time a new application is submitted to the Board.

004.01G If the fingerprint-based national criminal history record check result is the basis for denial, the applicant is entitled to a copy of his or her national criminal history record, and an opportunity to dispute the result.

004.01G.1 In order to receive a copy of such record, the applicant shall:

004.01G.1a In person, complete a form approved by the Board that relieves the Board from any liability related to the release of the national criminal history record; and

004.01G.1b Present a passport, driver s license, or other government-issued identification card with a photograph to be copied by the Board.

004.01G.2 If the applicant provides evidence acceptable to the Board that the fingerprint-based national criminal history record

check result that was the basis for denial is incorrect, the Board may reconsider the application.

004.01H A trainee real property appraiser may request approval for a supervisory real property appraiser at any time after he or she is issued a credential as a trainee real property appraiser by the Board provided the credential is current and active. The trainee real property appraiser is not required to submit an additional application for approval as a trainee real property appraiser, or pay any additional fees. Each request made by a trainee real property appraiser for approval of a supervisory real property appraiser will be submitted to the Board on a form approved by the Board.

004.01I Any applicant for approval as a supervisory real property appraiser must apply his or her signature on the application submitted by a trainee real property appraiser showing compliance by the applicant with all supervisory real property appraiser requirements established by the Act or by this Title. Along with the application, the trainee real property appraiser must submit any documentation required for supervisory real property appraiser approval.

004.01J Any application for approval as a supervisory real property appraiser received at the Board s office considered to be incomplete will not be processed, and may be returned to the trainee real property appraiser as incomplete. Any application for approval as a supervisory real property appraiser not considered to be incomplete will be processed.

004.01K If the Board s director finds that the applicant meets the requirements in the Act and this Title, and the certified real property appraiser is in good standing, the application will be considered a completed application and the applicant may be approved as a supervisory real property appraiser. If the Board s director finds that the applicant may not meet one or more of the requirements in the Act and this Title, the application shall be placed before the Board for consideration. If the Board finds that the applicant meets the requirements in the Act and this Title, and the certified real property appraiser is in good standing, the application will be considered a completed application and the applicant may be approved as a supervisory real property appraiser.

004.01L Upon approval of a supervisory real property appraiser, the supervisory real property appraiser and the trainee real

property appraiser will each be issued a letter notifying them of the supervisory real property appraiser s approval.

004.01M The Board may deny an application for approval as a supervisory real property appraiser at any time during the process if the Board finds that the supervisory real property appraiser applicant, or the trainee real property appraiser, fails to meet the requirements in the Act and/or this Title that pertain to approval as a trainee real property appraiser and/or approval as a supervisory real property appraiser. Before submitting a new application, the supervisory real property appraiser applicant and/or the trainee real property appraiser may be required by the Board to:

004.01M.1 Complete additional education; and/or

004.01M.2 Not reapply for the trainee real property appraiser classification, and/or approval as a supervisory real property appraiser, for an amount of time to be determined by the Board.

004.01N If the Board denies an application for approval as a supervisory real property appraiser, the trainee real property appraiser may file a new application for the supervisory real property appraiser applicant. The supervisory real property appraiser applicant must meet the requirements pertaining to approval as a supervisory real property appraiser in place at the time a new application is submitted to the Board.

004.01O If disciplinary action is taken against a supervisory real property appraiser by the Board, or any other appraiser regulatory agency in any other jurisdiction, the supervisory real property appraiser s approval will be revoked as of the date of action by the Board or other jurisdiction.

004.01P Any certified real property appraiser that has been approved by the Board as a supervisory real property appraiser, and is currently acting in a supervisory capacity for one or more trainee real property appraisers, may use the title supervisory real property appraiser or designation S.A. in conjunction with his or her name.

004.02 Licensed Residential, Certified Residential, and Certified General Real Property Appraiser Credentialing

004.02A Any applicant for the licensed residential, certified residential, or certified general real property appraiser credential must:

004.02A.1 Submit an application and required documentation for the appropriate classification on forms approved by the Board showing compliance by the applicant with all credentialing requirements established by the Act or by this Title;

004.02A.2 Pay a non-refundable application fee as follows:

004.02A.2a $150.00 for applications received on or before June 30, 2025,

004.02A.2b $170.00 for applications received on July 1, 2025 through June 30, 2026,

004.02A.2c $185.00 for applications received on July 1, 2026 through June 30, 2027,

004.02A.2b $200.00 for applications received on or after July 1, 2027; and

004.02A.3 Pay a non-refundable criminal history record check fee of $~~4~~55.~~25~~00.

004.02B Any application received at the Board s office considered to be incomplete will not be processed, and may be returned to the applicant as incomplete. Any application not considered to be incomplete will be processed.

004.02C If the Board s director finds that the applicant meets the general, education, and experience requirements in the Act and this Title, the applicant may be approved to sit for the National Uniform Licensing and Certification Examination. If the Board s director finds that the applicant may not meet one or more of the requirements in the Act and this Title, the application shall be placed before the Board for consideration. If the Board finds that the applicant meets the requirements in the Act and this Title, the applicant may be approved to sit for the National Uniform Licensing and Certification Examination.

004.02D If an official copy of the National Uniform Licensing and

Certification Examination results is provided within twenty-four months from the date the applicant passed the examination, evidencing that the examination was successfully completed within twenty-four months from the date the applicant was approved to sit for examination, the application will be considered a completed application and the applicant is approved for issuance of a credential as a licensed residential, certified residential, or certified general real property appraiser.

004.02E Within thirty days of approval that the applicant may be issued a credential as a licensed residential, certified residential, or certified general real property appraiser, an applicant shall pay a non-refundable credentialing fee before the applicant is authorized to act as a real property appraiser within the applied for classification in this State as follows:

004.02E.1 $300.00 for applications received on or before June 30, 2025,

004.02E.2 $320.00 for applications received on July 1, 2025 through June 30, 2026,

004.02E.3 $335.00 for applications received on July 1, 2026 through June 30, 2027,

004.02E.4 $350.00 for applications received on or after July 1, 2027.

004.02F Within thirty days of approval that the applicant may be issued a credential as a licensed residential, certified residential, or certified general real property appraiser, an applicant that does not hold a current licensed residential, certified residential, or certified general real property appraiser credential issued by the Board shall pay an annual Appraiser Registry fee of $40.00 before the applicant is authorized to act as a real property appraiser in this State.

004.02G If an applicant fails to provide the required fees as specified in Section 004.02E and Section 004.02F of this Chapter, the application will be placed before the Board for reconsideration.

004.02H Upon receipt of the required fees at the Board s office, the applicant will be issued:

(1) A letter notifying him or her of his or her status as a

Nebraska real property appraiser and that his or her credential will be entered into the Appraisal Subcommittee s Appraiser Registry,

(2) A wall certificate on a form approved by the Board, and

(3) Instructions to access his or her credentialing card.

004.02I The Board may deny an application at any time during the process if the applicant fails to meet the requirements in the Act and/or this Title that pertain to credentialing. Before submitting a new application, the applicant may be required by the Board to:

004.02I.1 Complete additional education;

004.02I.2 Obtain additional real property appraisal practice experience; and/or

004.02I.3 Not reapply for the same classification of credentialing for an amount of time to be determined by the Board.

004.02J If the Board denies an application for any reason excluding the national criminal history record check, the applicant may file a new application, and if so, meet the requirements in place at the time a new application is submitted to the Board. If a new application for credentialing in the same classification is received within one year of the Board s denial of a previous application by the applicant, and one or more reports were reviewed for conformity with the Uniform Standards of Professional Appraisal Practice by a qualified disinterested third party certified real property appraiser to assist the Board with evaluation of the applicant s experience for that previous application, the applicant shall pay any cost(s) associated with any report(s) reviewed in accordance with Section 002 of this Chapter.

004.02K If the fingerprint-based national criminal history record check result is the basis for denial, the applicant is entitled to a copy of his or her national criminal history record, and an opportunity to dispute the result.

004.02K.1 In order to receive a copy of such record, the applicant shall:

004.02K.1a In person, complete a form approved by the Board that relieves the Board from any liability related to the release of the national criminal history record; and

004.02K.1b Present a passport, driver s license, or other government-issued identification card with a photograph to be copied by the Board.

004.02K.2 If the applicant provides evidence acceptable to the Board that the fingerprint-based national criminal history record check result that was the basis for denial is incorrect, the Board may reconsider the application.

TITLE 298 - NEBRASKA REAL PROPERTY APPRAISER BOARD

CHAPTER 3 - RECIPROCITY AND TEMPORARY REAL PROPERTY APPRAISER CREDENTIAL

001 RECIPROCITY

This Section applies to individuals currently credentialed in another jurisdiction who wish to obtain a non-temporary Nebraska credential. To qualify for a credential as a licensed residential real property appraiser, a certified residential real property appraiser, or a certified general real property appraiser through reciprocity, an applicant must be currently credentialed to appraise real estate and real property under the laws of another jurisdiction, and must comply with all of the provisions of the Real Property Appraiser Act and this Title relating to the appropriate classification of credentialing.

001.01 Any applicant for the licensed residential, certified residential, or certified general real property appraiser credential through reciprocity must:

001.01A Submit an application and required documentation for the appropriate classification on forms approved by the Board showing compliance by the applicant with all credentialing requirements established by the Act or by this Title;

001.01B Pay a non-refundable application fee as follows:

001.01B.1 $150.00 for applications received on or before June 30, 2025,

001.01B.2 $170.00 for applications received on July 1, 2025 through June 30, 2026,

001.01B.3 $185.00 for applications received on July 1, 2026 through June 30, 2027,

001.01B.4 $200.00 for applications received on or after July 1, 2027; and

001.01C Pay a non-refundable criminal history record check fee of ~~$45~~55.~~25~~00.

001.02 Any application received at the Board s office considered to be incomplete will not be processed, and may be returned to the applicant

as incomplete. Any application not considered to be incomplete will be processed.

001.03 The application will be considered a completed application and a credential may be issued to the applicant, if the Board s director finds that the applicant:

001.03A Meets the requirements in the Act and this Title;

001.03B The requirements of the applicant s jurisdiction of practice meet or exceed the minimum requirements of the Real Property Appraiser Qualification Criteria adopted and promulgated by the Appraiser Qualifications Board of The Appraisal Foundation; and

001.03C The regulatory program of the applicant s jurisdiction of practice specified in an application for credentialing is determined to be effective in accordance with Title XI of the Financial Institutions Reform, Recovery, and Enforcement Act of 1989 by the Appraisal Subcommittee of the Federal Financial Institutions Examination Council. An Appraisal Subcommittee finding of poor does not satisfy the requirement that the applicant s jurisdiction of practice is effective in accordance with Title XI of the Financial Institutions Reform, Recovery, and Enforcement Act of 1989.

001.04 If the Board s director finds that the applicant may not meet one or more of the requirements specified in Section 001.03A, 001.03B, or 001.03C of this Chapter, the application shall be placed before the Board for consideration. If the Board finds that the applicant meets the requirements specified in Section 001.03A, 001.03B, and 001.03C of this Chapter, the application will be considered a completed application and a credential may be issued to the applicant.

001.05 Within thirty days of approval that the applicant may be issued a credential as a licensed residential, certified residential, or certified general real property appraiser, an applicant shall pay a non-refundable credentialing fee before the applicant is authorized to act as a real property appraiser within the applied for classification in this State as follows:

001.05A $300.00 for applications received on or before June 30, 2025,

001.05B $320.00 for applications received on July 1, 2025 through June 30, 2026,

001.05C $335.00 for applications received on July 1, 2026 through June 30, 2027,

001.05D $350.00 for applications received on or after July 1, 2027.

001.06 Within thirty days of approval that the applicant may be issued a credential as a licensed residential, certified residential, or certified general real property appraiser, an applicant that does not hold a current licensed residential, certified residential, or certified general real property appraiser credential issued by the Board shall pay an annual Appraiser Registry fee of $40.00 before the applicant is authorized to act as a real property appraiser in this State.

001.07 If an applicant fails to provide the required fees as specified in Section 001.05 and Section 001.06 of this Chapter, the application will be placed before the Board for consideration.

001.08 Upon receipt of the required fees at the Board s office, the applicant will be issued:

(1) A letter notifying him or her of his or her status as a Nebraska real property appraiser, and that his or her credential will be entered into the Appraisal Subcommittee s Appraiser Registry,

(2) A wall certificate on a form approved by the Board, and

(3) Instructions to access his or her credentialing card.

001.09 The Board may deny an application at any time during the process if the applicant fails to meet the requirements in the Act and/or this Title that pertain to credentialing. Before submitting a new application, the applicant may be required by the Board to:

001.09A Complete additional education;

001.09B Obtain additional real property appraisal practice experience; and/or

001.09C Not reapply for the same classification of credentialing for an amount of time to be determined by the Board.

001.10 If the Board denies an application for any reason excluding the national criminal history record check, the applicant may file a new application, and if so, meet the requirements in place at the time a new application is submitted to the Board.

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

001.11A In order to receive a copy of such record, the applicant shall:

001.11A.1 In person, complete a form approved by the Board that relieves the Board from any liability related to the release of the national criminal history record; and

001.11A.2 Present a passport, driver s license, or other government-issued identification card with a photograph to be copied by the Board.

001.11B If the applicant provides evidence acceptable to the Board that the fingerprint-based national criminal history record check result that was the basis for denial is incorrect, the Board may reconsider the application.

002 TEMPORARY CREDENTIAL

For a nonresident to qualify for a temporary credential as a licensed residential real property appraiser, a certified residential real property appraiser, or a certified general real property appraiser, an applicant must be currently credentialed to engage in real property appraisal practice under the laws of another jurisdiction, and must comply with all of the provisions of the Act and this Title relating to temporary credentialing.

002.01 Any applicant for a temporary licensed residential, certified residential, or certified general real property appraiser credential must:

002.01A Submit an application and required documentation for the appropriate classification on forms approved by the Board showing compliance by the applicant with all temporary credentialing requirements established by the Act or by this Title;

002.01B Submit a letter of engagement or contract indicating the location(s) and property types of the real property appraisal practice assignment;

002.01C Pay a non-refundable temporary credential application fee as follows:

002.01C.1 $100.00 for applications received on or before June 30, 2025,

002.01C.2 $120.00 for applications received on July 1, 2025 through June 30, 2026,

002.01C.3 $135.00 for applications received on July 1, 2026 through June 30, 2027,

002.01C.4 $150.00 for applications received on or after July 1, 2027; and

002.01D Pay a non-refundable temporary credentialing fee as follows:

002.01C.1 $50.00 for applications received on or before June 30, 2025,

002.01C.2 $70.00 for applications received on July 1, 2025 through June 30, 2026,

002.01C.3 $85.00 for applications received on July 1, 2026 through June 30, 2027,

002.01C.4 $100.00 for applications received on or after July 1, 2027.

002.02 Any application received at the Board s office considered to be incomplete will not be processed, and may be returned to the applicant as incomplete. Any application not considered to be incomplete will be processed.

002.03 If the applicant meets the requirements in the Act and this Title, the application will be considered a completed application and a temporary credential may be issued to the applicant by Board staff. If the Board s director finds that the applicant may not meet one or more of the requirements in the Act and this Title, the application shall be placed before the Board for consideration. If the Board finds that the applicant meets the requirements in the Act and this Title, the application will be considered a completed application and a temporary credential may be issued to the applicant.

002.04 Upon approval of the application, the applicant will be issued:

002.04A A letter notifying him or her of his or her approval as a

temporary credential holder, along with the terms of the temporary credential;

002.04B A credentialing card in a form approved by the Board; and

002.04C Instructions to access his or her credentialing card if needed.

002.05 An application may be denied at any time during the process if the applicant is found to not meet the requirements in the Act and this Title that pertain to temporary credentialing.

002.06 Any request for one additional six-month approval of a temporary credential shall be made to the Board on forms approved by the Board. The request will be denied if the reason for the request of the additional six-month approval is not directly related to the initial approval granted by the Board. Notice of the decision will be provided to the requestor in writing.

TITLE 298 NAC - NEBRASKA REAL PROPERTY APPRAISER BOARD

CHAPTER 6 - EDUCATION PROVIDER ACTIVITY REQUIREMENTS

001 GENERAL

001.01 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 Act and this Title as approved.

001.02 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) meet the requirements of the Act and this Title as approved.

001.03 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.

001.04 Education providers and instructors will comply with the Nebraska Private Postsecondary Career Schools Act, NEB. REV. STAT § 85-1601, et seq. as applicable.

001.05 Nothing in this Chapter may be construed to preclude education activities sponsored or conducted by the Board from being accepted as qualifying education or continuing education.

001.06 Nothing in this Chapter may be construed to preclude education providers from surrendering approval of education activities.

001.07 All activities shall contain current material, theory, methodologies, and Uniform Standards of Professional Appraisal Practice requirements. Activities that include Uniform Standards of Professional Appraisal Practice citations and references must be updated as necessary to reflect changes in the Uniform Standards of Professional Appraisal Practice.

001.08 All activities shall be conducted in conformance with the materials, presentation methodologies, and policies as approved.

001.09 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 materials supporting the specific activity learning objectives.

001.10 The prescribed number of activity hours includes time for examinations. Education activity hours are determined as follows:

001.10A For a timed outline in a schedule format, where sixty minutes equals one hour in Coordinated Universal Time, the start time and the end time is utilized to determine the total minutes engaged in instruction. Breaks, meal periods, and time not engaged in instruction are removed. Fifty minutes engaged in instruction out of each sixty minute segment equals one hour.

001.10B For a timed outline in a non-schedule format, where each topic is assigned a specific duration, each minute engaged in instruction is utilized to determine the total minutes engaged in instruction. Fifty minutes engaged in instruction equals one hour.

001.11 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.

001.12 A document certifying completion will be issued to each attendee upon completion of any activity. The document may be transmitted to the attendee in person, by mail, by email, or by any other electronic means that are secure. The document is required to include 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.

001.13 Education providers shall maintain a record of attendance for each activity for a period of at least five years.

001.14 Secondary providers shall obtain written evidence that the rights to an activity have been purchased or lawfully acquired from the

education provider that owns rights to activity materials.

001.15 Distance Education Activities

001.15A A distance education activity approved as qualifying education must include a written, closed-book final examination. The examination must be proctored in person or remotely proctored by an official approved by the education provider. Bio-metric proctoring is acceptable. The examination may be written on paper or administered electronically on a computer workstation or other device. Oral exams are not acceptable.

001.15B An asynchronous distance education activity, or a hybrid distance education activity in which the learning environment includes asynchronous interaction, approved as continuing education, must include at least one of the following:

001.15B.1 A written examination proctored by an official approved by the education provider. Remote proctoring, including bio-metric procedures, is acceptable. The examination may be written on paper, or administered electronically on a computer workstation or other device. Oral exams are not acceptable; or

001.15B.2 Successful completion of prescribed activity mechanisms required to demonstrate knowledge of the subject matter.

001.15C During evaluation, and at any time a distance education activity is offered to the public, electronic access is required to be provided to the Board at the Board s request. 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.

001.15D All website links must be valid and active for a distance education activity at the time such activity is offered to the public.

001.15E At the Board s request, a transcript of the distance education activity must be provided to the Board.

001.15F Sections 001.15G through 001.15I of this Chapter are not applicable to a synchronous distance education activity, or a hybrid

distance education activity in which the learning environment includes synchronous interaction but not asynchronous interaction, as these distance education activities provide for instruction and interaction substantially the same as classroom education.

001.15G Delivery mechanism approval must be obtained from one of the following sources for an asynchronous distance education activity or a hybrid distance education activity in which the learning environment includes asynchronous interaction:

001.15G.1 The Appraiser Qualifications Board of The Appraisal Foundation;

001.15G.2 An organization approved by the Appraiser Qualifications Board of The Appraisal Foundation that provides approval of activity design and delivery; or

001.15G.3 An accredited degree-awarding community college, college, or university that:

001.15G.3a 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

001.15G.3b Maintains an education delivery program that approves activity design and delivery that incorporate interactivity.

001.15H Each asynchronous distance education activity, or hybrid distance education activity in which the learning environment includes asynchronous interaction, must provide interaction in a reciprocal environment where the student has verbal or written communication with the instructor.

001.15I For an asynchronous distance education activity or a hybrid distance education activity in which the learning environment includes asynchronous interaction, an education provider must provide documentation evidencing delivery mechanism approval by the Appraiser Qualifications Board of The Appraisal Foundation; an organization approved by the Appraiser Qualifications Board of The Appraisal Foundation that provides approval of activity design and

delivery; or an accredited degree-awarding community college, college, or university. Acceptable documentation includes the official standard documentation issued to the education provider by the entity that approves the delivery mechanism, or in the case of an accredited degree-awarding community college, college, or university that offers distance education programs and awards academic credit for the distance education courses, a written description evidencing that the delivery mechanism provides interaction in a reciprocal environment where the student has verbal or written communication with the instructor.

002 QUALIFYING EDUCATION

002.01 Requirements

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.

002.01B 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.

002.01C Except for the valuation bias and fair housing laws and regulations course, each qualifying education activity shall be at least 15 hours in length. No qualifying education activity is to

exceed eight hours of instruction in any day. At least a one-half hour break shall be given to attendee(s) by no later than the end of four hours of instruction in any day.

002.02 Initial Application

002.02A Any education provider applying for approval of a qualifying education activity must:

002.02A.1 Submit an application for the activity on forms approved by the Board showing compliance by the education provider and the activity with all requirements established by the Act or by this Title;

002.02A.2 For an activity not approved by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program for qualifying education, submit the following:

002.02A.2a An activity description that clearly describes the content of the activity;

002.02A.2b An activity matrix reflecting hours of credit per topic;

002.02A.2c A timed outline that accounts for the general flow and recommended time spent on topics contained within the activity;

002.02A.2d Learning objectives that:

(1) Are appropriate for a qualifying education activity,

(2) Clearly state the specific knowledge and/or skills students are expected to acquire by completing the activity,

(3) Are consistent with the activity description,

(4) Are consistent with the textbook and other instructional materials,

(5) Are reasonably achievable within the number of hours allotted for the activity, and

(6) Include material to adequately cover the depth and breadth of the required topic area;

002.02A.2e Student and instructor materials used for the activity that:

(1) Cover the subject matter in sufficient depth to achieve the stated learning objectives,

(2) Provide appropriately balanced coverage of the subject matter in view of the stated learning objectives,

(3) Reflect current theory, methods, and techniques, and

(4) Not contain significant errors and/or deficiencies;

002.02A.2f A proctored closed-book final examination that complies with the following:

(1) The examination contains a sufficient number of questions to adequately test the subject matter covered,

(2) The amount of time devoted to examination must be appropriate for the activity,

(3) Examination questions must, individually and collectively, test at a difficulty level appropriate to measure student achievement of the stated learning objectives,

(4) Successful completion of the examination requires the student to answer a minimum of 70% of the examination questions correctly, and

(5) Examination questions must be written in a clear and unambiguous manner;

002.02A.2g A written instructor qualifications policy that requires the use of instructors who meet the requirements of the Act and Section 005 of this Chapter;

002.02A.2h An attendance policy that complies with the following:

(1) For a classroom education activity, a written attendance policy that requires student attendance to be verified in accordance with the Real Property Appraiser Qualifications Criteria as adopted and promulgated by the Appraiser Qualifications Board of The Appraisal Foundation, or

(2) For a distance education activity, a written attendance policy that ensures that student achievement of the class hour requirement is met in accordance with the Real Property Appraiser Qualifications Criteria as adopted and promulgated by the Appraiser Qualifications Board of The Appraisal Foundation; and

002.02A.2i A written record retention policy;

002.02A.3 Pay a non-refundable qualifying education activity application fee as follows:

002.02A.3a $50.00 for applications received on or before June 30, 2025;

002.02A.3b For applications received on July 1, 2025 through June 30, 2026:

(1) $200.00 for activities not approved by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program for qualifying education, or

(2) $70.00 for activities approved by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program for qualifying education;

002.02A.3c For applications received on July 1, 2026 through June 30, 2027:

(1) $350.00 for activities not approved by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program for qualifying education, or

(2) $90.00 for activities approved by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program for qualifying education;

002.02A.3d For applications received on or after July 1, 2027:

(1) $500.00 for activities not approved by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program for qualifying education, or

(2) $100.00 for activities approved by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program for qualifying education;

002.02A.4 Submit a copy of the document certifying completion;

002.02A.5 If applicable, submit evidence that distance education activity meets the requirements of Section 001.15 of this Chapter; and

002.02A.6 If applicable, submit written evidence that the rights to the activity have been purchased or lawfully acquired from the education provider that owns rights to activity materials.

002.02B An application received at the Board s office considered to be incomplete will not be processed and may be returned to the education provider as incomplete. Any application not considered to be incomplete will be processed.

002.02B.1 An activity identified by the education provider as approved by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program for qualifying education will be verified as such through The Appraisal Foundation s AQB Approved Courses list found on its website.

002.02B.2 Certification of an AQB Certified USPAP Instructor by the Appraiser Qualifications Board of The Appraisal Foundation will be verified through The Appraisal Foundation s

Find an AQB Certified USPAP Instructor found on its website for the qualifying education fifteen-hour National Uniform Standards of Professional Appraisal Practice Course.

002.02C If the Board s director finds that the education provider and submitted activity meet the requirements in the Act and this Title, the application will be considered a completed application and the qualifying education activity may be approved by the director. If the Board s director finds that the education provider and submitted activity may not meet one or more of the requirements in the Act and this Title, the application shall be placed before the Board for consideration. If the Board finds that the education provider and submitted activity meet the requirements in the Act and this Title, the application will be considered a completed application and the qualifying education activity may be approved. The education provider will receive a written notification of approval that outlines the details, including the number of hours for which the activity is approved.

002.02D The application may be denied by the Board at any time during the process if the education provider, submitted activity, or instructor(s) for the submitted activity fail to meet the requirements in the Act and this Title. If an application is denied, the Board will provide written notice of denial to the education provider that includes a description of the deficiencies found by the Board. The education provider has 60 days from the date of denial to rectify the deficiencies. If the deficiencies are not rectified within 60 days, the education provider may file a new application for approval of qualifying education activity, and if so, meet the requirements in place at the time a new application is submitted to the Board.

002.03 Resubmission of Approved Activity

002.03A An education provider shall resubmit a qualifying education activity for approval if:

(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 specified in Section 005 of this Chapter for any instructor,

(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 or administered as approved, or

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

002.03B The process and requirements for resubmission of a qualifying education activity are the same as specified in Section 002.02 of this Chapter. If a qualifying education activity is not approved by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program, only the requirements under Section 002.02A.2 of this Chapter that have changed since approval was granted must be included for resubmission.

002.03C Any education provider resubmitting a qualifying education activity must provide a written explanation detailing what changes have been made to the activity since approval was granted.

002.04 Rescinding Approval

002.04A The Board may rescind approval of any qualifying education activity if the Board finds:

(1) Falsification of information submitted for activity approval,

(2) A change in approval by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program,

(3) A change in the status of the qualifications specified in Section 001.15 of this Chapter under which a distance education activity was approved,

(4) Substantial errors and/or deficiencies in the materials or presentation,

(5) The materials, theories, and/or methodologies are not current and/or practical,

(6) The 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 Section 005 of this Chapter,

(8) The activity content and/or policies are not communicated or administered as approved,

(9) A material violation of the Act or this Title by the education provider or instructor for the activity, or

(10) A change to a secondary provider s rights to the activity.

002.04B If reason to rescind approval of an activity is found, a written notice shall be made to the education provider that includes a description of the reason(s) for rescinding approval. The education provider has 60 days from the date of notice to provide a written response. If the response is satisfactory to the Board, the Board will not rescind its approval. If the response is not satisfactory to the Board, or no response is received, 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.

003 CONTINUING EDUCATION

003.01 Requirements

003.01A Any continuing education activity must contribute to a credential holder s development of real property appraiser related skill, knowledge, and competency in any one or more of the following subjects:

(1) Real property appraisal practice,

(2) Valuation methodology and/or techniques,

(3) Market fundamentals, characteristics, conditions, and analysis,

(4) Real property concepts, characteristics, and analysis,

(5) Real property appraiser and client communication,

(6) Arbitration, dispute resolution,

(7) Ethics and standards of professional practice, USPAP,

(8) Valuation bias and fair housing laws and regulations,

(9) Land use planning, zoning,

(10) Management, leasing, timesharing,

(11) Property development, partial interests,

(12) Real estate law, easements, and legal interests,

(13) Real estate litigation, damages, condemnation,

(14) Real estate financing and investment,

(15) Real property appraisal-related computer applications,

(16) Real estate securities and syndication,

(17) Seller concessions and impact on value, and/or

(18) Energy-efficient items and green building appraisals.

003.01B Each continuing education activity shall be at least two hours in length, not to exceed eight hours of instruction in any day. At least a one-half hour break shall be given to credential holder(s) by no later than the end of four hours of instruction in any day.

003.01C The seven-hour Uniform Standards of Professional Practice Continuing Education course, the four-hour valuation bias and fair housing laws and regulations course, and the seven-hour valuation bias and fair housing laws and regulations course shall be approved by the Appraiser Qualifications Board of The Appraisal

Foundation through its Course Approval Program.

003.01D An activity in which the primary purpose is training in the use of a specific software, and not utilization of a software to improve competency in real property appraisal practice does not meet the requirements for approval as a continuing education activity.

003.02 Initial Application

003.02A Any education provider applying for approval of a continuing education activity must:

003.02A.1 Submit an application for the activity on forms approved by the Board showing compliance by the education provider and the activity with all requirements established by the Act or by this Title;

003.02A.2 For an activity not approved by The Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program for continuing education, submit the following:

003.02A.2a An activity description, which clearly describes the content of the activity;

003.02A.2b An activity matrix reflecting hours of credit per topic;

003.02A.2c A timed outline that accounts for the general flow and recommended time spent on topics contained within the activity;

003.02A.2d Learning objectives that:

(1) Are appropriate for a continuing education activity,

(2) Clearly state the specific knowledge and/or skills students are expected to acquire by completing the activity,

(3) Are consistent with the activity description,

(4) Are consistent with the textbook and other instructional materials,

(5) Are reasonably achievable within the number of hours allotted for the activity, and

(6) Include material to adequately cover the depth and breadth of the required topic area;

003.02A.2e Student and instructor materials used for the activity that:

(1) Cover the subject matter in sufficient depth to achieve the stated learning objectives,

(2) Provide appropriately balanced coverage of the subject matter in view of the stated learning objectives,

(3) Reflect current theory, methods, and techniques, and

(4) Not contain significant errors and/or deficiencies;

003.02A.2f If applicable, an examination that complies with the following:

(1) The examination contains a sufficient number of questions to adequately test the subject matter covered,

(2) The amount of time devoted to examination must be appropriate for the activity,

(3) Examination questions must, individually and collectively, test at a difficulty level appropriate to measure student achievement of the stated learning objectives,

(4) Successful completion of the examination requires the student to answer a minimum of 70% of the examination questions correctly, and

(5) Examination questions must be written in a clear and unambiguous manner;

003.02A.2g A written instructor qualifications policy that requires the use of instructors who meet the requirements of the Act and Section 005 of the Chapter;

003.02A.2h An attendance policy that complies with the following:

(1) For a classroom education activity, a written attendance policy that requires student attendance to be verified in accordance with the Real Property Appraiser Qualifications Criteria as adopted and promulgated by the Appraiser Qualifications Board of The Appraisal Foundation, or

(2) For a distance education activity, a written attendance policy that ensures that student achievement of the class hour requirement is met in accordance with the Real Property Appraiser Qualifications Criteria as adopted and promulgated by the Appraiser Qualifications Board of The Appraisal Foundation; ;

003.02A.2i A written record retention policy; and

003.02A.3 Submit a copy of the document certifying completion;

003.02A.4 If applicable, submit written evidence that the rights to the activity have been purchased or lawfully acquired from the education provider that owns rights to activity materials;

003.02A.5 If applicable, submit evidence that distance education activity meets the requirements of Section 001.15 of this Chapter; and

003.02A.6 Pay a non-refundable continuing education activity application fee as follows:

003.02A.6a $25.00 for applications received on or before June 30, 2025;

003.02A.6b For applications received on July 1, 2025 through June 30, 2026:

(1) $100.00 for activities not approved by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program for ~~qualifying~~continuing education, or

(2) $35.00 for activities approved by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program for ~~qualifying~~continuing education;

003.02A.6c For applications received on July 1, 2026 through June 30, 2027:

(1) $175.00 for activities not approved by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program for ~~qualifying~~continuing education, or

(2) $45.00 for activities approved by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program for ~~qualifying~~continuing education;

003.02A.6d For applications received on or after July 1, 2027:

(1) $250.00 for activities not approved by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program for ~~qualifying~~continuing education, or

(2) $50.00 for activities approved by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program for ~~qualifying~~continuing education.

003.02B An application received at the Board s office considered to be incomplete will not be processed and may be returned to the education provider as incomplete. Any application not considered to be incomplete will be processed.

003.02B.1 An activity identified by the education provider as approved by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program for continuing education will be verified as such through The Appraisal Foundation s AQB Approved Courses list found on its website.

003.02B.2 Certification of an AQB Certified USPAP Instructor

by the Appraiser Qualifications Board of The Appraisal Foundation will be verified through The Appraisal Foundation s Find an AQB Certified USPAP Instructor found on its website for the continuing education seven-hour National Uniform Standards of Professional Appraisal Practice Continuing Education course.

003.02C If the Board s director finds that the education provider and submitted activity meet the requirements in the Act and this Title, the application will be considered a completed application and the continuing education activity may be approved by the director. If the Board s director finds that the education provider and submitted activity may not meet one or more of the requirements in the Act and this Title, the application shall be placed before the Board for consideration. If the Board finds that the education provider and submitted activity meet the requirements in the Act and this Title, the application will be considered a completed application and the continuing education activity may be approved. The education provider will receive a written notification of approval, which outlines the details, including the number of hours for which the activity is approved.

003.02D The application may be denied by the Board at any time during the process if the education provider, submitted activity, or instructor(s) for the submitted activity fail to meet the requirements in the Act and this Title. If an application is denied, the Board will provide written notice of denial to the education provider that includes a description of the deficiencies found by the Board. The education provider has 60 days from the date of denial to rectify the deficiencies. If the deficiencies are not rectified within 60 days, the education provider may file a new application for approval of continuing education activity, and if so, meet the requirements in place at the time a new application is submitted to the Board.

003.03 Resubmission of Approved Activity

003.03A An education provider shall resubmit a continuing education activity for approval if:

(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 specified in Section 005 of this Chapter for any instructor,

(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 or administered as approved, or

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

003.03B The process and requirements for resubmission of a continuing education activity are the same as specified in Section 003.02 of this Chapter. If a continuing education activity is not approved by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program, only the requirements under Section 003.02A.2 of this Chapter that have changed since approval was granted must be included for resubmission.

003.03C Any education provider resubmitting a continuing education activity will provide a written explanation detailing what changes have been made to the activity since approval was granted.

003.04 Expiration and Rescinding Approval

003.04A Except for the seven-hour Uniform Standards of Professional Practice Continuing Education course, and the four-hour valuation bias and fair housing laws and regulations course, which expire on the date on which the approval by the Appraiser Qualifications Board expires, a continuing education activity expires on the date five years after the date of approval. An education provider may renew a continuing education activity not required to

be resubmitted as specified in Section 003.03A of this Chapter by:

003.04A.1 Submitting an application for the activity on forms approved by the Board showing compliance by the education provider and the activity with all requirements established by the Act or by this Title; and

003.04A.2 Paying a non-refundable continuing education activity renewal application fee as follows:

003.04A.2a $10.00 for applications received on or before June 30, 2025,

003.04A.2b $15.00 for applications received on July 1, 2025 through June 30, 2026,

003.04A.2c $20.00 for applications received on July 1, 2026 through June 30, 2027,

003.04A.2d $25.00 for applications received on or after July 1, 2027.

003.04B The Board may rescind approval of a continuing education activity if the Board finds:

(1) Falsification of information submitted for activity approval,

(2) A change in approval by Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program,

(3) A change in status of the qualifications specified in Section 001.15 of this Chapter under which a distance education activity was approved,

(4) Substantial errors and/or deficiencies in the materials or presentation,

(5) The materials, theories, and/or methodologies are not current and/or practical,

(6) The instructor(s) responsible for the activity content and presentation do not meet the qualifications specified in Section 005 of this Chapter,

(7) The activity content and/or policies are not communicated or administered as approved,

(8) A material violation of the Act or this Title by the education provider or instructor for the activity, or

(9) A change in the secondary provider s rights to the activity.

003.04C If reason to rescind approval of an activity is found, a written notice shall be made to the education provider that includes a description of the reasons for rescinding approval. The education provider has 60 days from the date of notice to provide a written response. If the response is satisfactory to the Board, the Board will not rescind its approval. If the response is not satisfactory to the Board, or no response is received, the Board may rescind approval of the activity. If approval is rescinded, the education provider may file a new application for approval of the continuing education activity, and if so, meet the requirements in place at the time a new application is submitted to the Board.

004 SUPERVISORY REAL PROPERTY APPRAISER AND TRAINEE COURSE

004.01 Requirements

004.01A Each supervisory real property appraiser and trainee course shall be at least two hours in length, not to exceed eight hours of instruction in any day. At least a one-half hour break shall be given to attendee(s) by no later than the end of four hours of instruction in any day.

004.02 Course Objectives

004.02A The course must provide adequate information to ensure the supervisory real property appraiser understands the qualifications and responsibilities of that role. Specifically, that the attendee(s) understand:

(1) Minimum qualifications for becoming and remaining a supervisory real property appraiser,

(2) Jurisdictional credentialing requirements for both supervisory real property appraisers and trainee real property appraisers,

(3) Expectations and responsibilities of being a supervisory real property appraiser,

(4) Basics of the Uniform Standards of Professional Appraisal Practice,

(5) Responsibilities and requirements of a supervisory real property appraiser in maintaining and signing all appropriate trainee real property appraiser experience logs, and

(6) Expectations and responsibilities of the trainee real property appraiser.

004.02B The course must provide adequate information to ensure that a trainee real property appraiser understands the qualifications and responsibilities of that role. Specifically, that the attendee(s) understand:

(1) Minimum qualifications for becoming and remaining a trainee real property appraiser,

(2) Jurisdictional credentialing requirements for trainee real property appraisers,

(3) Minimum qualifications for becoming and remaining a supervisory real property appraiser,

(4) Processes and roles of the entities involved in establishing qualifications for real property appraisers,

(5) Expectations and responsibilities of the trainee real property appraiser,

(6) Qualifications to become a real property appraiser,

(7) Basics of the Uniform Standards of Professional Appraisal Practice, and

(8) Responsibilities and requirements of a trainee real property appraiser s role in maintaining and signing all appropriate trainee real property appraiser experience logs.

004.03 Course Content

004.03A The course must provide adequate information pertaining

to qualification and credentialing entities. Specifically, the following shall be included:

(1) The role of The Appraisal Foundation,

(2) The role of the Appraiser Qualifications Board in establishing qualifications for real property appraisers,

(3) The jurisdiction s role in issuing real property appraiser credentials and disciplining real property appraisers,

(4) The typical structure of real property appraiser regulating bodies, and overview of the role of professional real property appraiser organizations.

004.03B The course must provide adequate information pertaining to qualifications for real property appraiser credentials. Specifically, the following shall be included:

(1) Minimum qualifications for each real property appraiser classification,

(2) Education, experience, and examination requirements for trainee, licensed residential, certified residential, and certified general real property appraiser credential, and

(3) Supervisory real property appraiser qualifications.

004.03C The course must provide an overview of the Uniform Standards of Professional Appraisal Practice relevant to trainee real property appraisers, which shall include the following topics:

(1) Ethics Rule,

(2) Competency Rule,

(3) Scope of Work Rule,

(4) Record Keeping Rule, and

(5) Standard 1 (Development) and Standard 2 (Reporting).

004.03D The course must provide adequate information pertaining to the requirements, expectations, and responsibilities of a supervisory real property appraiser, and at a minimum, include and

discuss the following topics:

(1) The expectations and responsibilities of the supervisory real property appraiser to provide the trainee real property appraiser with a basic understanding of the Uniform Standards of Professional Appraisal Practice,

(2) The expectations and responsibilities of the supervisory real property appraiser to understand the minimum requirements of both the supervisory real property appraiser and trainee real property appraiser,

(3) The expectations and responsibilities of the supervisory real property appraiser to provide proper guidance to the trainee real property appraiser when he or she selects a specific credentialing path (i.e., licensed residential, certified residential, or certified general),

(4) The expectations and responsibilities of the supervisory real property appraiser to monitor the trainee real property appraiser s progress in satisfying both the education and experience requirements necessary to achieve his or her selected credentialing path,

(5) The expectations and responsibilities of the supervisory real property appraiser to verify that the supervisory real property appraiser and trainee real property appraiser are properly documenting all appropriate real property appraisal practice experience logs,

(6) The expectations and responsibilities of the supervisory real property appraiser to accompany the trainee real property appraiser on all inspections until the trainee real property appraiser is competent to conduct inspections independently,

(7) The expectations and responsibilities of the supervisory real property appraiser to monitor and provide assignments and duties that ensure the trainee real property appraiser is developing an understanding and progression of knowledge and experience of valuation methodologies and approaches to value applicable to the level of credential to be obtained,

(8) The expectations and responsibilities of the supervisory real property appraiser to verify that the trainee real property

appraiser is properly identified and acknowledged in the report in compliance with the Uniform Standards of Professional Appraisal Practice, and

(9) The expectations and responsibilities of the supervisory real property appraiser to immediately notify the trainee real property appraiser if the supervisory real property appraiser is no longer qualified to supervise and/or sign the trainee real property appraiser s experience log.

004.03E The course must provide adequate information pertaining to the requirements, expectations, and responsibilities of a trainee real property appraiser, and at a minimum, include and discuss the following topics:

(1) The expectations and responsibilities of the trainee real property appraiser to have a basic understanding of the minimum requirements to become a trainee real property appraiser,

(2) The expectations and responsibilities of the trainee real property appraiser to have an understanding about the importance of selecting an appropriate supervisory real property appraiser. Points covered shall include:

a) Description of the supervisory real property appraiser-trainee real property appraiser relationship as a long-term commitment by both parties,

b) Information indicating that the supervisory real property appraiser-trainee real property appraiser relationship is inherently connected to the good standing of the supervisory real property appraiser,

c) Information regarding the importance of selecting a supervisory real property appraiser with the experience and competency that best matches the trainee real property appraiser s selected credentialing path, and

d) Options for a trainee real property appraiser if a supervisory real property appraiser is no longer qualified to serve as a supervisory real property appraiser.

(3) The expectations and responsibilities of the trainee real

property appraiser to have an understanding of how to determine if a real property appraiser is qualified and in good standing to be a supervisory real property appraiser by searching the Appraiser Registry of the Appraisal Subcommittee of the Federal Financial Institutions Examination Council and/or jurisdictional websites,

(4) The expectations and responsibilities of the trainee real property appraiser to understand it is the supervisory real property appraiser s responsibility to monitor the progression of the trainee real property appraiser s education and experience necessary to achieve the trainee real property appraiser s selected credentialing path,

(5) The expectations and responsibilities of the trainee real property appraiser to understand it is the supervisory real property appraiser s responsibility to provide assignments and duties that ensure the trainee real property appraiser is developing an understanding and progression of knowledge and experience of valuation methodologies and approaches to value applicable to the level of credential to be obtained,

(6) The expectations and responsibilities of the trainee real property appraiser to understand the responsibilities of both the trainee real property appraiser and the supervisory real property appraiser in properly documenting all appropriate trainee real property appraiser s real property appraisal practice experience logs, and

(7) The expectations and responsibilities of the trainee real property appraiser to understand the supervisory real property appraiser must accompany the trainee real property appraiser on all inspections until he or she is competent to conduct inspections independently.

004.03F The course shall include elective real property appraiser education as determined by the education provider. Education providers are strongly encouraged to address State law and regulations, and the effect of those laws and regulations on supervisory real property appraisers and trainee real property appraisers. This section may include the following topics:

(1) Overview of state laws, regulations, and policies pertaining to real property appraisal practice,

(2) Overview of the investigation process, including how it pertains to the following:

a) A grievance against a trainee real property appraiser,

b) A grievance against a supervisory real property appraiser,

c) Acts or omissions considered grounds for disciplinary action or denial of an application, and

d) Formal complaints, formal hearings, and administrative law.

004.04 Initial Application

004.04A Any education provider applying for approval of a supervisory real property appraiser and trainee course must:

004.04A.1 Submit an application for the course on forms approved by the Board showing compliance by the education provider and the course with all requirements established by the Act or by this Title;

004.04A.2 Submit the following:

004.04A.2a A course description that clearly describes the content of the course, and meets the requirements specified in Section 004.03 of this Chapter;

004.04A.2b A course matrix reflecting hours of credit per topic;

004.04A.2c A timed outline that accounts for the general flow and recommended time spent on topics contained within the course;

004.04A.2d Learning objectives that meet the requirements specified in Section 004.02 of this Chapter, and that:

(1) Clearly state the specific knowledge and/or skills students are expected to acquire by completing the activity,

(2) Are consistent with the activity description,

(3) Are consistent with the textbook and other instructional materials,

(4) Are reasonably achievable within the number of hours allotted for the activity, and

(5) Include material to adequately cover the depth and breadth of the required topic area;

004.04A.2e Student and instructor materials used for the course that:

(1) Cover the subject matter in sufficient depth to achieve the stated learning objectives,

(2) Provide appropriately balanced coverage of the subject matter in view of the stated learning objectives,

(3) Reflect current theory, methods, and techniques, and

(4) Not contain significant errors and/or deficiencies;

004.04A.2f A closed-book final examination that complies with the following:

(1) The examination contains a sufficient number of questions to adequately test the subject matter covered,

(2) The amount of time devoted to examination must be appropriate for the activity,

(3) Examination questions must, individually and collectively, test at a difficulty level appropriate to measure student achievement of the stated learning objectives, and

(4) Successful completion of the examination requires the student to answer a minimum of 70% of the examination questions correctly,

(5) Examination questions must be written in a clear

and unambiguous manner;

004.04A.2g A written instructor qualifications policy that requires the use of instructors who meet the requirements of the Act and Section 005 of this Chapter;

004.04A.2h An attendance policy that complies with the following:

(1) For a classroom education course, a written attendance policy that requires student attendance to be verified in accordance with the Real Property Appraiser Qualifications Criteria as adopted and promulgated by the Appraiser Qualifications Board of The Appraisal Foundation, or

(2) For a distance education course, a written attendance policy that ensures that student achievement of the class hour requirement is met in accordance with the Real Property Appraiser Qualifications Criteria as adopted and promulgated by the Appraiser Qualifications Board of The Appraisal Foundation; and

004.04A.2i A written record retention policy;

004.04A.3 Pay a non-refundable new supervisory real property appraiser and trainee course application fee as follows:

004.04A.3a $25.00 for applications received on or before June 30, 2025,

004.04A.3b $100.00 for applications received on July 1, 2025 through June 30, 2026,

004.04A.3c $175.00 for applications received on July 1, 2026 through June 30, 2027,

004.04A.3d $250.00 for applications received on or after July 1, 2027;

004.04A.4 Submit a copy of the document of completion;

004.04A.5 If applicable, submit evidence that distance education activity meets the requirements of Section 001.15 of

this Chapter; and

004.04A.6 If applicable, submit written evidence that the rights to the activity have been purchased or lawfully acquired from the education provider that owns rights to activity materials.

004.04B An application received at the Board s office considered to be incomplete will not be processed and may be returned to the education provider as incomplete. Any application not considered to be incomplete will be processed.

004.04B.1 Certification of an AQB Certified USPAP Instructor by the Appraiser Qualifications Board of The Appraisal Foundation will be verified through The Appraisal Foundation s Find an AQB Certified USPAP Instructor found on its website for a supervisory real property appraiser and trainee course.

004.04C If the Board s director finds that the education provider and submitted course meet the requirements in the Act and this Title, the application will be considered a completed application and the supervisory real property appraiser and trainee course may be approved by the director. If the Board s director finds that the education provider and submitted course may not meet one or more of the requirements in the Act and this Title, the application shall be placed before the Board for consideration. If the Board finds that the education provider and submitted course meet the requirements in the Act and this Title, the application will be considered a completed application and the supervisory real property appraiser and trainee course may be approved. The education provider will receive a written notification of approval, which outlines the details, including the number of hours for which the course is approved.

004.04D The application may be denied by the Board at any time during the process if the education provider, submitted course, or instructor(s) for the submitted course fail to meet the requirements in the Act and this Title. If an application is denied, the Board will provide written notice of denial to the education provider that includes a description of the deficiencies found by the Board. The education provider has 60 days from the date of denial to rectify the deficiencies. If the deficiencies are not rectified within 60 days, the education provider may file a new application for approval of a supervisory real property appraiser and trainee course, and if so, meet the requirements in place at the time a new application is

submitted to the Board.

004.05 Resubmission of Approved Supervisory Real Property Appraiser and Trainee Course

004.05A An education provider shall resubmit a supervisory real property appraiser and trainee course for approval if:

(1) There is a substantial change to the materials, presentation, or policies,

(2) There is a change in the qualifications as specified in Section 005 of this Chapter for any instructor,

(3) One or more instructors are added or removed by the education provider,

(4) The materials, theories, and/or methodologies are no longer current,

(5) The course content and/or policies are no longer communicated or administered as approved,

(6) 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, or

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

004.05B The process and requirements for resubmission of a supervisory real property appraiser and trainee course are the same as specified in Section 004.04 of this Chapter. Only the requirements under Section 004.04A.2 of this Chapter that have changed since approval was granted must be included for resubmission.

004.05C Any education provider resubmitting a supervisory real property appraiser and trainee course will provide a written explanation detailing what changes have been made to the course since approval was granted.

004.06 Rescinding of Approval

004.06A The Board may rescind approval of a supervisory real

property appraiser and trainee course if the Board finds:

(1) Falsification of information submitted for activity approval,

(2) Substantial errors and/or deficiencies in the materials or presentation,

(3) The materials, theories, and/or methodologies are not current and/or practical,

(4) The instructor(s) responsible for the activity content and presentation do not meet the qualifications specified in Section 005 of this Chapter,

(5) The activity has not been offered for a period of at least five years from the last date of completion submitted to the Board or the approval date if activity has not been offered,

(6) The course content and/or policies are not communicated to the attendee(s) as approved,

(7) A material violation of the Act or this Title by the education provider or instructor for the activity,

(8) A change in the status of qualifications specified in Section 001.15 of this Chapter under which a distance education activity was approved, or

(9) A change to a secondary provider s rights to the activity.

004.06B If reason to rescind approval of a course is found, a written notice shall be made to the education provider that includes a description of the reasons for rescinding approval. The education provider has 60 days from the date of notice to provide a written response. If the response is satisfactory to the Board, the Board will not rescind its approval. If the response is not satisfactory to the Board, or no response is received, the Board may rescind approval of the supervisory real property appraiser and trainee course. If approval is rescinded, the education provider may file a new application for approval of a supervisory real property appraiser and trainee course, and if so, meet the requirements in place at the time a new application is submitted to the Board.

005 INSTRUCTORS

Any instructor(s) that meets the education provider s instructor qualifications policy, who is responsible for ensuring that the activity content is communicated to the activity s audience as approved, must be identified on the education provider s application submitted for approval of the activity. Such identification must include first name, last name, email address, and phone number, and state the instructor s qualification as specified in Section 005.01 of this Chapter.

005.01 An instructor for any qualifying education activity, continuing education activity, or supervisory real property appraiser and trainee course, must satisfy at least one of the following qualifications:

005.01A 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;

005.01B 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;

005.01C Hold a master s degree or higher in a field that is directly related to the subject matter to be taught;

005.01D Have five years of real property appraisal practice teaching experience directly related to the subject matter to be taught; or

005.01E Have seven years of real property appraisal practice experience directly related to the subject matter to be taught.

005.02 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.

005.03 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 an appraiser credential in any other jurisdiction shall:

005.03A Maintain each credential in good standing in accordance with the laws of the jurisdiction in which each credential is held;

005.03B Not have had a credential revoked, suspended, or have

surrendered a credential in lieu of disciplinary action within five years; and

005.03C Not have had disciplinary action taken against his or her credential that may constitute a violation of NEB. REV. STAT. § 76-2238 within five years.

005.04 An instructor for 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 Continuing Education Course, and/or the supervisory real property appraiser and trainee course, must be an AQB Certified USPAP Instructor, certified by the Appraiser Qualifications Board of The Appraisal Foundation.

005.05 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 an appraiser credential in any other jurisdiction, may be verified through the Appraiser Registry of the Appraisal Subcommittee of the Federal Financial Institutions Examination Council.

TITLE 298 NAC - NEBRASKA REAL PROPERTY APPRAISER BOARD

CHAPTER 7 - APPRAISAL MANAGEMENT COMPANY REGISTRATION

001 APPLICATION

To qualify for registration as an appraisal management company, an applicant must comply with all of the provisions of the AMC Act and this Title relating to registration.

001.01 Any applicant for registration as an appraisal management company must:

001.01A Submit an application and required documentation on forms approved by the Board showing compliance by the applicant with all registration requirements established by the AMC Act or by this Title; and

001.01B Pay a non-refundable application fee of $350.00.

001.02 Any application received at the Board s office considered to be incomplete will not be processed and may be returned to the applicant as incomplete. Any application not considered to be incomplete will be processed.

001.03 If the Board s director finds that the applicant meets the general requirements in the AMC Act and this Title, the application will be considered a completed application, and the applicant may be issued a registration as an appraisal management company. If the Board s director finds that the applicant may not meet one or more of the requirements in the AMC Act and this Title, the application shall be placed before the Board for consideration. If the Board finds that the applicant meets the general requirements in the AMC Act and this Title, the application will be considered a completed application and registration as an appraisal management company may be issued to the applicant.

001.04 Within sixty days of approval, the applicant may be issued registration as an appraisal management company, and before the applicant is authorized to conduct business as an appraisal management company in this State, the applicant shall:

001.04A Pay a non-refundable initial registration fee of $2000.00;

001.04B On a form approved by the Board, submit the following information for any AMC appraiser who has performed an appraisal of real property or real estate for the applicant in connection with a covered transaction in the State of Nebraska during the twelve-month period ending ninety days prior to the date on which issuance of a registration to the applicant was approved. This requirement does not apply to appraisal management services provided by the applicant exempt under NEB. REV. STAT. § 76-3204:

(1) First and last name,

(2) Credential number,

(3) Number of appraisals performed,

(4) Earliest appraisal submission date, and

(5) Latest appraisal submission date; and

001.04C Pay an annual AMC Registry fee in the amount of $25.00 for each AMC Appraiser reported pursuant to Section 004.01B of this Chapter.

001.05 If an applicant fails to provide the required fees as specified in Section 001.04 of this Chapter, the application will be placed before the Board for reconsideration.

001.06 Upon receipt of the required fees at the Board s office, the applicant will be issued:

001.06A A letter notifying the organization of their status as a Nebraska registered appraisal management company; and

001.06B A wall certificate on a form approved by the Board.

001.07 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 AMC Act and/or this Title that pertain to registration. If the Board denies an application for any reason excluding the criminal history record check, the applicant may file a new application, and if so, meet the requirements in place at the time a new application is submitted to the Board.

001.08 If the fingerprint-based national criminal history record check

result is the basis for denial, the individual is entitled to a copy of his or her national criminal history record, and an opportunity to dispute the result.

001.08A In order to receive a copy of such record, the individual shall:

001.08A.1 In person, complete a form approved by the Board that relieves the Board from any liability related to the release of the national criminal history record; and

001.08A.2 Present a passport, driver s license, or other government-issued identification card with a photograph to be copied by the Board.

001.08B If the individual provides evidence acceptable to the Board that the fingerprint-based national criminal history record check result that was the basis for denial is incorrect, the Board may reconsider the application.

001.09 Every Appraisal Management Company registered in the State of Nebraska shall keep the Board informed of the organization s principal place of doing business and notify the Board in writing within ten (10) calendar days of any change of such address or telephone number.

002 RENEWAL

An applicant for renewal of an appraisal management company registration must comply with all of the provisions of the AMC Act and this Title relating to registration.

002.01 Any applicant for renewal of a registration as an appraisal management company must, no later than sixty days prior to the expiration of the current registration:

002.01A Submit an application and required documentation on forms approved by the Board showing compliance by the applicant with all registration and renewal requirements established by the AMC Act and by this Title, which includes the following information for any AMC appraiser who has performed an appraisal of real property or real estate for the applicant in connection with a covered transaction in the State of Nebraska during the twelve-month period ending ninety days prior to the expiration date of the

current registration:

(1) First and last name,

(2) Credential number,

(3) Number of appraisals performed,

(4) Earliest appraisal submission date, and

(5) Latest appraisal submission date;

002.01B Pay a non-refundable renewal registration fee as follows:

~~002.01B.1 $1500.00 for applications received on or before June 30, 2025,~~

002.01B.21 $1700.00 for applications received on ~~July 1, 2025 through~~ or before June 30, 2026,

~~002.01B.3 $1850.00 for applications received on July 1, 2026 through June 30, 2027,~~

002.01B.42 $2000.00 for applications received on or after July 1, 2027~~6~~; and

002.01C Pay an annual AMC Registry fee in the amount of $25.00 for each AMC Appraiser reported pursuant to Section 002.01A of this Chapter.

002.02 Any application received at the Board s office considered to be incomplete will not be processed and may be returned to the applicant as incomplete. Any application not considered to be incomplete will be processed.

002.03 If the applicant meets the general requirements in the AMC Act and this Title, the application will be considered a completed application, and the registration may be renewed by board staff. If the Board s director finds that the applicant may not meet one or more of the requirements in the AMC Act and this Title, the application shall be placed before the Board for consideration. If the Board finds that the applicant meets the general requirements in the AMC Act and this Title, the application will be considered a completed application and the registration may be renewed. Upon approval, the appraisal management company will receive a letter notifying the organization of

their status as a Nebraska registered appraisal management company.

002.04 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 AMC Act and/or this Title that pertain to registration or renewal. If the Board denies renewal of a registration for any basis excluding the criminal history record check, the applicant may file a new application, and if so, meet the requirements in place at the time a new application is submitted to the Board.

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

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

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

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

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

002.06 Any appraisal management company who fails to meet the renewal application requirements specified in Section 002.01 of this Chapter may be eligible for renewal of a registration if, within six months of the registration expiration date, the requirements specified in Section 002.01A through Section 002.01C of this Chapter are met and a late processing fee of $25.00 for each month or portion of a month the renewal application requirements are not met is received at the Board s office.

002.07 Any appraisal management company who fails to meet the requirements in the AMC Act and this Title pertaining to the renewal of a registration is not eligible for renewal and may submit an application for a new registration.

002.08 Any person who continues to perform as an appraisal management company or related activities subject to the AMC Act following the date of expiration of a registration is in violation of the AMC Act and of this Title. Such person will be subject to any restrictions and penalties provided by the AMC Act or by this Title, and any application by such person for a registration shall be subject to all requirements for issuance of a new registration.

003 FEDERALLY REGULATED APPRAISAL MANAGEMENT COMPANIES

A federally regulated appraisal management company must report all information required to be submitted to the Appraisal Subcommittee pursuant to Title XI of the Financial Institutions Reform, Recovery, and Enforcement Act of 1989, the AMC rule, and any policy or rule established by the Appraisal Subcommittee related to its operation in this state, including, but not limited to, the collection of information related to ownership.

003.01 Any federally regulated appraisal management company that does not hold a registration as an appraisal management company issued by the Board must submit the information required for the AMC Registry on a form approved by the Board.

003.02 Pay an annual AMC Registry fee in the amount of $25.00 for each AMC Appraiser reported pursuant to Section 003.01 of this Chapter; and

003.03 Pay a non-refundable reporting form processing fee of $350.00.

THE NEBRASKA APPRAISER

News from the Nebraska Real Property Appraiser Board Summer 2025

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.

Hit it!

The Board held its strategic planning meeting in June. At this meeting, the Board establishes its short-term and long-term goals and objectives for the future. I always refer to the purpose of this meeting as laying the road map for the next fiscal year. The conclusion of strategic planning reminds me of the iconic scene in The Blues Brothers movie where Jake and Elwood jump in the car under the bridge to go to Chicago. Although it is usually not dark, we never wear sunglasses, and no cigarettes are involved, we do have a full tank of gas and adventure in front of us. The Board's hard work and dedication during this meeting is appreciated. If you happen to cross paths with a member of the Board, please thank them for their hard work. Also in June, Governor Pillen approved the latest changes to Title 298 of the Nebraska Administrative Code. The Board has been busy implementing these changes into forms and procedures. Finally, the Board opened up the 2026-27 real property appraiser renewal applications at the beginning of July and is fully prepared to process your submissions. You can find additional information about these items and much more in this edition of The Nebraska Appraiser. Please remember, the Board is here for you, so feel free to call the Board's office with any questions, concerns, or comments that you may have. I hope that you enjoy this edition of The Nebraska Appraiser.

In This Issue

NRPAB Features:

- Adopted Changes to Title 298 of the Nebraska Administrative Code Approved by Governor Pillen
- 2026-2027 Credential Renewal Processes and Procedures
- 2025 NRPAB Strategic Planning Summary

NRPAB Quick Hits:

- FY2024-25 ASC SARAS Grant Recap
- Program Fee Increases Through FY2027-28
- Centurion Update for Access to Appraiser Login and AMC Login
- Compliance Update (April–June 2025)
- Guidance Documents Adopted/Retired Between April and June of 2025
- Valuation Bias and Fair Housing Laws and Regulations Course

Coming and Going:

- Who's New? (April - June 2025)
- Real Property Appraiser and AMC Numbers and Trends as of July 1, 2025
- Real Property Appraiser Credential Renewal Report as of July 1, 2025

Financial Snapshot:

- June 30, 2025 Financial Report

Upcoming NRPAB Meetings:

- September 18, 2025 @ NRPAB Office (Conference Room)
- October 23, 2025 @ NRPAB Office (Conference Room)
- November 20, 2025 @ 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.

Q.1

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

By Tyler N. Kohtz, Director

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

The Nebraska Real Property Appraiser Board held a public hearing on Thursday, February 20, 2025 for proposed changes to Title 298 to maintain compliance with Title XI of the federal Financial Institutions Reform, Recovery, and Enforcement Act of 1989; implement the Real Property Appraiser Qualifications Criteria effective on January 1, 2026; harmonize Title 298 with the changes made to the Nebraska Real Property Appraiser Act through LB992 and the Nebraska Appraisal Management Company Registration Act through LB989 in 2024; implement a fee schedule for the credential application fee, renewal credentialing fee, temporary credential application fee, temporary credentialing fee, and AMC registration renewal fee; remove the procedures for administration of the preliminary criminal history review; include general updates for better clarification and administration; and reduce unnecessary regulatory burdens and remove barriers to entry into the real property appraiser profession. Governor Pillen approved the adopted changes to Title 298 on June 18, 2025.

LB992 was passed by the Nebraska Legislature on March 7, 2024 and signed by Governor Pillen on March 12, 2024. The changes to Title 298 harmonize the language in Title 298 with the changes made to the Act through LB992. The following changes were made to Title 298 for this purpose:

- The random fingerprint audit program for real property appraiser renewal applicants, 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, are removed from the real property appraiser renewal requirements in Chapter 4;
- The qualifying education requirements for the trainee, licensed residential, certified residential, and certified general classifications are amended to include eight hours of valuation bias and fair housing laws and regulations after December 31, 2025, and eight hours of appraisal subject matter electives are removed for the certified residential and certified general classifications in Chapter 2;
- The continuing education requirements are amended to include that, beginning January 1, 2026, both the seven-hour National Uniform Standards of Professional Appraisal Practice Continuing Education Course and the valuation bias and fair housing laws and regulations course must be completed once every two years in Chapter 4 (the seven-hour valuation bias and fair housing laws and regulations course is required for any credential holder who has not successfully completed the eight-hour valuation bias and fair housing laws and regulations course required to qualify for a credential as a real property appraiser and the four-hour valuation bias and fair housing laws and regulations course is required for any credential holder who has successfully completed the seven-hour valuation bias and fair housing laws and regulations course or the qualifying education eight-hour valuation bias and fair housing laws and regulations course);
- An exception to the qualifying education fifteen-hour minimum length requirement is made for the eight-hour valuation bias and fair housing laws and regulations course in Chapter 6;
- The four-hour valuation bias and fair housing laws and regulations course, and the seven-hour valuation bias and fair housing laws and regulations course, are added to continuing education activities that shall be approved by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program in Chapter 6;
- The four-hour valuation bias and fair housing laws and regulations course is added to seven-hour Uniform Standards of Professional Practice Continuing Education Course as expiring on the date that the approval by the Appraiser Qualifications Board expires in Chapter 6;

- The examination requirements in Chapter 2 are updated to allow for the National Uniform Licensing and Certification Examination to be completed within twenty-four months, with the results remaining valid for twenty-four months;
- A fee schedule is implemented for the credential application fee in Chapter 2, the renewal credentialing fee in Chapter 4, and the temporary credential application fee and temporary credentialing fee in Chapter 3; and
- The National Uniform Standards of Professional Appraisal Practice Update Course is renamed to the National Uniform Standards of Professional Appraisal Practice Continuing Education Course and the seven-hour Instructor Recertification course is renamed the Instructor Recertification Course throughout.

LB989 was passed by the Nebraska Legislature on March 7, 2024 and signed by Governor Pillen on March 11, 2024. The changes to Title 298 harmonize the language in Title 298 with the changes made to the AMC Registration Act through LB989. Specifically, a fee schedule is implemented for the AMC registration renewal fee in Chapter 7.

LB16 was passed by the Nebraska Legislature on February 19, 2024 and signed by Governor Pillen on March 5, 2024. This bill updated the Occupational Board Reform Act. The preliminary criminal history review requirements no longer apply to the Board. The changes to Title 298 harmonize the language in Title 298 with the changes made to the Occupational Board Reform Act. Specifically, the procedures for administration of the preliminary criminal history review are removed in Chapter 1.

It is the Board's priority to reduce unnecessary regulatory burdens and remove barriers to entry into the real property appraiser profession. In addition to updating examination requirements to allow for the National Uniform Licensing and Certification Examination to be completed within, and valid for, twenty-four months, and the removal of the random fingerprint audit program for real property appraiser renewal applicants, allowable real property appraisal practice experience obtained in another jurisdiction for credentialing is increased from 50% to 100% in Chapter 2.

During the drafting of the Title 298 changes, emphasis was placed on the effectiveness of existing regulations, the clarity and applicability of the language, and the public's rights and welfare. The following changes were made to Title 298 for this purpose:

- The definition of course is updated to clarify that an activity offered in a conference setting is not a course in Chapter 1;
- Language is added to clarify that a person who obtains real property appraisal practice experience through participation in a PAREA program is not required to be a credential holder in Nebraska in Chapter 2;
- The requirements for experience obtained in another jurisdiction do not apply to a person who obtains real property appraisal practice experience through participation in a PAREA program in Chapter 2;
- The signature and attribution requirements do not apply to a person who obtains real property appraisal practice experience through participation in a PAREA program in Chapter 2;



Blooming Soapweed (Yucca glauca) along Cheyenne Butte Trail at Fort Robinson State Park in Sioux County and Dawes County. Photo credit: Nebraskaland Magazine/Nebraska Game and Parks Commission

- Language is added to clarify that real property appraisal practice experience obtained through the completion of a PAREA program must be qualified real property appraisal practice experience and is subject to the Board's review and determination of acceptability in Chapter 2;
- Language is expanded to clarify that real property appraisal practice experience obtained through participation in a PAREA program does not require a client in the traditional sense in Chapter 2;
- The real property appraisal practice experience log requirements are updated to emphasize that a description of the scope of review for supervisory real property appraiser or appraiser-in-charge is required in Chapter 2;
- Education provider requirements are updated to clarify that education providers may surrender approval of education activities without a Board action in Chapter 6;
- Education hour approval is more clearly defined to account for education activities submitted in a scheduled or non-scheduled format in chapter 6;
- The procedure for the Board to rescind approval of an education activity is streamlined to reduce the length of time needed to rescind approval of an education activity in Chapter 6;
- "Real property appraiser and client" is added to better clarify what type of communication contributes to a credential holder's development of real property appraiser related skill, knowledge, and competency for continuing education credit and "Valuation bias, fair housing, and/or equal opportunity" is amended to "Valuation bias and fair housing laws and regulations" in Chapter 6;
- Language is updated to include "an appraiser credential" to better define an instructor that holds an appraiser credential in any other jurisdiction as other jurisdictions may utilize a different name for a real property appraiser in Chapter 6;
- The instructor qualifications for those holding a credential are updated from three years to five years for the period that an instructor may not have had disciplinary action taken against their credential, or have a credential revoked, suspended, or have surrendered a credential in lieu of disciplinary action in Chapter 6; and
- Procedures are added for a person to obtain a copy of the national criminal history record if the record is the basis for the filing of a grievance against that person pursuant to N.R.S. § 76-3207 in the AMC Registration Act to ensure that the Board's procedures meet the intent of the Federal Bureau of Investigation's requirement that a person is entitled to a copy of the result and has an opportunity to dispute the result in Chapter 8.

Finally, non-substantial changes are made throughout Title 298 for the purpose of clarification or consistency. Examples include capitalizing "B" in Board, updating language to utilize a defined term where appropriate, making grammatical changes that have no effect on the application of the language, and updating statutory references.

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



Shell Lake Wildlife Management Area in the Sandhills of Cherry County. Photo credit: Nebraskaland Magazine/Nebraska Game and Parks Commission

2026-27 Credential Renewal Reminder and Information

By Karen Loll, Licensing Programs Manager

Real property appraiser credential renewal applications ("renewal applications") are due November 30, 2025. If your Nebraska credential expires December 31, 2025, and you have not renewed your credential, please take note.

Yellow postcards and emails were sent in early July to all real property appraisers whose credentials expire December 31, 2025, with directions for downloading the paper renewal application form from the Board's website at appraiser.ne.gov (see yellow highlights in picture at bottom of this page), and how to access the online renewal application through Appraiser Login via Centurion (see yellow highlights in picture at bottom of this page and in picture on the next page). Additional information related to updating contact information and completing the online renewal application in Appraiser Login can be found in the Winter 2021 edition of The Nebraska Appraiser feature article "NRPAB Appraiser Login Expanded to Include Online Real Property Appraiser Renewal Application and Contact Information Self-Service Interface," found on the Board's website at https:/ appraiser.ne.gov/newsletters_and_memos/2021/ TheNebraskaAppraiserWinter2021.pdf. Centurion was recently updated to the third-generation platform to add additional security and functionality. If you have an existing Appraiser Login account, Centurion 3 requires a conversion to the new platform. Additional information related to the Centurion 3 upgrade can be found in the Quick Hits section of this newsletter. If you have any questions regarding Appraiser Login, the online renewal application, or the contact information interface, please feel free to contact the Board's office by phone at 402-471-9015, or by email at nrpab.AppraiserLogin@nebraska.gov.

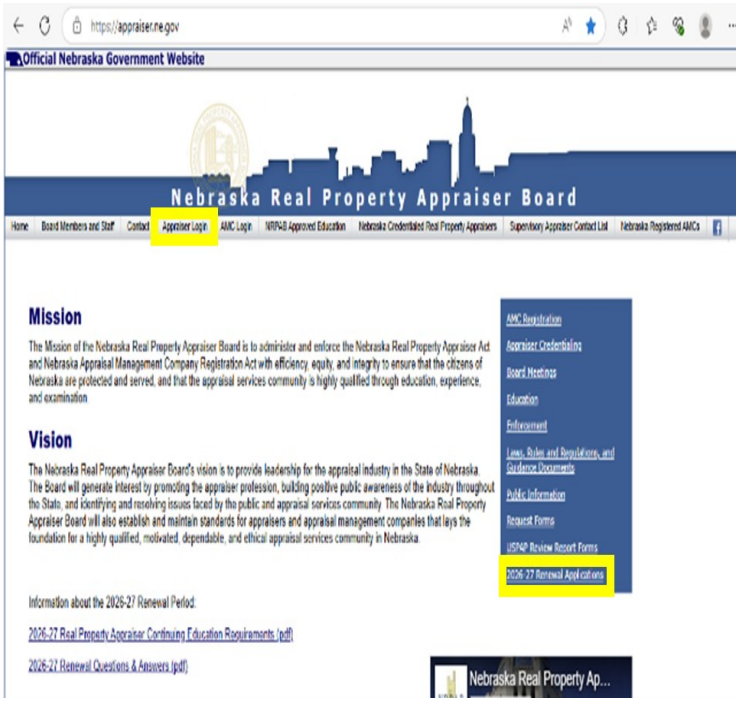
All online renewal applications must be submitted with a date stamp prior to December 1, 2025. All required continuing education completion certificates and supporting documentation must be submitted to the NRPAB through the Education Submission Portal found in Appraiser Login, or by email prior to submission of the online renewal application. All paper renewal applications, along with all required documents, must be mailed to the Board's office and postmarked prior to December 1, 2025, to be considered timely. Paper renewal applications must include:

- A completed 2026-27 Application for Renewal of Nebraska Real Property Appraiser Credential;
- Explanations and copies of documents for all "YES" answers to disciplinary questions;
- All fees; and
- All required continuing education completion certificates and supporting documentation (if not already submitted to and approved by the NRPAB through the Education Submission Portal found in Appraiser Login or by email).

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

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

Please note that the renewal fee has increased by $25.00 per year ($50.00 for a 2-year renewal application).



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

If a complete online renewal application is not submitted with a date stamp prior to December 1, 2025, or a paper real property appraiser renewal application, along with all required documents, is not received at the Board's office postmarked prior to December 1, 2025, a credential holder will have until July 1, 2026 to meet the requirements for renewal. A late processing fee of $25.00 will be assessed for each month or portion of a month the credential is not renewed beginning on December 1, 2025. (The late processing fee does not apply until January 1, 2026 for new or upgraded credentials issued on or after November 1, 2025.) Also, for an online renewal application, if an incorrect routing or account number is entered for an EFW payment, a $20.00 fee will be assessed for ACH return expenses charged to the Board by the Nebraska State Treasurer's Office. The same $20.00 fee applies to checks returned for insufficient funds.

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

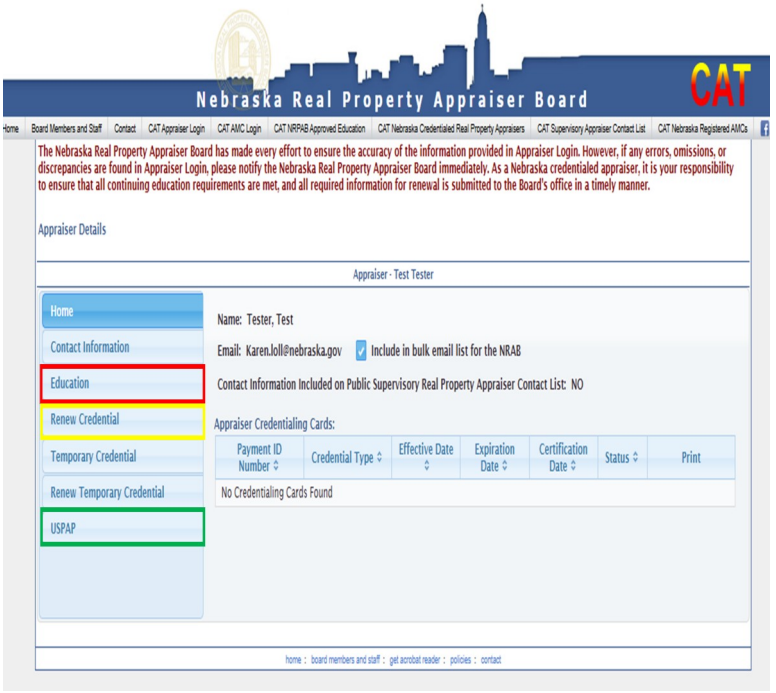
Information regarding the CE requirements is available in Appraiser Login in the Education Interface ("Education" button on the left side of the page - highlighted in red in the picture on this page). Log into Appraiser Login and select the "Nebraska Real Property Appraiser Continuing Education Requirements"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

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

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

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

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



2025 NRPAB Strategic Planning Meeting Summary

By Tyler Kohtz, Director

The Board held its strategic planning meeting on June 17, 2025. At this meeting, the Board discussed the previous fiscal year and established its short-term and long-term goals and objectives for the future.

The Board identified the following as accomplishments for the 2024-2025 fiscal year:

- LB139 was passed by the Legislature. LB139 updates the Real Property Appraiser Act and the Appraisal Management Company Registration Act to allow the use of a conditional dismissal in lieu of disciplinary action. This option will be available to the Board beginning September 2, 2025.
- The adopted changes to Title 298, which harmonizes 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, add a fee schedule, and incorporates changes made to the Real Property Appraiser Qualification and CAP Guidelines, were approved by Governor Pillen on June 18, 2025 and are effective as of June 23, 2025.
- The Board applied for and was awarded an ASC SARAS Grant in the amount of $58,033.00 for the Director's AARO Conference attendance and development of an online temporary application with review interface in the NRPAB Database. This new application went live on July 1, 2025.
- The ASC compliance review of the Board's programs was completed in March of this year; the Appraiser Program and AMC Program, were each awarded the ASC Finding of "Excellent."
- The Board obtained a second Special Assistant Attorney General. Jim Titus and Eric Knutson of Peetz, Koerwitz, and Lafleur, PC LLO entered into a contract with the Board and were appointed by the Attorney General's Office.
- Real property appraiser renewals were once again completed with a significant period of being short staffed. There was no disruption to the public or the real property appraiser community during this period.
- The Board received full funding as requested in its 2025-2027 Biennial Budget Request for the next biennium.

The Board also had many productive discussions concerning the future and the goals and objectives for the 2025-2026 fiscal year. The Board's short-term goals and objectives include:

- Adopt Title 298 changes to implement the Real Property Appraiser Qualification Criteria effective January 1, 2026 for real property appraisers credentialed prior to January 1, 2026, that upgrade to a higher classification after January 1, 2026, and to implement the CHRC Fee changes as increased by the Nebraska State Patrol;
- For real property appraiser and AMC applications available online, explore offering paper applications upon request only for processing fee;
- Explore use of SARAS Grant to increase the number of Nebraska resident real property appraisers;
- Explore separate fee structure for credentialing through reciprocity;
- Review current AMC fees;
- Reach out to Nebraska community colleges with real estate degree programs to gauge interest in obtaining AQB CAP Approval;
- Populate the Disciplinary History Search with all real property appraiser and AMC disciplinary action history for active credential and registration holders;



- Utilize SARAS Grant for development and implementation of online real property appraiser reciprocity application and NRPAB Database interface, and development and of online education applications and NRPAB Database interface; and
- Submit Budget Deficit Request for $12,263.00 deficit to Health Insurance Expenses for FY2025-26, and for $12,876.00 deficit to Health Insurance Expenses for FY2026-27, due to 18.5% cost of insurance increase to the agency as notified by DAS on June 13, 2025.

Finally, the Board reviewed its long-term goals and objectives for the 2025-2026 fiscal year. The Board's long-term goals and objectives include:

- Address changes to USPAP, Real Property Appraiser Qualifications Criteria, ASC Policy Statements, AQB CAP Program Guidelines, and Title XI as required;
- Harmonize Title 298 with the changes made to the Nebraska Real Property Appraiser Act and Appraisal Management Company Registration Act as needed;
- Continue to 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;
- Continue to adopt Guidance Documents for public advisement concerning interpretation of statutes and rules, and retire Guidance Documents that are no longer relevant;
- 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;
- Monitor real property appraiser credential renewal dates;
- Encourage trainee real property appraisers who intend to engage in real property appraisal practice pertaining to agricultural real property upon credentialing as a certified general real property appraiser 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;

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Phone: 402-471-9015
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Website: appraiser.ne.gov

Visit NRPAB on Facebook

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appraisalfoundation.org

APPRAISAL SUBCOMMITTEE FFIEC

What's new at the Appraisal Subcommittee?
asc.gov

AARO

What's new at the AARO?
aaro.net

- Request that supervisory real property appraisers with trainee real property appraisers who intend to engage in real property appraisal practice pertaining to agricultural real property upon credentialing as a certified general real property appraiser encourage their trainee real property appraisers to complete agricultural-based qualifying education offered by an education provider with an expertise in agricultural appraisal in approval letter sent to supervisory real property appraisers;

- Continue updating the policies and procedures documents as needed to ensure compliance with state policy changes, NAPE/ASFCME contract changes, and to address general work environment needs and/or changes;

- Encourage development of Memos from the Board, Facebook posts, and The Nebraska Appraiser articles that contain facts of interest to the appraiser community;

- 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, which includes information related to state and federal regulations, credentialing and registration requirements, renewal information, education information, board policies and procedures, documents posted to the NRPAB website, meeting information, and other information that affects the industry;

- Continue 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;

- 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;

- Continue utilization of the NRPAB Facebook page to disseminate important information in a timely manner that that appraisal business community and general public would otherwise not be aware of, such as documents posted to the NRPAB website, meeting information, and NRPAB policy and business information;

- Continue to monitor the effectiveness of current NRPAB website, repair bugs, and make improvements and add enhancements needed to address functionality or use;

- 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;

- Continue to monitor the effectiveness of current NRPAB database, repair bugs, and make improvements and add enhancements needed to address program or use changes;

- Explore online real property appraiser through E,E,&E initial applications, AMC initial application, and other services that require payment of a fee;

- Explore use of AI for business functions to automate tasks and for data analysis; and

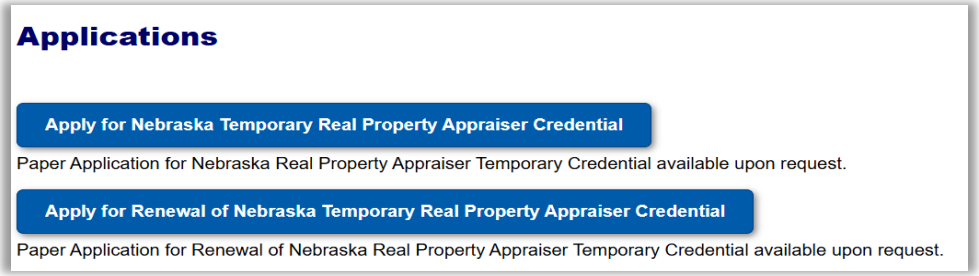
- Explore use of SARAS Grant to develop application in NRPAB Database to accept credit card payments through credit card vendor for online applications.

More information on the Board's 2025 strategic planning meeting can be found in the June 17, 2025 meeting minutes located on the Board's website at: https://appraiser.ne.gov/meetings minutes/2025/250617_Strategic_Planning_Minutes.pdf.



NRPAB Quick Hits

- The Appraisal Subcommittee (ASC) of the Federal Financial Institutions Examination Council makes awards through State Appraiser Regulatory Agencies Support (SARAS) Grants to support the efforts of eligible state agencies to comply with Title XI. On September 3, 2024, the Board submitted its first ever application to the ASC for a SARAS Grant through the end of Fiscal Year 2026-27. The Board received a Notice of Grant Award in the amount of $58,033.00 for Fiscal Year 2024-25 that includes an approved budget for the Director's attendance of, and travel to and from, the 2024 Fall AARO Conference; attendance of the 2025 Spring AARO Conference; and to migrate temporary real property appraiser applications online. The online temporary real property appraiser application and NRPAB Database has been successfully completed. The Application for Nebraska Real Property Appraiser Temporary Credential can be found on the Board's website at https://appraiser.ne.gov/Appraiser_Credentialing/ (see picture below).



- During the past twelve years, the Board has identified cost savings through the increased use of technology, program evaluation, and now utilization of SARAS Grants. During this time, the Board has not increased any program fees. The Board's budget has increased by an average of approximately 2% per year through 2023 (higher in 2024 due to addition of Business Programs Manager position), while the number of credentialed real property appraisers has remained static, and the number of registered AMCs has declined significantly. The Board has exercised great financial discipline (expenditures are regularly 10% below budgeted) and will continue to do so into the future. However, a decade of incremental budget increases; the static number of credentialed appraisers; the decline in registered AMCs; a spike in employee benefit costs; and the pending cash fund transfers approved by the Nebraska State Legislature of $150,000.00 from the Appraiser Fund, and $100,000.00 from the AMC Fund, to the State's General Fund, leaves the Board with no clear cost saving options. The changes to Title 298 that became effective on June 23, 2025, implements a fee schedule for incremental increases to the credential application fee, renewal credentialing fee, temporary credential application fee, and temporary credentialing fee, AMC registration renewal fee, qualifying education activity fee, continuing education activity fee, and supervisory real property appraiser and trainee course fee through FY2027-28. The Board is required to have a minimum cash fund balance policy for both the Appraiser Fund and the AMC Fund. The pending cash fund transfers would place both funds below this policy limit. The Board will continue to monitor cash fund balances during the next couple of years. If the cash fund balances are not restored to the policy limits, the Board must consider additional fee increases beyond FY2027-28. If you have any questions about the fee increases, or the Board's cash fund balances, please contact Director Kohtz by phone at 402-471-9015 or by email at tyler.kohtz@nebraska.gov.

NRPAB
Nebraska Real Property Appraiser Board

Board Members

Chairperson of the Board
Cody Gerdes, Lincoln
Certified General Appraiser
1st District Representative
Term Expires: January 1, 2026

Vice-Chairperson of the Board
Kevin P. Hermsen, Gretna
Certified General Appraiser
2nd 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

Board Member
Adam Batie, Kearney
Certified General Appraiser
3rd District Representative
Term Expires: January 1, 2030

NRPAB Quick Hits

- Centurion was recently updated to the third generation platform to add additional security and functionality. If you have an existing Appraiser Login account, Centurion 3 requires a conversion to the new platform. There are two guidance videos located on the Appraiser Login landing page, one for existing Appraiser Login users with a Centurion profile, and one for creating a new Centurion profile to create a new Appraiser Login account. If you have an existing Appraiser Login account, Centurion will recognize the email address in Appraiser Login and convert to the new platform automatically (the email address entered when logging in must match the email address currently in Appraiser Login). It is important to note, if you have logged into Appraiser Login previously, do not create a new Centurion profile. This results in additional work for staff to remove the existing Centurion profile and link your new Centurion profile with your existing Appraiser Login account. If your email address has changed from that existing in Appraiser Login, please log in under the old email address and then change the email address to the new address in your Centurion profile and in Appraiser Login. Please contact the Board's office by phone at 402-471-9015 or by email at nrpab.appraiserlogin@nebraska.gov for questions or assistance. The Centurion 3 update for the AMC Login is expected to take place at a future time during this current fiscal year.

- Compliance Update
  - Between the months of April and June, grievances were filed against three Nebraska credentialed real property appraises. During this time, one grievance was dismissed with prejudice.
  - Between the months of April and June, no grievances were filed against any appraisal management companies. During this time, disciplinary action was taken against two appraisal management companies.



- The Nebraska Real Property Appraiser Board retired Guidance Document 23-01, and adopted no new guidance documents, between April and June. All Guidance Documents are available for viewing on the Board's website at: https://appraiser.ne.gov/guidance_documents.html.

- On June 22, 2023, the Appraiser Qualifications Board of The Appraisal Foundation adopted modifications to the Real Property Appraiser Qualification Criteria ("Criteria") that requires all applicants for credentialing as a real property appraiser and all active real property appraisers complete valuation bias and fair housing laws and regulations courses. LB992 updated the Nebraska Real Property Appraiser Act to implement the Criteria effective on January 1, 2026. The Board is currently accepting applications from education providers for the qualifying education eight-hour valuation bias and fair housing laws and regulations course, the continuing education seven-hour valuation bias and fair housing laws and regulations course, and the continuing education four-hour valuation bias and fair housing laws and regulations course. The qualifying education courses will be made available for public consumption as soon as approved by the Board. The continuing education courses will be made available public consumption on January 1, 2026.

  Any application for credentialing as a real property appraiser in Nebraska, regardless of if the application is for an initial credential or an upgrade to a higher classification, must include eight hours of valuation bias and fair housing laws and regulations qualifying education after December 31, 2025. The Board will utilize the postmark date to determine if eight hours of valuation bias and fair housing laws and regulations qualifying education is required for the application. All other requirements for approval as qualifying education apply.

(Continued on next page)

NRPAB Quick Hits

Beginning January 1, 2026, the continuing education requirements for all Nebraska real property appraisers are amended to include that the valuation bias and fair housing laws and regulations course be completed once every two years. The seven-hour valuation bias and fair housing laws and regulations course is required for any credential holder who has not successfully completed the eight-hour valuation bias and fair housing laws and regulations course required to qualify for a credential as a real property appraiser, and the four-hour valuation bias and fair housing laws and regulations course is required for any credential holder who has successfully completed the seven-hour valuation bias and fair housing laws and regulations course or the qualifying education eight-hour valuation bias and fair housing laws and regulations course. If you hold an active credential on January 1, 2026, you must successfully complete the eight-hour valuation bias and fair housing laws and regulations course or the seven -hour valuation bias and fair housing laws and regulations course on or before December 31, 2027. All other requirements for continuing education approval apply.

If you have any questions about the valuation bias and fair housing laws and regulations courses, please contact Education Program Manager Kashinda Sims by phone at 402-471-9022 or by email at nrpab.education@nebraska.gov.

Who's New?

The Nebraska Real Property Appraiser Board congratulates the following individuals who received real property appraiser credentials, and the organizations newly registered as appraisal management companies, between April and June of 2025.

Trainee Real Property Appraisers

Freeman, Dalton, Norfolk, NE – T2025005
Davis, Amber, Lincoln, NE – T2025006
Emery, Brody, Grand Island, NE – T2025007

Licensed Residential Real Property Appraisers

Riggle, Mark, Omaha, NE – L2025001
Euse, Troy, Duncan, NE – L2025002

Certified Residential Real Property Appraisers

Remer, Daniel, Ida Grove, IA – CR2025006R
Colling, Rebecca, Scottsbluff, NE – CR2025007R
Lamon, Daniel, Omaha, NE – CR2025008

Certified General Real Property Appraisers

Chojar, Abby, Chicago, IL – CG2025008R
Swan, Jordan, York, NE – CG2025009

Appraisal Management Companies

Exactus Appraisal Management, LLC,
O'Fallon, MO—CG2025002

Have questions? We have answers!

Questions related to appraisal management company registration and renewal: nrpab.amc@nebraska.gov

Questions related to AMC Login: nrpab.amclogin@nebraska.gov

Questions related to real property appraiser credentialing: nrpab.credentialing@nebraska.gov

Questions related to real property appraiser credential renewal: nrpab.renewals@nebraska.gov

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

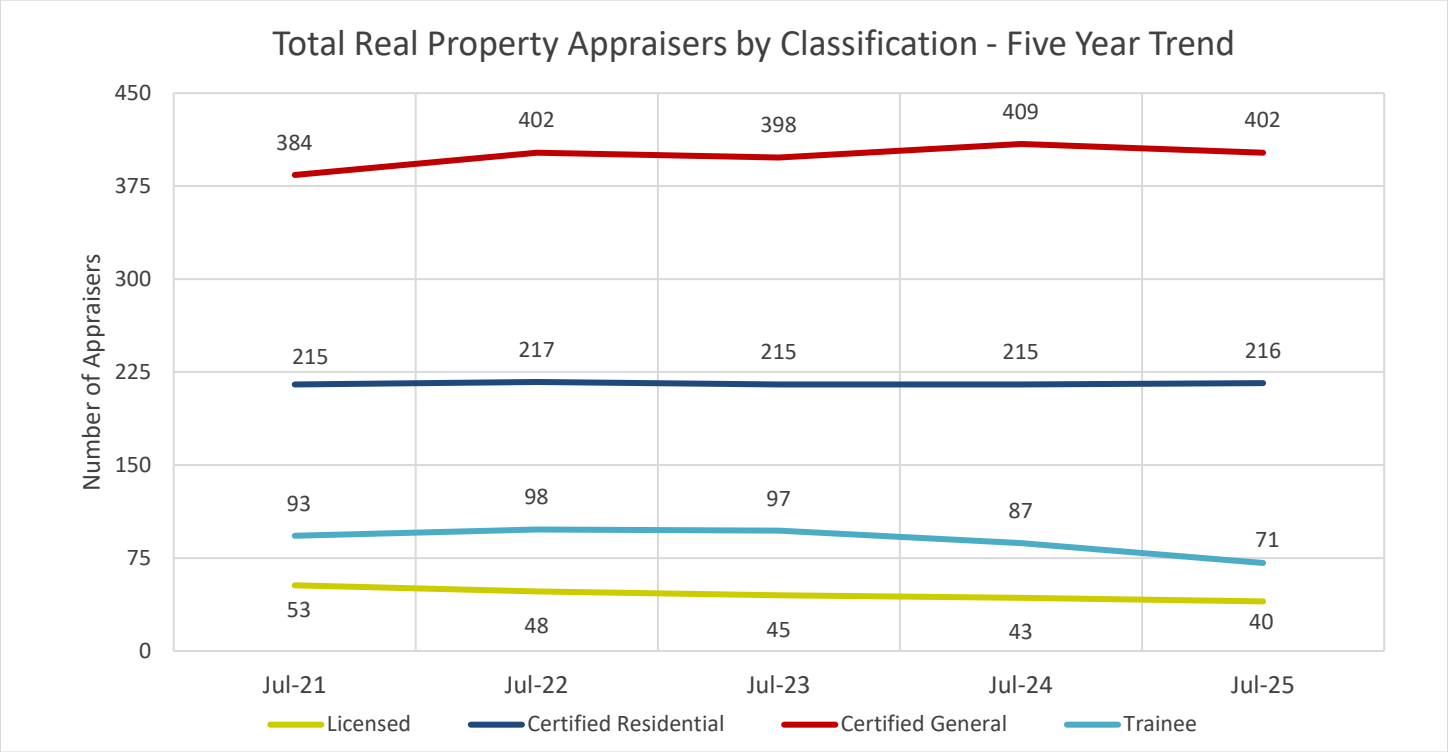
Questions related to investigations, or how to file a grievance: nrpab.compliance@nebraska.gov

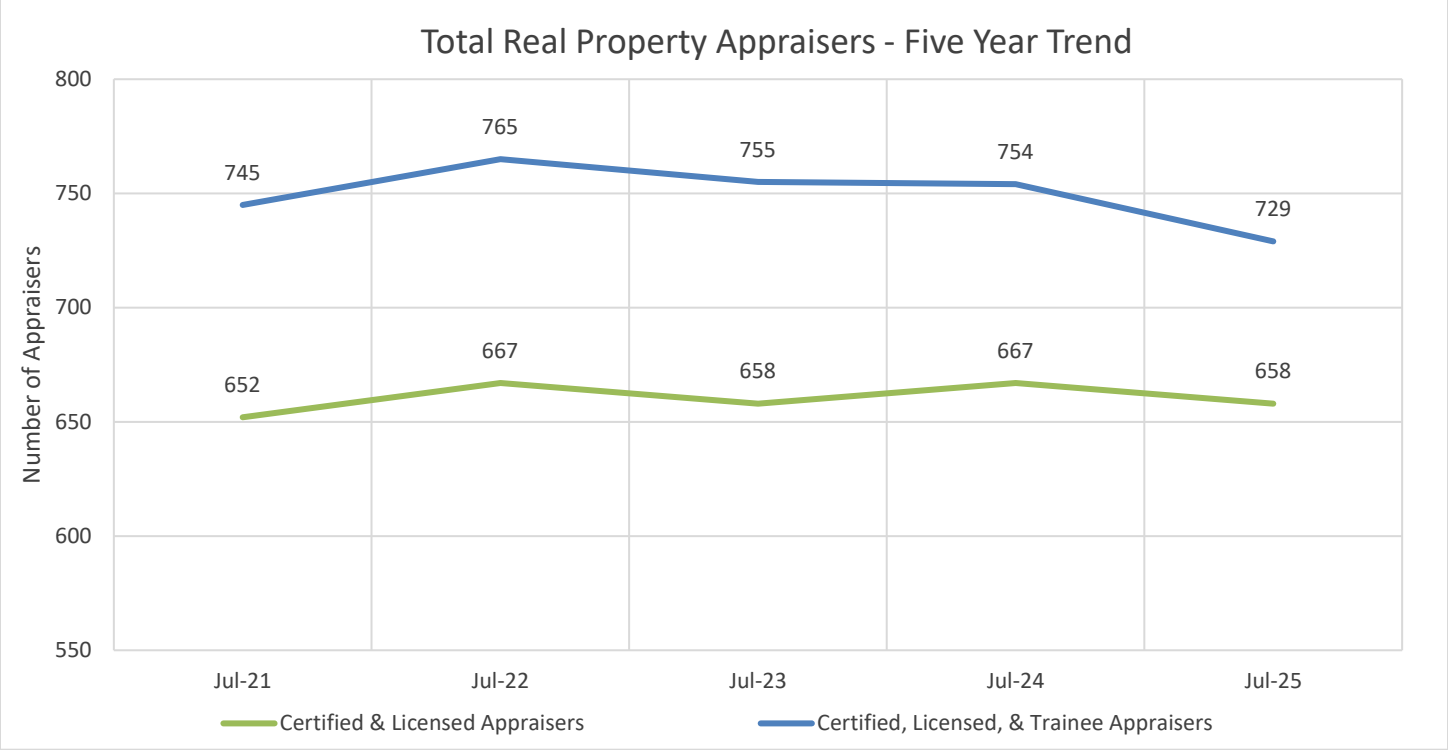
Questions related to Appraiser Login: nrpab.AppraiserLogin@nebraska.gov

General Questions: nrpab.questions@nebraska.gov.

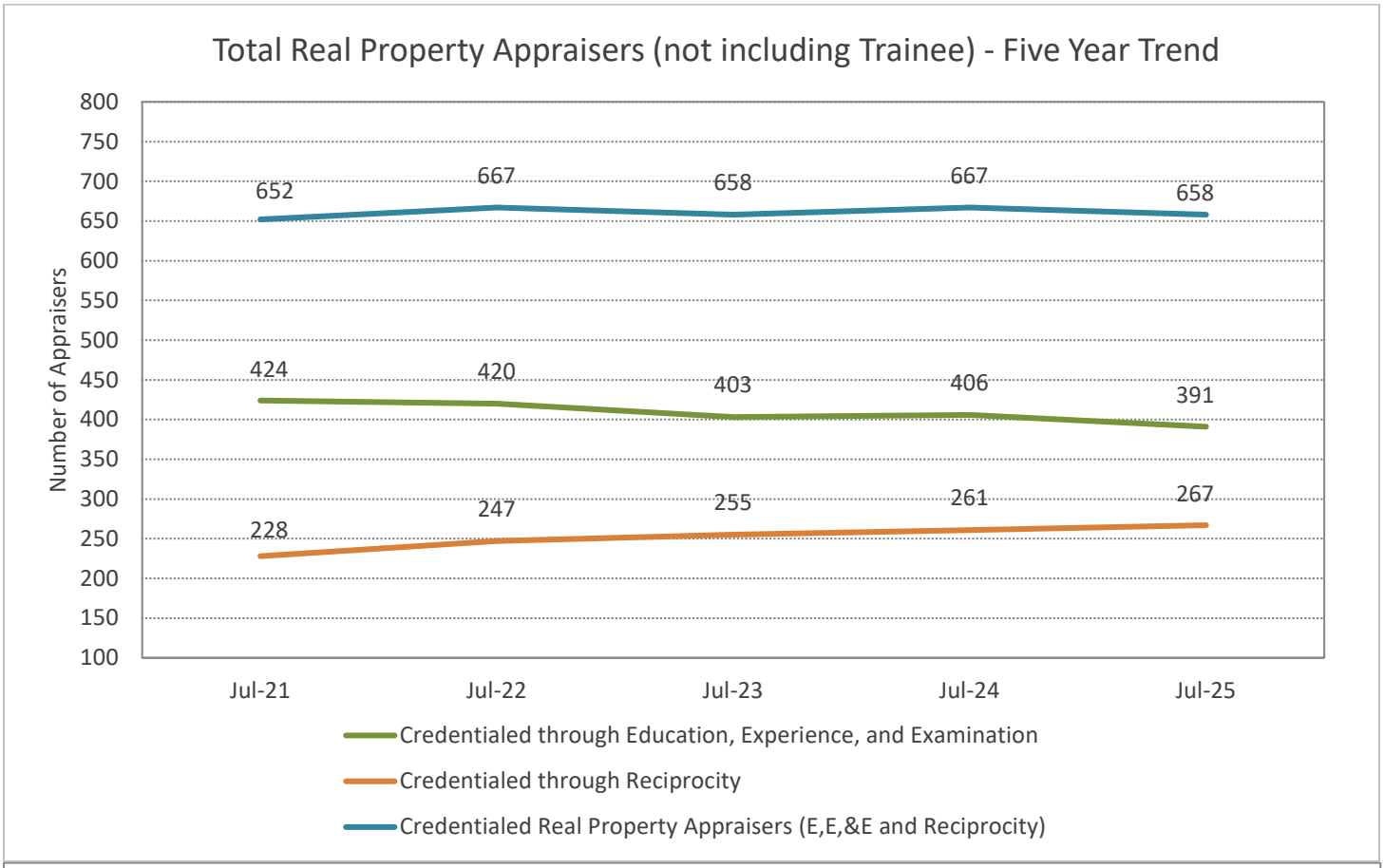
Real Property Appraiser and AMC Numbers and Trends as of July 1, 2025

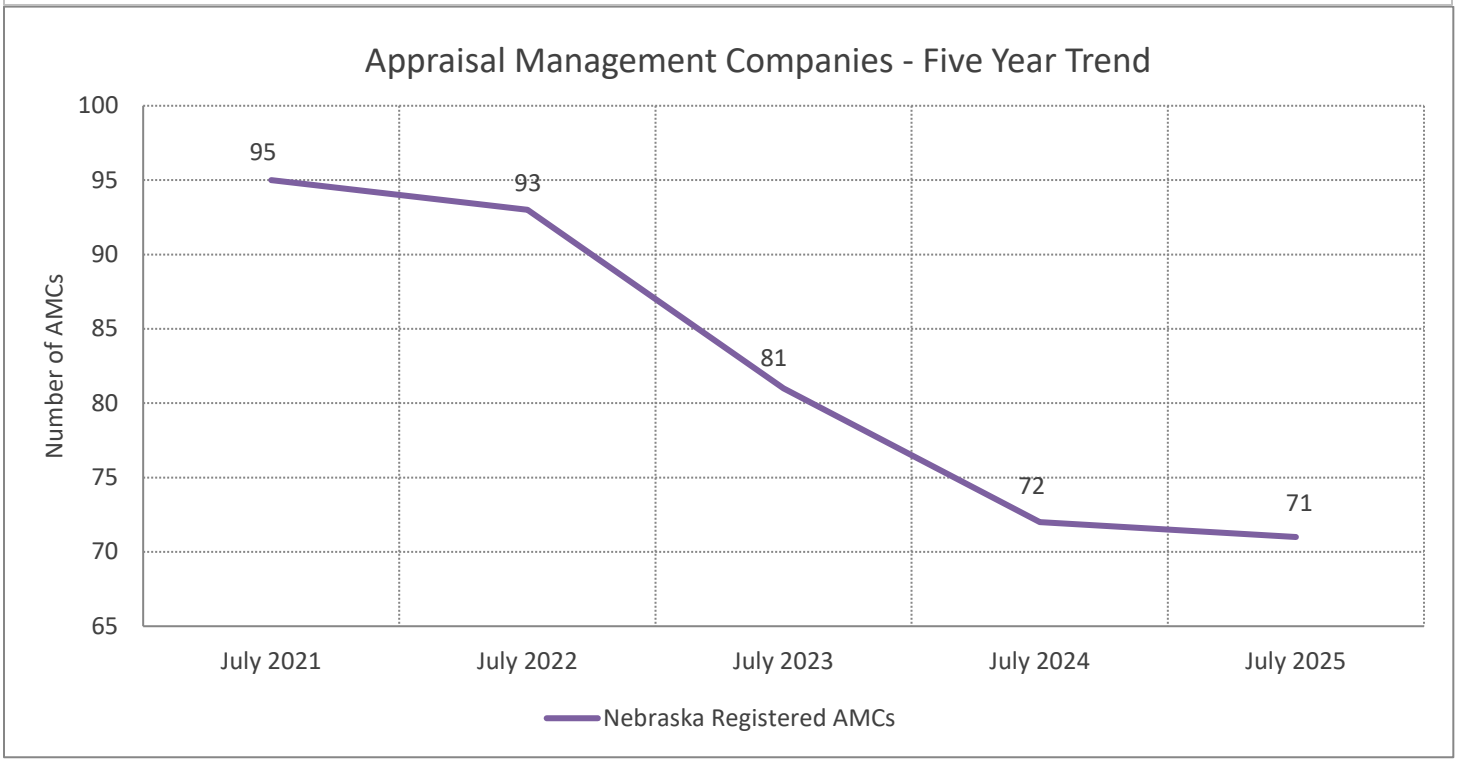
The charts below outline the five-year trend for the number of Nebraska credentialed real property appraisers and Nebraska registered appraisal management companies as of July 1, 2025. There are currently 658 licensed residential, certified residential, and certified general real property appraisers in Nebraska, and 71 credentialed trainee real property appraisers. In addition, there are currently 71 appraisal management companies registered in Nebraska.





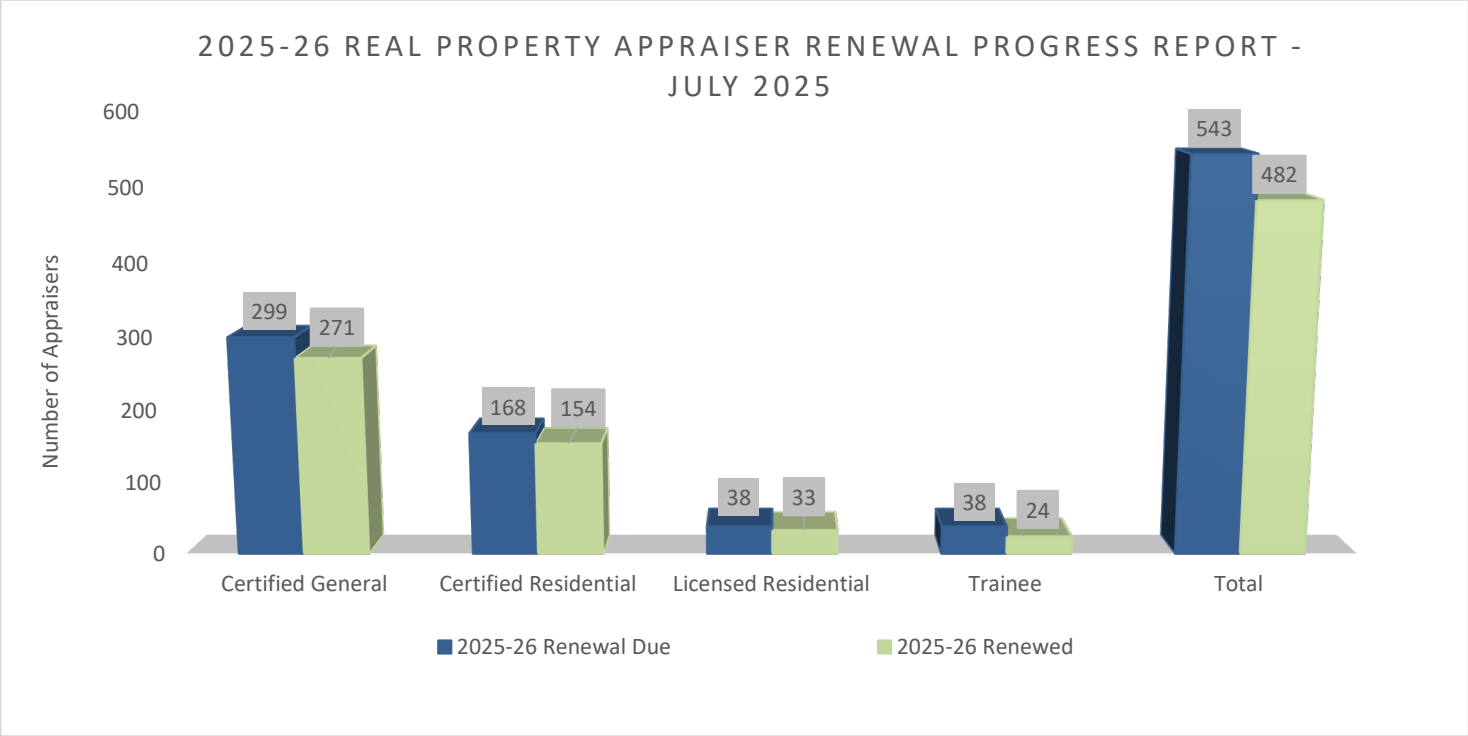
Real Property Appraiser and AMC Numbers and Trends as of July 1, 2025 (Continued)

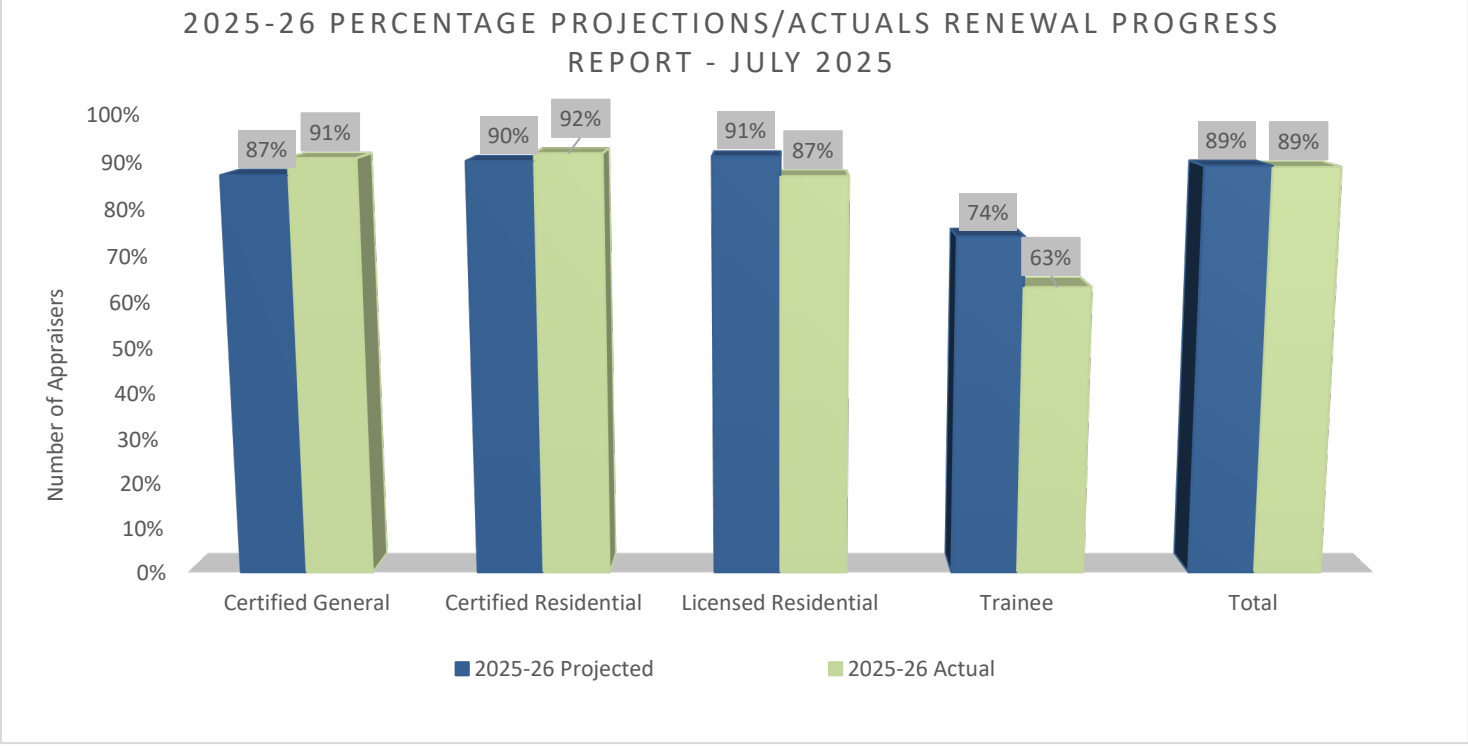




Real Property Appraiser Renewal Counts and Percentages as of July 2025

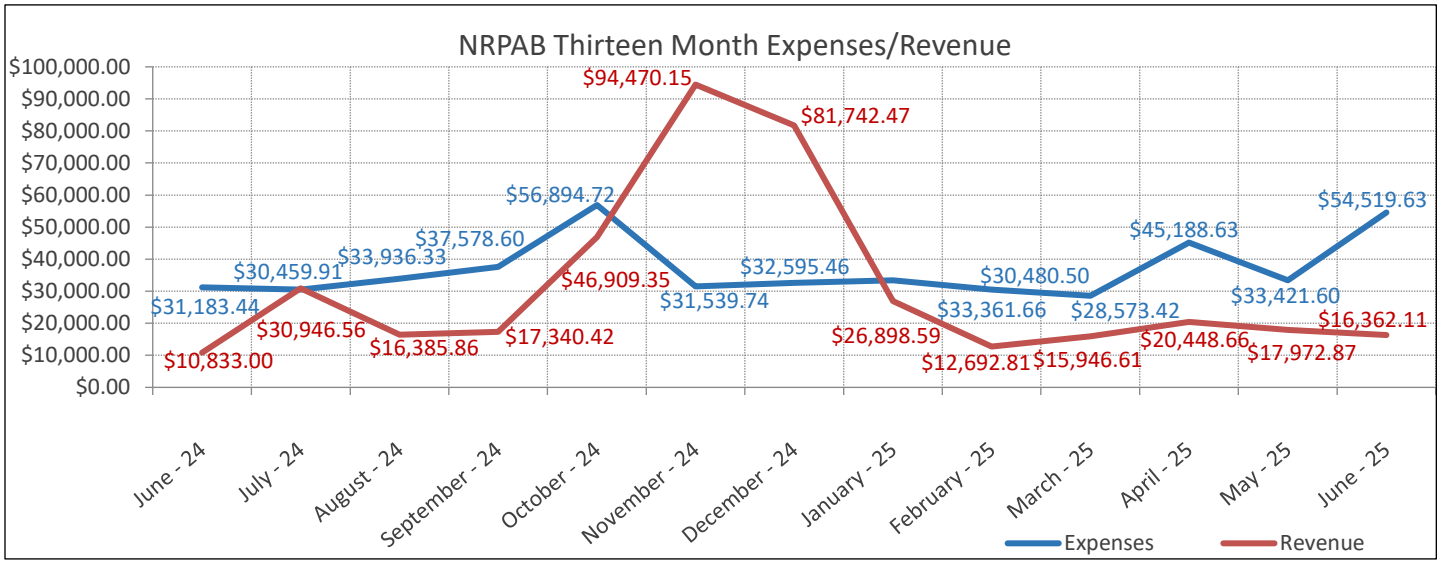
The charts below outline the real property appraiser renewal counts and percentages as of July 2025. There were 543 trainee, licensed residential, certified residential, and certified general real property appraiser renewals due, and 482 credentials were renewed.





NRPAB Financial Snapshot as of June 30, 2025

The 2024-25 Fiscal Year ended with $448,550.20 in expenditures and $398,116.46 in receivables. As of the end of June, actual expenses registered at 86.82% of the budgeted expenditures; revenues finished at 105.89% of projected revenues. The fiscal year ended with most expenditures within the projected budget range. However, cost savings are attributed to low expenditures for a few accounts finishing below budget; Office supplies (21.56%) due low purchase volume; CIO charges (69.33%) due to efficient technology project development and implementation; legal services (19.48%) and legal related expenditures (1%) due to the reduced need to utilize the Board's Special Assistant Attorney General because of the Board's effective compliance program; and travel costs (63.73%) due to reduced board member travel between December and March. Other contractual services (106.67%) exceeded budget projections due to increased appraiser applicant review service fees for complex appraisal review assignments. Overall, revenues finished strong. AMC Program revenues were particularly strong with new AMC registrations (300%), AMC application fees (300%), and AMC renewals (101.52%). The certified general classification (107.11%) led to real property appraiser renewal fees finishing above projections for the Appraiser Program. Real property appraiser new fees were within projections and education activity revenues finished below projections; qualifying education courses (53.13%), new continuing education activities (86%), and continuing education renewals (60%). More details regarding the Board's fiscal year end can be found in the July 17, 2025 meeting minutes located on the Board's website at https://appraiser.ne.gov/meetings/minutes/index.html





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.



Greetings!

You often hear us mention just how many incredible ways there are to get involved with the work of The Appraisal Foundation. From boards and councils to panels and partnership, the possibilities are wide-ranging.

But this year, we debuted a new way for organizations, or even individuals, to get more involved in our work and have a direct hand in moving the profession forward: Contributors.

Contributors are those who have a particular project they want to pursue that the Foundation can bring to life using our deep expertise and networks or those who simply want to support the ongoing work of our boards. These individuals or groups provide monetary support, and, if their focus is a particular project, input on how the Foundation should use those funds to meet the needs of current or aspiring appraisers.

One such example is our very first Contributor, the Farm Credit Council. Farm Credit came to us with a request to help lay the groundwork for a rural appraisal practicum. With the support of their subject matter experts and funding, our team launched an exciting project to develop a beta-phase framework and implementation guide for a modular practicum course focused on rural and agricultural properties.

This framework represents a foundational starting point meant to guide education providers as they build their own practicum courses. Rather than a full course or turnkey solution, once it becomes available later this year, this document will offer a structured example assignment, teaching resources, and implementation strategies that can be adapted to meet training needs.

We are incredibly appreciative of Farm Credit's trailblazing efforts to kickstart this important initiative and to help open new experience pathways for aspiring rural appraisers.

If you or your organization are interested in contributing to a

In This Newsletter

From the President's Desk: Contribute to the appraisal profession of tomorrow

Panel applications are open

Partner Spotlight

Appraiser Talk

Upcoming Events

September 4: ASB Public Meeting

September 17: CARE Meeting

September 18: IAC Meeting

October 14-16: Board of Trustees Meeting

Contact Us

T 202-347-7722

info@appraisalfoundation.org

www.appraisalfoundation.org

Follow Us

project like this one or simply in deepening your support of the Foundation's work, I hope you will consider reaching out to our team to learn more. We would love to chat with you about how we can carry out this important mission together.

Let's Make it a Great Month!
Kelly Davids
President

Panel applications are open

Both of the Foundation's resource panels are accepting applications through September 1st.

These panels rely on a constant stream of new talent from across the profession to carry out their work to uphold public trust and advance standards of excellence. We need dedicated people like you with a heart for the profession to consider dedicating your time and skills to our work.

Check out the list below to access the application for the group you think best fits your skills and interests.

- **Business Valuation Resource Panel**
- **Personal Property Resource Panel**

Partner Spotlight

Appraisal Institute
The Appraisal Institute's nationwide roadshow for the Appraiser's Guide to the New URAR is still rolling, with new course offerings and locations added regularly. Now's the time to prepare—check the schedule and make plans to attend: https://www.appraisalinstitute.org/education/search/appraisers-guide-to-new-urar.

Appraisers' Coalition of Washington
To help appraisers get ready for UAD 3.6, the Appraisers' Coalition of Washington along with the Seattle Chapter of the Appraisal Institute are hosting a roundtable discussion about using technology in your appraisal assignment. This will include using a mobile device in the field for the inspection and using new tools at your desk before you go, to help you be more productive. We will have expert advice and demonstrations from appraisers who have been using technology for the past 10+ years.

The free event will be on Aug 20, 2025, in the Bothell area. Register here: www.acow-wa.org.

American Society of Appraisers (ASA)/Royal Institute of Chartered Surveyors (RICS) Collaboration:
The Institute of Valuers and Appraisers, Singapore (IVAS), in collaboration with the American Society of Appraisers (ASA), Chartered Business Valuators Institute (CBV Institute), and the Royal Institution of Chartered Surveyors (RICS), invites you to participate in a public consultation on the proposed *Intangible*

Asset Valuation Guidelines (the “Guide”). This Guide is the result of a joint initiative by the aforementioned organizations.

Intangible assets are increasingly central to enterprise value and play a critical role in licensing, investment, and financing decisions. As such, a robust, credible, and harmonized approach to their valuation is essential.

The Guide has been developed to supplement existing standards by offering best practice guidance that supports consistent and trusted valuation practices. It is intended to be read in conjunction with the International Valuation Standards (IVS) 2025, which provide the overarching valuation framework.

To ensure the Guide is clear, comprehensive, and aligned with current best practices globally, we welcome your feedback. Please review the consultation paper and submit your comments through this link (EY has been engaged to administer the consultation process).

The public consultation period will close on 12 September 2025.

Your insights and expertise will be invaluable in shaping a globally consistent approach to intangible asset valuation.

American Society of Appraisers (ASA)
Explore highlighted American Society of Appraiser Personal Property courses this August and September, including:

- PP203 Communication of a Personal Property Appraisal: Research and Analysis
- PP204 Personal Property Valuation: The Legal and Commercial Environments

Additionally, the 2024-2025 15-Hour and 7-Hour Personal Property USPAP Update Courses are available for Personal Property, Gems & Jewelry, and Machinery & Technical Specialties.

Coming this September, ASA Detroit Chapter is hosting an event centered on Michigan Self-Storage Facilities & Valuation Issues (contact Marie Collias at mcollias@auburnhills.org for more info).

Looking ahead, secure early bird registration (expires on 8/22/25) for the 2025 ASA International Conference on October 19-21 in San Juan, Puerto Rico!

American Society of Farm Managers and Rural Appraisers (ASFMRA)
The American Society of Farm Managers and Rural Appraisers (ASFMRA) is the leading professional association for rural property experts, offering unparalleled education, networking, and professional development opportunities for farm managers, appraisers, and agricultural consultants nationwide.

Our Education Calendar is now fully updated with new classes, seminars, and events designed to keep professionals at the

forefront of rural appraisal and farm management trends. View all upcoming opportunities here: https://www.asfmra.org/education/education-calendar.

Looking ahead, we're gearing up for the 2025 ASFMRA Annual Conference, taking place November 10–12 in Clearwater, Florida. This flagship event will feature industry-leading speakers, top-tier education sessions, and valuable networking opportunities. Registration will be opening soon – mark your calendars and make plans to attend this can't-miss event!"

Collateral Risk Network
Join Us for a Special Two-Day Event in Washington, DC

August 6–7, 2025 | National Association of Home Builders

You're invited to an exclusive opportunity to explore the upcoming UAD 3.6 appraisal reporting changes and engage with industry leaders, policymakers, and experts.

Day 1: Deep dive into the forthcoming UAD 3.6 changes, what they mean for appraisers, lenders, and the broader housing finance system.

Day 2: A featured presentation from Dr. Richard Koss on the latest trends in mortgage data and market dynamics. Direct engagement with Capitol Hill staff on the Renewing Opportunity in the American Dream to Housing Act of 2025, with opportunities for dialogue and input.

REGISTER HERE: https://collateralrisk.org/

International Association of Assessing Officers
The IAAO Experience Credit for Mass Appraisal Work Task Force met in July with The Appraisal Foundation (TAF) State Harmonization Task Force at IAAO Headquarters in Kansas City, MO, to continue joint work on acceptance of mass appraisal experience and other shared goals aimed at reducing barriers to entry to the appraisal profession. The meeting included a conversation with representatives from the Fannie Mae Appraiser Development Initiative to discuss the group's efforts and how all groups can work together to continue to grow the profession.

International Society of Appraisers (ISA)
ISA will host its two specialty courses live online this fall. First the 2025 Antiques, Furnishings & Decorative Arts course featuring our new AF&DA manual and course materials (register here: https://www.isa-appraisers.org/courses/course/2730) and our Appraisal of Fine Arts course live online (register here: https://www.isa-appraisers.org/courses/course/2727) Both courses are open to ISA Members and non-Members. We're also already planning our next conference Assets 2026: Desert Horizons to be in Phoenix in April30 - May 3,2026!

Planning for Assets 2026 is well underway, and the program is shaping up to be one of our most engaging yet. This year's conference will feature a refreshed format, beginning with pre-

conference tours, followed by two full days of education, and concluding with a valuable post-event workshop focused on expert witness training. The event will take place April 30 to May 3, 2026, at the Sheraton Phoenix Downtown, a contemporary venue with excellent meeting spaces, comfortable guest rooms, and easy access to dining, shopping, and entertainment.

Attendees can look forward to curated tours, including a visit to the state-of-the-art Musical Instrument Museum and an evening event at the Museum of the West featuring regional cuisine, music, and a celebration in support of the Education Foundation. A full-day seminar on Sunday will focus on the essential qualifications and preparation needed to serve as an expert witness. The conference will also include a series of general and specialty sessions led by leading professionals in the field. With a dynamic schedule and an ideal setting, Assets 2026 promises to offer meaningful learning, networking, and professional growth.

National Association of Appraisers
NAA is gearing up for our Annual Appraisal Summit (September 27–30, 2025 | Planet Hollywood Resort & Casino, Las Vegas, NV).

The Summit—also co-hosted by Appraiser eLearning—focuses on professional development, market updates, and advocacy. There will be industry-leading speakers and valuable workshops all within a vibrant community of appraisers, regulators, and lenders. For more information, visit our website at https://www.appraisalsummit.net/.

Appraiser Talk

Stay up to date on Appraiser Talk!

You can check out all episodes **here**.

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 Kaufman at amy@appraisalfoundation.org.

About The Appraisal Foundation

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

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View As Webpage

Fannie Mae

Selling + Servicing News



July 16, 2025

Featured News

VantageScore 4.0 Credit Model Updates

On July 8, 2025, U.S. Federal Housing (FHFA) announced that lenders will be able to use the VantageScore® 4.0 credit model or Classic FICO® via the tri-merge credit report requirement. Fannie Mae and Freddie Mac (the GSEs) are working closely with FHFA on next steps and remain committed to a smooth transition for our industry partners. Additional implementation and timing details will be provided as soon as they are available and reflected in an updated version of the Partner Playbook.

Learn more and read FHFA's FAQs

Q.22

View the Credit Score Models and Reports Initiative page

Selling News

Simplify servicing transfers with Quick Exchange

Get ready to streamline your servicing transfers with the Quick Exchange application beginning on Nov. 1. This upgrade will empower you with enhanced self-service capabilities, making it easier to manage transfers in a single application. As we prepare for the retirement of eTransfers on Oct. 31, we'll be sharing more details and a customer transition guide in the coming months to ensure a seamless transition.

Learn more about servicing transfers

Get Quick Exchange access with Technology Manager

Stay ahead of collateral risk

Mitigate potential collateral risk issues, minimize repurchase risk, and ensure compliance with the Selling Guide by utilizing the revised Post-Closing QC Collateral Risk Assessment (Form 1033) which incorporates the recent updates to Part D. The revised form offers expanded data points and documentation standards, enabling you to streamline your collateral risk review and walk away with actionable insights.

Download Form 1033

Servicing News

Q.23

What's changing with appraisal reports in 2026

In 2026, Servicing Management Default Underwriter™(SMDU™) will adopt the Uniform Appraisal Dataset (UAD) 3.6 appraisal format for certain servicing valuation requests. While the report format will change, you'll still receive the essential valuation data you need. The good news is that SMDU will handle the reporting seamlessly, so you won't need to take any immediate action.

Read the FAQs

Learn more about the UAD changes

Preference Center

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Q. 24

Fannie Mae

Uniform Appraisal Dataset FAQs for Servicers

Jul 9, 2025

Beginning in 2026, the new Uniform Appraisal Dataset (UAD) 3.6 appraisal format will be used to fulfill some servicing valuation requests through Servicing Management Default Underwriter™ (SMDU™). Although the appraisal report will look different, the valuation data and format returned to servicers will remain the same. Fannie Mae is preparing to adopt the Uniform Appraisal Dataset (UAD) 3.6 appraisal format as part of an industry-wide update.

You may be wondering:

Do I need to prepare for the move from UAD 2.6 to UAD 3.6 for valuation requests submitted via SMDU?

No immediate action is required. Fannie Mae uses a variety of valuation products to fulfill requests submitted through SMDU (e.g., Short Sales, MI Termination). To ensure consistency, all valuation data returned to servicers via SMDU will continue to be delivered in the **existing format**, regardless of the underlying valuation product used.

However, the **UAD 3.6 appraisal PDF will look different** from legacy formats. Servicers are encouraged to become familiar with the new Uniform Residential Appraisal Report (URAR) layout to better understand the updated presentation.

When will servicers begin seeing UAD 3.6 appraisal reports used for SMDU valuation requests?

While the broader industry will begin a limited release of UAD 3.6 appraisal reports in September 2025, Fannie Mae will **not** use UAD 3.6 appraisals to fulfill servicing valuation requests through SMDU until **2026**. Initially, UAD 3.6 appraisals will be used internally (e.g., for REO purposes) as part of a phased rollout before expanding to SMDU requests. A future announcement will clarify which SMDU servicing valuation requests will utilize UAD 3.6 appraisal reports, along with the timeline for implementation.

What resources are available?

Please refer to these resources to learn more about the new UAD changes:

UAD Lender Preparedness Webinar: A recorded session to help lenders understand and prepare for the UAD 3.6 changes.

The Industry's Guide to the New URAR: A visual walkthrough of the redesigned Uniform Residential Appraisal Report (URAR).

Uniform Appraisal Dataset | Fannie Mae: Official documentation and updates from Fannie Mae.

Lender Readiness Kit: Tools and checklists to support your transition to UAD 3.6.

UMDP
UNIFORM MORTGAGE DATA PROGRAM

Fannie Mae® FreddieMac

Introducing the Uniform Property Data Report

July 30, 2025

Fannie Mae and Freddie Mac (the GSEs) are pleased to announce the publication of the Uniform Property Data Report (UPDR). This dynamic, standardized report template is designed to bring greater efficiency and consistency to the underwriting and review processes. The GSEs developed the UPDR in direct response to industry feedback regarding the challenges of working with different property data output formats, which can create unnecessary complexity and delays. The new UPDR's standardized format addresses those challenges to help streamline review processes, simplify training across the industry and enable automated data validation.

Get started using the UPDR
Until June 30, 2026, use of the UPDR is voluntary, but lenders are encouraged to engage their vendors to begin implementing the UPDR to take advantage of the operational benefits it offers; use of the UPDR will be mandatory for mortgages with application received dates on or after June 30, 2026.

We designed the UPDR to be easy to generate so it supports a smooth transition to the new format. The following resources have been developed to help vendors implement the UPDR.

- **UPDR Style Guide (ZIP):** Describes the design and layout of the UPDR and includes specifications for the sizes and positioning of each element that could appear in the UPDR. To further streamline review processes and industry training, the GSEs designed the UPDR to mirror the look and feel of the new Uniform Residential Appraisal Report (URAR), which will support UAD 3.6.
- **UPDR Layout (ZIP):** Contains the "UPDR with Report Field IDs" document and the "UPD without Report Field IDs" document to show all possible Report Labels that may be displayed on the UPDR, regardless of conditionality.
- **Uniform Property Dataset (UPD) Specifications (XLS):** Consists of all required, conditionally required, and optional data elements for GSE property data collection and supports a full interior and exterior property data collection, including images and floor plan of the subject property. Also includes mapping details for the UPDR.
- **Sample Scenarios of Completed UPDRs (ZIP):** Contains examples of UPDRs for single-family properties and condos (one mid-rise and one townhouse).

You can find these resources on the UPD webpages for Fannie Mae and Freddie Mac.

We value the industry's feedback, which has helped shape this important step forward in enhancing consistency and speed in reviewing property data collections. We look forward to continuing to collaborate with the industry as we modernize the property data collection process.

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This communication relates to the Uniform Mortgage Data Program®, an effort undertaken jointly by Fannie Mae and Freddie Mac at the direction of the Federal Housing Finance Agency.

Appraiser Capacity

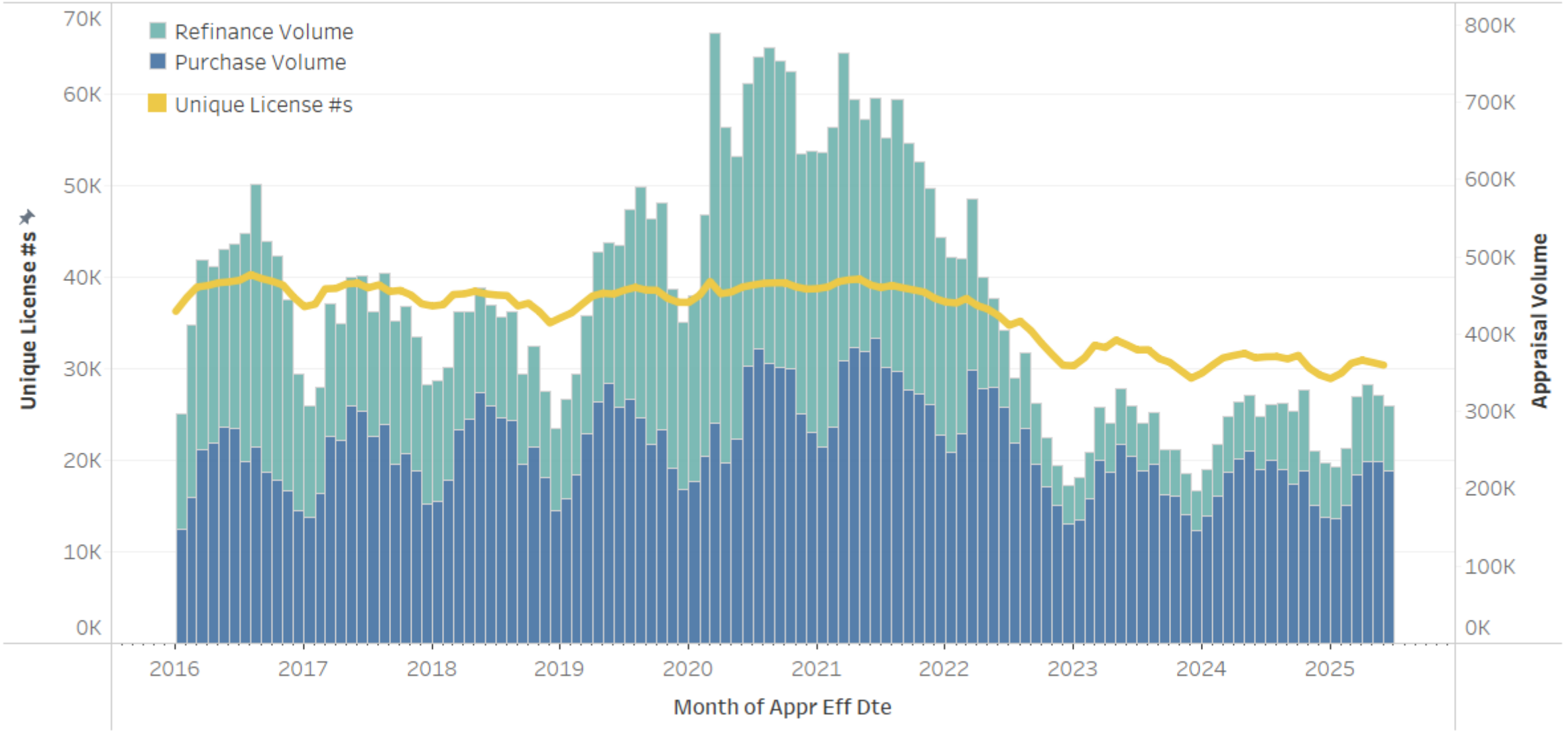
Updated July 2025

Freddie Mac SINGLE-FAMILY

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UCDP Appraisal Volume

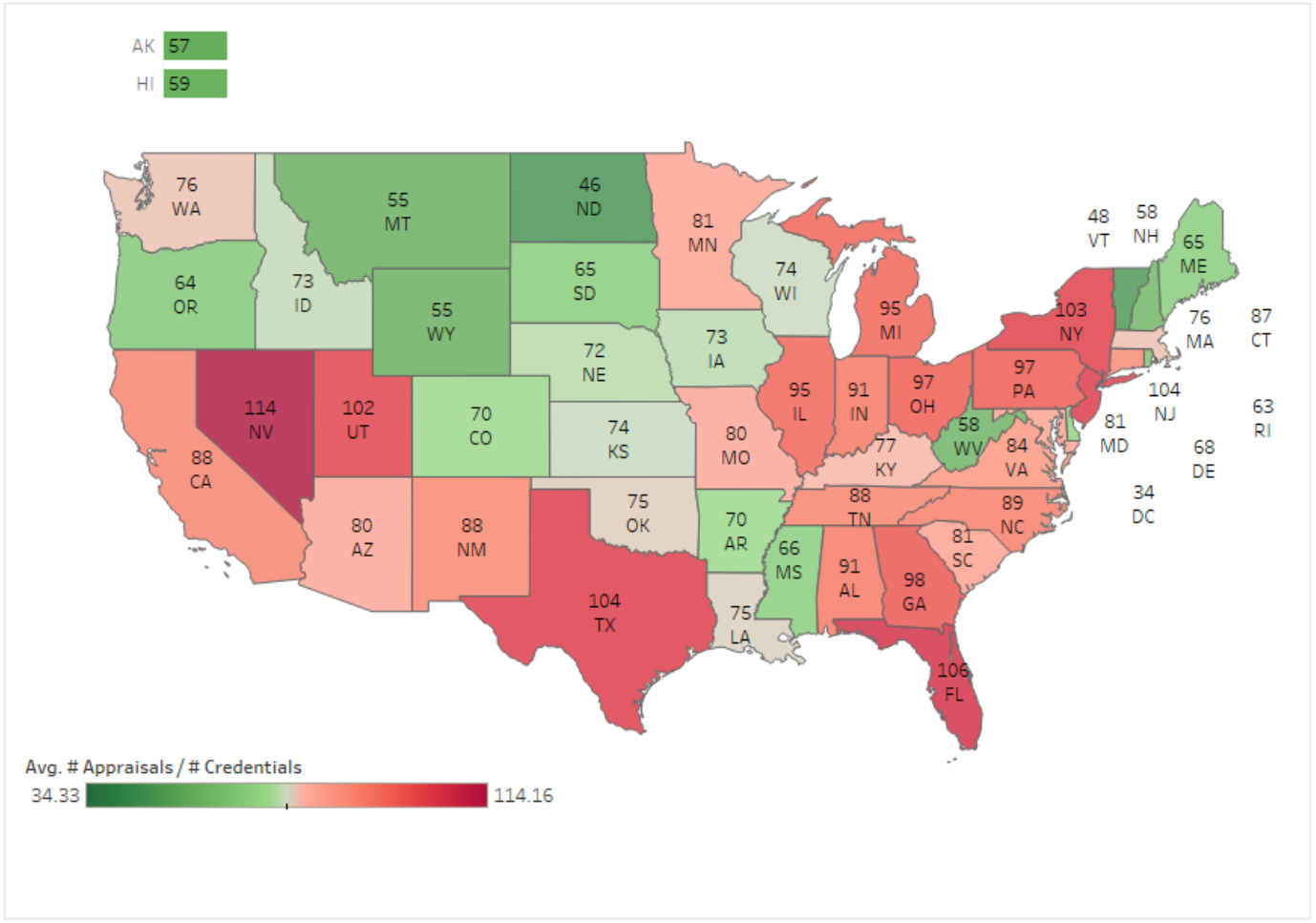


Unique appraiser license numbers in UCDP, per month. Volume includes all form types (not limited to 1004/70). January 2016 to June 2025.

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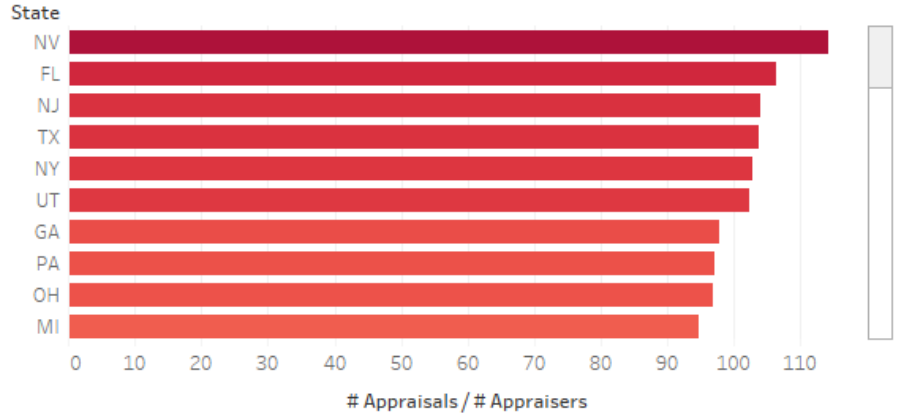
GSE Appraisals per Appraiser – State View

2025 Avg. GSE Appraisals per Appraiser (2025 YTD as of 6/30/2025)

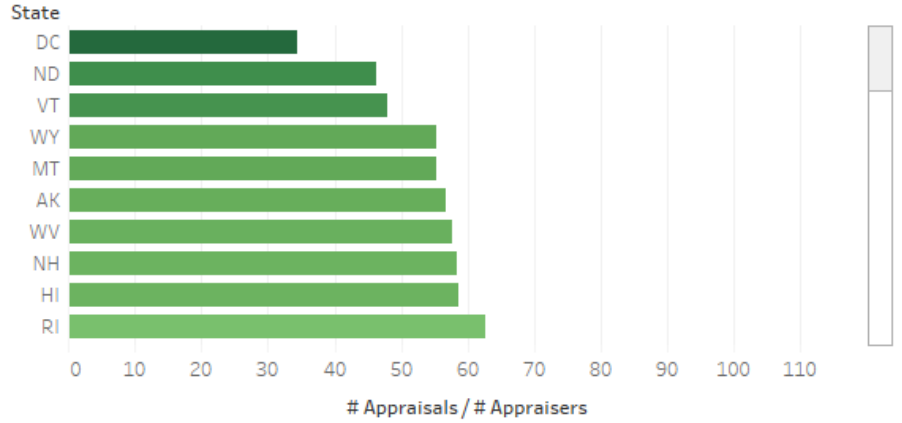


Based on unique appraiser license #s in UCDP. Appraisal and license volume for all form types (not limited to 1004/70).

Appraisals per Appraiser (Top 10 HIGHEST)



Appraisals per Appraiser (Top 10 LOWEST)



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