PUBLIC MEETING OF THE NEBRASKA REAL PROPERTY APPRAISER BOARD
Thursday, November 20, 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)

C. Hearing on the Proposed Changes to Title 298 of the Nebraska Administrative Code 1-89

1. Opening
2. Board Member Comments
3. Acceptance of Written Comments Received
4. Testimony
   a. Proponents
   b. Opponents
   c. Neutral
5. Board Member Post-Testimony Comments
6. Closing

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

D. Credentialing as a Nebraska Real Property Appraiser 1-17

1. New Applicants for Certified General Credential through Education, Experience, and Examination
   a. CG25011
2. Pending Applications
   a. CG24002
   b. CG24020
3. Applicants for Renewal of Real Property Appraiser Credential
   a. CR2017003R

E. Registration as an Appraisal Management Company

F. Compliance Matters 1

1. Active Investigations
   a. 25-09

G. Other Executive Session Items

1. Personnel

H. Welcome and Chair's Remarks (Public Agenda 9:45 a.m.)

I. Board Meeting Minutes

J. Director's Report

K. Financial Report and Considerations

L. General Public Comments

M. Education

N. Unfinished Business

1. 500 South 16th Street DOL Building Relocation
2. Explore SARAS Grant to Increase Number of Nebraska Resident Real Property Appraisers
3. Open 1st Congressional District Certified Real Property Appraiser Representative Position

O. New Business

P. Legislative Report and Business

2. LR355 - Banking, Commerce and Insurance Committee OBRA Review of the NRPAB
3. Other Legislative Matters

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

October 23, 2025 Meeting Minutes

A. OPENING

Chairperson Gerdes called to order the October 23, 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 October 16, 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; Rodney Johnson of Norfolk, Nebraska; Derek Minshull of North Platte, Nebraska; and Adam Batie of Kearney, Nebraska were present. 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, Johnson, 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 Johnson seconded the motion. The time on the meeting clock was 9:02 a.m. The motion carried with Hermsen, Johnson, Minshull, Batie, and Gerdes voting aye.

Board Member Minshull moved to exit executive session at 9:38 a.m. Board Member Johnson seconded the motion. The motion carried with Hermsen, Johnson, Minshull, Batie, and Gerdes voting aye.

Break from 9:38 a.m. to 10:00 a.m.

G. WELCOME AND CHAIR'S REMARKS

Chairperson Gerdes welcomed all to the October 23, 2025 meeting of the Nebraska Real Property Appraiser Board and indicated that he had no specific remarks. Chairperson Gerdes recognized Roger Morrissey as the only member of the public in attendance.

H. BOARD MEETING MINUTES

1. APPROVAL OF September 18, 2025 MEETING MINUTES

Chairperson Gerdes asked for any additions or corrections to the September 18, 2025 regular meeting minutes. With no discussion, Chairperson Gerdes called for a motion. Board Member Minshull moved to approve the September 18, 2025 regular meeting minutes as presented. 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. Board Member Johnson abstained.

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 October 23, 2025 to the Board for review. On page I.1, the Director brought attention to the increase in the number certified general real property appraisers through reciprocity on the Real Property Appraisers by Classification Credentialed through Reciprocity – Five Year Trend report. Director Kohtz then moved to the Total Real Property Appraisers (not including Trainee) – Five Year Trend report on page I.2 and informed the Board that the number of credentialed real property appraisers is at a five year high. The Director then asked for any questions or comments. There was no further discussion.

b. Temporary Real Property Appraiser Report

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

c. Supervisory Real Property Appraiser Report

The Director presented two charts outlining the number of registered supervisory real property appraisers as of October 23, 2025 to the Board for review. The Director indicated that he had no specific comments and asked for any questions or comments. There was no further discussion.

d. Appraisal Management Company Report

Director Kohtz presented two charts outlining the number of AMCs as of October 23, 2025 to the Board for review. The Director indicated that the number of Nebraska-registered AMCs has been unusually steady over the thirteen-month period. LPM Loll stated that the number of new AMCs has been offset by an equal number of AMCs no longer registered. Director Kohtz then 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 for the period between September 10, 2025 and October 14, 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 September 10, 2025 and October 14, 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 and SWOT Analysis to the Board for review. The Director indicated that he had no specific updates for any of the 2025-26 NRPAB Goals and Objectives or to the SWOT Analysis. The Director then asked for any questions or comments. There was no further discussion.

J. FINANCIAL REPORT AND CONSIDERATIONS

1. SEPTEMBER FINANCIAL REPORT

The receipts and expenditures for September were presented to the Board for review in the Budget Status Report. The Director drew the Board's attention to the "CIO Charges" expense in the amount of $5,134.99 and reported that this expenditure includes both the July and August billings. Payment of the July bill was delayed due to billing issues that required resolution. Director Kohtz then reported that the overall expenditures for the month of September were $38,352.89, and the year-to-date overall expenditures for the fiscal year are $113,973.76, which amounts to 23.41 percent of the budgeted expenditures for the fiscal year; 25.21 percent of the fiscal year has elapsed.

Director Kohtz then brought the Board's attention to revenues and reported that the revenues for "Certified General New Fees," "AMC Registered New Fees," and both appraiser "Application Fees" and "AMC Application Fees" are strong to date and ahead of the typical pace for the fiscal year. The Director then reported that the overall revenues for the month of September totaled $26,736.29, and the year-to-date overall revenues for the fiscal year are $81,917.83, representing 21.26 percent of the projected revenues for the fiscal year. The Director reiterated that 25.21 percent of the fiscal year had passed.

Director Kohtz continued to the Budget Status Report for the Real Property Appraiser Fund and AMC Fund and reported that the Real Property Appraiser Fund expenditures for the month of September totaled $25,977.69, and the year-to-date expenditures for the fiscal year are $76,509.35, which amounts to 22.98 percent of the budgeted expenditures for the fiscal year. The Real Property Appraiser Fund revenues were $18,511.59 for September, and the year-to-date revenues for the fiscal year are $51,783.28, which amounts to 20.16 percent of the projected revenue for the fiscal year. Director Kohtz then reported that AMC Fund expenditures for the month of August totaled $12,375.20, and the year-to-date expenditures for the fiscal year are $37,464.41, which is 24.36 percent of the budgeted expenditures. AMC Fund revenues totaled $8,224.70 for September, and the year-to-date revenues for the fiscal year are $30,134.55, which is 23.45 percent of the projected revenue for the fiscal year. The Director asked if there were any questions or comments regarding the Budget Status Report. There was no further discussion.

Director Kohtz presented the MTD General Ledger Detail report for the month of September and guided the Board's attention to batches #7974103 and #7986019, both with the Payee/Explanation "As – OCIO – IMSERVICE" found on page J.13, and informed the Board these batches correspond to the July and August IM Services payments mentioned during review of the Budget Status Report. The Director then led the Board to a series of batches under the "Office Supplies Expense" object code and explained that State Accounting implemented a new billing to process for ODP invoices; however, the expenditure was initially processed using the previous journal entry method, then reversed, and the Board was then billed directly by ODP, which the Board paid. Director Kohtz informed the Board that all entries except for the first one and last two cancel each other out. Director Kohtz asked for any questions or comments. There was no further discussion.

Director Kohtz presented four graphs illustrating expenses, revenues, and cash balances. The Director noted overall expenditures of $38,352.89 and revenues of $26,736.29 for the month of September 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 graph, reiterating that Real Property Appraiser Fund expenditures totaled $25,977.69, the Real Property Appraiser Fund revenues totaled $18,511.59, AMC Fund expenditures totaled $12,375.20, and AMC Fund revenues totaled $8,224.70. The Director finished by reporting that the cash balance for the AMC Fund is $294,958.72, the cash balance for the Appraiser Fund is $342,237.78, and the overall cash balance for both funds is $637,196.50.
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The Director asked for any questions or comments. Board Member Minshull asked Director Kohtz when the cash balances are expected to stabilize following the fund transfers to the State's General Fund. The Director responded that strong revenues are reducing the impact compared to projections for this fiscal year; however, stabilization is anticipated in the next fiscal year. Board Member Minshull thanked the Director. There was no further discussion.

Chairperson Gerdes asked for a motion on the September financial reports. Board Member Johnson moved to accept and file the September financial reports for audit. Board Member Minshull questioned whether the Board should instead file September financial reports for audit without accepting them. Director Kohtz informed the Board that it may vote to file the September financial reports for audit without formally accepting them. The Board agreed to Board Member Minshull's proposed amendment, and Chairperson Gerdes called for a new motion. Board Member Johnson withdrew the original motion and moved to place the September financial reports on file 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, Johnson, Minshull, Batie, and Gerdes voting aye.

2. ASC SARAS GRANT REPORT

a. Budget Status Report

Director Kohtz presented the Budget Status Report for the SARAS Grant Fund and reiterated that both the July and August CIO IMS billings are included. The Director reported that the SARAS Grant Fund expenditures for the month of September totaled $19,845.50, and the year-to-date expenditures for the fiscal year are $23,755.75, which amounts to 19.92 percent of the budgeted expenditures for the fiscal year. The Director reiterated that 25.21 percent of the fiscal year has elapsed. The Director then asked for any questions or comments. There was no further discussion.

b. MTD General Ledger Detail Report

Director Kohtz presented the General Ledger Detail Report for the SARAS Grant Fund. The Director indicated that he had no specific comments and asked for any questions or comments. There was no further discussion.

3. **FY2025-26 BUDGET ADJUSTMENT**
    a. **Hall Tree (F-FR-300) – 70" tall with four coat hooks and a base designed for stability**
    Director Kohtz presented a proposed amendment to the FY 2025-2026 budget to the Board for consideration. Approval for funding in the amount of $150.00 is requested to be transferred from Other Operating Expenses, 559100, to Non-Capitalized Equip PU, 532100, for the purchase of one Hall Tree (F-FR-300) 70 inches tall with four coat hooks and a base designed for stability through the Cornhusker Industries for the Director's office to coordinate the planned color scheme, as this purchase would cause total relocation expenditures to exceed the previously approved $3,000.00 allocation. Chairperson Gerdes asked for any discussion. With no discussion, Chairperson Gerdes called for a motion. Board Member Minshull moved to approve funding in the amount of $150.00 to be transferred from Other Operating Expenses, 559100, to Non-Capitalized Equip PU, 532100, for the purchase of one Hall Tree (F-FR-300) through Cornhusker Industries. 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, Johnson, Minshull, Batie, and Gerdes voting aye.

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

K. **GENERAL PUBLIC COMMENTS**
Chairperson Gerdes asked for any public comments. Roger Morrissey appeared before the Board and inquired if the Director or the Board had any idea of the number of real property appraisers that may retire due to the new UAD form and technical advancements. According to Morrissey, the number could be as high as 25%. The Director requested permission to respond. Permission was granted by Chairperson Gerdes. The Director indicated that there is no known data to isolate a number for projections. Director Kohtz reported that he heard projections ranging from 17% to 50%, but those numbers were based on speculation, not concrete evidence. In addition, the new UAD 3.6 form is being phased in, so the decline in the number of real property appraisers due to the new form may not be that noticeable compared to normal attrition resulting from non-renewals. Morrissey indicated that he anticipates many retirements, as a significant number of real property appraisers are still using a clipboard. Chairperson Gerdes thanked Morrissey for the information and expressed the importance of bringing new real property appraisers into the profession, which is a Board and national effort. The Chairperson brought attention to the Board's ongoing discussion regarding the use of a SARAS grant to provide financial relief to supervisory real property appraisers and trainee real property appraisers.

L. EDUCATION

1. NEW CONTINUING EDUCATION ACTIVITY APPLICATIONS

a. 2251485.17: Douglas County Assessor/Register of Deeds – "IAAO Course 300 – Fundamentals of Mass Appraisal"

EPM Sims presented an Agenda Item Summary to the Board concerning an Application for Approval as a Continuing Education Activity in Nebraska for the Douglas County Assessor/Register of Deeds activity titled, "IAAO Course 300 - Fundamentals of Mass Appraisal" (Activity #2251485.17). EPM Sims explained that upon review, the application was deemed incomplete as no evidence of legal rights to the activity was provided and no document certifying completion was received. Additionally, the instructor may not meet the requirements under 298 NAC Chapter 6, § 005.01. Except for the instructor qualifications and the document certifying completion, all other deficiencies had been rectified as of October 8, 2025. Chairperson Gerdes asked Director Kohtz what the options are for this matter. Director Kohtz informed that Board that, due to the definition of Real Property Appraisal Practice and Real Property Appraiser in the Nebraska Real Property Appraiser Act, the instructor listed on the application does not meet the requirements of Title 298. The Board could deny the application, allow the provider time to submit a qualified instructor, or it could adopt a Guidance Document allowing mass appraisal experience to count for the purpose of 298 NAC Chapter 6, § 005.01. Board Member Minshull expressed reservation for using a Guidance Document to make an exception in this case. Director Kohtz brought attention to the number of real property appraisers working in County Assessor Offices throughout the state and asked if Roger Morrissey had any insight into the numbers. Morrissey appeared before the Board to answer Director Kohtz's question. Morrissey indicated that he is unsure. LPM Loll searched for employees of County Assessor Offices and indicated that there is a very small number. Director Kohtz informed the Board that prior to 2017 or 2018, those that engaged in mass appraisal must have been employees of the county, or real property appraisers contracted with the county. The Nebraska Association of County Officials ("NACO") and the counties obtained an exemption in the Real Property Appraiser Act for mass appraisal, so the two appraisal fields are no longer directly associated. The Director added that the International Association of Assessing Officers ("IAAO") and the counties have their own way of administering education; however, the Board's focus should be on providing adequate continuing education opportunities for real property appraisers credentialed under the Act. Board Member Johnson expressed support for maintaining the Board's requirements as established in Title 298; the Board agreed. Chairperson Gerdes asked for a motion. Board Member Minshull moved to authorize director to approve education activity upon receipt of documentation evidencing that the requirements under 298 NAC Chapter 6, § 005, 298 NAC Chapter 6, § 005.01, and 298 NAC Chapter 6, § 001.12 have been met. 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, Johnson, Minshull, Batie, and Gerdes voting aye.

M. UNFINISHED BUSINESS:

1. 500 SOUTH 16TH STREET DOL BUILDING RELOCATION

Director Kohtz brought attention to the Board's relocation to 500 South 16th Street and informed the Board that DAS Buildings Division is getting bids for construction and moving services, and the architectural work is mostly complete. The Director then reported that the CSI order was submitted to DAS Buildings Division for four new office chairs for staff; four new utility chairs—two for the director's office and two for the main area; and one coat rack for the director's office. DAS State Purchasing approved a contract exception request to purchase two end tables through Amazon instead of CSI—one for the director's office and one for the main area—which results in a significant cost savings. A TV and wall mount have also been purchased for the flex room. Board Member Minshull asked about the size of the TV. Director Kohtz reported that it is a 55", which should be sufficient for use in a 10x15 meeting room. Board Member Minshull agreed that the size is adequate. The Director then indicated that the Meeting Owl Pro may be hard mounted in the new flex room, depending on the online meeting capabilities of the shared conference rooms. Board Member Minshull then inquired about the possibility of using the Board's meeting room for board meetings by virtual conferencing. Director Kohtz responded that it may be a possibility, but that he will need to assess the usable space before knowing for sure. Board Member Hermsen informed the Board that his office moved not long ago and acknowledged the Director's effort in managing the Board's relocation. Chairperson Gerdes thanked the Director for the update. No further discussion took place.

2. EXPLORE SARAS GRANT TO INCREASE NUMBER OF NEBRASKA RESIDENT REAL PROPERTY APPRAISERS

Director Kohtz reminded the Board that following its discussion at the September 18, 2025 regular meeting, he was to provide the program outline and concepts developed to the ASC Grants Administrator for feedback. Karla Cisneros responded to the Director's inquiry and stated, "The program you have described in this narrative, overall, seems viable, and you have provided excellent data to make your case." Cisneros also recommended that the Board consider certain milestones for experience hours, triggering compensation to the supervisory real property appraiser, and suggested reimbursing the actual cost of courses instead of a rate of $20.00 per hour. The Director indicated that the second recommendation would be an easy change, then alluded to the Board's discussion last month regarding the establishment of benchmarks. Director Kohtz added that the Board is already on the right path – it just needs to establish the benchmarks. Board Member Minshull asked the Director if he had any ideas for benchmarks or milestones. Director Kohtz responded that he did not, as he was unsure what the Board would want beyond what was discussed last month. Board Member Minshull recommended that staff draft the project narrative and propose the benchmarks, with the Board providing input from there. Board Member Hermsen stated that the benchmarks should be generic enough to apply to both certified residential and certified general. Board Member Minshull reminded Board Member Hermsen that certified residential real property appraisers have the PAREA program, and that the purpose of this grant program is to encourage growth in the certified general classification.

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Director Kohtz expressed support for Board Member Minshull's suggestion to have staff draft the narrative, noting that it would save significant meeting time. Board Member Minshull also expressed appreciation for the feedback received from Cisneros. The Director agreed and added that the feedback provided some much-needed clarity. Chairperson Gerdes asked if a vote is needed. Director Kohtz responded that no vote is needed at this time. Staff will draft the narrative and bring it to the Board for consideration. The final vote would be on the application before submission. No further discussion took place.

3. **OPEN 1ST CONGRESSIONAL DISTRICT CERTIFIED REAL PROPERTY APPRAISER REPRESENTATIVE POSITION**

Director Kohtz brought attention to the Board's 1st Congressional District Certified Real Property Appraiser Representative opening and reminded the Board that two applications have been submitted to date. The Director then asked if the Board had any comments or feedback to pass along to the Governor's office regarding either of the known applicants. There were no comments. Director Kohtz reminded board members to let him know at any time if they have any comments or feedback to provide to the Governor's office concerning this appointment. There was no further discussion.

N. NEW BUSINESS: No 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** No discussion.

2. **CONFERENCES/EDUCATION**

Director Kohtz informed the Board that he gave a presentation to approximately fifteen Agricultural Property Appraisal students at the University of Nebraska–Lincoln on September 23, 2025. The presentation focused on the Board's purpose, what real property appraisal practice is, and the requirements to become a real property appraiser. Chairperson Gerdes thanked the Director for the presentation. There was no further discussion.

a. **Kohtz 2025 Fall AARO Conference Report**

Director Kohtz reported that he attended the 2025 Fall AARO Conference in Atlanta, Georgia from October 6th through October 10th, 2025. The Director provided a detailed summary of the conference for the Board Members to review and noted the following highlights:

- Kelly Davids of The Appraisal Foundation provided a summary of the Real Property Appraiser Regulatory System and provided “Big Bold Ideas,” such as an AI to help BOT on Criteria; Standardized Practicum models; a portal for submitting education materials to states; a website for those interested in becoming appraisers; a toolkit for booths at career fairs; State harmonization of criteria; stipends for supervisors/trainees and practicum participants; and re-establishing the investigator training program. Davids also provided an update on the Pathways to Success Scholarship, noting that $1.22 million has been invested with sixty-eight scholarships awarded by the end of May for PAREA applicants. Davids brought attention to new collaborations for TAF, including the Rural Appraiser Practicum Model (RAPM), a collaboration with Farm Credit services, and the Home Appraisal Help, a collaboration with Progressive Insurance.

- Nick Pilz with The Appraisal Foundation’s Appraisal Standards Board provided an update on the ASB’s activities during the past year, which included new Q&A and reference materials, a concept paper concerning artificial intelligence and USPAP, and potential new guidance. The ASB has nearly finished drafting a new Advisory Opinion addressing all technology, which will be released as an exposure draft; AO 18 and 37 will be combined into the new AO. Pilz finished by reporting that potential new guidance may include new assignments, ROVs and workfile requirements.

- Jerry Yurek with The Appraisal Foundation’s Appraiser Qualifications Board provided an update on the AQB’s activities during the past year. Specifically, the AQB has been busy with the Qualifications Reassessment Project and developing a new platform to streamline the Course Approval Program process. Yurek also provided a brief update on the Degree Approval Program, PAREA, and practicum courses.

- AARO Director Peter Fontana, and ValuSight Consultant John Russell, provided an overview and walkthrough of UAD 3.6, announced boilerplate forms being retired, and noted that the drivers in UAD 3.6 are property characteristics.

- The Executive Directors and Administrators Breakout Session included a general discussion on PAREA, Practicum Course Programs, Fair Housing and Valuation Bias Rules and Regulations Courses, USPAP compliance for the UAD 3.6, and the acceptance of mass appraisal experience.

- Gabriela Nicolau and Laurie Murphy from the Illinois Department of Financial and Professional Regulation gave a presentation on the regulatory impact of technological advancements in the appraisal industry.

- A Panel discussion titled “From Red Tape to Results” included discussion on the purpose and activities of the Harmonization Task Force, the AQB’s Qualifications Reassessment Project, state engagement, and TAF’s partnership with IAAO.

- Lyle Radke, Senior Director of Collateral Policy for Fannie Mae, detailed the USPAP enforceability of Fannie Mae Policy; provided a timeline for UAD 3.6 implementation; summarized the new features of UAD 3.6; announced that Fannie Mae will introduce a new Selling Guide Policy for UAD 3.6; and noted that UAD 3.6 will include updated ANSI terminology that will replace legacy terms. While conformance with ANSI is required, Fannie Mae's policy will continue to allow the use of an alternate measuring standard when mandated by state law or regulatory requirements.

- Kevin Smith, Senior Manager in Appraiser Engagement for Fannie Mae, provided a summary on State Tips. According to Smith, 4,222 State Tips sent; 304 State Referrals made; thirty-three State formal actions taken; and fifty-two licenses were revoked or suspended. A State Tip averages eighteen months from acquisition to State Tip. The top five State Tip defects include inadequate comparable adjustments, inappropriate comparable sales, failure to adjust comparable sales, inappropriate comparable sales selections, and use of physically dissimilar comparable sales. Smith finished by indicating that Fannie Mae is expanding letters to AMCs.

- In the presentation titled, "Reassessing the Criteria: Insights and Directions," Donald Markwardt of The Regulatory Group provided a summary of TRG. According to Markwardt, TRG has expertise in regulatory drafting and rulemaking support, and provided comprehensive support to TAF throughout the entire process. Jerry Yurek with the AQB also provided insight into the navigation and organization of the Criteria. According to Yurek, interviews with States indicated that the Criteria is fragmented. With this information, the Criteria is being reorganized by credential type, will include plain language a glossary, and will include charts and graphs. Yurek also declared that the AQB is reviewing the requirements sequence, possibly allowing an applicant to sit for exam before the experience review is completed.

- Scott Reuter, Chief Appraiser for Freddie Mac, summarized the appraiser capacity and volume, along with the Appraiser Quality Monitoring Program. According to Reuter, appraiser capacity and volume have remained steady over the past ten years, except 2020-2021, which exploded.

- A presentation titled "Perspective on Appraiser Enforcement" was given by the Managing Counsel and Vice President of Compliance for Clear Capital Dave Cherner, Team Leader of Valuation Oversight for Rocket Mortgage Donna Chabot, Brandy March of North Carolina, and Dave Campbell of North Dakota.

Chairperson Gerdes asked the Director if there was any discussion regarding changes to the Valuation Bias and Fair Housing Rules and Regulations Courses at the federal level. Director Kohtz responded that ASC staff were not in attendance at the AARO conference, so no insight was provided from this perspective. Chairperson Gerdes thanked the Director for the report.

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

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

5. **APPRAISAL SUBCOMMITTEE**
   a. **ASC Quarterly Meeting: December 15, 2025 (Online)**
   Director Kohtz informed the Board that the next ASC Quarterly Meeting will be held online on December 15, 2025. The Director asked for any questions or comments. There was no further discussion.

   b. **ASC June 18, 2025 Meeting Minutes**
   Director Kohtz presented the Appraisal Subcommittee's June 18, 2025 meeting minutes to the Board for review and reported that he had no specific comments. The Director asked for any questions or comments. There was no further discussion.

6. **THE APPRAISAL FOUNDATION**
   a. **BOT Public Meeting: May 6-8, 2026 – Fort Lauderdale, FL**
   Director Kohtz informed the Board that The Appraisal Foundation's Board of Trustees next public meeting will be held on May 6-8, 2026 in Fort Lauderdale, Florida. The Director asked for any questions or comments. There was no further discussion.

   b. **AQB Public Meeting: September 17, 2026 – Greenwood Village, CO**
   Director Kohtz informed the Board that the TAF Appraiser Qualifications Board's next public meeting will be held on September 17, 2026 in Greenwood Village, Colorado. The Director asked for any questions or comments. There was no further discussion.

   c. **BOT Public Meeting: October 21-23, 2026 – Houston, TX**
   Director Kohtz informed the Board that The Appraisal Foundation's Board of Trustees public meeting after the Fort Lauderdale, Florida meeting will be held on October 21-23, 2026 in Houston, Texas. Board Member Minshull asked the Director if he will attend any of the previously mentioned public meetings. Director Kohtz informed the Board that either EPM Sims or LPM Loll attends these meetings online and reports back any items of interest. The Director added that both the TAF and ASC have administrator/director specific meetings, which he attends. Board Member Minshull then thanked the Director, EPM Sims, and LPM Loll. There was no further discussion.

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

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

8. **GOVERNMENT-SPONSORED ENTERPRISES**
   a. **Frannie Mae**
      i. **Fannie Mae Appraiser Update_September 2025**
      Director Kohtz presented the Fannie Mae document titled, "Appraiser Update" 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. **Freddie Mac**

i. **GSE Appraiser Capacity_September 2025**

Director Kohtz presented the Freddie Mac document titled, “GSE Appraiser Capacity” 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.

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

C. CREDENTIALING AS A NEBRASKA REAL PROPERTY APPRAISER

The Board reviewed applicant L25001. Chairperson Gerdes asked for a motion on L25001.

Board Member Hermsen moved to take the following action:

L25001 / Approve to sit for exam and authorize Director to issue credential as a licensed residential real property appraiser upon providing evidence of successful completion of the national uniform licensing and certification examination and providing the necessary fees.

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

D. REGISTRATION AS AN APPRAISAL MANAGEMENT COMPANY

The Board reviewed applicant NE2025003, NE2025004, and NE2012078. Chairperson Gerdes asked for a motion on NE2025003, NE2025004, and NE2012078.

Board Member Hermsen moved to take the following action:

NE2025003 / Approve Application for Nebraska Appraisal Management Company Registration and issue a written advisory for organization to carefully read and truthfully answer all disciplinary questions on any future application to the Board.

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

Board Member Hermsen moved to take the following action:

NE2025004 / Approve Application for Nebraska Appraisal Management Company Registration and issue a written advisory for organization to carefully read and truthfully answer all disciplinary questions on any future application to the Board.

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

Board Member Hermsen moved to take the following action:

NE2012078 / Approve Application for Renewal of Nebraska Appraisal Management Company Registration and issue a written advisory for organization to carefully read and truthfully answer all disciplinary questions on any future application to the Board.

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

E. COMPLIANCE MATTERS: No Discussion.

F. OTHER EXECUTIVE SESSION ITEMS

1. General

a. 2025.13

The Board reviewed 2025.13 pertaining to an appraisal management company's surety bond status. Board Member Hermsen moved to file Grievance 25-09 and open investigation for violation of Neb. Rev. Stat. § 76-3203(2), N.R.S. § 76-3216(4), and 298 NAC Chapter 1, § 001. Board Member Batie seconded the motion. Chairperson Gerdes recognized the motion and asked for any discussion. With none, Chairperson Gerdes called for a vote. The motion carried with Hermsen, Johnson, Minshull, Batie, and Gerdes voting aye.

b. 2025.14

The Board reviewed the appraisal report provided with an unsigned grievance form and concluded there were no substantial errors or omissions which lead to non-credible assignment results or USPAP violations. No action was taken by the Board.

c. 2025.15

The Board reviewed an appraiser's second failure 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 issue a written advisory to inform the real property appraiser 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 before January 1, 2027. If the real property appraiser fails to submit evidence of the successful completion of the 7-Hour USPAP Continuing Education Course in a timely manner, this matter will go before the Board for consideration. Board Member Minshull seconded the motion. Chairperson Gerdes recognized the motion and asked for any discussion. With none, Chairperson Gerdes called for a vote. The motion carried with Hermsen, Johnson, 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, Johnson, Minshull, Batie, and Gerdes voting aye. At 11:06 a.m., Chairperson Gerdes adjourned the October 23, 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 October 30, 2025, in compliance with Nebraska Revised Statue § 84-1413(5).

NRPAB
Nebraska Real Property Appraiser Board

Summary of Proposed Changes to Title 298 of the Nebraska Administrative Code_November 20, 2025 Hearing

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 ASC 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.

NRPAB
Nebraska Real Property Appraiser Board

Title 298 November 20, 2025 Public Hearing
Proposed Change to Title 298 Fiscal Impact Statement

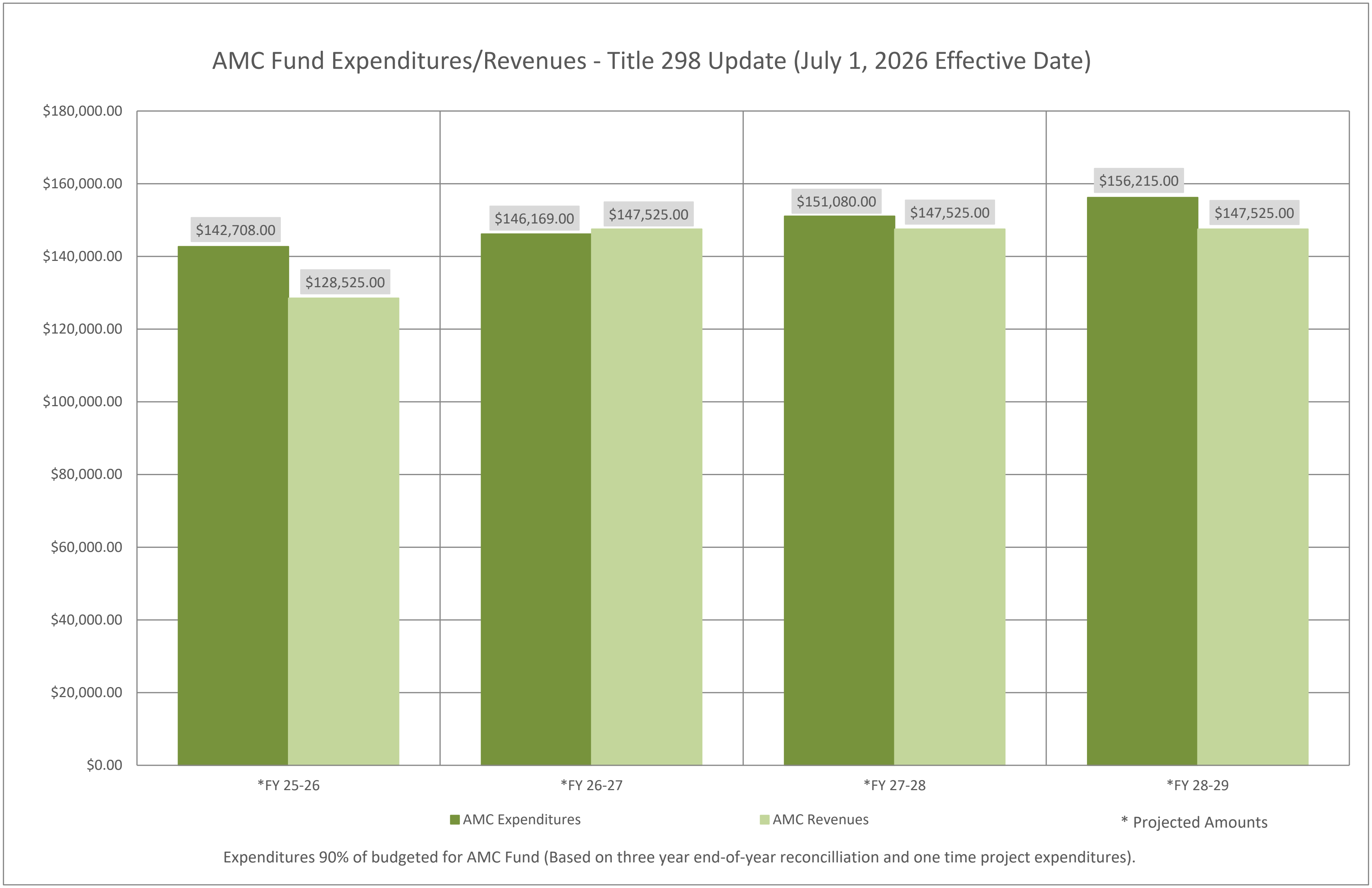
The Nebraska Real Property Appraiser Board will meet at 9:00 a.m. on Thursday, November 20, 2025 in the Nebraska Real Property Appraiser Board's office on the 1st floor of the State Office Building located at 301 Centennial Mall South, Lincoln, Nebraska. Members of the public are invited to attend in person. The Board will hold a public hearing for proposed changes to Title 298 of the Nebraska Administrative Code. Draft copies of all rules and regulations to be adopted, amended, or repealed are available for examination at the Nebraska Real Property Appraiser Board office, Monday through Friday, between 8:00 a.m. and 5:00 p.m., and on the Nebraska Secretary of State's website at www.sos.ne.gov. The proposed changes to Title 298 maintain compliance with Title XI of the federal Financial Institutions Reform, Recovery, and Enforcement Act of 1989; clarify the application of the Real Property Appraiser Qualifications Criteria adopted by The Appraisal Foundation's Appraiser Qualifications Board, effective on January 1, 2026, for real property appraisers credentialed prior to January 1, 2026 that upgrade to a higher classification on or after January 1, 2026; implement the Nebraska State Patrol national fingerprint-based criminal history background check fee increase effective August 1, 2025, applicable to applicants for credentialing as real property appraisers; amend the AMC registration renewal fee schedule to increase the renewal fee to the statutory limit beginning July 1, 2026; and include general updates for better clarification and administration.

The Nebraska Real Property Appraiser Board is granted authority to collect appropriate fees for its services under Neb. Rev. Stat. § 76-2241 of the Nebraska Real Property Appraiser Act for the Board's use to administer and enforce the Real Property Appraiser Act, and to meet the necessary expenditures of the Board. In addition, the Nebraska Real Property Appraiser Board is granted authority to collect appropriate fees for its services under Neb. Rev. Stat. § 76-3206 of the Nebraska Appraisal Management Company Registration Act for the Board's use to implement, administer and enforce the Appraisal Management Company Registration Act.

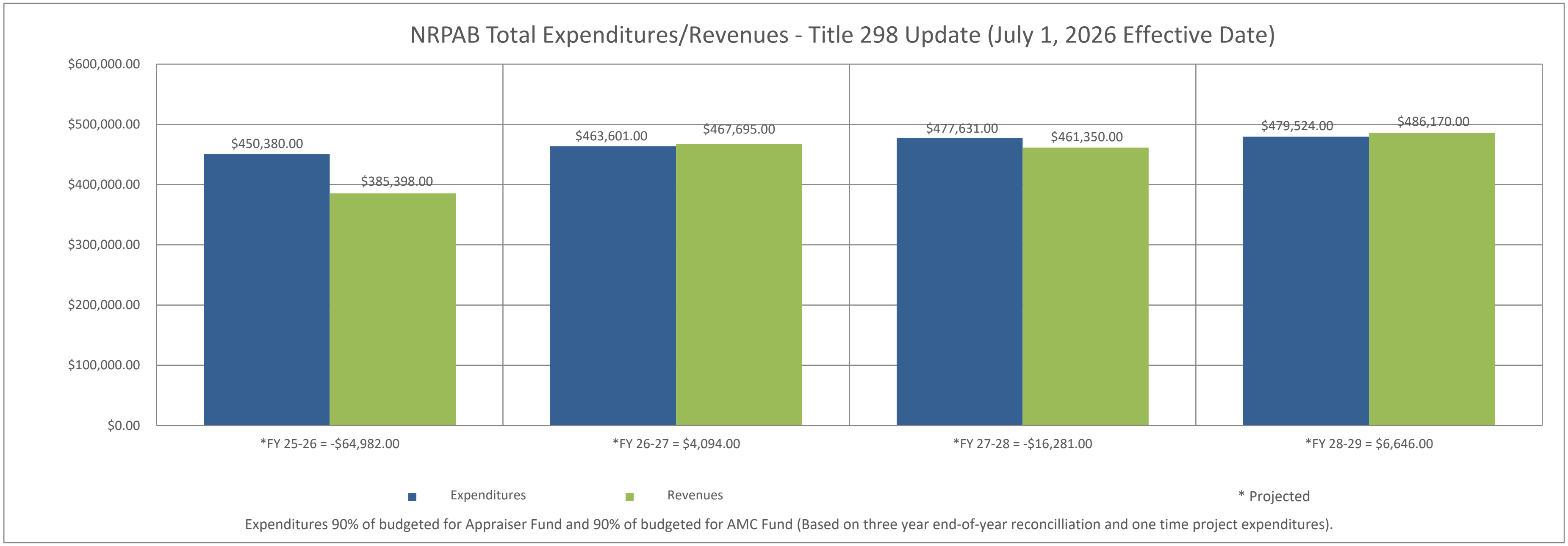
Effective August 1, 2025, the Nebraska State Patrol increased the fee to complete a national fingerprint-based criminal history background check from $45.25 to $55.00. The proposed changes to Title 298 implement this fee change applicable to applicants for credentialing as a real property appraiser. This is a pass-through expense collected by the Board from an applicant for credentialing as a real property appraiser and paid to the Nebraska State Patrol. This change has a net zero effect on expenses and revenues of the Appraiser Program and overall.

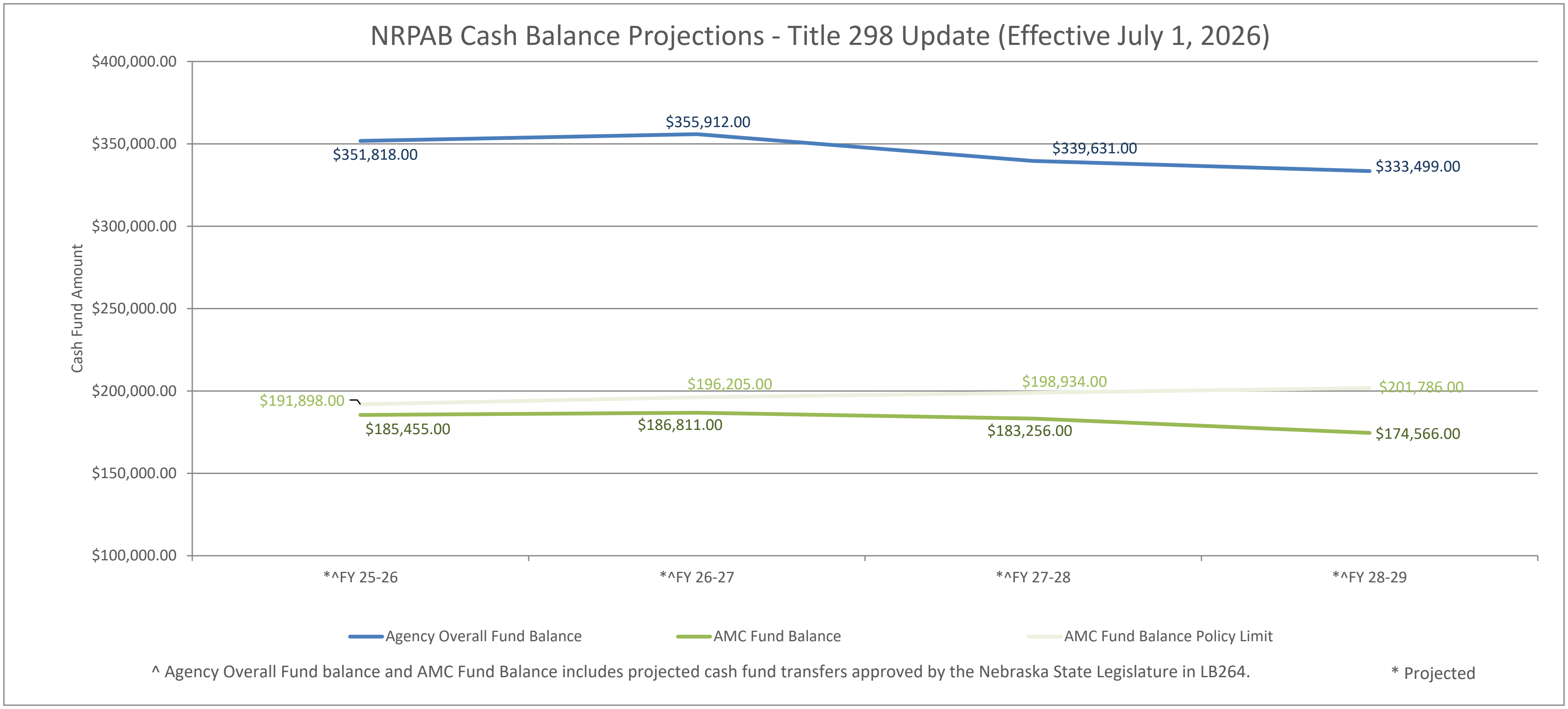
During the past thirteen years, the Board has identified cost savings through the increased use of technology, program evaluation, and utilization of ASC SARAS Grants, while the number of registered AMCs has declined significantly. The Board has exercised great financial discipline (expenditures are 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). Attached are three graphs showing the effect of the revenue change on the Board's AMC Program and overall.

The proposed fee changes will have no impact on other political subdivisions.


AMC Fund Expenditures/Revenues - Title 298 Update (July 1, 2026 Effective Date)
$180,000.00
$160,000.00
$140,000.00
$120,000.00
$100,000.00
$80,000.00
$60,000.00
$40,000.00
$20,000.00
$0.00
$142,708.00
$128,525.00
$146,169.00
$147,525.00
$151,080.00
$147,525.00
$156,215.00
$147,525.00
*FY 25-26
*FY 26-27
*FY 27-28
*FY 28-29
AMC Expenditures
AMC Revenues
* Projected Amounts
Expenditures 90% of budgeted for AMC Fund (Based on three year end-of-year reconcilliation and one time project expenditures).

C.4


NRPAB Total Expenditures/Revenues - Title 298 Update (July 1, 2026 Effective Date)
$600,000.00
$500,000.00
$400,000.00
$300,000.00
$200,000.00
$100,000.00
$0.00
$450,380.00
$385,398.00
$463,601.00
$467,695.00
$477,631.00
$461,350.00
$479,524.00
$486,170.00
*FY 25-26 = -$64,982.00
*FY 26-27 = $4,094.00
*FY 27-28 = -$16,281.00
*FY 28-29 = $6,646.00
Expenditures
Revenues
* Projected
Expenditures 90% of budgeted for Appraiser Fund and 90% of budgeted for AMC Fund (Based on three year end-of-year reconcilliation and one time project expenditures).


NRPAB Cash Balance Projections - Title 298 Update (Effective July 1, 2026)
Cash Fund Amount
$400,000.00
$350,000.00
$300,000.00
$250,000.00
$200,000.00
$150,000.00
$100,000.00
$355,912.00
$351,818.00
$339,631.00
$333,499.00
$196,205.00
$198,934.00
$191,898.00
$201,786.00
$185,455.00
$186,811.00
$183,256.00
$174,566.00
*^FY 25-26
*^FY 26-27
*^FY 27-28
*^FY 28-29
Agency Overall Fund Balance
AMC Fund Balance
AMC Fund Balance Policy Limit
^ Agency Overall Fund balance and AMC Fund Balance includes projected cash fund transfers approved by the Nebraska State Legislature in LB264.
* Projected

LINCOLN JOURNAL STAR

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State of Florida, County of Orange, ss:

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The above facts are within my personal knowledge and are further verified by my personal inspection of each notice in each of said issues.

PUBLICATION DATES:
Oct. 10, 2025

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Publication Fee: $70.10

Anjana Bhadoriya

(Signed)______________________________________

JESSICA GORDON-THOMPSON
Notary Public - State of Florida
Commission # HH301656
Expires on August 17, 2026

NOTARY PUBLIC • STATE OF FLORIDA

VERIFICATION

State of Florida
County of Orange

Subscribed in my presence and sworn to before me on this: 10/10/2025

J. Tho
____
Notary Public
Notarized remotely online using communication technology via Proof.

NEBRASKA REAL PROPERTY APPRAISER BOARD NOTICE OF MEETING AND HEARING FOR CHANGES TO TITLE 298 OF THE NEBRASKA ADMINISTRATIVE CODE

The Nebraska Real Property Appraiser Board will meet at 9:00 a.m. on Thursday, November 20, 2025 in the Nebraska Real Property Appraiser Board's office on the 1st floor of the State Office Building located at 301 Centennial Mall South, Lincoln, Nebraska. Members of the public are invited to attend in person.

The agenda will be made available at least 24 hours prior to the start of the meeting. The Public may inspect the agenda at the Nebraska Real Property Appraiser Board's office, Monday through Friday, 8:00 a.m. to 5:00 p.m., or on the Nebraska Real Property Appraiser Board's website (https://appraiser.ne.gov/board_meetings/). At least one copy of all reproducible written material to be discussed at the meeting will be made available at least 24 hours prior to the start of the meeting for examination and copying by members of the public in paper form at the Nebraska Real Property Appraiser Board's office, or in electronic form on the Nebraska Real Property Appraiser Board's website (https://appraiser.ne.gov/board_meetings/). If auxiliary aids or reasonable accommodations are needed to participate in the hearing, or if hearing impaired, please contact the Board's office at 402-471-9015 by no later than Tuesday, November 18, 2025.

Under Agenda Item C at the November 20, 2025 meeting, the Board will hold a public hearing for proposed changes to Title 298 of the Nebraska Administrative Code. Draft copies of all rules and regulations to be adopted, amended, or repealed are available for examination at the Nebraska Real Property Appraiser Board office, Monday through Friday, between 8:00 a.m. and 5:00 p.m., and on the Nebraska Secretary of State's website at www.sos.ne.gov. The proposed changes to Title 298 maintain compliance with Title XI of the federal Financial Institutions Reform, Recovery, and Enforcement Act of 1989; clarify the application of the Real Property Appraiser Qualifications Criteria adopted by The Appraisal Foundation's Appraiser Qualifications Board, effective on January 1, 2026, for real property appraisers credentialed prior to January 1, 2026 that upgrade to a higher classification on or after January 1, 2026; implement the Nebraska State Patrol national fingerprint-based criminal history background check fee increase effective August 1, 2025 applicable to applicants for credentialing as real property appraisers; amend the AMC registration renewal fee schedule to increase the renewal fee to the statutory limit beginning July 1, 2026; and include general updates for better clarification and administration. The proposed changes to Title 298 will have a fiscal impact on the Real Property Appraiser Board and persons being regulated; a description of the fiscal impact may be inspected at the Nebraska Real Property Appraiser Board office, Monday through Friday, between 8:00 a.m. and 5:00 p.m. All interested persons are invited to attend and testify orally or by written submission at the hearing. Interested persons may also submit written comments by email to tyler.kohtz@nebraska.gov prior to hearing, which will be made part of the hearing record at the time of hearing if received on or before November 18, 2025.

Upon the conclusion of Agenda Item C, the Board will 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. No action will be taken on Agenda Items D, E, F, or G until the conclusion of executive session.

Tyler N. Kohtz
Director
COL-NE-1006585 10/10 ZNEZ

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)¢)(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 $~~4~~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.~~2~~1 $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.~~4~~2 $2000.00 for applications received on or after July 1, 202~~7~~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

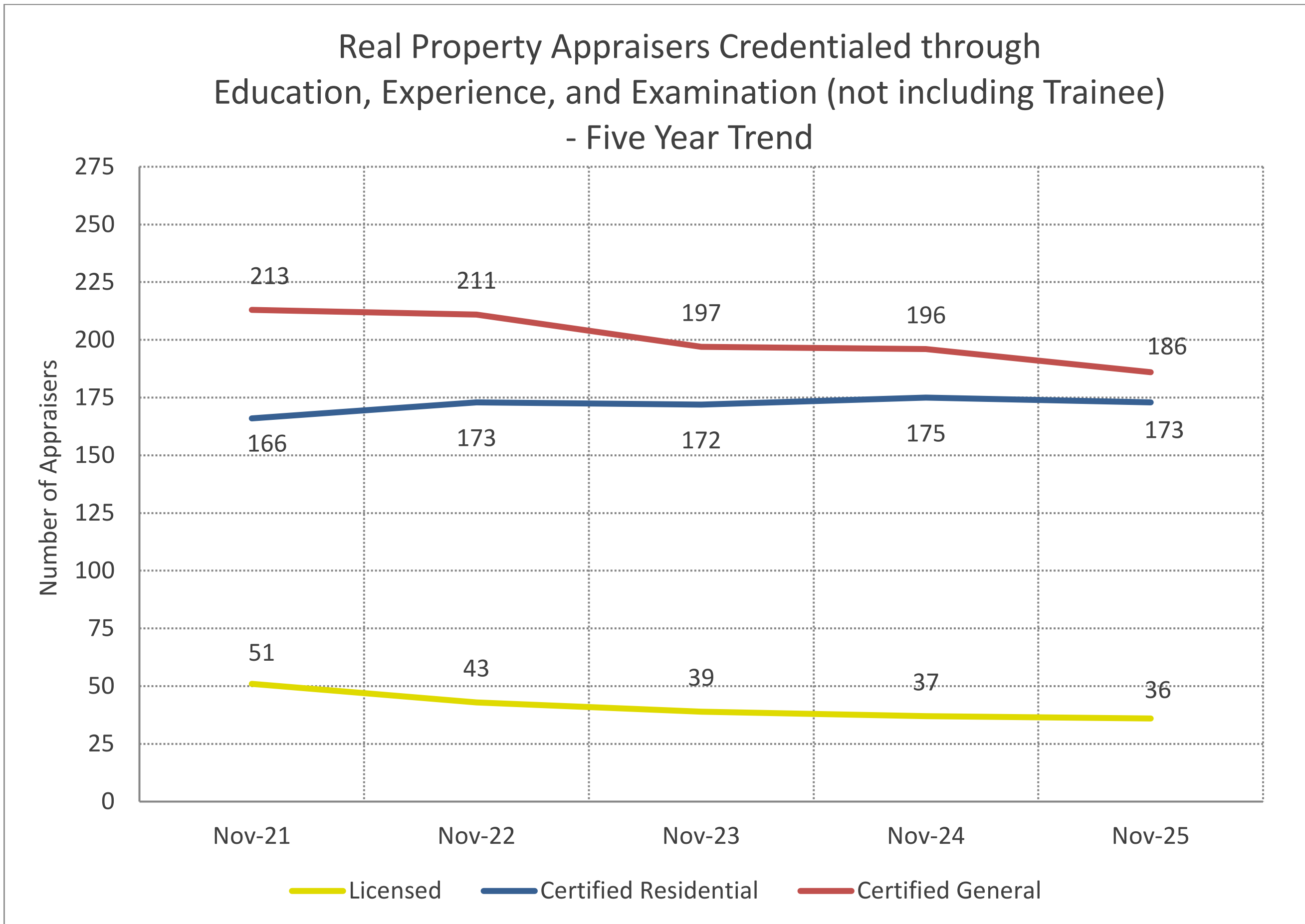
A federally regulated appraisal management company must report all information required to be submitted to the Appraisal Subcommittee pursuant to Title XI of the Financial Institutions Reform, Recovery, and Enforcement Act of 1989, the AMC rule, and any policy or rule established by the Appraisal Subcommittee related to its operation in this state, including, but not limited to, the collection of information related to ownership.

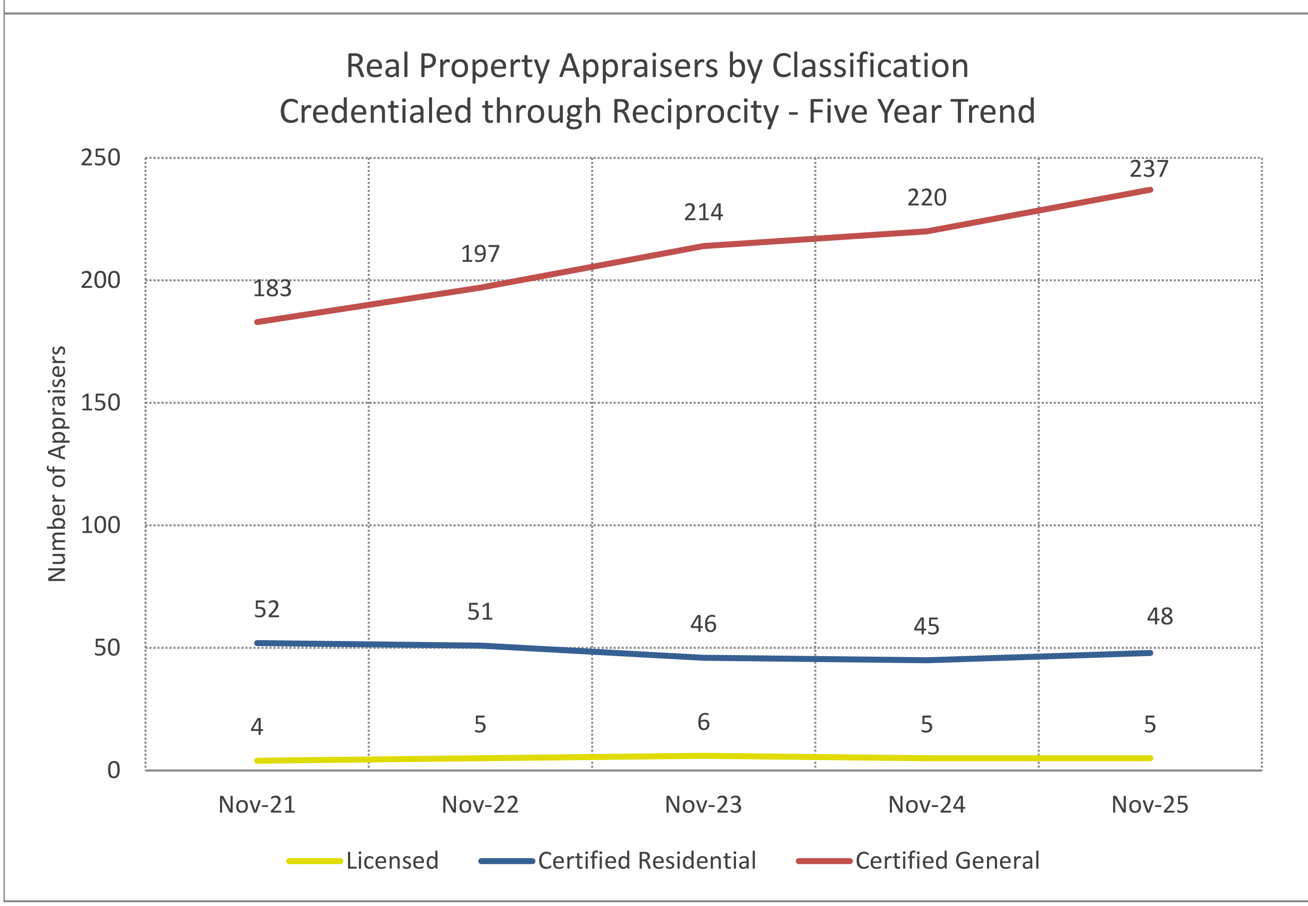
003.01 Any federally regulated appraisal management company that does not hold a registration as an appraisal management company issued by the Board must submit the information required for the AMC Registry on a form approved by the Board.

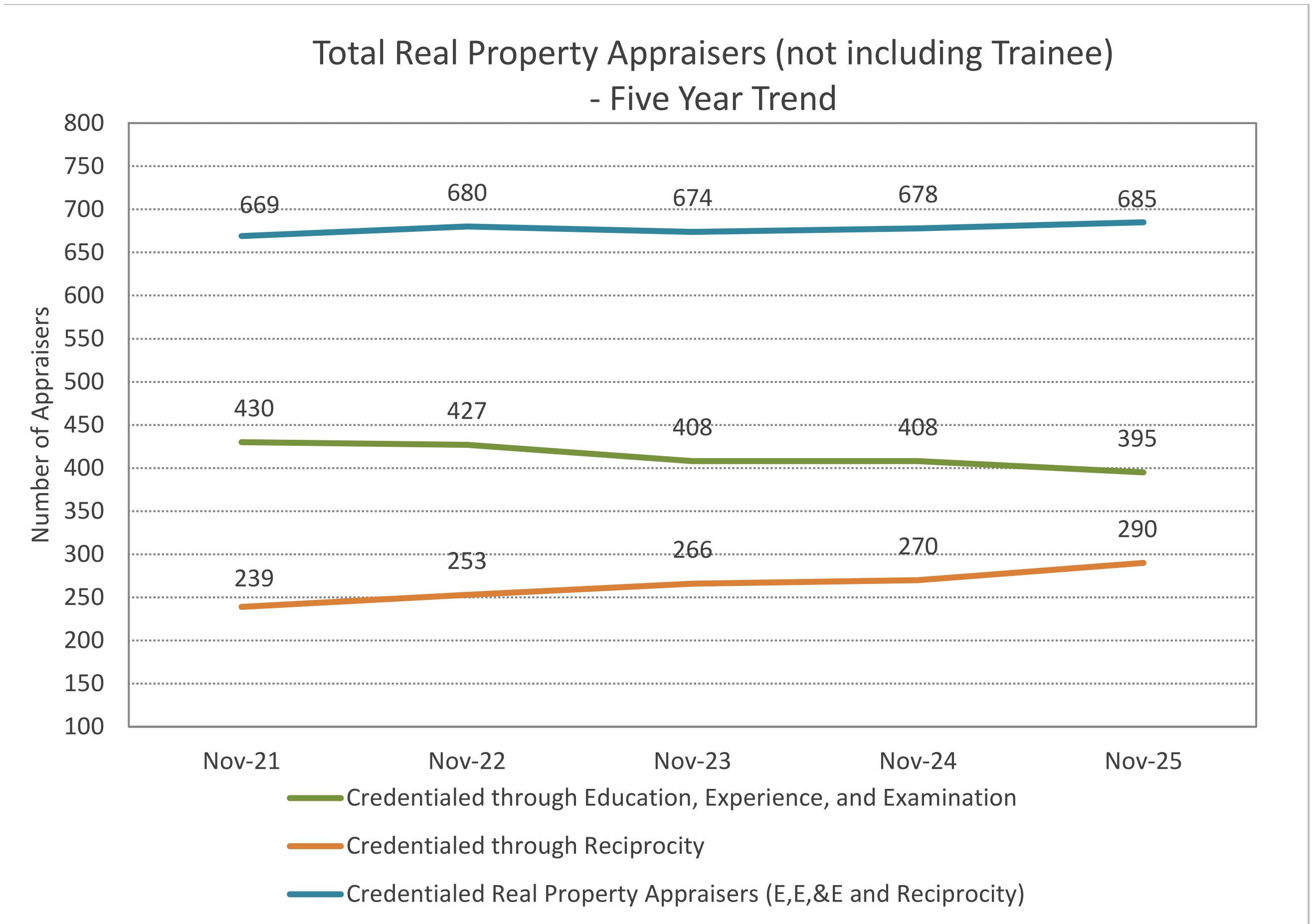
003.02 Pay an annual AMC Registry fee in the amount of $25.00 for each AMC Appraiser reported pursuant to Section 003.01 of this Chapter; and

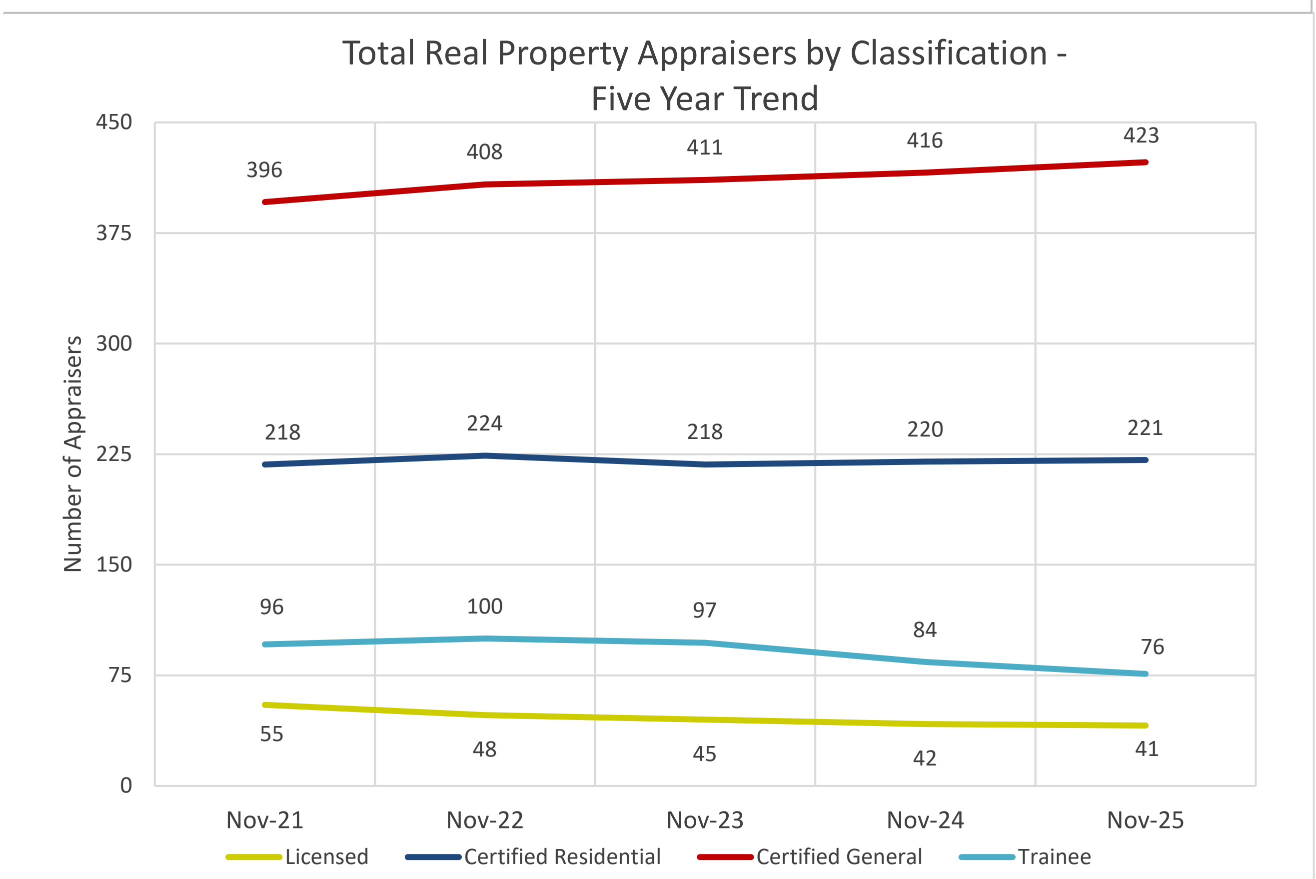
003.03 Pay a non-refundable reporting form processing fee of $350.00.

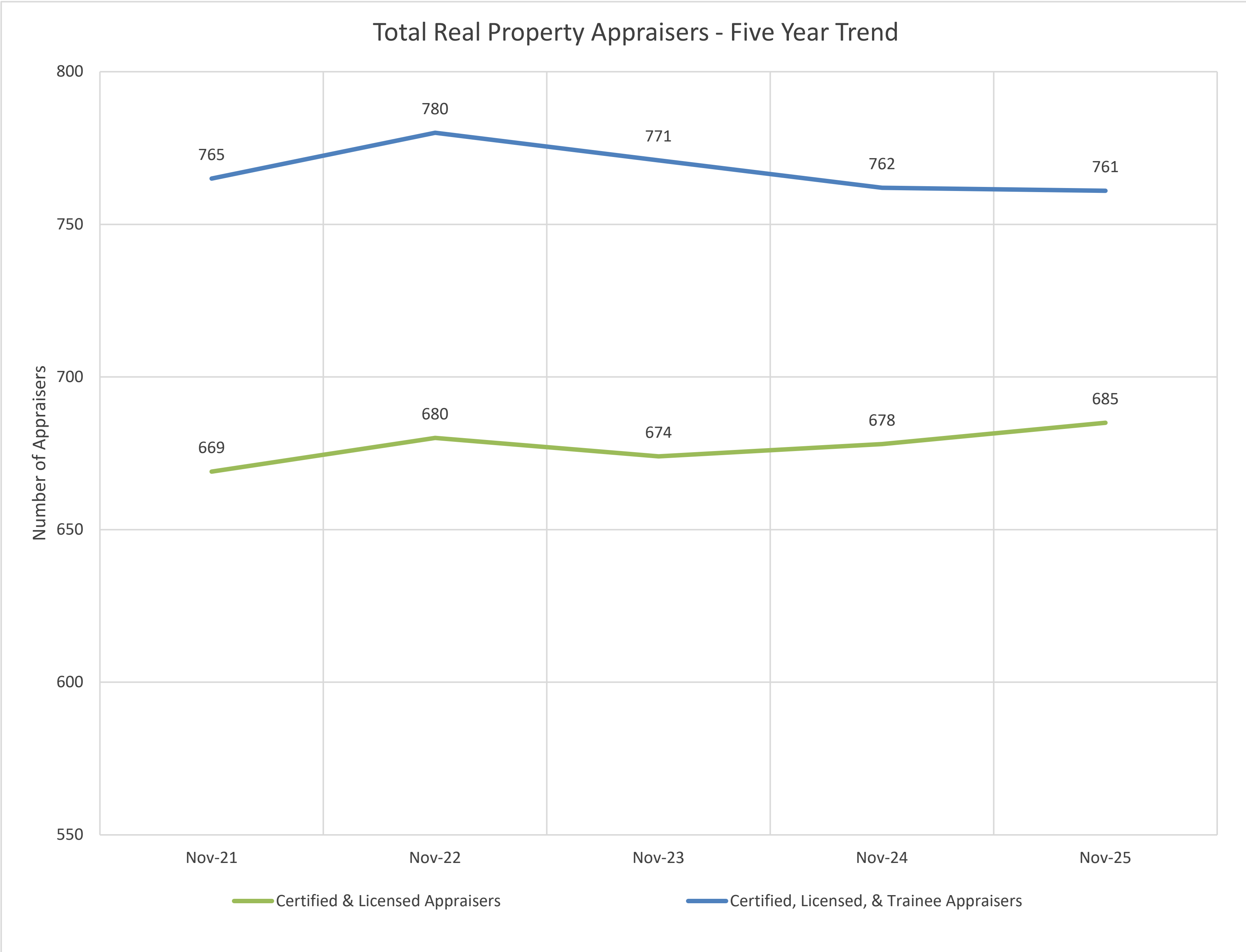
Real Property Appraiser Report



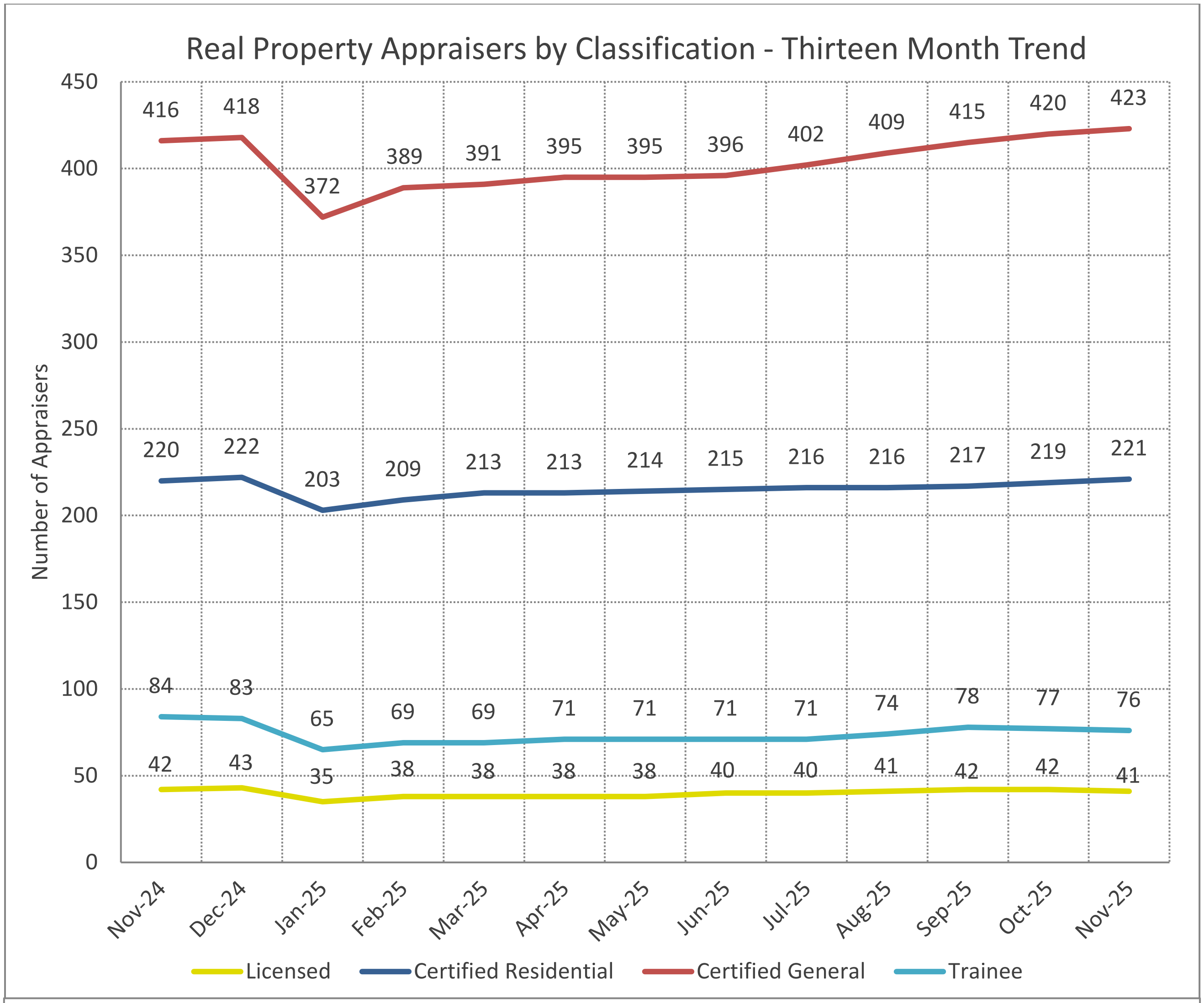


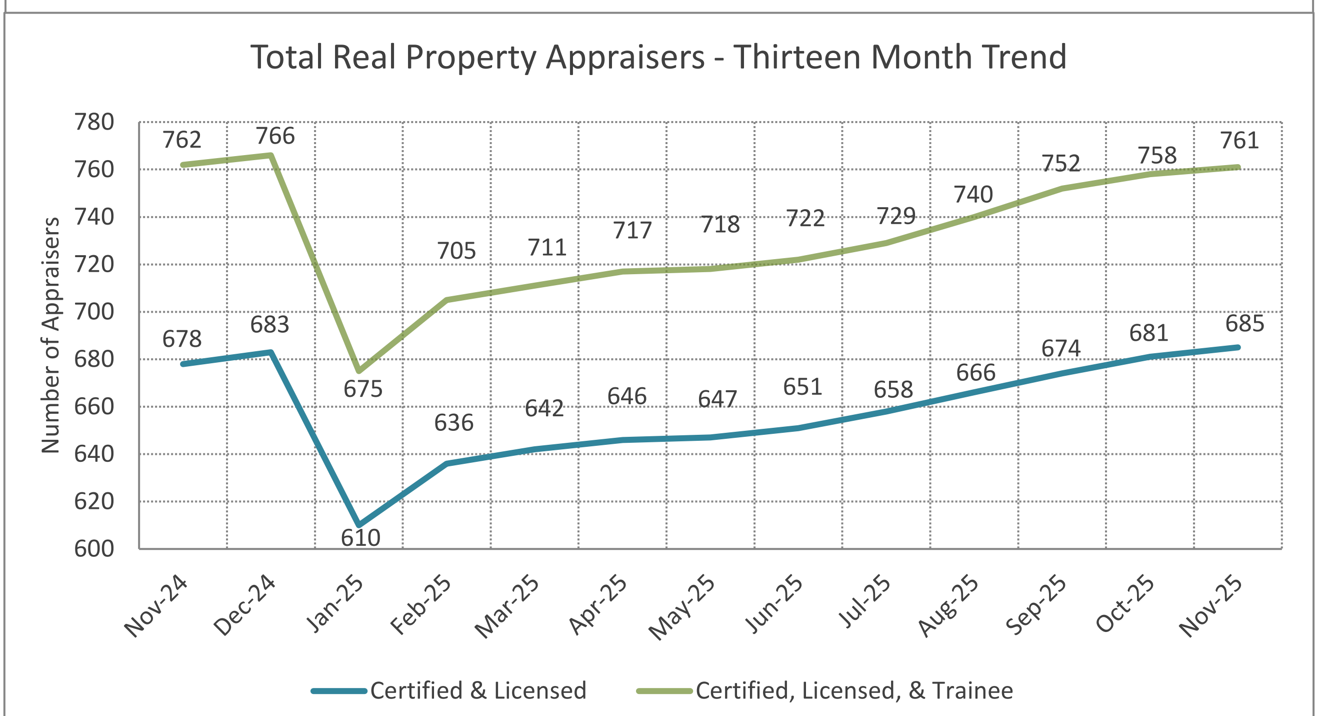

Total Real Property Appraisers (not including Trainee)
- Five Year Trend
Number of Appraisers
800
750
700
650
600
550
500
450
400
350
300
250
200
150
100
669
680
674
678
685
430
427
408
408
395
239
253
266
270
290
Nov-21
Nov-22
Nov-23
Nov-24
Nov-25
Credentialed through Education, Experience, and Examination
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
396
408
411
416
423
218
224
218
220
221
96
100
97
84
76
55
48
45
42
41
Nov-21
Nov-22
Nov-23
Nov-24
Nov-25
Licensed
Certified Residential
Certified General
Trainee



Total Real Property Appraisers - Five Year Trend
Number of Appraisers
800
750
700
650
600
550
765
780
771
762
761
669
680
674
678
685
Nov-21
Nov-22
Nov-23
Nov-24
Nov-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
416
418
372
389
391
395
395
396
402
409
415
420
423
220
222
203
209
213
213
214
215
216
216
217
219
221
84
83
65
69
69
71
71
71
71
74
78
77
76
42
43
35
38
38
38
38
40
40
41
42
42
41
Nov-24
Dec-24
Jan-25
Feb-25
Mar-25
Apr-25
May-25
Jun-25
Jul-25
Aug-25
Sep-25
Oct-25
Nov-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
762
766
675
705
711
717
718
722
729
740
752
758
761
678
683
610
636
642
646
647
651
658
666
674
681
685
Nov-24
Dec-24
Jan-25
Feb-25
Mar-25
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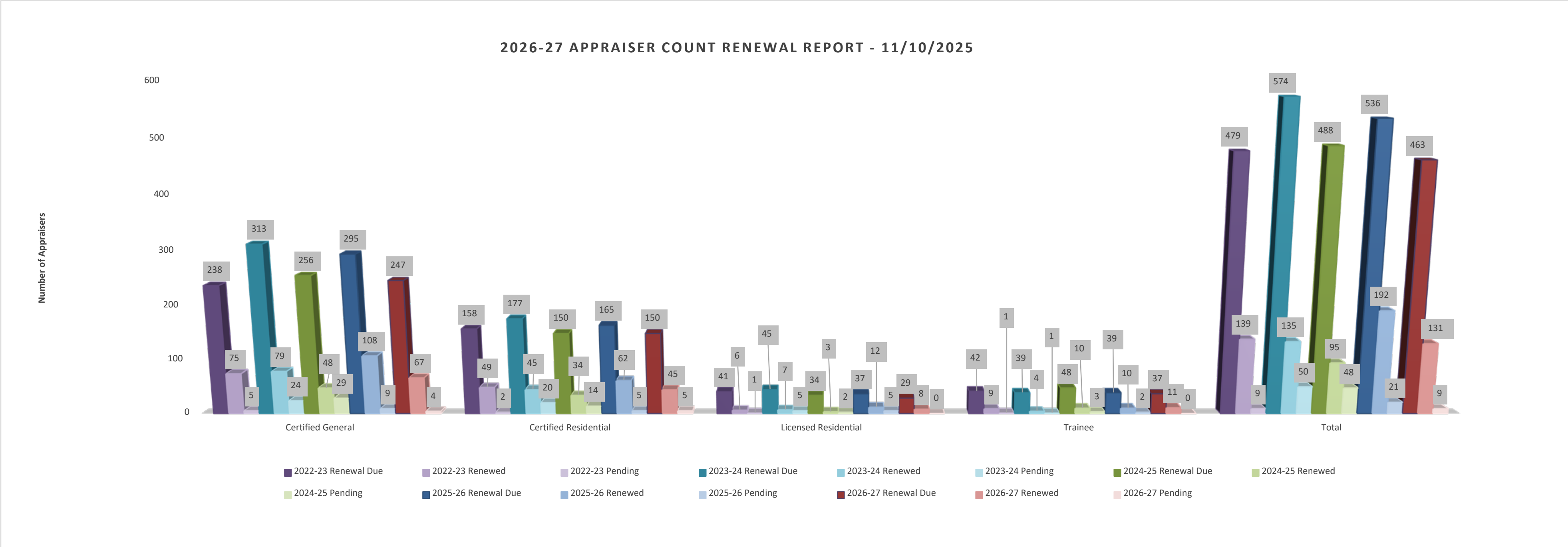
Jun-25
Jul-25
Aug-25
Sep-25
Oct-25
Nov-25
Certified & Licensed
Certified, Licensed, & Trainee



2026-27 APPRAISER COUNT RENEWAL REPORT - 11/10/2025
Number of Appraisers
Certified General
Certified Residential
Licensed Residential
Trainee
Total
2022-23 Renewal Due
2022-23 Renewed
2022-23 Pending
2023-24 Renewal Due
2023-24 Renewed
2023-24 Pending
2024-25 Renewal Due
2024-25 Renewed
2024-25 Pending
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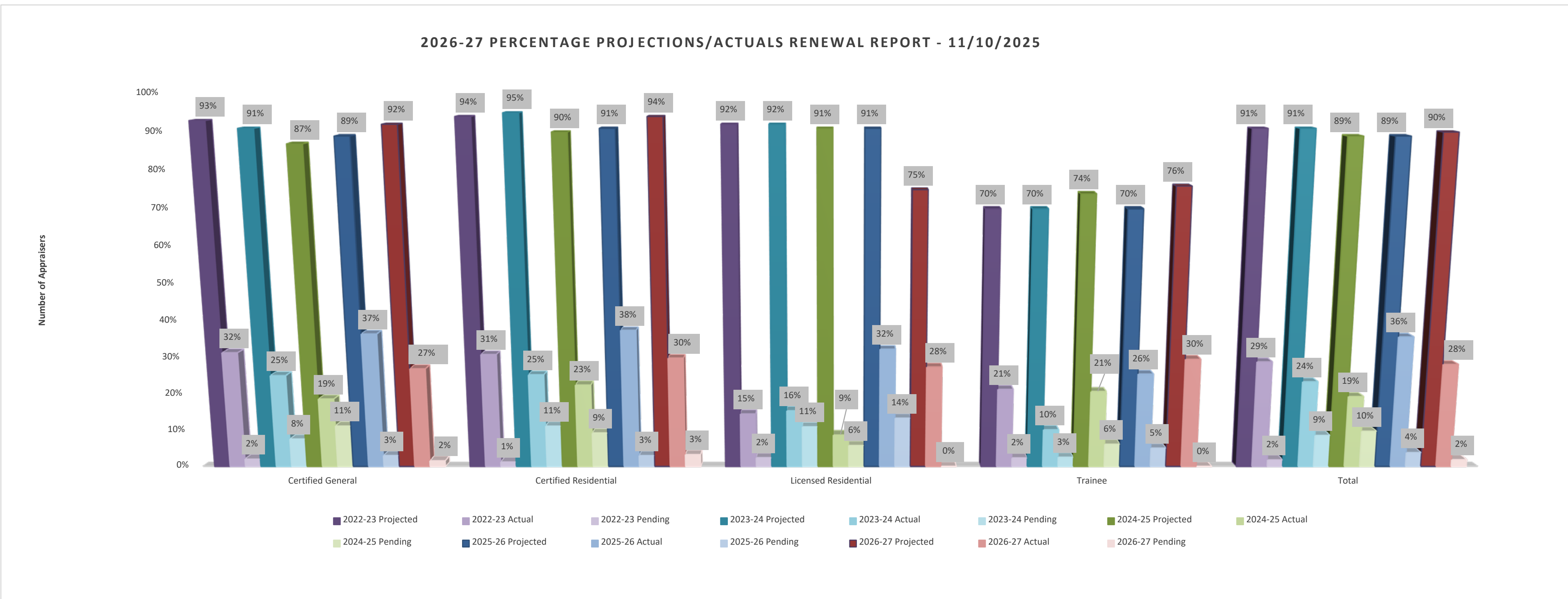
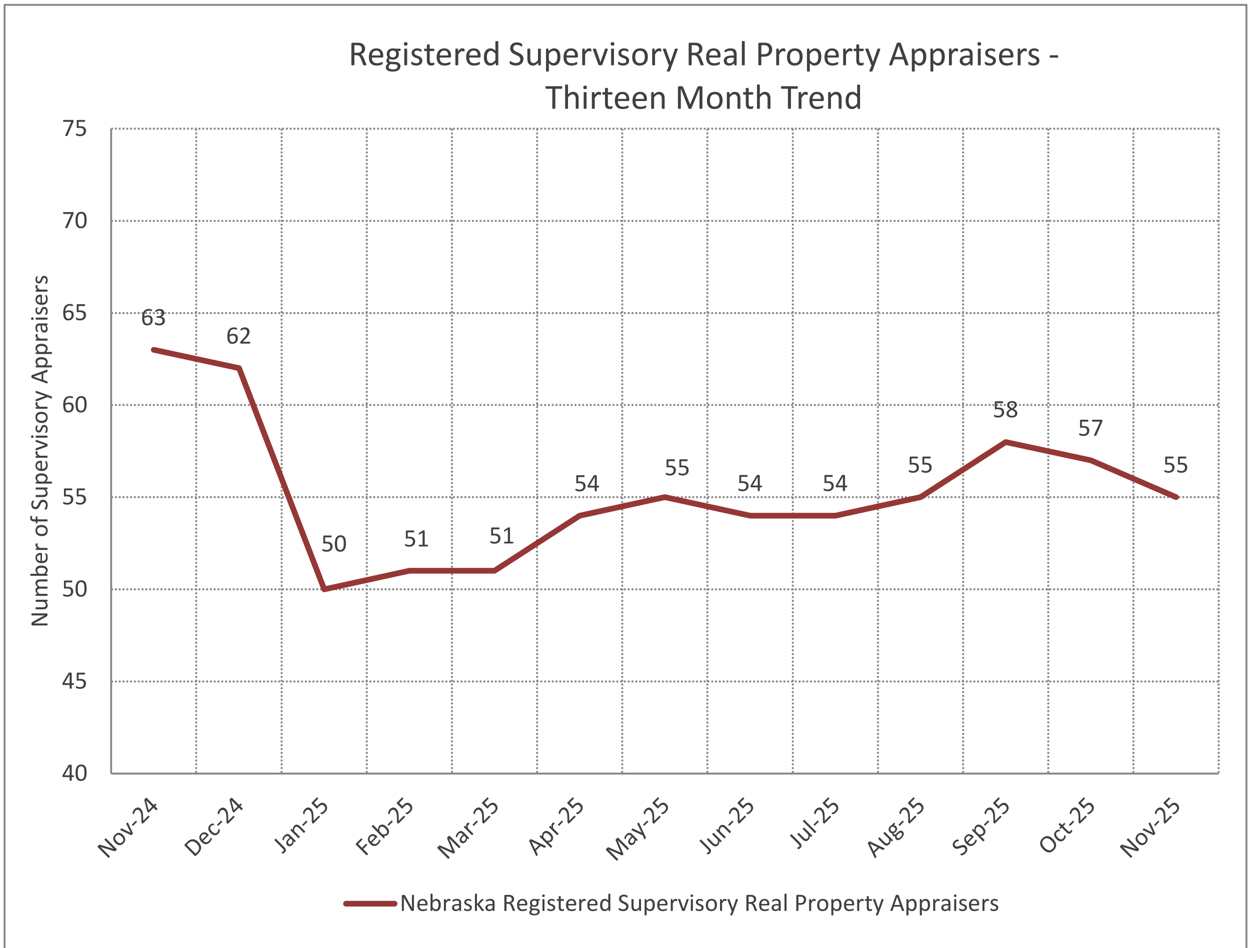
2025-26 Pending
2026-27 Renewal Due
2026-27 Renewed
2026-27 Pending

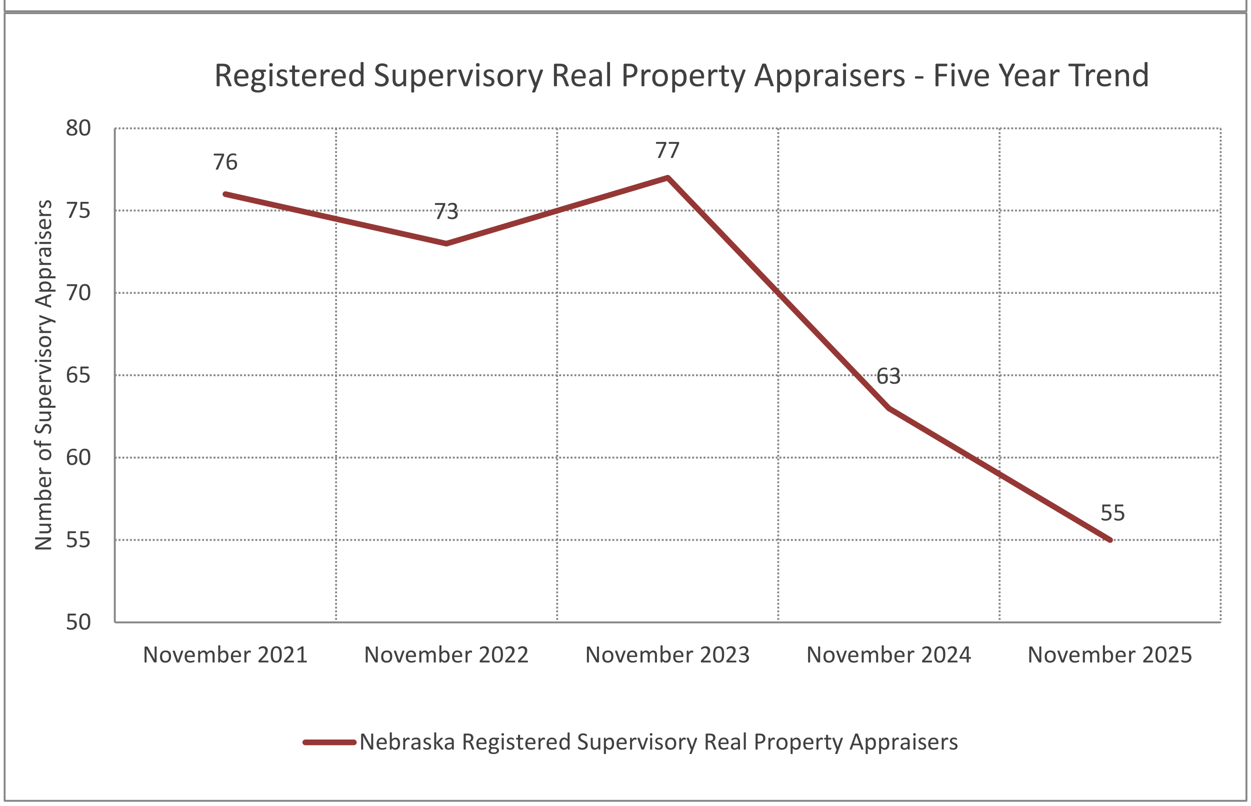


2026-27 PERCENTAGE PROJECTIONS/ACTUALS RENEWAL REPORT - 11/10/2025
Number of Appraisers
Certified General
Certified Residential
Licensed Residential
Trainee
Total
2022-23 Projected
2022-23 Actual
2022-23 Pending
2023-24 Projected
2023-24 Actual
2023-24 Pending
2024-25 Projected
2024-25 Actual
2024-25 Pending
2025-26 Projected
2025-26 Actual
2025-26 Pending
2026-27 Projected
2026-27 Actual
2026-27 Pending

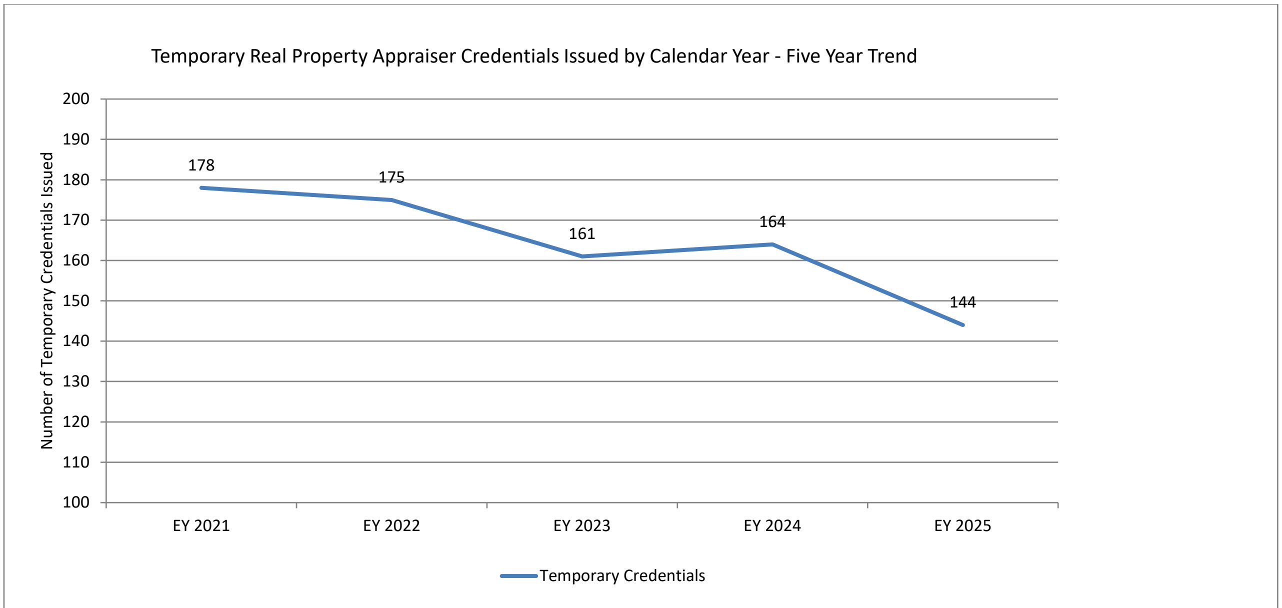
J.5

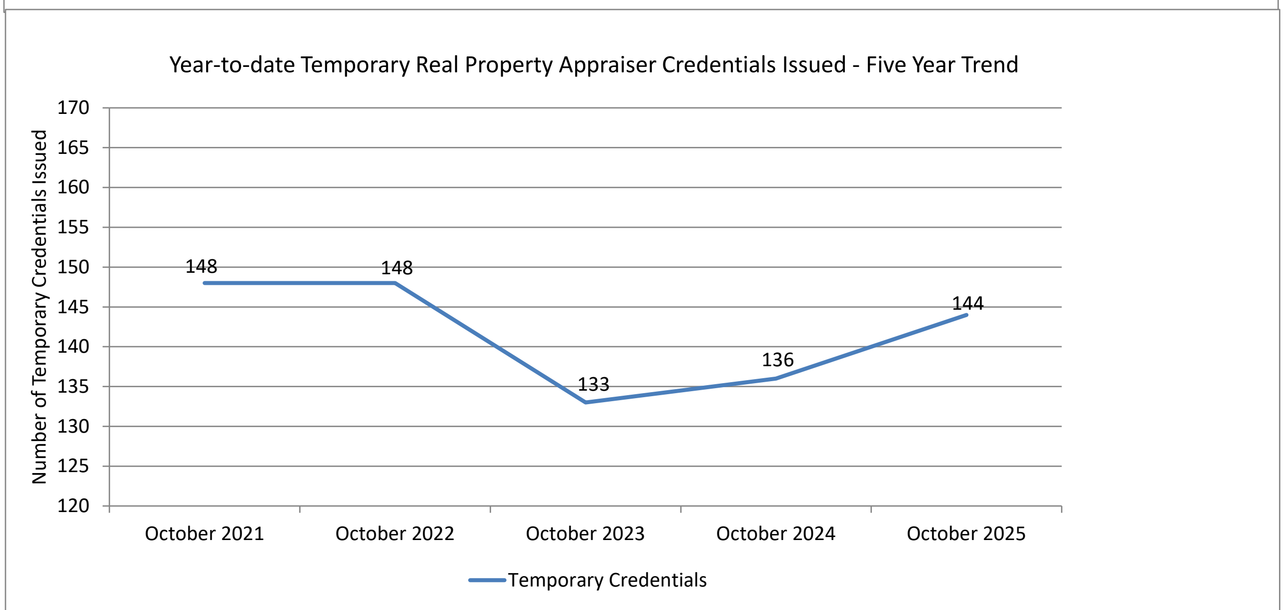
Supervisory Real Property Appraiser Report

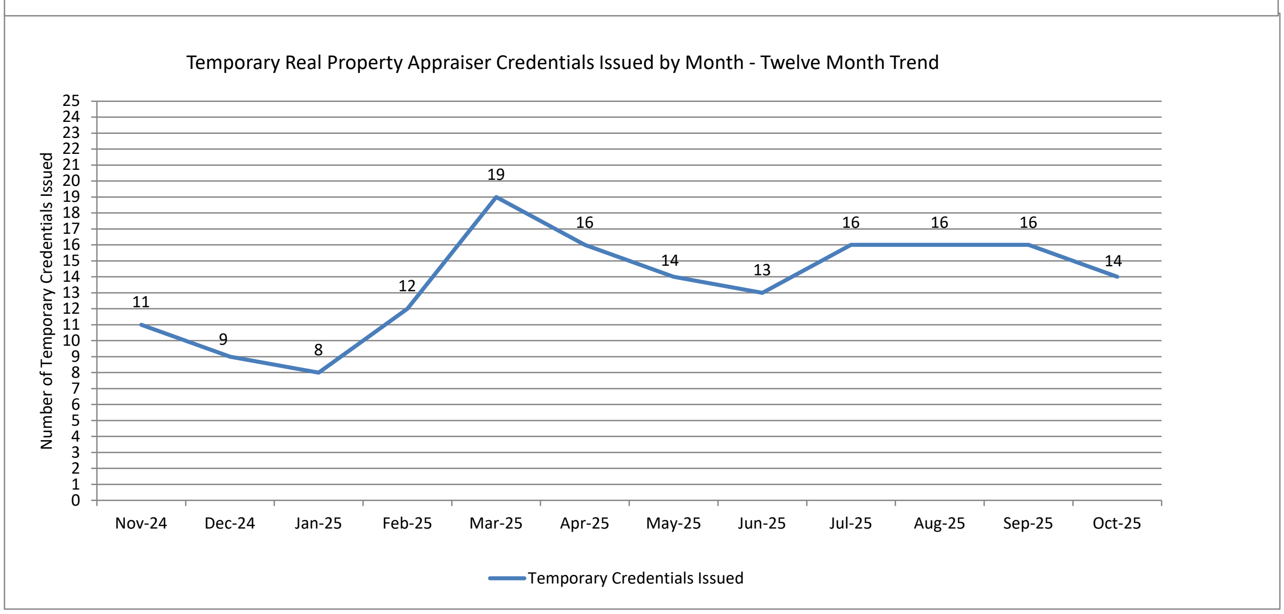




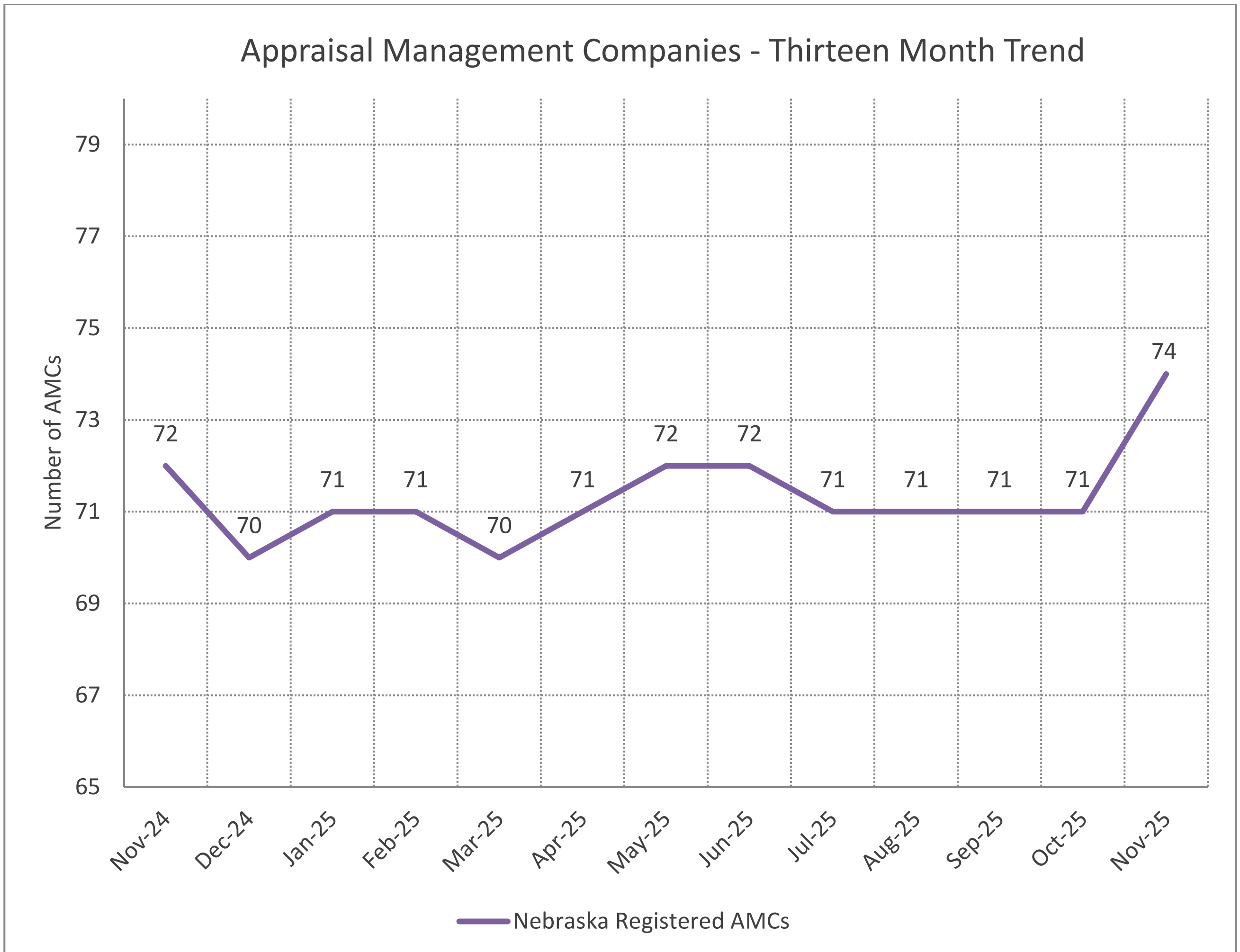
Temporary Real Property Appraiser Report

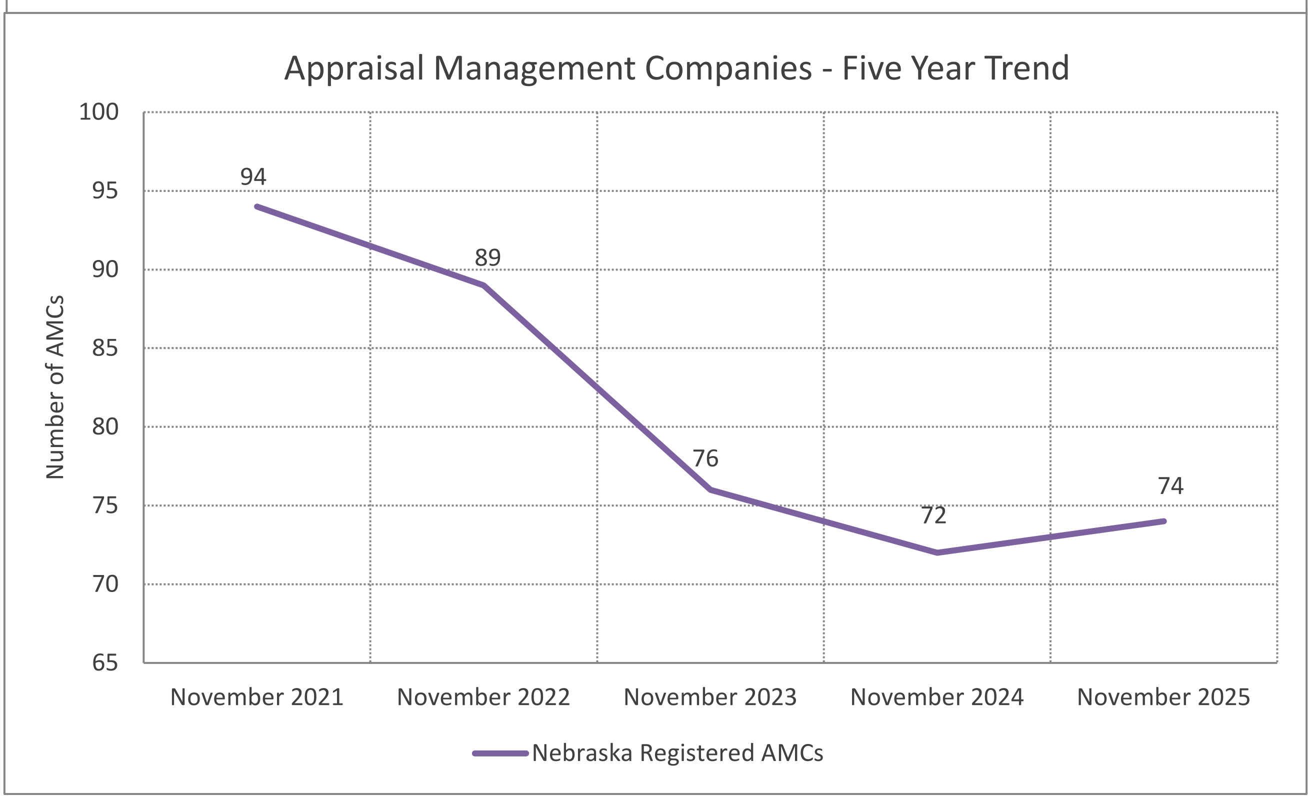






Appraisal Management Company Report





NEBRASKA REAL PROPERTY APPRAISER BOARD

DIRECTOR APPROVAL OF REAL PROPERTY APPRAISER APPLICANTS

October 15, 2025 – November 10, 2025

New Certified General Real Property Appraisers through Reciprocity		
CG25028R	Wethington, Jeremiah	Approved October 29, 2025
CG25029R	Anderson, Joshua	Approved October 29, 2025
CG25030R	Judeh, Jumana	Approved October 30, 2025
CG25031R	Hummel, Matthew	Approved October 30, 2025

NEBRASKA REAL PROPERTY APPRAISER BOARD

DIRECTOR APPROVAL OF EDUCATION ACTIVITY AND INSTRUCTOR(S) APPLICANTS

October 15, 2025 – November 10, 2025

Provider	Activity Number	Hours	Title	Instructor(s)	Approval Date
New Continuing Education Activities and Instructors					
McKissock, LLC	2253491.03	4.00	Live Webinar: Scope of Work and the New URAR	Dan Bradley, Josh Walitt, Steve Maher, Robert McClelland, Robert Frazier, Robert Abelson, Jo Traut, Charles Huntoon, Philicia Lloyd, Julie Molendorp-Floyd, Greg Stephens, Charles Fisher, Alexander Gilbert, Pam Teel, Kevin Hecht, Diana Jacob, Mel Black, Alan Hummel, Kelly Yeatts, Michelle Bradley, Stephanie Streep-Tuley	10/20/2025
McKissock, LLC	2253493.03	7.00	Live Webinar: The Appraiser's Guide to the New URAR	Dan Bradley, Josh Walitt, Steve Maher, Robert McClelland, Robert Frazier, Robert Abelson, Jo Traut, Charles Huntoon, Philicia Lloyd, Julie Molendorp-Floyd, Greg Stephens, Charles Fisher, Alexander Gilbert, Pam Teel, Kevin Hecht, Diana Jacob, Mel Black, Alan Hummel,	10/20/2025

				Sam Martin, John Dingeman, Kelly Yeatts, Michelle Bradley, Stephanie Streep-Tuley	
Rocky Mountain Appraiser Association	2253194.88	7.00	2026-2027 7-Hour USPAP Continuing Education Course	JoAnn Apostol	10/27/2025
ASFMRA	2251195.01	7.00	2026-2027 7 Hour National USPAP Course (A114)	Dennis Badger	10/27/2025
ASFMRA	2253196.01	7.00	2026-2027 7 Hour National USPAP Course (A114)	Dennis Badger	10/27/2025
McKissock, LLC	2253490.03	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, Robert McClelland, Steve Maher, Stephanie Streep-Tuley	10/31/2025
McKissock, LLC	225340D.03	4.00	Live Webinar: Supporting Adjustments: The Journey from Analysis to Adjusting	Dan Bradley, Josh Walitt, Steve Maher, Robert McClelland, Robert Frazier, Robert Abelson, Jo Traut, Charles Huntoon, Philicia Llloyd, Julie Molendorp-Floyd, Greg Stephens, Charles Fisher, Alexander Gilbert, Pam Teel, Kevin Hecht,	10/31/2025

				Diana Jacob, Alan Hummel, John Dingeman, Kelly Yeatts, Michelle Bradley, Stephanie Streep-Tuley	

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	Hearing set for November 20, 2025.	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	Completed August 21, 2025	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	Completed August 21, 2025			
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	Completed September 18, 2025.	None.		

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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 = 33.70

	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	221,345.91	26,209.67	76,375.32	34.50		144,970.59
511600	PER DIEM PAYMENTS	8,500.00	400.00	2,200.00	25.88		6,300.00
511700	EMPLOYEE BONUSES	2,000.00					2,000.00
512100	VACATION LEAVE EXPENSE	17,312.93	669.30	2,955.07	17.07		14,357.86
512200	SICK LEAVE EXPENSE	1,964.37	134.68	457.28	23.28		1,507.09
512300	HOLIDAY LEAVE EXPENSE	12,227.25	936.46	3,685.98	30.15		8,541.27
512500	FUNERAL LEAVE EXPENSE		143.65	143.65			143.65-
Personal Services Subtotal		263,350.46	28,493.76	85,817.30	32.59	0.00	177,533.16
515100	RETIREMENT PLANS EXPENSE	19,137.02	2,103.63	6,261.18	32.72		12,875.84
515200	FICA EXPENSE	20,071.09	1,997.68	5,836.66	29.08		14,234.43
515500	HEALTH INSURANCE EXPENSE	66,162.00	6,533.44	26,133.76	39.50		40,028.24
516500	WORKERS COMP PREMIUMS	1,366.00		1,366.00	100.00		
Major Account 510000 Total		370,086.57	39,128.51	125,414.90	33.89	0.00	244,671.67
520000 OPERATING EXPENSES							
521100	POSTAGE EXPENSE	2,654.22	219.05	1,019.47	38.41		1,634.75
521400	CIO CHARGES	37,636.61	1,967.64	11,697.32	31.08		25,939.29
521500	PUBLICATION & PRINT EXP	3,378.08		628.08	18.59		2,750.00
521900	AWARDS EXPENSE	50.00					50.00
522100	DUES & SUBSCRIPTION EXP	600.00	600.00	600.00	100.00		
524600	RENT EXPENSE-BUILDINGS	13,767.10	1,140.58	4,590.37	33.34		9,176.73
524900	RENT EXP-DEPR SURCHARGE	4,664.00	388.64	1,554.56	33.33		3,109.44
531100	OFFICE SUPPLIES EXPENSE	1,792.47		333.65	18.61		1,458.82
532100	NON-CAPITALIZED EQUIP PU	150.00					150.00
541100	ACCTG & AUDITING SERVICES	2,986.00		2,986.00	100.00		
541200	PURCHASING ASSESSMENT	41.00		42.00	102.44		1.00-
541500	LEGAL SERVICES EXPENSE	20,020.00		163.50	.82		19,856.50
541700	LEGAL RELATED EXPENSE	3,031.00		31.00	1.02		3,000.00
547100	EDUCATIONAL SERVICES	51.00		51.00	100.00		
554900	OTHER CONTRACTUAL SERVICES	31,294.50	995.00	5,354.25	17.11	1,250.00	24,690.25
556100	INSURANCE EXPENSE	93.00	14.79	14.79	15.90		78.21
559100	OTHER OPERATING EXP	449.44	20.00	40.00	8.90		409.44

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Agency 053 REAL PROPERTY APPRAISER BD
Division
Program 079 APPRAISER LICENSING

Percent of Time Elapsed = 33.70

	ACCOUNT CODE DESCRIPTION	BUDGETED AMOUNT	CURRENT MONTH ACTIVITY	YEAR-TO-DATE ACTUALS	PERCENT OF BUDGET	ENCUMBERANCES	VARIANCE
Major Account 520000 Total		122,658.42	5,345.70	29,105.99	23.73	1,250.00	92,302.43
570000 TRAVEL EXPENSES							
571100	LODGING	2,970.00		440.00	14.81		2,530.00
571800	MEALS - TRAVEL STATUS	2,142.20		714.00	33.33		1,428.20
573100	STATE-OWNED TRANSPORT	200.00					200.00
574500	PERSONAL VEHICLE MILEAGE	7,282.40		2,641.80	36.28		4,640.60
575100	MISC TRAVEL EXPENSE	475.95		131.28	27.58		344.67
Major Account 570000 Total		13,070.55	0.00	3,927.08	30.05	0.00	9,143.47
BUDGETED EXPENDITURES TOTAL		505,815.54	44,474.21	158,447.97	31.33	1,250.00	346,117.57
SUMMARY BY FUND TYPE - EXPENDITURES							
2	CASH FUNDS	505,815.54	44,474.21	158,447.97	31.33	1,250.00	346,117.57
BUDGETED EXPENDITURES TOTAL		505,815.54	44,474.21	158,447.97	31.33	1,250.00	346,117.57
BUDGETED FUND TYPES - REVENUES							
470000 REVENUE - SALES AND CHARGES							
471100	SALE OF SERVICES	450.00-	25.00-	125.00-	27.78		325.00-
471120	QUALIFYING ED COURSE FEES	2,010.00-	210.00-	630.00-	31.34		1,380.00-
471121	CONTINUING ED NEW FEES	6,075.00-	890.00-	1,625.00-	26.75		4,450.00-
471122	CONTINUING ED RENEWAL FEES	225.00-		15.00-	6.67		210.00-
475150	CERTIFIED GENERAL NEW FEES	9,600.00-	960.00-	6,260.00-	65.21		3,340.00-
475151	LICENSED NEW FEES	640.00-		320.00-	50.00		320.00-
475152	FINGERPRINT FEES	2,262.50-	90.50-	1,312.25-	58.00		950.25-
475153	CERTIFIED RESIDENTIAL NEW	2,560.00-	920.00-	1,240.00-	48.44		1,320.00-
475154	CERTIFIED GENERAL RENEWAL	103,200.00-	12,600.00-	25,150.00-	24.37		78,050.00-
475155	LICENSED RENEWAL	8,100.00-	1,800.00-	2,650.00-	32.72		5,450.00-
475157	CERTIFIED RESIDENTIAL RENEWAL	62,100.00-	8,100.00-	15,900.00-	25.60		46,200.00-
475161	TEMPORARY CERTIFIED GENERAL	11,200.00-	980.00-	4,390.00-	39.20		6,810.00-
475163	AMC REGISTERED NEW FEES	6,000.00-		4,000.00-	66.67		2,000.00-
475164	AMC APPLICATION FEES	1,050.00-	350.00-	1,050.00-	100.00		
475165	AMC REGISTERED RENEWAL	110,500.00-	8,500.00-	30,400.00-	27.51		80,100.00-
475166	FED REG AMC RPT FORM PROC FEES	700.00-					700.00-

STATE OF NEBRASKA
Department of Administrative Services
Accounting Division
Budget Status Report
As of 10/31/25

- Indicates Credit

Agency 053 REAL PROPERTY APPRAISER BD
Division
Program 079 APPRAISER LICENSING

Percent of Time Elapsed = 33.70

	ACCOUNT CODE DESCRIPTION	BUDGETED AMOUNT	CURRENT MONTH ACTIVITY	YEAR-TO-DATE ACTUALS	PERCENT OF BUDGET	ENCUMBERANCES	VARIANCE
475234	APPLICATION FEES	27,700.00-	2,020.00-	12,510.00-	45.16		15,190.00-
476101	LATE PROCESSING FEES	4,025.00-		825.00-	20.50		3,200.00-
Major Account 470000 Total		358,397.50-	37,445.50-	108,402.25-	30.25	0.00	249,995.25-
480000 REVENUE - MISCELLANEOUS							
481100	INVESTMENT INCOME	21,000.00-	1,615.78-	6,556.86-	31.22		14,443.14-
484500	REIMB NON-GOVT SOURCES	6,000.00-		6,020.00-	100.33		20.00
Major Account 480000 Total		27,000.00-	1,615.78-	12,576.86-	46.58	0.00	14,423.14-
BUDGETED REVENUE TOTAL		385,397.50-	39,061.28-	120,979.11-	31.39	0.00	264,418.39-

SUMMARY BY FUND TYPE - REVENUE

2	CASH FUNDS	385,397.50-	39,061.28-	120,979.11-	31.39		264,418.39-
BUDGETED REVENUE TOTAL		385,397.50-	39,061.28-	120,979.11-	31.39	0.00	264,418.39-

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Budget Status Report
As of 10/31/25

Agency 053 REAL PROPERTY APPRAISER BD
Division
Program 079 APPRAISER LICENSING

Percent of Time Elapsed = 33.70

	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	143,874.85	17,036.20	49,643.13	34.50		94,231.72
511600	PER DIEM PAYMENTS	5,525.00	260.00	1,430.00	25.88		4,095.00
511700	EMPLOYEE BONUSES	1,300.00					1,300.00
512100	VACATION LEAVE EXPENSE	11,253.40	434.80	1,920.41	17.07		9,332.99
512200	SICK LEAVE EXPENSE	1,276.84	87.45	296.84	23.25		980.00
512300	HOLIDAY LEAVE EXPENSE	7,947.71	608.69	2,395.86	30.15		5,551.85
512500	FUNERAL LEAVE EXPENSE		93.37	93.37			93.37-
Personal Services Subtotal		171,177.80	18,520.51	55,779.61	32.59	0.00	115,398.19
515100	RETIREMENT PLANS EXPENSE	12,439.09	1,367.32	4,069.64	32.72		8,369.45
515200	FICA EXPENSE	13,046.20	1,298.41	3,793.63	29.08		9,252.57
515500	HEALTH INSURANCE EXPENSE	43,005.30	4,246.70	16,986.64	39.50		26,018.66
516500	WORKERS COMP PREMIUMS	887.90		887.90	100.00		
Major Account 510000 Total		240,556.29	25,432.94	81,517.42	33.89	0.00	159,038.87
520000 OPERATING EXPENSES							
521100	POSTAGE EXPENSE	2,349.13	244.15	978.77	41.67		1,370.36
521400	CIO CHARGES	24,563.02	1,251.05	8,327.38	33.90		16,235.64
521500	PUBLICATION & PRINT EXP	2,195.75	219.83	628.08	28.60		1,567.67
521900	AWARDS EXPENSE	32.50					32.50
522100	DUES & SUBSCRIPTION EXP	390.00	390.00	390.00	100.00		
524600	RENT EXPENSE-BUILDINGS	8,948.61	741.37	2,983.71	33.34		5,964.90
524900	RENT EXP-DEPR SURCHARGE	3,031.60	252.62	1,010.48	33.33		2,021.12
531100	OFFICE SUPPLIES EXPENSE	1,173.97	93.50	319.90	27.25		854.07
532100	NON-CAPITALIZED EQUIP PU	97.50					97.50
541100	ACCTG & AUDITING SERVICES	1,940.90		1,940.90	100.00		
541200	PURCHASING ASSESSMENT	26.65		27.30	102.44		.65-
541500	LEGAL SERVICES EXPENSE	18,000.00		143.50	.80		17,856.50
541700	LEGAL RELATED EXPENSE	2,731.00		31.00	1.14		2,700.00
547100	EDUCATIONAL SERVICES	33.15		33.15	100.00		
554900	OTHER CONTRACTUAL SERVICES	30,644.50	885.00	5,135.60	16.76	1,250.00	24,258.90
556100	INSURANCE EXPENSE	60.45	9.61	9.61	15.90		50.84
559100	OTHER OPERATING EXP	279.14	20.00	20.00	7.16		259.14

Agency 053 REAL PROPERTY APPRAISER BD
Division
Program 079 APPRAISER LICENSING

Percent of Time Elapsed = 33.70

	ACCOUNT CODE DESCRIPTION	BUDGETED AMOUNT	CURRENT MONTH ACTIVITY	YEAR-TO-DATE ACTUALS	PERCENT OF BUDGET	ENCUMBERANCES	VARIANCE
Major Account 520000 Total		96,497.87	4,107.13	21,979.38	22.78	1,250.00	73,268.49
570000 TRAVEL EXPENSES							
571100	LODGING	1,930.50		286.00	14.81		1,644.50
571800	MEALS - TRAVEL STATUS	1,392.43		464.10	33.33		928.33
573100	STATE-OWNED TRANSPORT	130.00					130.00
574500	PERSONAL VEHICLE MILEAGE	4,733.56		1,717.17	36.28		3,016.39
575100	MISC TRAVEL EXPENSE	309.37		85.35	27.59		224.02
Major Account 570000 Total		8,495.86	0.00	2,552.62	30.05	0.00	5,943.24
BUDGETED EXPENDITURES TOTAL		345,550.02	29,540.07	106,049.42	30.69	1,250.00	238,250.60

SUMMARY BY FUND TYPE - EXPENDITURES

2	CASH FUNDS	345,550.02	29,540.07	106,049.42	30.69	1,250.00	238,250.60
BUDGETED EXPENDITURES TOTAL		345,550.02	29,540.07	106,049.42	30.69	1,250.00	238,250.60

BUDGETED FUND TYPES - REVENUES

470000 REVENUE - SALES AND CHARGES

471100	SALE OF SERVICES	450.00-	25.00-	125.00-	27.78		325.00-
471120	QUALIFYING ED COURSE FEES	2,010.00-	210.00-	630.00-	31.34		1,380.00-
471121	CONTINUING ED NEW FEES	6,075.00-	890.00-	1,625.00-	26.75		4,450.00-
471122	CONTINUING ED RENEWAL FEES	225.00-		15.00-	6.67		210.00-
475150	CERTIFIED GENERAL NEW FEES	9,600.00-	960.00-	6,260.00-	65.21		3,340.00-
475151	LICENSED NEW FEES	640.00-		320.00-	50.00		320.00-
475152	FINGERPRINT FEES	2,262.50-	90.50-	1,312.25-	58.00		950.25-
475153	CERTIFIED RESIDENTIAL NEW	2,560.00-	920.00-	1,240.00-	48.44		1,320.00-
475154	CERTIFIED GENERAL RENEWAL	103,200.00-	12,600.00-	25,150.00-	24.37		78,050.00-
475155	LICENSED RENEWAL	8,100.00-	1,800.00-	2,650.00-	32.72		5,450.00-
475157	CERTIFIED RESIDENTIAL RENEWAL	62,100.00-	8,100.00-	15,900.00-	25.60		46,200.00-
475161	TEMPORARY CERTIFIED GENERAL	11,200.00-	980.00-	4,390.00-	39.20		6,810.00-
475234	APPLICATION FEES	27,700.00-	2,020.00-	12,510.00-	45.16		15,190.00-
476101	LATE PROCESSING FEES	3,750.00-		525.00-	14.00		3,225.00-
Major Account 470000 Total		239,872.50-	28,595.50-	72,652.25-	30.29	0.00	167,220.25-

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Agency 053 REAL PROPERTY APPRAISER BD
Division
Program 079 APPRAISER LICENSING

Percent of Time Elapsed = 33.70

	ACCOUNT CODE DESCRIPTION	BUDGETED AMOUNT	CURRENT MONTH ACTIVITY	YEAR-TO-DATE ACTUALS	PERCENT OF BUDGET	ENCUMBERANCES	VARIANCE
480000 REVENUE - MISCELLANEOUS							
481100	INVESTMENT INCOME	12,000.00-	872.54-	3,579.07-	29.83		8,420.93-
484500	REIMB NON-GOVT SOURCES	5,000.00-		5,020.00-	100.40		20.00
Major Account 480000 Total		17,000.00-	872.54-	8,599.07-	50.58	0.00	8,400.93-
BUDGETED REVENUE TOTAL		256,872.50-	29,468.04-	81,251.32-	31.63	0.00	175,621.18-

SUMMARY BY FUND TYPE - REVENUE

2	CASH FUNDS	256,872.50-	29,468.04-	81,251.32-	31.63		175,621.18-
BUDGETED REVENUE TOTAL		256,872.50-	29,468.04-	81,251.32-	31.63	0.00	175,621.18-

Agency 053 REAL PROPERTY APPRAISER BD
Division
Program 079 APPRAISER LICENSING

Percent of Time Elapsed = 33.70

	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	77,471.06	9,173.47	26,732.19	34.51		50,738.87
511600	PER DIEM PAYMENTS	2,975.00	140.00	770.00	25.88		2,205.00
511700	EMPLOYEE BONUSES	700.00					700.00
512100	VACATION LEAVE EXPENSE	6,059.53	234.50	1,034.66	17.07		5,024.87
512200	SICK LEAVE EXPENSE	687.53	47.23	160.44	23.34		527.09
512300	HOLIDAY LEAVE EXPENSE	4,279.54	327.77	1,290.12	30.15		2,989.42
512500	FUNERAL LEAVE EXPENSE		50.28	50.28			50.28-
Personal Services Subtotal		92,172.66	9,973.25	30,037.69	32.59	0.00	62,134.97
515100	RETIREMENT PLANS EXPENSE	6,697.93	736.31	2,191.54	32.72		4,506.39
515200	FICA EXPENSE	7,024.89	699.27	2,043.03	29.08		4,981.86
515500	HEALTH INSURANCE EXPENSE	23,156.70	2,286.74	9,147.12	39.50		14,009.58
516500	WORKERS COMP PREMIUMS	478.10		478.10	100.00		
Major Account 510000 Total		129,530.28	13,695.57	43,897.48	33.89	0.00	85,632.80
520000 OPERATING EXPENSES							
521100	POSTAGE EXPENSE	305.09	25.10-	40.70	13.34		264.39
521400	CIO CHARGES	13,073.59	716.59	3,369.94	25.78		9,703.65
521500	PUBLICATION & PRINT EXP	1,182.33	219.83-				1,182.33
521900	AWARDS EXPENSE	17.50					17.50
522100	DUES & SUBSCRIPTION EXP	210.00	210.00	210.00	100.00		
524600	RENT EXPENSE-BUILDINGS	4,818.49	399.21	1,606.66	33.34		3,211.83
524900	RENT EXP-DEPR SURCHARGE	1,632.40	136.02	544.08	33.33		1,088.32
531100	OFFICE SUPPLIES EXPENSE	618.50	93.50-	13.75	2.22		604.75
532100	NON-CAPITALIZED EQUIP PU	52.50					52.50
541100	ACCTG & AUDITING SERVICES	1,045.10		1,045.10	100.00		
541200	PURCHASING ASSESSMENT	14.35		14.70	102.44		.35-
541500	LEGAL SERVICES EXPENSE	2,020.00		20.00	.99		2,000.00
541700	LEGAL RELATED EXPENSE	300.00					300.00
547100	EDUCATIONAL SERVICES	17.85		17.85	100.00		
554900	OTHER CONTRACTUAL SERVICES	650.00	110.00	218.65	33.64		431.35
556100	INSURANCE EXPENSE	32.55	5.18	5.18	15.91		27.37
559100	OTHER OPERATING EXP	170.30		20.00	11.74		150.30

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Agency 053 REAL PROPERTY APPRAISER BD
Division
Program 079 APPRAISER LICENSING

Percent of Time Elapsed = 33.70

	ACCOUNT CODE DESCRIPTION	BUDGETED AMOUNT	CURRENT MONTH ACTIVITY	YEAR-TO-DATE ACTUALS	PERCENT OF BUDGET	ENCUMBERANCES	VARIANCE
Major Account 520000 Total		26,160.55	1,238.57	7,126.61	27.24	0.00	19,033.94
570000 TRAVEL EXPENSES							
571100	LODGING	1,039.50		154.00	14.81		885.50
571800	MEALS - TRAVEL STATUS	749.77		249.90	33.33		499.87
573100	STATE-OWNED TRANSPORT	70.00					70.00
574500	PERSONAL VEHICLE MILEAGE	2,548.84		924.63	36.28		1,624.21
575100	MISC TRAVEL EXPENSE	166.58		45.93	27.57		120.65
Major Account 570000 Total		4,574.69	0.00	1,374.46	30.04	0.00	3,200.23
BUDGETED EXPENDITURES TOTAL		160,265.52	14,934.14	52,398.55	32.69	0.00	107,866.97
SUMMARY BY FUND TYPE - EXPENDITURES							
2	CASH FUNDS	160,265.52	14,934.14	52,398.55	32.69		107,866.97
BUDGETED EXPENDITURES TOTAL		160,265.52	14,934.14	52,398.55	32.69	0.00	107,866.97
BUDGETED FUND TYPES - REVENUES							
470000 REVENUE - SALES AND CHARGES							
475163	AMC REGISTERED NEW FEES	6,000.00-		4,000.00-	66.67		2,000.00-
475164	AMC APPLICATION FEES	1,050.00-	350.00-	1,050.00-	100.00		
475165	AMC REGISTERED RENEWAL	110,500.00-	8,500.00-	30,400.00-	27.51		80,100.00-
475166	FED REG AMC RPT FORM PROC FEES	700.00-					700.00-
476101	LATE PROCESSING FEES	275.00-		300.00-	109.09		25.00
Major Account 470000 Total		118,525.00-	8,850.00-	35,750.00-	30.16	0.00	82,775.00-
480000 REVENUE - MISCELLANEOUS							
481100	INVESTMENT INCOME	9,000.00-	743.24-	2,977.79-	33.09		6,022.21-
484500	REIMB NON-GOVT SOURCES	1,000.00-		1,000.00-	100.00		
Major Account 480000 Total		10,000.00-	743.24-	3,977.79-	39.78	0.00	6,022.21-
BUDGETED REVENUE TOTAL		128,525.00-	9,593.24-	39,727.79-	30.91	0.00	88,797.21-

Agency 053 REAL PROPERTY APPRAISER BD
Division
Program 079 APPRAISER LICENSING

Percent of Time Elapsed = 33.70

ACCOUNT CODE DESCRIPTION	BUDGETED AMOUNT	CURRENT MONTH ACTIVITY	YEAR-TO-DATE ACTUALS	PERCENT OF BUDGET	ENCUMBERANCES	VARIANCE
SUMMARY BY FUND TYPE - REVENUE						
2 CASH FUNDS	128,525.00-	9,593.24-	39,727.79-	30.91		88,797.21-
BUDGETED REVENUE TOTAL	128,525.00-	9,593.24-	39,727.79-	30.91	0.00	88,797.21-

Agency 053 REAL PROPERTY APPRAISER BD All Objects
Division 000 AGENCY DEFINED DIVISION As of 10/31/25
Grant

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.		644784	10/23/25	RC	RB	NRPAB DEPOSIT 251023	8022527		25.00-
Total for Object			471100 SALE OF SERVICES									25.00-
25310	079	000	53105018.471120.		643424	10/17/25	RC	RB	NRPAB DEPOSIT 251017	8016528		210.00-
Total for Object			471120 QUALIFYING ED COURSE FEES									210.00-
25310	079	000	53105018.471121.		641329	10/02/25	RC	RB	NRPAB DEPOSIT 251002	7999256		280.00-
25310	079	000	53105018.471121.		643075	10/15/25	RC	RB	NRPAB DEPOSIT 251015	8012948		35.00-
25310	079	000	53105018.471121.		643424	10/17/25	RC	RB	NRPAB DEPOSIT 251017	8016528		270.00-
25310	079	000	53105018.471121.		644784	10/23/25	RC	RB	NRPAB DEPOSIT 251023	8022527		205.00-
25310	079	000	53105018.471121.		645865	10/30/25	RC	RB	NRPAB DEPOSIT 251030	8030744		100.00-
Total for Object			471121 CONTINUING ED NEW FEES									890.00-
25310	079	000	53105018.475150.		642450	10/09/25	RC	RB	NRPAB DEPOSIT 251009	8007874		320.00-
25310	079	000	53105018.475150.		643075	10/15/25	RC	RB	NRPAB DEPOSIT 251015	8012948		320.00-
25310	079	000	53105018.475150.		645452	10/28/25	RC	RB	NRPAB DEPOSIT 251028	8027642		320.00-
Total for Object			475150 CERTIFIED GENERAL NEW FEES									960.00-
25310	079	000	53105018.475152.		642450	10/09/25	RC	RB	NRPAB DEPOSIT 251009	8007874		90.50-
Total for Object			475152 FINGERPRINT FEES									90.50-
25310	079	000	53105018.475153.		642056	10/07/25	RC	RB	NRPAB DEPOSIT 251007	8004985		300.00-
25310	079	000	53105018.475153.		642450	10/09/25	RC	RB	NRPAB DEPOSIT 251009	8007874		320.00-
25310	079	000	53105018.475153.		643424	10/17/25	RC	RB	NRPAB DEPOSIT 251017	8016528		300.00-
Total for Object			475153 CERTIFIED RESIDENTIAL NEW									920.00-
25310	079	000	53105018.475154.		641383	10/01/25	RC	RB	NRPAB APP EFW DEPOSIT 251001	7999263		600.00-
25310	079	000	53105018.475154.		642064	10/06/25	RC	RB	NRPAB APP EFW DEPOSIT 251006	8005023		2,400.00-
25310	079	000	53105018.475154.		643100	10/14/25	RC	RB	NRPAB APP EFW DEPOSIT 251014	8012880		600.00-
25310	079	000	53105018.475154.		643424	10/17/25	RC	RB	NRPAB DEPOSIT 251017	8016528		600.00-
25310	079	000	53105018.475154.		644350	10/20/25	RC	RB	NRPAB APP EFW DEPOSIT 251020	8019628		3,000.00-
25310	079	000	53105018.475154.		644991	10/23/25	RC	RB	NRPAB APP EFW DEPOSIT 251023	8024271		900.00-
25310	079	000	53105018.475154.		645452	10/28/25	RC	RB	NRPAB DEPOSIT 251028	8027642		600.00-
25310	079	000	53105018.475154.		645509	10/27/25	RC	RB	NRPAB APP EFW DEPOSIT 251027	8028856		300.00-
25310	079	000	53105018.475154.		646224	10/30/25	RC	RB	NRPAB APP EFW DEPOSIT 251030	8031952		3,600.00-
Total for Object			475154 CERTIFIED GENERAL RENEWAL									12,600.00-
25310	079	000	53105018.475155.		642470	10/08/25	RC	RB	NRPAB APP EFW DEPOSIT 251008	8007970		300.00-
25310	079	000	53105018.475155.		643100	10/14/25	RC	RB	NRPAB APP EFW DEPOSIT 251014	8012880		300.00-

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Agency 053 REAL PROPERTY APPRAISER BD
Division 000 AGENCY DEFINED DIVISION
Grant

All Objects
As of 10/31/25

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.		643424	10/17/25	RC	RB	NRPAB DEPOSIT 251017	8016528		900.00-
25310	079	000	53105018.475155.		645865	10/30/25	RC	RB	NRPAB DEPOSIT 251030	8030744		300.00-
Total for Object			475155 LICENSED RENEWAL									1,800.00-
25310	079	000	53105018.475157.		642064	10/06/25	RC	RB	NRPAB APP EFW DEPOSIT 251006	8005023		600.00-
25310	079	000	53105018.475157.		642470	10/08/25	RC	RB	NRPAB APP EFW DEPOSIT 251008	8007970		600.00-
25310	079	000	53105018.475157.		643100	10/14/25	RC	RB	NRPAB APP EFW DEPOSIT 251014	8012880		1,200.00-
25310	079	000	53105018.475157.		643584	10/16/25	RC	RB	NRPAB APP EFW DEPOSIT 251016	8016256		900.00-
25310	079	000	53105018.475157.		643424	10/17/25	RC	RB	NRPAB DEPOSIT 251017	8016528		600.00-
25310	079	000	53105018.475157.		644350	10/20/25	RC	RB	NRPAB APP EFW DEPOSIT 251020	8019628		300.00-
25310	079	000	53105018.475157.		26799377	10/20/25	JE	G	NRPAB JUL- SEP 2025 ACH RETURN	8020808		600.00
25310	079	000	53105018.475157.		644991	10/23/25	RC	RB	NRPAB APP EFW DEPOSIT 251023	8024271		1,200.00-
25310	079	000	53105018.475157.		645509	10/27/25	RC	RB	NRPAB APP EFW DEPOSIT 251027	8028856		2,400.00-
25310	079	000	53105018.475157.		645732	10/28/25	RC	RB	NRPAB APP EFW DEPOSIT 251028	8029280		600.00-
25310	079	000	53105018.475157.		645865	10/30/25	RC	RB	NRPAB DEPOSIT 251030	8030744		300.00-
Total for Object			475157 CERTIFIED RESIDENTIAL RENEWAL									8,100.00-
25310	079	000	53105018.475161.		641383	10/01/25	RC	RB	NRPAB APP EFW DEPOSIT 251001	7999263		70.00-
25310	079	000	53105018.475161.		642056	10/07/25	RC	RB	NRPAB DEPOSIT 251007	8004985		70.00-
25310	079	000	53105018.475161.		642064	10/06/25	RC	RB	NRPAB APP EFW DEPOSIT 251006	8005023		210.00-
25310	079	000	53105018.475161.		642470	10/08/25	RC	RB	NRPAB APP EFW DEPOSIT 251008	8007970		70.00-
25310	079	000	53105018.475161.		643100	10/14/25	RC	RB	NRPAB APP EFW DEPOSIT 251014	8012880		210.00-
25310	079	000	53105018.475161.		643584	10/16/25	RC	RB	NRPAB APP EFW DEPOSIT 251016	8016256		70.00-
25310	079	000	53105018.475161.		644350	10/20/25	RC	RB	NRPAB APP EFW DEPOSIT 251020	8019628		70.00-
25310	079	000	53105018.475161.		645509	10/27/25	RC	RB	NRPAB APP EFW DEPOSIT 251027	8028856		70.00-
25310	079	000	53105018.475161.		645732	10/28/25	RC	RB	NRPAB APP EFW DEPOSIT 251028	8029280		140.00-
Total for Object			475161 TEMPORARY CERTIFIED GENERAL									980.00-
25310	079	000	53105018.475234.		641383	10/01/25	RC	RB	NRPAB APP EFW DEPOSIT 251001	7999263		120.00-
25310	079	000	53105018.475234.		642056	10/07/25	RC	RB	NRPAB DEPOSIT 251007	8004985		120.00-
25310	079	000	53105018.475234.		642064	10/06/25	RC	RB	NRPAB APP EFW DEPOSIT 251006	8005023		360.00-
25310	079	000	53105018.475234.		642450	10/09/25	RC	RB	NRPAB DEPOSIT 251009	8007874		340.00-
25310	079	000	53105018.475234.		642470	10/08/25	RC	RB	NRPAB APP EFW DEPOSIT 251008	8007970		120.00-
25310	079	000	53105018.475234.		643100	10/14/25	RC	RB	NRPAB APP EFW DEPOSIT 251014	8012880		360.00-
25310	079	000	53105018.475234.		643584	10/16/25	RC	RB	NRPAB APP EFW DEPOSIT 251016	8016256		120.00-
25310	079	000	53105018.475234.		644350	10/20/25	RC	RB	NRPAB APP EFW DEPOSIT 251020	8019628		120.00-
25310	079	000	53105018.475234.		645509	10/27/25	RC	RB	NRPAB APP EFW DEPOSIT 251027	8028856		120.00-
25310	079	000	53105018.475234.		645732	10/28/25	RC	RB	NRPAB APP EFW DEPOSIT 251028	8029280		240.00-
Total for Object			475234 APPLICATION FEES									2,020.00-

Agency 053 REAL PROPERTY APPRAISER BD

All Objects

Division 000 AGENCY DEFINED DIVISION

As of 10/31/25

Grant

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	53105018.481100.		26799476	10/21/25	JE	G	OIP Sep 2025 3.08391%	8021861		872.54-
Total for Object			481100 INVESTMENT INCOME									872.54-
25310	079	000	53105018.511100.		3192433	10/01/25	T2	7	PAYROLL LABOR DISTRIBUTION	7991064		6,016.94
25310	079	000	53105018.511100.		3192556	10/15/25	T2	7	PAYROLL LABOR DISTRIBUTION	8005749		5,946.29
25310	079	000	53105018.511100.		3192866	10/29/25	T2	7	PAYROLL LABOR DISTRIBUTION	8021251		5,072.97
Total for Object			511100 PERMANENT SALARIES-WAGES									17,036.20
25310	079	000	53105018.511600.		3192433	10/01/25	T2	7	PAYROLL LABOR DISTRIBUTION	7991064		260.00
Total for Object			511600 PER DIEM PAYMENTS									260.00
25310	079	000	53105018.512100.		3192556	10/15/25	T2	7	PAYROLL LABOR DISTRIBUTION	8005749		47.10
25310	079	000	53105018.512100.		3192866	10/29/25	T2	7	PAYROLL LABOR DISTRIBUTION	8021251		387.70
Total for Object			512100 VACATION LEAVE EXPENSE									434.80
25310	079	000	53105018.512200.		3192433	10/01/25	T2	7	PAYROLL LABOR DISTRIBUTION	7991064		70.03
25310	079	000	53105018.512200.		3192866	10/29/25	T2	7	PAYROLL LABOR DISTRIBUTION	8021251		17.42
Total for Object			512200 SICK LEAVE EXPENSE									87.45
25310	079	000	53105018.512300.		3192866	10/29/25	T2	7	PAYROLL LABOR DISTRIBUTION	8021251		608.69
Total for Object			512300 HOLIDAY LEAVE EXPENSE									608.69
25310	079	000	53105018.512500.		3192556	10/15/25	T2	7	PAYROLL LABOR DISTRIBUTION	8005749		93.37
Total for Object			512500 FUNERAL LEAVE EXPENSE									93.37
25310	079	000	53105018.515100.		3192434	10/01/25	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	7991064		455.78
25310	079	000	53105018.515100.		3192557	10/15/25	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	8005749		455.77
25310	079	000	53105018.515100.		3192867	10/29/25	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	8021251		455.77
Total for Object			515100 RETIREMENT PLANS EXPENSE									1,367.32
25310	079	000	53105018.515200.		3192434	10/01/25	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	7991064		426.34
25310	079	000	53105018.515200.		3192557	10/15/25	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	8005749		406.45
25310	079	000	53105018.515200.		3192867	10/29/25	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	8021251		465.62
Total for Object			515200 FICA EXPENSE									1,298.41
25310	079	000	53105018.515500.		3192434	10/01/25	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	7991064		2,123.37
25310	079	000	53105018.515500.		3192557	10/15/25	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	8005749		2,123.33
Total for Object			515500 HEALTH INSURANCE EXPENSE									4,246.70

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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	10/17/25	J9	G	NRPAB POSTAGE MAY 2025	7897029		12.95
25310	079	000	53105018.521100.		26192714	10/17/25	J9	G	NRPAB POSTAGE JUN 2025	7919125		42.14
25310	079	000	53105018.521100.		26764951	10/15/25	JE	G	POSTAGE DUE SEP 2025	8015542		219.05
25310	079	000	53105018.521100.		26799376	10/20/25	JE	G	NRPAB POSTAGE SEP 2025	8020801		29.99-
Total for Object			521100 POSTAGE EXPENSE									244.15
25310	079	000	53105018.521400.		58851494	10/22/25	PV	V	AS - OCIO - IMSERVICES	8023625		1,251.05
Total for Object			521400 CIO CHARGES									1,251.05
25310	079	000	53105018.521500.		26337436	10/17/25	J9	G	NRPAB COPY SERV APR-JUN 2025	7943878		219.83
Total for Object			521500 PUBLICATION & PRINT EXP									219.83
25310	079	000	53105018.522100.		26681034	10/02/25	J1	G	PURCHASE CARD TRANSACTION	8001487		390.00
Total for Object			522100 DUES & SUBSCRIPTION EXP									390.00
25310	079	000	53105018.524600.		26658585	10/07/25	JE	G	RENT & LB530 OCT 2025 - OTHER	7997098		1,112.53
25310	079	000	53105018.524600.		26762253	10/15/25	JE	G	NRPAB RENT OCTOBER 2025	8014625		389.39-
25310	079	000	53105018.524600.		58838450	10/20/25	PV	V	SECRETARY OF STATE	8020804		18.23
Total for Object			524600 RENT EXPENSE-BUILDINGS									741.37
25310	079	000	53105018.524900.		26658585	10/07/25	JE	G	RENT & LB530 OCT 2025 - OTHER	7997098		388.64
25310	079	000	53105018.524900.		26762253	10/15/25	JE	G	NRPAB RENT OCTOBER 2025	8014625		136.02-
Total for Object			524900 RENT EXP-DEPR SURCHARGE									252.62
25310	079	000	53105018.531100.		26160014	10/17/25	J9	G	NRPAB ODP BUS SOL 5/2025	7913364		57.24
25310	079	000	53105018.531100.		26337437	10/17/25	J9	G	NRPAB ODP BUS SOL 6/2025	7943885		36.26
Total for Object			531100 OFFICE SUPPLIES EXPENSE									93.50
25310	079	000	53105018.539500.		58761968	10/02/25	PC	V	Purchase Card Offset	8001405		600.00
25310	079	000	53105018.539500.		26681034	10/02/25	J1	G	PURCHASE CARD TRANSACTION	8001487		600.00-
Total for Object			539500 PURCHASING CARD SUSPENSE									
25310	079	000	53105018.554900.		58813824	10/15/25	PV	V	NEBRASKA STATE PATROL	8014576		385.00
25310	079	000	53105018.554900.		58815192	10/15/25	PV	V	HARNESS LLC	8015951		500.00
Total for Object			554900 OTHER CONTRACTUAL SERVICES									885.00
25310	079	000	53105018.556100.		58733627	10/01/25	PV	V	AS - RISK MANAGEMENT DIVISION	7995214		9.61
Total for Object			556100 INSURANCE EXPENSE									9.61

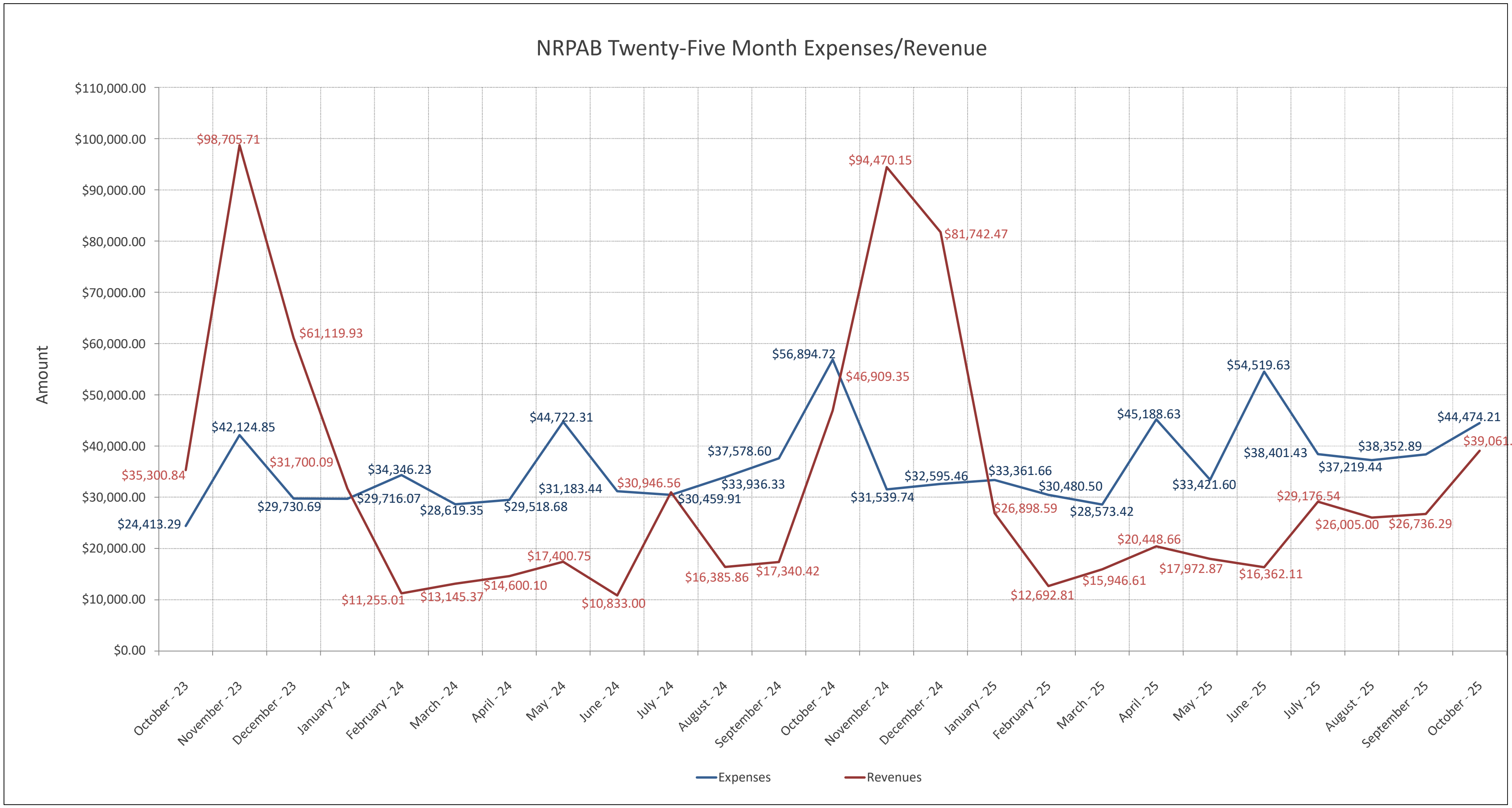
Fund	Program	Sub-Program	Account Number	Sub-ledger	Doc Number	Tran Date	Tran Type	Batch Type	Payee/Explanation	Batch Number	Posted Code	Month to Date
25310	079	000	53105018.559100.		58838456	10/20/25	PV	V	TREASURER, STATE	8020811		20.00
Total for Object			559100 OTHER OPERATING EXP									20.00
Total for Business Unit		53105018	NE REAL PROPERTY APPRAISER									72.03
25320	079	000	53105200.475164.		645451	10/28/25	RC	RB	NRPAB AMC DEPOSIT 251028	8027612		350.00-
Total for Object			475164 AMC APPLICATION FEES									350.00-
25320	079	000	53105200.475165.		641385	10/01/25	RC	RB	NRPAB AMC REN EFW DEP 251001	7999275		1,700.00-
25320	079	000	53105200.475165.		644990	10/23/25	RC	RB	NRPAB AMC REN EFW DEP 251023	8024258		3,400.00-
25320	079	000	53105200.475165.		645731	10/28/25	RC	RB	NRPAB AMC REN EFW DEP 251028	8029260		3,400.00-
Total for Object			475165 AMC REGISTERED RENEWAL									8,500.00-
25320	079	000	53105200.481100.		26799476	10/21/25	JE	G	OIP Sep 2025 3.08391%	8021861		743.24-
Total for Object			481100 INVESTMENT INCOME									743.24-
25320	079	000	53105200.511100.		3192433	10/01/25	T2	7	PAYROLL LABOR DISTRIBUTION	7991064		3,239.91
25320	079	000	53105200.511100.		3192556	10/15/25	T2	7	PAYROLL LABOR DISTRIBUTION	8005749		3,202.03
25320	079	000	53105200.511100.		3192866	10/29/25	T2	7	PAYROLL LABOR DISTRIBUTION	8021251		2,731.53
Total for Object			511100 PERMANENT SALARIES-WAGES									9,173.47
25320	079	000	53105200.511600.		3192433	10/01/25	T2	7	PAYROLL LABOR DISTRIBUTION	7991064		140.00
Total for Object			511600 PER DIEM PAYMENTS									140.00
25320	079	000	53105200.512100.		3192556	10/15/25	T2	7	PAYROLL LABOR DISTRIBUTION	8005749		25.52
25320	079	000	53105200.512100.		3192866	10/29/25	T2	7	PAYROLL LABOR DISTRIBUTION	8021251		208.98
Total for Object			512100 VACATION LEAVE EXPENSE									234.50
25320	079	000	53105200.512200.		3192433	10/01/25	T2	7	PAYROLL LABOR DISTRIBUTION	7991064		37.71
25320	079	000	53105200.512200.		3192866	10/29/25	T2	7	PAYROLL LABOR DISTRIBUTION	8021251		9.52
Total for Object			512200 SICK LEAVE EXPENSE									47.23
25320	079	000	53105200.512300.		3192866	10/29/25	T2	7	PAYROLL LABOR DISTRIBUTION	8021251		327.77
Total for Object			512300 HOLIDAY LEAVE EXPENSE									327.77
25320	079	000	53105200.512500.		3192556	10/15/25	T2	7	PAYROLL LABOR DISTRIBUTION	8005749		50.28
Total for Object			512500 FUNERAL LEAVE EXPENSE									50.28

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	53105200.515100.		3192434	10/01/25	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	7991064		245.43
25320	079	000	53105200.515100.		3192557	10/15/25	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	8005749		245.44
25320	079	000	53105200.515100.		3192867	10/29/25	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	8021251		245.44
Total for Object			515100 RETIREMENT PLANS EXPENSE									736.31
25320	079	000	53105200.515200.		3192434	10/01/25	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	7991064		229.61
25320	079	000	53105200.515200.		3192557	10/15/25	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	8005749		218.88
25320	079	000	53105200.515200.		3192867	10/29/25	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	8021251		250.78
Total for Object			515200 FICA EXPENSE									699.27
25320	079	000	53105200.515500.		3192434	10/01/25	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	7991064		1,143.35
25320	079	000	53105200.515500.		3192557	10/15/25	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	8005749		1,143.39
Total for Object			515500 HEALTH INSURANCE EXPENSE									2,286.74
25320	079	000	53105200.521100.		26080201	10/17/25	J9	G	NRPAB POSTAGE MAY 2025	7897029		12.95-
25320	079	000	53105200.521100.		26192714	10/17/25	J9	G	NRPAB POSTAGE JUN 2025	7919125		42.14-
25320	079	000	53105200.521100.		26799376	10/20/25	JE	G	NRPAB POSTAGE SEP 2025	8020801		29.99
Total for Object			521100 POSTAGE EXPENSE									25.10-
25320	079	000	53105200.521400.		58851494	10/22/25	PV	V	AS - OCIO - IMSERVICES	8023625		716.59
Total for Object			521400 CIO CHARGES									716.59
25320	079	000	53105200.521500.		26337436	10/17/25	J9	G	NRPAB COPY SERV APR-JUN 2025	7943878		219.83-
Total for Object			521500 PUBLICATION & PRINT EXP									219.83-
25320	079	000	53105200.522100.		26681034	10/02/25	J1	G	PURCHASE CARD TRANSACTION	8001487		210.00
Total for Object			522100 DUES & SUBSCRIPTION EXP									210.00
25320	079	000	53105200.524600.		26762253	10/15/25	JE	G	NRPAB RENT OCTOBER 2025	8014625		389.39
25320	079	000	53105200.524600.		58838450	10/20/25	PV	V	SECRETARY OF STATE	8020804		9.82
Total for Object			524600 RENT EXPENSE-BUILDINGS									399.21
25320	079	000	53105200.524900.		26762253	10/15/25	JE	G	NRPAB RENT OCTOBER 2025	8014625		136.02
Total for Object			524900 RENT EXP-DEPR SURCHARGE									136.02
25320	079	000	53105200.531100.		26160014	10/17/25	J9	G	NRPAB ODP BUS SOL 5/2025	7913364		57.24-
25320	079	000	53105200.531100.		26337437	10/17/25	J9	G	NRPAB ODP BUS SOL 6/2025	7943885		36.26-
Total for Object			531100 OFFICE SUPPLIES EXPENSE									93.50-

Agency 053 REAL PROPERTY APPRAISER BD All Objects
Division 000 AGENCY DEFINED DIVISION As of 10/31/25
Grant

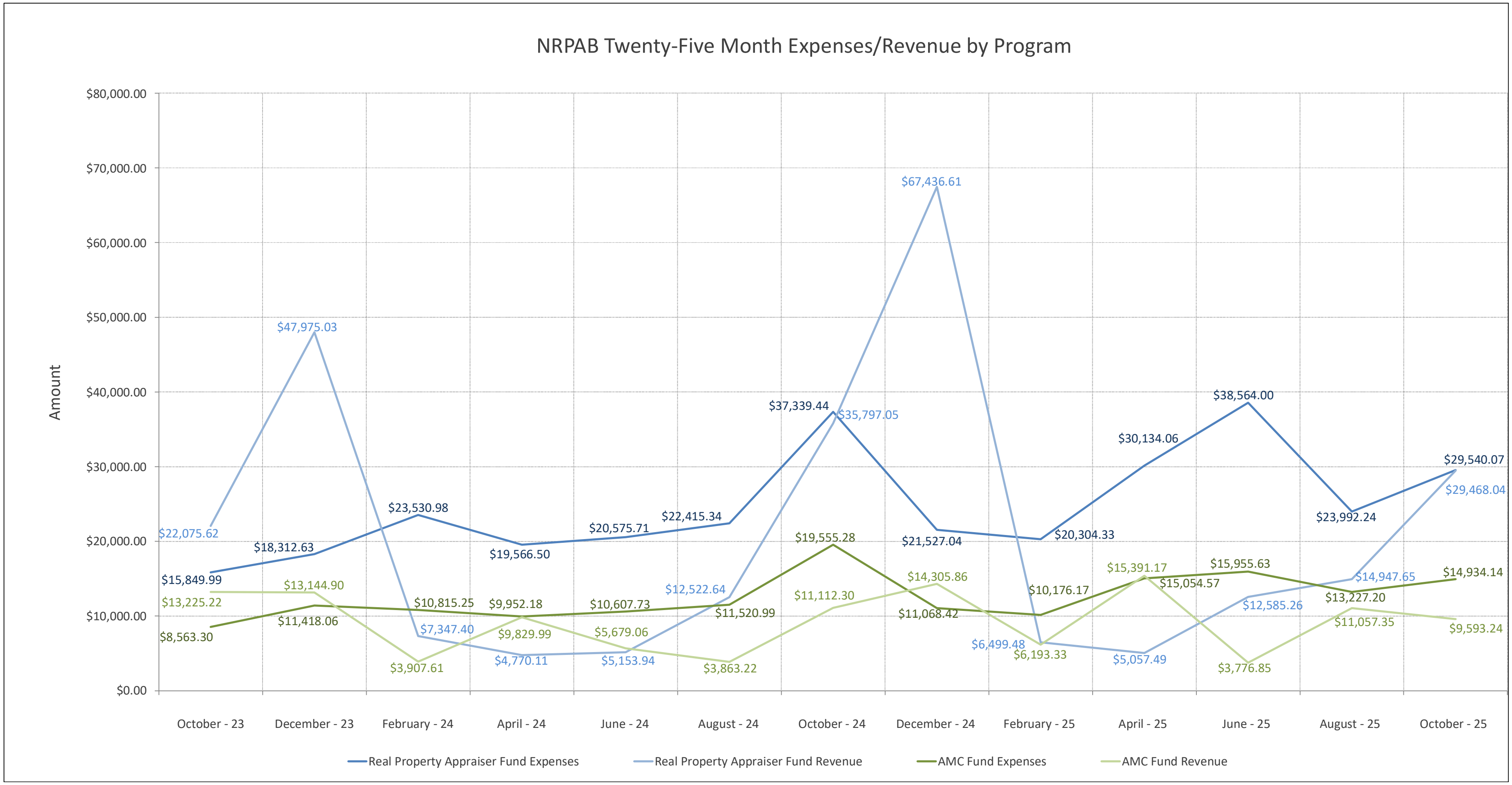
Fund	Program	Sub-Program	Account Number	Sub-ledger	Doc Number	Tran Date	Tran Type	Batch Type	Payee/Explanation	Batch Number	Posted Code	Month to Date
25320	079	000	53105200.554900.		58813824	10/15/25	PV	V	NEBRASKA STATE PATROL	8014576		110.00
Total for Object			554900 OTHER CONTRACTUAL SERVICES									110.00
25320	079	000	53105200.556100.		58733627	10/01/25	PV	V	AS - RISK MANAGEMENT DIVISION	7995214		5.18
Total for Object			556100 INSURANCE EXPENSE									5.18
Total for Business Unit		53105200	AMC LICENSING									5,340.90
Total for Division		000										5,412.93
Total for Agency		053	REAL PROPERTY APPRAISER BD									5,412.93

Financial Report and Considerations - Financial Charts



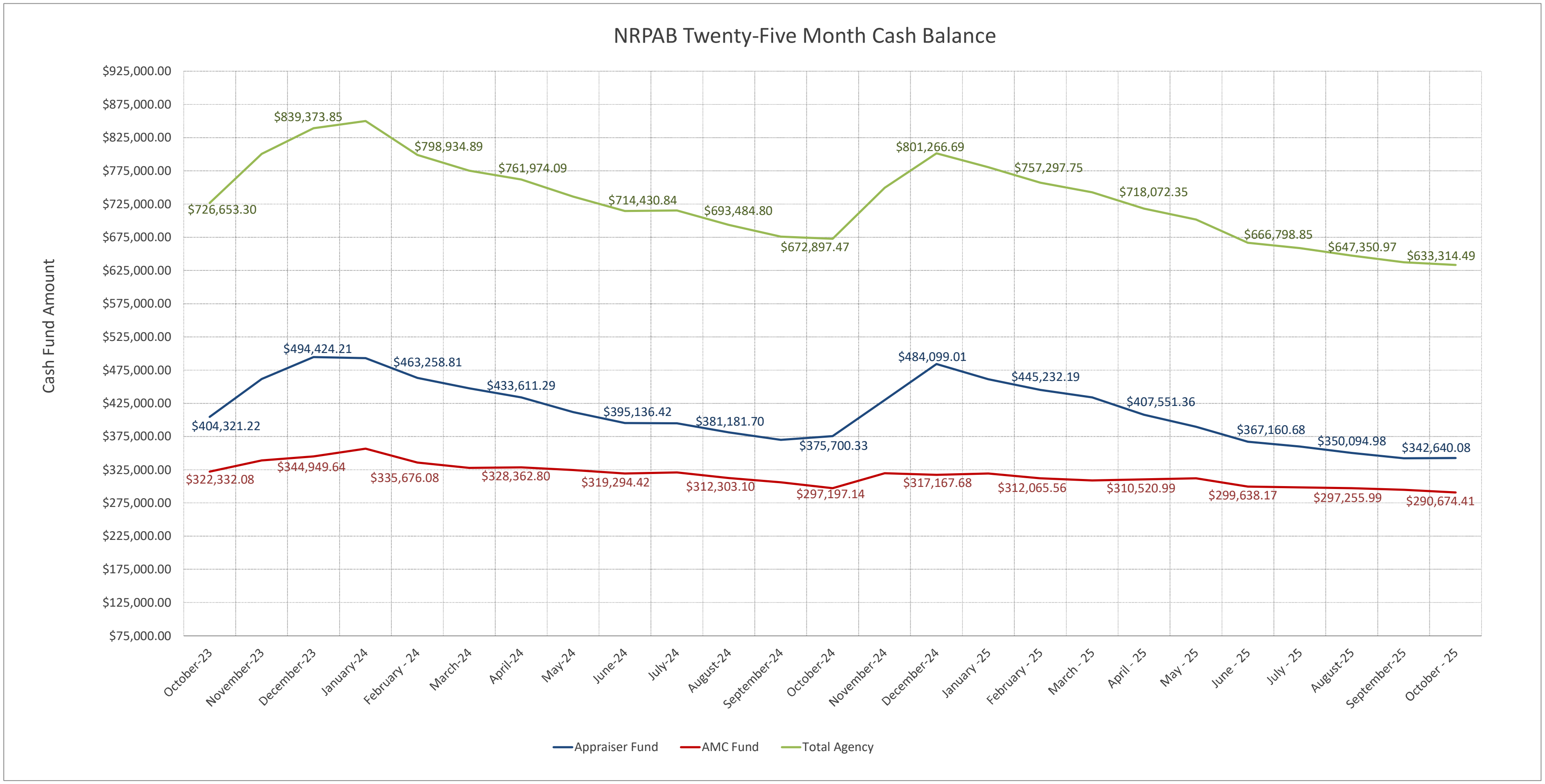
K.17

Financial Report and Considerations - Financial Charts



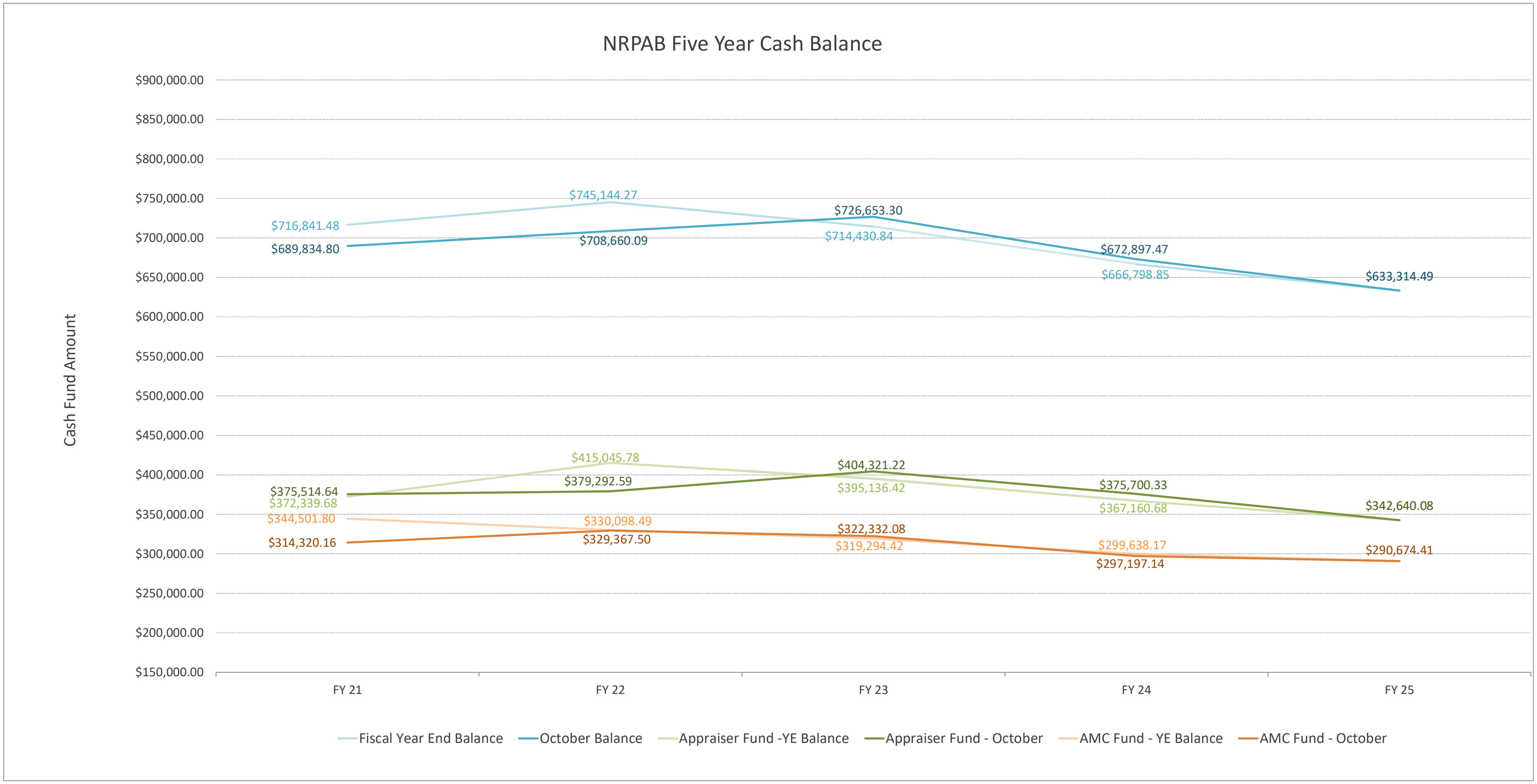
K.18

Financial Report and Considerations - Financial Charts



K.19

Financial Report and Considerations - Financial Charts



STATE OF NEBRASKA
Department of Administrative Services
Accounting Division
Budget Status Report
As of 10/31/25

- Indicates Credit

Agency 053 REAL PROPERTY APPRAISER BD
Division
Program 079 APPRAISER LICENSING

Percent of Time Elapsed = 33.70

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	116,777.25	19,984.25	43,090.00	36.90		73,687.25
522200	CONFERENCE REGISTRATION	1,300.00		650.00	50.00		650.00
Major Account 520000 Total		118,077.25	19,984.25	43,740.00	37.04	0.00	74,337.25
570000 TRAVEL EXPENSES							
571100	LODGING	2,538.00	1,041.28	1,041.28	41.03		1,496.72
571800	MEALS - TRAVEL STATUS	510.00	197.05	197.05	38.64		312.95
574500	PERSONAL VEHICLE MILEAGE	1,377.00	955.50	955.50	69.39		421.50
Major Account 570000 Total		4,425.00	2,193.83	2,193.83	49.58	0.00	2,231.17
BUDGETED EXPENDITURES TOTAL		122,502.25	22,178.08	45,933.83	37.50	0.00	76,568.42
SUMMARY BY FUND TYPE - EXPENDITURES							
4	FEDERAL FUNDS	122,502.25	22,178.08	45,933.83	37.50		76,568.42
BUDGETED EXPENDITURES TOTAL		122,502.25	22,178.08	45,933.83	37.50	0.00	76,568.42

Agency 053 REAL PROPERTY APPRAISER BD — All Objects
Division 000 AGENCY DEFINED DIVISION — As of 10/31/25
Grant SSG2024NE01

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
40000	079	000	53105400.521400.		58851494	10/22/25	PV	V	AS - OCIO - IMSERVICES	8023625		19,984.25
Total for Object			521400 CIO CHARGES									19,984.25
40000	079	000	53105400.571100.		58844020	10/21/25	PV	V	KOHTZ, TYLER N	8021101		1,041.28
Total for Object			571100 LODGING									1,041.28
40000	079	000	53105400.571800.		58844020	10/21/25	PV	V	KOHTZ, TYLER N	8021101		197.05
Total for Object			571800 MEALS - TRAVEL STATUS									197.05
40000	079	000	53105400.574500.		58844020	10/21/25	PV	V	KOHTZ, TYLER N	8021101		955.50
Total for Object			574500 PERSONAL VEHICLE MILEAGE									955.50
Total for Business Unit		53105400	ASC GRANT									22,178.08
Total for Division		000										22,178.08
Total for Agency		053	REAL PROPERTY APPRAISER BD									22,178.08

K.22

From:	Inman, Zeke
To:	Kohtz, Tyler; Loll, Karen; Sims, Kashinda; Falls, Colby
Cc:	Neujahr, Jordan
Subject:	Summary Regarding The Missing NRAB Application Reviewers
Date:	Wednesday, November 12, 2025 3:22:53 PM

On 11/5/25 it was discovered that within the NRAB's Property Appraiser web application that several instances of reviewers were missing from the database. Upon investigation the OCIO had found problems with a section of code responsible for deleting Applications for an Appraiser when the appraiser is deleted. While the code ran as intended when deleting Applications and the Review, it did not run as intended when removing the reviewers. The code was disabled to be further investigated and resolved at a later point in time. When looking through the reviewer database table, we found that this bug last occurred on September 25th, 2025.

Consulting the database team, they only hold disaster recovery backups for up to a month. We were, however, able to find a local backup from March this year. Through this backup, we were able to recover all of the reviewers from July 30, 2024 to March 7, 2025. Because this bug had existed for a while, it appeared to have occured the day before July 30th rendering those reviewers out of existence.

Between March 7th 2025 to September 25th 2025, leaves us with a 6 month gap of missing reviewers. Any reviewers that reviewed before July 30th 2024 no longer exist on the database. While the lost data can be replicated, it won't be exact to what originally existed. While the reviewers were lost, the reviews themselves were still intact which held the radio buttons and the date fields. The reviewer table held the checkbox sections, who selected the checkbox and when.

Zeke Inman
IT Application Developer/Senior

Nebraska Office of the CIO
zeke.inman@nebraska.gov
cio.nebraska.gov | Facebook | Twitter

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)¢)(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 $~~4~~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.

<u>004.03E</u> 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.~~2~~1 $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.~~4~~2 $2000.00 for applications received on or after July 1, 202~~7~~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.

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

Check Number:
Receipt Number:
For Board Use Only

APPLICATION FOR NEBRASKA CERTIFIED GENERAL REAL PROPERTY APPRAISER CREDENTIAL

APPLICATION AND CREDENTIALING FEES

TOTAL FEE DUE WITH APPLICATION: $225.00

Fee(s) associated with credentialing: $320.00 credentialing fee and $40.00 ASC Appraiser Registry fee (Current Nebraska Licensed Residential or Certified Residential credential holders do not need to pay the $40.00 ASC Appraiser Registry fee)

APPLICATION INFORMATION

Date of Application: ______________________ Date of Birth: ______________________

Name: ______________________ ______________________ ______________________
Last First Middle

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

County of Business: ______________________

Business Name: ______________________

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

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

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

______________________ ______________________
Email Address Area Code + Phone Number

APPRAISER CREDENTIALS HELD

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

Type:	Jurisdiction	License Number:	Issue Date:	Expiration Date:	Current Status:
					☐ Active ☐ Inactive
					☐ Active ☐ Inactive

Q.1

NON-APPRAISAL CREDENTIALS CURRENTLY OR PREVIOUSLY HELD

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

Type:	State	License Number:	Issue Date:	Expiration Date:	Disciplinary Action:
					□ Yes □ No
					□ Yes □ No

DISCIPLINARY QUESTIONS

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

☐ YES ☐ NO

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

☐ N/A ☐ YES ☐ NO

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

☐ YES ☐ NO

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

☐ YES ☐ NO

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

☐ YES ☐ NO

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

☐ YES ☐ NO

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

☐ YES ☐ NO

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

APPLICATION SUBMISSION REQUIREMENTS

GENERAL

☐ Completed application.

☐ Passport type photo *(Copy of driver's license will meet the requirement)*.

☐ Check or money order for $225.00: $170.00 non-refundable application fee and $55.00 non-refundable criminal history record check fee.

☐ Two copies of legible, ink-rolled fingerprint cards or digital fingerprint cards

OR

☐ Fingerprints submission completed through Nebraska State Patrol Date completed (month, year):

POST-SECONDARY EDUCATION

☐ Official transcripts from an accredited degree-awarding college or university evidencing completion of a bachelor's degree or higher in any field of study (unofficial transcripts will not be accepted).

QUALIFYING EDUCATION

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

☐ Official transcript (unofficial transcripts will not be accepted) for an AQB-approved degree in real estate from an accredited degree-awarding college or university submitted.

Include the following certificates of completion for qualifying education if you do not hold an active Nebraska trainee real property appraiser credential, an active Nebraska licensed residential real property appraiser credential, or an active Nebraska certified residential real property appraiser credential, and the curriculum is not included in a submitted AQB-approved degree in real estate:

☐ 30 hours of basic appraisal principles Date completed (month, year): ____________

☐ 30 hours of basic appraisal procedures Date completed (month, year): ____________

☐ 15-Hour National USPAP Course Date completed (month, year): ____________

☐ 8-Hour Valuation Bias and Fair Housing Laws and Regulations Course Date completed (month, year): ____________

Include the following certificates of completion for qualifying education if you do not hold an active Nebraska licensed residential real property appraiser credential, or an active Nebraska certified residential real property appraiser credential, and the curriculum is not included in a submitted AQB-approved degree in real estate:

☐ 30 hours of general appraiser market analysis and highest and best use Date completed (month, year): ____________

☐ 30 hours of general appraiser site valuation and cost approach Date completed (month, year): ____________

☐ 30 hours of general appraiser sales comparison approach Date completed (month, year): ____________

☐ 60 hours of general appraiser income approach Date completed (month, year): ____________

☐ 30 hours of general appraiser report writing and case studies Date completed (month, year): ____________

☐ 15 hours of statistics, modeling, and finance Date completed (month, year): ____________

☐ 22 hours of appraisal subject matter elective(s) Date completed (month, year): ____________

☐ 8-Hour Valuation Bias and Fair Housing Laws and Regulations Course (Not required if submitted with Application for Nebraska Trainee Real Property Appraiser Credential approved by the Board) Date completed (month, year): ____________

Include the following certificates of completion for qualifying education if you hold an active Nebraska licensed residential real property appraiser credential, and the curriculum is not included in a submitted AQB-approved degree in real estate:

- ☐ 15 hours of general appraiser market analysis and highest and best use — Date completed (month, year): ______________
- ☐ 15 hours of general appraiser site valuation and cost approach — Date completed (month, year): ______________
- ☐ 15 hours of general appraiser sales comparison approach — Date completed (month, year): ______________
- ☐ 45 hours of general appraiser income approach — Date completed (month, year): ______________
- ☐ 15 hours of general appraiser report writing and case studies — Date completed (month, year): ______________
- ☐ 15 hours of statistics, modeling, and finance — Date completed (month, year): ______________
- ☐ 22 hours of appraisal subject matter elective(s) — Date completed (month, year): ______________
- ☐ 8-Hour Valuation Bias and Fair Housing Laws and Regulations Course (Not required if submitted with Application for Nebraska Trainee Real Property Appraiser Credential or Application for Nebraska Licensed Residential Real Property Appraiser Credential approved by the Board) — Date completed (month, year): ______________

Include the following certificates of completion for qualifying education if you hold an active Nebraska certified residential real property appraiser credential, and the curriculum is not included in a submitted AQB-approved degree in real estate:

- ☐ 15 hours of general appraiser market analysis and highest and best use — Date completed (month, year): ______________
- ☐ 15 hours of general appraiser site valuation and cost approach — Date completed (month, year): ______________
- ☐ 15 hours of general appraiser sales comparison approach — Date completed (month, year): ______________
- ☐ 45 hours of general appraiser income approach — Date completed (month, year): ______________
- ☐ 10 hours of general appraiser report writing and case studies — Date completed (month, year): ______________
- ☐ 8-Hour valuation bias and fair housing laws and regulations course (Not required if submitted with Application for Nebraska Trainee Real Property Appraiser Credential or Application for Nebraska Licensed Residential Real Property Appraiser Credential, or Application for Nebraska Certified Residential Real Property Appraiser Credential approved by the Board) — Date completed (month, year): ______________

REAL PROPERTY APPRAISAL PRACTICE EXPERIENCE

☐ Board-approved real property appraisal practice experience log cover sheet and experience log showing no fewer than 3,000 hours of real property appraisal practice experience obtained in no fewer than eighteen (18) months' time, which includes at least 1,500 hours in non-residential real property appraisal practice experience. At least two non-residential assignment results reports are required to include all three approaches to value.

OR

☐ Document evidencing successful completion of a licensed residential PAREA program; and Board-approved real property appraisal practice experience log cover sheet and real property appraisal practice experience log showing real property appraisal practice experience obtained through participation in PAREA program, and no fewer than 2,010 hours of real property appraisal practice experience obtained in no fewer than twelve (12) months' time, which includes at least 1,500 hours in non-residential real property appraisal practice experience. At least two non-residential assignment results reports are required to include all three approaches to value.

OR

☐ Document evidencing successful completion of a certified residential PAREA program; and Board-approved real property appraisal practice experience log cover sheet and real property appraisal practice experience log showing real property appraisal practice experience obtained through participation in PAREA program, and no fewer than 1,500 hours of non-residential real property appraisal practice experience obtained in no fewer than six (6) months' time. At least two non-residential assignment results reports are required to include all three approaches to value.

NRPAB
Nebraska Real Property Appraiser Board

UNITED STATES CITIZENSHIP ATTESTATION FORM

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

☐ I am a citizen of the United States of America

OR

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

Immigration Status: ______________________ Alien Number: ______________________________________

OR

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

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

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

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

Print Name: ______________________________ ______________________ ____________
Last First Middle

____ ______________________________
Applicant's Signature Date

NRPAB
Nebraska Real Property Appraiser Board

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

I acknowledge and consent to the following:

1. The Nebraska Real Property Appraiser Board requires fingerprint submissions for a National Criminal History Record Check through the State Patrol and the Federal Bureau of Investigation:

    a. as authorized in Nebraska Real Property Appraiser Act (Neb. Rev. Stat. §§ 76-2201 through 76-2250), as a part of my application for issuance of, or renewal of, a credential as a real property appraiser, or

    b. as authorized in the Nebraska Appraisal Management Company Registration Act (Neb. Rev. Stat. §§ 76-3201 through 76-3220), as a part of the application for issuance of, or renewal of, a registration as an appraisal management company.

2. The Nebraska Real Property Appraiser Board reserves the right to go outside this Criminal History Record Check for information as to the accuracy of the statements made in my application, or for further clarification regarding the results of the Criminal History Record Check. Such information may include, but is not limited to, records of arrests for criminal offenses, the circumstances involved in any such arrests, the suspension or revocation of any license authorizing me to engage in any profession or occupation, or the rejection of my application for such license, and the reason for such suspension, revocation, or rejection.

3. The Nebraska Real Property Appraiser Board may contact any agency of federal, state, or local government, consumer reporting agency, present or former employer, or any other individual, partnership, corporation, or association, in this or any other state, to furnish to the Nebraska Real Property Appraiser Board any information requested by the Nebraska Real Property Appraiser Board pertaining to my application.

4. I acknowledge that the Criminal History Record Information is retained by the Board for two years after the date on which an application is withdrawn, denied, or approved. If the Nebraska Real Property Appraiser Board finds cause to deny my application based upon the results of my Criminal History Record Information, I may request a copy of my Criminal History Record Information received by the Nebraska Real Property Appraiser Board in accordance with the procedures found in Title 298 of the Nebraska Administrative Code.

5. I acknowledge that the procedures for obtaining information, a change, correction, or updating of an FBI identification record are set forth in Title 28, C.F.R., §16.34.

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

____
Printed name of person whose fingerprints are being submitted

____ ________________________
Signature of person whose fingerprints are being submitted Date

PRIVACY ACT STATEMENT

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

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

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

Rev. 03/30/2018

NONCRIMINAL JUSTICE APPLICANT'S PRIVACY RIGHTS

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

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

[1] Written notification includes electronic notification, but excludes oral notification.
[2] https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement
[3] See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 34 U.S.C. § 40316 (formerly cited as 42 U.S.C. § 14616), Article IV(c); 28 CFR20.21(c), 2033(d) and 906.2(d).

Updated 11/6/2019

LICENSE SUSPENSION ACT, LAWS OF NEBRASKA, 1997

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

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

Social Security Number: ______________________________

AFFIDAVIT OF APPLICANT

I expressly agree that:

1. The Nebraska Real Property Appraiser Board may contact me for further information or clarification regarding information provided in this application or discovered during the background screening process that would call into question public trust or my fitness for credentialing. I understand that the following may be grounds for denial of the application under Nebraska Revised Statute §§ 76-2227 (4) and 76-2238:

   - Surrendering an appraiser credential, or any other registration, license, or certification, issued by any other regulatory agency or held in any other jurisdiction, in lieu of disciplinary action pending or threatened within the five-year period immediately preceding the date of application;

   - Having an appraiser credential, or any other registration, license, or certification, issued by any other regulatory agency or held in any other jurisdiction, revoked or suspended within the five-year period immediately preceding the date of application;

   - Being convicted of, including a conviction based upon a plea of guilty or nolo contendere:
     - Any felony if civil rights have not been restored;
     - Any crime of fraud, dishonesty, breach of trust, money laundering, misrepresentation, or deceit involving real estate, financial services, or real property appraisal practice within the five-year period immediately preceding the date of application; or
     - Any other crime which is related to the qualifications, functions, or duties of a real property appraiser within the five-year period immediately preceding the date of application;

   - Civil judicial actions, including dismissal with settlement, in connection with real estate, financial services, or real property appraisal practice within the five-year period immediately preceding the date of application.

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

3. The Nebraska Real Property Appraiser Board reserves the right to go outside this application for information as to the accuracy of the statements in this application.

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

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

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

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

I CERTIFY THAT I HAVE COMPLETED THIS APPLICATION IN ITS ENTIRETY AND THE STATEMENTS MADE IN THIS APPLICATION, ALONG WITH ALL ATTACHMENTS, ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF THAT I HAVE NOT SUPPRESSED ANY INFORMATION THAT MIGHT HAVE A BEARING ON THIS APPLICATION. I UNDERSTAND THAT, SHOULD MY APPLICATION BE FOUND TO BE INCOMPLETE, IT WILL NOT BE PROCESSED AND MAY BE RETURNED TO ME.

Signature of Applicant: ______________________________ Date: ______________

State of: ______________________________)
) ss.
County of: ______________________________)

The foregoing instrument was acknowledged before me this ______ day of ______________ 20 ______

by ______________________________
Print Applicant's Name

(Notary Seal Here)

____
Signature of Notary Public

DIRECTIONS

1. Complete entire application. If required information is not provided, application will be considered incomplete and will not be processed, and may be returned to you.

2. Along with the application, submit all documentation required under Application Submission Requirements.

3. Mail application, fee(s), and supporting documentation to: NEBRASKA REAL PROPERTY APPRAISER BOARD, PO BOX 94963, LINCOLN, NE 68509-4963 (street address for FedEx and UPS: 301 CENTENNIAL MALL SOUTH, FIRST FLOOR; LINCOLN NE 68508).

4. Questions or concerns may be directed to NRPAB staff at 402-471-9015 or nrpab.credentialing@nebraska.gov

ADDITIONAL INFORMATION

- At a minimum, three assignment results reports will be selected by NRPAB staff from the submitted real property appraisal practice experience log(s) for verification of experience. If one or more of the report selection criteria 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.

- One, or at the Board's discretion more than one, report will be reviewed for conformity with the Uniform Standards of Professional Appraisal Practice. The Board may enter into a contract with a qualified disinterested third party certified real property appraiser for completion of an appraisal review assignment on any of the requested reports. One or more report(s) may be sent for review at any time during the period in which the applicant's real property appraisal practice experience is being evaluated.

- Applicant may obtain a credential as a real property appraiser in Nebraska by complying with all provisions of the Nebraska Real Property Appraiser Act and Title 298 of the Nebraska Administrative Code.

- The appraiser credential status of applicant, including current standing and any disciplinary action imposed against his or her credentials, will be verified through the Appraiser Registry of the Appraisal Subcommittee of the Federal Financial Institutions Examination Council.

- The Nebraska Real Property Appraiser Board reviews all applications for credentialing in Nebraska and has final authority regarding issuance of a credential.

- Nebraska is a mandatory state. Per Neb. Rev. Stat. § 76-2246, any person who engages in real property appraisal practice or who advertises or holds himself or herself out to the general public as a real property appraiser in this state without obtaining proper credentialing under the Act will be guilty of a Class III misdemeanor.

- Fee(s) associated with application: $170.00 application fee and $55.00 criminal history record check fee

- Fee(s) associated with credentialing: $320.00 credentialing fee and $40.00 ASC Appraiser Registry fee (Current Nebraska Licensed Residential or Certified Residential credential holders do not need to pay the $40.00 ASC Appraiser Registry fee). Fees shall be paid within (30) thirty days of approval that applicant may be issued a credential as a certified general real property appraiser before applicant is authorized to act as a real property appraiser in this State.

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

Check Number:
Receipt Number:
For Board Use Only

APPLICATION FOR NEBRASKA CERTIFIED RESIDENTIAL REAL PROPERTY APPRAISER CREDENTIAL

APPLICATION AND CREDENTIALING FEES

TOTAL FEE DUE WITH APPLICATION: $225.00

Fee(s) associated with credentialing: $320.00 credentialing fee and $40.00 ASC Appraiser Registry fee (Current Nebraska Licensed Residential credential holders do not need to pay the $40.00 ASC Appraiser Registry fee.)

APPLICATION INFORMATION

Date of Application: ______________________ Date of Birth: ______________________

Name: ______________________ ______________________ ______________________
Last First Middle

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

County of Business: ______________________

Business Name: ______________________

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

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

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

______________________ ______________________
Email Address Area Code + Phone Number

APPRAISER CREDENTIALS HELD

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

Type:	Jurisdiction:	License Number:	Issue Date:	Expiration Date:	Current Status:
					☐ Active ☐ Inactive
					☐ Active ☐ Inactive

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NON-APPRAISAL CREDENTIALS CURRENTLY OR PREVIOUSLY HELD

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

Type:	State:	License Number:	Issue Date:	Expiration Date:	Disciplinary Action:
					□ Yes □ No
					□ Yes □ No

DISCIPLINARY QUESTIONS

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

   ☐ YES ☐ NO

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

   ☐ N/A ☐ YES ☐ NO

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

   ☐ YES ☐ NO

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

   ☐ YES ☐ NO

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

   ☐ YES ☐ NO

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

   ☐ YES ☐ NO

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

   ☐ YES ☐ NO

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

APPLICATION SUBMISSION REQUIREMENTS

GENERAL

☐ Completed application.

☐ Passport type photo *(Copy of driver's license will meet the requirement)*.

☐ Check or money order for $225.00: $170.00 non-refundable application fee and $55.00 non-refundable criminal history record check fee.

☐ Two copies of legible, ink-rolled fingerprint cards or digital fingerprint cards

OR

☐ Fingerprints submission completed through Nebraska State Patrol Date completed (month, year): ______________________

POST-SECONDARY EDUCATION

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

OR official transcripts from an accredited degree-awarding community college, college, or university (unofficial transcripts will not be accepted) evidencing:

☐ Completion of a bachelor's degree or higher in any field of study; or

☐ Completion of an associate's degree in the study of business administration, accounting, finance, economics, or real estate; or

☐ 30 semester hours of college-level education that includes three semester hours in each of the following: English composition; microeconomics; macroeconomics; finance; algebra, geometry or higher mathematics; statistics; computer science; and business law or real estate law; and three semester hours each in two elective courses in any of the topics listed previously or in accounting, geography, agricultural economics, business management, or real estate; or

☐ 30 semester hours of CLEP that includes three semester hours in each of the following subject matter areas: College algebra, college composition modular, principles of macroeconomics, principles of microeconomics, introductory business law, and information systems; and six semester hours in college composition and college mathematics; or

☐ A combination of college-level education and CLEP that ensures coverage of all topics and hours required for the 30 semester hours of college-level education.

QUALIFYING EDUCATION

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

☐ Official transcript (unofficial transcripts will not be accepted) for an AQB-approved degree in real estate from an accredited degree-awarding college or university submitted.

Include the following certificates of completion for qualifying education if you do not hold an active Nebraska trainee real property appraiser credential, or an active Nebraska licensed residential real property appraiser credential, and the curriculum is not included in a submitted AQB-approved degree in real estate:

☐ 30 hours of basic appraisal principles Date completed (month, year):______________________

☐ 30 hours of basic appraisal procedures Date completed (month, year):______________________

☐ 15-Hour National USPAP Course Date completed (month, year):______________________

☐ 8-Hour Valuation Bias and Fair Housing Laws and Regulations Course Date completed (month, year):______________________

Include the following certificates of completion for qualifying education if you do not hold an active Nebraska licensed residential real property appraiser credential and the curriculum is not included in a submitted AQB-approved degree in real estate:

☐ 15 hours of market analysis and highest and best use — Date completed (month, year):______________

☐ 15 hours of appraiser site valuation and cost approach — Date completed (month, year):______________

☐ 30 hours of sales comparison and income approaches — Date completed (month, year):______________

☐ 15 hours of report writing and case studies — Date completed (month, year):______________

☐ 8-Hour Valuation Bias and Fair Housing Laws and Regulations Course (Not required if submitted with Application for Nebraska Trainee Real Property Appraiser Credential approved by the Board) — Date completed (month, year):______________

Include the following certificates of completion for qualifying education if curriculum is not included in a submitted AQB-approved degree in real estate:

☐ 15 hours of statistics, modeling, and finance — Date completed (month, year):______________

☐ 15 hours of advanced applications and case studies — Date completed (month, year):______________

☐ 12 hours of appraisal subject matter elective(s) — Date completed (month, year):______________

☐ 8-Hour Valuation Bias and Fair Housing Laws and Regulations Course (Not required if submitted with Application for Nebraska Trainee Real Property Appraiser Credential or Application for Nebraska Certified Residential Real Property Appraiser Credential approved by the Board) — Date completed (month, year):______________

REAL PROPERTY APPRAISAL PRACTICE EXPERIENCE

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

OR

☐ Document evidencing successful completion of a licensed residential PAREA program; and Board-approved real property appraisal practice experience log cover sheet and real property appraisal practice experience log showing real property appraisal practice experience obtained through participation in PAREA program, and no fewer than 495 hours of real property appraisal practice experience obtained in no fewer than six (6) months' time, which includes at least one (1) 2-4 unit residential assignment results report, one (1) 0-20 yr old residential assignment results report, and one (1) 20 yr or older residential assignment results report.

OR

☐ Document evidencing successful completion of a certified residential PAREA program; and Board-approved real property appraisal practice experience log cover sheet and real property appraisal practice experience log showing real property appraisal practice experience obtained through participation in PAREA program, which includes at least one (1) 2-4 unit residential assignment results report, one (1) 0-20 yr old residential assignment results report, and one (1) 20 yr or older residential assignment results report.

Nebraska Real Property Appraiser Board

UNITED STATES CITIZENSHIP ATTESTATION FORM

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

☐ I am a citizen of the United States of America

OR

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

Immigration Status: ____________________ Alien Number: ______________________________

OR

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

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

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

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

Print Name: ____________________ ____________________ ____________________

Last First Middle

______________________________ ____________________

Applicant's Signature Date

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

I acknowledge and consent to the following:

1. The Nebraska Real Property Appraiser Board requires fingerprint submissions for a National Criminal History Record Check through the State Patrol and the Federal Bureau of Investigation:

    a. as authorized in Nebraska Real Property Appraiser Act (Neb. Rev. Stat. §§ 76-2201 through 76-2250), as a part of my application for issuance of, or renewal of, a credential as a real property appraiser, or

    b. as authorized in the Nebraska Appraisal Management Company Registration Act (Neb. Rev. Stat. §§ 76-3201 through 76-3220), as a part of the application for issuance of, or renewal of, a registration as an appraisal management company.

2. The Nebraska Real Property Appraiser Board reserves the right to go outside this Criminal History Record Check for information as to the accuracy of the statements made in my application, or for further clarification regarding the results of the Criminal History Record Check. Such information may include, but is not limited to, records of arrests for criminal offenses, the circumstances involved in any such arrests, the suspension or revocation of any license authorizing me to engage in any profession or occupation, or the rejection of my application for such license, and the reason for such suspension, revocation, or rejection.

3. The Nebraska Real Property Appraiser Board may contact any agency of federal, state, or local government, consumer reporting agency, present or former employer, or any other individual, partnership, corporation, or association, in this or any other state, to furnish to the Nebraska Real Property Appraiser Board any information requested by the Nebraska Real Property Appraiser Board pertaining to my application.

4. I acknowledge that the Criminal History Record Information is retained by the Board for two years after the date on which an application is withdrawn, denied, or approved. If the Nebraska Real Property Appraiser Board finds cause to deny my application based upon the results of my Criminal History Record Information, I may request a copy of my Criminal History Record Information received by the Nebraska Real Property Appraiser Board in accordance with the procedures found in Title 298 of the Nebraska Administrative Code.

5. I acknowledge that the procedures for obtaining information, a change, correction, or updating of an FBI identification record are set forth in Title 28, C.F.R., §16.34.

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

____

Printed name of person whose fingerprints are being submitted

____ __________________________

Signature of person whose fingerprints are being submitted Date

Q.16

PRIVACY ACT STATEMENT

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

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

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

Rev. 03/30/2018

NONCRIMINAL JUSTICE APPLICANT'S PRIVACY RIGHTS

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

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

[1] Written notification includes electronic notification, but excludes oral notification.
[2] https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement
[3] See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 34 U.S.C. § 40316 (formerly cited as 42 U.S.C. § 14616), Article IV(c); 28 CFR20.21(c), 2033(d) and 906.2(d).

Updated 11/6/2019

LICENSE SUSPENSION ACT, LAWS OF NEBRASKA, 1997
MANDATORY RELEASE OF SOCIAL SECURITY NUMBER DATA REQUIRED BY THE PRIVACY ACT OF 1974

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Social Security Number: ____

AFFIDAVIT OF APPLICANT

I expressly agree that:

1. The Nebraska Real Property Appraiser Board may contact me for further information or clarification regarding information provided in this application or discovered during the background screening process that would call into question public trust or my fitness for credentialing. I understand that the following may be grounds for denial of the application under Nebraska Revised Statute §§ 76-2227 (4) and 76-2238:

   - Surrendering an appraiser credential, or any other registration, license, or certification, issued by any other regulatory agency or held in any other jurisdiction, in lieu of disciplinary action pending or threatened within the five-year period immediately preceding the date of application;

   - Having an appraiser credential, or any other registration, license, or certification, issued by any other regulatory agency or held in any other jurisdiction, revoked or suspended within the five-year period immediately preceding the date of application;

   - Being convicted of, including a conviction based upon a plea of guilty or nolo contendere:
     - Any felony if civil rights have not been restored;
     - Any crime of fraud, dishonesty, breach of trust, money laundering, misrepresentation, or deceit involving real estate, financial services, or real property appraisal practice within the five-year period immediately preceding the date of application; or
     - Any other crime which is related to the qualifications, functions, or duties of a real property appraiser within the five-year period immediately preceding the date of application;

   - Civil judicial actions, including dismissal with settlement, in connection with real estate, financial services, or real property appraisal practice brought within the five-year period immediately preceding the date of application.

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

3. The Nebraska Real Property Appraiser Board reserves the right to go outside this application for information as to the accuracy of the statements in this application.

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

Q.18

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

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

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

I CERTIFY THAT I HAVE COMPLETED THIS APPLICATION IN ITS ENTIRETY AND THE STATEMENTS MADE IN THIS APPLICATION, ALONG WITH ALL ATTACHMENTS, ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF THAT I HAVE NOT SUPPRESSED ANY INFORMATION THAT MIGHT HAVE A BEARING ON THIS APPLICATION. I UNDERSTAND THAT, SHOULD MY APPLICATION BE FOUND TO BE INCOMPLETE, IT WILL NOT BE PROCESSED AND MAY BE RETURNED TO ME.

Signature of Applicant: ______________________________ Date: ______________

State of: ______________________________)
) ss.
County of: ______________________________)

The foregoing instrument was acknowledged before me this ______ day of ______________ 20 ______

by ______________________________
Print Applicant's Name

(Notary Seal Here)

____
Signature of Notary Public

DIRECTIONS

1. Complete entire application. If required information is not provided, application will be considered incomplete and will not be processed, and may be returned to you.

2. Along with the application, submit all documentation required under Application Submission Requirements.

3. Mail application, fee(s), and supporting documentation to: NEBRASKA REAL PROPERTY APPRAISER BOARD, PO BOX 94963, LINCOLN, NE 68509-4963 (street address for FedEx and UPS: 301 CENTENNIAL MALL SOUTH, FIRST FLOOR; LINCOLN NE 68508).

4. Questions or concerns may be directed to NRPAB staff at 402-471-9015 or nrpab.credentialing@nebraska.gov

ADDITIONAL INFORMATION

- At a minimum, three assignment results reports will be selected by NRPAB staff from the submitted real property appraisal practice experience log(s) for verification of experience. If one or more of the report selection criteria 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.

- One, or at the Board's discretion more than one, report will be reviewed for conformity with the Uniform Standards of Professional Appraisal Practice. The Board may enter into a contract with a qualified disinterested third party certified real property appraiser for completion of an appraisal review assignment on any of the requested reports. One or more report(s) may be sent for review at any time during the period in which the applicant's real property appraisal practice experience is being evaluated.

- Applicant may obtain a credential as a real property appraiser in Nebraska by complying with all provisions of the Nebraska Real Property Appraiser Act and Title 298 of the Nebraska Administrative Code.

- The appraiser credential status of applicant, including current standing and any disciplinary action imposed against his or her credentials, will be verified through the Appraiser Registry of the Appraisal Subcommittee of the Federal Financial Institutions Examination Council.

- The Nebraska Real Property Appraiser Board reviews all applications for credentialing in Nebraska and has final authority regarding issuance of a credential.

- Nebraska is a mandatory state. Per Neb. Rev. Stat. § 76-2246, any person who engages in real property appraisal practice or who advertises or holds himself or herself out to the general public as a real property appraiser in this state without obtaining proper credentialing under the Act will be guilty of a Class III misdemeanor.

- Fee(s) associated with application: $170.00 application fee and $55.00 criminal history record check fee

- Fee(s) associated with credentialing: $320.00 credentialing fee and $40.00 ASC Appraiser Registry fee (current Nebraska Licensed Residential credential holders do not need to pay the $40.00 ASC Appraiser Registry fee). Fees shall be paid within (30) thirty days of approval that applicant may be issued a credential as a certified residential real property appraiser before applicant is authorized to act as a real property appraiser in this State.

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

Check Number:
Receipt Number:
For Board Use Only

APPLICATION FOR NEBRASKA LICENSED RESIDENTIAL REAL PROPERTY APPRAISER CREDENTIAL

APPLICATION AND CREDENTIALING FEES

TOTAL FEE DUE WITH APPLICATION: $225.00

Fee(s) associated with credentialing: $320.00 credentialing fee and $40.00 ASC Appraiser Registry fee.

APPLICATION INFORMATION

Date of Application: ______________________ Date of Birth: ______________________

Name: ______________________ ______________________ ______________________
Last First Middle

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

County of Business: ______________________

Business Name: ______________________

Principal Place of Business Address: ______________________ ______________ ________ ____________
PO Box or Street Number City State Zip Code + 4

______________________________________ ______________________
Principal Business Email Address Business Area Code + Phone Number

Secondary or Residential Address, if different: ______________________ ______________ ________ ____________
PO Box or Street Number City State Zip Code + 4

______________________________________ ______________________
Email Address Area Code + Phone Number

APPRAISER CREDENTIALS HELD

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

Type:	Jurisdiction:	License Number:	Issue Date:	Expiration Date:	Current Status:
					☐ Active ☐ Inactive
					☐ Active ☐ Inactive

Q.21

NON-APPRAISAL CREDENTIALS CURRENTLY OR PREVIOUSLY HELD

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

Type:	State:	License Number:	Issue Date:	Expiration Date:	Disciplinary Action:
					☐ Yes ☐ No
					☐ Yes ☐ No

DISCIPLINARY QUESTIONS

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

☐ YES ☐ NO

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

☐ N/A ☐ YES ☐ NO

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

☐ YES ☐ NO

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

☐ YES ☐ NO

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

☐ YES ☐ NO

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

☐ YES ☐ NO

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

☐ YES ☐ NO

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

APPLICATION SUBMISSION REQUIREMENTS

GENERAL

☐ Completed application.

☐ Passport type photo *(Copy of driver's license will meet the requirement)*.

☐ Check or money order for $225.00: $170.00 non-refundable application fee and $55.00 non-refundable criminal history record check fee.

☐ Two copies of legible, ink-rolled fingerprint cards or digital fingerprint cards

OR

☐ Fingerprints submission completed through Nebraska State Patrol Date completed (month, year): ____________________

QUALIFYING EDUCATION

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

☐ Official transcript (unofficial transcripts will not be accepted) for an AQB-approved degree in real estate from an accredited degree-awarding college or university submitted.

Include the following certificates of completion for qualifying education if you do not hold an active Nebraska trainee real property appraiser credential and the curriculum is not included in a submitted AQB-approved degree in real estate:

☐ 30 hours of basic appraisal principles Date completed (month, year): ____________________

☐ 30 hours of basic appraisal procedures Date completed (month, year): ____________________

☐ 15-Hour National USPAP Course Date completed (month, year): ____________________

Include the following certificates of completion for qualifying education if curriculum is not included in a submitted AQB-approved degree in real estate:

☐ 15 hours of market analysis and highest and best use Date completed (month, year): ____________________

☐ 15 hours of appraiser site valuation and cost approach Date completed (month, year): ____________________

☐ 30 hours of sales comparison and income approaches Date completed (month, year): ____________________

☐ 15 hours of report writing and case studies Date completed (month, year): ____________________

☐ 8-Hour Valuation Bias and Fair Housing Laws and Regulations Course (Not required if submitted with Application for Nebraska Trainee Real Property Appraiser Credential approved by the Board) Date completed (month, year): ____________________

REAL PROPERTY APPRAISAL PRACTICE EXPERIENCE

☐ Board-approved real property appraisal practice experience log cover sheet and experience log showing that applicant has completed no fewer than 1,000 hours of real property appraisal practice experience in no fewer than six (6) months' time, which includes at least three (3) assignment result reports for residential real property.

OR

☐ Document evidencing successful completion of a licensed residential PAREA program or a certified residential PAREA Program; and Board-approved real property appraisal practice experience log cover sheet and real property appraisal practice experience log showing real property appraisal practice experience obtained through participation in PAREA program.

NRPAB
Nebraska Real Property Appraiser Board

UNITED STATES CITIZENSHIP ATTESTATION FORM

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

☐ I am a citizen of the United States of America

OR

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

Immigration Status: ______________________ Alien Number: ____

OR

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

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

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

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

Print Name: ________________________________ ____________________________ ____________________________
Last First Middle

____ ______________________________________
Applicant's Signature Date

Q.24

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

I acknowledge and consent to the following:

1. The Nebraska Real Property Appraiser Board requires fingerprint submissions for a National Criminal History Record Check through the State Patrol and the Federal Bureau of Investigation:

   a. as authorized in Nebraska Real Property Appraiser Act (Neb. Rev. Stat. §§ 76-2201 through 76-2250), as a part of my application for issuance of, or renewal of, a credential as a real property appraiser, or

   b. as authorized in the Nebraska Appraisal Management Company Registration Act (Neb. Rev. Stat. §§ 76-3201 through 76-3220), as a part of the application for issuance of, or renewal of, a registration as an appraisal management company.

2. The Nebraska Real Property Appraiser Board reserves the right to go outside this Criminal History Record Check for information as to the accuracy of the statements made in my application, or for further clarification regarding the results of the Criminal History Record Check. Such information may include, but is not limited to, records of arrests for criminal offenses, the circumstances involved in any such arrests, the suspension or revocation of any license authorizing me to engage in any profession or occupation, or the rejection of my application for such license, and the reason for such suspension, revocation, or rejection.

3. The Nebraska Real Property Appraiser Board may contact any agency of federal, state, or local government, consumer reporting agency, present or former employer, or any other individual, partnership, corporation, or association, in this or any other state, to furnish to the Nebraska Real Property Appraiser Board any information requested by the Nebraska Real Property Appraiser Board pertaining to my application.

4. I acknowledge that the Criminal History Record Information is retained by the Board for two years after the date on which an application is withdrawn, denied, or approved. If the Nebraska Real Property Appraiser Board finds cause to deny my application based upon the results of my Criminal History Record Information, I may request a copy of my Criminal History Record Information received by the Nebraska Real Property Appraiser Board in accordance with the procedures found in Title 298 of the Nebraska Administrative Code.

5. I acknowledge that the procedures for obtaining information, a change, correction, or updating of an FBI identification record are set forth in Title 28, C.F.R., §16.34.

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

____
Printed name of person whose fingerprints are being submitted

____ ______________________
Signature of person whose fingerprints are being submitted Date

PRIVACY ACT STATEMENT

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

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

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

Rev. 03/30/2018

NONCRIMINAL JUSTICE APPLICANT'S PRIVACY RIGHTS

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

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

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

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

[3] See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 34 U.S.C. § 40316 (formerly cited as 42 U.S.C. § 14616), Article IV(c); 28 CFR20.21(c), 2033(d) and 906.2(d).

Updated 11/6/2019

LICENSE SUSPENSION ACT, LAWS OF NEBRASKA, 1997

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

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

Social Security Number: ____

AFFIDAVIT OF APPLICANT

I expressly agree that:

1. The Nebraska Real Property Appraiser Board may contact me for further information or clarification regarding information provided in this application or discovered during the background screening process that would call into question public trust or my fitness for credentialing. I understand that the following may be grounds for denial of the application under Nebraska Revised Statute §§ 76-2227 (4) and 76-2238:

   - Surrendering an appraiser credential, or any other registration, license, or certification, issued by any other regulatory agency or held in any other jurisdiction, in lieu of disciplinary action pending or threatened within the five-year period immediately preceding the date of application;

   - Having an appraiser credential, or any other registration, license, or certification, issued by any other regulatory agency or held in any other jurisdiction, revoked or suspended within the five-year period immediately preceding the date of application;

   - Being convicted of, including a conviction based upon a plea of guilty or nolo contendere:
     - Any felony if civil rights have not been restored;
     - Any crime of fraud, dishonesty, breach of trust, money laundering, misrepresentation, or deceit involving real estate, financial services, or real property appraisal practice within the five-year period immediately preceding the date of application; or
     - Any other crime which is related to the qualifications, functions, or duties of a real property appraiser within the five-year period immediately preceding the date of application;

   - Civil judicial actions, including dismissal with settlement, in connection with real estate, financial services, or real property appraisal practice brought within the five-year period immediately preceding the date of application.

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

3. The Nebraska Real Property Appraiser Board reserves the right to go outside this application for information as to the accuracy of the statements in this application.

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

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

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

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

I CERTIFY THAT I HAVE COMPLETED THIS APPLICATION IN ITS ENTIRETY AND THE STATEMENTS MADE IN THIS APPLICATION, ALONG WITH ALL ATTACHMENTS, ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF THAT I HAVE NOT SUPPRESSED ANY INFORMATION THAT MIGHT HAVE A BEARING ON THIS APPLICATION. I UNDERSTAND THAT, SHOULD MY APPLICATION BE FOUND TO BE INCOMPLETE, IT WILL NOT BE PROCESSED AND MAY BE RETURNED TO ME.

Signature of Applicant: ______________________________ Date: ______________

State of: ______________________________)
) ss.
County of: ______________________________)

The foregoing instrument was acknowledged before me this ______ day of ______________ 20 ______

by ______________________________
Print Applicant's Name

(Notary Seal Here)

____
Signature of Notary Public

DIRECTIONS

1. Complete entire application. If required information is not provided, application will be considered incomplete and will not be processed and may be returned to you.

2. Along with the application, submit all documentation required under Application Submission Requirements.

3. Mail application, fee(s), and supporting documentation to: NEBRASKA REAL PROPERTY APPRAISER BOARD, PO BOX 94963, LINCOLN, NE 68509-4963 (street address for FedEx and UPS: 301 CENTENNIAL MALL SOUTH, FIRST FLOOR; LINCOLN NE 68508).

4. Questions or concerns may be directed to NRPAB staff at 402-471-9015 or nrpab.credentialing@nebraska.gov

ADDITIONAL INFORMATION

- At a minimum, three assignment results reports will be selected by NRPAB staff from the submitted real property appraisal practice experience log(s) for verification of experience. One, or at the Board's discretion more than one, report will be reviewed for conformity with the Uniform Standards of Professional Appraisal Practice. The Board may enter into a contract with a qualified disinterested third party certified real property appraiser for completion of an appraisal review assignment on any of the requested reports. One or more report(s) may be sent for review at any time during the period in which the applicant's real property appraisal practice experience is being evaluated.

- Applicant may obtain a credential as a real property appraiser in Nebraska by complying with all provisions of the Nebraska Real Property Appraiser Act and Title 298 of the Nebraska Administrative Code.

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- Nebraska is a mandatory state. Per Neb. Rev. Stat. § 76-2246, any person who engages in real property appraisal practice or who advertises or holds himself or herself out to the general public as a real property appraiser in this state without obtaining proper credentialing under the Act will be guilty of a Class III misdemeanor.

- Fee(s) associated with application: $170.00 application fee and $55.00 criminal history record check fee.

- Fee(s) associated with credentialing: $320.00 credentialing fee and $40.00 ASC Appraiser Registry fee. Fees shall be paid within (30) thirty days of approval that applicant may be issued a credential as a licensed residential real property appraiser before applicant is authorized to act as a real property appraiser in this State.

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

Check Number:
Receipt Number:
For Board Use Only

APPLICATION FOR NEBRASKA TRAINEE REAL PROPERTY APPRAISER CREDENTIAL

APPLICATION FEES

TOTAL FEE DUE: $225.00: Non-refundable Application Fee $170.00 and non-refundable Criminal History Record Check Fee: $55.00

APPLICATION INFORMATION

Date of Application: ______________________ Date of Birth: ______________________

Name: ______________________ ______________________ ______________________
Last First Middle

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

County of Business: ______________________

Business Name: ______________________

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

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

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

______________________ ______________________
Email Address Area Code + Phone Number

NON-APPRAISAL CREDENTIALS CURRENTLY OR PREVIOUSLY HELD

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

Type	State	License Number:	Issue Date:	Expiration Date:	Disciplinary Action:
					☐ Yes ☐ No
					☐ Yes ☐ No

Q.30

DISCIPLINARY QUESTIONS

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

☐ YES ☐ NO

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

☐ N/A ☐ YES ☐ NO

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

☐ YES ☐ NO

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

☐ YES ☐ NO

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

☐ YES ☐ NO

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

☐ YES ☐ NO

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

☐ YES ☐ NO

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

APPLICATION SUBMISSION REQUIREMENTS

GENERAL

☐ Completed application form.

☐ Passport type photo *(Copy of driver's license will meet the requirement)*.

☐ Check or money order for $225.00: $170.00 non-refundable application fee and $55.00 non-refundable criminal history record check fee.

☐ Two copies of legible, ink-rolled fingerprint cards or digital fingerprint cards

OR

☐ Fingerprints submission completed through Nebraska State Patrol   Date completed (month, year): ____________________

QUALIFYING EDUCATION

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

☐ Official transcript (unofficial transcripts will not be accepted) for an AQB-approved degree in real estate from an accredited degree-awarding college or university submitted (obtained within five years of application).

Include the following certificates of completion for qualifying education if curriculum is not included in a submitted AQB-approved degree in real estate:

☐ 30 hours of basic appraisal principles
(completed within five years of application)   Date completed (month, year): ____________________

☐ 30 hours of basic appraisal procedures
(completed within five years of application)   Date completed (month, year): ____________________

☐ 15-Hour National USPAP course or its equivalent
(completed within two years of application)   Date completed (month, year): ____________________

☐ Supervisory real property appraiser and trainee course
(completed within one year of application)   Date completed (month, year): ____________________

☐ 8-Hour Valuation Bias and Fair Housing Laws and Regulations Course   Date completed (month, year): ____________________

NRPAB
Nebraska Real Property Appraiser Board

UNITED STATES CITIZENSHIP ATTESTATION FORM

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

☐ I am a citizen of the United States of America

OR

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

Immigration Status: ______________________ Alien Number: ______________________

OR

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

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

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

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

Print Name: ______________________ ______________________ ______________________
Last First Middle

______________________________ ______________________
Applicant's Signature Date

NRPAB
Nebraska Real Property Appraiser Board

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

I acknowledge and consent to the following:

1. The Nebraska Real Property Appraiser Board requires fingerprint submissions for a National Criminal History Record Check through the State Patrol and the Federal Bureau of Investigation:

    a. as authorized in Nebraska Real Property Appraiser Act (Neb. Rev. Stat. §§ 76-2201 through 76-2250), as a part of my application for issuance of, or renewal of, a credential as a real property appraiser, or

    b. as authorized in the Nebraska Appraisal Management Company Registration Act (Neb. Rev. Stat. §§ 76-3201 through 76-3220), as a part of the application for issuance of, or renewal of, a registration as an appraisal management company.

2. The Nebraska Real Property Appraiser Board reserves the right to go outside this Criminal History Record Check for information as to the accuracy of the statements made in my application, or for further clarification regarding the results of the Criminal History Record Check. Such information may include, but is not limited to, records of arrests for criminal offenses, the circumstances involved in any such arrests, the suspension or revocation of any license authorizing me to engage in any profession or occupation, or the rejection of my application for such license, and the reason for such suspension, revocation, or rejection.

3. The Nebraska Real Property Appraiser Board may contact any agency of federal, state, or local government, consumer reporting agency, present or former employer, or any other individual, partnership, corporation, or association, in this or any other state, to furnish to the Nebraska Real Property Appraiser Board any information requested by the Nebraska Real Property Appraiser Board pertaining to my application.

4. I acknowledge that the Criminal History Record Information is retained by the Board for two years after the date on which an application is withdrawn, denied, or approved. If the Nebraska Real Property Appraiser Board finds cause to deny my application based upon the results of my Criminal History Record Information, I may request a copy of my Criminal History Record Information received by the Nebraska Real Property Appraiser Board in accordance with the procedures found in Title 298 of the Nebraska Administrative Code.

5. I acknowledge that the procedures for obtaining information, a change, correction, or updating of an FBI identification record are set forth in Title 28, C.F.R., §16.34.

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

____

Printed name of person whose fingerprints are being submitted

____ ________________________

Signature of person whose fingerprints are being submitted Date

PRIVACY ACT STATEMENT

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

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

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

Rev. 03/30/2018

NONCRIMINAL JUSTICE APPLICANT'S PRIVACY RIGHTS

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

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

[1] Written notification includes electronic notification, but excludes oral notification.
[2] https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement
[3] See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 34 U.S.C. § 40316 (formerly cited as 42 U.S.C. § 14616), Article IV(c); 28 CFR20.21(c), 2033(d) and 906.2(d).

Updated 11/6/2019

LICENSE SUSPENSION ACT, LAWS OF NEBRASKA, 1997

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

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

Social Security Number: ______________________________

AFFIDAVIT OF APPLICANT

I expressly agree that:

1. The Nebraska Real Property Appraiser Board may contact me for further information or clarification regarding information provided in this application or discovered during the background screening process that would call into question public trust or my fitness for credentialing. I understand that the following may be grounds for denial of the application under Nebraska Revised Statute §§ 76-2227 (4) and 76-2238:

   - Surrendering an appraiser credential, or any other registration, license, or certification, issued by any other regulatory agency or held in any other jurisdiction, in lieu of disciplinary action pending or threatened within the five-year period immediately preceding the date of application;

   - Having an appraiser credential, or any other registration, license, or certification, issued by any other regulatory agency or held in any other jurisdiction, revoked or suspended within the five-year period immediately preceding the date of application;

   - Being convicted of, including a conviction based upon a plea of guilty or nolo contendere:
     - Any felony if civil rights have not been restored;
     - Any crime of fraud, dishonesty, breach of trust, money laundering, misrepresentation, or deceit involving real estate, financial services, or real property appraisal practice within the five-year period immediately preceding the date of application; or
     - Any other crime which is related to the qualifications, functions, or duties of a real property appraiser within the five-year period immediately preceding the date of application;

   - Civil judicial actions, including dismissal with settlement, in connection with real estate, financial services, or real property appraisal practice brought within the five-year period immediately preceding the date of application.

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

3. The Nebraska Real Property Appraiser Board reserves the right to go outside this application for information as to the accuracy of the statements in this application.

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

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

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

Q.36

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

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

I CERTIFY THAT I HAVE COMPLETED THIS APPLICATION IN ITS ENTIRETY AND THE STATEMENTS MADE IN THIS APPLICATION, ALONG WITH ALL ATTACHMENTS, ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF THAT I HAVE NOT SUPPRESSED ANY INFORMATION THAT MIGHT HAVE A BEARING ON THIS APPLICATION. I UNDERSTAND THAT, SHOULD MY APPLICATION BE FOUND TO BE INCOMPLETE, IT WILL NOT BE PROCESSED AND MAY BE RETURNED TO ME.

Signature of Applicant: ______________________________ Date: ______________

State of: ______________________________)
) ss.
County of: ______________________________)

The foregoing instrument was acknowledged before me this ______ day of ______________ 20 ______

by ______________________________
Print Applicant's Name

(Notary Seal Here)

____
Signature of Notary Public

DIRECTIONS

1. Complete entire application. If required information is not provided, application will be considered incomplete and will not be processed, and may be returned to you.

2. Along with the application, submit all documentation required under Application Submission Requirements.

3. Mail application, fee(s), and supporting documentation to: NEBRASKA REAL PROPERTY APPRAISER BOARD, PO BOX 94963, LINCOLN, NE 68509-4963 (street address for FedEx and UPS: 301 CENTENNIAL MALL SOUTH, FIRST FLOOR; LINCOLN NE 68508).

4. Questions or concerns may be directed to NRPAB staff at 402-471-9015 or nrpab.credentialing@nebraska.gov

ADDITIONAL INFORMATION

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

- Fee(s) associated with application: $170.00 application fee and $55.00 criminal history record check fee.

NRPAB
Nebraska Real Property Appraiser Board
301 Centennial Mall South, 1st Floor
PO Box 94963
Lincoln, NE 68509-4963
https://appraiser.ne.gov/
402-471-9015

REAL PROPERTY APPRAISAL PRACTICE EXPERIENCE LOG COMPLETION REQUIRMENTS

- Fill out the real property appraisal practice experience log in its entirety. Complete the boxes that appropriately describe the characteristics of each report listed.
- List real property appraisal practice experience in chronological order.
- Include the state and the city or county where the property is located in the Property Identification (Legal Description or Address).
- If an entry requires more space, insert an additional sheet with the property address and the description of real property appraisal practice experience.
- Include the applicant signature, and the signature of the supervisory real property appraiser (SA) in the case that the applicant is a trainee real property appraiser, or the signature of the real property appraiser-in-charge (RPAC) in the case that the applicant is a licensed residential real property appraiser or certified residential real property appraiser if applicable, on each page.
- A separate log shall be maintained by a trainee real property appraiser for each of his/her Board designated supervisory real property appraisers (SA), real property appraisers-in-charge (RPAC), or for real property appraisal practice experience obtained through the successful completion of a PAREA program. It is the responsibility of both the supervisory real property appraiser (if applicable) and the trainee real property appraiser to ensure the log is accurate, current, and complies with the requirements of the Real Property Appraiser Act and Title 298. When the trainee real property appraiser is under the direct supervision of more than one supervisory real property appraiser while engaged in real property appraisal practice, each log shall reflect the specific number of hours and description of real property appraisal practice performed for each assignment with each supervisory real property appraiser.
- This form will be considered invalid if altered or incomplete.

ACCEPTABLE REAL PROPERTY APPRAISAL PRACTICE EXPERIENCE

1. Real property appraisal practice experience obtained within the State of Nebraska, or as a resident of the State of Nebraska, for credentialing as a licensed residential, certified residential, or certified general real property appraiser must be acquired as a trainee real property appraiser, registered real property appraiser, licensed residential real property appraiser, or certified residential real property appraiser. This section does not apply to real property appraisal practice experience obtained through participation in a PAREA program.
2. 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 experience may be accepted by the Board if the experience is compliant with the laws of the jurisdiction in which it was obtained. Experience obtained in another jurisdiction as a Nebraska resident trainee real property appraiser shall be subject to direct supervision by a supervisory real property appraiser approved by the Board. This section does not apply to real property appraisal practice experience obtained through participation in a PAREA program.

3. 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 by the Board shall be completed in compliance with the Uniform Standards of Professional Appraisal Practice and shall demonstrate the applicant's progressive responsibility in the development and reporting of assignment results, which includes analyzing factors that affect value, defining the problem, gathering and analyzing data, applying the appropriate analysis and methodology, arriving at an opinion, and correctly reporting the opinion.

4. An applicant must provide significant real property appraisal practice assistance for real property appraisal practice experience credit to be awarded. An applicant may apply his or her signature, along with the signature of the supervisory real property appraiser (SA) in the case that the applicant is a trainee real property appraiser, or the real property appraiser-in-charge (RPAC) in the case that the applicant is a licensed residential real property appraiser or a certified residential real property appraiser if applicable, to the appraisal certification; or the applicant must be given attribution in the assignment results report, which includes a description of the applicant's significant real property appraisal practice assistance. This section does not apply to the real property appraisal practice experience obtained through participation in a PAREA program.

5. Real property appraisal practice experience hours obtained in any manner considered exempt from the Real Property Appraiser Act per NEB. REV. STAT. § 76-2221 will not be credited to the applicant, unless the applicant and the supervisory real property appraiser (SA) in the case that the applicant is a trainee real property appraiser, or the real property appraiser-in-charge (RPAC) in the case that the applicant is a licensed residential real property appraiser or a certified residential real property appraiser if applicable, verifies that said real property appraisal practice experience is compliant with the Uniform Standards of Professional Appraisal Practice.

6. There need not be a client in a traditional sense (i.e., a client hiring a real property appraiser for a business purpose) in order for an assignment results report to qualify for real property appraisal practice experience. An applicant must apply his or her signature, along with the signature of the supervisory real property appraiser in the case that the applicant is a trainee real property appraiser, or the real property appraiser-in-charge in the case that the applicant is a licensed residential real property appraiser or a certified residential real property appraiser if applicable, to the appraisal certification for a non-traditional "demo" report. No supervisory real property appraiser signature is required or real property appraisal practice experience obtained through participation in a PAREA program.

7. Real property appraisal practice experience credit may be awarded for the following:
   - 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.
   - Participation in a PAREA program.
   - Any other real property appraisal practice experience obtained under 298 NAC Chapter 2, Section 002.

8. 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.

9. 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.

APPRAISAL REPORT SELECTION CRITERIA

If the real property appraisal practice experience log submitted by the applicant is accepted, a representative sampling of real property appraisal practice experience submitted by the applicant on his or her real property appraisal practice experience log will be evaluated to determine if the real property appraisal practice experience meets the requirements of the Real Property Appraiser Act and Title 298, following the criteria shown below for each classification:

- To qualify the experience of an applicant for the licensed residential real property appraiser credential, a minimum of three reports related to residential property will be selected.

- To qualify the experience of an applicant for the certified residential real property appraiser credential, a minimum of one report related to a two-to-four unit residential property, one report related to a residential property of 0 to 20 years, and one report related to a residential property 20 years or older will be selected. Two selected reports must include at least two approaches to value.
- To qualify the experience of an applicant for the certified general real property appraiser credential, a minimum of three reports related to income producing properties will be selected. Two selected reports will include all three approaches to value.

If one or more of the report selection criteria above 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.

EXPERIENCE VERIFICATION

- At least one of the three requested reports selected by the Board will be, at a minimum, reviewed for conformity with the Uniform Standards of Professional Appraisal Practice. The Board may enter into a contract with a qualified disinterested third-party certified appraiser for completion of an appraisal review assignment on any of the submitted reports. The Board may require the applicant to submit additional details or to submit additional reports or file memoranda prepared by the applicant.

- Upon the receipt of appraisal review assignment results provided by one or more third party certified real property appraisers under contract with the Board, if the findings of the appraisal review assignment results are found to be null or insignificant, an applicant's real property appraisal practice experience will be reviewed by a subcommittee consisting of two board members for determination as to whether the applicant's real property appraisal practice experience is acceptable in accordance with the Real Property Appraiser Act and Title 298. If the subcommittee finds that the applicant's real property appraisal practice experience is acceptable, the subcommittee will notify the director of its decision. If the subcommittee finds that the applicant may not meet one or more of the requirements of the Real Property Appraiser Act or Title 298, the application shall be placed before the Board for consideration.

- If the Board determines an applicant may not meet the real property appraisal practice experience requirements, the applicant will be notified in writing. The Board may, at its discretion, request a written response from the applicant to the Board's findings as to the applicant's real property appraisal practice experience and/or invite the applicant to meet to discuss any deficiencies found in the report(s). Upon conclusion of the meeting, the Board may re-evaluate the applicant's real property appraisal practice experience.

- If the applicant's real property appraisal practice experience is not acceptable to the Board, the Board may, at its own discretion, require the applicant to obtain additional education, and/or submit one or more supplemental real property appraisal practice experience logs with additional hours of real property appraisal practice experience, and/or submit one or more additional reports. The Board may deny an application at any time during the process if the Board finds that the applicant fails to meet the requirements in the Real Property Appraiser Act and/or Title 298.

- When making a determination that an applicant may or may not meet the applicable experience requirements, all information received will be considered, including but not limited to real property appraisal practice experience logs, USPAP compliance review reports, reports submitted by the applicant, any written responses received, any other details or file memoranda, any subsequent education requested by the Board to be completed by the applicant, and any information obtained during an informal conference between the Board or its representative(s) and the applicant. A USPAP compliance review report completed to assist the Board with its evaluation of the applicant's experience is not the sole factor in the Board's decision, but a tool utilized by the Board to assist with its decision.

- Verification of the applicant's experience may be obtained from other persons as needed.

I certify that I have read and understand the Acceptable Real Property Appraisal Practice Experience and the Real Property Appraisal Practice Experience Log Requirements as shown above.

Applicant: ____ Signature: ______________________________________

Credential Number: ____ Date: _______________________________

Supervisory Real Property
Appraiser (if applicable): ____________________________________ Signature: ______________________________

Credential Number (if applicable): ________________________________ Date: ______________________________

NEBRASKA REAL PROPERTY APPRAISER BOARD
APPLICANT REAL PROPERTY APPRAISAL PRACTICE EXPERIENCE LOG

Effective 08/15/2024

PROPERTY: SFR: Single Family Residential; 2-4 Unit Res: 2-4 Unit Residential; C: Commercial; A: Agricultural

REPORT TYPE #: 1: Appraisal Report; 2: Restricted Appraisal Report; 3: Mass Appraisal; 4: Appraisal Consulting; 5: Appraisal Review

DATE ASSIGNMENT RESULTS REPORT SIGNED	NAME OF CLIENT AND PROPERTY IDENTIFICATION (Include <u>state</u> *and* <u>county or city</u> in Legal Description or Address.)	DESCRIPTION OF REAL PROPERTY APPRAISAL PRACTICE PERFORMED BY APPLICANT	*DESCRIPTION OF REAL PROPERTY APPRAISAL PRACTICE OR SCOPE OF REVIEW PERFORMED BY SUPERVISORY REAL PROPERTY APPRAISER (SA) OR REAL PROPERTY APPRAISER-IN-CHARGE (RPAC)	PROPERTY: SFR, 2-4 UNIT RES, C, A	AGE OF SFR: NEWER THAN 20 YEARS	AGE OF SFR: 20 YEARS OR OLDER	APPROACHES: SALES	APPROACHES: COST	APPROACHES: INCOME	USPAP COMPLIANT	TRADITIONAL CLIENT	REPORT TYPE #	APPLICANT HOURS	*SA or RPAC HOURS
													TOTAL	

APPLICANT NAME: ______________________ SIGNATURE: ______________________

CREDENTIAL NUMBER: ______________________ DATE: ______________________ TOTAL

*SA or RPAC NAME: ______________________ *SIGNATURE (if applicable): ______________________

CREDENTIAL NUMBER (if applicable): ______________________ DATE (if applicable): ______________________ PAGE ______ OF ______

*For real property appraisal practice experience obtained through participation in a PAREA program, no description of real property appraisal practice or scope of review performed by supervisory real property appraiser (SA) or real property appraiser-in-charge (RPAC), no SA or PRAC hours, and no SA or RPAC name and signature are required.

THE NEBRASKA APPRAISER

News from the Nebraska Real Property Appraiser Board — Fall 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.

Thanksgiving.

Fall is a very busy time for the Board's staff. The Board is accepting and processing real property appraiser credential renewal applications; working through various technology upgrades; and implementing changes to Title 298 of the Nebraska Administrative Code. In October, I also attended the Association of Appraiser Regulatory Officials Fall Conference in Atlanta, Georgia; I have included a conference recap for you. Board Member Gerdes is nearing the end of his term, and the Board is actively advertising for the open 1st Congressional District Certified Real Property Appraiser position. They say an organization is only as good as its people. I am grateful to be surrounded by people who want the very best for this Board and the appraisal industry. I would like to thank Chairperson Gerdes for his leadership during the past year. I would also like to thank the Board for its thoughtful discussions and sound decision-making, and staff for its hard work. As we move into the season of thanksgiving, celebration, and reflection, I hope that you can all take time to acknowledge those who positively impact your lives. 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

Upcoming NRPAB Meetings:

- December 18, 2025 @ NRPAB Office (Conference Room)
- January 15, 2026 @ NRPAB Office (Conference Room)
- February 19, 2026 @ 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.

2025 Fall AARO Conference Summary

By Tyler N. Kohtz, Director

I attended the 2025 Fall AARO Conference in Atlanta, Georgia from October 6th through October 8th, 2025. Primary topics of discussion included the forthcoming Real Property Appraiser Qualifications Criteria update, the implementation and functionality of the UAD 3.6, technological advancements in the appraisal industry, the acceptance of mass appraisal experience, and the enforcement of USPAP. The TAF, Fannie Mae, and Freddie Mac also provided their regular updates. I noted the following highlights:

- Kelly Davids of The Appraisal Foundation provided a summary of the Real Property Appraiser Regulatory System and introduced “Big Bold Ideas,” such as an AI to help BOT on Criteria; standardized practicum models; a portal for submitting education materials to states; a website for those interested in becoming appraisers; a toolkit for booths at career fairs; state harmonization of criteria; stipends for supervisors/trainees and practicum participants; and re-establishing the investigator training program. Davids also provided an update on the Pathways to Success Scholarship, noting that $1.22 million has been invested, with sixty-eight scholarships awarded by the end of May to PAREA applicants. Davids brought attention to new collaborations for TAF, including the Rural Appraiser Practicum Model (RAPM), a collaboration with Farm Credit Services and the Home Appraisal Help, as well as a collaboration with Progressive Insurance.

- Nick Pilz with The Appraisal Foundation’s Appraisal Standards Board provided an update on the ASB’s activities during the past year, which included new Q&A and reference materials, a concept paper concerning artificial intelligence and USPAP, and potential new guidance. The ASB has nearly finished drafting a new Advisory Opinion addressing technological changes in the industry, which will be released as an exposure draft; AO-18 and AO-37 will be combined into the new AO. Pilz finished by reporting that potential new guidance may include new assignments, ROVs, and workfile requirements.

- Jerry Yurek with The Appraisal Foundation’s Appraiser Qualifications Board provided an update on the AQB’s activities during the past year. Specifically, the AQB has been busy with the Qualifications Reassessment Project and developing a new platform to streamline the Course Approval Program process. Yurek also provided a brief update on the Degree Approval Program, PAREA, and practicum courses.

- AARO Director Peter Fontana and ValuSight Consultant John Russell, provided an overview and walkthrough of UAD 3.6, announced that boilerplate forms are being retired, and noted that the drivers in UAD 3.6 are property characteristics.

- Gabriela Nicolau and Laurie Murphy from the Illinois Department of Financial and Professional Regulation gave a presentation on the regulatory impact of technological advancements in the appraisal industry.

- The Executive Directors and Administrators Breakout Session included a general discussion on PAREA, Practicum Course Programs, Fair Housing and Valuation Bias Rules and Regulations Courses, USPAP compliance for the UAD 3.6, and the acceptance of mass appraisal experience.

- A panel discussion titled “From Red Tape to Results” included discussion on the purpose and activities of the Harmonization Task Force, the AQB’s Qualifications Reassessment Project, state engagement, and TAF’s partnership with IAAO.

Fall Colors at Chadron State Park in the Pine Ridge of Dawes County. Photo credit: Nebraskaland Magazine/Nebraska Game and Parks Commission.

Forested bluffs painted in fall color rise above the Missouri River Valley dotted with fog at Indian Cave State Park in Nemaha and Richardson counties. Photo credit: Nebraskaland Magazine/Nebraska Game and Parks Commission.

- A presentation titled "Perspective on Appraiser Enforcement" was given by the Managing Counsel and Vice President of Compliance for Clear Capital Dave Cherner, Team Leader of Valuation Oversight for Rocket Mortgage, Donna Chabot, Brandy March of North Carolina, and Dave Campbell of North Dakota.

- Scott Reuter, Chief Appraiser for Freddie Mac, summarized appraiser capacity and volume, along with the Appraiser Quality Monitoring Program. According to Reuter, with the exception of the 2020-2021 period, appraiser capacity and volume have remained steady over the past ten years.

- Lyle Radke, Senior Director of Collateral Policy for Fannie Mae, detailed the USPAP enforceability of Fannie Mae Policy; provided a timeline for UAD 3.6 implementation; summarized the new features of UAD 3.6; announced that Fannie Mae will introduce a new Selling Guide Policy for UAD 3.6; and noted that UAD 3.6 will include updated ANSI terminology that will replace legacy terms. While conformance with ANSI is required, Fannie Mae's policy will continue to allow the use of an alternate measuring standard when mandated by state law or regulatory requirements.

- Kevin Smith, Senior Manager in Appraiser Engagement for Fannie Mae, provided a summary on State Tips. According to Smith, 4,222 State Tips were sent; 304 State Referrals were made; thirty-three State formal actions were taken; and fifty-two licenses were revoked or suspended. A State Tip averages eighteen months from Fannie Mae acquisition to State Tip. The top five State Tip defects include inadequate comparable adjustments, inappropriate comparable sales, failure to adjust comparable sales, inappropriate comparable sales selections, and use of physically dissimilar comparable sales. Smith finished by indicating that Fannie Mae is expanding letters to AMCs.

- In the presentation titled, "Reassessing the Criteria: Insights and Directions," Donald Markwardt of The Regulatory Group provided a summary of TRG. According to Markwardt, TRG has expertise in regulatory drafting and rulemaking support, and provided comprehensive support to TAF throughout the entire process. Jerry Yurek with the AQB also provided insight into the navigation and organization of the Criteria. According to Yurek, interviews with states indicated that the Criteria is fragmented. With this information, the Criteria is being reorganized by credential type, which will include plain language, a glossary, as well as charts and graphs. Yurek also declared that the AQB is reviewing the requirements sequence, possibly allowing an applicant to sit for exam before the experience review is completed.

If you have questions regarding the 2025 Fall AARO Conference, please contact me by email at tyler.kohtz@nebraska.gov, or by phone at 402-471-9015.

The Appraisal Foundation

What's new at
The Appraisal Foundation?
appraisalfoundation.org

APPRAISAL SUBCOMMITTEE FFIEC

What's new at the
Appraisal Subcommittee?
asc.gov

AARO

What's new at the AARO?
aaro.net

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, which is fast approaching. 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.

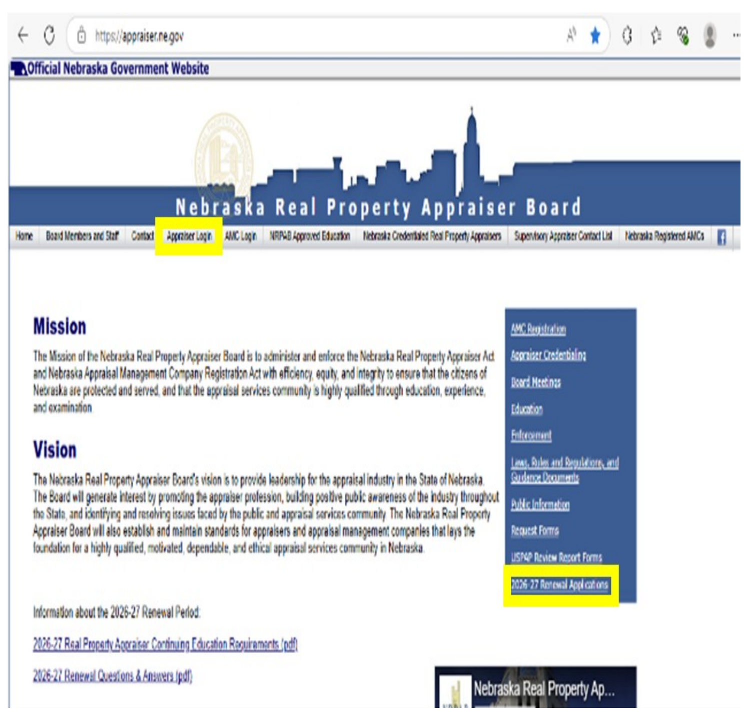
Centurion was recently updated to the third-generation platform to add additional security and functionality. If you have an existing Appraiser Login account, Centurion 3 requires a conversion to the new platform. Additional information related to the Centurion 3 upgrade can be found in the Quick Hits 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 (Note: the renewal fee has increased by $25.00 per year—$50.00 for a two-year renewal application); 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.



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/.

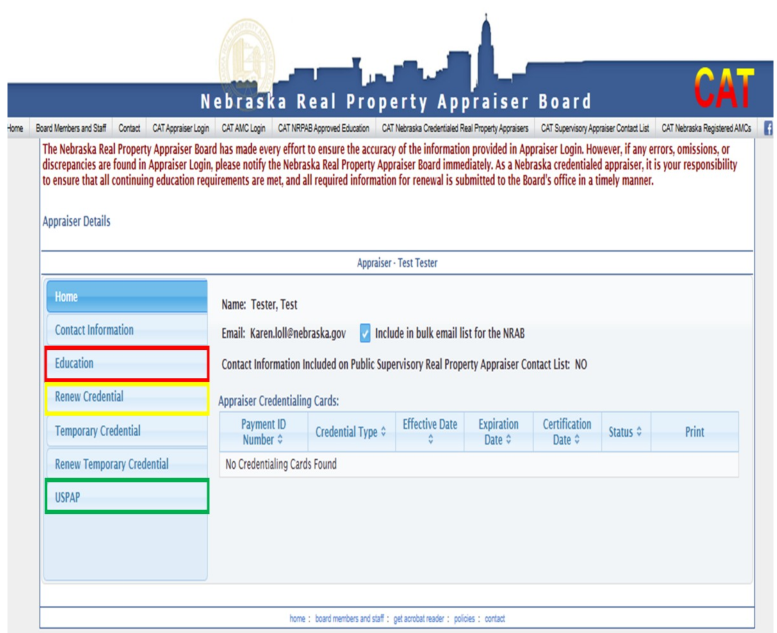
Information regarding the CE requirements is available in Appraiser Login in the Education Interface ("Education" button on the left side of the page - highlighted in red in the picture on this page). Log into Appraiser Login and select the "Nebraska Real Property Appraiser Continuing Education Requirements" 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 cannot 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.



NRPAB Quick Hits

- Board Member Cody Gerdes' term as the First Congressional District certified real property appraiser representative expires on December 31, 2025. The State of Nebraska is currently accepting applications to fill this position on the Board.
    - Anyone interested in the position as the 1st congressional district certified real property appraiser representative must hold a current certified real property appraiser credential and must reside in the 1st congressional district. The term for this position will run for five years, beginning on January 1, 2026.
    - If you would like more information about this position, or what the Board does, please visit the NRPAB website at: appraiser.ne.gov or contact the Board's office at 402-471-9015.
    - The Application for Executive Appointment can be found on the Governor's website located at governor.nebraska.gov/. Select the dropdown titled "Constituent Services" at the top of the page, then select "Boards and Commissions: Open Positions."
- The Board thanks the University of Nebraska–Lincoln and Assistant Professor of Agricultural Banking and Finance, Felipe Avileis, for the opportunity to discuss the Board's purpose, what real property appraisal practice is, and the requirements to become a real property appraiser with students who represent the future of the industry. Director Kohtz gave a presentation to approximately twenty Agricultural Property Appraisal students at the University of Nebraska in September.
- The Appraiser Development Initiative ("ADI") is a collaboration between the Appraisal Institute, Fannie Mae, Freddie Mac, and the National Urban League. ADI is designed to attract new entrants to the real estate appraisal field. More information can be found on Fannie Mae's website at: https://singlefamily.fanniemae.com/appraiser-development-initiative-adi#:~:text=The%20ADI%20scholarship%20is%20designed,community%20support%20activities%20and%20more. The Pathways to Success Scholarship covers enrollment costs for a PAREA® Program. Administered by the ADI through the Appraisal Institute, this scholarship is open to all aspiring appraisers. Applications are rolling and processed on a quarterly basis. Aspiring appraisers can apply at: https://www.appraisalinstitute.org/advocacy/appraiser-development-initiative.

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

- Compliance Update
    - Between the months of July and September, one grievance was filed against one Nebraska credentialed real property appraiser. During this time, two grievances were dismissed with prejudice and one grievance was dismissed without prejudice.
    - Between the months of July and September, no grievances were filed against any appraisal management companies and no disciplinary action was taken against any appraisal management companies.

- The Nebraska Real Property Appraiser Board retired no guidance documents, and adopted no new guidance documents, between July and September. All Guidance Documents are available for viewing on the Board's website at: https://appraiser.ne.gov/guidance_documents.html.

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.

- On June 22, 2023, the Appraiser Qualifications Board of The Appraisal Foundation adopted modifications to the Real Property Appraiser Qualification Criteria ("Criteria") that require 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 for 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)

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Lincoln, NE 68509-4963

Phone: 402-471-9015
Fax: 402-471-9017
Website: appraiser.ne.gov

Visit NRPAB on Facebook

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 between July and September of 2025.

Trainee Real Property Appraisers

Staashelm, Adam, Omaha, NE – T2025008
McManigal, Mikaela, Kearney, NE – T2025009
Jefferis, Christopher, Sioux Falls, SD – T2025010
Leutzinger, Nathan, Council Bluffs, IA – T2025011
Jensen, Wyatt, Lincoln, NE – T2025012
Roberts, Jeremy, Lexington, NE – T2025013
Ingalls, Reece, Columbus, NE – T2025014

Licensed Residential Real Property Appraisers

Patrick, Steve, Bellevue, NE – L2025003R

Certified Residential Real Property Appraisers

Cota, Clinton, Cedar Falls, IA – CG2025009R

Certified General Real Property Appraisers

Maughan, James, Centennial, CO – CG2025010R
Schwarzlose, Reagan, Colleyville, TX – CG2025011R
Case, Scott, Reading, KS – CG2025012R
Unruh, Mark, Garden City, KS – CG2025013R
Bitter, Jason, Kansas City, MO – CG2025014R
Legotti, Anthony, Ridge, NY – CG2025015R
Yantis, Clayton, Houston, TX – CG2025016R
Piehl, Jeffrey, Denver, CO – CG2025017R
Kub, Chelsey, Fargo, ND – CG2025018R
Druin, Wade, Volin, SD – CG2025019R
Theis, Kevin, Casper, WY – CG2025020R
Walsh, Tyler, Fargo, ND – CG2025021R
Winner, Ryan, Sheridan, WY – CG2025022R
Mertz, Brent, Kansas City, MO – CG2025023R
Linke, Morea, Scottsbluff, NE – CG2025024

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

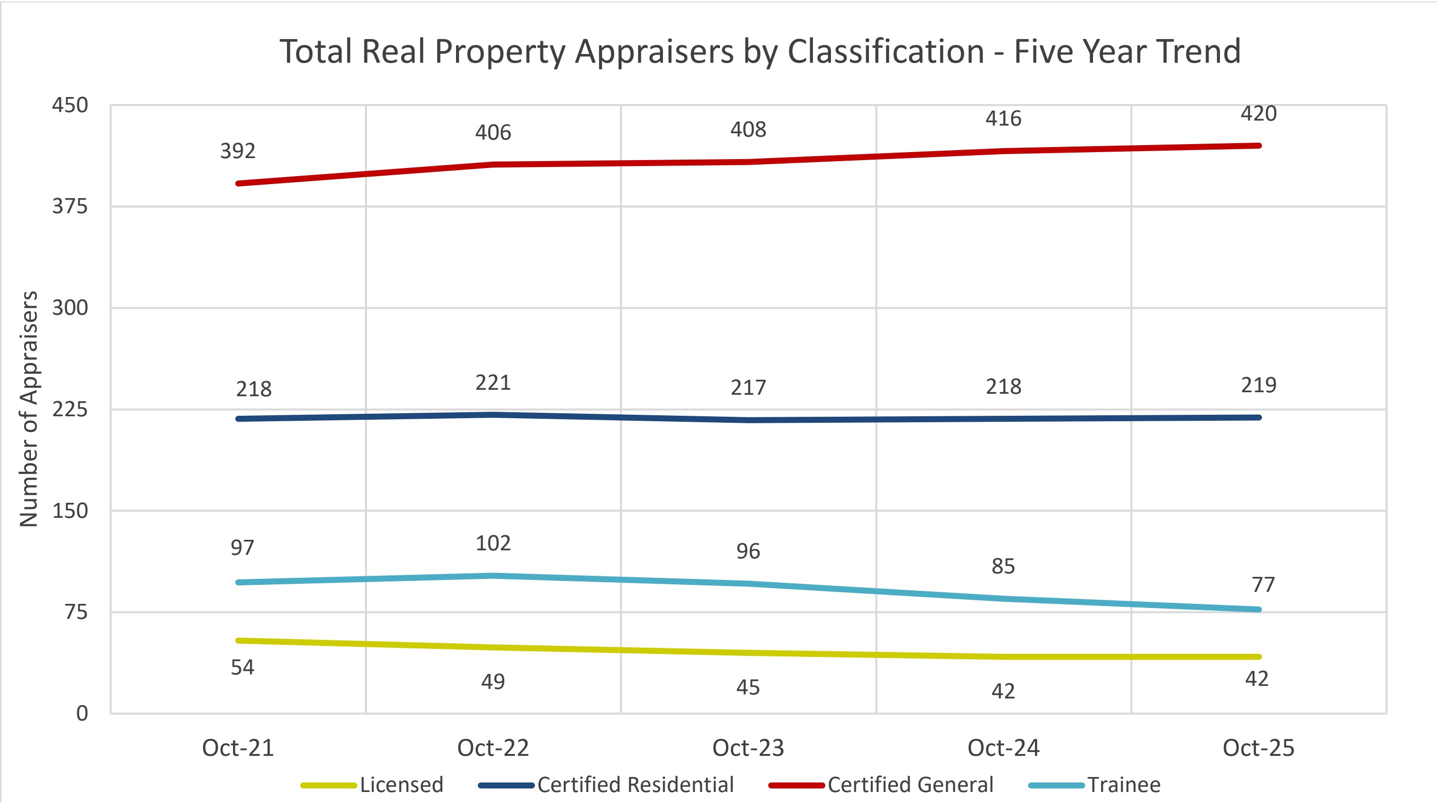
Questions related to Appraiser Login: nrpab.AppraiserLogin@nebraska.gov

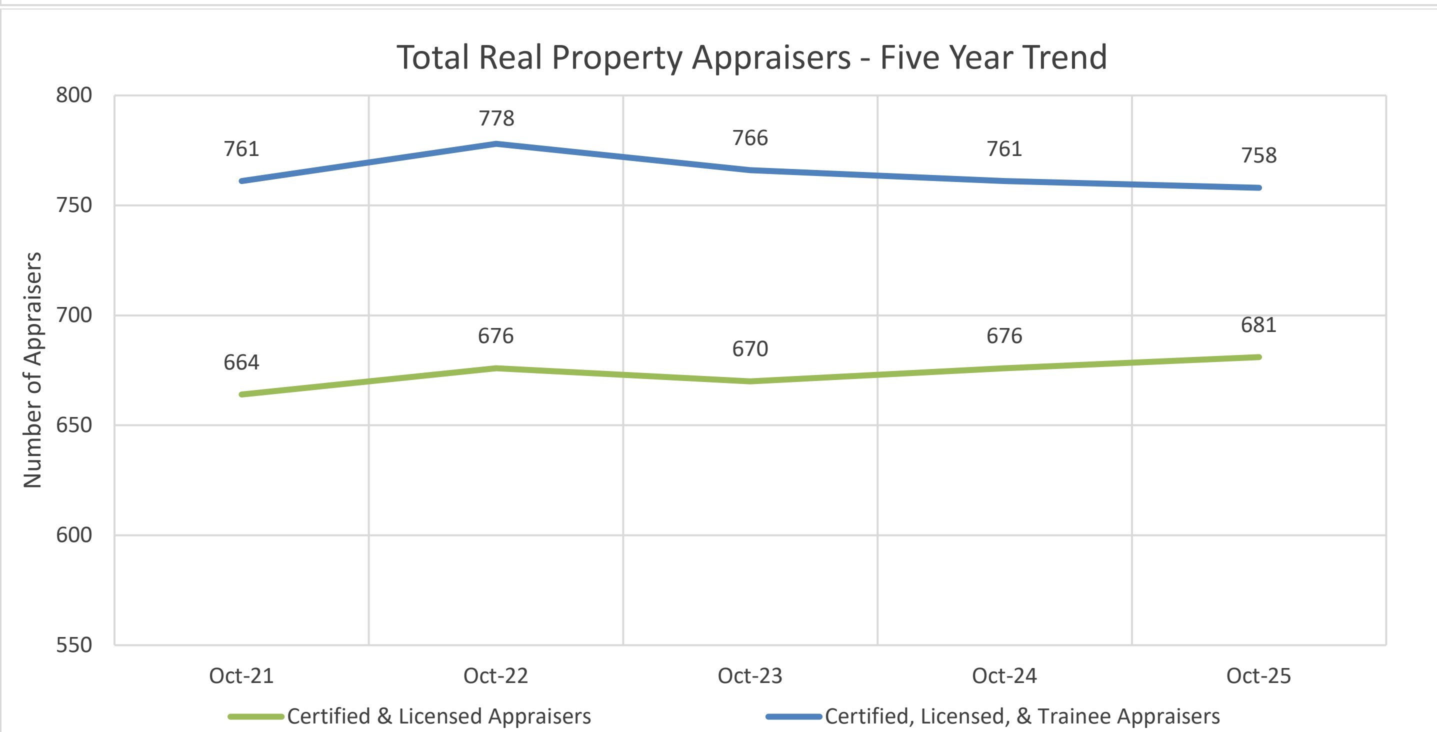
General Questions: nrpab.questions@nebraska.gov.

R.8

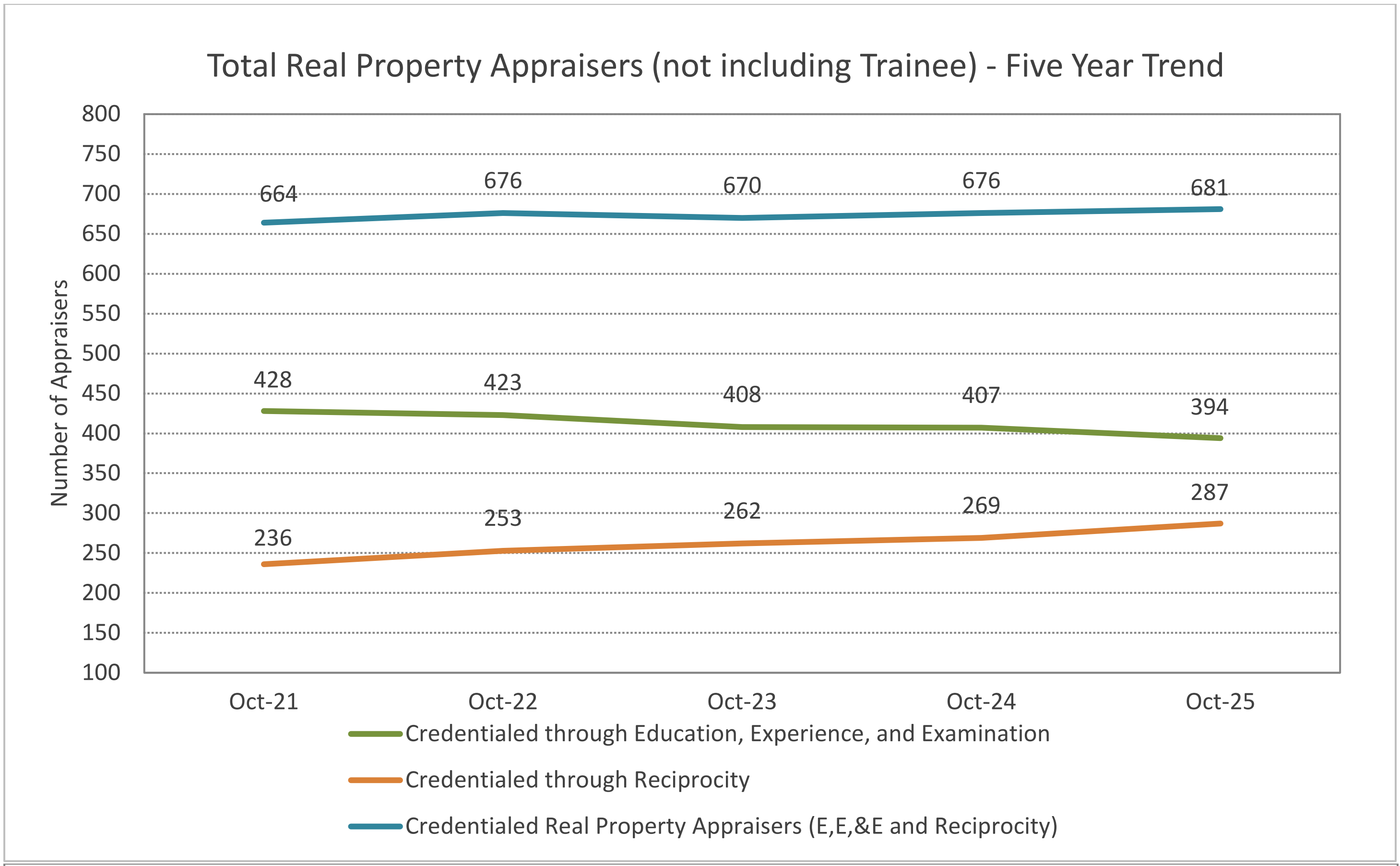
Real Property Appraiser and AMC Numbers and Trends as of October 1, 2025

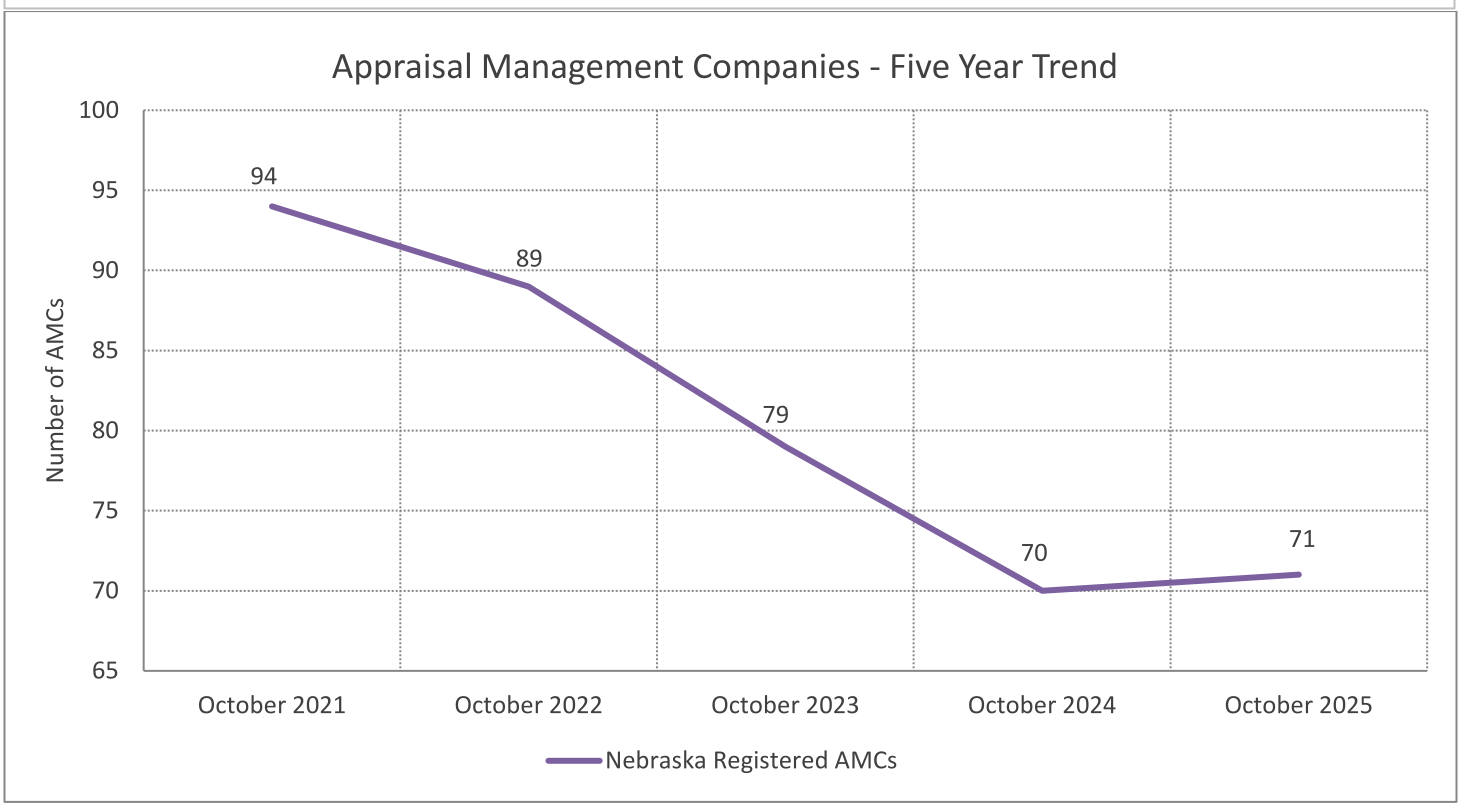
The charts below outline the five-year trend for the number of Nebraska credentialed real property appraisers and Nebraska registered appraisal management companies as of October 1, 2025. There are currently 681 licensed residential, certified residential, and certified general real property appraisers in Nebraska, and 77 credentialed trainee real property appraisers. In addition, there are currently 71 appraisal management companies registered in Nebraska.





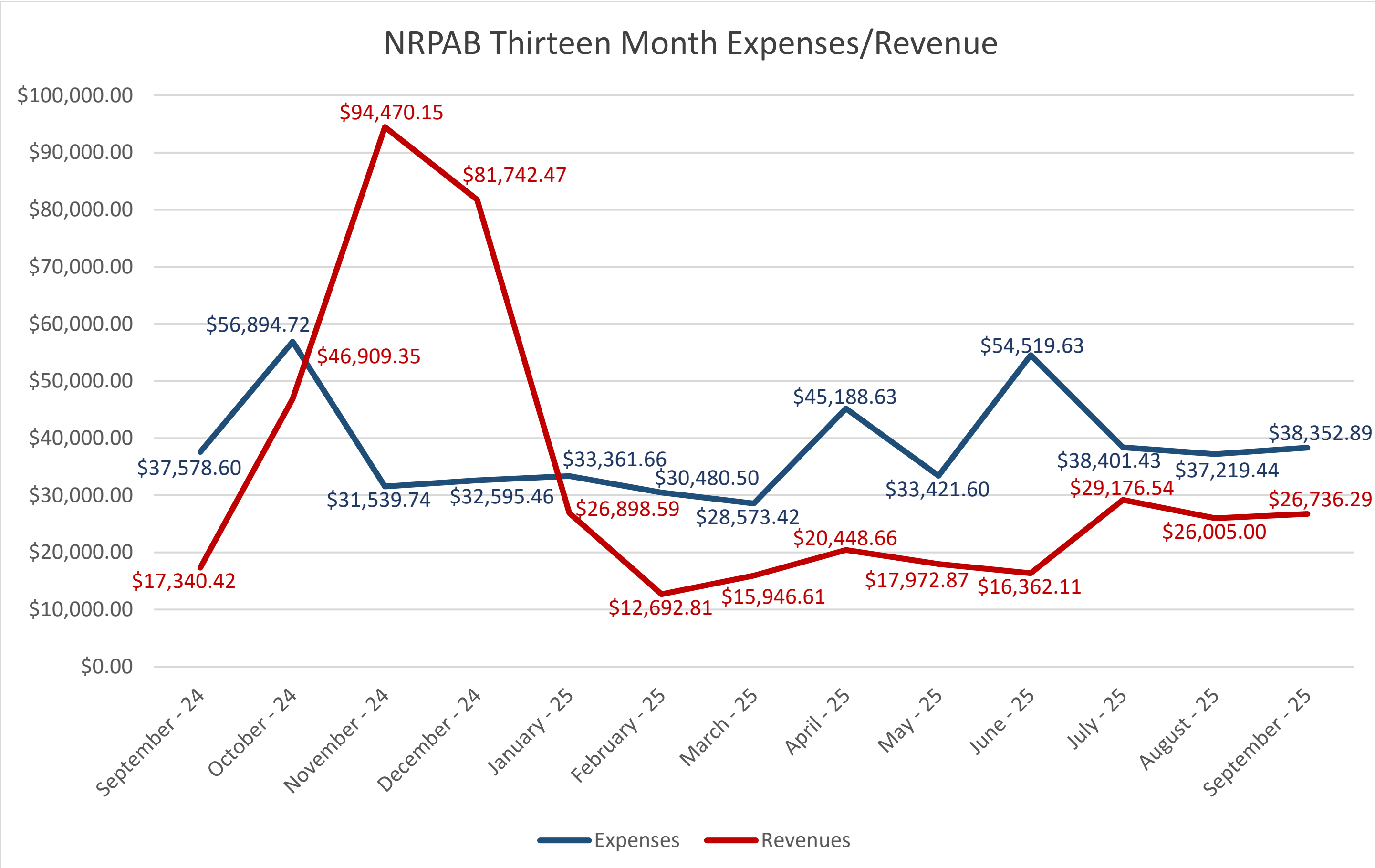
Real Property Appraiser and AMC Numbers and Trends as of October 1, 2025 (Continued)





NRPAB Financial Snapshot as of September 30, 2025

For the Real Property Appraiser Program, which includes both the appraiser fund and the AMC fund, a total of $113,973.76 in expenditures and $81,917.83 in revenues were recorded as of September 30, 2025. Actual expenses registered at 23.41 percent of the budgeted expenditures for the fiscal year; 25.21 percent of the fiscal year has passed.



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

Exposure Draft

Proposed Interpretations and the Retirement of Guide Note 4

This exposure draft addresses only these three narrowly defined issues.

October 30, 2025

The Appraisal FOUNDATION®

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

APPRAISER QUALIFICATIONS BOARD

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Table of Contents

Important Note on the AQB's Criteria Reassessment Project

Many stakeholders are aware that the AQB is actively engaged in the Criteria Reassessment Project, with a comprehensive exposure draft expected in the near future. We want to be clear: ***this document is not that exposure draft***. Stakeholders may open this expecting to see the full suite of proposed changes. Instead, this document addresses only *three narrow issues* that require immediate clarification.

These are smaller, time-sensitive matters that cannot wait for the broader project: (1) an Interpretation on how PAREA interacts with the "minimum time" requirement, an Interpretation related to Valuation Bias and Fair Housing continuing education, and (3) the retirement of Guide Note 4 on practicum.

The AQB appreciates that stakeholders are looking ahead to the comprehensive Criteria Reassessment Project and welcomes that engagement.

We simply want to make clear that this document is limited in scope and intended only to address these two immediate needs.

Join the Conversation

The AQB will also accept verbal comments at its virtual public meeting on December 5, 2025, at 1:00 PM ET. You may register **here**.

Send Your Comments by November 28, 2025

All interested parties are encouraged to comment in writing to the AQB before the deadline of November 28, 2025. Each member of the AQB will thoroughly read and consider all comments.

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

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

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

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

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

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

Introduction

This exposure draft has been prepared for the purpose of seeking public comment on three proposed actions under the Real Property Appraiser Qualification Criteria.

First, the AQB is considering the adoption of an Interpretation clarifying how Section VI, §7 of the Criteria regarding Practical Applications of Real Estate Appraisal (PAREA) interacts with the minimum time ("no fewer than" months) requirements that apply to each credential. Interpretations are essential to a proper understanding of the Criteria, and once adopted, they are binding on all users of the Criteria and incorporated into the next published edition.

Second, the AQB is considering the adoption of an Interpretation clarifying how the Valuation Bias and Fair Housing (VBFH) continuing education course applies when a credential holder seeks reactivation. This clarification ensures that the VBFH course is treated in the same manner as the 7-Hour National USPAP Continuing Education Course—that is, credential holders must complete the most recent edition of the course at the time of reactivation. This proposed Interpretation provides clear and consistent implementation guidance to state regulatory agencies and credential holders.

Third, the AQB is considering the retirement of Guide Note 4 (GN-4) on Practicum. While GN-4 was originally developed to provide helpful guidance, subsequent changes to the Criteria and the marketplace have rendered much of its content outdated or redundant. As with all proposals, this potential retirement will not be effective unless and until it is adopted following the exposure process.

The AQB invites all interested parties to review these proposals carefully and provide written comments. All feedback will be considered before any final decisions are made.

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

If you have any questions, please contact the Board at AQB@appraisalfoundation.org.

Jerry Yurek
Chair, Appraiser Qualifications Board

Proposed Interpretation of a PAREA Requirement

Rationale

State regulatory agencies have raised a recurring question about how PAREA applies under the Real Property Appraiser Qualification Criteria. Each credential requires BOTH, a specified number of experience hours AND those hours be obtained in no fewer than a set number of months (for example: 1,000 hours in no fewer than 6 months for Licensed Residential). While the Criteria clearly establishes both the hours and the time requirement, stakeholders have asked how these two components work together when a candidate completes an AQB-approved PAREA program.

The root of the issue is that the section of the Criteria governing PAREA (Section VI, §7) addresses the percentage of hours that may be credited through PAREA, but it does not mention how the corresponding months requirement is treated. This omission has created uncertainty for state regulators, particularly now that Licensed Residential and Certified Residential PAREA programs are active, and candidates are completing them. Without clarification, jurisdictions could apply the rules inconsistently, leading to inequitable outcomes for candidates.

For reference, Section VI, §7 of the Criteria that is currently in effect provides:

> *7. Allow participants successfully completing approved PAREA programs to receive the following experience credit:*
>
> *a) For participants completing an approved Licensed Residential program:*
>
> *i. Licensed Residential classification: up to 100 percent of the required experience hours.*
>
> *ii. Certified Residential classification: up to 67 percent of the required experience hours.*
>
> *iii. Certified General classification: up to 33 percent of the total required experience, none of which is eligible towards the required non-residential hours.*
>
> *b) For participants completing an approved Certified Residential program:*
>
> *i. Licensed Residential classification: up to 100 percent of the required experience hours.*
>
> *ii. Certified Residential classification: up to 100 percent of the required experience hours.*

iii. *Certified General classification: up to 50 percent of the total required experience, none of which is eligible towards the required non-residential hours.*

Because §7 only addresses hours and does not mention the “no fewer than” months requirement, the AQB determined that clarification is necessary. At this time, the AQB is proposing to issue an Interpretation rather than waiting to include this in the forthcoming broader exposure draft. Interpretations are binding, are incorporated into the Criteria at the next printing, and represent the fastest way to ensure consistent application across states. This issue will also appear in the broader exposure draft, so it is integrated fully into the Criteria going forward, but immediate clarification is required now.

Illustrative Examples

Licensed Residential PAREA:

- Successful completion of an LR PAREA program may be credited with satisfying the requirement to obtain the 1,000 hours of experience in no fewer than six months.
- If applied toward the Certified Residential credential, six of the twelve months required may be credited as satisfied.
- If applied toward the Certified General credential, six of the eighteen months required may be credited as satisfied.

Certified Residential PAREA:

- Successful completion of a CR PAREA program may be credited with satisfying the requirement to obtain the 1,500 hours of experience in no fewer than twelve months.
- If applied toward the Certified General credential, twelve of the eighteen months required may be credited as satisfied.

On the next page, readers will find the proposed Interpretation language itself, showing how this clarification would be incorporated into the Criteria if adopted.

GENERAL INTERPRETATIONS

A. The following is an exception for implementing the *Real Property Appraiser Qualification Criteria*:

> *An applicant in the Reserve components of the U.S. Armed Forces, who was pursuing an appraiser license or certification prior to December 1, 2011, and who was called to active duty between December 1, 2011 and December 31, 2014, may satisfy the qualifications required under the 2008 Criteria for an additional time period after January 1, 2015. The extension of time shall be equal to the applicant's time of active duty, plus 12 months.*

B. The following is a clarification of the existing *Real Property Appraiser Qualification Criteria:*

> *With respect to the prerequisites needed before an applicant takes the National Uniform Licensing and Certification Examinations as referenced in the various sections II. B., applicants must have all experience and education completely verified by the appropriate state appraiser regulatory agency prior to taking the National Exam. Applicants cannot self-verify experience.*

C. Allow participants successfully completing approved PAREA programs to receive the following timeline credit:

a) For participants completing an approved Licensed Residential program:

- *i. Licensed Residential classification: may satisfy up to the requirement to obtain the 1,000 hours of experience in no fewer than six (6) months.*
- *ii. Certified Residential classification: may satisfy up to six (6) of the twelve (12) months required to obtain the 1,500 hours of experience.*
- *iii. Certified General classification: may satisfy up to six (6) of the eighteen (18) months required to obtain the 3,000 hours of experience.*

a) For participants completing an approved Certified Residential program:

- *i. Certified Residential classification: may satisfy up to the requirement to obtain the 1,500 hours of experience in no fewer than twelve (12) months.*
- *ii. Certified General classification: may satisfy up to twelve (12) of the eighteen (18) months required to obtain the 3,000 hours of experience.*

Proposed Interpretation of a Valuation Bias and Fair Housing Continuing Education Requirement

Rationale

Questions have been raised by state appraiser regulatory agencies regarding how the Valuation Bias and Fair Housing (VBFH) continuing education course applies when a credential holder seeks to reactivate a credential. The question specifically relates to the reactivation provisions in the Real Property Appraiser Qualification Criteria, which state:

> *14. A state appraiser regulatory agency with the appropriate authority to do so may place a credential holder in an inactive status if the state determines a deficiency in continuing education was due to extenuating circumstances. Prior to reactivation, credential holders in an inactive status must complete all required continuing education hours that would have been required if the credential holder was in an active status. The required hours must also include the most recent edition of the 7-Hour National USPAP Continuing Education Course (or its AQB-approved equivalent).*
>
> *While this section clearly establishes that the 7-Hour National USPAP Continuing Education Course must be current at the time of reactivation, the Criteria do not specifically address whether the same standard applies to the Valuation Bias and Fair Housing (VBFH) course.*

This Interpretation clarifies that the same requirement applies to the VBFH course — meaning credential holders must complete the most recent edition of the VBFH course once at the time of reactivation, consistent with the treatment of the USPAP course. This clarification ensures consistent implementation across jurisdictions and provides clear guidance to regulators and credential holders.

Interpretation

Interpretation of Section XIV, Item 14 – Reactivation of a Credential

For purposes of implementing Section XIV, Item 14 of the Real Property Appraiser Qualification Criteria, the requirement that credential holders in an inactive status complete all continuing education hours that would have been required if the credential had remained active is interpreted to include completion of the most recent edition of the Valuation Bias and Fair Housing (VBFH) continuing education course.

Accordingly, prior to reactivation, credential holders must complete the most recent edition of the VBFH course in the same manner as they are required to complete the most recent edition of the 7-Hour National USPAP Continuing Education Course (or its AQB-approved equivalent).

Completion of previous editions of the VBFH course from prior continuing education cycles is not required at the time of reactivation.

Proposed Retirement of Guide Note 4

Rationale

Guide Note 4 (GN-4) was originally provided to help stakeholders understand how practicum courses might be structured and reviewed. At the time it was drafted, the prevailing assumption was that practicums would largely be offered within a college or university environment. Since then, both the Criteria and the marketplace have evolved, including the recognition of synchronous and asynchronous education and the development of alternative experience pathways such as PAREA.

As a result, the guidance in GN-4 no longer aligns well with the current environment or the full range of ways practicums may be designed. Because Guide Notes are not binding, maintaining GN-4 may create confusion or suggest requirements beyond those formally adopted in the Criteria.

Accordingly, through this exposure draft, the AQB is proposing to retire GN-4 in its entirety. Relevant concepts would instead be relocated to the AQB’s CAP policy, where practicum submissions are reviewed and evaluated. This approach would ensure that the Criteria remain the definitive and binding source of requirements, while allowing the AQB to provide practical, up-to-date guidance through the policy process. Public comments are invited on this proposed retirement.

Please see the following pages for the full text of Guide Note 4 so that stakeholders can review the document in its entirety as part of this proposal.

~~AQB GUIDE NOTE 4 (GN-4)~~

~~*AQB GUIDANCE FOR CRITERIA IMPLEMENTATION*~~

~~THIS GUIDE NOTE RELATES TO PRACTICUM COURSES TO BE USED FOR EXPERIENCE CREDIT, AS SPECIFIED IN THE REAL PROPERTY APPRAISER QUALIFICATION CRITERIA.~~

~~Under "*Criteria* Applicable to All Appraiser Classifications" in the *Real Property Appraiser Qualification Criteria*, Section V Generic Experience *Criteria*, Paragraphs D and E, read as follows:~~

> ~~*D. There need not be a client in a traditional sense (i.e., a client hiring an appraiser for a business purpose) in order for an appraisal to qualify for experience. Experience gained for work without a traditional client can meet any portion of the total experience requirement.*~~
>
> ~~*E. Practicum courses that are approved by the AQB Course Approval Program or state appraiser regulatory agencies can satisfy the non-client experience requirement.* ***A practicum course must include the generally applicable methods of appraisal practice for the credential category. Content includes, but is not limited to: requiring the student to produce credible appraisals that utilize an actual subject property; performing market research containing sales analysis; and applying and reporting the applicable appraisal approaches in conformity with USPAP. Assignments must require problem solving skills for a variety of property types for the credential category.*** *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. (Bold added for emphasis)*~~

~~The bolded language above sets forth the broad requirements for practicum courses. However, more detailed guidance is needed for developers of such courses, as well as state appraiser regulatory agencies seeking to approve such courses. The following is designed to offer this guidance:~~

~~1. General Practicum Course Guidelines a. The time period for any non-residential practicum course should be consistent with the type and complexity of the assignment.~~

~~b. The time period for a residential practicum course should be consistent with the type and complexity of the assignment.~~

~~c. Practicum courses that cover multiple property types should allocate appropriate times for each assignment and subject properties should be significantly different from one another to provide appropriate training.~~

~~d. The maximum number of students per course should be consistent with best practices for proper student/ instructor ratios.~~

~~e. In order for this type of experience to be compliant with USPAP, the student/appraiser must list the course provider for the practicum course as the client and the intended user.~~

~~f. The intended use of the report should be indicated as, “For experience credit.”~~

~~2. Appraisal Assignment Guidelines a. The appraisal should employ all of the approaches to value applicable to the assignment.~~

~~b. Property types and complexity should be those typically encountered by an appraiser seeking experience within the specified credential category.~~

~~c. The appraisal should indicate the intended user and intended use and should solve typical appraisal problems – e.g., mortgage assignments, tax appeals, estates, etc.~~

~~d. There should be an identifiable subject property and the student should inspect it.~~

~~e. The actual subject property may change from time to time, but the property type should remain the same.~~

~~f. All comparable data researched, analyzed, and used in the assignment should be actual and identifiable market data.~~

~~g. All comparables utilized should be verified with at least one market participant of the sale/rent – e.g., buyer, seller, or broker – and the student should also inspect the exterior of each comparable utilized.~~

~~h. The final assignment should be communicated in compliance with the Appraisal Report option of STANDARD 2 of USPAP.~~

~~i. The final reports should be maintained by the student according to the Record Keeping section of the ETHICS RULE of USPAP.~~

~~j. The practicum course should result in an appraisal and appraisal report completed in accordance with the current version of USPAP.~~

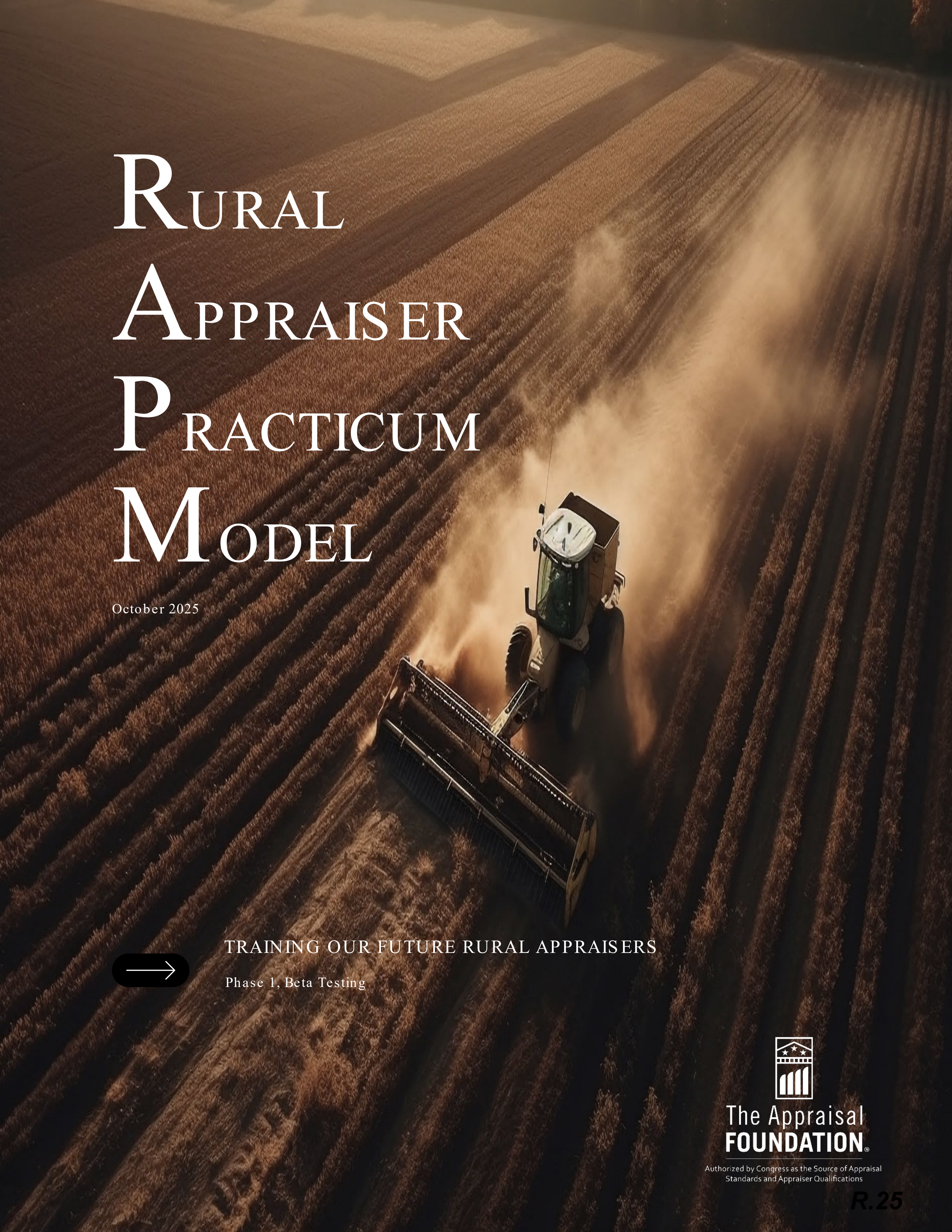
~~3. Instructor Guidelines a. An instructor conducting a residential experience practicum course should hold either a Certified Residential or Certified General credential in good standing.~~

~~b. An instructor conducting a general experience practicum course should hold a Certified General credential in good standing.~~

~~c. The instructor should demonstrate compliance with the COMPETENCY RULE of USPAP for the type of assignment.~~

~~d. The instructor should grade and correct all assignments and should ensure USPAP compliance.~~

~~e. The instructor should meet with the students a minimum of 50% of the course hours during the course.~~



Rural Appraiser Practicum Model

October 2025

TRAINING OUR FUTURE RURAL APPRAISERS

Phase 1, Beta Testing

The Appraisal Foundation

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

R.25

RURAL APPRAISER PRACTICUM MODEL

TRAINING OUR FUTURE RURAL APPRAISERS

DEVELOPED BY THE APPRAISAL FOUNDATION® IN PARTNERSHIP WITH FARM CREDIT

October 2025

Images courtesy of Vecteezy.com

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

FARM CREDIT

TABLE OF CONTENTS

OVERVIEW

This document introduces the Rural Appraiser Practicum Model (RAPM), an early-stage concept designed to explore new ways of delivering practical, hands-on training for future rural appraisers. It is not a complete program or a turnkey solution, but a starting point that is designed to spark conversation and offer a framework that practicum providers can build upon.

The development of this model was made possible through a generous contribution from Farm Credit. As a supporter of The Appraisal Foundation, Farm Credit recognized the need to expand access to high-quality, practical training opportunities for rural appraisers and took the initiative to help move this conversation forward. Their investment reflects a commitment to being part of the solution and supporting the future of rural appraisal practice.

Rural appraisal, like every property specialty, involves unique market conditions and specialized skill sets. This effort aims to broaden training options by creating additional experience-based pathways that complement, rather than replace, the traditional supervisor-trainee model.

The RAPM focuses on flexibility, providing one example of how to design a practicum, by bridging classroom education with applied, real-world tasks. This outline is intended as a helpful starting point, especially for rural markets where more training opportunities can have a meaningful impact in strengthening the next generation of appraisers.

THE OBJECTIVE

This document applies to the concept of a modular[1] practicum model as a starting point for expanding rural appraiser training opportunities. It provides an early framework designed to encourage fresh thinking and creative solutions. While this is not a fully developed program, it offers an initial example of how practical, hands-on training could be structured in a flexible, accessible way.

The objective of this beta outline is twofold:

- To introduce practicum providers to the idea of partial-experience credit practicum assignments that can be adapted and expanded to meet local needs, helping bridge the gap between qualifying education and applied appraisal practice.
- To serve as a testing ground for feedback and improvement, helping The Appraisal Foundation refine this approach through input from practicum providers and other stakeholders.

We look forward to seeing how this starting point can be adapted and expanded by practicum providers, and we welcome feedback to help guide future development. Together, we can build more flexible, practical pathways for rural appraiser training.

[1] In this context, "modular" refers to a flexible, building-block approach to practicum design. It is not a term used in the AQB Criteria, but rather an educational concept chosen for this outline to describe how assignments and courses can be structured. Assignment 1, for example, represents a 100-hour course within this framework, not the entirety of the LR experience requirement.

THE OPPORTUNITY

Recent years have brought renewed attention to practicum courses, which serve as an alternative experience pathway for aspiring appraisers. This option has existed for some time, but with the 2022 Criteria allowing practicum to meet 100% of experience, it has gained fresh attention and momentum.

With their contribution, Farm Credit helped launch this effort by asking a focused question: how can we expand rural appraiser training using a practicum approach? By starting with a clear and practical challenge, this project demonstrates how practicum coursework can be built around the specific needs of a defined market, rather than trying to address every scenario at once.

This focused approach provides a useful example of how practicum models can be structured in a way that is easier for practicum providers to develop, adapt, and implement. It encourages providers to think creatively about practicum options, not just for rural markets, but for any specialized area of appraisal practice.

THE SOLUTION

With Farm Credit's contribution supporting this initial phase of work, we focused on developing a practical starting point that demonstrates how practicum coursework could be designed around a specific market need. Given the limited time and resources of this phase, we prioritized creating a detailed and structured example for Assignment 1, while providing conceptual guidance for potential follow-up assignments.

- Assignment 1 (Parts 1–12): Guided Replication
    - Purpose: Build trainee confidence through a detailed, step-by-step practicum exercise focused on replicating a fully developed appraisal report.
- Approach: Assignment 1 includes a structured part-by-part outline, draft materials, example report shells, and skill checklists designed to guide trainees through key foundational tasks, with direct links to USPAP compliance and practical report development.
    - Why it works: This assignment allows trainees to gain hands-on exposure to the complete appraisal workflow in a supported, structured setting, making the practicum easier for providers to deliver.
- Assignments 2 and 3 (Conceptual Outlines): Structured Progression
    - For Assignments 2 and 3, we provide brief conceptual outlines rather than detailed course materials. These assignments are intended to illustrate how a practicum could evolve toward more independent, scenario-based appraisal work.
    - Assignment 2 introduces a variation exercise where trainees practice applying appraisal techniques to a familiar property under new market conditions or intended use scenarios.
    - Assignment 3 shifts toward a more independent appraisal experience with a new property scenario, allowing for practice across the full appraisal process with minimal instructor guidance.
    - Why we kept it high-level: Given the scope of this beta project, our goal was to present a clear, developed example with Assignment 1 while showing how practicum providers could expand or adapt subsequent assignments to meet their own training goal.

This flexible structure allows practicum providers to decide how much depth to include, how many assignments to use, and how to sequence learning. Assignment 1 provides a detailed foundation, while Assignments 2 and 3 point the way toward customizable, practice-based learning options that can be built out in future program phases or tailored to different property types.

NEXT STEPS FOR PROVIDERS

HOW TO USE THIS OUTLINE

This outline is designed to give practicum providers a practical, flexible starting point for developing structured practicum experiences, especially in rural markets. It provides an example of how assignments can be organized and encourages providers to build on, adapt, or expand these materials based on their own needs and resources.

- Use the examples to Design Assignments
- Start with Assignment 1 or use the high-level concepts for Assignments 2 and 3 as inspiration[2].
- Incorporate into Your Programs
  Use this outline to supplement your existing courses, launch a pilot partial-experience practicum program, or develop a full-experience practicum program. The flexible design allows you to adjust timelines, materials, and instructional approaches to fit your curriculum.
- Share Your Feedback
  We welcome your insights on how this outline could be improved or expanded. Your feedback will help The Appraisal Foundation determine next steps, including whether to develop additional sample practicum assignments, provide more detailed materials, or pursue further funding to support practicum development.

The following sections include a mostly developed outline for Assignment 1 and conceptual ideas for future assignments, along with objectives, suggested resources, and guiding notes to assist in your planning and delivery.

PROVIDE OPTIONAL FEEDBACK

We welcome your feedback to help guide the next phase of this effort. Your input will play an important role in shaping how this outline evolves into a more comprehensive practicum option.

As you review or pilot these materials, we encourage you to share your insights, including:

- Which parts of the outline were most useful or could benefit from more detail.
- What additional resources would help—such as case studies, sample data, video guides, or grading tools.
- How you envision using these materials, whether through smaller, modular assignments or as part of a more comprehensive practicum track.
- Any challenges you encounter when adapting or implementing the outline, and where further guidance would be helpful.

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[2] Depending on how a program is structured and approved, each assignment can serve as its own practicum course or be combined with others into a larger practicum. The 12 parts in Assignment 1 are instructional components of the assignment and do not stand-alone for partial experience credit. Experience credit is only awarded upon completion of the full assignment, consistent with how practicums are designed and approved.

Your feedback may directly influence decisions about future development, including the possibility of expanding these materials, adding turnkey resources, and seeking additional funding or partnerships to support the growth of practicum options for rural and other specialized appraisal markets.

Thank you for helping to shape this evolving effort. We look forward to learning from your experiences.

THE ASSIGNMENTS

INTRO TO THE ASSIGNMENTS

This section introduces the three example assignments included in this outline and explains the thinking behind their structure. The goal is to provide practicum providers with a practical starting point to design and customize their own practicum experiences.

When designing a practicum, there are two pathways to consider:

- Full-Experience Practicum: A comprehensive program covering all required experience hours for a credential (for example, a full 3,000-hour Certified General track). This approach would sequence teaching every necessary appraisal task within one complete program.

- Partial-Experience Practicum: A flexible option designed and approved for only a portion of the total hours required for credentialing. A partial-experience practicum may consist of a single assignment, for example, a 100-hour course that would result in one completed appraisal report; or multiple assignments combined into one approved practicum. The approval specifies how many assignments are included and the total hours of experience credit it provides. Experience credit is awarded only upon completion of an entire approved practicum. The assignments and their parts, within an approved practicum, are instructional building blocks that support learning but are not creditable on their own. This outline uses the partial-experience practicum approach Assignment 1 is developed in detail as a 100-hour practicum course, while Assignments 2 and 3 are presented in outline form to demonstrate how additional assignments could be structured to build progressively toward more independent work.

This framework:

- Breaks down appraisal training into manageable assignments that can be scaled or combined depending on provider resources.

- Gives providers flexibility to design practicums that meet their training needs, whether as stand-alone single-assignment practicum courses; or multiple practicum courses intended to be stacked as part of a larger program.

- Helps trainees build confidence and practical skills in increments, serving as a bridge between classroom education and real-world appraisal practice.

In the next sections, you will find the assignment outlines, including learning objectives, suggested materials, and ideas to guide practicum course planning and delivery.

GUIDE FOR PROGRAM PROVIDERS

This section is designed to help program providers understand how to use the materials included for ***Assignment 1****, which offers a 100-hour guided practicum built around a sample appraisal report[3].*

The materials provided offer a structured framework for delivering a practicum experience, while leaving flexibility for the practicum provider to customize and expand upon the content. Specifically:

- A draft template appraisal report was planned as part of this beta project. While a complete version is not included in the appendix, this outline provides core elements (case details, report section headings, and sample reserved page numbers) that can guide your course organization and be expanded into a full template by practicum providers.

- Throughout the outline, references to pages and sections correspond to the template report, offering a roadmap when building out a practicum.

- The framework includes major learning objectives and core tasks, while leaving room for a developer to expand on local data sources, market examples, instructional materials, and hands-on activities that fit its program design.

- This approach provides a clear foundation without prescribing every detail, giving practicum providers the flexibility to build an experience-based program that would meet AQB requirements and aligns with local market needs.

This structure ensures consistency in how the practicum is delivered, while allowing each provider to tailor the course to its needs, goals, and instructional style.

DESIGNING A PRACTICUM COURSE

This outline serves as a roadmap for organizing an assignment . The practicum provider will customize the structure, materials, and delivery based on its program goals and learner needs.

To implement this practicum, a provider will:

- Build out full instructional content for each assignment
  Expand on the outline provided by preparing course materials, including lesson summaries, teaching points, slides, and examples that guide students (i.e., appraiser trainees). through each topic.

- Source and compile supporting materials
  Gather applicable resources such as maps, photos, market data, zoning reports, soil surveys, and other real-world documentation that bring each assignment to life.

- Design course activities
  Create interactive components like quizzes, worksheets, applied exercises, or group discussions. A provider can follow the suggested activity formats in this outline or adjust them to better serve its students .

Each assignment follows a consistent structure to ensure clarity and alignment with appraisal standards:

- USPAP Anchor
  Identifies the USPAP Rule, Standard, Advisory Opinion, or definition that frames the focus of the module.

- Why It has Included
  Explains the practical importance of the module and its connection to real-world appraisal practice.

- Guidance for Practicum Providers
  Offers instructional notes and key takeaways to help deliver and explain the material effectively.

- Student Tasks
  Lists recommended activities and exercises that provide hands-on learning opportunities for students.

This flexible structure is intended to provide enough detail to get you started while allowing for full customization based on the specific learning objectives and student profiles.

UNDERSTANDING PRACTICUM HOURS

A key component of practicum courses is the structured allocation of creditable experience hours. Practicum coursework must comply with AQB Criteria, which states that 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."[4]

This section explains how the example in Assignment 1 has been structured to align with these requirements, offering a balance of classroom instruction, applied exercises, and independent study. While the hour allocations in this outline are specific to Assignment 1, practicum providers have flexibility to modify delivery formats and timing, assuming the coursework complies with the AQB Criteria specific to practicum courses, and the AQB's Course Approval Program requirements. .

The following breakdown offers a suggested framework for how hours may be accumulated throughout the modules in Assignment 1.

Module #	Module Name	Live hours (with instructor)	Independent hours
1	Orientation & USPAP framework	3	2
2	Engagement letter & assignment elements	3	2
3	Summary of salient facts	3	3
4	Assumptions & limiting conditions	3	3

[4] *As quoted from the Real Property Appraiser Qualification Criteria, January 1, 2026 version.*

Module #	Module Name	Live hours (with instructor)	Independent hours
5	Area & neighborhood analysis	5	3
6	Highest & Best Use	5	4
7	Sales Comparison Approach	8	5
8	Cost Approach	4	5
9	Income Approach	5	4
10	Reconciliation & value conclusion	4	3
11	Addenda & supporting exhibits	2	4
12	Ethics, workfile & peer review (capstone)	5	12
Total		50	50

COURSE CONTENT REQUIREMENTS: MEETING AQB CRITERIA FOR A PRACTICUM COURSE (OR COURSES)

Before reviewing the detailed assignment outlines, it is important to recognize that this document represents only a conceptual framework, not a practicum course itself.

- ***The Appraiser Qualifications Board (AQB) has not approved this outline as a practicum course. Rather, the AQB has indicated that an outline of this nature could, in principle, form the basis of a practicum course that might be eligible for approval if fully developed and submitted through the AQB Course Approval Program or to a state regulatory agency.***
- ***This outline is intended solely as an illustrative example to help providers understand the type of structure and content that could align with AQB expectations. Following it exactly does not guarantee approval; approval depends on the complete course design, supporting materials, and compliance with all applicable AQB and state requirements.***

The Real Property Appraiser Qualification Criteria (the version dated January 1 2026) for practicum courses states:

> *Practicum courses that are approved by the AQB Course Approval Program or state appraiser regulatory agencies can satisfy the non-traditional client experience requirement. A practicum course must include the generally applicable methods of appraisal practice for the credential category. Content includes but is not limited to requiring the student to produce credible appraisals that utilize an actual subject property; performing market research containing sales analysis; and applying and*

reporting the applicable appraisal approaches in conformity with USPAP. Assignments must require problem-solving skills for a variety of property types for the credential category.

Because the AQB requires practicum students to produce USPAP-compliant reports as part of practicum assignments, this outline incorporates many practical, foundational tasks, which will lead to a USPAP compliant appraisal report. These include activities that may seem basic to experienced professionals, such as selecting appraisal software, locating zoning and soil data, gathering market statistics, and assembling required report elements. But for new trainees, these tasks are critical to the development and completion of USPAP compliant appraisal reports.

These foundational learning components directly support the students' requirements to meet the USPAP COMPETENCY RULE requiring appraisers to be competent in all areas necessary to produce credible results. For students without prior field experience, these exercises are essential in building the core competencies expected of professional appraisers.

This particular practicum is intended for first-time trainees who have completed qualifying education but are new to applying these skills in practice. By embedding these foundational tasks, the practicum helps trainees learn how to produce credible appraisal reports while meeting professional obligations from the very beginning of their careers.

In more advanced practicums, such as those aimed at credential upgrades, some of these introductory exercises could be scaled back or omitted. For entry-level students, however, they remain a critical part of the training process to establish a solid baseline of professional competence.

SAMPLE COURSE INFORMATION FOR CAP SUBMISSIONS

In addition to meeting the AQB Criteria for practicum courses, practicum providers who choose to submit their program through the AQB ***Course Approval Program (CAP)*** *must also meet additional administrative requirements. These include documenting specific course policies, student responsibilities, and program oversight procedures.*

This section offers a draft example of the types of program details that practicum providers will need to prepare when submitting a practicum program to AQB through CAP. It is not a comprehensive or prescriptive list, but rather a guide to help think through the key elements that must be addressed, particularly around student guidance and administrative structure.

For full CAP submission requirements, providers should consult the most current CAP policies and resources, which outline all formal submission expectations.

The information on the following pages is a ***<u>very general example</u>*** *of what the practicum provider would provide <u>to the student,</u> so the student understands the course, its goals, requirements, and design elements.*

> *In addition to meeting the AQB Criteria for practicum courses, practicum providers who choose to submit their program through CAP must also meet additional administrative requirements. These include documenting specific course policies, student responsibilities, and program oversight procedures.*
>
> *The following pages provide sample program information* ***<u>written in the style of what a practicum provider might share with students</u>****. It is not a complete or prescriptive document, and it should not be copied verbatim. Instead, it is meant to illustrate how certain elements of this RAPM outline could translate into student-facing course information if a provider were to adopt the RAPM assignments as written. Because every practicum will differ in design and approval, providers must adapt and expand this information to reflect its own approved program.*

(EXAMPLE OF) RAPM INFORMATION TO PROVIDE TO EACH STUDENT

> Important Note: As noted on the prior page, this outline is not complete. It is a rough draft of a sample document that illustrates the types of elements a practicum provider would need to address. It is meant to reflect how the RAPM is proposed in this outline, but it is in no way a finished or prescriptive document.
>
> Do not take this section literally. The material labeled *"Example of RAPM Information to Provide to Each Student"* is provided only as a conceptual example. Each practicum provider will need to develop and adapt its own student-facing information based on the actual design and approval of its practicum program.

***Also:** When submitting a practicum program for approval to the AQB, always consult the most current AQB CAP requirements. The information provided below offers only a general overview of the types of policies CAP may require. This document is not an authority on CAP requirements and should not be used as a substitute for the official CAP policies. It is intended solely to give practicum providers a broad idea of the kinds of program details that may need to be addressed.*

- 1. Program Overview Three Separate Assignments:
  This program is designed to consist of three assignments, each written as stand-alone practicum courses. Each Assignment centers on a single, comprehensive task approved for a specific number of experience hours. For example, Assignment 1 is approved to award one hundred hours of experience credit upon full completion. Partial credit is NOT permitted if any individual part of an Assignment is not completed.
    - A student can elect to take 1, 2, or all 3 of these practicum courses. In a partial-practicum program it is not required that a student take all three courses.
- Student Deliverables:
  Submission of a fully developed, USPAP-compliant Appraisal Report for each assignment is mandatory. Reports that do not meet USPAP compliance will not earn credit.

2. Assignment Deliverables & Client/User Identification

- Subject Property:
  Each report will analyze an existing property , "as is reasonably possible."[5] all supporting data drawn from authentic sources.
- Client and Intended User for RAPM:
  The practicum provider is to be named as both the client and the intended user in every report; however, reports are written "as if" prepared for a real-world client (for example, a mortgage lender or investor) and "as if" it would be used for a real-world intended use (i.e. litigation, lending, etc.).
- Valuation Methods Required for each proposed RAPM assignment :

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[5] *"As is reasonably possible" means that the goal of a practicum is for students to work primarily with real, authentic data. In rare educational circumstances, it may be necessary to use modified or generated data. Practicum providers considering such adjustments should be prepared to demonstrate how its approach still supports the practicum's core goal: giving students experience that mirrors real-world appraisal practice. The balance between authentic and generated data is an area providers should discuss with the AQB when seeking course approval.*

All three assignments require the student to use[6] all three approaches to value.

- Sales Comparison Approach with market research and sales-analysis exhibits
- Cost Approach with current cost service data and depreciation calculations
- Income Approach with rent studies, expense analysis, and capitalization-rate support

- Problem-Solving Variations:
  The three assignments differ in the appraisal problem to be solved and in complexity, in that way, the assignments exercise a range of different skills and put different knowledge components into practice.

3. Learning Objectives

- Assignment-Specific Goals:
  Each practicum course includes a clear set of learning objectives and statements of the skills to be practiced. These learning objectives and skills are stated and identified at the beginning of each assignment.[7]

4. Student-Provided Materials

Here is a list of the materials a student will receive for all three assignments:

- Sample Appraisal Report:
  A completed example report for reference is provided for Assignment 1.

- Blank Report "Shell":
  A Word-format template with all headings and page numbers reserved for student drafts is provided for Assignment 1.

- Experience Log (Provider-Filled):
  Pre-populated with property identifiers, assignment dates, and the expected independent-work hours.

- Practicum Provider Written USPAP Compliance Policy:
  A written document describing how each report section and data source will be reviewed against USPAP Standards and Rules.

- Practicum Provider written Assignment Hours Policy:
  A time-accounting policy detailing how live sessions and independent work hours are calculated, documented, and audited.

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[6] *Note: The assignments described in this outline assume that all three approaches to value will be applied. This is not a requirement of practicum programs generally. Practicum providers may determine which approaches are appropriate for each assignment, since an important learning objective of practicum work is knowing when and how to apply (or not apply) the different approaches.*

[7] *Note: This outline provides a sample framework and is not a complete course. In a fully developed practicum, learning objectives would typically be stated and reinforced at multiple points (e.g., at the start of the course, within each lesson or unit, during instruction, in assignments and assessments, at the close of lessons, and in feedback or progress reports). Those elements are not fully fleshed out here, since this document is intended only as an example.*

5. Student Responsibilities

Here are some of responsibilities a student will have as they go through these three practicum courses.

- Workfile Maintenance:
  Save all drafts, data downloads, correspondence, and exhibits in a structured workfile in accordance with the Record-Keeping Rule.

- Peer Review Participation:
  Exchange drafts with classmates for line-by-line commentary before instructor approval.

- Final Submission & Oral Defense:
  Deliver the finalized report and workfile, then present findings in a short oral defense session.

6. Instructor Qualifications & Role

- Credential Requirements:
  At least one instructor must hold a Certified General credential in good standing.

- Compliance Oversight:
  Instructor will review and grade all assignments, ensuring full USPAP adherence. Each practicum program may have multiple different instructors, and those grading assignments may not necessarily be directly teaching the program.

- Coaching Time:
  A minimum of 50 % of live contact hours is dedicated to individual or small-group coaching, reinforcing USPAP policies and practical competencies.

7. Data & Inspection Standards

- Authenticity Mandate:
  All data (maps, sales records, soil surveys, assessment rolls) will be sourced from real, verifiable repositories, with limited exceptions.

- Virtual Inspections:
  Exterior inspections of subject and comparable properties may be conducted via online imagery (GIS, Street View), simulated interviews, or other documented methods.

- Comparable Verification (Guide Note 4):
  Each comparable sale or rental must be confirmed with at least one market participant—or, when direct contact is impossible, simulated through documented online research[8].

- Property Classification: Commercial

[8] *This specific requirement does not follow Guide Note 4 (as it appears in the 2022 Criteria.*

ASSIGNMENT 1

This detailed outline gives the practicum provider line-by-line instructor actions, student deliverables, and exact page references, ensuring that by the end of Part 12 every trainee submits an independently , USPAP compliant appraisal report.

Outline for Assignment 1

(This outline refers to a draft template appraisal report with section headings and page references. Please note that the page numbers shown here are ***illustrative only*** *— they reflect the intended structure of a sample template but do not correspond to a completed report. A practicum provider developing its own template(s) should adjust page numbers and formatting as appropriate for its course design.*

#	Module	Core Report Pages	Live hrs.	Indep. hrs.
1	Orientation & USPAP Framework	pp. iiv (cover + TOC)	3	2
2	Engagement Letter & Assignment Elements	Addendum p 50	4	3
3	Assumptions & Limiting Conditions	p 2	3	3
4	Subject & Market Description	pp 4–17 (Appraisal Assignment p 4; Area p 12; Exposure p 15; Marketing p 16; Property Description p 17)	5	4
5	Highest & Best Use	p 22	5	4
6	Sales Comparison Approach	pp 27–36	8	6
7	Cost Approach	pp 37–40	4	5
8	Income Approach	pp 41–44	5	4
9	Reconciliation & Final Value	pp 45–46	4	3
10	Certification Statement	p 47	3	3

11	Addenda & Exhibits (11 items)*	pps 50-60 (see list below)	2	4
12	Workfile, Peer Review & Final Assembly	–	4	6
	TOTAL		50	47 (+5 peer-review)

**Addenda items are not present in the draft; page numbers are reserved for the practicum provider to populate. Addenda include Engagement Letter; Location Maps; Photos; Flood Map; Soil Map; Assessment Data; Zoning; Comparable Sales Information; Benton Co Agricultural Data; Tippecanoe Co Agricultural Data; Appraiser Qualifications.*

ASSIGNMENT 1 Learning Objectives By completing this assignment, the student will be able to:

1. Apply USPAP development and reporting Standards to produce a USPAP-compliant appraisal report for a commercial property assignment.
2. Demonstrate familiarity with each section of an appraisal report and its function in communicating credible assignment results.
3. Gather, organize, and analyze market and property data using authentic rural data sources (e.g., zoning maps, soil surveys, floodplain maps).
4. Identify assignment elements and draft a complete engagement letter aligned with SR 1-2.
5. Distinguish between ordinary and extraordinary assumptions and understand their impact on assignment results and disclosures.
6. Develop credible opinions of value using all three approaches—Sales Comparison, Cost, and Income—and explain reconciliation logic.
7. Prepare a full workfile that meets USPAP record-keeping requirements.
8. Provide and respond to constructive peer feedback in a professional review setting.
9. Defend appraisal decisions orally with clarity and professionalism.

SKILLS

Notes on the Skills to Be Practiced

The following table lists the full set of Certified General (CG) sub-skills practiced during Assignment 1. This level of detail is primarily for practicum providers and course designers—to support lesson planning, instructional alignment, and compliance with AQB expectations.

Students are not expected to retain or report on this list in full. In most cases, referencing the broader skill categories (e.g., Skill 1: Define the Appraisal Problem) is sufficient for documenting student progress. However, because this practicum is designed to support high-quality training in the rural appraisal context, this sub-skill list is included to show exactly which technical skills are being addressed throughout the assignment.

As noted earlier in this beta framework, there is also a need to develop an additional layer of detail, a list of specific methods, tools, data sources, and challenges unique to rural appraisal. These may include agricultural land valuation techniques, alternative data sources for remote areas, or zoning complexities specific to unincorporated regions. That rural-specific detail could eventually be integrated:

- As an expanded version of the existing CG sub-skills,
- As a distinct "sub-sub-skill" layer beneath these broader categories,
- Or as a parallel checklist used alongside the national framework.

This remains a work in progress, and part of the ongoing discussion about how best to define and teach competencies for future rural appraisers. A practicum provider is encouraged to adapt this framework to fit its audience and contribute to future iterations by identifying additional rural-specific competencies.

Sub-Skill ID	Sub-Skill Description	Practiced in Assignment 1?
1.1	Identify the Client	Yes
1.2	Determine Intended Use	Yes
1.3	Recognize Intended Users	Yes
1.4	Specify Effective Date of Value	Yes
1.5	Identify Property Rights Appraised	Yes
1.6	Communicate Problem Professionally	Yes
1.7	Outline Assignment Conditions	Yes
1.8	Develop Scope of Work	Yes
1.9	Apply the USPAP Scope of Work Rule	Yes
2.1	Locate & Identify the Property by address and legal description	Yes

2.2	Measure of verify Site characteristics & Improvements	Yes
2.3	Plat, Draw, Sketch, or Verify Property Layout	Yes
2.4	Document Physical Condition	Yes
2.5	Photograph and/or Identify Key Features of the site and improvements	Yes
2.6	Identify Property Rights on Site	Yes
3.1	Define Market Area	Yes
3.2	Select & Verify Comparable Sales	Yes
3.3	Record & Analyze Sale Data	Yes
3.4	Research Active Listings	Yes
3.5	Conduct Specialty Property Surveys	Yes
4.1	Define Neighborhood Boundaries	Yes
4.2	Analyze Demographics & Economic Trends	Yes
4.3	Evaluate Supply & Demand Dynamics	Yes
4.4	Recognize Market Condition Impacts	Yes
4.5	Interpret Zoning & Regulatory Influences	Yes
5.1	Test Legal Permissibility	Yes
5.2	Test Physical Possibility	Yes
5.3	Test Financial Feasibility	Yes
5.4	Test Maximally Productive	Yes
5.5	Opine on Highest & Best Use	Yes
6.1	Estimate Site Value	Yes
6.2	Estimate Replacement/Reproduction Cost	Yes
6.3	Quantify Depreciation	Yes
6.4	Derive Improvement Value	Yes

7.1	Physical Depreciation	Yes
7.2	Functional Obsolescence	Yes
7.3	External Obsolescence	Yes
7.4	Total Depreciation Calculation	Yes
8.1	Select Comparable Set	Yes
8.2	Apply the correct order of adjustments (adjust for Market Trends, etc.)	Yes
8.3	Adjust for Location & Features	Yes
8.4	Analyze Market Segmentation	Yes
9.1	Select Statistical Method	Yes
9.2	Conduct Regression Analysis	
9.3	Perform Trend Analysis	
9.4	Calculate Central Tendency	Yes
9.5	Apply Statistical Adjustments	Yes
9.6	Incorporate Confidence & Sensitivity Analysis	
10.1	Estimate Market Rent	Yes
10.2	Develop Gross Income	Yes
10.3	Deduct Vacancy & Collection Loss	Yes
10.4	Estimate Operating Expenses	Yes
10.5	Calculate Net Operating Income	Yes
10.6	Develop & Apply Capitalization Rates	Yes
10.7	Develop Multiyear Cash Flow Models	
11.1	Describe Report Type	Yes
11.2	Detail Research Methods	Yes
11.3	List Assignment Conditions	Yes
11.4	Summarize Scope Summary	
11.5	Draft Engagement Documents	Yes

12.1	Create Market Graphs	
12.2	Build Market Tables, Graphs or Exhibits	Yes
12.3	Write Market Research Narrative	Yes
12.4	Cite & Document Data Sources	Yes
12.5	Present Special-Purpose Conclusions	
13.1	Identify & Disclose Conflicts of Interest	Yes
13.2	Maintain Confidentiality	Yes
13.3	Demonstrate Competency	Yes
13.4	Uphold Ethics Rule	Yes
13.5	Evaluate Reports for Competency Compliance	
14.1	Comply with USPAP Reporting Standards	Yes
14.2	Present Scope & Problem Definition	Yes
14.3	Organize Exhibits & Tables	Yes
14.4	State Assumptions & Limiting Conditions	Yes
14.5	Maintain a USPAP Compliant Workfile	Yes
14.6	Review for Completeness & Accuracy	Yes
15.1	Review Approach Results	Yes
15.2	Evaluate Reliability	Yes
15.3	Assign Weights to Approaches	Yes
15.4	Perform Final Reconciliation	Yes
16.1	Discuss Public Trust	Yes
16.2	Demonstrate Professional Communication	Yes
16.3	Use Appropriate Technology Tools	Yes

16.4	Navigate Regulatory & Industry Websites	
16.5	Manage Workfile Creation & Retention	Yes
16.6	Handle Confidential & Non-Public Information	
16.7	Conduct Virtual Interviews & Role-Plays	Yes
16.8	Analyze Complex Property Types	
16.9	Use Advanced Statistical & Scenario Analysis	
16.1	Apply Emerging Valuation Methods & AI Tools	
16.11	Develop & Review Engagement Documents	

PART 1 – ORIENTATION & USPAP FRAMEWORK

Report pp i–iv (cover, title page, Table of Contents) 3 hrs. live | 2 hrs. independent.

USPAP Anchor

Preamble: Ethics Rule (Conduct) – establishes the obligations to produce clear, not misleading communications.

Why It is Here

Sets the context of the assignment and introduces Standard 1 (development) vs Standard 2 (reporting).

Instructor Guidance (step-by-step)

1. Icebreaker (15 min) – Ask trainees to mark three elements they already recognize in the TOC.
2. Walk-through (30 min) – Show each TOC heading; map to its Standard 1 or 2 counterpart.
3. Plagiarism vs Boilerplate (20 min) – Explain acceptable reuse of industry standard and individual appraiser crafted "clone" language.
4. Show the Blank Shell (15 min) – Distribute a digital copy of the empty report template each student will fill.
5. Minilecture (40 min) – Ethics Rule duties; introduce the Competency Rule's "acquiring competency" clause.

Trainee Tasks

- Create a personal working copy of the blank report shell.
- Highlight where each future module's draft will be inserted.
- Write a 150-word reflection: "Which USPAP Rule feels least familiar and why?"

Additional Implementation Notes for the Instructor

Begin this module with a concise walkthrough of the Preamble and the Ethics Rule (Conduct section) to remind participants that the Preamble explains how USPAP is organized, and the Ethics Rule governs every action an appraiser takes. Provide the class with two documents at the outset: the Sample Appraisal Report for reference and the blank report shell each student will personalize throughout the practicum. Emphasize that every heading in the table of contents links to a specific purpose, for example, identifying relevant characteristics, documenting scope of work, or communicating results in a manner sufficient for the intended user to understand.

During the minilecture on the Competency Rule's *acquiring competency* provision, underscore why seemingly minor tasks (such as locating zoning information) are integral learning objectives: they represent discrete competencies required before credible assignment results can be produced. Direct students to rename their blank file and insert basic identifiers (name, trainee number, provisional file name) so version control is established from the start. Explain that many early inserts will involve copying template materials, photos, or standard clauses—but each copied item will later be evaluated for appropriateness and properly sourced. The 150-word reflection at the end of the module serves as a first self-audit, prompting students to identify any USPAP area that feels unfamiliar and signals where additional coaching may be needed in later modules.

PART 2 – ASSIGNMENT ELEMENTS & ENGAGEMENT LETTER

Addendum p 50 4 hrs. live | 3 hrs. independent.

USPAP Anchor

Scope of Work Rule; SR 1-2(ah) – identification of client, intended use, effective date, etc.

Why It is Here

Defines the assignment's "appraisal problem to be solved" and states the seven identified mandatory assignment elements before any valuation work begins.

Instructor Guidance

1. Line-by-Line Breakdown (40 min) – Display the sample engagement letter (p 50); tag each sentence with the corresponding SR 1-2 element.

2. Extra Clauses (20 min) – Discuss where additional language may arise (lender overlays, state law, client direction).

3. Drafting Demo (30 min) – Model rewriting the "Intended Use" paragraph for the class.

4. Cite Source Exercise (15 min) – Color-code sentences in the engagement letter: USPAP required vs client requested vs discretionary.

5. Plagiarism Guardrails (15 min) – Show how to paraphrase boiler-plate while preserving meaning.

Student Tasks

- Draft an engagement letter for the new client scenario provided in class (the new client is the practicum provider).

- Use margin comments to justify any verbatim sentences retained by the student from the Sample Appraisal Report.

- Peer swap for completeness; instructor reviews each engagement letter and approves.

Additional Implementation Notes for the Instructor

Because AQB criteria require the *practicum provider* to be the client in any practicum, this module positions the trainee as the appraiser writing directly to that provider. Students may borrow wording from the Sample Appraisal Report, but every retained sentence must be interrogated: *What USPAP element does it satisfy? Is it client specific? Could it be misleading if copied verbatim?* Margin comments serve as the student's self-audit and proof of understanding.

To reduce grading workload, incorporate a peer swap loop: each draft engagement letter is exchanged, annotated, and returned before the instructor conducts a quick "ready/not ready" review. Approval at this stage is provisional (confirming that the student understands the assignment elements well enough to proceed). After approval, students copy the final text (without margin comments) into the Engagement Letter page of their template report.

Emphasize that a comprehensive, line-by-line compliance check will occur in the final Workfile/ Peer Review section, when all report parts can be evaluated in context. Remind students to save both the marked-up draft and the clean version in their workfile; this demonstrates adherence to the USPAP Record Keeping Rule and documents the evolution from learning exercise to professional product.

PART 3 – ASSUMPTIONS & LIMITING CONDITIONS

Report p 2 3 hrs. live | 3 hrs. independent.

USPAP Anchor

SR 2-1(c), disclosure of extraordinary assumptions and hypothetical conditions; Ethics Rule.

Why It is Here

Alerts report users to statements that could affect the credibility of the conclusions.

Instructor Guidance

1. Highlight Passages (20 min) – Project p 2; identify every ordinary vs extraordinary assumption.
2. Regulatory Overlays (15 min) – Compare the template wording with USPAP minimum text.
3. When to Add / Remove (20 min) – Use lender examples to show custom additions.
4. Risk Discussion (Think Tank, 25 min) – What liability attaches if an assumption later proves false?
5. Live Draft Coaching (40 min) – Students draft their own Assumptions page; instructor circulates for real-time feedback.

Trainee Tasks

- Produce an Assumptions & Limiting Conditions page for the student report.
- In margin comments, annotate any sentence copied verbatim and explain its necessity.
- Self-check- against SR 2-1(c) requirements.

Additional Implementation Notes for the Instructor

In actual practice, the Assumptions & Limiting Conditions page is typically finalized only after all the core analyses in the report have been completed. That sequencing is intentional—because many assumptions emerge organically as the appraiser works through the assignment and encounters data limitations, regulatory constraints, or unique client instructions. For students, this presents an important opportunity to reflect on when and why assumptions and limiting conditions are made—and how to communicate them clearly and appropriately.

In rural appraisal settings, these issues often require extra nuance. Students should understand that some assumptions (e.g., soil quality, zoning designations, access easements) may be routine in one location but extraordinary in another depending on data availability or the assignment context. Encourage discussion about whether the Assumptions & Limiting Conditions page is treated as a standalone section in the report, or whether some disclosures also appear throughout the report narrative (e.g., in the approaches to value).

Use this module to prompt students to distinguish between:

- Ordinary assumptions (standard industry expectations that do not need special flagging),
- Extraordinary assumptions (those that, if found false, could significantly affect the assignment results), and
- Limiting conditions (constraints imposed on the assignment that shape its scope).

- Reinforce the USPAP anchors for these disclosures, particularly SR 2-2(c) and emphasize the importance of identifying any regulatory overlays, such as requirements from client institutions, state law, or membership organizations—that may affect how assumptions are worded or presented.

PART 4 – SUBJECT & MARKET DESCRIPTION

Report pp 4–17 5 hrs. live | 4 hrs. independent.

USPAP Anchor

SR 1-2(e); SR 2-2(a)(iv).

Why It is Here

Documents all relevant property characteristics and market context that influence value.

Instructor Guidance

1. Data Gathering Demo (30 min) – Live pull of zoning map, soil map, FEMA flood layer.
2. Narrative vs Data Dump (20 min) – Show good vs poor market descriptions.
3. Hands On GIS (45 min) – Students locate the subject parcel and export layers.
4. Writing Workshop (60 min) – Start drafting identification, neighborhood, and market area sections in class.
5. Checklist Walk Through (15 min) – Confirm each SR 1-2(e) item is addressed.

Student Tasks

- Write Subject Identification section with embedded maps/screenshots.
- Draft a 300- to 500-word neighborhood/market narrative citing at least two external data sources.
- Provide a brief justification for any template wording retained unchanged.

Additional Implementation Notes for the Instructor

This module introduces students to the core descriptive elements of an appraisal report—those that define the subject property and its market context. For many rural assignments, key information about soil quality, zoning, flood risk, and neighborhood characteristics may be scattered across different local, state, or federal sources. Instructors should be prepared to walk trainees through where to find and how to interpret these data points.

Begin with live demonstrations of how to access zoning maps, soil surveys (e.g., NRCS Web Soil Survey), and FEMA floodplain maps. This is an opportunity to introduce the specific tools and websites that rural appraisers often rely on. Encourage students to not only retrieve these resources, but also critically assess their relevance and reliability for the appraisal at hand.

A major focus of this module is verifying that each element required under SR 1-2(e) and SR 2-2(a)(iv) is addressed in the appraisal report. Emphasize that these elements may appear in multiple places throughout the report, for example, both in the market area analysis and the Highest & Best Use section. Trainees should learn to recognize these connections and understand why USPAP allows for flexibility in the location of required information, so long as the overall content is complete and not misleading.

Use this module as a hands-on audit exercise: have students move through the report with a checklist of the SR 1-2(e) items, marking every section where those elements are addressed. Prompt discussion about why each element matters—how, for instance, accurate zoning information or market boundaries directly influences Highest & Best Use, valuation methods, or report credibility.

Reinforce that this is not about filling out forms; it is about understanding how the property characteristics and market context form the backbone of the valuation process. Help students see the connection between what they document here and how it will support their analyses in later exercises.

PART 5 – HIGHEST & BEST USE

Report p 22 5 hrs. live | 4 hrs. independent.

USPAP Anchor

SR 1-3(a) and (b)

Why It is Here

Establishes the legally permitted, physically possible, financially feasible, and maximally productive use that underpins all valuation approaches.

Instructor Guidance

1. Four Test Matrix (30 min) – Complete the matrix on a whiteboard using subject data.
2. Scenario Adjustment (Think Tank, 25 min) – What happens if zoning changes to industrial?
3. Template Analysis (20 min) – Identify which sentences in p 22 derive directly from each test.
4. Draft Lab (70 min) – Students write their own H&B Use narrative; instructor reviews live.
5. Plagiarism Check (10 min) – Discuss thresholds for acceptable overlap with template wording.

Student Tasks

- Complete H&B Use narrative (≈ 450 words).
- If reusing any template sentences, supply a footnote: "Industry standard phrasing—cannot be substantially altered without changing meaning."
- Short memo (150 words) defending the final conclusion.

Additional Implementation Notes for the Instructor

This module marks a turning point in the practicum—where students begin applying their theoretical knowledge to an actual analytical framework. The focus is on developing and defending a Highest and Best Use (HBU) conclusion using the four-test matrix: legal permissibility, physical possibility, financial feasibility, and maximum productivity.

Start by anchoring the discussion in Standards Rule 1-3, which requires the appraiser to develop an HBU analysis "when necessary for credible assignment results in developing a market value opinion." Confirm explicitly that this practicum assignment *is* a market value opinion, and therefore this step is not optional—it is required[9].

Even though most trainees will have encountered HBU concepts during qualifying education, they likely have not applied them to a full report. Use this module to show how SR 1-3 links directly to the four tests, and how these tests guide both the selection of valuation approaches and the reconciliation of results later in the report.

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[9] *Note: FCA Regulation 614 Subpart 4 requires collateral be valued based on "Market Value" as defined in that section.*

Use a whiteboard or shared document to walk through the four-test matrix in real time, using facts from the subject property. Show how zoning, topography, access, and market demand all interplay to narrow down reasonable uses. Be sure to explain how the HBU conclusion sets the foundation for later decisions in the reports such as which comparables to select, which cost data to apply, and whether an income approach is even relevant.

Encourage students to draw on both qualitative and quantitative data when crafting their conclusions. For rural properties, zoning may be more permissive or ambiguous than in urban areas, and the "feasibility" test may rely heavily on local economic data or trends in agricultural use.

This is also a good time to model how to handle professional disagreement. Ask the class: *What if a peer or reviewer reached a different HBU conclusion?* Discuss what evidence would be needed to defend your position and how to present an argument that is both compliant with USPAP and supported by market data.

Finally, prompt students to reflect on language. While some may be tempted to borrow phrasing from the sample report or industry templates, stress that HBU conclusions should be *property-specific* and clearly supported by evidence. Encourage the use of footnotes to identify when template language is retained, and to defend the validity of their final determination.

PART 6 – SALES COMPARISON APPROACH

Report pp 27–36 8 hrs. live | 6 hrs. independent.

USPAP Anchor

SR 1-4(a); SR 2-2(a)(x)

Why It is Here

Primary market test for agricultural land provides direct evidence of value through comparable sales.

Instructor Guidance

1. Adjustment Spreadsheet Demo (60 min) – Build an equivalency ratio land-mix adjustments line-by-line.
2. Element of Comparison Discussion (30 min) – Location, size, conditions of sale, market conditions.
3. Source Verification (30 min) – Show how to confirm sale data via county records.
4. Narrative Commentary Standards (20 min) – How much explanation is "enough."
5. Lab (3 hrs.) – Students:
    - locate three new comps,
    - calculate adjustments,
    - draft commentary paragraphs.
6. Peer Critique (40 min) – Grid logic check in pairs.

Student Tasks

- Insert completed comp grid in student report.
- Write a supporting narrative.
- Provide an appendix page citing data sources for each comp.

Additional Implementation Notes for the Instructor

This module is where students begin executing the most used valuation approaches for rural properties: the Sales Comparison Approach. Start by grounding the session in SR 1-4(a), which requires analyzing sales of comparable properties "as are available" to indicate value, and SR 2-2(a)(x), which governs how this analysis must be communicated in the report.

Keep the focus on two key instructor goals:

- Teach comparable selection and adjustment logic, especially for rural markets where perfect matches are rare. Use this opportunity to stress the importance of judgment—why certain sales are chosen and how adjustments are supported, and how relevant market data is extracted from available sales.

- Emphasize documentation and support, especially in the grid and the accompanying narrative. Instructors should show how to cross-reference each line item in the adjustment grid to market data, paired sales, or documented sources.

To keep the work realistic, point out that rural appraisers often deal with limited or inconsistent data. Use that reality to spark discussion about how to manage uncertainty professionally—through clear disclosure and properly supported assumptions.

Lastly, reinforce that the supporting narrative is as important as the grid itself. This is not just a math exercise, it is about building a logical, defensible argument that the intended user can understand and rely upon.

PART 7 – COST APPROACH

Report pp 37–40 4 hrs. live | 5 hrs. independent.

USPAP Anchor

SR 1-4(b).

Why It is Here

Isolates contributory value of improvements and provides a cross-check on land value.

Instructor Guidance

1. Marshall & Swift Walk Through (25 min) – Price a 3,840-sf pole-frame shed.
2. Depreciation Methods (20 min) – Age/life vs modified age/life.
3. Cost Sheet Anatomy (15 min) – Review p 38-line items.
4. Spreadsheet Build (60 min) – Students replicate cost sheet with 2025 cost data.

Student Tasks

- Complete cost worksheet and narrative (≈ 400 words).
- Memo highlighting differences between template and student calculations.

Additional Implementation Notes for the Instructor

In this module, students build a complete Cost Approach from current market data, grounding their work in SR 1-4(b) and reinforcing the requirement to develop this approach when it is applicable and necessary for credible assignment results.

Use this session to demystify cost manuals like Marshall & Swift. Many students have seen cost figures in theory but have not walked through how to extract, adjust, and apply those numbers in practice. Do a live demo—price a structure line-by-line and explain the choices behind each input.

Discuss depreciation openly. Estimating external or functional obsolescence requires market extraction from rural sales involving similar improvements. This requires discipline in sales writing to perform depreciation analyses on improvements involved with sales entered into the database, or certainly prior to their use as comps in an appraisal. Example:

Sales price (real estate component only) – land value = improvements contributing value; Improvement effective age / economic life = % physically depreciation; % physically depreciation x RCN of improvements = dollar amount physically depreciated cost; Physically depreciated cost – improvement CV = dollar amount of obsolescence; amount obsolescence / physically depreciated cost = % obsolescence.

Remind trainees to document everything, especially sources of cost data and depreciation methods. This approach is often used as a cross-check in rural appraisals, so even if it is not the primary indicator of value, it still needs to be well-supported and USPAP-compliant.

PART 8 – INCOME APPROACH

Report pp 41–44 5 hrs. live | 4 hrs. independent.

USPAP Anchor

SR 1-4(c).

Why It is Here

Reflects investment demand for rental farmland; supplies a third value indicator.

Instructor Guidance

1. Capitalization Rate Derivation (30 min) – Paired sales method demo.
2. Expense Ratio Discussion (15 min).
3. Rent Data Sourcing (20 min) – Sources may include private lease data from surveys of land owners, producers, brokers or loan/credit officers or prior appraisal assignments in the same market area or trend publications from professional appraisal organizations (ASFMRA Chapters) and, as a last desperate resort, USDA county average.
4. Lab (90 min) – Students calculate NOI, derive a cap rate (from the market), and reconcile to an indicated value via the income approach.

Student Tasks

- Insert NOI table, caprate support, and 450-word narrative into report.
- Footnote all rent and cap-rate data sources.

Additional Implementation Notes for the Instructor

This exercise helps trainees apply the Income Approach, emphasizing how to develop and support this method in accordance with SR 1-4(c) and SR 2-2(a)(x). While not always the primary approach in rural assignments, this module gives students essential exposure to investment-based valuation logic.

Begin by clarifying when the Income Approach is applicable—particularly for rural properties used for rental, agricultural lease, or mixed-use purposes. Use this opportunity to show how to locate rental data (e.g., from USDA reports or local lease listings), how to develop a Net Operating Income (NOI), and how to choose a supportable capitalization rate.

Guide students through capitalization rate derivation using a simple method, such as paired sales or market extraction. Even if more advanced models exist, this exercise reinforces key concepts like risk, return, and supportable assumptions.

Stress the importance of clear sourcing and proper disclosure. All figures (rents, expenses, cap rates) should be tied to a verifiable source or described transparently. Even in cases where exact market data is sparse, show how a well-reasoned estimate can still be credible if clearly explained.

PART 9 – RECONCILIATION & FINAL VALUE

Report pp 45–46 4 hrs. live | 3 hrs. independent.

USPAP Anchor

SR 1-6; SR 2-2(a)(x).

Why It is Here

Explains how multiple approach results are weighted and yields the final opinion of value.

Instructor Guidance

1. Weighting Matrix (20 min) – Live fill with class numbers.
2. Consistency Check (15 min) – Ensuring conclusion falls within range.
3. Writing Workshop (45 min) – Draft reconciliation; feedback on clarity.

Student Tasks

- Write a 250-word reconciliation paragraph for student report.
- Include marketing & exposure time paragraph (p 15 template as reference).

Additional Implementation Notes for the Instructor

Reconciliation is where all valuation approaches come together—and trainees must now exercise sound judgment to explain their final opinion of value. Anchor this module in SR 1-6 and SR 2-2(a)(x) items 1–5, which govern how reconciliation is developed and how the rationale must be communicated in the report.

Use a sample weighting matrix to demonstrate how each approach can be emphasized based on relevance, reliability, and quality of data. For example, the Sales Comparison Approach may receive the most weight in this assignment, while the Cost or Income Approach may play a supporting role.

Prompt students to write a clear and persuasive narrative that explains *why* they reached their conclusion—not just *what* the conclusion is. Reconciliation is not a formula—it is a professional judgment that must be transparent and credible.

This is also a good time to revisit the earlier section on marketing and exposure time. Encourage students to ensure that those statements align with the market evidence and the valuation conclusion presented here.

PART 10 – CERTIFICATION STATEMENT

Report p 47 3 hrs. live | 3 hrs. independent.

USPAP Anchor

SR 2-3.

Why It is Here

Attests to USPAP compliance, prior services, and competency.

Instructor Guidance

1. Mandatory vs Optional Lines (25 min) – Compare SR 2-3 list to template.
2. Extra Certifications (20 min) – Show where state or client can add lines.
3. Drafting Session (60 min) – Students craft certification page; instructor spot-checks.

Student Tasks

- Table: each certification line → source (USPAP, state law, client).
- Insert final certification into report.

Additional Implementation Notes for the Instructor

This exercise teaches students how to construct a proper certification statement that complies with SR 2-3. Many students may assume this is a boilerplate section but emphasize that the certification is a significant and important part of the report as it documents the appraiser's compliance with USPAP and attests to knowledge of their ethical obligations.

Begin by reviewing each item required under SR 2-3, then compare those to the template certification. Discuss which parts are required by USPAP, which can be required to be added by for example state, client, or appraiser membership organization-specific overlays.

Help students understand that any additional statements—such as prior services disclosure or supervisory appraiser certifications—must be managed with precision. This is especially relevant for an appraiser trainee who may one day sign as part of a team or under supervision.

Have students trace each line in the certification to its source (USPAP, client requirement, state law), and use that as a way to reinforce their understanding of what they are attesting to when they sign a report.

PART 11 – ADDENDA & SUPPORTING EXHIBITS

Addendum pp 50–60 2 hrs. live | 4 hrs. independent.

Reserved Page	Exhibit
50	Engagement Letter
51	Location Maps
52	Photos
53	Flood Map
54	Soil Map
55	Assessment Data
56	Zoning
57	Comparable Sales
58	Benton Co. Ag Data
59	Tippecanoe Co. Ag Data
60	Qualifications

USPAP Anchor

Record Keeping Rule; SR 22(b)(iv).

Instructor Guidance

- Exhibit checklist (15 min).
- File naming & cross-referencing demo (15 min).

Student Tasks

- Populate each reserved page with exhibits.
- Cross reference exhibit numbers in body text.

Additional Implementation Notes for the Instructor

This exercise reinforces the importance of documentation and report transparency by guiding students through the creation and integration of exhibits and addenda. These materials support the credibility of the appraisal and satisfy USPAP's Record Keeping Rule and SR 2-2(a)(iv), which require a clear summary of information sufficient for intended users to understand the report.

Walk students through the checklist of exhibits reserved in the report template (e.g., maps, zoning, photos, soil data, comparable sales information). Emphasize how these materials provide necessary context and evidence for conclusions drawn elsewhere in the report.

Demonstrate best practices for organizing and naming files, cross-referencing exhibits in the narrative sections, and ensuring that supporting documents are clear, legible, and traceable to credible sources. This is particularly important for rural appraisals, where data sources can vary widely in format and reliability.

This is also a good time to stress the difference between merely attaching documents and thoughtfully integrating them. Each exhibit should be purposefully selected and presented in a way that reinforces the appraiser's conclusions and aligns with USPAP requirements.

PART 12 – WORKFILE, PEER REVIEW & FINAL ASSEMBLY

4 hrs. live | 6 hrs. independent.

USPAP Anchor

Ethics Rule (Record-Keeping)

Instructor Guidance

1. Workfile Skeleton (20 min) – Show required elements.
2. Peer Review Rubric (15 min) – Walk through grading sheet.
3. Oral Defense Prep (25 min) – Tips for presenting.

Student Tasks

- Submit draft report and full workfile.
- Conduct peer review; deliver written feedback.
- Revise and submit final report; complete 10-minute oral defense.

Additional Implementation Notes for the Instructor

This capstone exercise focuses on two critical professional competencies: maintaining a USPAP-compliant workfile and participating in structured peer review. Anchor the session in the Ethics Rule (Record Keeping section), which outlines what documentation must be retained and how it supports the credibility and transparency of the assignment.

Begin by walking students through the structure of a complete workfile. Emphasize that it must contain all the information needed to support the appraiser's opinions and conclusions—drafts, supporting documentation, notes, data sources, communications, and anything relied upon in developing the appraisal. This is not an optional activity—USPAP requires that the workfile be sufficient to produce a credible reconstruction of the assignment if reviewed.

The peer review component encourages critical thinking and reinforces the importance of clear, supportable communication. Guide students through a peer review rubric and ask them to provide thoughtful, constructive feedback. This mirrors real-world professional interactions and cultivates a review-oriented mindset.

Finally, close the Assignment with the oral defense session. Use this as a confidence-building exercise where students articulate their conclusions, defend their logic, and answer questions—mirroring the kinds of client and reviewer interactions they will encounter in practice.

ASSIGNMENTS 2 & 3, ETC.

This beta outline includes only one fully developed practicum assignment. While we believe a comprehensive practicum would benefit from multiple, varied assignments, time and resource constraints limited this phase to the development of a single 100-hour assignment, consisting of 12 parts. With the initial funding for this project, our team focused on building Assignment 1 as a proof of concept to test structure, flow, and instructional design strategies.

In future phases, Assignments 2 and 3 could explore alternate appraisal problems and offer varied learning pathways—either by changing the subject property or by assigning a different scope of work using the same property. For example, a second assignment might ask the trainee to reappraise the same parcel for a new intended use or under different hypothetical conditions. A third might introduce a new property type entirely, shifting from agricultural land to a rural residence or a special-use facility.

At this stage, however, we believe it is more productive to solicit provider feedback before developing additional Assignments. Specifically, we are interested in understanding:

- Would practicum providers prefer more full case studies like Assignment 1 to be used as instructional anchors?
- Should future work focus on defining specific competencies and techniques required of rural appraisers, for example, sources and terminology unique to agricultural land or remote markets?

Because experience requirements do not require experience to be gained in any specific property type, there is currently no AQB *required* set of rural-specific competencies. This practicum cannot, at this phase, define a complete taxonomy of skills for rural practice—but future work may explore that path.

We welcome feedback on how best to evolve Assignments 2 and 3 into meaningful, instructional experiences that expand on the foundation laid here in Assignment 1.

RESOURCES

These resources are provided in the appendices of this document or via direct links below.

SKILLS CHECKLIST

A practicum provider is not required to include a skills checklist but having one helps providers define and describe the specific tasks students will complete for each approved Assignment and justify the corresponding credited hours. When you submit a practicum for approval—say, a 200-hour practicum—you must specify the work the student will perform. Building a checklist ensures clarity around what students learn and do in each Assignment, prevents unnecessary redundant skill coverage, and supports transparent accreditation of experience hours.

By using a customized checklist, providers can:

- Define clear learning objectives and expected outcomes for each assignment.
- Track and document the specific skills and tasks trainees complete.
- Ensure a balanced practicum that revisits core USPAP principles and essential appraisal techniques across assignments and/or modules.

Please see Appendix A for the skills checklist developed by the AQB.

COURSE APPROVAL PROGRAM ("CAP") INFORMATION

Material Type	Link to Folder
CAP Policies	Please email Olivia@appraisalfoundation.org for current CAP policies
Guide Note 4	Please consult with CAP policies before following Guide Note 4

CASE STUDY MATERIALS

As referenced in the assignment outlines, a completed appraisal report for an actual subject property would offer invaluable context and examples. While this beta outline did not include a fully developed report, we have assembled core components—such as data snapshots, workfile excerpts, and preliminary analyses—to get you started. These materials are available for download and can be used to flesh out a complete report.

In the interest of timely delivery, most data in these sample materials reflects real-world sources, but some values and narrative sections have been supplemented with placeholder information to complete the draft. This practice ensures you have usable components while recognizing that filling out every detail requires additional resources.

Material Type	Link to Folder
Market Analysis and HBU	https://appraisalfoundation.sharefile.com/public/share/web-s7597b550028347a88102f17c96192b11
Data-Raw and Sorted	https://appraisalfoundation.sharefile.com/public/share/web-s2907766bf49a47d8b201457daa2b3f7c
Sales Comparison	https://appraisalfoundation.sharefile.com/public/share/web-seb4f9417e58c4a3f9851b6502614d2b1
Income Approach	https://appraisalfoundation.sharefile.com/public/share/web-sc394084b27244c9fa0e2cb1c0821478a
Cost Approach	https://appraisalfoundation.sharefile.com/public/share/web-s1c36525cc3034d4fad1aa5d57aceed9e
Letter of Transmittal and Reconciliation	https://appraisalfoundation.sharefile.com/public/share/web-sbb3b335eb9e249e3bf2f4dfa5b1e8fcd

NEXT STEPS & CONTACT

Thank you for considering this initial draft of one practicum concept which we called the a Rural Appraiser Practicum Model. *We also extend our gratitude to **Farm Credit** for funding this Phase 1 Beta effort, which made this foundational outline possible.*

We are particularly grateful to our subject-matter experts—Brian Field, Douglas Hodge, Michael Wilson, Troy Peters, Andy Gudajtes, and Graham Smith, whose rural appraisal expertise helped our team shape and inform this outline.

This outline represents a small, foundational step toward understanding how a comprehensive practicum could support aspiring appraisers, especially in rural markets where training pathways are limited. With only limited resources for this beta effort, we aimed to spark conversation and provide a conceptual framework, not a fully developed program.

If you believe this outline offers value and can envision ways to enhance it (with more detailed directions, case studies, data sets, or turnkey content) please let us know. Your feedback will help determine whether pursuing additional funding and partnerships to create a robust, ready-to-deliver practicum program is warranted.

For insights or questions, contact Lisa Desmarais at:

LisaD@appraisalfoundation.org

We appreciate your collaboration as we explore the next steps in building effective appraisal training for rural communities (and beyond).

APPENDIX A: CG CHECKLIST

INTRO TO THE CERTIFIED GENERAL SKILLS CHECKLIST

When structuring a Certified General practicum, it is essential to distinguish three interrelated layers of learning:

1. Foundational Knowledge (Qualifying Education). In the classroom, students acquire the "what" and "why" of appraisal: definitions of value, the logic behind Highest –and –Best Use, the principles of cost, sales comparison, and income approaches, and the requirements of USPAP. This theoretical base prepares them to understand the rationale for every decision they will make in the field.

2. Applied Skills (Practicum Experience). Once that foundation is in place, students must learn the "how." Our comprehensive checklist sequences every critical appraisal skill—measuring and sketching a property, gathering, and analyzing market data, applying each valuation method, reconciling indications, and preparing a fully USPAP-compliant report. By completing assignments that mirror actual appraisal problems, learners develop professional judgment, technical proficiency, and the confidence to integrate multiple techniques in context.

3. Methods & Techniques. Each broad approach—Cost, Sales Comparison, Income—breaks down into specific techniques (paired-sale adjustments, age-life depreciation, band-of-investment capitalization rates, DCF, etc.). While these tools are introduced in qualifying education courses, true mastery comes only through repetitive, supervised use in simulated or real-world scenarios.

This layered design—first knowledge (take your required Qualifying Education courses first), then hands-on skills—ensures that by the time a candidate seeks credentialing, they have not only studied every method and technique but have also demonstrated the ability to apply them reliably in a fully documented, USPAP-compliant assignment. Practicum providers can use this checklist to map practicum assignments directly to each required skill, guaranteeing consistent, rigorous preparation across all programs.

CHECKLIST DEVELOPMENT PROCESS

To ensure our Certified General practicum checklist is both comprehensive and rigorously grounded in real-world practice, it was developed through a multi-pronged process:

1. Job Analysis and Exam Content Outline. The national job-analysis survey identifies the tasks appraisers perform in the field; this directly informs the 2022 Exam Content Outline, ensuring every checklist item reflects genuine professional duties.

2. Qualifying Education Core Curriculum. Each Sub-Skill ties back to one of the required QE courses (Basic Appraisal Principles, USPAP, Cost, Sales Comparison, Income, Market Analysis, Site Valuation, Report Writing, Statistics & Finance). This alignment guarantees that every skill has a solid theoretical foundation.

3. Practical Applications (PAREA Checklist). We incorporated the PAREA skills matrix—developed by industry experts—to capture "extras" like public trust, technology tools, and workfile management that are critical in modern appraisal practice.

4. General Appraisal Best Practices. Additional techniques, methods, and industry standards were woven in from leading appraisal texts and USPAP guidance to round out emerging methods (AI tools, DCF models, environmental considerations).

This layered methodology ensures that the checklist is not a haphazard compendium, but rather a carefully curated map of everything a Certified General candidate must both know and be able to do in order to produce fully USPAP-compliant, defensible appraisal reports.

Source	Description	Link
2022 Exam Content Outline	Tasks identified by national job-analysis and validated on the licensing exam	https://appraisalfoundation.sharefile.com/share/view/sac0c42e463f4721b/foccb80d-1d77-48da-8919-0d4b74825941
Qualifying Education Core Courses	Required QE curriculum for Certified General credential	https://appraisalfoundation.sharefile.com/share/view/sfaec9c013844f6ca
PAREA Practicum Skills Matrix	AQB-approved skills list for LR and CR experience	LR: https://appraisalfoundation.sharefile.com/public/share/web-sfb48ef2e66494e9e92340b57eca5d3be CR: https://appraisalfoundation.sharefile.com/public/share/web-s41a70c7eccd749b18b0c5fb3839bf465
USPAP & Industry Best Practices	Official appraisal standards	https://appraisalfoundation.sharefile.com/share/view/sa9a85f26098c4f7ab01e927b647ec962
Other	Official appraisal books written by appraisal membership organizations and appraisal experts	Varies

CG PRACTICUM SKILLS CHECKLIST

This checklist is organized into 16 core skills that follow the sequence of a real appraisal—from defining the problem through inspection, data analysis, valuation approaches, reconciliation, reporting, and professional practice. Each Skill is broken into numbered Sub-Skills (e.g., "1.3 Recognize Intended Users") so you can design focused practicum assignments and track mastery at a granular level. Every Sub-Skill links back to the QE course where its underlying theory was taught, ensuring each hands-on exercise reinforces the correct classroom learning. Use the Sub-Skill IDs to map your assignments directly to these competencies and guarantee a complete, discipline-aligned practicum.

*Note that the checklist contains a column called "**Practice Frequency":** Here is the legend for what each term means.*

Practice Frequency Labels *(Meant as thought provoking informative only, these are not meant to be prescriptive)*

- ***Every Report***
  Sub-Skills that must be demonstrated in every appraisal assignment (e.g., identifying the client, recording sale data).
- ***Periodic***
  Sub-Skills that occur less frequently—these should be practiced multiple times across different assignments to build nuance (e.g., testing Highest- and –Best Use feasibility, performing trend analysis).
- ***One-Time***
  Concepts or procedures that need to be introduced once for comprehension (e.g., discussing public trust, applying the USPAP Scope of Work Rule), though they may be revisited as needed.

Skill 1: Define the Appraisal Problem

Sub-Skill ID	Sub-Skill	Description	Mapped QE Course	Practice Frequency[10]
1.1	Identify the Client	Record the name and contact information of the party engaging the appraisal	Basic Appraisal Procedures	Every Report
1.2	Determine Intended Use	Clearly state how the report will be used (e.g., financing, tax appeal, litigation)	Basic Appraisal Procedures	Every Report
1.3	Recognize Intended Users	List all parties who may rely on the appraisal (lender, buyer, court, etc.)	Basic Appraisal Procedures	Every Report
1.4	Specify Effective Date of Value	Establish the date to which the value opinion applies (inspection date, report date, hypothetical date)	Basic Appraisal Procedures	Every Report
1.5	Identify Property Rights Appraised	Define which rights are appraised (fee simple, leasehold, easement, fractional interest)	Basic Appraisal Procedures	Every Report
1.6	Communicate Problem Professionally	Verbalize and document the appraisal problem clearly and objectively to clients and reviewers	15-Hour USPAP Course	One-Time
1.7	Outline Assignment Conditions	State any extraordinary assumptions, hypothetical conditions, or limiting conditions	15-Hour USPAP Course	One-Time
1.8	Develop Scope of Work	Define the extent of data collection and analysis—what approaches will be used and why	Basic Appraisal Procedures	Periodic

[10] *"Practice Frequency" is a conceptual guide for planning, not a fixed requirement. Many skills are unequivocally performed in every appraisal report (e.g., identifying the client), and should therefore be practiced in every assignment. Other skills are labeled periodic or one-time to flag that they will not appear unless intentionally designed into an assignment. Use these labels to think critically about coverage in a program, but do not treat the categories in the table as absolute, adjust them to fit the course design and instructional goals.*

1.9	Apply the USPAP Scope of Work Rule	Ensure scope statements and work steps comply with USPAP requirements	15-Hour USPAP Course	One-Time

Skill 2: Inspect & Measure the Subject Property

Sub-Skill ID	Sub-Skill	Description	Mapped QE Course	Practice Frequency
2.1	Locate & Identify the Property	Verify legal description, street address, parcel ID	Basic Appraisal Procedures	Every Report
2.2	Measure Site & Improvements	Record lot dimensions, building footprint, gross building area	Basic Appraisal Procedures	Every Report
2.3	Sketch Property Layout	Produce site plan and floor plan sketches showing dimensions	Basic Appraisal Procedures	Every Report
2.4	Document Physical Condition	Observe and describe condition, quality, deferred maintenance	Basic Appraisal Procedures	Every Report
2.5	Photograph Key Features	Take clear, labelled photos of interior, exterior, and site	Basic Appraisal Procedures	Every Report
2.6	Identify Property Rights on Site	Confirm easements, encroachments, rights-of-way	Basic Appraisal Procedures	Periodic

Skill 3: Gather & Verify Market Data

Sub-Skill ID	Sub-Skill	Description	Mapped QE Course	Practice Frequency
3.1	Define Market Area	Establish boundaries for selecting comparables (neighborhood, submarket)	Basic Appraisal Procedures	Periodic
3.2	Select & Verify Comparable Sales	Choose comparables; confirm arm's-length terms, concessions, conditions	Basic Appraisal Procedures; Market Analysis & HBU	Every Report
3.3	Record & Analyze Sale Data	Document sale price, date, financing, parties; input into sale grid	Basic Appraisal Procedures	Every Report
3.4	Research Active Listings	Gather current listings and pending sales data	Market Analysis & HBU	Periodic
3.5	Conduct Specialty Property Surveys	Perform targeted market surveys for unusual property types	Market Analysis & HBU	Periodic

Skill 4: Perform Market & Neighborhood Analysis

Sub-Skill ID	Sub-Skill	Description	Mapped QE Course	Practice Frequency
4.1	Define Neighborhood Boundaries	Use physical, political, and functional lines to delineate study area	Market Analysis & HBU	Periodic
4.2	Analyze Demographics & Economic Trends	Interpret population, income, employment, absorption rates	Market Analysis & HBU	Periodic
4.3	Evaluate Supply & Demand Dynamics	Assess new construction, vacancies, land availability	Market Analysis & HBU	Periodic
4.4	Recognize Market Condition Impacts	Identify how interest-rate or policy shifts affect value	Market Analysis & HBU	Periodic
4.5	Interpret Zoning & Regulatory Influences	Apply zoning, land-use, floodplain, environmental regulations	Market Analysis & HBU	Periodic

Skill 5: Perform Highest & Best Use Analysis

Sub-Skill ID	Sub-Skill	Description	Mapped QE Course	Practice Frequency
5.1	Test Legal Permissibility	Confirm that proposed uses comply with zoning, covenants, HOA, permitting, entitlements	Market Analysis & HBU	Periodic
5.2	Test Physical Possibility	Evaluate site size, shape, topography, utilities	Market Analysis & HBU	Periodic
5.3	Test Financial Feasibility	Model cost, revenue, and operating expenses to confirm viability	Statistics, Modeling & Finance	Periodic
5.4	Select Highest & Best Use	Choose the use that maximizes value after all tests	Market Analysis & HBU	Periodic

Skill 6: Apply the Cost Approach

Sub-Skill ID	Sub-Skill	Description	Mapped QE Course	Practice Frequency
6.1	Estimate Site Value	Extract land value from comparable sales or allocation methods	Site Valuation & Cost Approach	Every Report
6.2	Estimate Replacement/Reproduction Cost	Apply cost manuals or unit-in-place methods as a check on contractor bids for similar improvements or actual costs for proposed subject improvements. Analyze similarly improved sales to extract appropriate amount of entrepreneurial incentive (if any) to be included in RCN. If using aged contractor bids, remember to use indices to bring the bid to current as an indicator for subject RCN.	Site Valuation & Cost Approach	Every Report
6.3	Quantify Depreciation	Extract or derive physical, functional, and external obsolescence from analysis of similarly improved sales in the subject's market.	Site Valuation & Cost Approach	Periodic
6.4	Derive Improvement Value	Subtract total depreciation from replacement cost	Site Valuation & Cost Approach	Every Report
6.5	Apply Advanced Valuation Techniques	Use abstraction, allocation, or hybrid cost methods	Site Valuation & Cost Approach	Periodic

Skill 7: Calculate Depreciation

Sub-Skill ID	Sub-Skill	Description	Mapped QE Course	Practice Frequency
7.1	Physical Depreciation	Estimate wear-and-tear via age-life or market extraction methods	Site Valuation & Cost Approach	Every Report
7.2	Functional Obsolescence	Identify layout inefficiencies or outdated design	Site Valuation & Cost Approach	Periodic
7.3	External Obsolescence	Quantify value loss from economic and environmental factors	Site Valuation & Cost Approach	Periodic
7.4	Total Depreciation Calculation	Sum all depreciation components	Site Valuation & Cost Approach	Every Report
7.5	Support Depreciation with Market Data	Use paired sales or statistical analysis to refine estimates	Statistics, Modeling & Finance	Periodic

Skill 8: Apply the Sales Comparison Approach

Sub-Skill ID	Sub-Skill	Description	Mapped QE Course	Practice Frequency
8.1	Select Comparable Set	Choose appropriate comparable sales based on similarity in utility, location, condition, and HBU	Sales Comparison Approach	Every Report
8.2	Adjust for Market Trends	Time-adjust comparables using paired sale or index methods	Sales Comparison Approach; Statistics, Modeling & Finance	Every Report
8.3	Adjust for Location & Features	Adjust for site, room count, quality, financing	Sales Comparison Approach	Every Report
8.4	Analyze Market Segmentation	Segment comparables by submarket or price range	Sales Comparison Approach	Periodic

Skill 9: Use Statistics for Adjustments

Sub-Skill ID	Sub-Skill	Description	Mapped QE Course	Practice Frequency
9.1	Select Statistical Method	Choose paired sale, paired data set, ranking, dollar/unit, or regression analysis. Where the market involves more than one favored unit of comparison, use coefficient of variation to determine best unit of comparison for this assignment's SCA analysis.	Statistics, Modeling & Finance	Periodic
9.2	Conduct Regression Analysis	Model sale price vs. characteristics and test statistical significance	Statistics, Modeling & Finance	Periodic
9.3	Perform Trend Analysis	Adjust comparables for overall market movement	Statistics, Modeling & Finance	Periodic
9.4	Calculate Central Tendency	Compute mean, median, mode for comparative data	Statistics, Modeling & Finance	Every Report
9.5	Apply Statistical Adjustments	Integrate dollar or percentage adjustments into sale prices	Sales Comparison Approach	Every Report
9.6	Incorporate Confidence & Sensitivity Analysis	Use confidence intervals and scenario testing to gauge reliability	Statistics, Modeling & Finance	Periodic

Skill 10: Apply the Income Approach

Sub-Skill ID	Sub-Skill	Description	Mapped QE Course	Practice Frequency
10.1	Estimate Market Rent	Survey comparable rents to establish potential income	Income Approach	Periodic
10.2	Develop Gross Income	Project potential gross income	Income Approach	Periodic
10.3	Deduct Vacancy & Collection Loss	Estimate and subtract vacancy and credit losses	Income Approach	Periodic
10.4	Estimate Operating Expenses	Identify and estimate fixed and variable expenses	Income Approach	Periodic
10.5	Calculate Net Operating Income	Subtract operating expenses from effective gross income	Income Approach	Periodic
10.6	Select & Apply Capitalization Rates	Use yield-capitalization, or direct capitalization methods Support rate selection with rates extracted from sales, investor surveys, broker surveys, band of investment analysis or debt coverage ratio analysis (BOI requires support for equity component used). Rates extracted from sales are preferred when available.	Income Approach; Statistics, Modeling & Finance	Periodic
10.7	Develop Multiyear Cash Flow Models	Forecast income and expenses over multiple periods supported by the operating history of the subject and/or comparable properties.	Income Approach	Periodic

Skill 11: Define Report Type & Research Methods

Sub-Skill ID	Sub-Skill	Description	Mapped QE Course	Practice Frequency
11.1	Describe Report Type	Appraisal Report or Restricted Appraisal Report	Basic Appraisal Procedures	Every Report
11.2	Detail Research Methods	Document data sources, field work, and verification approaches	Basic Appraisal Procedures	Every Report
11.3	List Assignment Conditions	State any hypothetical or extraordinary assumptions	15-Hour USPAP Course	Periodic
11.4	Summarize Scope Summary	Provide a concise one-sentence scope description	Basic Appraisal Procedures	Periodic
11.5	Draft Engagement Documents	Prepare engagement letters, service agreements, and disclosures	Report Writing & Case Studies	One-Time

Skill 12: Support Value Opinion with Market Research & Presentation

Sub-Skill ID	Sub-Skill	Description	Mapped QE Course	Practice Frequency
12.1	Create Market Graphs	Develop trend and absorption charts for inclusion in narrative	Market Analysis & HBU; Report Writing & Case Studies	Periodic
12.2	Build Market Tables	Prepare sale grid and summary tables (price/SF, GRM, etc.)	Market Analysis & HBU; Report Writing & Case Studies	Periodic
12.3	Write Market Research Narrative	Summarize data sources, trends, and factors influencing the value	Market Analysis & HBU; Report Writing & Case Studies	Periodic
12.4	Cite & Document Data Sources	List MLS, public records, interviews, proprietary data sources	Report Writing & Case Studies	Periodic
12.5	Present Special-Purpose Conclusions	Tailor conclusions for litigation, tax appeal, or other unique uses	Report Writing & Case Studies	Periodic

Skill 13: Apply USPAP Ethical & Competency Rules

Sub-Skill ID	Sub-Skill	Description	Mapped QE Course	Practice Frequency
13.1	Identify & Disclose Conflicts of Interest	Document any personal or financial interests	15-Hour USPAP Course	One-Time
13.2	Maintain Confidentiality	Protect client and third-party information	15-Hour USPAP Course	Every Report
13.3	Demonstrate Competency	Ensure necessary knowledge and experience before accepting assignment	15-Hour USPAP Course	One-Time
13.4	Uphold Ethics Rule	Conduct appraisals with independence, objectivity, and impartiality	15-Hour USPAP Course	Every Report
13.5	Evaluate Reports for Competency Compliance	Critique reports against the USPAP Competency Rule	15-Hour USPAP Course	Periodic

Skill 14: Prepare a USPAP-Compliant Report

Sub-Skill ID	Sub-Skill	Description	Mapped QE Course	Practice Frequency
14.1	Comply with USPAP Reporting Standards	Include required certifications, signatures, and certifications	15-Hour USPAP Course	Every Report
14.2	Present Scope & Problem Definition	Clearly describe scope of work and the appraisal problem	Basic Appraisal Procedures	Every Report
14.3	Organize Exhibits & Tables	Arrange comparables, maps, cost data, and income tables	Report Writing & Case Studies	Every Report
14.4	State Assumptions & Limiting Conditions	List USPAP and extraordinary assumptions	15-Hour USPAP Course	Every Report
14.5	Maintain a Compliant Workfile	Assemble and retain all workfile documents per USPAP Record Keeping Rule	15-Hour USPAP Course	Every Report
14.6	Review for Completeness & Accuracy	Proofread narrative and verify figures for consistency	Report Writing & Case Studies	Periodic

Skill 15: Reconcile Value Indications

Sub-Skill ID	Sub-Skill	Description	Mapped QE Course	Practice Frequency
15.1	Review Approach Results	List value indications from Cost, Sales, and Income approaches	All Approaches	Every Report
15.2	Evaluate Reliability	Assess data quality, consistency, and market support	All Approaches	Every Report
15.3	Assign Weights to Approaches	Determine relative importance based on accuracy/applicability	All Approaches	Periodic
15.4	Perform Final Reconciliation	Derive a single, supportable value opinion	All Approaches	Every Report

Skill 16: Professional Practice & Advanced Tools

Sub-Skill ID	Sub-Skill	Description	Mapped QE Course	Practice Frequency
16.1	Discuss Public Trust	Explain the appraiser's role in maintaining market confidence		One-Time
16.2	Demonstrate Professional Communication	Model clear, respectful interactions with clients and stakeholders		Periodic
16.3	Use Technology Tools	Operate appraisal software, measurement devices, GIS, VR/AR		Periodic
16.4	Navigate Regulatory & Industry Websites	Locate and interpret state board, ASC, TAF, and industry resources		Periodic
16.5	Manage Workfile Creation & Retention	Build, organize, and back up electronic and paper workfiles		Every Report
16.6	Handle Confidential & Non-Public Information	Apply privacy and InfoSec practices to protect sensitive data		Every Report
16.7	Conduct Virtual Interviews & Role-Plays	Interview stakeholders via video or phone role-play		Periodic
16.8	Analyze Complex Property Types	Value ADUs, co-ops, environmental impact sites, leaseholds		Periodic
16.9	Use Advanced Statistical & Scenario Analysis	Perform confidence intervals and risk assessments		Periodic
16.10	Apply Emerging Valuation Methods & AI Tools	Integrate AI-assisted valuation, DCF, and break-even analysis		Periodic
16.11	Develop & Review Engagement Documents	Draft and critique engagement letters, service agreements, disclosures		One-Time

NEWSLETTER

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

Greetings!

We are thrilled to announce the release of the **Rural Appraiser Practicum Model (RAPM)**, a first-of-its-kind resource created by The Appraisal Foundation with the generous support of Farm Credit and in collaboration with the American Society of Farm Managers and Rural Appraisers (ASFMRA).

For years, educators, mentors, and appraisers alike have asked: *What could a practical training model for rural appraisal look like?* This new practicum model offers an exciting answer. It provides a structured, high-level example that outlines how hands-on, real-world assignments might be built into an educational framework. The goal is simple but powerful: to bridge classroom knowledge with applied practice and strengthen the pipeline of rural appraisers.

This project would not have been possible without the expertise and dedication of the subject matter experts who worked together to create it:

- Brian Field
- Douglas Hodge
- Michael Wilson
- Troy Peters
- Andy Gudajtes
- Graham Smith

Their collective insight, drawn from both ASFMRA and Farm Credit, helped shape a resource unlike anything available before in our profession.

The RAPM is designed to spark conversation, invite feedback, and serve as a tool that educators and training providers can adapt to meet their own needs. We encourage you to review the model, consider how it can benefit your programs, and share your thoughts with us.

Together, we can use this innovative framework to expand opportunities for aspiring rural appraisers and strengthen the profession as a whole.

In This Newsletter

Upcoming Events

November 19-20: TAFAC Meeting

Contact Us

T 202-347-7722

info@appraisalfoundation.org

www.appraisalfoundation.org

Follow Us

You can download the **RAPM here.**

Let's Make it a Great Month!

Kelly Davids
President

Introducing our Newest ASB and AQB Members

At the Fall Board of Trustees meeting, the trustees appointed eight members to new terms on the Appraisal Standards Board and Appraiser Qualifications Board. We are pleased to share that both Clinton “Zach” Myers and Jerry Yurek have been reappointed to the ASB and AQB respectively and extend a warm welcome to new ASB members: Becci Curry, Shawn Telford, and Josh Walitt, and to new AQB members: Sandra Adomatis, John Herdering, and Rodman Schley.

We are also delighted to announce that Jerry Yurek has been appointed Chair of the AQB and Valerie Scott as Vice Chair. On the ASB, Nicholas Pilz was appointed as Chair and Timothy Hansen as Vice Chair.

Please join us in congratulating them on this achievement!

Course Approval Program (CAP) Update

We are proud to announce the launch of an innovative upgrade, powered by SurveyMonkey Apply, that presents the Course Approval Program (CAP) in one streamlined system to enhance transparency, efficiency, and accessibility. This enhancement allows education providers, state regulators, and reviewers to manage submissions, approvals, and communication all in one place.

CAP will officially transition to the new platform today, and users should check their inboxes for more detailed instructions.

For questions, please contact AQB@appraisalfoundation.org

AQB Issues Exposure Draft on Proposed Interpretations and Retirement of Guide Note 4

The Appraiser Qualifications Board has released an **exposure draft** to address three narrowly defined issues: 1) interpretation of a Practical Applications of Real Estate Appraisal (PAREA) requirement, 2) interpretation of a Valuation Bias and Fair Housing Continuing (VBFH) Education requirement, and 3) retirement of Guide Note 4 on the practicum.

The AQB seeks public input on this exposure draft, the first of two it plans to release this year. Public comments are critical to the development of new editions of the *Criteria*, and all input is valued.

The AQB is accepting all public comments until November 28th.

To submit a comment, click **here**.

Applications Open - USPAP Instructor Certification and Recertification

If you are a current Certified USPAP Instructor, our Instructor Recertification Course is now open until March 31, 2026! Be sure to check your inbox for more information and reach out to Olivia Chalakani at olivia@appraisalfoundation.org with any questions.

Interested in becoming a Certified USPAP Instructor?
Applications for the Instructor Certification Course (ICC) are open until November 14th - Apply **here**!

Partner Spotlight

The North Carolina Professional Appraisers Coalition (NCPAC)

A proud partner of **The Appraisal Foundation**, advances professionalism, public trust, and the next generation of appraisers. In October, NCPAC hosted its annual **Conference and Disaster Appraisal Tour** in **Asheville, North Carolina**, chosen for its recent flood recovery efforts highlighting the importance of appraisal expertise in disaster appraising. That same month, President **Dana Murray** represented NCPAC at the NC REALTORS® Convention **Appraisal Committee Meeting** and **Voices of Valuation Forum**, while Vice President **Graham Smith** participated in the **NSREA Career Pathway Conference** at **Fayetteville State University**, encouraging minority students and military veterans to pursue appraisal careers. NCPAC remains committed to **advocacy, education, and mentorship** that strengthen USPAP excellence across North Carolina. https://www.ncpac.us

Appraisers Association of America (AAA)

On November 5 & 6, 2025, the Appraisers Association will host ‘Of Value: 2025 National Conference’ at the New York Athletic Club in New York City. The first day of the conference will concentrate on authentication and AI in Appraising. We will also be presenting 2025 Art Law Day on Friday, November 7, 2025, at Cardozo Law School in New York. For further information, visit https://appraisersassociation.org/events.

International Society of Appraisers (ISA)

ISA is proud to announce Tash Perrin, Deputy Chairman of Christie’s as the keynote speaker for ISA’s Assets 2026 Conference to be held in Phoenix, Arizona on April 30 – May 3,

2026. Assets provide amazing learning and networking experience for both members and non-members. Register now at our early bird rates here. Also, we are excited to announce that our second annual Summer Institute will be held on August 3 -4, 2026 at Doyle Auctions in New York City so save the date! More details to follow!

International Association of Appraising Officers (IAAO)

Join IAAO for a free webinar on November 5, 2025 on the future of property assessment and administration. The webinar will feature IAAO's President-Elect and IAAO's Strategic Business Partners exploring the evolving landscape of assessments, emerging trends, technological advancements, and innovative strategies shaping the future of talent evaluation, education, and practices. Register at https://learn.iaao.org/products/future-of-the-industry-a-conversation-with-iaao-strategic-partners

National Association of Appraisers (NAA)

The National Association of Appraisers (NAA) is pleased to announce the 2025 President's Award recipient for his dedication to the appraisal profession through mentorship, leadership, and volunteerism. Congratulations to Greg Stephens, MNAA for receiving this coveted award. We also want to congratulate all those that made the final interviews for the board positions of The Appraisal Foundation. Special congrats to Joshua Walitt, MNAA and Shawn Telford, MNAA, for being appointed to the Appraisal Standards Board. Registration will open soon for the 2026 ACTS Conference in Seattle, Washington on April 11-14, 2026. To find out more, go to https://www.appraisersconference.net/.

American Society of Appraisers (ASA)

Explore highlighted American Society of Appraiser Personal Property courses now through August 2026, including:

- PP201 Introduction to Personal Property Valuation
- PP202 Development of a Personal Property Appraisal: Research and Analysis
- PP203 Communication of a Personal Property Appraisal: Report Writing
- PP204 Personal Property Valuation: The Legal and Commercial Environments
- PP445 Personal Property Appraisal Report Writing Update

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. ASA’s NorCal Chapter event is right around the corner, make plans if you haven’t already for Digital Media: History and Valuation for Appraisers on November 6, 2025.

Collateral Risk Network (CRN)

The CRN is growing and expanding our membership and reach. Recently the National Association of Mortgage Brokers, with their 60,000+ members, joined, and I look forward to other significant membership announcements soon. Our next meeting is scheduled for March 11-12, 2026, in Dallas, TX at the Cotality facility near DFW. Fannie will be there to discuss and update us with the UAD 3.6 rollout. More to come on what promises to be an exciting and worthwhile agenda. Please mark your calendars and plan to join us. We are just getting started.

Royal Institute of Chartered Surveyor (RICS)

Join us on Wednesday November 5th, 2025, from 2:00 PM to 6:00 PM at the Yale Club for an exclusive discussion that unlocks the secrets behind next-generation Data Center projects—the very foundation of tomorrow's AI economy - exploring the future of AI infrastructure and its profound real estate implications. This session will guide you through critical topics such as development, leasing, valuation, and capitalization, setting the stage for transformative opportunities in the tech and real estate sectors.

Register here!

American Society of Farm Managers and Rural Appraisers (ASFMRA)

The ASFMRA is hosting another outstanding meeting featuring Dr. David Kohl, who will provide attendees with valuable insights into the current economic landscape and what may lie ahead for those working with rural properties. This year's event will be held at the beautiful Wyndham Grand Hotel on the white sands of Clearwater, Florida, from November 10–12, 2025. This top-rated meeting is one you will not want to miss! For more information please visit:
https://www.asfmra.org/conferences/annualconference.

Appraisal Institute (AI)

Join us April 14-15, 2026, in Nashville, TN, as we return to the stage after a brief hiatus, bringing together valuation professionals in the vibrant and musically enriched city of Nashville. Learn through hands-on demos of today's most relevant valuation tools and technology, network with hundreds of appraisers from across the country, gain insights from industry leaders shaping the future of appraisal, participate in interactive sessions, quizzes, and competitions, explore business strategies to strengthen your practice, and earn continuing education credit while advancing your expertise.
https://www.appraisalinstitute.org/2026-annual-conference

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

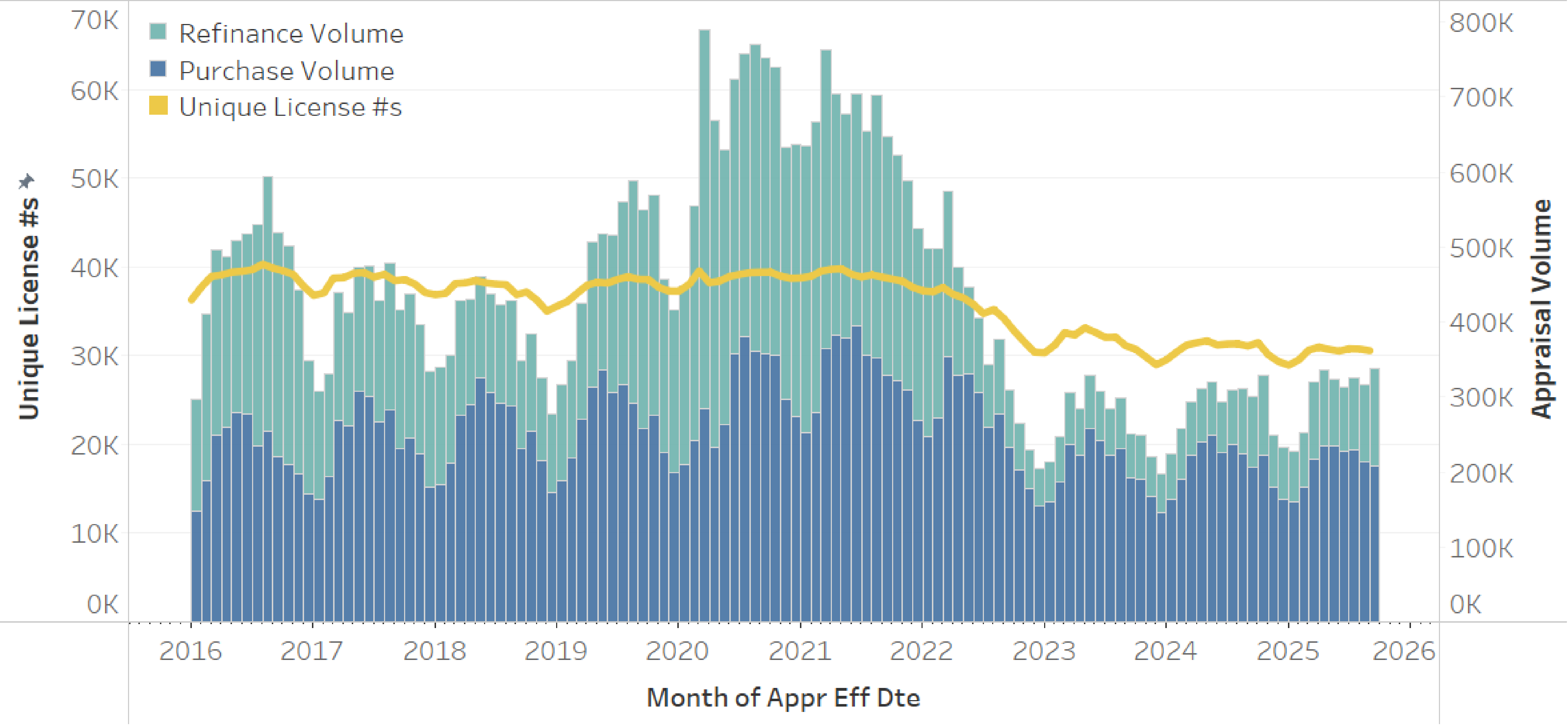
The Appraisal Foundation is the nation's foremost authority on the valuation profession. The organization sets the Congressionally authorized standards and qualifications for real estate appraisers, and provides voluntary guidance on recognized valuation methods and techniques for all valuation professionals. 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.

Appraiser Capacity

Updated October 2025

Freddie Mac
SINGLE-FAMILY

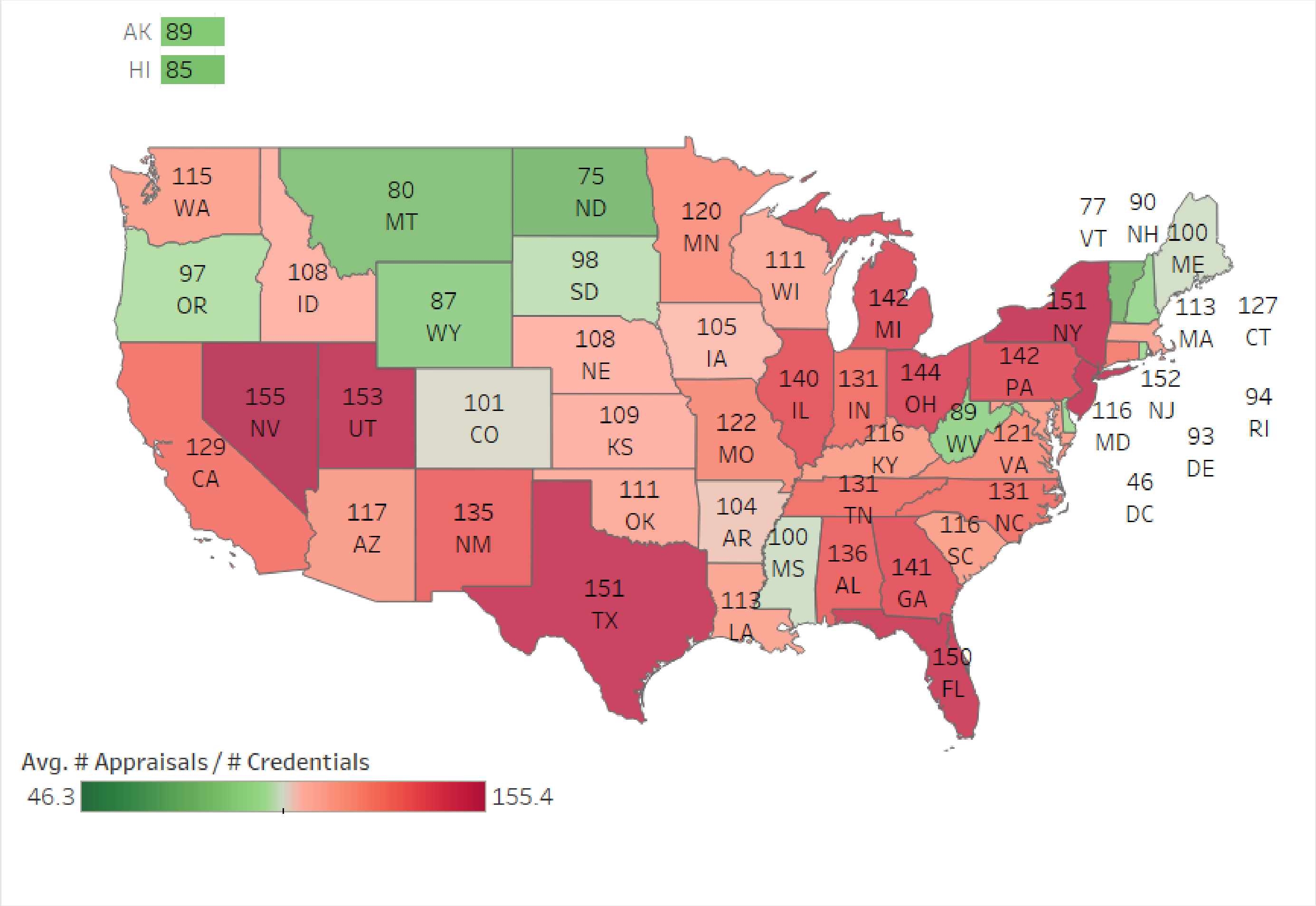
UCDP Appraisal Volume



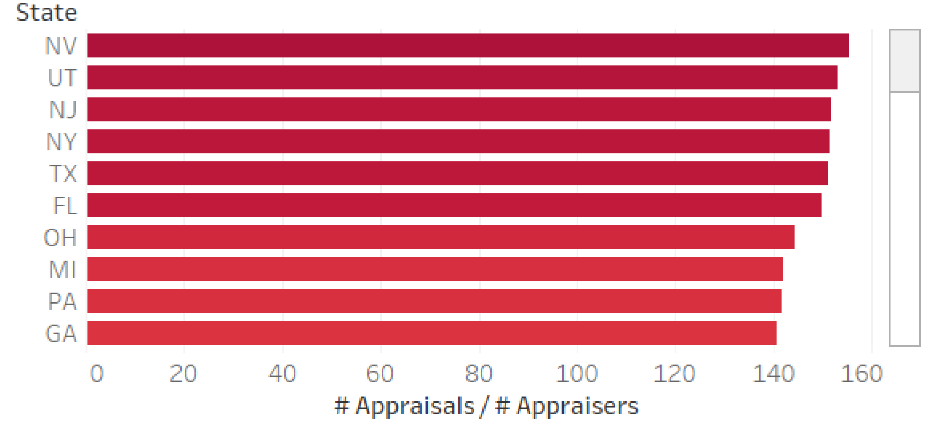
Unique appraiser license numbers in UCDP, per month. Volume includes all form types (not limited to 1004/70). January 2016 to September 2025.

GSE Appraisals per Appraiser – State View

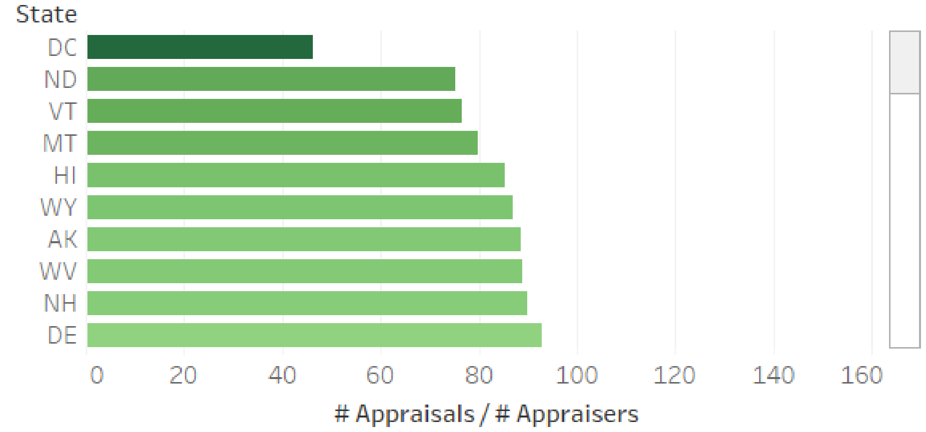
2025 Avg. GSE Appraisals per Appraiser (2025 YTD as of 9/30/2025)



Appraisals per Appraiser (Top 10 HIGHEST)



Appraisals per Appraiser (Top 10 LOWEST)



Based on unique appraiser license #s in UCDP. Appraisal and license volume for all form types (not limited to 1004/70).