

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

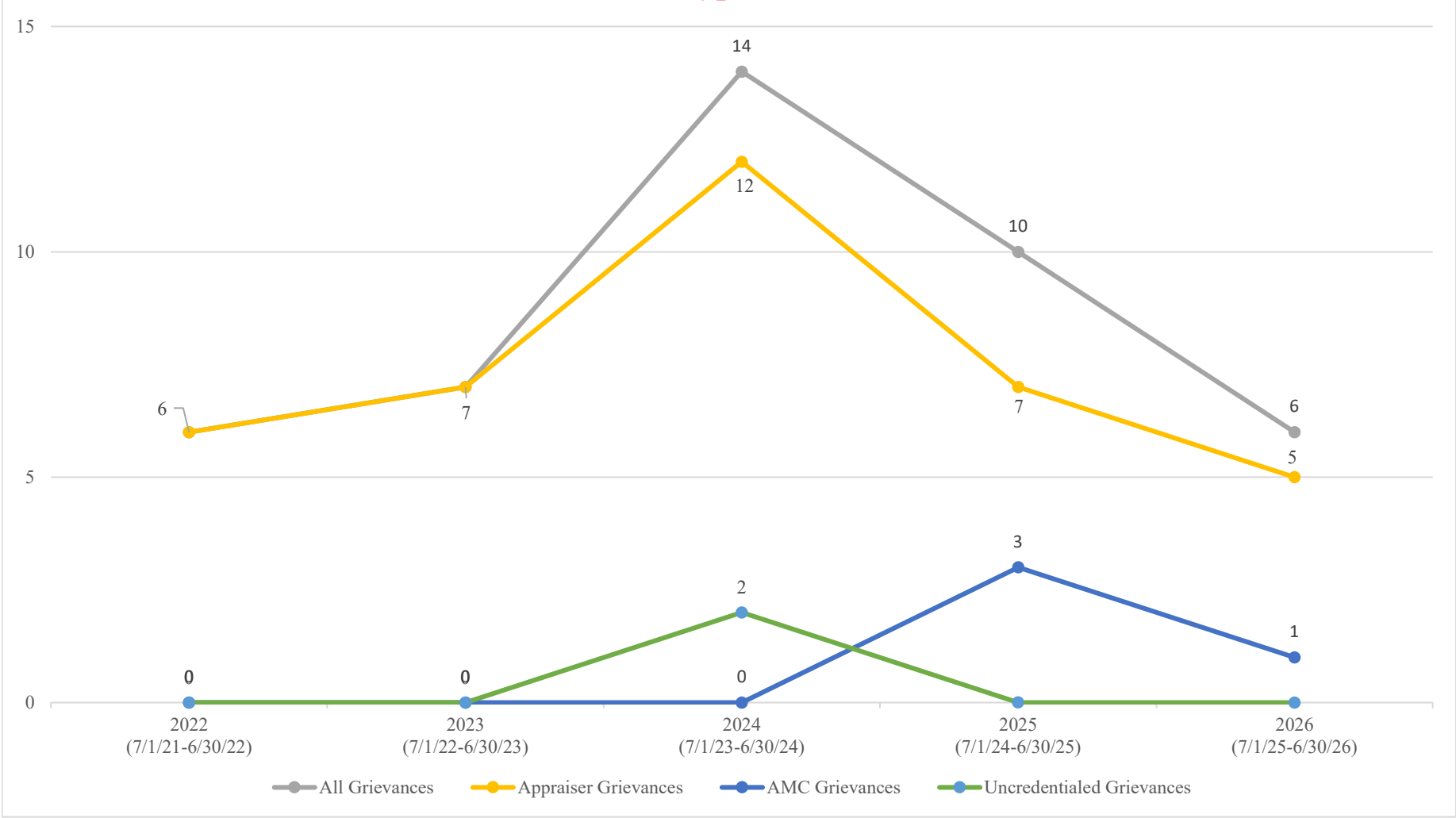
	SHORT TERM GOALS / OBJECTIVES	EXPECTED COMPLETION DATE	STATUS/GOAL MET	LONG TERM GOALS / OBJECTIVES	EXPECTED COMPLETION DATE	NOTES
LAWS, RULES, AND GUIDANCE DOCUMENTS	Adopt Title 298 changes to implement the Real Property Appraiser Qualification Criteria Effective January 1, 2026 for real property appraisers 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	Filed by Secretary of State on May 19, 2026 and effective on May 29, 2026.	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	Completed February 19, 2026.			
	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	Review completed May 4, 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	Completed June 4, 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 completed and moved to production on March 10, 2026. Conceptual design and preliminary setup work for online education applications and NRPAB Database interface completed, initial coding 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.		

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

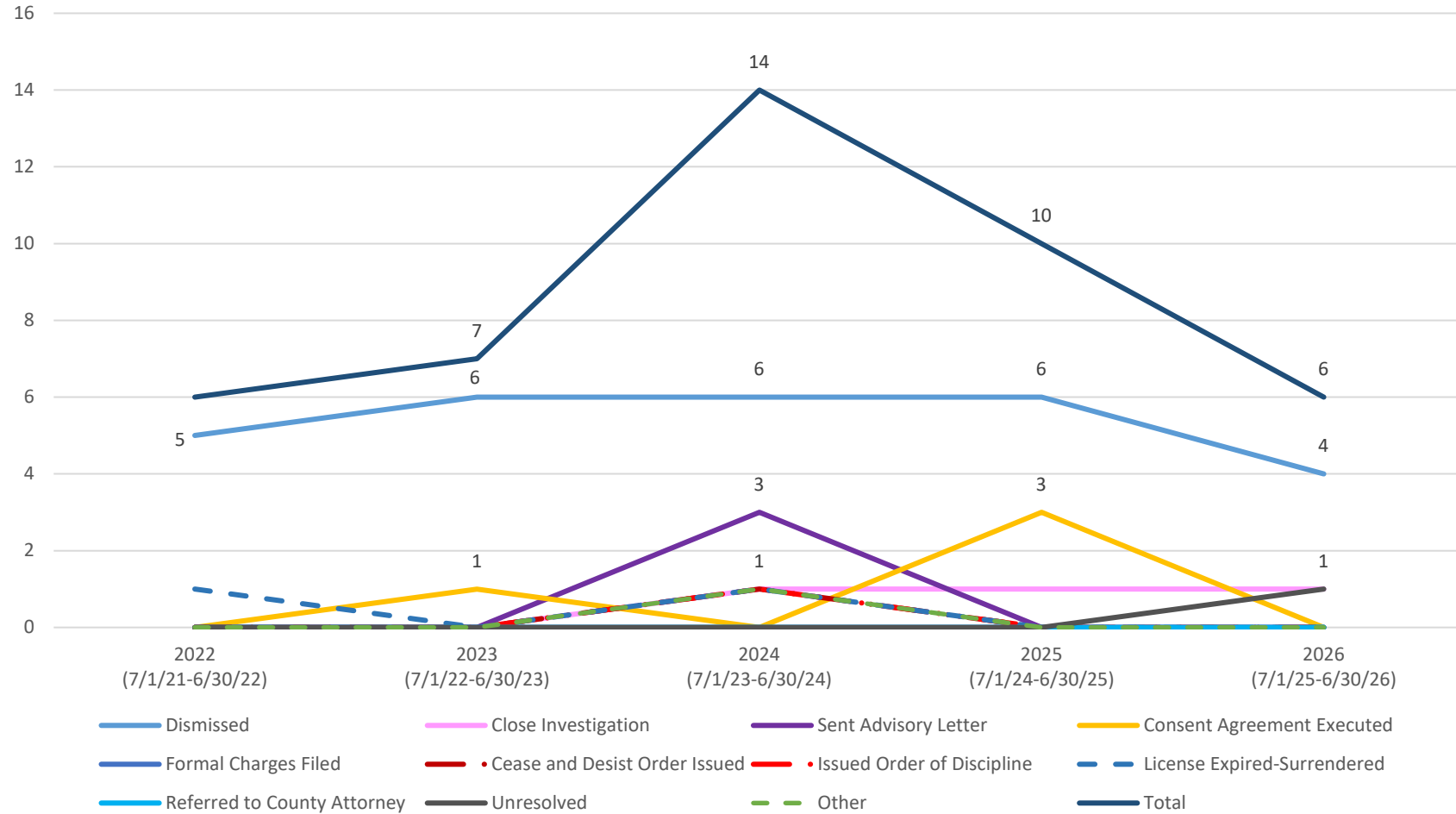
Resolution of Grievances

<i>June 2022</i>	Dismissed	Close Investigation	Sent Advisory Letter	Consent Agreement Executed	Formal Charges Filed	Cease and Desist Order Issued	Issued Order of Discipline	License Expired-Surrendered in lieu of Potential Action	Referred to County Attorney	Unresolved	Other	Total
Appraiser	5							1				6
AMC												0
Uncredentialed												0
Total	5	0	0	0	0	0	0	1	0	0	0	6
<i>June 2023</i>	Dismissed	Close Investigation	Sent Advisory Letter	Consent Agreement Executed	Formal Charges Filed	Cease and Desist Order Issued	Issued Order of Discipline	License Expired-Surrendered in lieu of Potential Action	Referred to County Attorney	Unresolved	Other	Total
Appraiser	6			1								7
AMC												0
Uncredentialed												0
Total	6	0	0	1	0	0	0	0	0	0	0	7
<i>June 2024</i>	Dismissed	Close Investigation	Sent Advisory Letter	Consent Agreement Executed	Formal Charges Filed	Cease and Desist Order Issued	Issued Order of Discipline	License Expired-Surrendered in lieu of Potential Action	Referred to County Attorney	Unresolved	Other	Total
Appraiser	6		3				1	1			1	12
AMC												0
Uncredentialed		1				1						2
Total	6	1	3	0	0	1	1	1	0	0	1	14
<i>June 2025</i>	Dismissed	Close Investigation	Sent Advisory Letter	Consent Agreement Executed	Formal Charges Filed	Cease and Desist Order Issued	Issued Order of Discipline	License Expired-Surrendered in lieu of Potential Action	Referred to County Attorney	Unresolved	Other	Total
Appraiser	6			1								7
AMC		1		2								3
Uncredentialed												0
Total	6	1	0	3	0	0	0	0	0	0	0	10
<i>June 2026</i>	Dismissed	Close Investigation	Sent Advisory Letter	Consent Agreement Executed	Formal Charges Filed	Cease and Desist Order Issued	Issued Order of Discipline	License Expired-Surrendered in lieu of Potential Action	Referred to County Attorney	Unresolved	Other	Total
Appraiser	4									1		5
AMC		1										1
Uncredentialed												0
Total	4	1	0	0	0	0	0	0	0	1	0	6

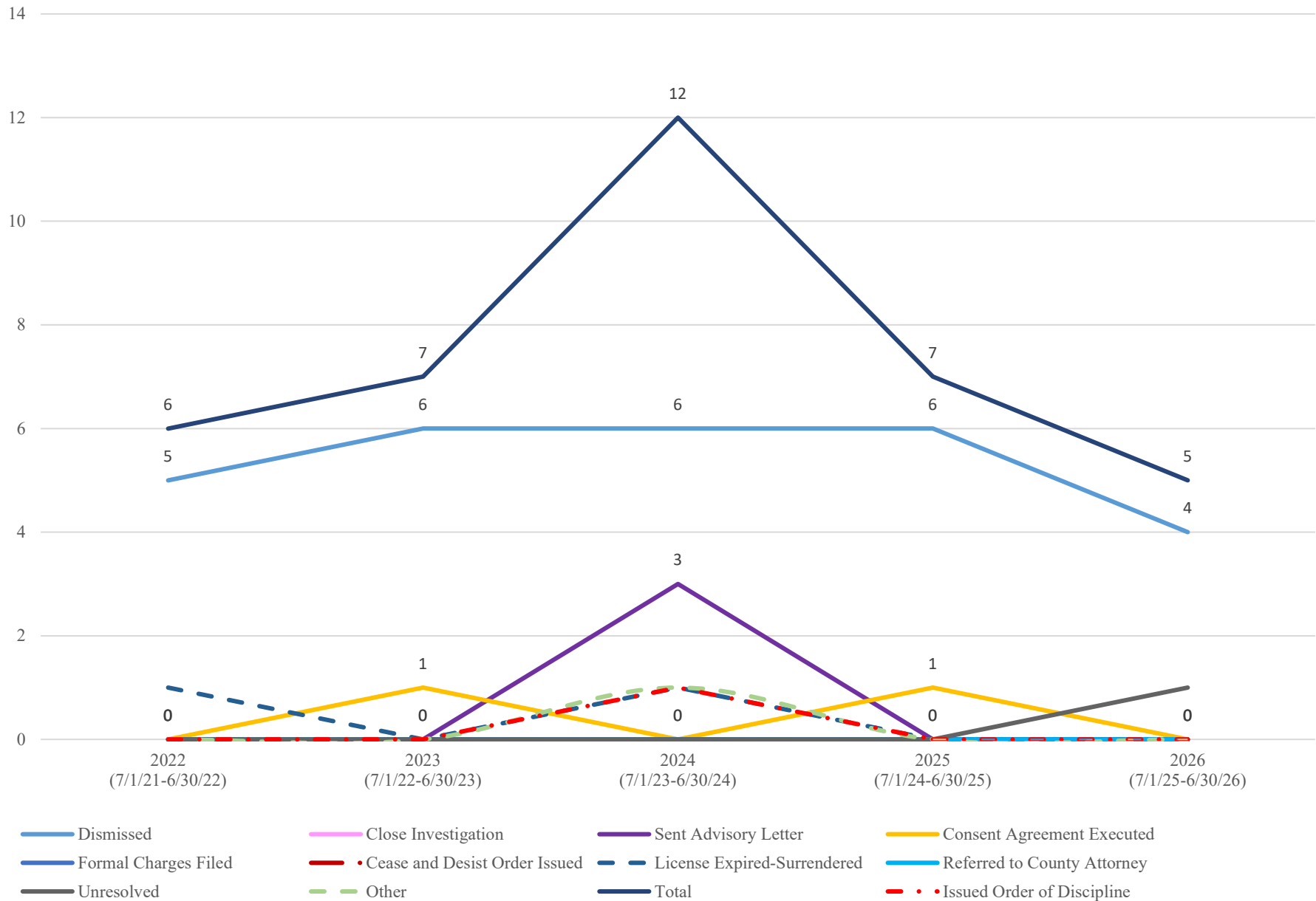
Number and Types of Grievances



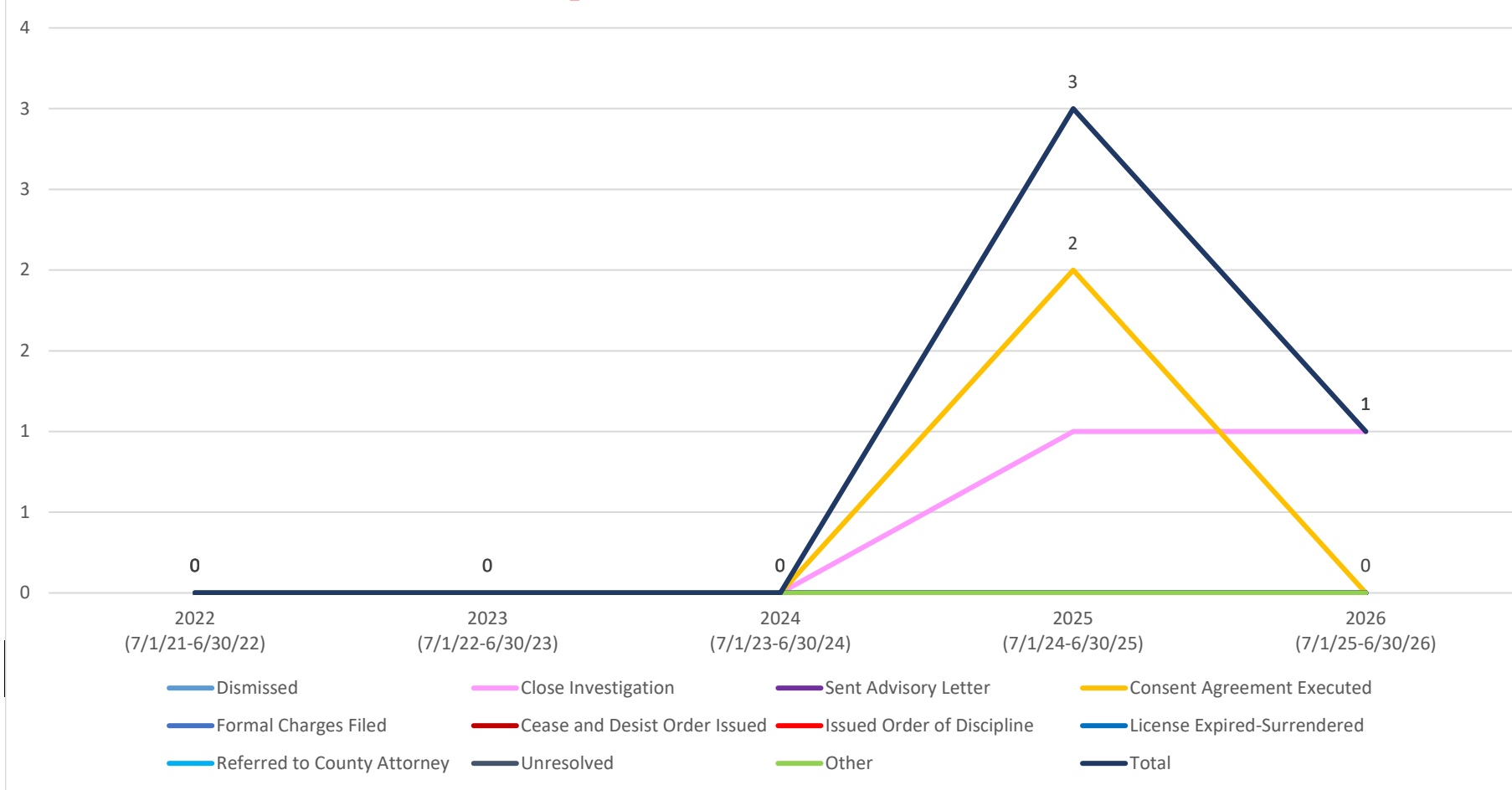
Disposition of Grievances - Total



Disposition of Grievances - Real Property Appraiser

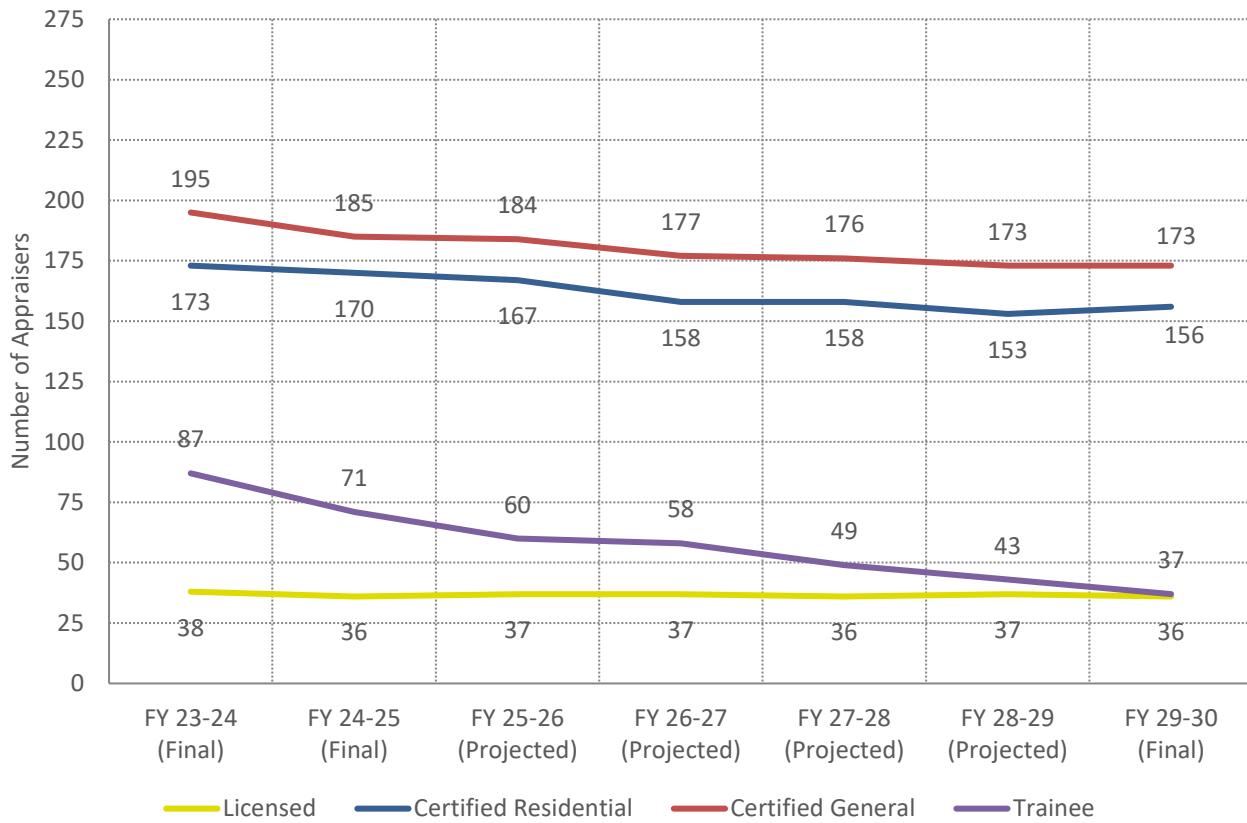


Disposition of Grievances - AMC

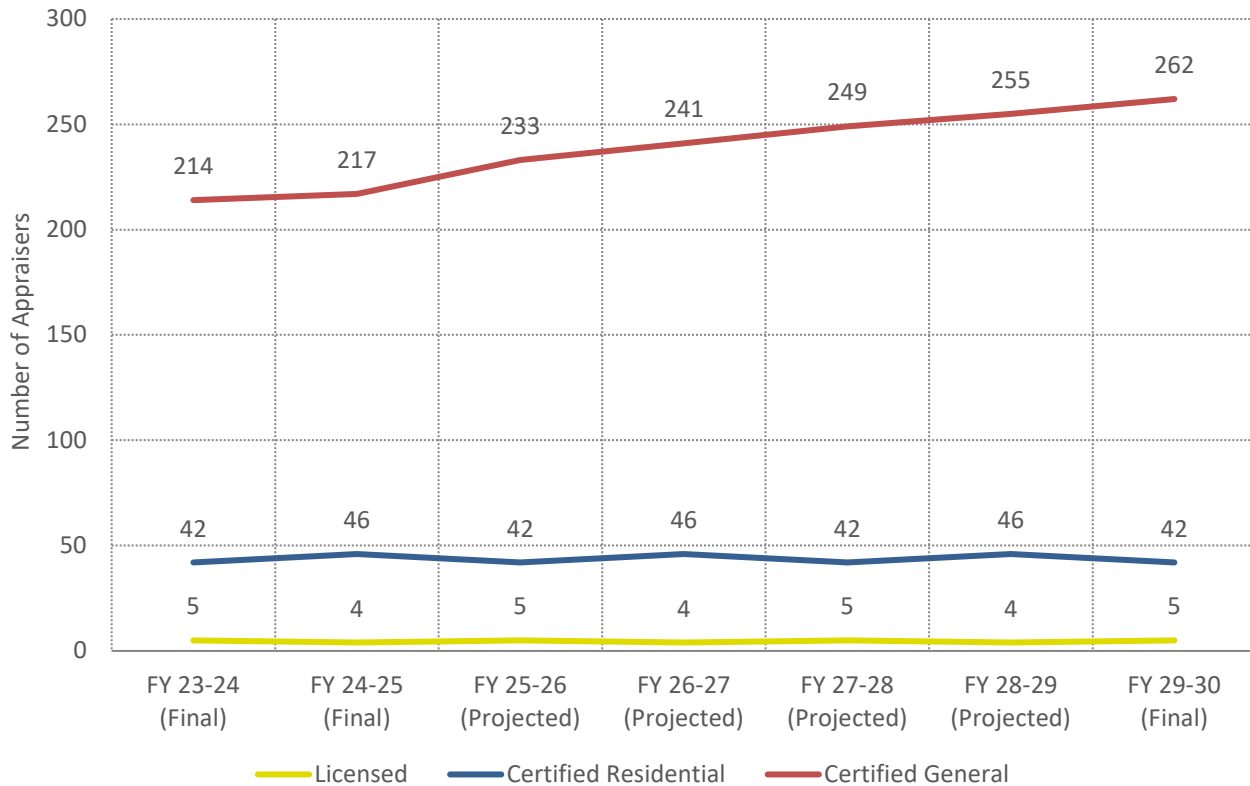


Nebraska Real Property Appraiser Credential Holder Projections FY 2023-2024 to FY 2028-2029

Credentialed through Education, Experience, and Examination

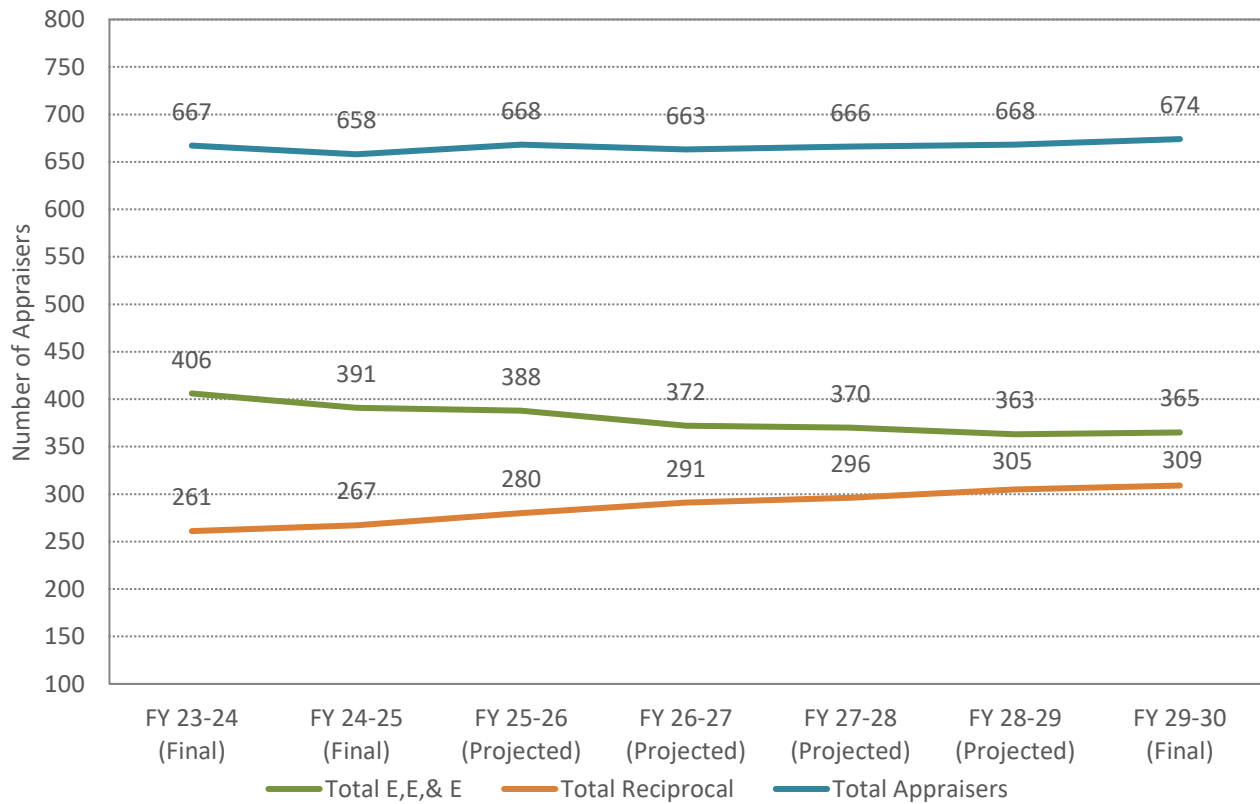


Credentialed through Reciprocity

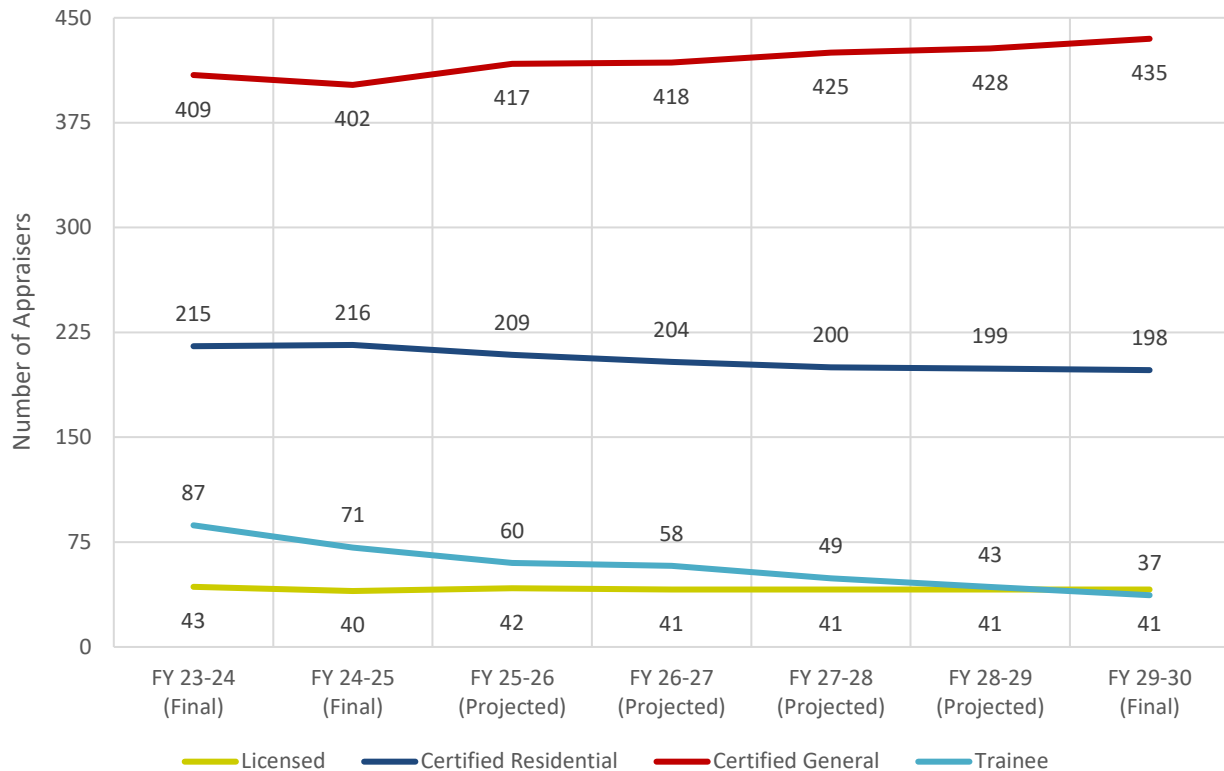


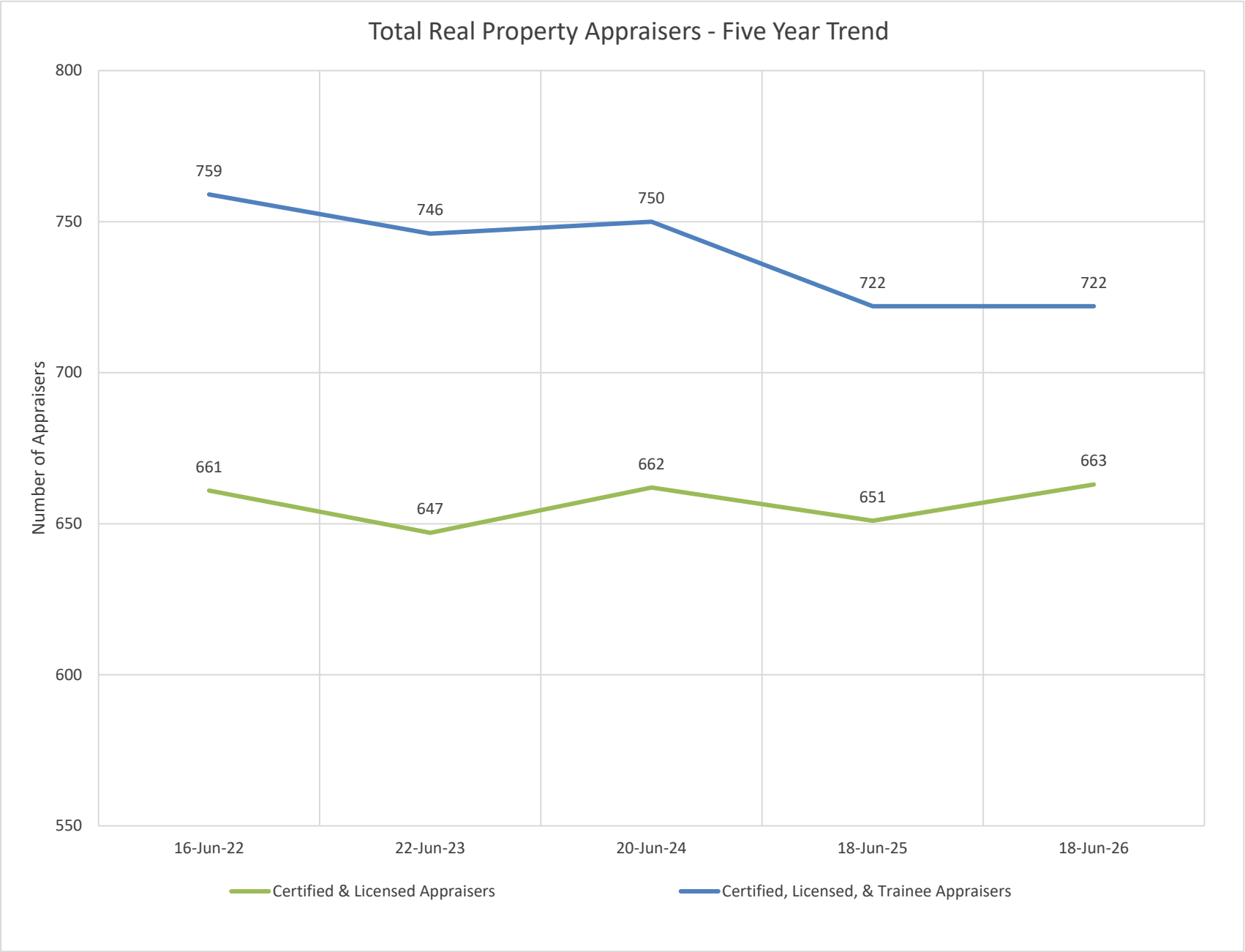
Nebraska Real Property Appraiser Credential Holder Projections
FY 2023-2024 to FY 2028-2029

Total Credentialed Real Property Appraisers

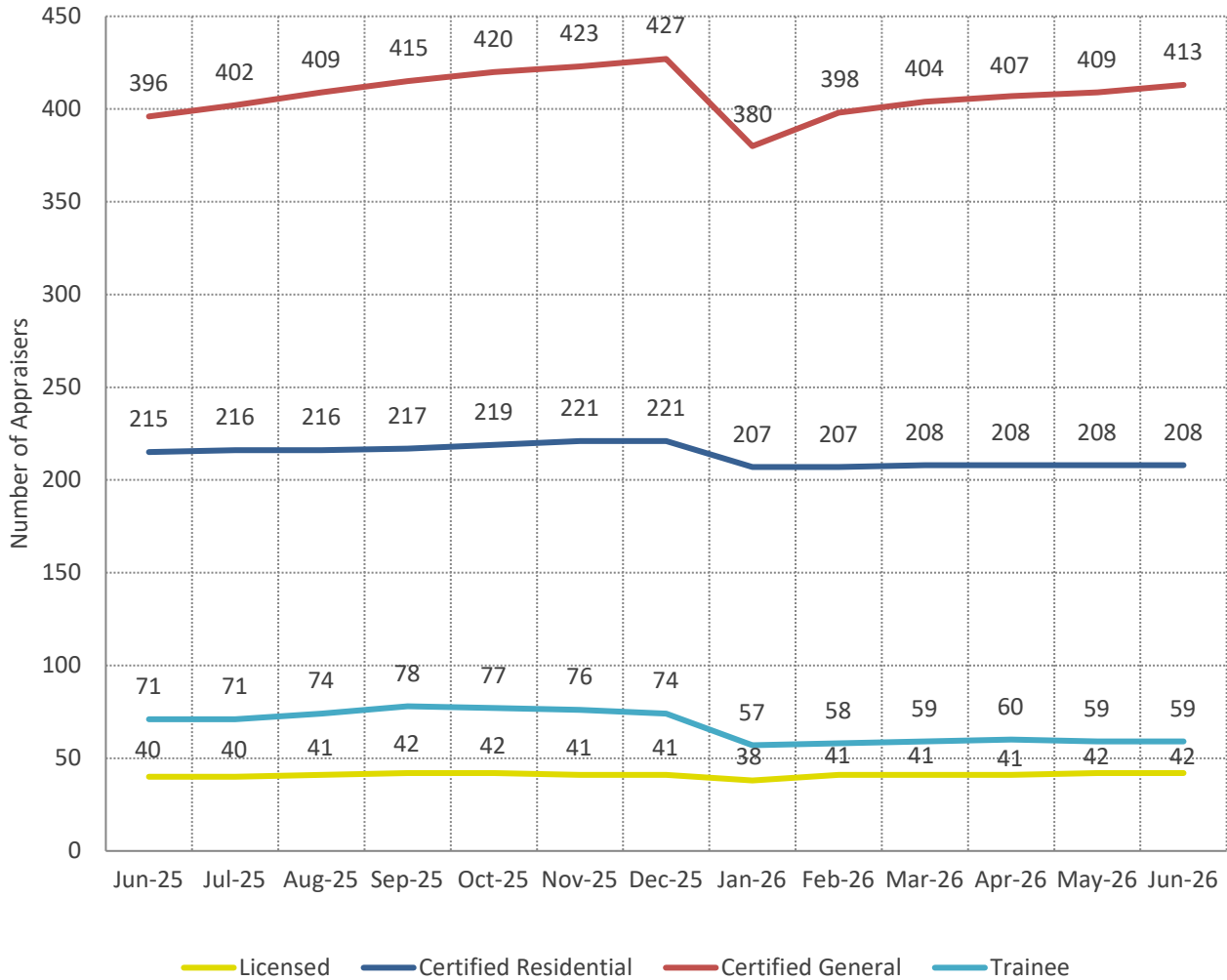


Total Credentialed Appraisers by Classification

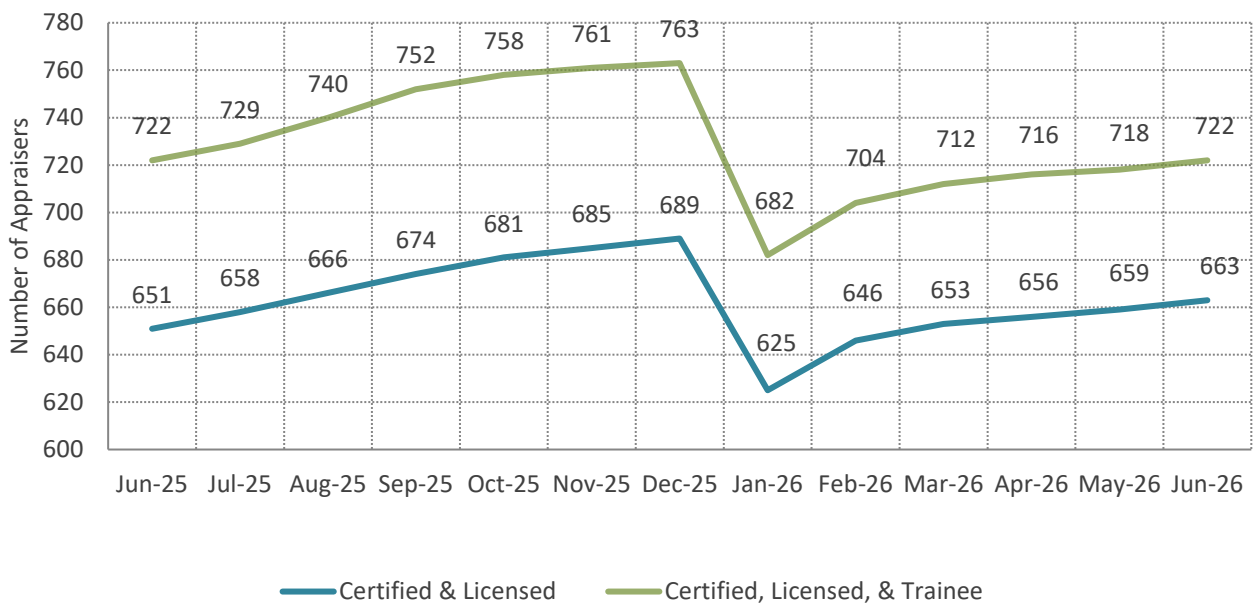




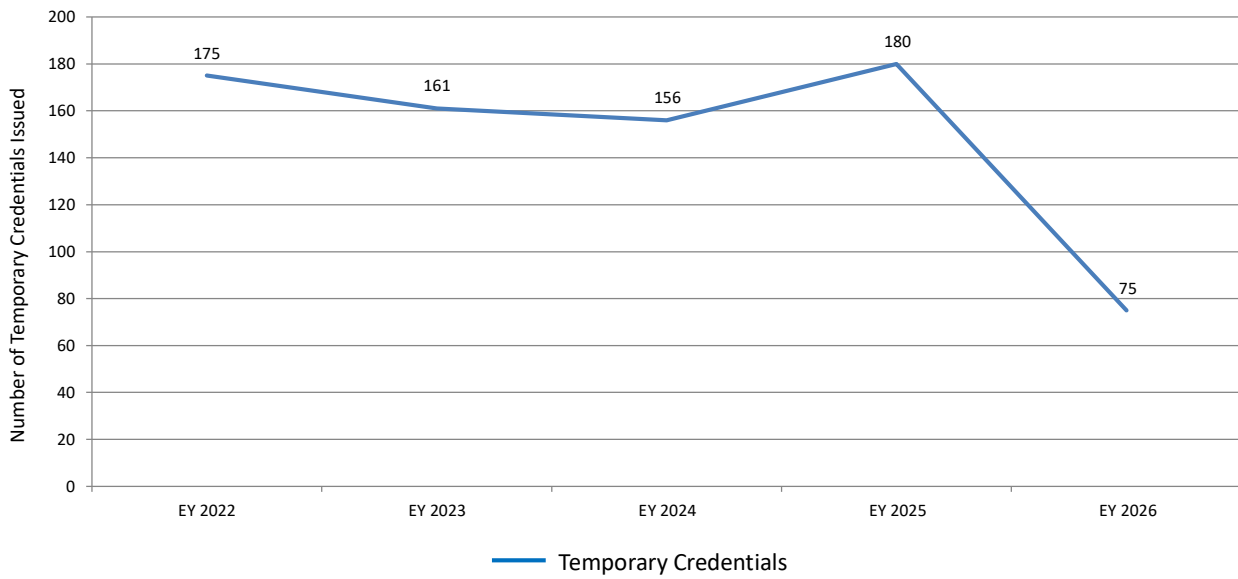
Real Property Appraisers by Classification - Thirteen Month Trend



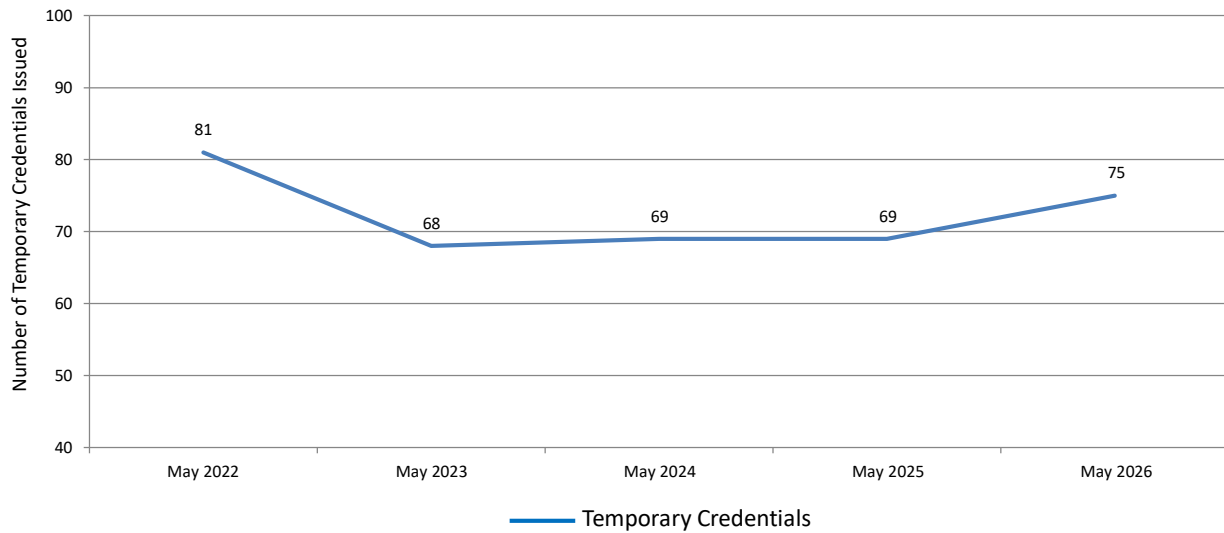
Total Real Property Appraisers - Thirteen Month Trend



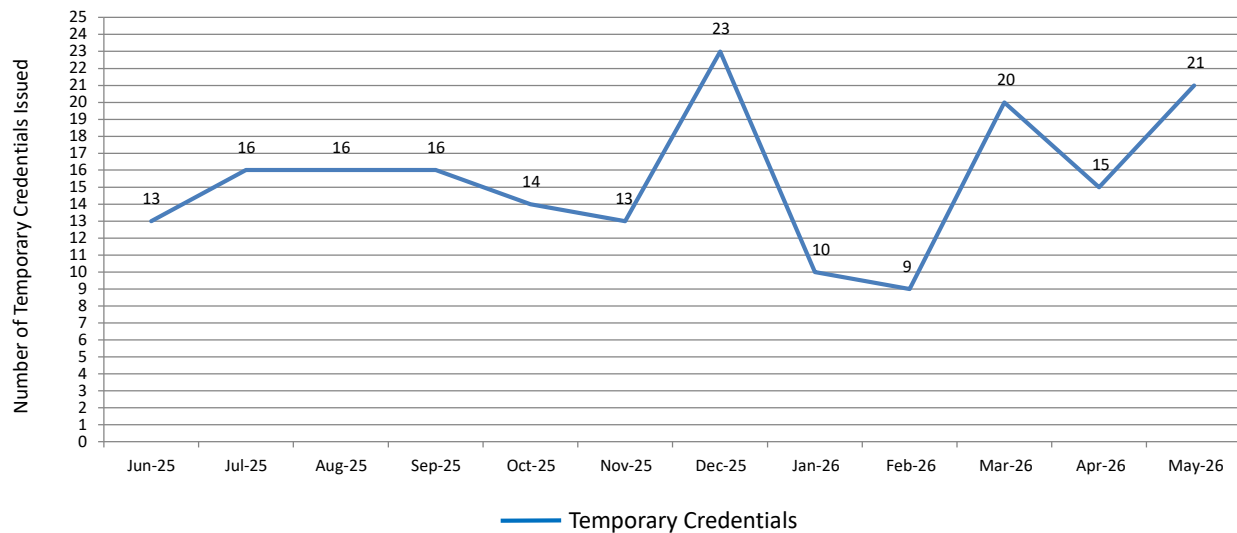
Temporary Real Property Appraiser Credentials Issued by Calendar Year - Five Year Trend



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

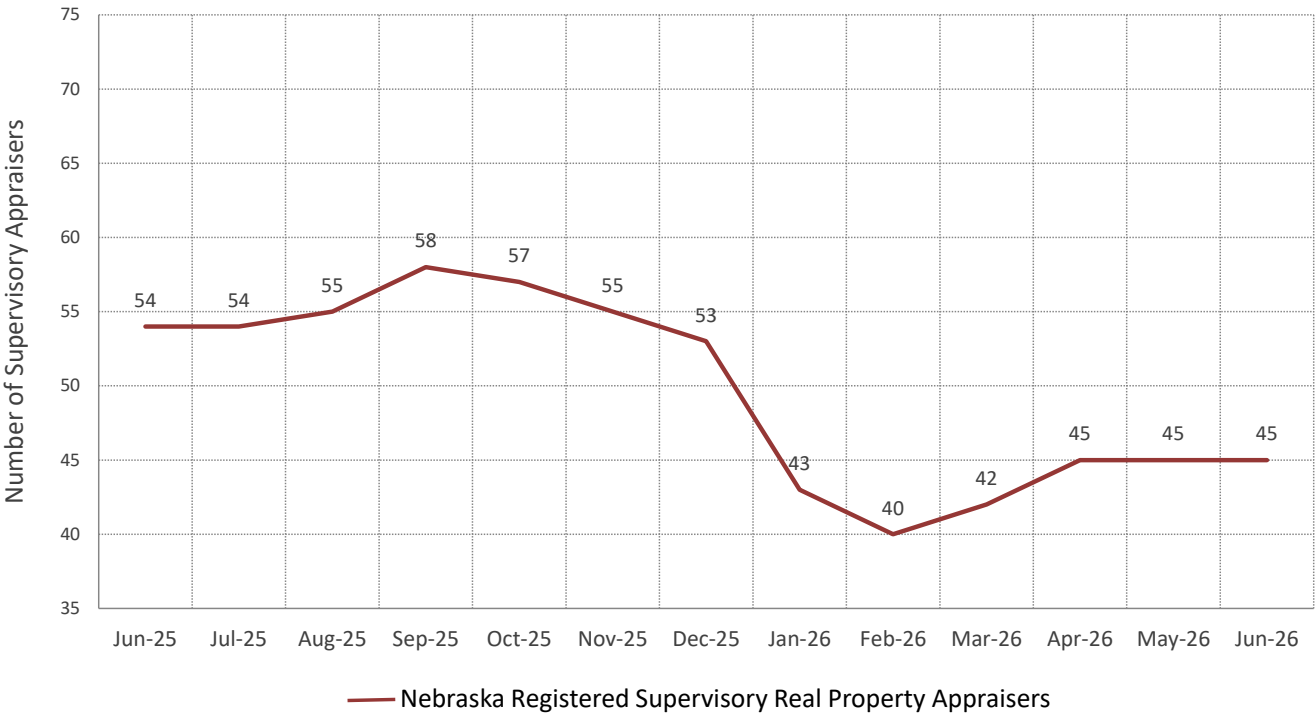


Temporary Real Property Appraiser Credentials Issued by Month - Twelve Month Trend

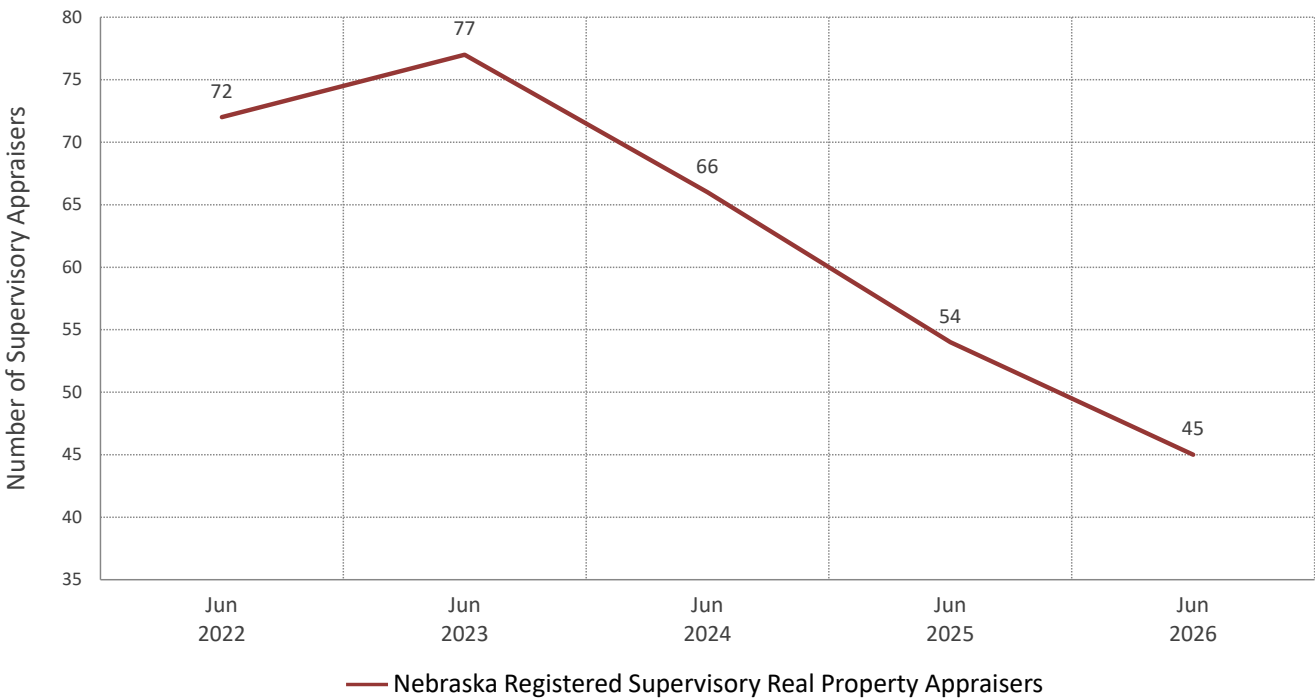


Supervisory Real Property Appraiser Report

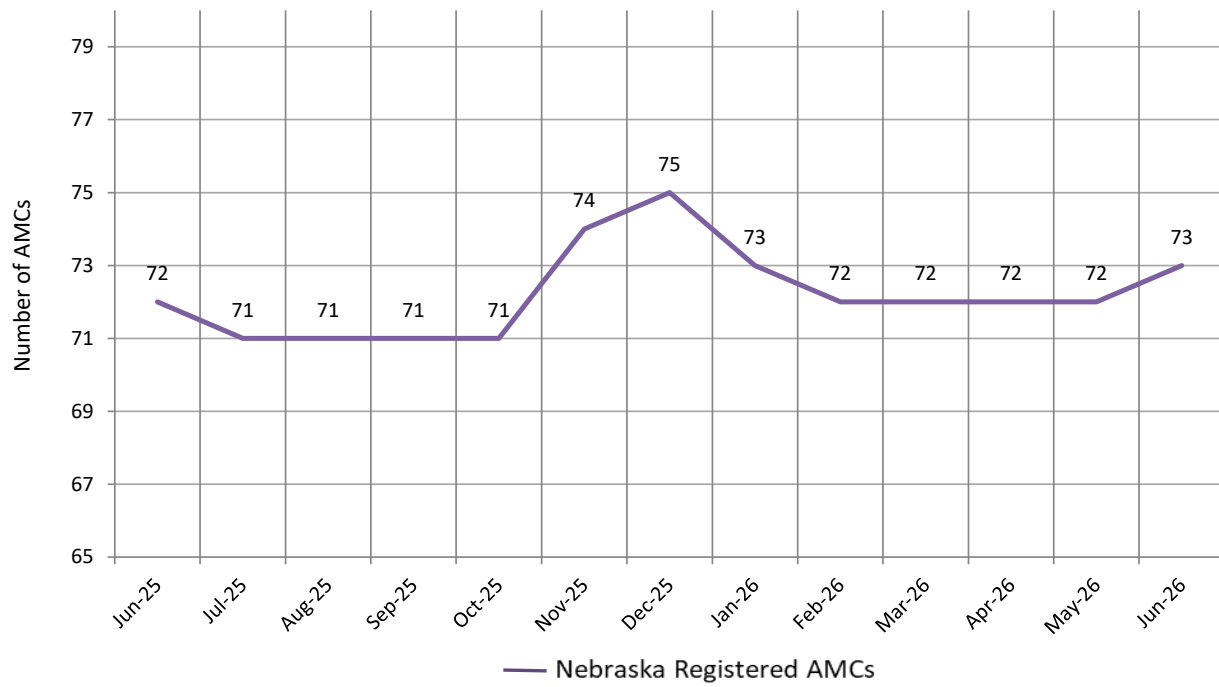
Registered Supervisory Real Property Appraisers -
Thirteen Month Trend



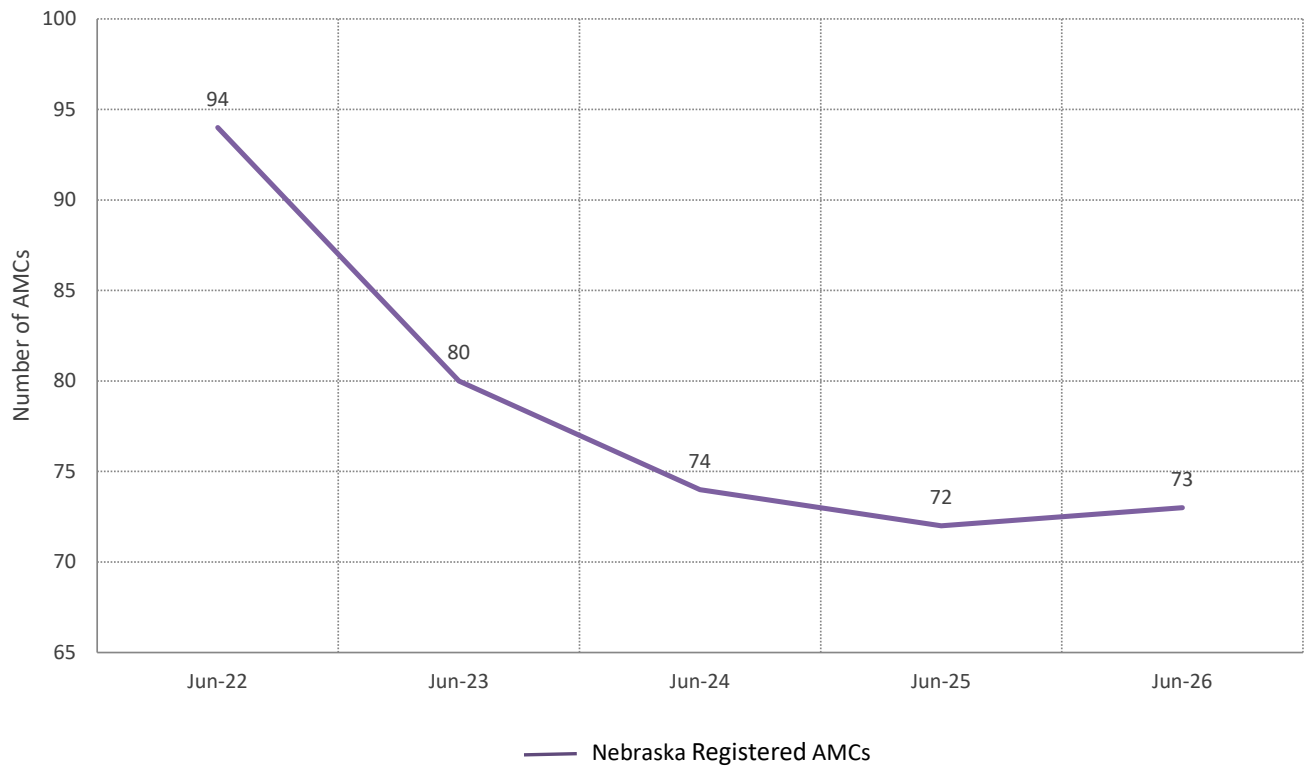
Registered Supervisory Real Property Appraisers - Five Year Trend



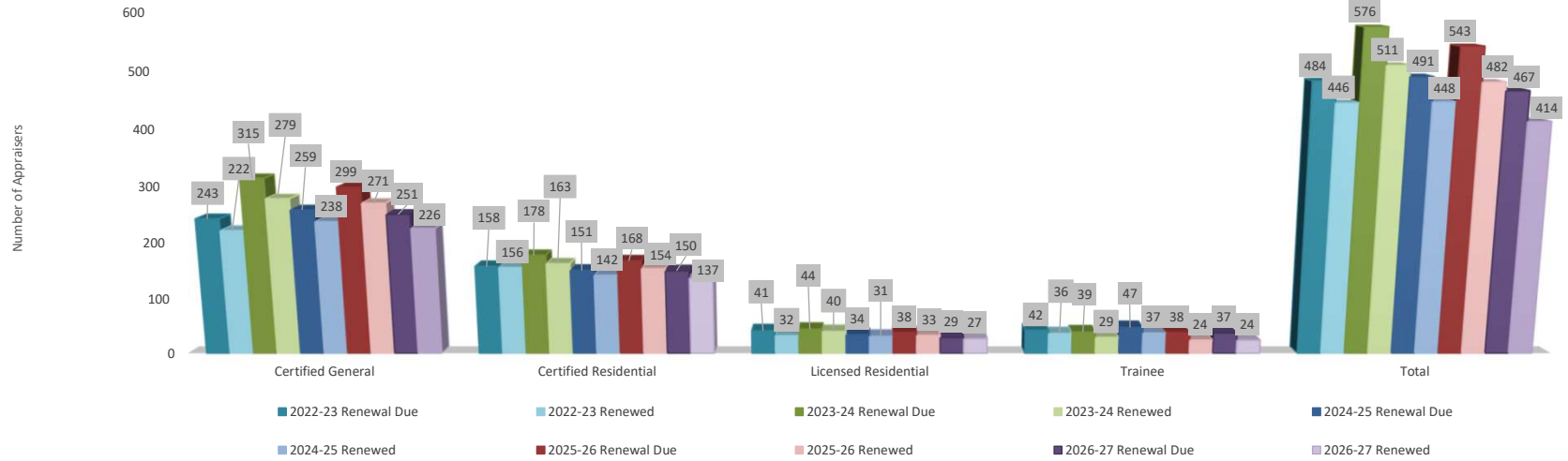
Appraisal Management Companies - Thirteen Month Trend



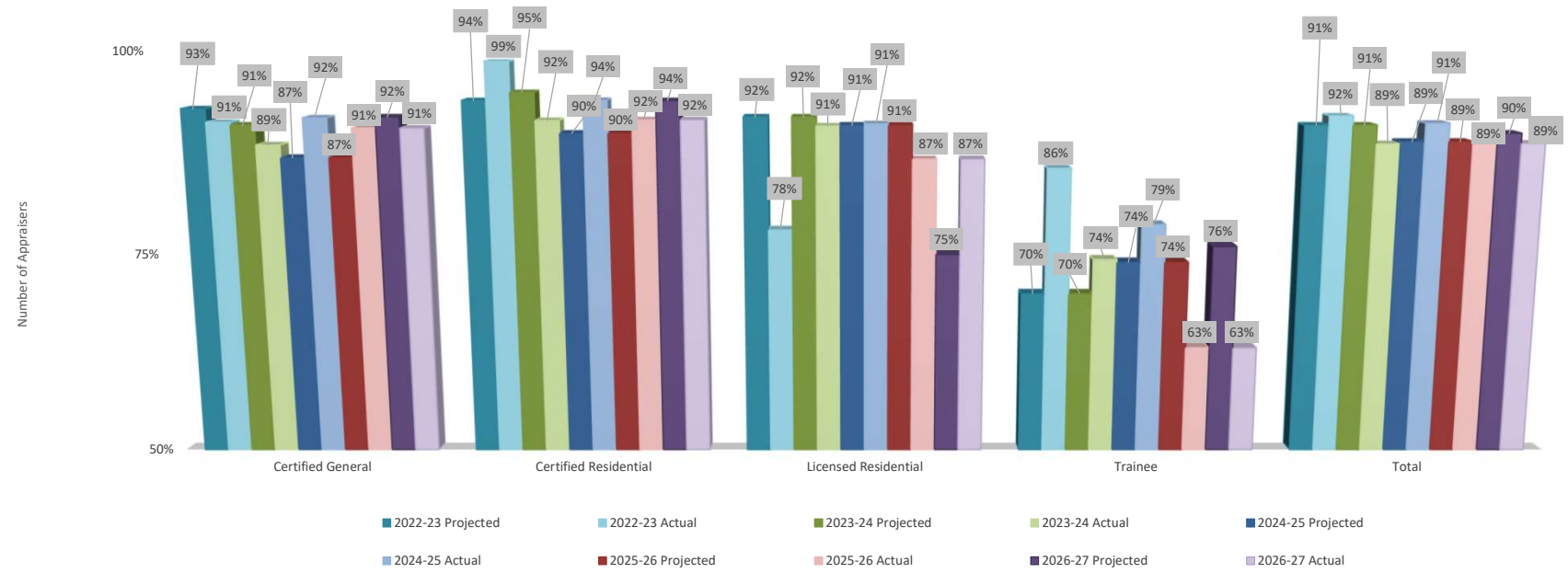
Appraisal Management Companies - Five Year Trend



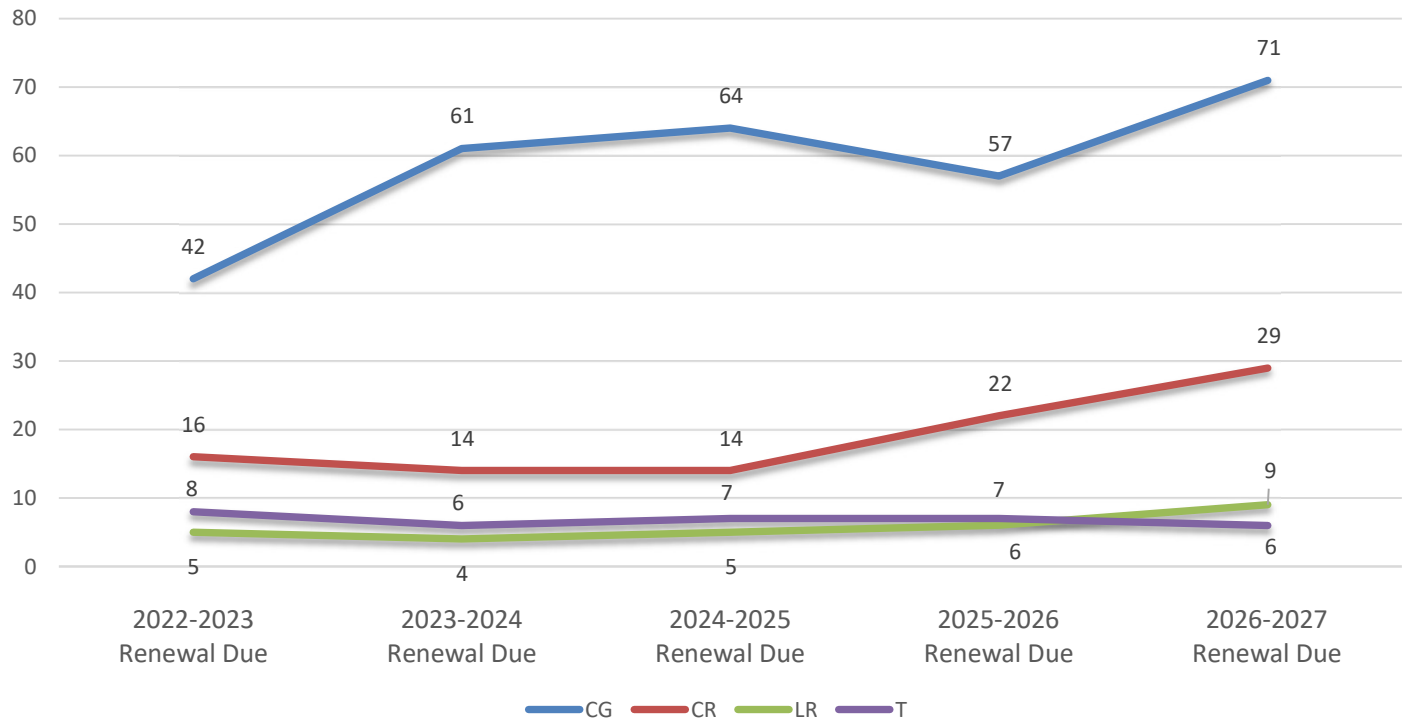
2026-27 REAL PROPERTY APPRAISER RENEWAL PROGRESS REPORT - 6/3/2026



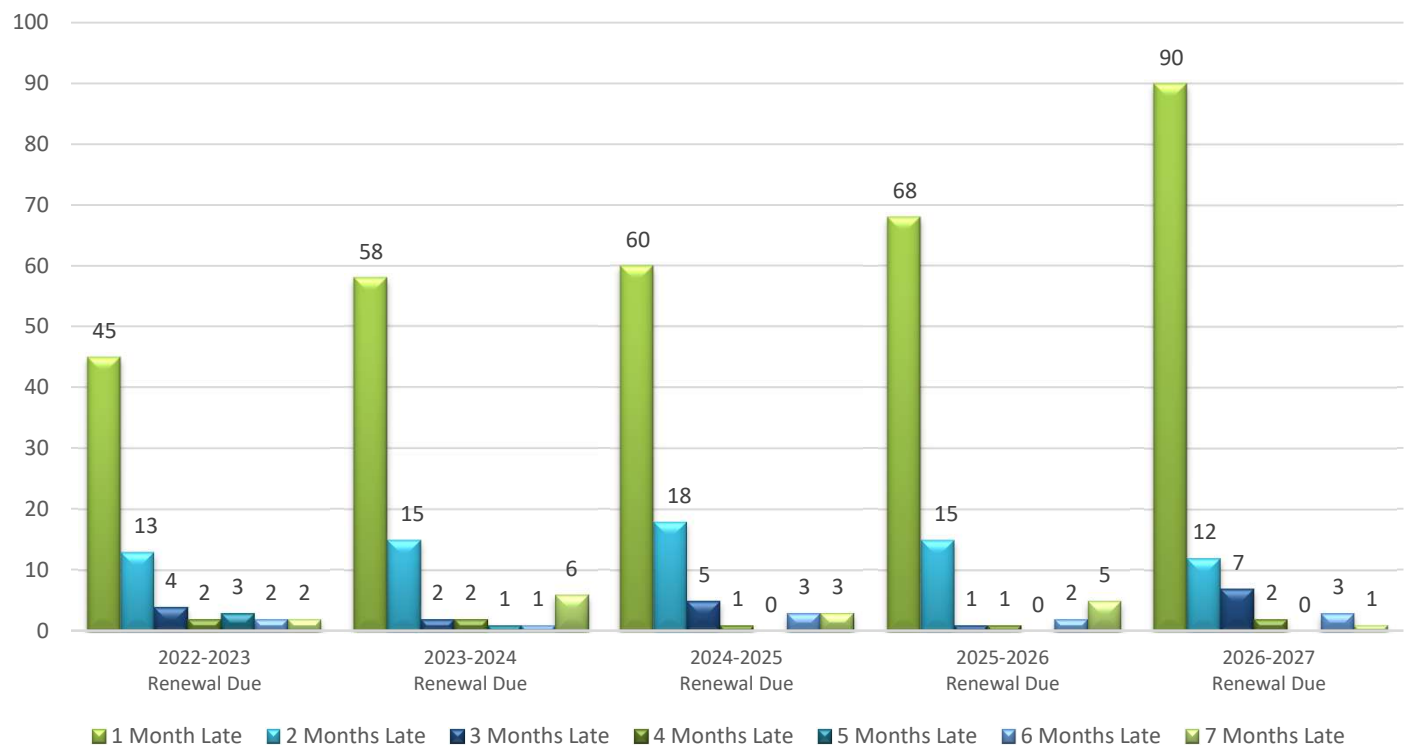
2026-27 PERCENTAGE PROJECTIONS/ACTUALS RENEWAL PROGRESS REPORT - 6/3/2026



Late Renewals by Credential Type

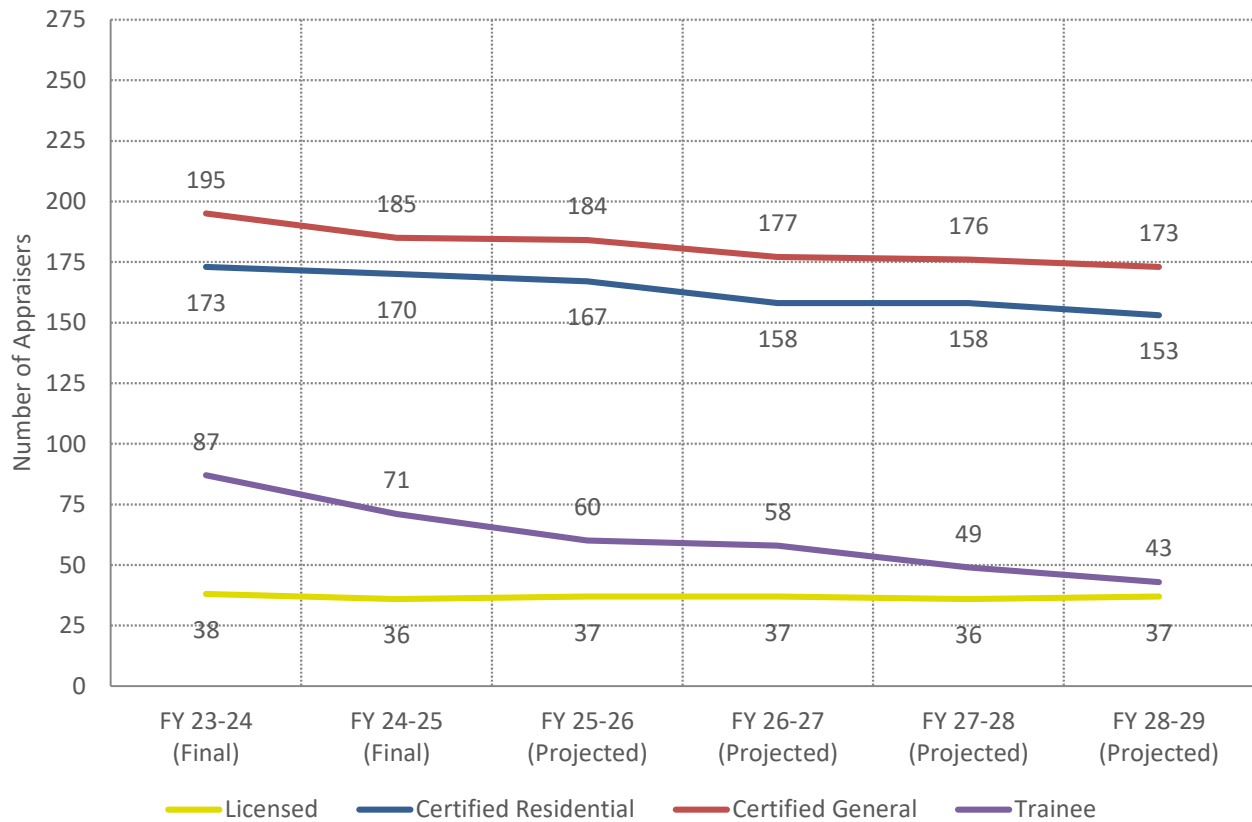


Late Renewals by Months Late

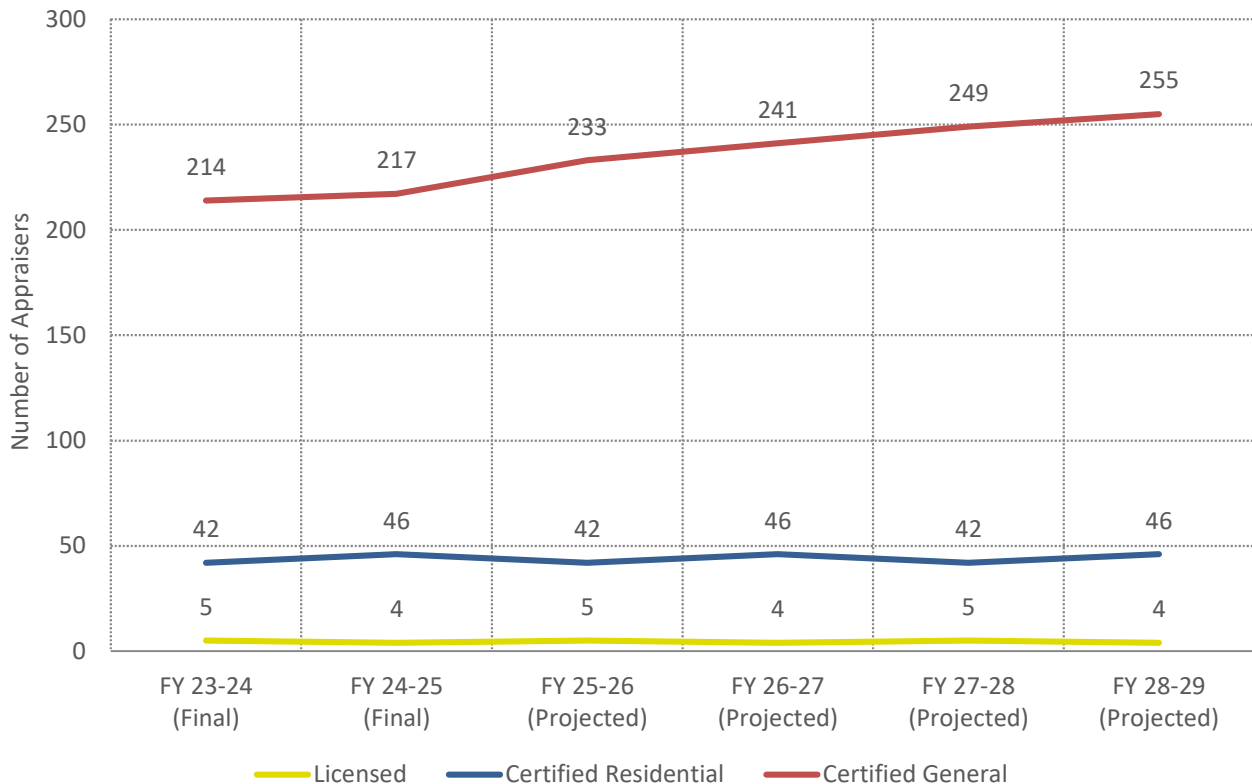


Nebraska Real Property Appraiser Credential Holder Projections
FY 2022-2023 to FY 2028-2029

Credentialed through Education, Experience, and Examination

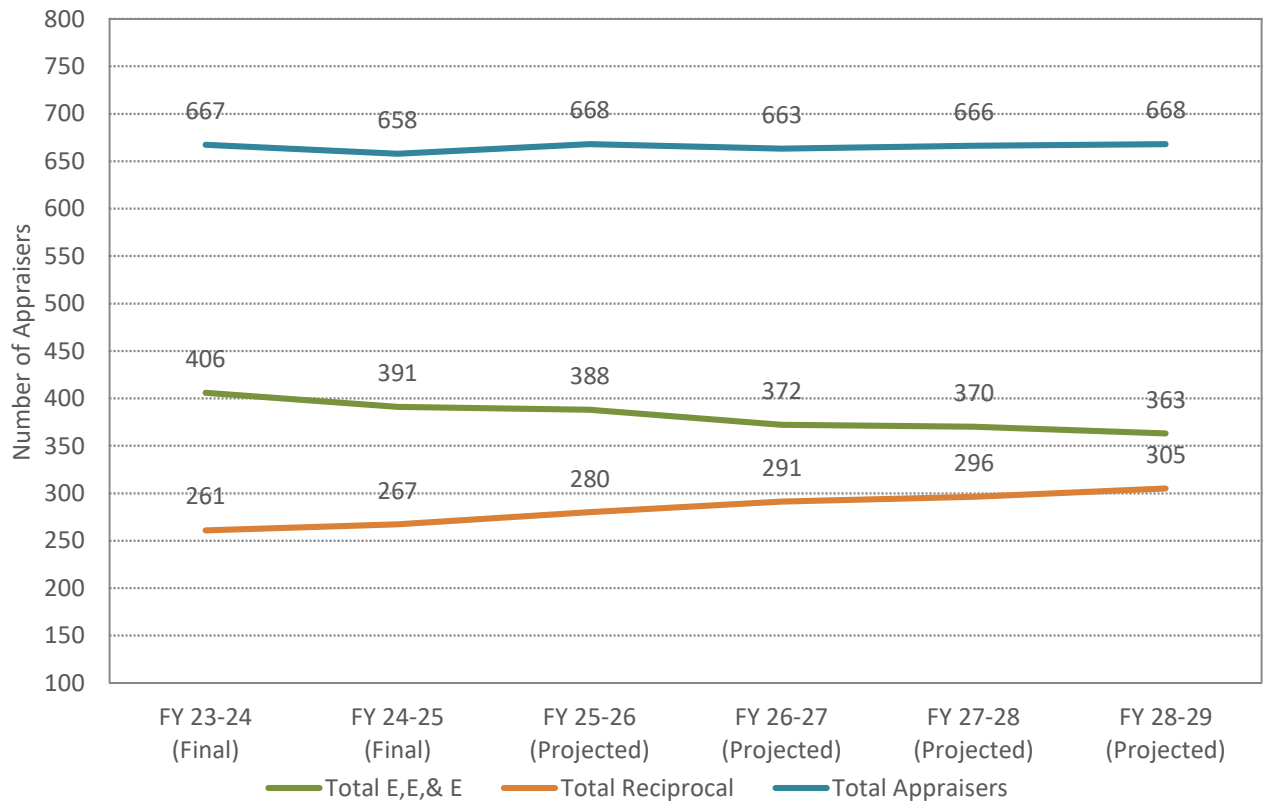


Credentialed through Reciprocity

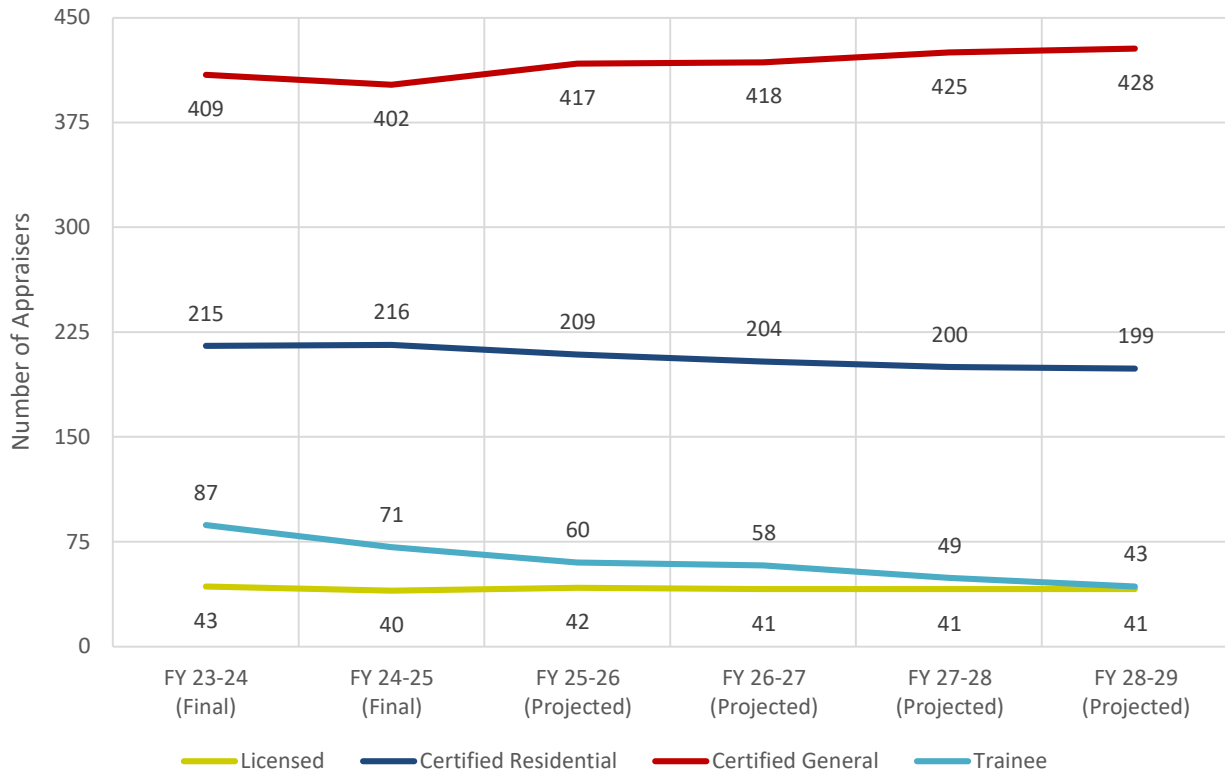


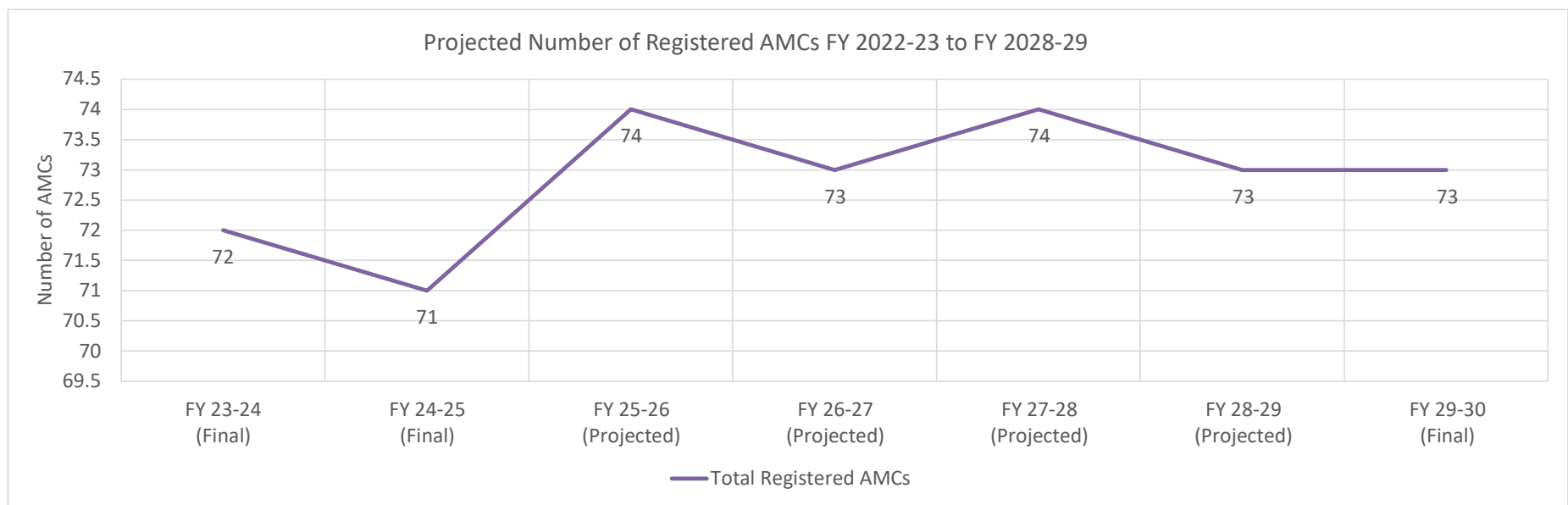
Nebraska Real Property Appraiser Credential Holder Projections
FY 2022-2023 to FY 2028-2029

Total Credentialed Real Property Appraisers



Total Credentialed Appraisers by Classification





Index of all applicable Rules and Regulations and Guidance Documents



Effective March 19, 2026

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Tyler N. Kohtz, Director

NEBRASKA REAL PROPERTY APPRAISER BOARD
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Nebraska Real Property Appraiser Board

Internal Procedural Document

Effective June 18, 2025

Number	Title	Internal Procedure	Board Action History
201701	Endorsement of an Appraiser	Withstanding any legal obligation, the Nebraska Real Property Appraiser Board will not make an endorsement for, referral of, or recommendation of, any appraiser of any classification for an assignment, appointment, membership, or recognition of, to any public or private person or entity. Any person or entity that makes such of a request shall be directed to available public information concerning credential holders.	Adopted by the Board on June 15, 2017
201702	Employee Recognition	An employee or board member may be recognized no more than once annually for his or her excellence through service (not "Years of Service"), contributions, and/or achievements with an award not to exceed \$500.00 in value. An employee or board member may be nominated by any other employee or board member. A nomination must be made in writing, include the reason for the nomination, and a recommended award. The Director or Board Chair shall be responsible for evaluation and approval of the nomination and requested award. A recipient of an award will be recognized publicly by the Board at its next regularly scheduled meeting. An award is not the same as an employee bonus.	Adopted by the Board on June 15, 2017

201703	Employee Reimbursement of Training and Education Tuition	Any request for training or education made by an employee of the Board shall be submitted to the Director in writing. If approved by the Board, the training or education shall be at the Board's expense unless specified otherwise. Any tuition for training or education attended at the employee's request, and at the Board's expense, may be reimbursed to the Board if employee voluntarily leaves his or her position within one year of attending the training activity, or does not satisfactorily complete any portion of the training activity. Any exception to this policy shall be agreed to by both parties and documented in the appropriate board meeting minutes. In addition, the Board may request that an employee of the Board attend training or education applicable to his or her responsibilities. Any tuition for training or education attended at the Board's request shall be at the Board's expense unless specified otherwise. Such tuition may be reimbursed to the Board if employee does not satisfactorily complete any portion of the training activity. Any exception to this policy shall be agreed to by both parties and documented in the appropriate board meeting minutes.	Adopted by the Board on June 15, 2017
201704	AMC Fund Cash Balance	In accordance with Neb. Rev. Stat. § 76-3219, the appraisal management company fund shall be used to implement, administer, and enforce the AMC Registration Act. The agency must be properly funded to administer and enforce the act, meet the requirements as specified in Title XI of Financial Institutions Reform, Recovery, and Enforcement Act of 1989, and ensure that proper financial protection is in place to manage any issue that may arise. For the fiscal year 2025-26, the minimum fund balance for the AMC fund shall be \$191,898.00. This balance includes the following: 1. An amount equal to half of the operating budget for the next fiscal year. If funds have not been appropriated for the next fiscal year, the current fiscal year may be substituted until appropriations are awarded for the next fiscal year. (FY 2025-26: $\\$153,796.00/2 = \\$76,898.00$). Justification for this amount includes:	Adopted by the Board on June 15, 2017 Amended April 18, 2019 Amended April 23, 2020 Amended June 17, 2021 Amended June 20, 2024 Amended June 18, 2025

- a. The Board must be prepared to manage a sharp decline in revenues due to a loss in the number of appraisal management companies and applications for registration as appraisal management companies. There has been constant pressure at the federal level to make changes to appraiser and appraisal management company regulations; Implementation of the AMC Final Rule and deregulation may result in a drastic decrease in the number of appraisal management companies registered in this state.
 - b. The Board must be prepared to manage all related to the costs associated with investigations. This includes both investigation costs and training costs.
 - c. The Board must be prepared to purchase equipment and supplies as needed to administer and enforce the Act. Technology and methodology improvements may require upgraded equipment and/or supplies.
 - d. The Board must be prepared for unexpected cost increases associated with employee benefits. Healthcare reform leaves many unanswered questions in the foreseeable future.
2. An amount specified for potential litigation. Legal expenses for the most recent matter under the Real Property Appraiser Act exceeded \$15,000.00. The Board must be prepared to manage any costs of litigation that may arise. Legal expenses could potentially exceed \$100,000.00, and as such, the AMC fund balance shall include this amount for potential legal expenses.
 3. An amount specified for technology projects. Statute and rule changes, along with operation changes, require that the Board's database and website are upgraded regularly. Many projects, including complete overhauls are very expensive. The most recently completed database project cost more than \$220,000.00. The Board must be prepared to address costs associated with technology upgrades needed to administer and enforce the Act in an effective and efficient manner. The AMC fund balance shall include \$15,000.00 for technology projects.

201705	Real Property Appraiser Fund Cash Balance	In accordance with Neb. Rev. Stat. § 76-2226, the real property appraiser fund shall include a sufficient cash fund balance as determined by the Board. The agency must be properly funded to administer and enforce the Real Property Appraiser Act, meet the requirements as specified in Title XI of Financial Institutions Reform, Recovery, and Enforcement Act of 1989, and ensure that proper financial protection is in place to manage any issue that may arise. For the fiscal year 2025-26, the minimum fund balance for the real property appraiser fund shall be \$296,500.50. This balance includes the following: 1. An amount equal to half of the operating budget for the next fiscal year. If funds have not been appropriated for the next fiscal year, the current fiscal year may be substituted until appropriations are awarded for the next fiscal year. (FY 2024-25: \$333,001.00/2 = \$166,500.50). Justification for this amount includes: a. The Board must be prepared to manage a sharp decline in revenues due to a loss in the number of appraisers. According to the Appraisal Institute, the average age of an appraiser is 55 years old. Many appraisers will be retiring during the next ten years, and the number of new appraisers entering the profession does not meet market demand. b. The Board must be prepared to manage all related to the costs associated with investigations. This includes both investigation costs and training costs. c. The Board must be prepared to purchase equipment and supplies as needed to administer and enforce the Act. Technology and methodology improvements may require upgraded equipment and/or supplies. d. The Board must be prepared for unexpected cost increases associated with employee benefits. Healthcare reform leaves many unanswered questions in the foreseeable future.	Adopted by the Board on June 15, 2017 Amended April 18, 2019 Amended April 23, 2020 Amended June 17, 2021 Amended June 20, 2024 Amended June 18, 2025
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201705 (Continued)		e. Due to the Board's revenue structure, the majority of revenues are received during a two to four month period (November to February). The Board must have adequate funds to administer and enforce the Act during low revenue months. 2. An amount specified for potential litigation. Legal expenses for the most recent matter exceeded \$50,000.00. The Board must be prepared to manage any costs of litigation that may arise. Legal expenses could potentially exceed \$100,000.00, and as such, the real property appraiser fund balance shall include this amount for potential legal expenses. 3. An amount specified for technology projects. Statute and rule changes, along with operation changes, require that the Board's database and website are upgraded regularly. Many projects, including complete overhauls are very expensive. The most recently completed database project cost more than \$220,000.00. The Board must be prepared to address costs associated with technology upgrades needed to administer and enforce the Act in an effective and efficient manner. The real property fund balance shall include \$30,000.00 for technology projects.	
201706	Timeliness Requirements for Appraisal Reviews	Any appraiser requested to complete a review of an appraisal or appraisal review must complete the review within 30 days of the date of the contract letter for reviews related to residential properties, and 60 days of the date of the contract letter for reviews related to any other type of property. The postmarked date will be used to determine timeliness for reports returned by mail, and the email or fax date will be used for reports returned by email or fax.	Adopted by the Board on June 15, 2017
201707	Director's Performance Review	The Director's performance will be evaluated by the Board prior to the beginning of each fiscal year.	Adopted by the Board on June 15, 2017

201709	Appraisal Review Services Contractor Fees	NRPAB Subject Matter Expert (“SME”) Services Contractors and NRPA B Applicant Appraisal Review Services (“AARS”) Contractors shall be compensated according to the following schedule (compensation may be prorated on a quarter-hour basis): AARS Residential: 4 Hours x \$125.00 = \$500.00 2-4 Family: 5 Hours x \$125.00 = \$625.00 Agricultural: 10 Hours x \$125.00 = \$1,250.00 Commercial: 10 Hours X \$125.00 = \$1,250.00 SME Residential: 5 Hours x \$125.00 = \$625.00 2-4 Family: 5 Hours x \$125.00 = \$625.00 Agricultural: 12 Hours x \$125.00 = \$1500.00 Commercial: 12 Hours X \$125.00 = \$1500.00 In the case of extenuating circumstances, an unusually complex appraisal review assignment, or if the matter proceeds to hearing, the Board reserves the right to renegotiate the compensation rate and/or maximum amount, prior to the execution of, or agreed to in, the SME Services Agreement or the Credentialing Applicant Appraisal Review Services Agreement. If an SME contractor or AARS contractor determines that the compensation rate and/or maximum amount in the contract should be amended, such request, along for the reasons for making such request, must be made to the Board in writing. The Board will review the request and circumstances at its next regular meeting and make a determination to amend the contract or deny the request. Compensation will only be paid if terms of contractual agreement are successfully completed in full. If the contractor’s performance is found to not be satisfactory in accordance with the Appraisal Review Services Contractor Program, the Board reserves the right to reduce the compensation, or not make payment due to breach of contract.	Adopted by the Board on June 15, 2017 Amended July 15, 2021 Amended June 18, 2025.
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201710	Contracts for Work and Associated Fees	All work considered to be contractual in nature, along with the fees for that work, must be pre-approved by the Board unless the Board authorizes the Director to enter into contract negotiations for such work. In the case of an emergency, the Director may negotiate and enter into a contractual agreement on the Board's behalf and inform the Board of such contract and reasons for such contract at its next regular meeting. No charges for work considered to be contractual in nature will be paid by the Board unless pre-approved by the Board or agreed upon by the Director prior to the commencement of work. This policy does not include contracts for Standard 3 compliance reviews.	Adopted by the Board on June 15, 2017
201711	Requests for Non-NRPAB Information to be Placed on the Website	Any requests to the Director or NRPAB staff for information to be placed on the website that is not considered to be NRPAB business, made by individuals or entities not NRPAB personnel or board members, shall not be granted. Any exception to this policy shall be subject to Board approval unless an emergency situation is declared by the Director or Board Chair.	Adopted by the Board on June 15, 2017
201712	Blast Email Requests	Any requests to the Director or NRPAB staff for delivery of an electronic mail communication over the Internet not considered to be NRPAB business, meant to reach recipients, such as appraisers, local, state, and federal government employees or entities, members or employees of professional organizations, the general public, or any other entity or group, made by individuals or entities not NRPAB personnel or board members, shall not be granted. Any exception to this policy shall be subject to Board approval unless an emergency situation is declared by the Director or Board Chair.	Adopted by the Board on June 15, 2017

201713	Blast Email Policy	Any electronic mail communication delivered over the Internet by the Director or NRPAB staff, originating from a list and considered to be a “blast email”, meant to reach recipients, such as appraisers, local, state, and federal government employees or entities, members or employees of professional organizations, the general public, or any other entity or group shall be established on NRPAB letterhead and reviewed by each member of the Board. Each member will have 24 hours to review and respond to the Director or NRPAB staff responsible for executing the electronic mail delivery. After consideration of the responses provided by each board member, 1) the Director will execute the delivery, or at the Director’s discretion, hold the electronic mail communication for discussion and vote at the next board meeting; 2) the responsible NRPAB staff will, upon approval from the Director, or the Board Chair if the Director is not available, execute the delivery. The Director, or the Board Chair if the Director is not available, may stop the electronic mail communication from being delivered, or hold the electronic mail communication for discussion and vote at the next board meeting. Any exception to this policy shall be subject to Board approval unless an emergency situation is declared by the Director or Board Chair. <i>Electronic mail communications delivered to more than one recipient by the NRPAB Director, staff, or board members in the everyday course of business is not considered to be a “blast email.”</i>	Adopted by the Board on June 15, 2017
201715	Violation of Time Requirements in Neb. Rev. Stat. § 76-2236 (2)	Any appraiser that failed to successfully complete the seven-hour National Uniform Standards of Professional Appraisal Practice Course within the time frame specified in Neb. Rev. Stat. § 76-2236 (2) shall be notified of such failure in an advisory letter for the first occurrence of failure. Any subsequent failures to complete the seven-hour National Uniform Standards of Professional Appraisal Practice Course shall be presented to the Board for consideration of a Board initiated grievance for violation of N.R.S. § 76-2238 (12).	Adopted by the Board on August 17, 2017 Amended June 21, 2018
201801	Application of Late Processing Fee for Renewal Application Mailed with Insufficient Postage	Any application for renewal of a real property appraiser credential, or renewal of an AMC registration, mailed with postage deemed insufficient by the U.S. Post Office, that is mailed with additional postage within three weeks of the initial postmark, will not be subject to \$25.00 late processing fee for the month in which it is received by the Board if: 1) Postmark evidence includes the initial mailing date and the date the item was mailed with additional postage, and 2) All other requirements for renewal are met by the applicant.	Adopted by the Board on February 15, 2018

201802	NRPAB Employee Real Property Appraisal Activity	As stated in the NRPAB Employee Handbook under the Conflict of Interest section, “Employees must avoid any relationship or activity that might impair, or even appear to impair, their ability to make objective and fair decisions when performing their jobs.” In order to avoid potential conflicts of interest, acts or conduct which adversely affects the Board’s performance or function, or legal liability to the Board, any full-time regular employee of the Board is prohibited from engaging in real property appraisal activity as defined in Neb. Rev. Stat. § 76-2215. Any matter in which a regular full-time employee engages in real property appraisal activity will be addressed in accordance to the discipline policy found in the NRPAB Employee Handbook.	Adopted by the Board on May 17, 2018; effective June 1, 2018.
201901	NRPAB Board Member Investigation Guidelines	A grievance filed by a board member, in an individual capacity, must be in compliance with 298 NAC Chapter 8, § 001.02. If a board member files a grievance as an individual, or submits a report to the Board’s office that becomes the subject of a grievance filed by the Board, he or she is strongly recommended to abstain from voting from the point of involvement forward. If any board member is unsure of the need to abstain from voting related to an investigation, no action shall be taken on the matter until the Director receives an opinion from the Attorney General’s Office concerning the Respondent’s due process rights. The Board will receive an update at each meeting concerning the progress of any matter under investigation. Examples of such updates include, but are not limited to, respondent has been notified of charges and appraisal report and workfile have been requested, SME is in process of completing standard 3-4 review, standard 3-4 review is being evaluated, Respondent is reviewing Standard 3-4 Review Report, evaluating Respondent’s response with SME, requested clarification from Respondent related to response provided, and currently working on investigative report and preparing evidence.	Adopted by the Board on April 18, 2019

201902	NRPAB Consent Agreement Negotiation Guidelines	If an investigation discloses evidence that the actions of the person under investigation constitute a violation of the Real Property Appraiser Act, the Appraisal Management Company Registration Act, or Title 298 of the Nebraska Administrative Code, the Board will file a formal complaint through the Board's Special Assistant Attorney General (SAAG). Under the authorization of the Director, a consent agreement may be negotiated by the SAAG within sixty days from the date of the Board's decision. If negotiations have stalled, or terms of the consent agreement cannot be reached within sixty days of the Board's decision, the SAAG will serve the formal complaint upon the Respondent if it has not already been served (negotiations may continue throughout this process). If the terms of a consent agreement are reached, and the agreement is signed by the Respondent, the consent agreement will be submitted to the Board for review. If the Board accepts the consent agreement, the Board Chairperson shall sign the agreement for execution. If the matter is settled through the consent agreement process, no formal hearing will be conducted. The Director will monitor the Respondent's adherence to the terms specified in the consent agreement. If an issue arises, or a term is not completed, the Director will prepare a report for the Board outlining the matter. If the Board does not accept the terms of the consent agreement, the Board may choose to withdraw from consent agreement negotiations (proceed to formal hearing), or authorize further negotiations by the SAAG. If the Board allows additional negotiations, it may set parameters under which the negotiations may continue.	Adopted by the Board on April 18, 2019
201903	Intent of the NRPAB Regulatory Program	The intent of the Board's regulatory program is to be educational in practice when possible. In the cases where the evidence does not support the findings, or the findings are deemed minor in nature by the Board, the Board may dismiss the charges. Based on the educational nature of the process, a dismissal letter may include advisement explaining the Board's findings, or additional voluntary Board recommendations. Such voluntary Board recommendations may include suggested continuing education coursework, an informal conference with Board members, and/or any other course of action the Board deems beneficial to the Respondent.	Adopted by the Board on April 18, 2019

201904	NRPAB Special Assistant Attorney General Grievance Guidelines	If a grievance is filed by the Board's Special Assistant Attorney General, the Board must obtain separate legal counsel for this grievance. For any grievance not filed by the Board's Special Assistant Attorney General, he or she may be consulted by the agency at any time during the investigative process. If the Respondent obtains legal counsel, the Board's Special Assistant Attorney General will be the agency's primary source of communication with the Respondent. Upon completion of an investigation by the agency, the investigative report and documentation will be submitted to the Special Assistant Attorney General for review. The Special Assistant Attorney General will submit a summary report to the agency with recommendations as how to proceed. The agency will make changes to the investigative report to include the Special Assistant Attorney General's recommendations if needed. If, at the conclusion of an administrative hearing, the hearing officer determines that the Respondent is guilty of the violation(s), the Board shall take such disciplinary action as the Board deems appropriate. If, at the conclusion of the hearing, the hearing officer determines that no violation(s) occurred, the Board may dismiss the charges, or take any action the Board deems appropriate. Any action other than dismissal shall require consultation with the Special Assistant Attorney General. All consent agreements, final orders, cease and desist orders, formal complaints, administrative hearing motions, or notices/declarations concerning a grievance, shall be prepared by the Board's Special Assistant Attorney General as authorized by the Director.	Adopted by the Board on April 18, 2019
201905	Documentation Provided to a Respondent during an Investigation	Any document provided to a Respondent during the course of an investigation will have all sensitive or confidential information, as determined by the Director, redacted. Such documentation includes, but is not limited to, grievances, Standard 3-4 Review Reports, and items evidentiary in nature in which the Respondent is requested to provide comment or explanation.	Adopted by the Board on April 18, 2019

201906	NRPAB SME Investigation Guidelines	In accordance with Neb. Rev. Stat. § 76-2239 (1), the Board may contract with qualified persons if technical assistance is required during an investigation. Board's Director must approve a contract with Subject Matter Expert (SME) prior to proceeding with the investigation. If any additional contracts for technical assistance are required after the initial contract is approved, the Board's Director and Board Chair must approve the contract. An SME is different than the traditional "review appraiser." The SME is an integral part of the investigative team as the technical expert regarding appraiser practice and USPAP. The agency relationship with the SME will be interactive throughout the entire process. Upon the Board's motion to proceed with an investigation, the subject report, workfile, and other documentation as determined by the Director as relevant is provided to SME for Standard 3-4 review. The agency will hold an introductory phone conference with the SME to outline the expectations of the SME. SME is to conduct an evidence-based review of the subject report to determine compliance with USPAP, and must provide support to substantiate all findings of deficiencies stated in the Standard 3-4 review. If questions arise during the review, the SME will communicate those questions with the agency, who may request clarification from the Complainant, Respondent, or other party in writing or another form of communication if necessary, and provide the response back to the SME. SME may request that agency obtain additional information as needed to substantiate Standard 3-4 review findings.	Adopted by the Board on April 18, 2019
201907	Investigation of AMC that Ceases Operation and Fails to Maintain a Surety Bond for One Year	In accordance with Neb. Rev. Stat. § 76-3203 (2), a surety bond shall be maintained until one year after the date that an AMC ceases to operate in Nebraska. If notice is received from an insurer that the surety bond for a registered AMC has been or will be cancelled, and evidence is obtained confirming that the AMC has ceased operation (no longer in business) prior to the expiration of its registration, no grievance will be filed by the Board if no harm to the public has been alleged. If an AMC has resumed operation without providing evidence of surety coverage prior to the expiration of its registration, or the failure to maintain a surety bond has caused harm to the public, a grievance will be filed by the Board for violation of Neb. Rev. Stat. § 76-3202 (2).	Adopted by the Board on July 18, 2019

201908	NRPAB Personal Vehicle Use Policy	A completed NRPAB Personal Vehicle Use Authorization Form signed by the director, or in the case of the director, the Board's chairperson, must be on file at the Board's office prior to an employee or board member receiving reimbursement for use of a personal vehicle while on State business (this does not include commuting miles). This authorization may be revoked at any time by the director, or in the case of the director, the Board's chairperson, if the employee or board member violates any law, rule, policy or procedure as it relates to personal vehicle use. The Board reserves the right to amend or retire this policy at any time.	Adopted by the Board on September 19, 2019
202001	Appraiser-AMC Funds Allocation Procedure	In accordance with Neb. Rev. Stat. § 76-2226, the Board may use the real property appraiser fund for the administration and enforcement of the Real Property Appraiser Act and to meet the necessary expenditures of the Board, and in accordance with Neb. Rev. Stat. § 76-3219, the appraisal management company fund shall be used to implement, administer, and enforce the AMC Registration Act. The allocation between the two funds for expenditures that apply to both the Appraiser Program and the AMC Registration Program, or that are not cost effective to attempt to separate by program (e.g., payroll and benefits processing, general postage billing, general CIO network services billing, and general CIO IMS billing) is a percentage determined by the quarterly employee workload review from the previous fiscal year, and the budget analysis of the past, present, and projected numbers and trends for appraiser credentialing, AMC registrations, education activities, and compliance. The quarterly workload review for each employee will take place during the first full work week in July, October, January, and April. Each employee will report his or her time spent on appraiser-and AMC-related activities per day in quarter-hour increments (e.g., Monday: 3.25 hours AMC, 4.75 hours appraiser; Tuesday: 2 hours AMC, 6 hours appraiser) using a method determined by the Director. If the activity applies to both the appraiser and AMC programs (e.g., payroll, general office activities, general government functions, certain accounting functions, and technology projects), the employee will report the time spent at 50% for each program. The employee quarterly workload review will be the baseline for determining the allocation between the appraiser and AMC funds for the fiscal year. However, the allocation will also account for projected changes in the numbers and trends for appraiser credentialing, AMC registrations, education activities, and compliance as documented during the budget analysis for each fiscal year.	Adopted by the Board on June 18, 2020 Amended July 20, 2023

202101	Appraisal Review Services Contractor Program Management	In order to maintain an effective appraisal review services contractor program, and to build a history of contractor performance, the Board adopts use of the State of Nebraska Vendor Performance Program (VPP). The NRPAB Subject Matter Expert Services Contractor USPAP Compliance Review Report Summary (SME Report Summary), or if appropriate, the NRPAB Applicant Appraisal Review Services Contactor USPAP Compliance Review Report Summary (Applicant Appraisal Review Contactor Report Summary), will be provided to the Board for review with any USPAP Compliance Review Report obtained by the Board. The Board shall determine whether the contractor performance was satisfactory or not. If the Board determines that a contractor performance was unsatisfactory, the Board will send a notice of such unsatisfactory performance to the contactor in accordance with the procedures of the VPP plan. A copy of the contract; the USPAP Compliance Review Report; the SME Report Summary, or if appropriate, the Applicant Appraisal Review Contactor Report Summary; and any VPP notices will be maintained in a file for each contactor on the Board's W Drive. This contactor file, along with any additional information provided by the Board, shall be utilized to maintain the Board's active appraisal review services contractor list.	Adopted by the Board on June 17, 2021
202301	Real Property Appraiser Applicant Experience Review Subcommittees	For the purpose of 298 NAC Chapter 2, § 002.13, the Real Property Appraiser Applicant Experience Review Subcommittee ("Subcommittee") assignments will be established at the time any new board member is appointed by the Governor, or at the request of a board member or the Director. The number of Subcommittees established will be determined by the Board and a board member may participate on one or more Subcommittees. If applicable, the Director will assign a real property appraiser applicant to a Subcommittee based on that Subcommittee's experience and expertise. If a Subcommittee rejects a real property appraiser applicant experience review, the Director will assign the real property appraiser applicant to another Subcommittee utilizing the same criteria. If no Subcommittee accepts the real property appraiser applicant experience review, the Director will place the applicant before the Board for consideration. No board member per diem is received for participation on a Subcommittee.	Adopted by the Board on June 22, 2023

202501	Written Advisory Letters	A written advisory issued by a motion of the Board, at the request of a Real Property Appraiser Applicant Experience Review Subcommittee, or through an existing guidance document or internal procedural document, must explain the circumstances that result in the issuance of a written advisory; state the applicable laws, rules, guidance documents, internal procedural documents, USPAP rules and/or standard rules, and/or real property appraiser qualifications criteria; describe the expected outcome; and identify the repercussions for failure to meet the expected outcome. A written advisory will be separate from any other letter or document sent and will be sent by certified mail.	Adopted by the Board on April 17, 2025
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State of Nebraska Real Property Appraiser Board
Accountant I (A19011)
Business Programs Manager

Description:

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

Job Duties:

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

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

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

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

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

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

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

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

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

Minimal travel required as needed.

Functions:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Knowledge, Skills, and Abilities Required:

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

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

Minimum Qualifications:

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

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

Description:

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

Job Duties:

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

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

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

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

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

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

Minimal travel required as needed.

Functions:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Knowledge, Skills, and Abilities Required:

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

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

Minimum Qualifications:

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

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

Description:

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

Job Duties:

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

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

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

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

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

Minimal travel required as needed.

Functions:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Knowledge, Skills, and Abilities Required:

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

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

Minimum Qualifications:

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



Employee Handbook

Effective April 1, 2025

**Nebraska Real Property Appraiser Board
Employee Handbook**

TO EMPLOYEES:

Attached is our Employee Handbook. It is designed to acquaint you with our work environment policies. This is not intended to create any contractual or legal obligations. You should read, understand and comply with provisions of this handbook.

Please review the handbook and sign the acknowledgement statement below. After signing, return this page to the Director.

ACKNOWLEDGMENT:

I have read the employee handbook and have familiarized myself with the contents, including but not limited to, the Drug Free Policy.

Name

Date

Nebraska Real Property Appraiser Board Employee Handbook

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CLASSIFICATION OF NRPAB AGENCY EMPLOYEES

Nebraska Real Property Appraiser Board Employee Handbook

Non-classified position (Exempt Employee):

- Executive Director, (not subject to the State Personnel System as per [Neb. Rev. Stat. § 81-1316](#). The Nebraska Real Property Appraiser Board has total discretion in hiring and setting the pay rate. Benefits such as sick leave, vacation leave, military leave, civil leave, family medical leave, bereavement leave, life and health insurance, and retirement are as prescribed by State statute.)

Classified positions under Rules (Rules Employee):

- None

For employment covered under the current [Classified System Personnel Rules and Regulations](#), NAC, Title 273, go to [Nebraska DAS Personnel](#).

Classified positions under the NAPE/ AFSCME Contract (Contract Employee):

- Licensing Programs Manager, A01014
- Education Program Manager, A01014
- Business Programs Manager, A19011

For employment covered under the current [Nebraska Association of Public Employees Local 61 of the American Federation of State, County and Municipal Employees \(NAPE/AFSCME\) Labor Contract](#), go to [Nebraska DAS Employee Relations](#).

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CONFIDENTIALITY AND DISCLOSURE

All employees have a responsibility to comply with all laws and regulations governing the Nebraska Real Property Appraiser Board. Confidentiality shall be maintained for Board records, employee records, applicant records and materials, background checks, and compliance materials that are not public information as per [Neb. Rev. Stat. § 84-712.05](#). Records shall only be accessed when necessary within position responsibilities. Confidential information shall not be shared with anyone other than those who have the right to know the information within State government or the legal counsel of the Board. Failure to follow this section may lead to disciplinary action up to and including termination of employment.

CODE OF CONDUCT

Nebraska Real Property Appraiser Board Employee Handbook

The success of the Nebraska Real Property Appraiser Board is dependent on the trust and confidence of its employees, customers, and constituents. Credibility is gained by adhering to the Board's commitments, displaying honesty and integrity, displaying professionalism and respect to all, and reaching the Board's goals through honorable conduct. Individual responsibility and accountability matter. It is easy to say what must be done, but the proof is in the *actions*. Employees are expected to conduct themselves in a professional manner and take responsibility for their behavior and actions. Thus, the following standards are expected through the course of work related activities:

- Treat everyone with dignity and respect;
- Ensure that personal relationships do not influence business decisions, and avoid even the appearance of impropriety, bias, or conflict of interest (immediately report to the Director any situation where a conflict of interest could be perceived, or if appropriate, to the Board's Chairperson);
- Maintain appropriate relationships with co-workers, customers, the Director, and board members;
- Do not take unfair advantage of anyone through manipulation, concealment, abuse of privileged information, misrepresentation of material facts, or any other unfair-dealing practice;
- Ensure both internal and external communication whether oral or written, is constructive and professional. Provide honest and accurate information in all organization documentation and communications;
- Ensure proficiency, quality, and accuracy while completing assigned duties;
- Report expenses accurately and honestly;
- Abide by state and federal laws, rules and regulations, and policies that cover your employment and the work you do;
- Ensure that personal appearance (including hygiene), work areas, and stations portray professional standards;
- Immediately report violations of the code of conduct and ethics to the Director, or if appropriate, to the Board's Chairperson.

Failure to follow this section may lead to disciplinary action up to and including termination of employment.

Nepotism

Except as authorized by state law, employees shall not hire, promote, supervise, advance, or recommend the hiring, promotion, or advancement of a family member in State government. For purposes of this policy, family member means the employee's spouse, child, parent, brother, sister, grandchild, or grandparent, by blood, marriage, or adoption. Failure to follow this section may lead to disciplinary action up to and including termination of employment.

Non-Fraternization

Nebraska Real Property Appraiser Board Employee Handbook

The Nebraska Real Property Appraiser Board encourages a collegial and supportive atmosphere for its employees. Additionally, the agency seeks to avoid misunderstandings, actual or perceived conflicts of interest, potential sexual harassment claims, and actual or perceived favoritism in the workplace⁽¹⁾ or while conducting State business, that could potentially result from romantic or close personal relationships between employees.

Except for with board members, employees may fraternize with, date, become romantically involved, and develop friendships, both inside and outside of the workplace, as long as the relationships do not negatively affect work. Any relationship that interferes with the agency's culture, policies, the harmonious work environment, or the productivity of employees, will not be tolerated. Adverse work environment behavior or behavior that affects the work environment that arises because of personal relationships will not be tolerated.

The Director shall not fraternize with, date, or become romantically involved with employees, others within their span of control, or board members. The Director shall not engage in any other form of relationship with subordinate employees that may create the appearance of favoritism or special treatment to any subordinate employee within his or her span of control.

Failure to follow this section may lead to disciplinary action up to and including termination of employment.

Conflict of Interest

Employees must avoid any relationship or activity that might impair, or even appear to impair, their ability to make objective and fair decisions when performing their jobs. At times, an employee may be faced with situations in which business actions taken on behalf of the Board may conflict with the employee's own personal interests. State property, information, or business opportunities may not be used for personal gain.

Conflicts of interest could arise in the following circumstances:

- Hiring, supervising, or recommending for hire, a family member or closely related persons;
- Serving as a board member for an outside commercial company or organization;
- Owning or having a substantial interest in a supplier or contractor;
- Accepting gifts, discounts, favors or services from a customer/potential customer, or supplier, unless equally available to all employees;
- Using or attempting to use position to secure privileges or exemptions for oneself, family members, or others;
- Taking official action or making an official decision that could result in a financial benefit or detriment to the employee, a member of his or her immediate family, or a business or other organization with which he or she is associated.

Before engaging in any activity, transaction, or relationship that might give rise to a conflict of interest, employee must seek review from the Director, or in the case of the Director, from the Accountability and Disclosure Commission.

⁽¹⁾ For the purpose of the NRPAB Employee Handbook, workplace means all property including, but not limited to, offices, facilities, and surrounding areas such as parking lots, storage areas, owned or leased vehicles, and equipment wherever located, and whether or not they are in the control of the State.

Nebraska Real Property Appraiser Board Employee Handbook

If an employee believes a conflict of interest exists, financial or otherwise, direct or indirect, or he or she is engaged in any business, transaction, professional activity, or incurs any obligation of any nature, that is in conflict with the proper discharge of his or her duties in the public interest, he or she shall notify the Director in writing, or in the case of the Director, notify the Board's Chairperson and the Nebraska Accountability and Disclosure Commission. The written notification shall describe the potential conflict of interest. An employee who has an actual conflict of interest, as determined by the Nebraska Accountability and Disclosure Commission, will take such steps as the Commission prescribes to remove themselves from the situation in which there is a conflict.

Failure to resolve a conflict of interest, as prescribed in the procedures outlined by the Accountability and Disclosure Commission, may lead to disciplinary action up to and including termination of employment.

Solicitations, Distributions, and Posting of Materials

The Nebraska Real Property Appraiser Board does not endorse any company, product, or services. Employees shall not actively solicit for a product during their work time (or that of other employees). However, they may make known during non-work time (e.g. lunch breaks) information regarding their solicitation by placing brochures on tables in common areas.

Employees are not allowed to distribute solicitation materials to individual workstations or on employee's cars. Employees shall not approach other employees during work time for solicitation purposes, and shall not use the State of Nebraska communication systems, state computer, or other technology communication device for solicitation purposes.

Employees are cautioned to use extreme discretion when promoting a product or soliciting for an organization. Any complaints about an employee abusing this section should be brought to the attention of the Director, or if appropriate, the Board's Chairperson.

Gifts

Employees may not solicit or accept gifts based upon an understanding or agreement that their official action would be influenced thereby. No employee will accept any gift of value (\$25.00 or more) from anyone having business with the state.

For purposes of this section, a gift is defined as a payment, subscription, advance, forbearance, rendering, deposit of money, services, or anything of value, unless consideration of equal or greater value is given therefore.

Gifts will not include a campaign contribution otherwise reported as required by law; a commercially reasonable loan made in the ordinary course of business; a gift received from a relative; a breakfast, luncheon, dinner, or other refreshments consisting of food and beverage provided for immediate consumption; or the occasional provision of transportation within the State of Nebraska.

Based on the type of work in which an employee is engaged, specific statutes may apply in relation to the acceptance of gifts.

Failure to follow this section may lead to disciplinary action up to and including termination of employment.

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Intellectual Property

All work products developed on work time belong to the State of Nebraska and are considered intellectual property. Work products include, but are not limited to, computer code, computer applications, proposals, manuals, or white papers. Any outside financial gain or other benefits from work products developed while working for the State is prohibited. Failure to follow this section may lead to disciplinary action up to and including termination of employment.

Legal Charges or Convictions

Employees charged or convicted of any state and/or federal offenses (misdemeanor or felony, other than a minor traffic violation), or that have been charged or convicted of an offense related to their duties, are expected to immediately report the charges or convictions to the Director, or in the case of the Director, report such charges or convictions to the Board's Chairperson. Failure to follow this section may lead to disciplinary action up to and including termination of employment.

Political Activities

An employee may engage in any political activities except that:

- An employee will not participate in political activities during normally scheduled work hours or while performing official State duties;
- No employee will use or authorize the use of State personnel, property, resources, or funds for campaign purposes, unless otherwise permitted by law;
- An employee whose position is partially or entirely funded with federal money, and is Covered by the federal Hatch Act, is barred from being a candidate for a partisan office (offices with candidates identified as being from specific political parties).

If an employee wishes to take part in political activities during normally scheduled work hours, the employee must arrange for leave (vacation, leave without pay, etc.) to cover the period of absence. If an employee is elected to office, and such office presents a conflict of interest with the employee's job, or interferes with the employee's scheduled work hours, the agency has authority to change the terms and conditions of employment, up to and including termination of employment.

Smoking/Tobacco Use

In order to maintain a safe and comfortable working environment, smoking, e-smoking, vaping, and/or the use of tobacco products in any form is strictly prohibited in the workplace (except for designated areas), or while conducting state business. This includes, but is not limited to the use of cigarettes, pipes, chewing tobacco, e-cigarettes, or other devices. All work and break areas, State owned motor vehicles, public spaces including, but not limited to, offices, restrooms, conference rooms, meeting rooms, classrooms, employee cafeterias, hallways, and stairways shall remain smoke and vapor free. Violation of this section may result in disciplinary action up to and including termination.

Weapons/Firearms

Possession of firearms, explosives, or other items considered weapons in the State's owned or leased buildings is prohibited. A weapon is defined as a firearm, knife, bludgeon, or other device, instrument, material, or substance capable of being used, or used, to produce death or bodily harm. Employees are expected to report these circumstances to the Director, or if appropriate, to the Board's Chairperson. Violation of this section may result in disciplinary action up to and including termination.

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Violence in the Work Environment

The agency's policy is to promote a safe work environment that is free from violence, threats of violence, intimidation and other disruptive behavior. Employees are expected to refrain from conduct that may be dangerous to others. Conduct that threatens, intimidates, abuses, assaults, or coerces another employee, customer, vendor or business associate, will not be tolerated. State resources may not be used to threaten, intimidate, stalk, or harass anyone at the workplace or outside of the workplace.

Examples of work environment violence include, but are not limited to:

- Threatening behavior such as shouting, shaking fists, destroying property, or throwing objects;
- Verbal or written threats - any expression of intent to inflict harm;
- Harassment that includes behavior that alarms, verbally abuses, or is known to be inappropriate;
- Verbal abuse such as swearing, insults, or condescending language;
- Cyber attacks and cyberbullying; and/or
- Physical attacks such as hitting, shoving, pushing, or kicking.

Severe threats or assaults that may require immediate attention shall be reported to the police by calling 911. Any violent, harassing, threatening, intimidating, or other disruptive behavior should not be ignored and should be reported to the Director, or if appropriate, to the Board's Chairperson. Anyone found to be responsible for threats of, or actual violence, or other intimidating conduct, will be subject to prompt disciplinary action up to and including termination of employment.

Employees should promptly inform the Director, or if appropriate, the Board's Chairperson, of any work environment violence, and/or any protective or restraining order that they have obtained that lists the workplace as a protected area.

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DRUG FREE POLICY

The Nebraska Real Property Appraiser Board is committed to providing an employment environment that is free from the detrimental effects of intoxicating substances such as controlled substances (drugs) and/or alcohol.

For purposes of this section, the term "controlled substance" means any drug or chemical whose manufacture, possession, or use, is controlled by the government. Generally, these are drugs that have a high potential for abuse. Such drugs include, but are not limited to, heroin, marijuana, methamphetamines, cocaine, PCP, and crack. They also include illegal use of "prescription drugs" that have not been legally prescribed for the individual.

The manufacture, possession, distribution or use of controlled substances, and/or the use of alcohol is prohibited in the workplace or while conducting State business by its employees, and by those who engage or seek to engage in business with the State is prohibited. There is no differentiation between someone who illegally uses drugs and someone who sells or distributes drugs. Any employee who gives, or in any way transfers, a controlled substance to another person, or sells or manufactures a controlled substance while conducting State business, while representing the Nebraska Real Property Appraiser Board in an official capacity, or while in the workplace, will be subject to disciplinary action up to and including termination.

Any employee found violating this section, and/or convicted of violating any criminal drug statute while in the workplace or while conducting State business, will be subject to discipline up to and including termination, and/or may be required to successfully complete an approved drug/alcohol abuse program sponsored by a private or governmental institution. An employee shall report within five calendar days, any criminal drug statute arrest(s) or conviction, to the Director, or if appropriate, to the Board's Chairperson.

This policy does not prohibit the use of a controlled substance that has a currently accepted medical use, provided the drug is prescribed or authorized by a medical doctor, the use of the drug at the prescribed or authorized level is consistent with the safe performance of the employee's duties, and the drug is used at the dosage prescribed or authorized. When an employee under physician's guidance is taking prescription drugs or other medication that could affect the employee's ability to work safely, the employee taking the medication is responsible for reporting the matter to the Director, or if appropriate to the Board's Chairperson, before beginning work. Working under the influence of prescribed medication is prohibited if it causes inability to perform the job safely, even when using medication under the employee's physician's guidance.

Reasonable Cause Testing

Employees may be subject to drug and alcohol testing when there is reasonable cause or suspicion to believe the employee is using, or under the influence of, a controlled substance or alcohol while in the workplace, or while conducting State business.

Reasonable cause or suspicion exists when the actions or appearances of an employee are out of the ordinary and unusual to the normal behavior patterns of the employee. It is based on objective facts sufficient to lead a prudent person to conclude that a particular employee is unable to satisfactorily perform his/her duties due to drug or alcohol impairment. The conduct relied upon to form reasonable cause or suspicion must be based on specific describable observations, including but not limited to, the following examples:

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- Observable signs of intoxication (such as bloodshot or watery eyes, slurred speech, appearance of unsteady body movements, or breath odors);
- A work related accident or near accident that indicates employee fault;
- Decreases in the quality or quantity of employee productivity, judgment, reasoning, concentration;
- Marked changes in behavior or erratic conduct;
- Deviations from safe working practices;
- Credible information received from a reliable person with firsthand knowledge;
- Smell of alcohol, marijuana, or other drug.

Drug/Alcohol Testing Procedures

Upon determination that reasonable cause or suspicion exists, an employee who is believed to be under the influence of an intoxicating substance while in the workplace or while conducting State business, may be directed to undergo drug/alcohol testing. The Director will document the events surrounding this reasonable suspicion. If an employee is referred for testing, all efforts will be made to transport the employee with at least two Real Property Appraiser Board employees or board members to the nearest testing facility. The employee will be required to provide a blood, breath, or urine sample. The sample will be tested qualitatively for at least the following substances: THC, cocaine, PCP, opiates, methamphetamine/amphetamine, and alcohol. All testing procedures for contract employees will be carried out in accordance with the NAPE/AFSCME Contract.

An employee who is required to submit a sample for testing after determination of reasonable cause or suspicion will be informed verbally, followed by a written directive, that he/she may be placed on unpaid or paid investigatory suspension, pending the outcome of an investigation. After the testing is complete, the employee will not be returned to work or allowed to drive him/herself home. The Director, or the Board's Chairperson in the Director's absence, will assist the employee in arranging for transportation home after the testing, preferably by cab (at employee expense), or a ride provided by a family member or friend.

Refusal to Test

An employee refusing to submit a sample under this policy will be placed immediately on unpaid investigatory suspension, and will be subject to disciplinary action. Refusal by an employee to be tested, or confirmation by the lab that a specimen has been altered, will be treated as a positive test. Employees suspected of being under the influence of drugs/alcohol who refuse an escort to be tested will be given a directive to not drive home. Local law enforcement will be notified if an employee suspected of being under the influence disregards a directive not to drive home and leaves in his/her vehicle.

Negative Test Results

If the test results are negative for alcohol/drugs, the employee will be reinstated back to work and all leave without pay during the investigatory suspension will be paid back to the employee. All records of the investigation will be purged.

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HARASSMENT POLICY

Harassment is defined as sexual harassment or any inflammatory comments, jokes, printed material and/or innuendo, based in whole or in part on race, color, sex, religion, age, disability or national origin, when:

- (1) a reasonable person could conclude such conduct has the purpose or effect of creating an intimidating, hostile, or offensive working environment; or
- (2) such conduct interferes unreasonably with a person's work or employment opportunities.

It is the Nebraska Real Property Appraiser Board's policy to treat all persons fairly, and with dignity and respect. Several sections below outline expected and prohibited behavior in the organization. In addition, employees of the Nebraska Real Property Appraiser Board have certain rights. The following sections provide a general guide to state and federal employment rights.

Equal Employment Opportunity

The Nebraska Real Property Appraiser Board provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, genetics, national origin, age, sex, marital status, pregnancy, disability, military status, veteran status, and/or political affiliation or beliefs. Additionally, the Board prohibits discrimination in any employment action, and in any work environment (including workplace), against any individual based on legally protected statuses. Employment actions include hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training. In addition, all related federal and state labor laws should be followed.

The Nebraska Real Property Appraiser Board also expressly prohibits any form of harassment based on race, color, religion, gender, national origin, age, genetic information, disability, or veteran status or any other status protected by state and/or federal law. Such harassment includes, but is not limited to, verbal, written, or physical conduct that degrades or shows hostility or aversion toward an individual because of a legally protected status.

Employees who report EEO concerns and/or alleged violations of this policy in good faith will not be subject to retaliation. Employees who knowingly permit discrimination and/or harassment of any kind shall be subject to discipline.

Disability Accommodations

The Nebraska Real Property Appraiser Board's policy is to comply with all federal and state laws concerning the employment of persons with disabilities, and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is the Board's policy not to discriminate against qualified individuals with disabilities concerning application procedures, hiring, advancement, discharge, compensation, training, or other terms, conditions, and privileges of employment.

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The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendment Act (ADAA) are federal laws that prohibit employers from discriminating against applicants and individuals with disabilities. It further adds that upon request, an employer shall provide reasonable accommodations to applicants and employees who are qualified for a job, so that they may perform the essential job duties of the position.

Employees may request an accommodation at any time in writing. Each request will be examined and a determination will be made. Medical and disability information is confidential, and this includes any accommodation requests and accommodations provided, except when an individual has a legitimate need to know. Except to the Board, the Director may not disclose information concerning another employee's disability, request for, or actual accommodation.

The Nebraska Real Property Appraiser Board will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job, unless doing so causes an undue hardship, or causes a direct threat to these individuals or others in the workplace. Questions and requests for any accommodations should be presented to the Director, who is responsible for processing all requests for reasonable accommodation.

Employees who report disability, ADA concerns, and/or alleged violations of this policy in good faith will not be subject to retaliation. Employees who knowingly permit discrimination and/or harassment of any kind shall be subject to discipline.

Pregnancy Discrimination

Limiting, segregating, or classifying a job applicant or employee in a way that adversely affects the opportunities or status of the employee because the employee is pregnant or has given birth, or has a related medical condition is discriminatory. It is also discriminatory for an employer to participate in a contractual or other arrangement or relationship that has the effect of subjecting such an individual to discrimination in the application or employment process.

The Nebraska Real Property Appraiser Board's policy is to comply with all federal and state laws concerning the employment of persons who are pregnant, have given birth, or who have a related medical condition. Reasonable accommodation with respect to the above conditions shall include acquisition of equipment for sitting, more frequent or longer breaks, periodic rest, assistance with manual labor, job restructuring, light-duty assignments, modified work schedules, temporary transfer to less strenuous or hazardous work, time off to recover from childbirth, or break time and appropriate facilities for breast-feeding or expressing breast milk. Accommodations that require significant difficulty or expense, thereby posing an undue hardship, will not be made.

Sexual Harassment

Sexual harassment constitutes discrimination and is illegal under federal, state, and local laws. There are two types of sexual harassment. The first type, quid pro quo (or "this for that"), occurs when the employee's submission to, or rejection of, sexual advances or conduct can explicitly or implicitly affect the terms or conditions of employment, or is used as basis for employment decisions. The second type is a hostile work environment where unwelcome conduct of a sexual nature creates an uncomfortable or hostile work environment.

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Employees are prohibited from sexually harassing other employees, whether or not the incidents of harassment occur in the workplace or while conducting State business, and whether or not the incidents occur during working hours. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- Such conduct has the purpose or effect of creating an intimidating, hostile, or offensive work environment;
- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- Submission to or rejection of such conduct by an individual is used as the basis for employment or decisions affecting an employee or recipient of the Board's services;
- Such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile, or offensive working environment.

While sexual harassment encompasses a wide range of conduct, some examples of specifically prohibited conduct include, but is not limited to:

- Unwanted sexual advances or requests for sexual favors;
- Sexual jokes and innuendos, propositions or other sexual comments, gestures, noises, remarks, and/or jokes;
- Verbal abuse of a sexual nature;
- Leering, whistling, or touching, pinching, patting, grabbing, and/or brushing up against another person's body;
- Insulting or obscene comments or gestures;
- Display of sexually suggestive objects or pictures in the workplace or through the State of Nebraska communication systems.

Sexual harassment can also occur when the above described actions are directed at or made in the presence of any employee who indicates or has indicated in any way that such conduct in his or her presence is unwelcome.

If employees believe they have been subject to sexual harassment or any unwanted sexual attention, they should make their unease and/or disapproval directly and immediately known to the harasser whenever possible. If the situation is not immediately resolved, or if the employee is unable to address, or is uncomfortable in addressing, the alleged harasser directly, he or she should report the incident to the Director, or if appropriate, to the Board's Chairperson.

Bullying

Bullying is repeated inappropriate behavior, either direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others. Employees are prohibited from bullying other employees whether or not the incidents occur at the workplace or while conducting State business, and whether or not the incidents occur during working hours. As with sexual harassment, it is the effect of the behavior upon the individual that is important.

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Examples of bullying include, but are not limited to the following:

- **Verbal Bullying:** slandering, ridiculing, or maligning a person or his/her family; persistent name calling that is hurtful, insulting or humiliating; using a person as the butt of jokes; shouting, raising one's voice at an individual in public and/or in private; spreading rumors or gossip.
- **Physical Bullying:** pushing; shoving; kicking; poking; tripping; assault, or threat of physical assault; damage to a person's work area or property.
- **Gesture Bullying:** non-verbal threatening gestures, glances that can convey threatening messages.
- **Exclusion, ostracizing, or shunning:** socially or physically excluding or discounting a person during work-related activities, persistently ignoring or interrupting another, deliberately excluding an individual, or isolating them from work-related activities (meeting invites, etc.).
- **Mobbing:** occurs by a group of people rather than a single person and includes behaviors described in the other categories; encouraging others to treat another poorly; enforcing total group exclusion against someone by explicitly or implicitly threatening others if they don't comply.
- **Cyber Bullying:** using electronic communication to bully a person, typically by sending or posting messages of an intimidating or threatening nature. This can occur through social media, emails, text, or other digital communication method.
- **Other examples:** persistent singling out of one person; public humiliation of any form; public reprimands; taking credit for another's ideas; continual unwarranted criticism on matters unrelated, or minimally related, to the person's job performance or description; setting unreasonable deadlines; repeatedly accusing someone of errors that cannot be documented; purposefully overloading or under-loading another's workload; withholding information.

Bullying should be reported to the Director, or if appropriate, to the Board's Chairperson.

People are by nature different. Personality conflicts or not liking someone are not considered bullying. Neither is an employee being held accountable to work standards and/or behavior or performance expectations. Additionally, legitimate counseling or discipline based on documented facts of sub-par performance, leave abuse, and/or any other policy violation is not considered bullying.

Retaliation Prohibited

Retaliation includes, but is not limited to disciplining, changing work assignments of, providing inaccurate work information to, and/or refusing to cooperate or discuss work-related matters with an employee, co-worker, or the Board. Pressuring, falsely denying, lying about or otherwise covering up or attempting to cover up conduct, such as that described in any item above, is prohibited and may result in discipline up to and including termination of employment.

Retaliation against any individual making a good faith complaint of violations of these or other policies is prohibited, and those engaging in retaliatory behavior will be subject to discipline up to and including termination of employment.

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BENEFITS

State benefit option guides (for active employees, Cobra/Retirees, and Temporary employees) are available on the web at [Nebraska DAS Personnel – Wellness and Benefits](#). Employees must work half time or more to qualify for benefits. Changes may be made to benefits during open enrollment or when a qualifying event occurs. Consult the Director for more details.

Elective benefits include:

- Health Coverage with a Prescription Drug Program
- Dental
- Vision
- Flexible Spending Accounts
- Civil and Injury Leave
- Long-Term Disability Benefits
- AD &D Insurance
- Life Insurance
- Employee Discount Programs
- Military or Emergency Duty Leave

The State provides a basic life insurance benefit of \$20,000 to eligible full-time employees at no cost and to eligible part-time employees for a minimal monthly charge.

Retirement

Membership to the Nebraska State Employees Retirement Plan is mandatory immediately upon hire for all permanent employees who work one-half or more of the regularly scheduled hours during each pay period. The contribution will be automatically deducted from the first paycheck, and all subsequent paychecks, and credited to the employee account in the Nebraska Public Employees Retirement Systems Plan.

Contributions are:

- Tax sheltered;
- 4.8% of gross wages;
- Matched at a rate of 156% of employees' contributions;
- Vested after the period specified on the plan.

Deferred Compensation

The Deferred Compensation Plan is a voluntary investment plan in which an employee authorizes the State to defer part of their current compensation and receive the amount, plus earnings, at a later date, such as at retirement. Deferred Compensation is available to any employee and can be started and stopped at any time.

Credit Union

State employees (except temporary) are eligible to join the Nebraska State Employee Credit Union. The Lincoln Credit Union Office is located at 330 S 16th Street, Lincoln, Nebraska and can be reached at (402) 471-2561.

Employee Assistance Program (EAP)

The Nebraska Real Property Appraiser Board has elected the Employee Assistance Program (EAP) coverage for all full time employees. EAP is provided through Deer Oaks EAP and offers free short-term counseling and referral services to deal with family issues that may be affecting job performance or personal well-being. It is available 24 hours a day, seven days a week. All consultations and counseling are completely confidential.

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Such issues include but are not limited to:

- Alcoholism;
- Drug dependency;
- Financial matters;
- Legal assistance;
- Marital or family distress;
- Mental illness;
- Employment related matters.

Fees for services beyond and outside of the EAP contract are the responsibility of the employee. EAP can be contacted at (800) 666-8606 or (402) 354-8000.

Employee Engagement

The State of Nebraska offers employees many engagement opportunities, including employee recognition, charitable initiatives, and discount programs. More information can be found at [Nebraska DAS Personnel – Teammate Engagement](#).

Employee Parking

The State of Nebraska offers employees the opportunity to park in State owned parking facilities for a fee deducted from the employees pay for each month. Parking facilities requests and assignments are made in accordance with the [State of Nebraska Parking Manual](#). If an employee request is approved, the Director will be notified by [Nebraska DAS Buildings](#) to initiate the deduction for the parking fee from the employee's pay.

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WORKPLACE, OFFICE HOURS, AND WORK SCHEDULES

Agencies and departments of the State of Nebraska have a statutory responsibility ([Neb. Rev. Stat. § 81-113](#)) to be open for the transaction of business from 8:00 am to 5:00 pm, Monday through Friday, except for holidays. At least one employee shall be in the office during this time, unless employees are required to attend a Board function, or an extenuating circumstance as declared by the Director or the Board's Chairperson in the Director's absence, prevents or limits the employees' ability to reach, enter, or remain in the office. If only one employee is present in the office, the office may be closed for short durations as needed for breaks, lunch, and to conduct agency business. The Director must be notified by email of such closure.

The Nebraska Real Property Appraiser Board honors the State of Nebraska Emergency Weather Policy. In the case of an extenuating circumstance, such as inclement weather, employee safety and welfare is always the primary concern. If a situation prevents all employees from reaching the office, all employees shall remain in contact with the Director during business hours to ensure that an employee reaches the office in a safe and timely manner if reasonable. Employees will determine for themselves their ability to drive to work safely, the condition of their vehicle, and the immediate road conditions. If an employee is unable to reach the office, the employee may choose to flex time, work remotely, request vacation leave, or choose leave without pay.

Workplace

Unless a telecommuting⁽¹⁾ arrangement is in place between the agency and an employee, the primary place of business for all employees is the Board's office. All full-time employees may also work remotely. Utilizing this option shall guarantee the Nebraska Real Property Appraiser Board's ability to provide services and meet all workload demands, and any employee utilizing this option shall be reasonably available by email, WebEx (instant messaging and video conferencing), or phone while remote working.

A classified employee may work remotely without permission outside of regular business hours (utilizing flex-scheduling or in lieu of paid leave). If a classified employee wishes to work remotely during regular business hours, he or she must send an email to the Director making a request to work remotely. The email shall include the date(s) and time period for which the request is being made. The Director will discuss the date and time period with any other employees affected by the request as needed to ensure adequate staffing in the office. The Director will respond to the email request with an approval or denial. In the case of an extenuating circumstance or inclement weather, a classified employee may work outside of the office during regular business hours with an email notice to the Director only. The Director reserves the right to revoke an employee's privilege to work remotely, temporarily or permanently, if this privilege is abused.

⁽¹⁾ Telecommuting is a work arrangement between an employer and employee that allows an employee to permanently work from home or a satellite location for all, or part, of the employee's regularly scheduled work week (e.g. regular scheduled work week includes working in office on Monday, Wednesday, and Friday, and working from home on Tuesday and Thursday on a permanent basis).

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Visitors

Individuals not involved in business activity of the agency are not allowed in the office work areas. Exceptions would be family members or friends, as long as the visitation does not negatively affect work. Any visitation that interferes with the Board culture, policies, the harmonious work environment, or the productivity of employees, will not be tolerated. The Board's Director has the responsibility and authority to determine what activity/behavior negatively impacts work. Upon first occurrence, an employee's visitor shall be asked to leave. Second and subsequent occurrences may be cause of disciplinary action that may result in termination.

Workplace Security

Security is everyone's responsibility. The following are a few reminders that will help preserve a safe and secure environment.

- Keep valuables secured in a locked desk or cabinet;
- Always carry keys and ID access card;
- Report suspicious persons, packages, mail, or activity to the Director, or the Board's Chairperson in the Director's absence.

Building entry requires ID access cards (during non-business hours for main entries, and all hours for non-main entries), and office entry requires a key (during non-business hours). The Director will coordinate issuance of an appropriate ID access card and office key for each employee. An employee's ID access card and key are for his/her personal use only. Sharing either with other employees or non-employees represents an unauthorized security breach that may subject the employee to disciplinary action up to and including termination.

In the event your ID access card or office key is lost or stolen, an employee is to immediately notify the Director, or the Board's Chairperson in the Director's absence. The employee will be issued a new ID access card or office key, possibly at the employee's expense.

Work Schedules

The Director shall render not less than forty hours each week except any week in which a paid holiday may occur per [Neb. Rev. Stat. § 84-1001 \(1\)](#). Hours rendered includes those worked and any applied leave.

The standard pay period for all classified positions is 80 hours included in two consecutive 40 hour work weeks (8:00 a.m. to 5:00 p.m., Mon-Fri; or specific arrangement between agency and employee). Hours may be flexed by classified employees anytime during each forty-hour week included in the pay period. If a classified employee wishes to utilize flex time, he or she may do so by sending an email to the Director making a request to utilize flex time. The email shall include the date(s) and time period for which the request is being made. The Director will discuss the date and time period in with any other employees affected by the flexed time as needed to ensure adequate staffing in the office. The Director will respond to the email request with an approval or denial. If for any reason the 40 hours cannot be met during the week, approved leave shall be applied to the difference. In the case that leave is not approved, the hours will be unpaid.

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Such flex time shall guarantee the Nebraska Real Property Appraiser Board's ability to provide services and meet all workload demands. The Director at his or her discretion may require the employee to choose a different time to flex his or her hours. In addition, the Director reserves the right to revoke an employee's flex time privileges, temporarily or permanently, if the use of flex time is abused.

The standard pay period includes two consecutive work weeks for all temporary positions. Hours are determined by availability on an individual basis. Hours may be flexed by temporary employees anytime during each work week included in the pay period. If a temporary employee wishes to utilize flex time, he or she may do so by sending an email to the Director to make a request to flex hours. The Director will respond with an approval or denial. If for any reason the scheduled hours cannot be met during the week, the hours will be unpaid.

Overtime

In accordance with the NAPE/AFSCME Contract, all contract employees and temporary employees in contract specified positions are eligible for overtime as authorized. Overtime must be approved by the Director in advance. The employee shall receive compensation at one and one-half times their hourly rate in the form of either pay or compensatory time off for hours worked in excess of 40 hours in any work week. Sick or vacation leave are not considered as work time in a 40 hour week.

Rest Breaks

All classified and temporary employees shall be granted rest periods during each work day in accordance with the following:

- The NAPE/AFSCME Contract for contract employees and temporary employees in contract specified positions.
- The Nebraska Administrative Code, Title 273, for rules employees and temporary employees in rule specified positions.

Meal Periods

In accordance with the NAPE/AFSCME Contract, all classified and temporary employees shall be granted an unpaid meal period of one hour. Employees may adjust the schedule according to the flex time policies allowing work through a meal period. An email shall be sent to the Director to notify him or her of the intent to forgo an unpaid meal period.

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LEAVE

Approval Of

With the exception of illness, an extenuating circumstance, or inclement weather, leave requests shall be pre-approved by the Director. When a classified or temporary employee wishes to make a request, an email shall be sent to the Director stating the type of time the employee wishes to use, along with how many hours the employee wishes to use. The Director will discuss the date and time period in with any other employees affected as needed to ensure adequate staffing in the office. The Director will respond to the email request with an approval or denial. The following also applies to classified or temporary employee leave requests:

- All requested vacation leave contiguous to a state holiday should be made no less than 10 days from the holiday. The Director will respond with approval or denial within 5 days of the holiday. If no leave requests are received at 10 days from the holiday, the first request received will be considered by the Director. Any request received within 10 days from the holiday will be reviewed by the Director on a case-by-case basis. Approval will be based on the Board's ability to provide services and meet all workload demands. If the Director determines that it is not in the best interest of the Board to approve the vacation leave request, an explanation will be provided to the employee in writing.
- Requests for vacation leave during the official board meeting preparation period as determined by the Director, the day of the board meeting each month, or anytime during the months of September through December will be reviewed by the Director on a case-by-case basis. Approval will be based on the Board's ability to provide services and meet all workload demands. If the Director determines that it is not in the best interest of the Board to approve the time off request, an explanation will be provided to the employee in writing.
- All requested time off due to illness, bereavement, extenuating circumstances, or inclement weather, must be made as soon as possible. Any time off requests made on short notice may require substantiation of the request upon return to work prior to approval for time off being granted (e.g. Note from doctor may be requested after employee calls in for time off due to illness).

If at any time after approval, but before the end of the pay period, a classified or temporary employee may flex time approved as time off. Any communication documenting an employee's leave shall be included with the timecard and payroll documents for that pay period.

The Director shall notify the Board's Chairperson by email of his or her intent to utilize leave, which shall be included with the timecard and payroll documents for that pay period.

Vacation Leave

All permanent employees earn paid vacation leave time. Earning of leave begins immediately upon employment and may be applied as soon as it is earned, subject to the provisions of the Nebraska Administrative Code, Title 273 or NAPE/AFSCME Contract for classified employees. The Director may deny a vacation leave request under circumstances deemed appropriate by the Director (e.g. Board meeting preparation period, the day of a board meeting, renewal season, or inadequate staffing in the office on the day of request).

Vacation leave may be used in place of sick leave.

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At the discretion of the Director, vacation leave may be advanced to classified employees in an amount not to exceed a total of 80 hours. Employees shall reimburse the State for all used unearned vacation leave upon separation or transfer in accordance with the NAPE/ AFSCME Contract, and/or Nebraska Administrative Code, Title 273.

Current law provides that permanent employees shall only be entitled to have accumulated as of 11:59 p.m. on December 31st of each year, the number of hours of vacation leave which the employee earned during that calendar year. Hours of vacation leave accumulated in excess of that number shall be forfeited. Employees are allowed 280 hours of vacation leave to be carried forward. A reasonable effort will be made to allow the use of leave, subject to forfeiture. Any reasonable request for leave, if denied and then forfeited must be paid out to the requesting employee, within 30 days of forfeiture.

Reasonable vacation accumulated/forfeit use considerations include:

- The amount of leave requested,
- The number of days remaining prior to forfeiture during which the employee may take vacation leave and the amount of vacation the employee has accrued and would forfeit if not granted,
- Time between the date of request and the requested leave start date,
- Public safety concerns and other relevant factors (including operational needs).

Acceptable reasons to deny vacation accumulated/forfeit requests include:

- The request was made without appropriate notification.
- The request was made without accrual coverage.
- Granting the request would create a staffing or operational shortfall, or create a public safety risk.

If the employee's vacation accumulated/forfeit request is not granted, the reason for the denial should be documented and a response will be provided to the employee in writing.

Sick Leave

All permanent employees earn paid sick leave time. Earning of leave begins immediately upon employment and may be applied as soon as it is earned, subject to the provisions of the Nebraska Administrative Code, Title 273 or NAPE/AFSCME Contract for classified employees.

Sick leave may be utilized for illness, disability, injury, or surgery of employee or an immediate family member. Pregnancy, post-natal recovery and miscarriage shall be considered temporary disabilities. Immediate family shall be considered as a spouse, children, parents, and those in the same relationship to your spouse. At the Director's discretion, definition of immediate family may be broadened. Any employee that is ill, or feels that he or she is coming down with an illness, is advised to not report to work until symptoms have dissipated.

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Substantiating evidence may be required for sick leave approval, and shall be required if sick leave is 10 continuous workdays or longer. A statement from a doctor with minimum information necessary as directed by the Health Insurance Portability and Accountability Act (HIPAA) to protect personal information would be acceptable. When out on sick leave for more than one day, Director must be informed of status, and in the case of the Director, the Board's chairperson must be informed of status. A classified employee shall be notified in advance and in writing (to include email) if sick leave abuse is suspected. Sick leave may be denied when the Director has evidence of sick leave abuse.

Sick leave cannot be used as vacation leave.

At the discretion of the Director, sick leave may be advanced to classified employees in an amount not to exceed a total of 80 hours. Employees shall reimburse the State for all used unearned sick leave upon separation or transfer in accordance with the NAPE/ AFSCME Contract, and/or Nebraska Administrative Code, Title 273.

Compensatory "Comp" Time

In lieu of overtime, and with the Director's approval, classified employees may accrue compensatory ("comp") time off, which may be applied as soon as it is earned, subject to the provisions of the Nebraska Administrative Code, Title 273 or NAPE/AFSCME Contract. The Director may deny a compensatory time off request under circumstances deemed appropriate by the Director (e.g. Board meeting preparation period, the day of a board meeting, renewal season, or inadequate staffing in the office on the day of request). The agency reserves the right to pay comp time balances out at any time. Use of compensatory time hours does not count toward the calculation of hours worked for overtime purposes. Employees are responsible for obtaining the Director's approval prior to accruing compensatory time hours.

Bereavement Leave

Up to 5 days of bereavement leave may be granted to an employee for a death in the immediate family. Immediate family shall mean spouse, father, mother, grandfather, grandmother, sister, brother, child, grandchild, spouse of any of these, or someone who bears a similar relationship to the spouse of an employee. Step-persons and unborn persons bearing these relationships are included. At the Director's discretion, the definition of immediate family may be expanded to include other individuals with a similar personal relationship to the employee as that of an immediate family member.

Military Leave

Military leave shall be granted in accordance with applicable federal and state laws, and is limited to 120 hours a year, with no accumulation of unused leave carried over to the following calendar year. Such military leave may be taken in hourly increments. Employees who are members of the National Guard or Reserve shall provide their Unit Training Assembly (drill) schedule, or military orders where applicable, as soon as it is available from the Military Unit.

Civil Leave

All employees, including temporaries, shall be eligible for paid civil leave for Jury Duty, Election Board Duty, Voting Time, Court Appearances, Disaster relief Leave. Provisions outlined in the NAPE/ AFSCME Contract, and/or Nebraska Administrative Code, Title 273 apply to classified employees.

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Leave of Absence

An unpaid leave of absence may be granted, not to exceed one year (except for military service and some worker's compensation cases), when such absences will not interfere with the best interest of the Nebraska Real Property Appraiser Board. Under unusual circumstances, this time may be extended by the Director, or in the Director's case, the Board's Chairperson. Written requests for leaves of absence will be considered for such things as temporary disabilities, educational purposes, or other uses. Medical leaves of absence shall not exceed six weeks unless approved by a physician. The leave of absence when granted shall be in writing and detail the employment conditions that will be in effect at the end of the absence. Vacation leave shall not be required to be exhausted prior to such requests.

Family Medical Leave (FML)

Family Medical Leave is unpaid time off from work. An employee must have at least twelve total months of service and at least 1250 hours of service in the previous twelve-month period to be eligible for Family Medical Leave. Temporary employment with the State of Nebraska counts toward an employee's eligibility. An employee can use paid vacation leave, accumulated compensatory time, or sick leave, if the requested sick leave meets conditions outlined in this handbook for use, as part of their 12 weeks of Family Medical Leave if the employee should so choose.

Unpaid Family Medical Leave may be used for the following reasons:

- Because of the birth of a child of the employee.
- Because of the adoption or placement of a foster care child with the employee.
- In order to care for the serious health condition of the employee's spouse, child, or parent.
- Because of the serious health condition of the employee.
- Because of any qualifying exigency (as defined by the Secretary of Labor) arising out of the fact that the spouse, or a son, daughter, or parent of the employee is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation.
- Because the employee who is the spouse, son, daughter, parent, or next of kin of a covered service member shall be entitled to a total of 26 workweeks of leave during a 12-month period to care for the service member. (This leave shall only be available during a single 12-month period.)

An employee requesting to use Family Medical Leave due to a serious health condition must provide certification from a health care provider that must include:

- (1) The date on which the serious health condition commenced;
- (2) The probable duration of the condition;
- (3) Any appropriate medical facts;
- (4) A statement containing specific information why the employee is needed to care for the child, spouse or parent, **OR**, a statement containing specific information why the employee is unable to perform the functions of the job;
- (5) If the leave is to be intermittent, a statement containing specific information concerning planned medical treatments, the expected dates, and duration of treatment.

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The agency may require a second opinion (the agency's choice of health care provider) and must pay for the cost of the second opinion. If the second opinion differs from the first, a third opinion may be sought (from a mutually agreed upon health care provider, again, at the agency's expense). The results of the third opinion are final.

Maternity Leave Donation Program (MLD)

When an expectant mother needs to be away from work due to a birth of a child, she may request MLD in writing. The request must include substantiating evidence as described in the Family Medical Leave Act. MLD shall be available only to employees who have exhausted their own earned sick leave, in conjunction with an approved Family Medical Leave (FML) under the Family Medical Leave Act and only with approval of the Director, or in the case of the Director, the Board's Chairperson.

Employees shall meet the following criteria before request(s) for donations can be made:

- Be the expectant mother of a newborn baby.
- FML request has been approved by the agency.
- Have exhausted all earned sick leave.
- Have not offered anything of value in exchange for the donation.

Employees may contribute accrued vacation leave or earned compensatory time to benefit another employee within the agency who requests MLD. Vacation leave and earned compensatory time shall be donated in no less than 4-hour increments. The contributing employee must identify the specific amount of time donated and the name of the recipient of the donated time on the appropriate forms for that purpose. Vacation leave and compensatory time donated and transferred to another employee pursuant to this provision shall be irrevocably credited to the recipient's MLD account.

Catastrophic Illness Leave

An employee experiencing a catastrophic event may be eligible for catastrophic leave donations from the other employees. A catastrophic event is defined as a serious illness or injury resulting in a prolonged absence of at least thirty workdays during the past six months. Refer to NAPE/AFSCME Contract, or the Nebraska Administrative Code, Title 273 for information on eligibility conditions and donating to other employees.

Injury Leave and Worker' Compensation

All employees (including temporary) who are disabled as a result of a job-related injury or disease, that is deemed compensable by Worker's Compensation, may be granted injury leave not to exceed five of the employee's normal working shifts for any particular injury. A working shift is counted even if an employee is absent for any portion of their assigned shift. Disabled shall mean the employee is unable to perform the tasks usually encountered in one's employment due either to an injury/disease or to treatment for an injury/disease. Any job-related injury or disease shall be reported to the Director, or in the case of the Director, the Board's Chairperson, as soon as possible and the agency shall have the responsibility to supply all the necessary information to the DAS Risk Management Division. No employee shall receive payments (worker's compensation plus regular pay) in excess of his or her regular gross wage. In addition, employees being paid workers' compensation for job-related injuries or disease may use accrued sick, vacation or compensatory leave time to supplement the payment up to, but not to exceed, their regular gross pay.

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Holidays

The State of Nebraska annually recognizes eight hours of Holiday Leave with pay for 12 holidays each year. Temporary employees are not eligible for holiday leave with pay.

New Year's Day	January 1
Martin Luther King Day	Third Monday in January
President's Day	Third Monday in February
Arbor Day	Last Friday in April
Memorial Day	Last Monday in May
Juneteenth	June 19
Independence Day	July 4
Labor Day	First Monday in September
Indigenous Peoples' Day and Columbus Day	Second Monday in October
Veterans Day	November 11
Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving	Friday following Thanksgiving
Christmas Day	December 25

When a holiday falls on the first day of an employee's weekend, it shall be observed on the preceding day. When a holiday falls on the second day of an employee's weekend, it shall be observed on the following day.

PAY PERIOD AND REPORTING

Pay Cycle

Pay will be on a biweekly pay cycle. Biweekly pay dates are every other Wednesday. Two pay cycles during the year will have no deductions except federal and state withholding taxes, social security, credit union, and retirement deductions. The Director shall be notified of any changes to address, marital status, number of dependents or exemptions, or any qualified events that may affect an employee's payroll or benefits. An electronic direct deposit to one or more financial account(s), or to a payroll card, will be used for wage and reimbursement payments as the employee has designated. A payroll card operates like a debit card and no credit check or bank account is required.

Timecard Maintenance

Each full time employee shall maintain his or her time worked on the Director approved time sheet. Before 9 pm on Tuesday following the end of the 80-hour pay period, each classified employee shall submit his or her time sheet to the Director, along with any documentation supporting leave requests and approvals. The Director shall submit his or her time sheet to the Board's Chairperson, along with any documentation supporting leave notices. The Director may request additional support and/or clarification if needed prior to approval. All temporary employees shall maintain and submit timecards according to the Administrative Services SOS Program policies in place.

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PERFORMANCE

Each employee of the Nebraska Real Property Appraiser Board is expected to perform his or her duties at a level acceptable to the Director and the Board. Performance evaluations are an important tool to measure and discuss job performance. Evaluations can also be used to assist employees with developing new skills and competencies. The Director is responsible for accurately assessing and completing a performance evaluation for each classified employee. Classified employees should also receive feedback about their performance on a regular basis and issues should be addressed in a timely manner.

Performance evaluations for contract employees are conducted in accordance with the provisions of the NAPE/AFSCME Contract through the centralized Performance Management System approved by State Personnel. Employees will be notified to begin their evaluation process via a system-generated email. Off-Cycle evaluations can be initiated by the Director when deemed necessary.

If an employee refuses to provide an electronic signature, the Director should document the employee's refusal to sign in the system during the process of providing the manager's electronic signature, which should occur prior to final submission of the review. Employee should be reminded that a signature does not represent agreement with the contents, but merely acknowledges receipt of the review.

Performance issues shall be addressed in accordance with the provisions of the Nebraska Administrative Code, Title 273, or NAPE/AFSCME Contract for classified employees.

The Director's performance will be evaluated by the Board prior to the beginning of each fiscal year.

TRAINING

The Nebraska Real Property Appraiser Board offers training to employees in order to support the achievement of business objectives, build employee knowledge, skills, and abilities, and to contribute to improved employee performance and enhance career development and personal growth.

The Director coordinates training and is responsible for identifying training needs and maintaining training records for the agency. Training may be:

- Required: mandated by federal, state, or agency policy, as well as by the Director or the Board;
- Recommended/Agency Sponsored: at the request or assignment of the Director or the Board, most likely job-related courses;
- Optional: courses that provide employee personal development and growth.

Training includes programs that lead to:

- Improved work performance;

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- Ability to assure increasing responsibilities within the agency;
- Meet the goals of the agency or the Board;
- Personal growth and development.

Any request for training or education made by an employee shall be submitted to the Director in writing. All training or education that includes overnight travel, or exceeds \$250.00 in tuition, shall be approved by the Board. If approved, the training or education shall be at the Board's expense unless specified otherwise. Any tuition for training or education attended at the employee's request, and at the Board's expense, may be reimbursed to the Board if employee voluntarily leaves his or her position within one year of attending the training activity, or does not satisfactorily complete any portion of the training activity. Any exception to this policy shall be agreed to by both the Board and the employee and documented in the employee's file.

The Board or the Board's Director may request that an employee attend training or education applicable to his or her responsibilities. All training or education that includes overnight travel, or exceeds \$250.00 in tuition, shall be approved by the Board. Any tuition for training or education attended at the request of the Board or the Director shall be at the Board's expense unless specified otherwise. Such tuition may be reimbursed to the Board if employee does not satisfactorily complete any portion of the training activity. Any exception to this policy shall be agreed to by both the Board and the employee and documented in the employee's file.

Information on training and development opportunities provided by the State of Nebraska can be found at [Nebraska DAS Personnel – Training and Development](#).

EMPLOYEE RECOGNITION

An employee may be recognized no more than once annually for his or her excellence through service (not "Years of Service"), contributions, and/or achievements with an award not to exceed \$500.00 in value. An employee may be nominated by any other employee or board member. A nomination must be made in writing, include the reason for the nomination, and a recommended award. The Director or the Board's Chairperson shall be responsible for evaluation and approval of the nomination and requested award. A recipient of an award will be recognized publicly by the Board at its next regularly scheduled meeting. An award is not the same as an employee bonus.

EXPENSE REIMBURSEMENT

Reimbursement will be made for authorized travel, meals, and other approved expenses in accordance with the NRPAB State of Nebraska Expense Reimbursement Policies. All expense requests must be pre-approved by the Director or the Board. Requests for reimbursement must be made within 60 calendar days from the date the employee incurred the expense.

DRESS CODE

During business hours employees are expected to present a neat and clean appearance. Clothing should reflect job and working conditions. The Director has the responsibility and authority to determine what attire reflects the requirements of the job and working conditions. Upon first occurrence, an inappropriately dressed employee may be sent home and directed to return to work in proper attire. Second and subsequent occurrences may be cause of disciplinary action that may result in termination. Time spent out of the office resulting from a

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dress code issue would not be considered work time and would require use of vacation, comp time, or leave without pay.

BREASTFEEDING

The Board's Director shall make accommodations for employees who breastfeed, or need to express breast milk during work hours. Each building managed by the State Building Division is equipped with a room exclusively dedicated to nursing mothers for expressing breast milk.

WORKPLACE EVACUATION POLICY

Earthquake

1. Stay calm and await instructions from the Emergency Coordinator or other designated official (Director or Business Program Manager if Director is not present).
2. Keep away from overhead fixtures, windows, filing cabinets and electrical power.
3. Assist employees with needs in finding a safe place.
4. Evacuate as instructed by the Emergency Coordinator or designated official.
5. All employees meet in the parking lot of the 1526 Building for further direction (Next to the South State Parking Garage). The Emergency Coordinator will make sure everyone is accounted for, and is responsible for communication with the State of Nebraska.
6. Immediately contact Director if not present, and Board's Chairperson, as soon as possible.

Fire, Gas Leak or other Reason for Building Evacuation

1. In the case of a fire, employees should immediately evacuate the building. In any other case, evacuation should take place upon order by the Emergency Coordinator (Director or Business Program Manager if Director is not present).
2. Assist employees with needs in finding a safe place.
3. All employees meet in the parking lot of the 1526 Building for further direction (Next to the South State Parking Garage). The Emergency Coordinator will make sure everyone is accounted for, and is responsible for communication with the State of Nebraska.
4. Immediately contact Director if not present, and Board's Chairperson, as soon as possible.

Tornado

1. When a warning is issued by sirens or other means, employees should take the stairs to the basement; employees unable to take the steps should take the elevator. Stairwells are NOT recommended as a safe location since they can become wind tunnels. Stay away from outside walls and windows and use arms to protect head and neck. Employees should remain sheltered until the tornado threat is announced to be over.
2. All employees meet in the basement hallway next to the Copy Services window.. The Emergency Coordinator will make sure everyone is accounted for, and is responsible for communication with the State of Nebraska.
3. Immediately contact Director if not present, and Board's Chairperson, as soon as possible.

EMPLOYEE INFORMATION SYSTEMS AND DATA SECURITY POLICIES

Understanding Risks and Threats

One of the biggest concerns today is security threats or intruders. In order to safeguard against any attack, it is necessary to understand how and what the intruder is after. Awareness of the potential dangers facing the Board's Information Systems is critical. Failure to follow the Employee Information Systems and Data Security Policies may lead to disciplinary action up to and including termination of employment.

Types of Threats:

- *Hacker*- A hacker is an individual whose primary aim is to penetrate the security defenses of computer systems. A truly skilled hacker can penetrate a system right to the core and withdraw again without leaving a trace of the activity. Hackers are a threat to all computer systems that allow access from outside.
- *Virus* - Malicious software like a virus is a software program that replicates itself and spreads onto various data storage media (disks, flash drives, portable hard drives, etc.) and/or across a network. The symptoms of virus infection include considerably slower response time, inexplicable loss of files, changed modification dates for files, increased file sizes, and total failure of a computer system.
- *Social Engineering* - Social engineering is the process of convincing people to divulge information that they should not. Often built on false pretenses and misidentification, social engineering is extremely effective. This is accomplished by name-dropping, gaining one's confidence, and intimidation. Social engineering involves the manipulation of people rather than technology to successfully breach their organization's security.

General Information

The Nebraska Real Property Appraiser Board adheres to the [Nebraska Information Technology Commission \(NITC\) Security Standards as its Information Systems and Data Security processes and procedures](#). The majority of security functions are administered by the Office of the Chief Information Officer (OCIO). The OCIO is responsible for administration of the State Communications System including any voice, video, data or wireless communications facility contracted for, or provided by, the State of Nebraska, including state-provided equipment and network connections to State computers. All use of the system is subject to applicable state and federal laws, such as the public records statutes of the State of Nebraska. No reasonable expectations of privacy exist regarding personal business conducted on the system.

By September 15 of each even-numbered year, an information technology report is provided to OCIO that includes an accounting of all technology assets, including planned acquisitions and upgrades. ([Neb. Rev. Stat. § 86-524.01](#)).

Definitions that apply to the Nebraska Information Technology Commission Standards and Guidelines can be found at: <https://nitc.nebraska.gov/standards/1-101.pdf>

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Social Media Use Policy

Employees using social media for State business, both on and off the Nebraska.gov domain, must adhere to the NITC guidelines located at <https://nitc.nebraska.gov/standards/4-101.pdf>.

Active Directory Use Policy

Microsoft Active Directory has an attribute ("thumbnailPhoto") to store a thumbnail photograph of each user. Other applications, including Microsoft Outlook and the Exchange Global Address List, will display these photographs automatically in the context of providing information about the user. Employees utilizing this attribute must adhere to the Active Directory Use Policy located at <https://nitc.nebraska.gov/standards/5-401.pdf>.

State Communications System Acceptable Use Policy

This policy applies to use of the State communications systems. The standards for acceptable use of the system can be located at <https://nitc.nebraska.gov/standards/7-101.pdf>. All use of the system is subject to applicable state and federal laws. Users should not have any expectation of privacy regarding personal business conducted on the system unless otherwise protected by state or federal law.

Information Security Policy

The Information Security Policy is to provide a uniform set of reasonable and appropriate security safeguards for protection of the confidentiality, integrity, and availability of State of Nebraska information collected, stored, and used to serve the citizens of the State. This Information Security Policy contains the safeguards, responsibilities and acceptable behaviors required to establish and maintain a secure environment. All agency employees must adhere to the following:

- Acceptable Use provisions located at <https://nitc.nebraska.gov/standards/8-201.pdf>;
- Email provisions located at <https://nitc.nebraska.gov/standards/8-204.pdf>;
- Portable IT Device provisions located at <https://nitc.nebraska.gov/standards/8-205.pdf>;
- Remote Access provisions located at <https://nitc.nebraska.gov/standards/8-301.pdf>;
- Passwords provisions located at <https://nitc.nebraska.gov/standards/8-302.pdf>;
- Identification and Authorization provisions located at <https://nitc.nebraska.gov/standards/8-303.pdf>;
- Network Transmission Security provisions located at <https://nitc.nebraska.gov/standards/8-402.pdf>;
- Approved Hardware and Software provisions located at <https://nitc.nebraska.gov/standards/8-501.pdf>;
- Minimum User Account Configuration provisions located at <https://nitc.nebraska.gov/standards/8-502.pdf>;
- Minimum Workstation Configuration provisions located at <https://nitc.nebraska.gov/standards/8-504.pdf>;
- Minimum Laptop Configuration provisions located at <https://nitc.nebraska.gov/standards/8-505.pdf>;
- Minimum Mobile Device Configuration provisions located at <https://nitc.nebraska.gov/standards/8-506.pdf>; and
- Use of Cloud Storage Websites provisions located at <https://nitc.nebraska.gov/standards/8-606.pdf>.

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Data is a critical asset of the State of Nebraska. All employees have a responsibility to protect the confidentiality, integrity, availability of data generated, accessed, modified, transmitted, stored or used by the State, irrespective of the medium on which the data resides and regardless of format.

Other Information System and Data Information

- Access is given to each employee for the systems and information needed to do his or her job. Access control is the set up and maintenance of system access data that determines who the employee is, what can be accessed, and what restrictions apply. This is managed by OCIO, and when applicable, the Board's Director.
- Access to any of the State systems requires usernames and passwords. All employees are assigned a unique ID (username) for each specific system, and password is established to allow access to each specific system. Passwords are strictly confidential, and must be maintained in accordance with the policies for each State system. When employment ends, OCIO is notified immediately and access to the State information system will be revoked.
- Software should not be installed on an agency PC, network servers, or other machines without first obtaining the proper approval from the Director. OCIO conducts the majority of software installations for the agency.
- Workstations may be monitored and accessed by the Director if a breach in security, violation of agency policy, or other unauthorized actions, have allegedly been taken.
- Remote access can be through a dial-up, WAN, or Wi-Fi connection. Before authorization to access the network for agency files, permission must be granted by the Director.
- An employee shall not connect any devices to the State network, or any other equipment with a modem or communication system, without prior approval from the Director or OCIO.
- When engaged in discussion groups, chat rooms, email communication, and other internet offerings, employee may only indicate his or her affiliation with the Nebraska Real Property Appraiser Board in a way that does not potentially embarrass or harm the Board or the State of Nebraska. In addition, misrepresenting, obscuring, suppressing, or replacing your identity on State communication systems is prohibited.
- An employee's name, email address, agency affiliation, and related information included with messages or postings must reflect the actual originator of the messages or postings.
- An employee may not create his or her own, or forward externally provided email messages, that may be considered to be harassment, contribute to a hostile work environment, use profanity, or contain derogatory comments about sex, race, religion, or sexual preference.
- An employee must adhere to the CIO procedures for reporting and/or discarding unwanted and unsolicited e-mail (also known as SPAM) or emails with concerning attachments.
- Another employee's Email account cannot be used to send or receive messages without permission from the Director.
- An employee may not upload software licensed to a third party to any computer via the internet unless authorization from the Director or OCIO has first been obtained.
- To ensure that Information Systems run smoothly, temporary internet files and cookies should be deleted by employee on a regular basis.

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Telephone and Fax

Communication outside the state telephone system for business reasons is often necessary, but it can create security exposures. Employees should take care that they are not overheard when discussing sensitive or confidential matters.

When an employee is out of the office for an extended amount of time, the employee's voicemail message should be changed to reflect the length of time he or she will be away.

MOTOR VEHICLES POLICY

State business is defined as performing job functions on behalf of the organization. Examples include, but are not limited to, driving to other locations for work purposes; driving to meet with vendors or other entities the organization does business with, driving to other agencies to represent the organization; driving to deliver, transport, or pick up goods or to provide services on behalf of the organization; and traveling to meetings, training events, workshops, or seminars. Driving in order to conduct State business must be approved by the Director. Commuting is not considered State business.

While driving on State business, employees are expected to follow these safety and motor vehicle use rules:

- Notify the Director if taking medication, or if subject to a medical condition that would interfere with the safe operation of a motor vehicle;
- When utilizing personal vehicle or Transportation Services Bureau fleet vehicle follow all policies, procedures, and rules contained within the Transportation Services Bureau Policies and Procedures at <https://das.nebraska.gov/tsb/policies.html>;
- Wear a seatbelt and ensure all passengers wear seatbelts while the vehicle is in motion;
- Do not operate a vehicle under the influence of drugs or alcohol;
- Do not use radar detectors and/or wear headsets while operating a vehicle;
- Refrain from texting and use of a hand held cellular phone unless coupled to a hands-free device while driving;
- Conform with all traffic laws and be cognizant of weather conditions and drive accordingly;
- Ensure any personal vehicle used in the course of State business is in safe mechanical condition;
- Refrain from running personal errands while operating a State owned vehicle;
- Display the highest level of professional conduct while driving on State business;
- Refrain from smoking or using tobacco products in State owned vehicles;
- Maintain a valid operator's license;
- Maintain necessary vehicle insurance on personal vehicle, if a personal vehicle is used.

Employees are required to immediately report any accident that occurs while driving on State business to the Director, or the Board's Chairperson if the Director cannot be reached, and are expected to report any citations or moving violations received while driving on State business no later than the first working day following the citation. Transportation Services Bureau shall be notified if an employee contests a ticketed citation/violation.

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The following motor vehicle actions/violations/citations are considered serious and may also prohibit an employee from driving on State business and/or may result in disciplinary action up to and including termination:

- Motor vehicle homicide;
- Reckless driving and/or careless driving and/or willful reckless driving;
- Driving under the influence of alcohol or any drug;
- Revocation or suspension of driver's license and/or driving on a suspended or revoked license;
- Hit and run and/or failure to stop and render aid and/or report an accident;
- Recent and frequent loss of points or moving violations/citations.

The Nebraska Real Property Appraiser Board reserves the right to verify that employee possesses an acceptable driving record, which may include obtaining copies of documents, such as proof of minimum liability insurance required by Nebraska State Statute, and an employee's driving record from the Nebraska Department of Motor Vehicles. All driving records and associated documentation are considered private and shall be kept in the employee's confidential personnel file.

Employees failing to meet the responsibilities described within this policy may be subject to discipline up to and including termination of employment.

DISCIPLINE POLICY

The Nebraska Real Property Appraiser Board makes every effort to help each employee become and remain an efficient, productive, and satisfied worker. Disciplinary actions are those actions taken by the Director or the Board in response to an employee's failure to meet the standards, objectives, or rules of the agency. The objective of the discipline process is to correct or eliminate inappropriate behavior or conduct.

- Employees covered by the NAPE/AFSCME Labor Contract may be disciplined for violations outlined in the NAPE/AFSCME and State of Nebraska Labor Contract;
- Employees covered by the Classified System Personnel Rules and Regulations may be disciplined for violations outlined in the Classified System Personnel Rules and Regulations;
- All employees may be disciplined for violating agency rules and policies, including those contained in this handbook, Board policies, applicable federal or state laws, and rules and regulations.

Classified employees have the right to file a grievance. All grievance processes and procedures shall be carried out in accordance with the provisions of the Nebraska Administrative Code, Title 273 or NAPE/AFSCME Contract for classified employees.

Filing a grievance does not delay the effective date of any Director or Board action. Filing a grievance will not jeopardize the grievant's position, opportunities for advancement, or salary increases. No classified employee shall be coerced by any employee(s) into not proceeding with a grievance or not appearing as a witness at a hearing.

SEPARATION OF EMPLOYMENT

Separation of employment within an organization can occur for several different reasons, listed below:

- **Resignation:** Resigning employees are expected to provide two weeks' notice (10 workdays), preferably in writing, to facilitate a smooth transition out of the agency. Employees providing less notice than this will not be considered to have resigned in good standing, and may not be eligible for rehire, unless a shorter notice has been agreed to by the Director.
- **Retirement:** Employees who wish to retire are encouraged to notify the Director, or if appropriate, the Board's Chairperson, in writing at least one (1) month before the planned retirement date.
- **Job Abandonment:** Employees who fail to report to work or contact the Director for three (3) consecutive workdays shall be considered to have voluntarily resigned from the job without notice, effective at the end of their normal shift on the third day. The Director may initiate the paperwork to terminate the employee. Employees who are separated due to job abandonment are not in good standing and are ineligible for rehire.
- **Involuntary Termination:** Classified employees who have been terminated through the discipline process, or on original probation, may be involuntarily terminated from their employment with the Nebraska Real Property Appraiser Board in accordance NAPE/AFSCME Labor Contract or the Classified System Personnel Rules and Regulations, whichever is applicable.
- **Reduction in Force (RIF)/Layoff:** The agency may determine that due to position elimination, reorganization, attrition, or other factors, a reduction in force may be necessary. All reduction in force processes and procedures shall be carried out in accordance with the provisions of the Nebraska Administrative Code, Title 273 or NAPE/AFSCME Contract, whichever is applicable, for classified employees.

Off-Boarding Process

When an employee separates from the Nebraska Real Property Appraiser Board, the Director, or in the case of the Director's departure, the Business Program Manager, will begin the off-boarding process. This process is used to ensure that all employees leave the Board in the most respectful, efficient, and consistent manner. This process includes paperwork, and may include an exit interview. The exit interview shall occur via paper and/or in person when applicable.

The separating employee shall return all state property at the time of separation, including tools, cell phones, keys, laptops, any State owned devices, and identification cards.

Health insurance and related benefits terminate the last day of the month of employment. Information for Consolidated Omnibus Budget Reconciliation (COBRA) continued health coverage will be provided. Employees will be required to pay their share of the dependent health and dental premiums through the end of the month.

Nebraska Real Property Appraiser Board Employee Handbook

Rehire

Former employees who separated from the Nebraska Real Property Appraiser Board in good standing, and were classified as eligible for rehire, may be considered for reemployment. An application must be submitted, and the applicant must meet all minimum qualifications and requirements of the position, including any qualifying exam, when required. An applicant or employee who is terminated for violating policy, poor performance, or who resigned in lieu of termination from employment, will be ineligible for rehire.



State of Nebraska Expense Reimbursement Policies

Effective March 20, 2025

Substantiation of Expenses

Under the State's accountable plan, the Internal Revenue Service requires employee or board members to substantiate the cost for travel, lodging, meals, and other expenses. To be reimbursed, the expense must be a necessary expense, incurred in the line of duty, reason/purpose of the expense must be clearly stated, all start/stop dates and times must be recorded, and the amount of the expense must be substantiated.

Adequate accounting generally requires the use of a documentation record such as an account book, expense diary or log, or similar record near the time of incurrence of the expense. Such log should list the date, amount, place (e.g. city) or description, and purpose for each expense. A combination of receipts and detailed itemization is permitted. Meals and incidental expenses are deemed to be substantiated under per diem allowances, and eliminate the need for substantiating actual costs. To satisfy the requirement of the accountable plan, the employee or board member should complete the Expense Reimbursement Document correctly or utilize a documentation record to transfer cost information to the expense reimbursement form so reimbursement can be made.

A request for reimbursement (on an approved expense reimbursement document) for the incurred expense must be submitted by the employee or board member to the appropriate agency office (business office, accounting office). To document that this requirement is met, the agency office will need to have an effective method of recording when the expense document was received.

Such request must be made not later than sixty days after the final day on which the expenses were incurred for which reimbursement is sought. This means that if travel occurs June 15-June 18 and again on June 22-June 25, the request for reimbursement may include both trips, but the request for reimbursement for the first travel period must be submitted no later than 60 days after June 18.

If an employee or board member typically requests reimbursement for non-travel expenses and accumulates the receipts for which reimbursement is sought, each expense will have its own 60 day limit for reimbursement. (Travel is defined as being away from headquarter city longer than one day.)

When a receipt does not provide the essential character of the expense, such as rate or period of use, the agency may require a copy of the rental contract or other billing as supporting documentation to substantiate the expense. For instance, vehicle rental receipts with only an amount would require additional documentation. Screen prints or other support of online purchases should be provided, if possible, to document purchases being made via the internet.

Receipts

Receipts - Detailed receipts are required as support for all expenditures except per diem meals and immaterial items identified by the Director of Administrative Services. Common expenses requiring detailed receipts include, but are not limited to, lodging, car rental, commercial travel, and registration fees.

Detailed receipt is defined as a receipt that identifies the date, time, city, state, itemization of item(s) claimed, and the cost.

Immaterial items are anything less than \$10.00; however, you are required to substantiate immaterial items in a log, as described under Travel Expense Policy # 5, Substantiation of Expense in the Nebraska State Accounting Manual.

In the absence of detailed receipts supporting an employee's claim, State Accounting requires a signed written explanation including one of the following:

- Copy of a cancelled check with purchase details;
- Charge card slip with purchase details; or
- Subsequently acquired receipt with purchase details.

If one of the above options cannot be provided, or where a receipt was not provided, the employee must create and provide a signed affidavit. This policy is for the convenience of the agency and the employee. The absence of documentation may necessitate the discontinuation of this process and the subsequent inability to reimburse employees when detailed receipts are not available.

Employee or Board Member Signatures

The employee or board member claiming reimbursement of expenses must provide an original signature on the expense document or submit the document through their Nebraska government assigned e-mail account (or agency approved email account if no Nebraska government email account is assigned). Supporting documentation must be maintained by the agency for those documents submitted via email.

Air Travel

Air travel shall only be authorized when it is more economical than surface transportation. Reimbursement for commercial air travel will be limited to "coach" fare, if such seating is available at the time of ticket purchase. If an agency chooses to calculate productive time saved, the employee or board member's actual salary shall be used. For board members, or others who do not receive a salary, the State average annual salary, as published in the Personnel Almanac, shall be used. Whenever reimbursement of air travel is made separate from the employee or board member expense reimbursement document, a cross reference shall be made from the employee or board member expense reimbursement document to the air travel reimbursement document.

Travel by privately-owned airplane or personally-rented airplane shall have the prior approval of the agency director. Such approval shall be provided with the payment documents.

- a. Privately-owned – An employee or board member will be reimbursed at the prevailing standard rate as established by the Internal Revenue Service through its Revenue Procedures. This mileage rate is established in Travel Expense Policy #1 (Air Travel) in the Nebraska State Accounting Manual. DAS will not differentiate between "travel at the convenience of the agency or employee or board member". This mileage rate is effective for all employee or board members not covered under a collective bargaining agreement, or in which the bargaining agreement does not specify a mileage rate.
- b. Personally-rented – Employee or board members shall be reimbursed for the actual expense of personally renting an airplane unless the expense is paid directly by the agency involved.
- c. Charter flight – Agencies should contact the Department of Aeronautics to make arrangements for charter flights.

Conference (Attendance by State Employee or board members)

State employee or board member expenses – Expenses incurred by a State officer, employee or board member, or member of any commission, council, committee or board of the State while attending a non-State agency sponsored conference may be paid. Payment may be made directly to a vendor or as reimbursement to an employee or board member for expenses incurred on behalf of the agency. Original invoices/receipts and a document, or statement, showing the date, purpose and agenda of the conference must be attached to the payment document. Expenses should be coded to the appropriate object code. For example, travel expenses should be coded to the appropriate travel expenditure account and the registration fee to Conference Registration Expense.

The payment of meals and nonalcoholic beverages for State employee or board members attending a non-State agency sponsored conference is allowable if the employee or board member is in travel status or the meal is included in the overall conference pricing.

Lodging

Lodging is booked by agencies through Engine, an online booking platform and Statewide contract. Lodging may be booked when an employee or board member is "away from home overnight". The Internal Revenue Service states: "You are away from home overnight if your duties require you to be away from the general area of employment for a period substantially longer than an ordinary day's work and, during released time while away, it is reasonable for you to need and to get sleep or rest to meet the demands of your employment or business. The absence must be of such duration that you cannot reasonably leave and return to that location before and after each day's work." Meals should not be charged to a hotel room and will only be reimbursed through the per diem process.

Sales to the State of Nebraska and its agencies are exempt from Nebraska sales, use and lodging tax. Therefore, if in-state lodging expenses are directly billed to the agency, the agency should present a completed copy of Form 13 (Nebraska Resale or Exempt Sale Certificate) to the lodging establishment.

It is State Accounting policy that a person generally be more than 60 miles from his or her workplace in order to be eligible for lodging. We realize there may be reasons to pay for lodging for distances less than 60 miles. Such reasons include, but are not limited to work requirements, medical conditions or weather; in those instances the reason must be clearly stated on the disbursement document.

Parking charges and resort fees incurred at a lodging site may be reimbursed to an employee or board member who completes an Expense Reimbursement Document.

Meals

Meal expenses incurred during travel shall be reimbursed on a per diem basis pursuant to Neb. Rev. Stat. § 81-1174, based on the destination of the travel. The State per diem rates shall be 70% of the relevant federal rates (General Services Administration for travel within the contiguous United States). Travel start and stop times must be included (IRS requirements). Meals will be reimbursed for full day regardless of start and stop time. The Expense Reimbursement Document (ERD) will calculate the full reimbursement for each day based on the following:

- The Per Diem Rate shall be based on the original Destination City. (GSA Per Diem Rates)
- The first and last day of travel will be prorated at 75% of the State Per Diem Rate.
- Any meal that is provided shall be deducted from the daily Per Diem Rate. Examples include:
 - Meals included in Conference fee
 - Meals provided by Hotel
 - Meals purchased by 3rd Party
- Meals expense charged directly to and paid for by the State of Nebraska
- At the agency head's discretion, one-day travel meal expenses (breakfast and dinner only) may be reimbursed using State per diem rates when it is deemed necessary for the working conditions of the employee.
 - Breakfast - When an employee or board member leaves for one-day travel at or before 0630 or 1 1/2 hours before the employee's shift begins, whichever is earlier, breakfast rate may be reimbursed.
 - Lunch - Noon meals for one-day travel are not reimbursable.
 - Dinner - When an employee or board member returns from one-day travel at or after 1900 or 2 hours after the employee's shift ends, whichever is later, the evening meal rate may be reimbursed.

* NOTE: The time limitations set forth do not include the time taken for the meal. *Incidental per diem expenses should not be reimbursed unless the employee is approved for one-day travel meal expenses.*

- Meal expenses incurred in the city or town in which the residence or primary work location of such employee is located, are not reimbursable, except as discussed in General Policy #22, State Employee Expenses While Not in Travel Status and Travel Expense Policy #3, Conference (attendance by State Employees) in the Nebraska State Accounting Manual.
- One-day travel will be prorated at 75% of the State Per Diem Rate. (Must check the box for 1st or Last Day)
- Actual expenses for group meals incurred by an agency on a purchasing card are allowable for official functions, conferences, or hearings; not to include normal day-to-day operations of the agency, commission, committee, or board.
- The IRS has taken the position that reimbursement for meal expenses incurred on one-day travel is taxable income to the employee unless such reimbursements are deemed "occasional". In order to monitor this provision, all such reimbursements for one-day travel shall be coded to account 571600 (meals – one day travel). When reimbursements for meals for one-day travel exceed \$200 per employee in any one year (December 1 through November 30), the entire amount of such reimbursements will be considered taxable income. If reimbursements for an employee are \$200 or more for any one year, the agency will enter a payroll one-time override using DBA 1005 for the total amount coded to object code 571600. This should be processed during the calendar year payroll. The reimbursements will be added to the employee's gross wages and payroll taxes will be withheld accordingly. Reimbursement to one employee for two or more employee's expenses will not be allowed for meals because of this provision. (Travel Expense Policy #9. Reimbursement to One Employee for Two or More Employee's Expenses)

If the lodging site claimed on an employee's or board member's expense reimbursement request, or paid for by the State, includes one or more meals in the cost paid as part of the lodging costs, reimbursement is not permitted for such meal(s) as described below:

- 1) Breakfast - If a continental breakfast is served by the lodging site in the morning after the date on which the lodging expense is incurred, which includes offerings greater than bread, bagels, muffins, fruit, milk, juice, and coffee (i.e., eggs, bacon, sausage, pancakes, waffles, etc.).
- 2) Dinner - A meal is served by the lodging site in the evening on the date on which the lodging expense is incurred, which includes offerings greater than soups, salads, snacks, hors d'oeuvres, or appetizers.

Personal Automobiles

An employee or board member will be reimbursed for use of a personal vehicle while on State business (this does not include commuting miles) at the prevailing standard rate as established by the Internal Revenue Service through its Revenue Procedures. This mileage rate, as established in Travel Expense Policy #7 (Personal Automobiles) in the Nebraska State Accounting Manual, is effective for all employee or board members not covered under a collective bargaining agreement, or in which the bargaining agreement does not specify a mileage rate. All contract employee or board members currently use the IRS rate. However, agencies may, at their determination, require employee or board members to utilize state-owned vehicles (as opposed to personal vehicles) if the use of the state-owned vehicle would be more economical from both an auto rental rate and the time involved in renting the state-owned vehicle. If after such agency determination, an employee or board member still wants to drive their personal vehicle, the agency is not required to reimburse the employee or board member any more than it would have cost the agency to rent the state-owned vehicle.

Motorcycles – An employee or board member will be reimbursed for the use of a motorcycle while on State business (this does not include commuting miles) at the prevailing standard rate as established in Travel Expense Policy #7 (Personal Automobiles) in the Nebraska State Accounting Manual.

Rental Cars - Insurance - An employee or board member should decline rental agency insurance coverages. Please refer to your agency's annual letter from Risk Management. There is a section on rental cars. Under Section III B, it states that you should NOT accept the coverages because the car rental is covered by the State's insurance.

Reimbursement to One Employee or Board Member for Two or More Employee or Board Member's Expenses

One employee or board member may be reimbursed for actual expenses incurred on behalf of another State employee or board member, such as when two employee or board members sharing a motel room are billed jointly and one employee or board member pays the bill. The employee or board member to be reimbursed must provide the same detailed information that would have been required of each State employee or board member had they been billed individually. In all cases when one employee or board member is requesting reimbursement for expenses of more than one State employee or board member, detailed receipt policies must be adhered to, employee or board members' names listed and documents cross-referenced, when applicable. If two employee or board members are billed jointly, but each pays half and each requests reimbursement separately, the documents must be cross-referenced, since one employee or board member usually may not have a detailed receipt. An employee may not be reimbursed for another employee's meal per diem.

Long Distance Telephone Calls

Charges for long distance telephone calls are not an allowable expense.

Personal Cellular Telephone Expenses

Charges for personal cellular telephone calls are not an allowable expense.

Entertainment Expenses

Entertainment expenses are not allowed to be reimbursed absent specific statutory authority.

Payments for State Employee Wages

In accordance with §81-1117.05, payments for wages for all state employees will be by electronic funds transfer (EFT/Direct Deposit). Such EFT payments may be made to any financial institution of the employee's choosing or to a state authorized debit card. State employees include all officers or employees of the state or any state agency and pursuant to §81-1178 shall include duly appointed committee, board and commission members.



Personal Vehicle Use Authorization

Effective September 19, 2019

I _____ hereby acknowledge that authorization is granted for use of
(employee or board member name)
my privately owned vehicle while on State business (this does not include commuting miles), and that
use of my privately owned vehicle must be compliant with the provisions of the State of Nebraska
Expense Reimbursement Policies, and Neb. Rev. Stat. §§ 81-1014, 81-1174, and 81-1176. I understand
that this authorization may be revoked for violation of any of the above mentioned provisions, or by a
change to Internal Procedure 201908. Furthermore, I acknowledge that this authorization for use of my
privately owned vehicle while on State business meets the requirement for preapproval as specified in
Neb. Rev. Stat. § 81-1175.

Signature: _____

Date: _____

I _____ certify that reimbursement for use of a privately owned
(Director or Board Chairperson)
vehicle by the above is authorized according to the provisions of Neb. Rev. Stat. §§ 81-1014 and
81-1176.

Signature: _____

Date: _____



New Board Member Orientation Packet



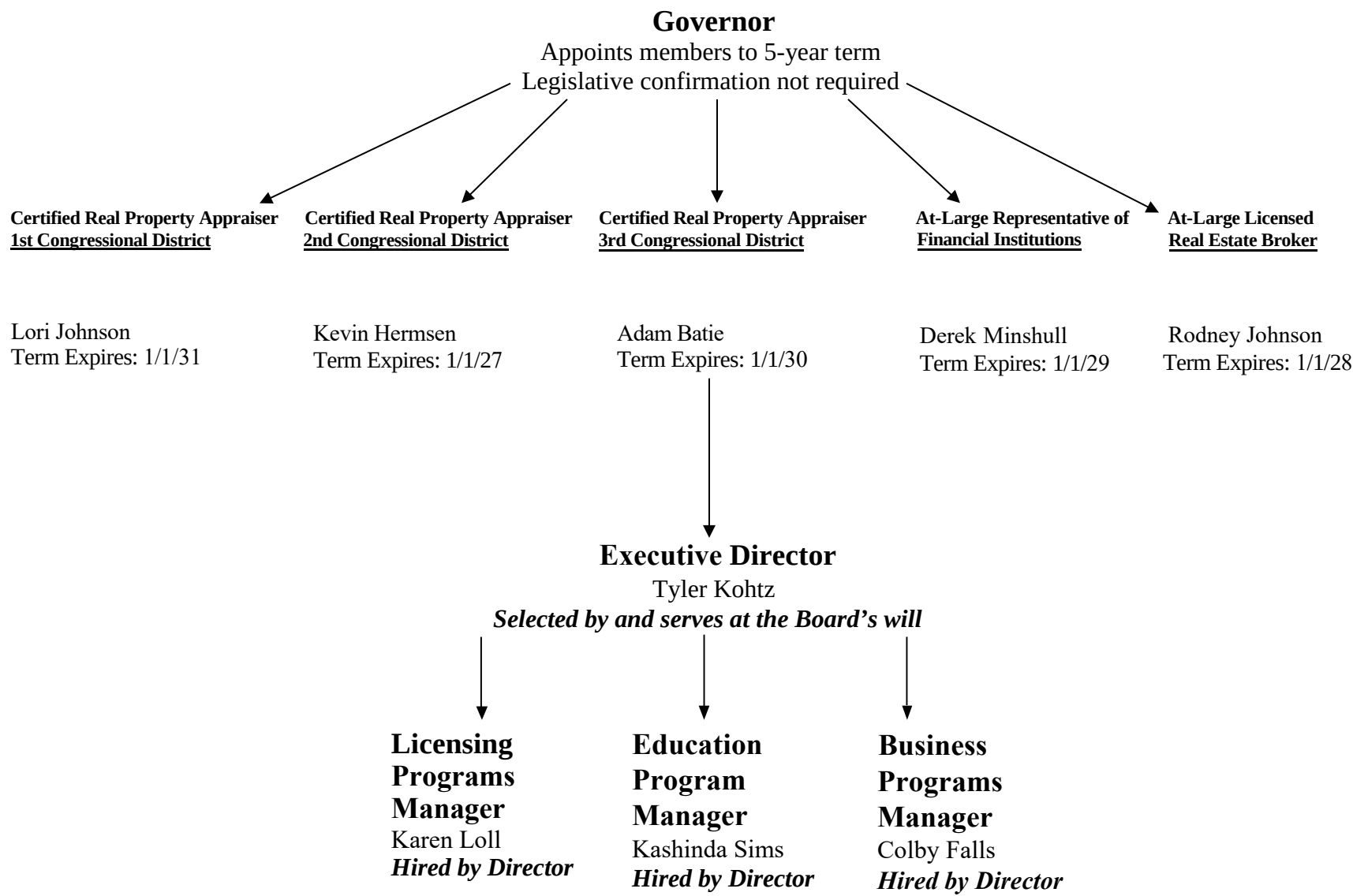
Mission:

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

Vision:

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

NRPAB Schematic Organization Diagram





2026 BOARD ROSTER

Effective January 2, 2026

Kevin P. Hermesen <i>2nd District Representative</i> <i>Term Expires: January 1, 2027</i>	Work: Mitchell and Associates 14611 West Center Road Omaha, Nebraska 68144 (402) 330-4500 kevin@mitchellassociates.com	Home: 19751 Rosewood Street Gretna, Nebraska 68028 (402) 350-8494 - Cell
Rodney Johnson <i>Licensed Real Estate Broker Representative</i> <i>Term Expires: January 1, 2028</i>	Work: United Farm and Ranch Management 800 West Benjamin Avenue Ste B Norfolk, Nebraska 68701 (402) 371-0065 rodney.johnson@ufarm.com	Home: 3416 Golf View Drive Norfolk, Nebraska 68701 (402) 750-5294 - Cell
Derek Minshull <i>Financial Institutions Representative</i> <i>Term Expires: January 1, 2029</i>	Work: NebraskaLand Bank 1400 South Dewey Street North Platte, Nebraska 69101 (308) 534-2100 dminshull@nlb.com	Home: 2302 West Leota Street North Platte, Nebraska 69101 (308) 530-1545 – Cell
Adam Batie <i>3rd District Representative</i> <i>Term Expires: January 1, 2030</i>	Work: Farm Credit Services of America 4070 East 56th Street Kearney, Nebraska 68847 (308) 440-2509 – Office adam.batie@fcsamerica.com	Home: 1805 East 59th Street Kearney, Nebraska 68847 (308) 440-2509 – Cell
Lori Johnson <i>1st District Representative</i> <i>Term Expires: January 1, 2031</i>	Work: Great Plains Appraisal 5925 South 56 th Street Ste 3 Lincoln, Nebraska 68516 (402) 476-1144 – Office ljohnson@gpappraisal.com	Home: 6920 Laurent Circle Lincoln, Nebraska 68526 (402) 617-0649 – Cell
Staff		
Tyler Kohtz Executive Director tyler.kohtz@nebraska.gov (402) 471-9025 – Direct (402) 418-1700 – Cell	Karen Loll Licensing Programs Manager karen.loll@nebraska.gov (402) 471-9024 – Direct	
Kashinda Sims Education Program Manager kashinda.sims@nebraska.gov (402)-471-9022 – Direct	Colby Falls Business Programs Manager colby.falls@nebraska.gov (402)-471-9015 – Direct	



New Board Member Orientation Packet

Effective January 5, 2026

Board Makeup

The Board consists of five members appointed by the Governor, one member who is a certified real property appraiser from each of the three congressional districts, and two members at large. The membership of the board selected from the congressional districts includes at least two certified general real property appraisers, and the two at large members includes one representative of financial institutions and one licensed real estate broker. Each member serves a five-year term.

At each January meeting, the Board elects the Board Chairperson and Vice-Chairperson for the year. The Board Chairperson is responsible for leading the meetings, and along with the Board's director or staff appointed by the director, is the main point of contact for all Board business outside of the meetings. If you have questions or concerns regarding any matters, please discuss it with the Board Chairperson, director, or appropriate staff. The Vice-Chairperson is responsible for the enforcement and credentialing motions at each meeting. Outside of the meetings, the Vice-Chairperson works with the Chairperson to ensure that the Board's mission and goals and objectives are being carried out. Finally, the Vice-Chairperson, along with the director or staff appointed by the director, are the main point of contact for all Board business outside of the meetings if the Chairperson is unavailable. It is important to the Board and its staff that the proper channels of communication be maintained, and business is conducted in a unified consistent manner.

Board Meetings

The Board meets 12-13 times during a calendar year, typically the third Thursday of the month, and may be in person or by virtual conferencing. Twelve meetings are regular monthly meetings of the Board, and in June the Board holds its annual strategic planning meeting. Up to half of the Board's meetings may be held by virtual conferencing during a calendar year. The schedule for the preceding year is set in either November or December of the current year. The determination that a meeting be held by virtual conferencing is made on a month-by-month basis. If you are unable to attend a meeting, please notify the Board's director at least 24 hours before the start of the meeting.

Three members shall constitute a quorum for each meeting, two of whom must be credentialed appraisers. The typical meeting will start at 9:00 a.m., and run to 12:00 p.m. (depends on the amount of information covered). Investigations, credentialing and AMC applications, and other sensitive business will be covered in executive session (closed to the public). Executive session typically starts right after the agenda is set, and typically runs to 10:00 a.m., which is when the public agenda begins. If the entire executive session is not completed prior to 10:00 a.m., the Board will return to executive session after the public agenda is completed. Outside of the meeting, communication between board members cannot constitute a quorum (e.g., an email conversation including three board members would constitute a quorum and violate the Open Meetings Act).

Board Meeting Preparation

The Board's staff begins board meeting preparation on Monday, the week prior to the meeting. Preparation runs for five days with the Board Meeting Packet being available in the Board Member Portal on Friday afternoon. The Board's director (or staff appointed by the director) will notify you by email if there is a change to this schedule. In order to prepare the Board Meeting Packet, all requested documentation is required to be submitted to the Board's office on Friday, two weeks prior to the week of the meeting. Any information submitted after this time will be included in the Board Meeting Packet at the director or Board Chairperson's discretion. If a board member has an issue or idea that he or she would like to have discussed during the meeting, the Board's director should be notified. The agenda cannot be altered twenty-four hours prior to the meeting; therefore, it is important that if an addition is desired, the director be notified prior to this deadline.

Board Meeting Packets

The Board Meeting Packet will be made available in the Board Member Portal on Friday a week prior to the meeting, and board members will be simultaneously notified by e-mail of its availability. This e-mail will typically be sent by the Business and Licensing Program Manager or the Business and Education Program Manager. The packet consists of the agenda and the complete PDF documents for each agenda section. Each packet section is set up with PDF bookmarks to help you find information quickly. See "PDF Bookmark Tutorial_February 9, 2018" located at the end of this packet for guidance. Individual files and documents for each grievance and application are located in the NRPAB Database. See "Viewing Appraiser Logs in the NRPAB Database," "Viewing AMC Logs in the NRPAB Database," "Viewing Grievance Summary and Logs in the NRPAB Database," "Viewing Education Records in the NRPAB Database," and "Viewing Appraiser Renewal Applications in the NRPAB Database" tutorials located at the end of this packet. As preparation for meetings is essential, please contact the Board's office as soon as possible with questions or issues concerning the Board Member Portal.

Board Meeting Packet Addenda

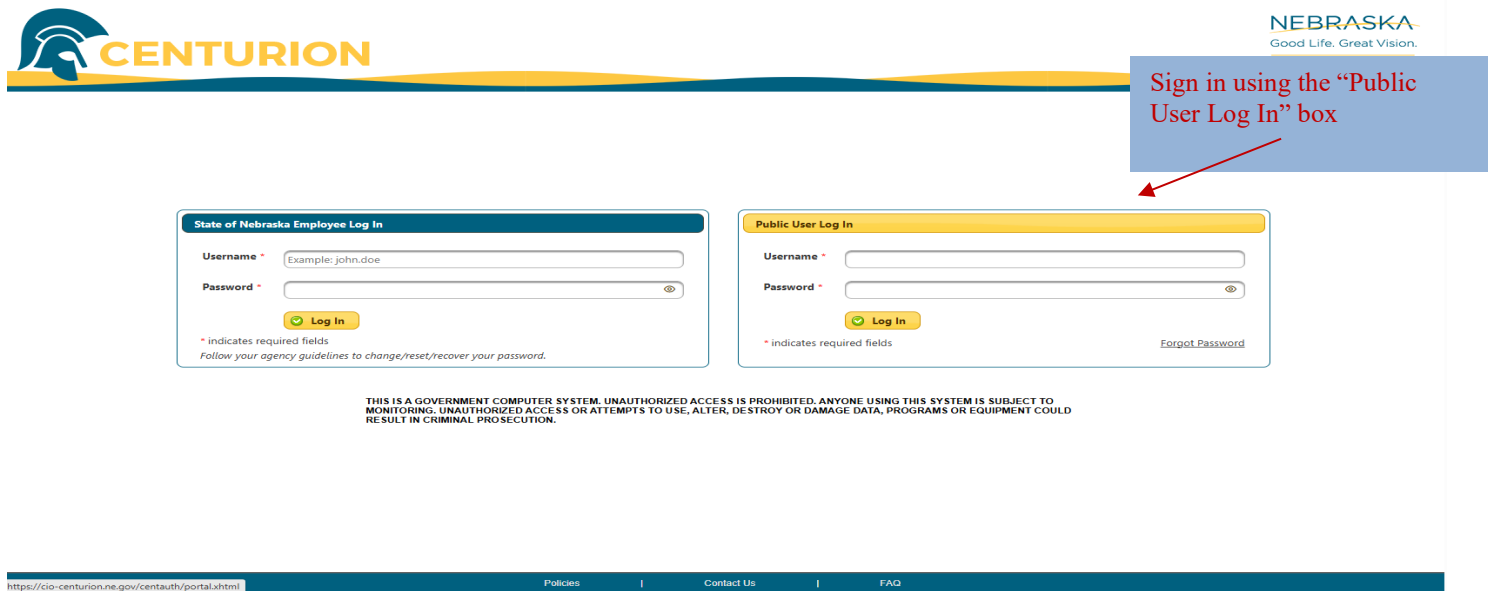
Although the deadline for document submissions is explicitly set as the Friday two weeks prior to the board meeting, materials that may be important to impending investigations or other agenda items are often received after the deadline. In these cases, board members will be sent an e-mail with "Addendum" in the subject line, which includes the addendum, or a notification that an addendum has been placed in the Board Member Portal for the current Board Meeting Packet. If applicable, the addenda will have page numbers, which will aid board members in placing them within the appropriate sections of their already assembled packets (if a physical packet is printed). Addendum information may be presented at the meeting as well (the most common situation).

Per Diem Payments and Expense Reimbursement Requests

Board members receive a per diem of one hundred dollars per day for each scheduled meeting of the Board or a committee of the Board at which the member is present, and may also receive a per diem of one hundred dollars per day for attending, along with time spent in travel, Association of Appraiser Regulatory Officials (AARO) conferences or meetings, The Appraisal Foundation committee and subcommittee meetings, or other business as authorized by the Board. Regular board meeting per diems are approved by the Board's director for inclusion in the next pay cycle, and any additional per diems are approved by the Board at its next regularly scheduled meeting. All requests should be made to the Director in advance of the meeting at which it is to be considered. In addition, under the State's accountable plan, the Internal Revenue Service requires employees or board members to substantiate the cost for travel, lodging, meals, and other expenses. To be reimbursed, the expense must be a necessary expense, incurred in the line of duty, reason/purpose of the expense must be clearly stated, all start/stop dates and times must be recorded, and the amount of the expense must be substantiated. See the NRPAB State of Nebraska Expense Reimbursement Policies located at the end of this packet for specifics. Expense reimbursement requests must be submitted to the Board's office on the appropriate form by mail, fax, or email within 60 days of the expenditure (typically emailed to Business and Licensing Program Manager). You will be notified prior to the beginning of each calendar year of any changes to the existing Expense Reimbursement Document for the next year (if any changes are made).

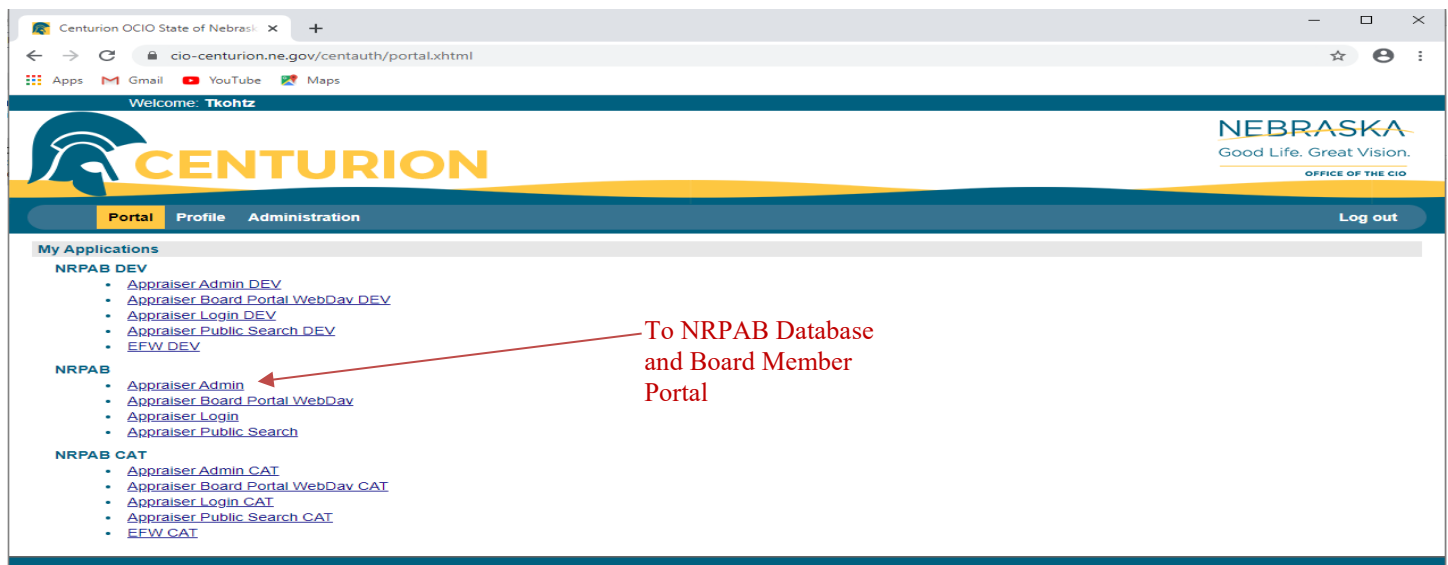
NRPAB Database and Board Member Portal

To access the NRPAB Database and Board Member Portal, enter the secure web address <https://cio-centurion.ne.gov/centauth/portal.xhtml>. If you do not already have a Centurion Blue Username and Password, you will be sent an invitation from the director to establish a Username and Password. When accessing the NRPAB Database or the Board Member Portal, do not enter the address with “www” as this is invalid. Also, it is best to enter the web address each time. The Board Member Portal is a secure web site and is updated regularly; if you save a link to the web address, the cookies tend to snapshot that link at the time it was saved, which means that you will not see the updates made since the link was saved.



The screenshot shows the Centurion login page. At the top left is the Centurion logo. At the top right is the Nebraska logo with the tagline "Good Life. Great Vision." Below the logos are two login boxes. The left box is titled "State of Nebraska Employee Log In" and contains fields for "Username" (with an example "john.doe") and "Password", a "Log In" button, and a note: "* indicates required fields. Follow your agency guidelines to change/reset/recover your password." The right box is titled "Public User Log In" and contains fields for "Username" and "Password", a "Log In" button, a "Forgot Password" link, and a note: "* indicates required fields". A red arrow points from a text box on the right to the "Public User Log In" box. The text box contains the text "Sign in using the 'Public User Log In' box". Below the login boxes is a disclaimer: "THIS IS A GOVERNMENT COMPUTER SYSTEM. UNAUTHORIZED ACCESS IS PROHIBITED. ANYONE USING THIS SYSTEM IS SUBJECT TO MONITORING. UNAUTHORIZED ACCESS OR ATTEMPTS TO USE, ALTER, DESTROY OR DAMAGE DATA, PROGRAMS OR EQUIPMENT COULD RESULT IN CRIMINAL PROSECUTION." At the bottom of the page is a footer with the URL "https://cio-centurion.ne.gov/centauth/portal.xhtml" and links for "Policies", "Contact Us", and "FAQ".

Once your Username and Password are entered, you will be directed to the Board’s Centurion main page. It is here where you can access the NRPAB Database and Board Member Portal (Appraiser Admin). Also, you can change your password and password information from this screen under “Profile.”



The screenshot shows the Centurion main page. At the top is a navigation bar with the Centurion logo, the Nebraska logo, and the tagline "Good Life. Great Vision." Below the navigation bar is a "Welcome: Tkohtz" message. The main content area is titled "My Applications" and contains three sections: "NRPAB DEV", "NRPAB", and "NRPAB CAT". Each section contains a list of links. A red arrow points from a text box on the right to the "Appraiser Admin" link under the "NRPAB" section. The text box contains the text "To NRPAB Database and Board Member Portal".

- NRPAB DEV**
 - Appraiser Admin DEV
 - Appraiser Board Portal WebDav DEV
 - Appraiser Login DEV
 - Appraiser Public Search DEV
 - EFW DEV
- NRPAB**
 - Appraiser Admin
 - Appraiser Board Portal WebDav
 - Appraiser Login
 - Appraiser Public Search
- NRPAB CAT**
 - Appraiser Admin CAT
 - Appraiser Board Portal WebDav CAT
 - Appraiser Login CAT
 - Appraiser Public Search CAT
 - EFW CAT

Once the “Appraiser Admin” hyperlink is selected, you will have access to the NRPAB Database and the Board Member Portal. Click on the “Board Portal Home” icon in the center of the page to access the Board Member Portal. Materials in the Board Member Portal may be printed, or if preferred, documents may be viewed directly from a computer during the meeting.



Dropdown used to search for appraisers, AMCs, education, investigations, disciplinary history, and other executive session items

Board Member Portal access

Board Member Portal

The Board Member Portal is hyperlink driven. If you want to enter a folder, subfolder, or open a document, follow the hyperlinks to where you would like to go. There is also a “Back” button to move back out of folders or subfolders. All documents are added as web documents. You may view each document in the Board Member Portal, or download the document to your computer as a PDF document. If you are in a web document, please use your web browser back icon to close the web document.

Nebraska Real Property Appraiser Board

Appraiser Home Board Portal Home

Filename	Last Modified
<< Back ..	
2018 ASC Annual Report.pdr	Fri, 07 Jun 2019 15:27:45 GMT
2019 ASC Audit Files/	19 16:11:34 GMT
AMC Applicants/	20 16:16:02 GMT
AMC Fee Studies/	3:30:06 GMT
Applicants/	
Board Member Documents/	
Board Packets/	2 GMT
Enforcement/	1 GMT
Presentations/	6 GMT
Proposed Laws and Rules/	2 GMT
Thumbs.db	Tue, 01 Dec 2015 15:00:24 GMT

Important board member information can be found in the “Board Member Documents” folder; below is a summary of that information. It is very important that you familiarize yourself with these documents as soon as possible. Specifically, the Current Board Policies, the NRPAB Expense Reimbursement Policies, and the laws and rules that pertain to appraisal practice and AMC business practice in Nebraska.

Filename	Size	Last Modified
2019 Board Member Orientation Packet.pdf	2167.6 kb	Tue, 19 Mar 2019 17:08:16 GMT
2020 NRPAB Calendar.pdf	1635.4 kb	Tue, 10 Dec 2019 20:52:53 GMT
Board Roster/		Tue, 19 Mar 2019 20:46:23 GMT
Expense Reimbursement Policies/		Thu, 27 Dec 2018 21:18:12 GMT
Goals and Objectives - SWOT Analysis/		16:29:39 GMT
Guidance Documents-Internal Procedural Documents/	55	GMT
NRPAB Employee Handbook - NAPE_AFSCME Contract/		
NRPAB Laws and Rules/		0:39 GMT

Annotations from image:

- Most recent Board Member Orientation Packet. (points to 2019 Board Member Orientation Packet.pdf)
- Current board meeting calendar. (points to 2020 NRPAB Calendar.pdf)
- Board member and staff contact information. (points to Board Roster/)
- NRPAB expense reimbursement policies. (points to Expense Reimbursement Policies/)
- NRPAB Goals and Objectives – set at the strategic planning meeting in June, prior to the start of the next fiscal year (July 1st). (points to Goals and Objectives - SWOT Analysis/)
- Guidance Documents and Internal Procedural Documents – Board’s interpretation of rules and statutes, and guidance on rules and statutes. (points to Guidance Documents-Internal Procedural Documents/)
- Agency Employee internal management documentation (employee handbook and union contract). (points to NRPAB Employee Handbook - NAPE_AFSCME Contract/)
- Real Property Appraiser Act (appraiser laws), AMC Registration Act (AMC laws), Electronic USPAP, Title 297 (administrative rules), Title 298 (appraiser and AMC administration and enforcement rules), and Federal Requirements (Title XI of FIRREA, AMC Rule, ASC Policy Statements, Real Property Appraiser Qualifications Criteria). (points to NRPAB Laws and Rules/)

NRPAB Database

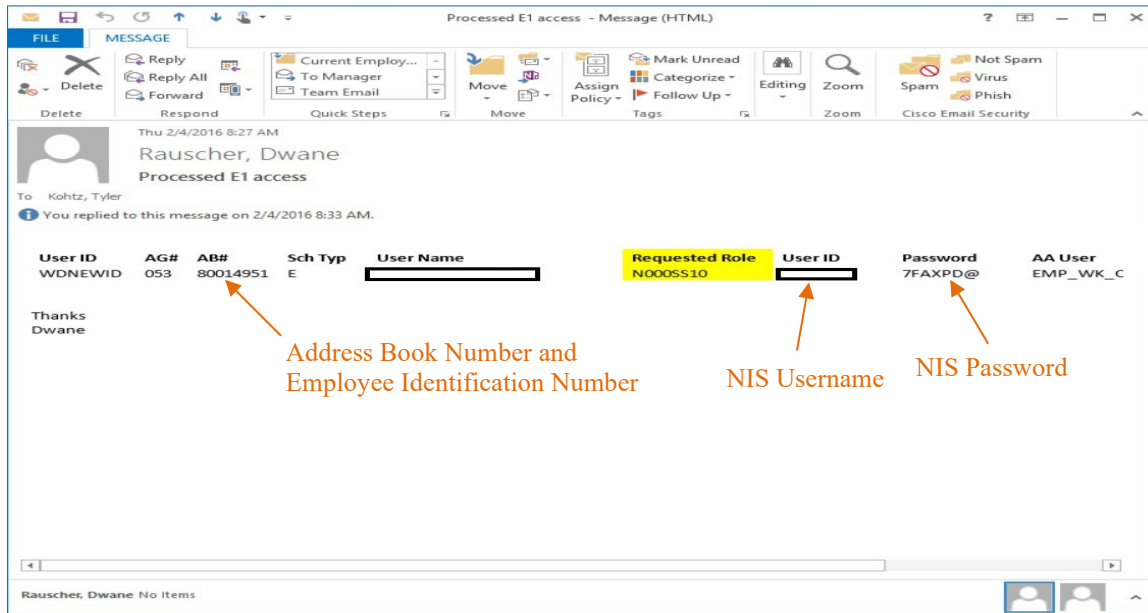
Board members also have read-only access to the NRPAB Database. This is the same database that the agency uses to maintain appraiser, AMC, and education files. You can see all the same information that staff can, including contact information, credentialing history and information, temporary permits, communication logs, supervisors/trainees, appraiser education, AMC initial and renewal applications, investigation files, and education provider information. Please see “Viewing Appraiser Logs in the NRPAB Database,” “Viewing AMC Logs in the NRPAB Database,” “Viewing Grievance Summary and Logs in the NRPAB Database,” “Viewing Education Records in the NRPAB Database,” and “Viewing Appraiser Renewal Applications in the NRPAB Database” tutorials located at the end of this packet for more detailed directions for the NRPAB Database.

State of Nebraska Wi-Fi Access

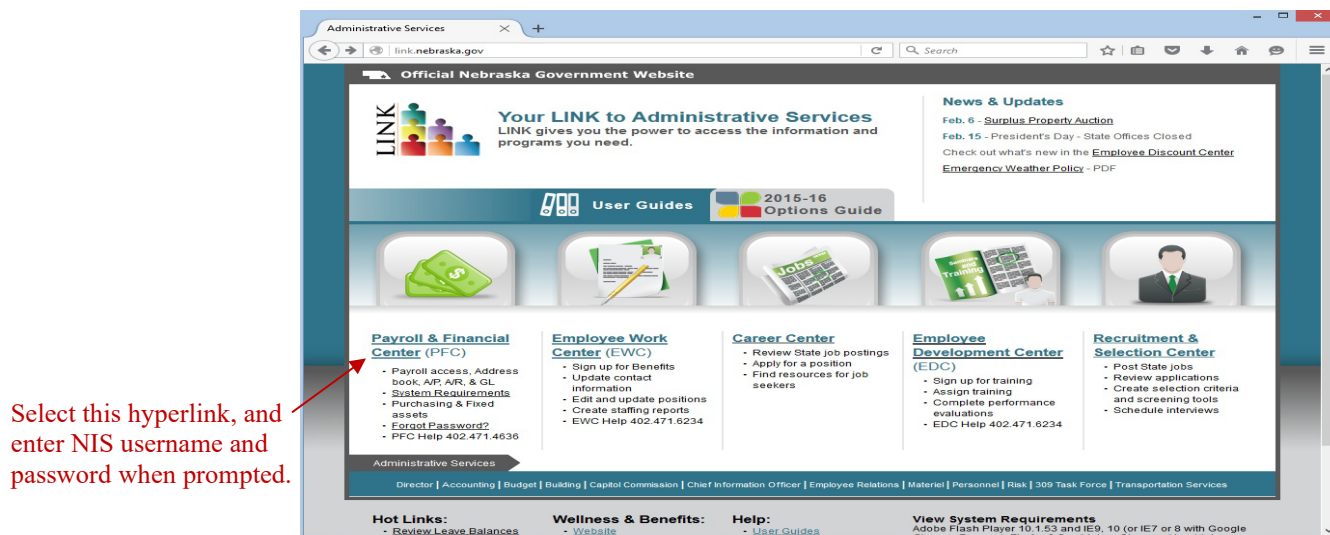
Board members will be given Wi-Fi access during each board meeting to access the NRPAB Database and Board Member Portal.

State of Nebraska Payroll and Financial Center - Enterprise One (E1)

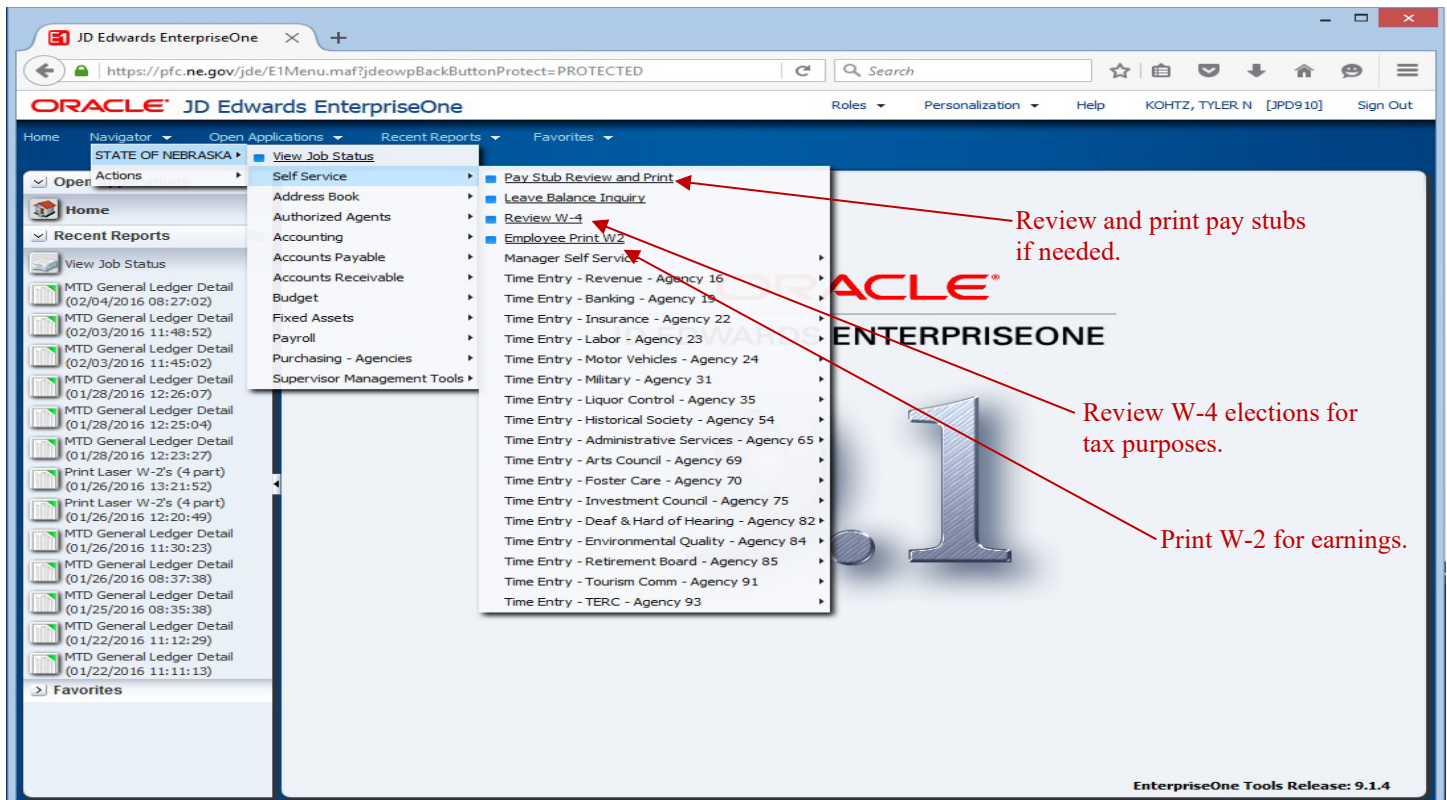
Once you are entered into the Payroll and Financial Center, you will receive an email from the director that looks like:



This email contains your NIS Username and Password for access to the Payroll and Financial Center located at <https://pfc.ne.gov/> or <https://link.nebraska.gov/>. (once again, manually enter this address, and do not include "www" at the beginning).



One you have entered your NIS username and password, and the username and password was accepted, you will have access to the Payroll and Financial Center. Select the dropdown Navigator/State of Nebraska/Self Service to get to the window below. Please see available options below:



Further assistance can be found through the user guides found at the bottom of the page at link.nebraska.gov.

Other Information

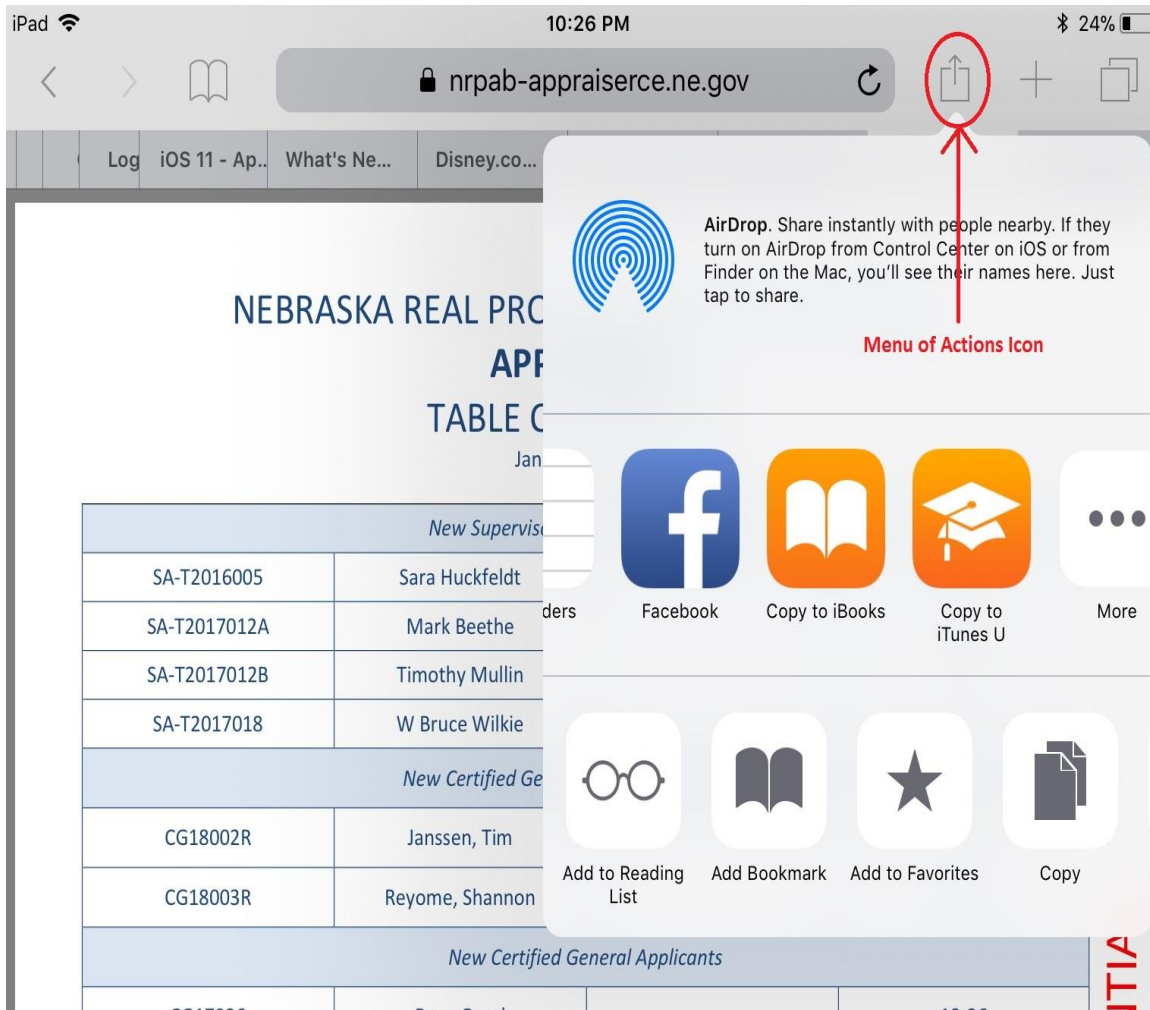
If you are unable to log in to the NRPAB Database or Board Member Portal at <https://cio-centurion.ne.gov/centauth/login.xhtml> (Centurion Username and Password), or the Payroll and Financial Center at pfc.ne.gov/ or link.nebraska.gov (NIS Username and Password), please utilize the "Forgot Username" or "Forgot Password" hyperlinks if available, or notify the director immediately to have a password reset completed.

You may receive information and or requests via email from the director in between meetings with a due date on it. If you fail to respond prior to the conclusion of the listed date, the director will proceed as if you are satisfied with the information or have no response to offer. If you wish for such information or request to be discussed by the Board at the next meeting, please inform the director (e.g., Memos From the Board, sensitive draft letters).

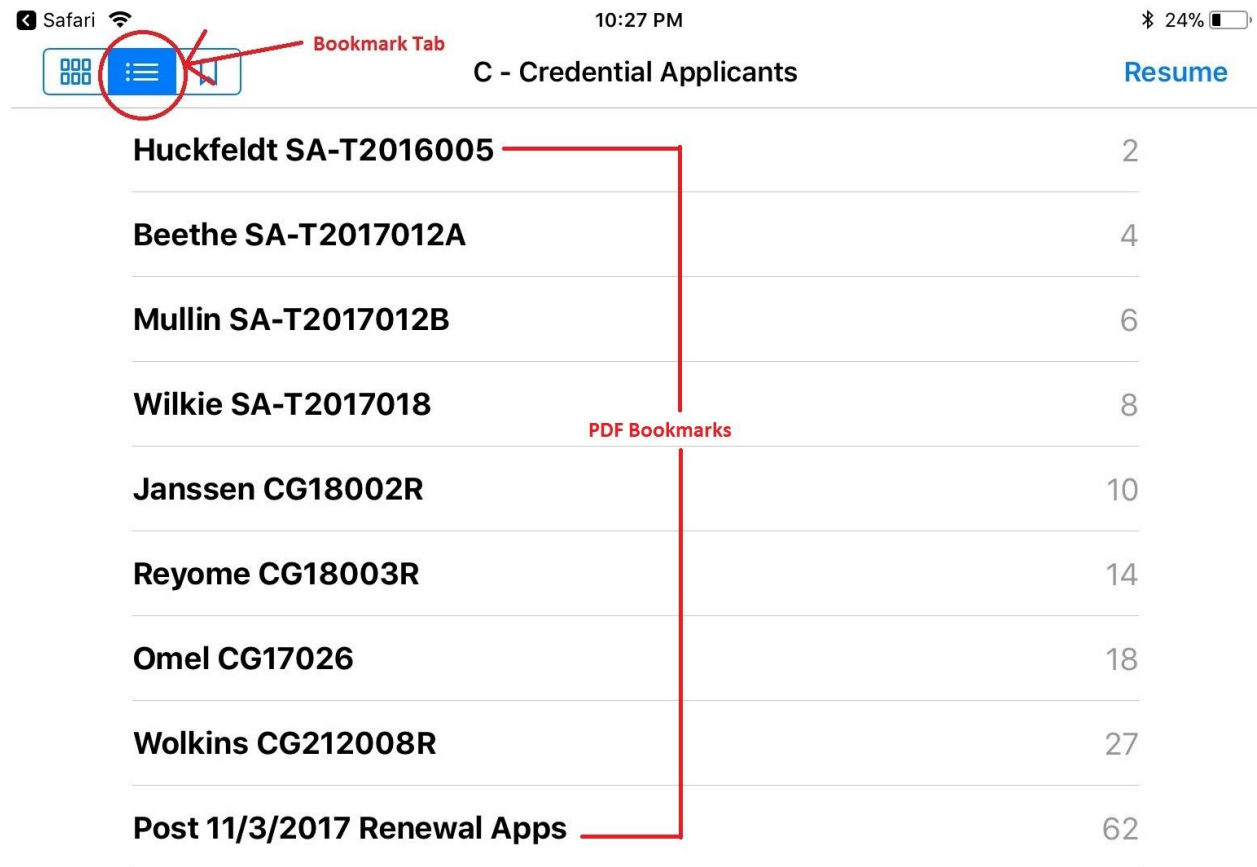
Nebraska Real Property Appraiser Board
PDF Bookmark Tutorial

Safari (Ipad, Iphone)

1. Open web browser, sign in at my.ne.gov, and navigate to appropriate board meeting folder.
2. Select the hyperlink for the PDF file that you wish to review.
3. Once open, select the “Menu of Actions” icon (top of the page for Ipad, bottom of the page for Iphone).
4. In the “Menu of Actions” select the “Copy to iBooks” icon (see example below).



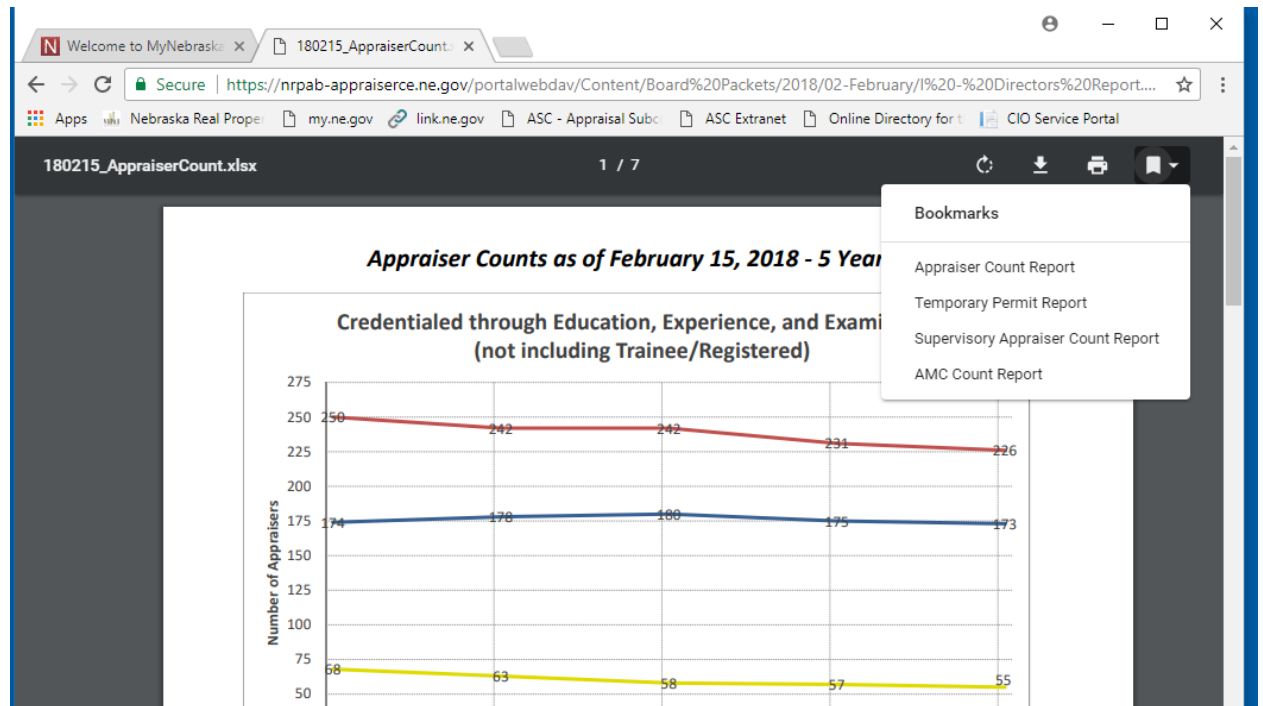
5. Once the PDF is open in iBooks, select the Bookmark Tab as shown below.



6. Select the bookmark for the location within the PDF that you would like to navigate to.

Chrome (Google)

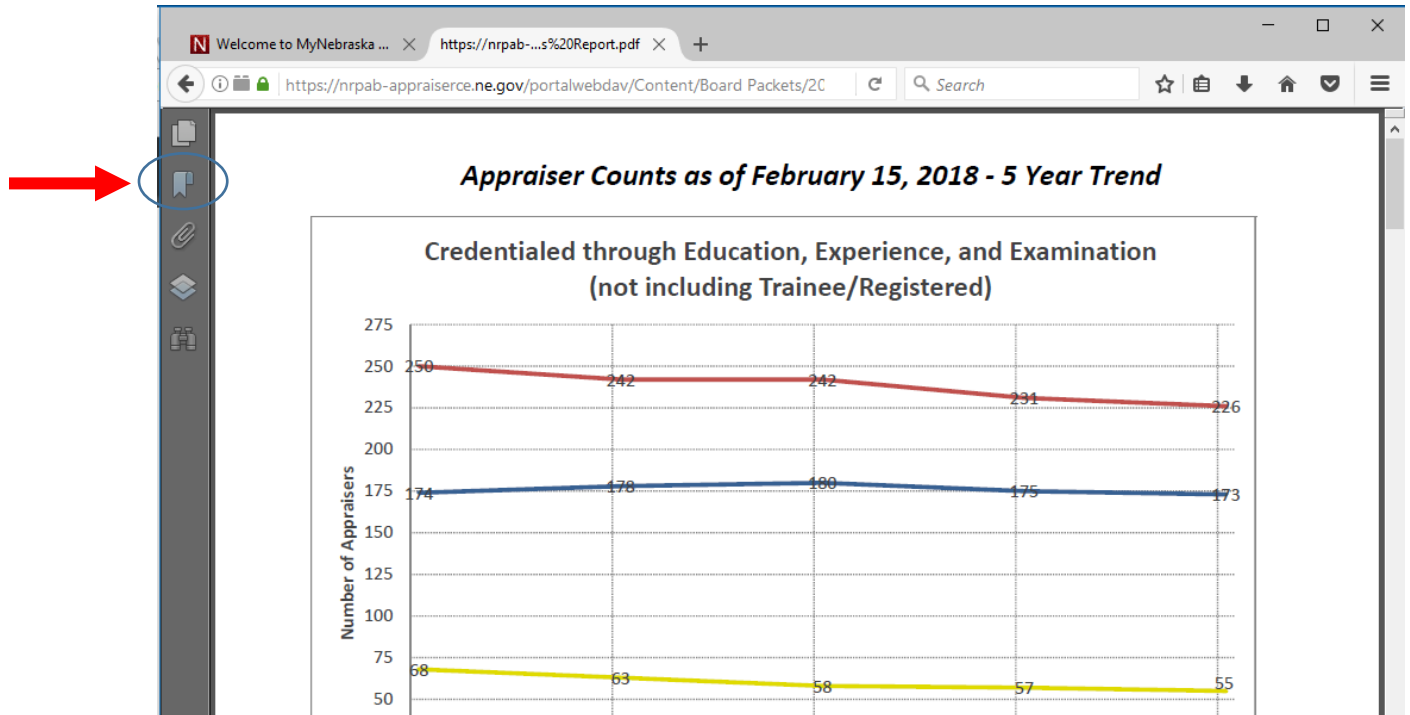
1. Open web browser, sign in at my.ne.gov, and navigate to appropriate board meeting folder.
2. Select the hyperlink for the PDF file that you wish to review.
3. Once open, the bookmarks menu is available at the top of the window on the right side.



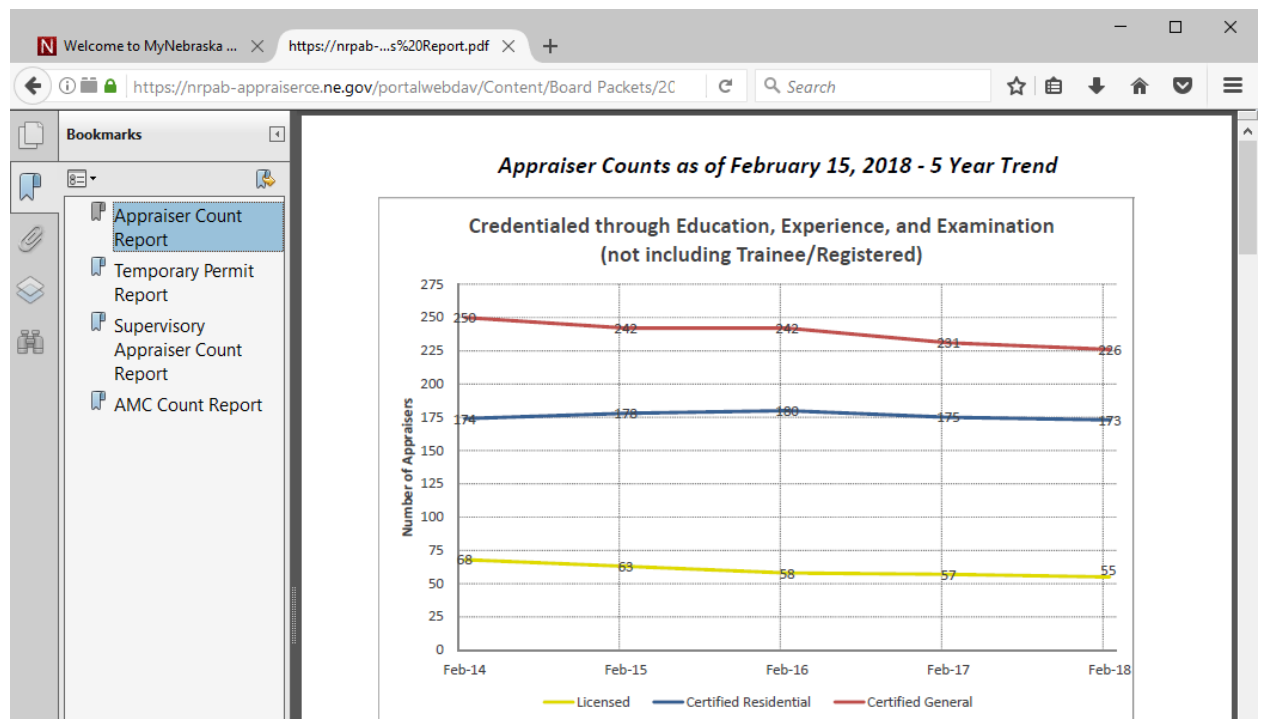
4. Select the bookmark for the location within the PDF that you would like to navigate to.

Firefox (Mozilla)

1. Open web browser, sign in at my.ne.gov, and navigate to appropriate board meeting folder.
2. Select the hyperlink for the PDF file that you wish to review. You may be asked to allow Acrobat.
3. Once open, right click on the PDF and select "Show Navigation Pane Buttons." Buttons appear down the left side of the window.
4. Select the Bookmarks icon.



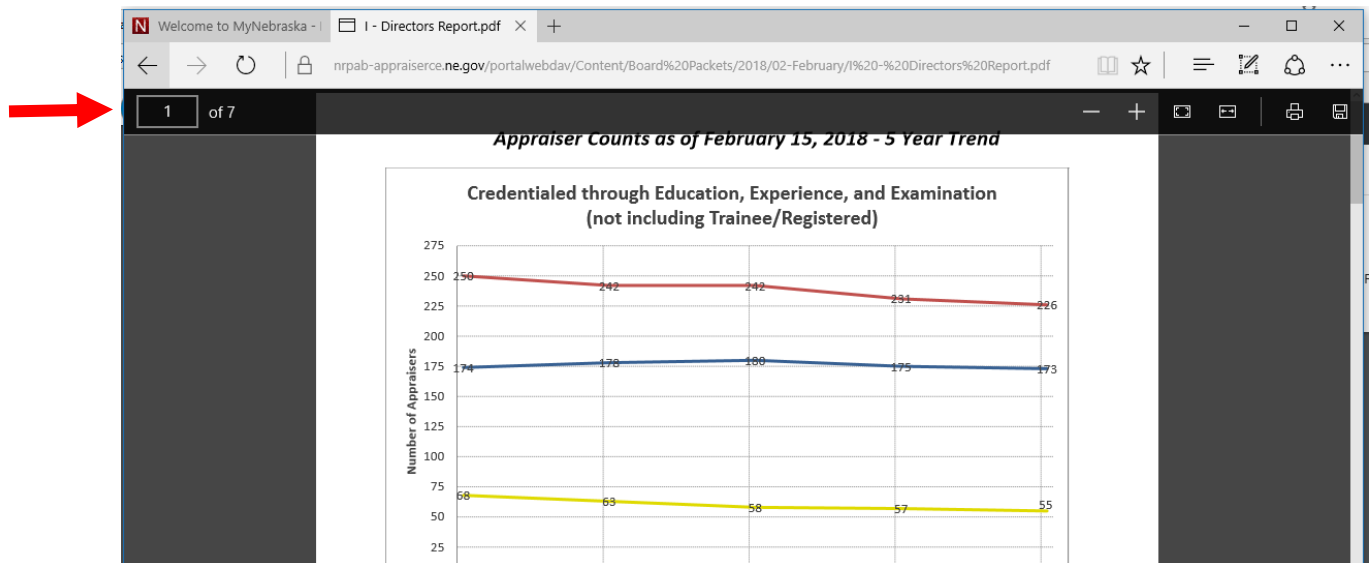
The Bookmarks list will appear.



5. Select the bookmark for the location within the PDF that you would like to navigate to.

Edge (Microsoft)

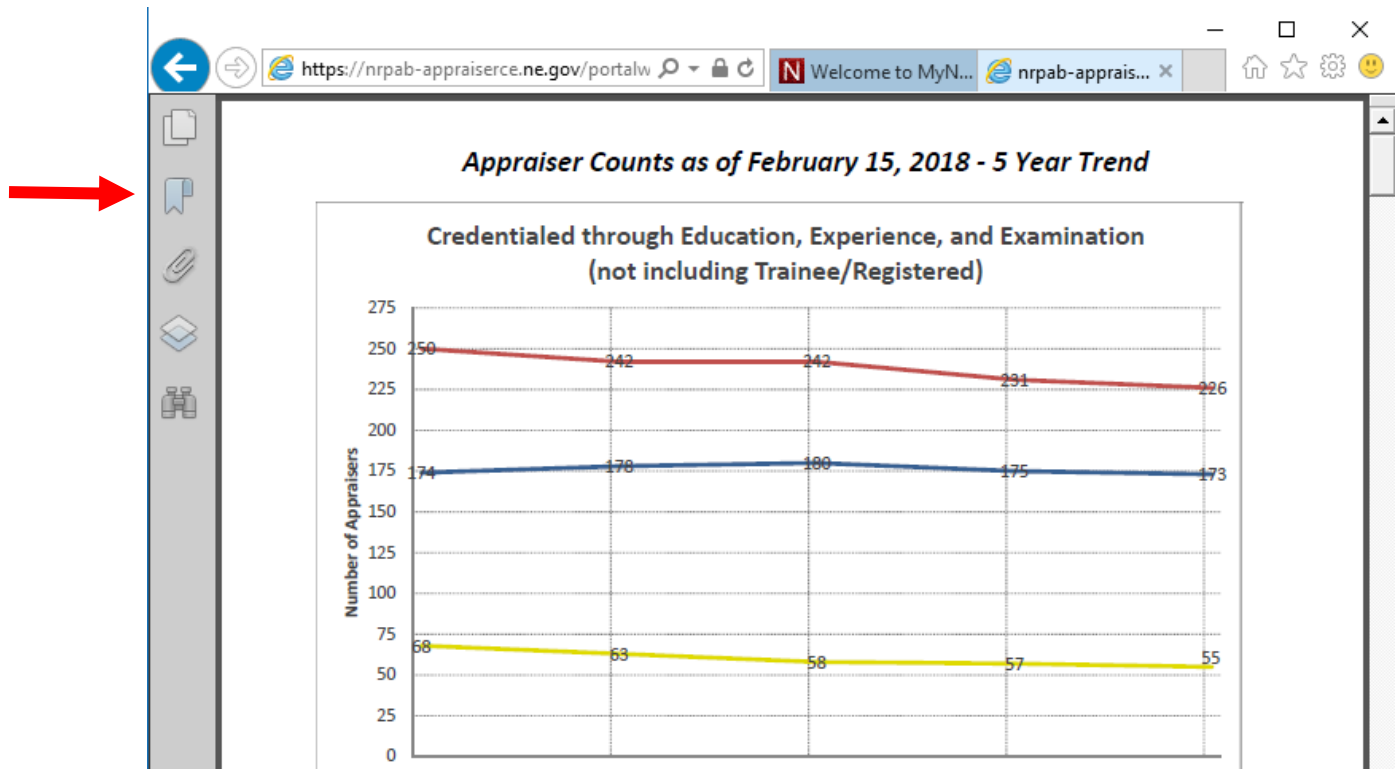
1. Edge apparently does not support Bookmarks in a PDF.
2. Open web browser, sign in at my.ne.gov, and navigate to appropriate board meeting folder.
3. Select the hyperlink for the PDF file that you wish to review.
4. Click in the document to bring up the menu at the top. You can type a page number in the box in the top right corner.



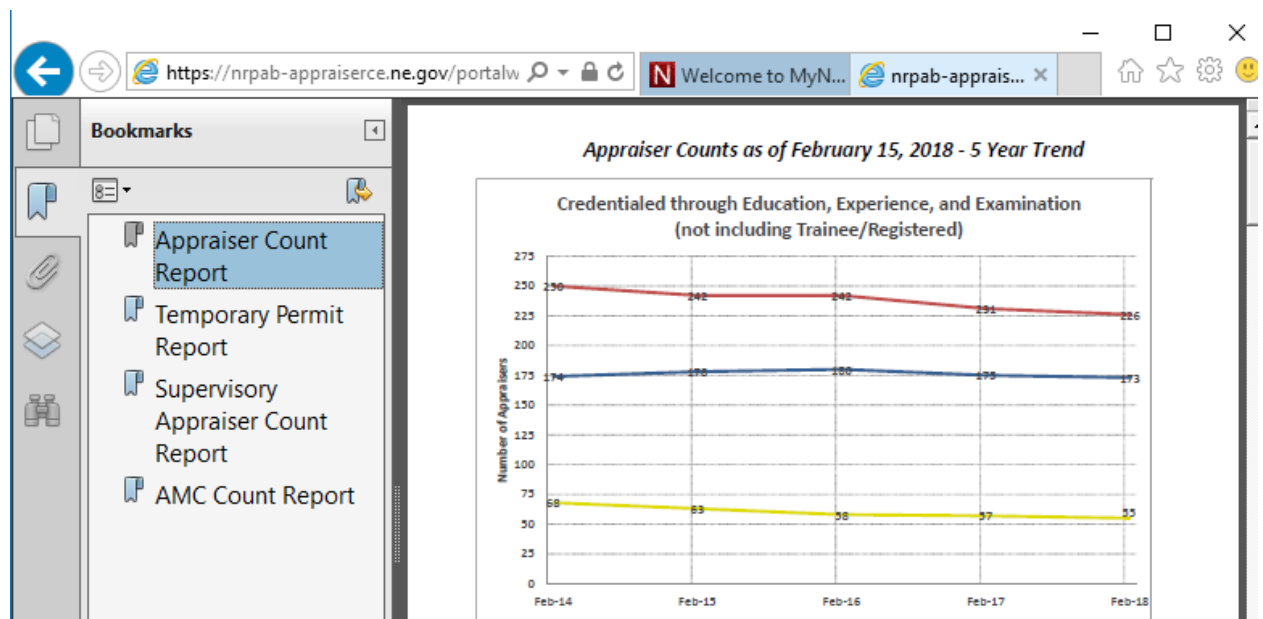
5. Alternatively, you can click on the three dots at the top left of the browser and select Open with Internet Explorer. This opens the PDF in a new window.

Internet Explorer (Microsoft)

1. Open web browser, sign in at my.ne.gov, and navigate to appropriate board meeting folder.
2. Select the hyperlink for the PDF file that you wish to review. You may be asked to allow Acrobat.
3. Once open, right click on the PDF and select "Show Navigation Pane Buttons." Buttons appear down the left side of the window.
4. Select the Bookmarks icon



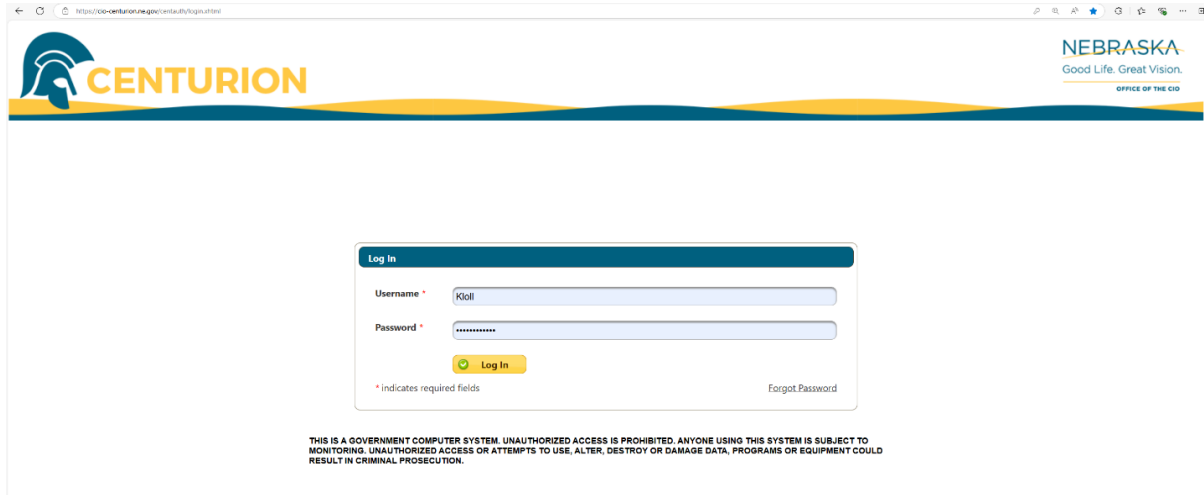
The Bookmarks list will appear.



5. Select the bookmark for the location within the PDF that you would like to navigate to.

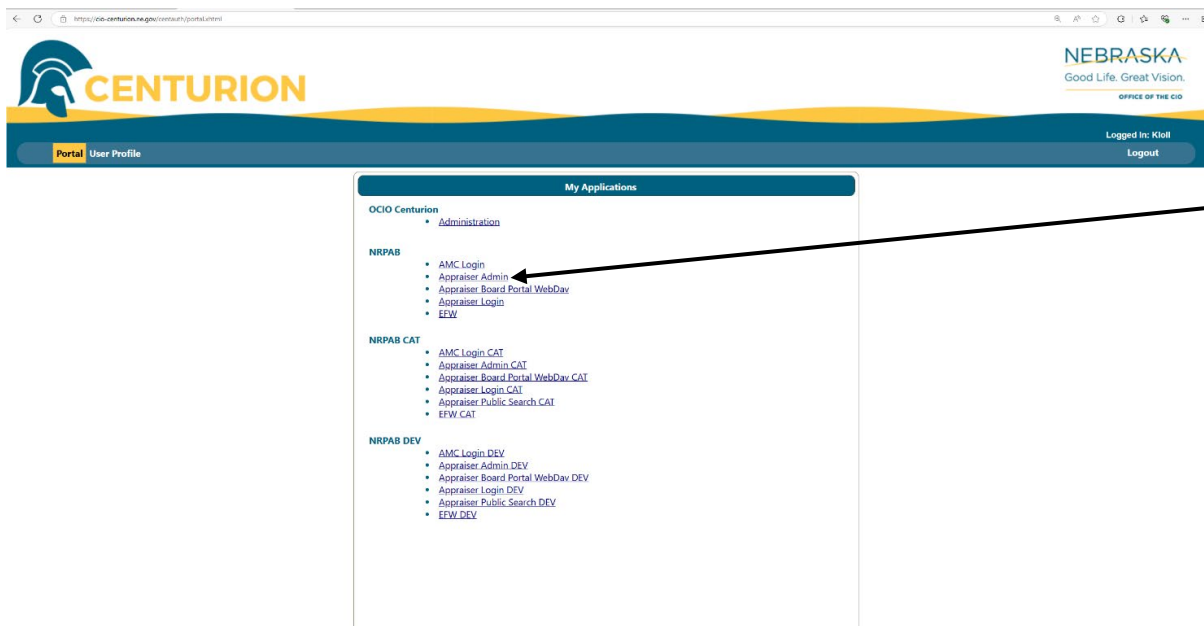
VIEWING AMC LOGS IN THE NRPAB DATABASE

Log into Centurion <https://cio-centurion.ne.gov/centauth/login.xhtml>.

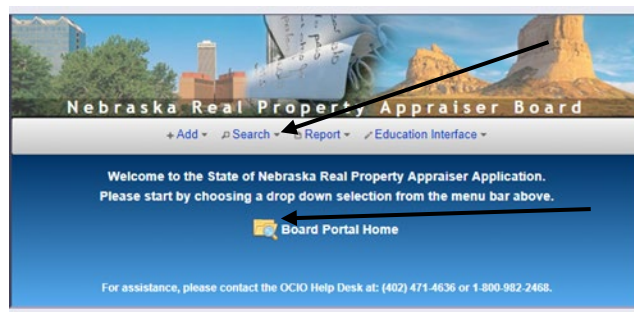


The image shows the Centurion login page. At the top left is the Centurion logo, and at the top right is the Nebraska state logo with the text "NEBRASKA Good Life. Great Vision. OFFICE OF THE CIO". The main content area features a "Log In" form with fields for "Username" (containing "Klotz") and "Password" (masked with dots). Below the password field is a "Log In" button. A note below the form states: "* indicates required fields" and "Forgot Password". At the bottom of the page, a disclaimer reads: "THIS IS A GOVERNMENT COMPUTER SYSTEM. UNAUTHORIZED ACCESS IS PROHIBITED. ANYONE USING THIS SYSTEM IS SUBJECT TO MONITORING. UNAUTHORIZED ACCESS OR ATTEMPTS TO USE, ALTER, DESTROY OR DAMAGE DATA, PROGRAMS OR EQUIPMENT COULD RESULT IN CRIMINAL PROSECUTION."

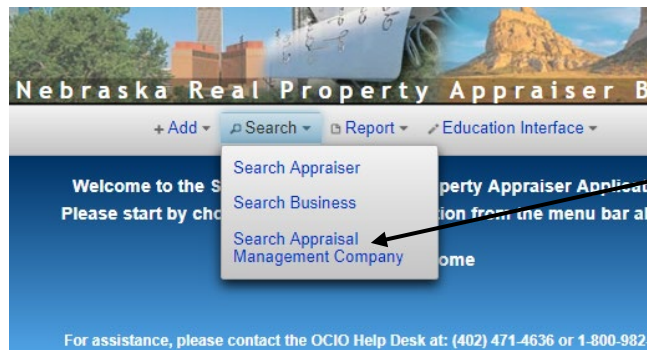
Under NRPAB, Select Appraiser Admin



The initial page allows you to search for appraisers or AMCs, or go to the folders in the Board Portal.



Search Appraisal Management Company – the dropdown menu appears when you hold your mouse pointer over “Search” – if you click on Search, it disappears, but reappears if you click Search a second time, or move your mouse pointer off it and back over it. Click on Search Appraisal Management Company.



The search window appears. Use any of the fields to locate the desired AMC. Click Search or hit Enter.

The screenshot shows the 'Search Appraisal Management Company' search window. It contains four input fields: 'Legal Name:', 'Phone:', 'Registration Number:', and 'Zip:'. Below these fields is a 'Search AMC' button. The window is titled 'Search Appraisal Management Company' and has a close button in the top right corner.

The search results are in alphabetical order. Names in italics followed by *(*inactive)* are either new applicants who are not active yet because the application review process has not been completed and AMCs whose registration has expired or been surrendered (may be in the process of renewing registration). Click the name of the AMC to go to its page. Sometimes there's a glitch and this returns you to the search window. Type the name and click Search again; usually it works on the second try.

The screenshot shows the search results page. A dropdown menu is open over the 'Appraisal Management Company' input field, showing the same four options as in the first screenshot. Below the input fields is a 'Search' button. The search results are displayed in a table with the following data:

AppraisalMgmtCo Legal Name	Legal Phone Number	AppraisalMgmtCo Trade Name	Trade Phone Number
FIRST LOOK APPRAISALS LLC	312-273-5665		
FIRST AMERICAN MORTGAGE SOLUTIONS LLC	866-575-8484		
FINANCIAL ASSET SERVICES INC	949-553-8000	FAS A CALIFORNIA CORPORATION	949-553-8000
<i>FINITI LLC (*inactive)</i>	443-259-1610		
FRISCO LENDER SERVICES LLC	866-567-6792		
<i>FT VALUATION SERVICES LLC (*inactive)</i>	888-497-9904		
<i>FASTAPP INC (*inactive)</i>	212-221-0200		

A black arrow points to the 'FASTAPP INC (*inactive)' entry in the table.

The initial AMC tab/page appears.

The screenshot shows the top navigation bar of the Nebraska Real Property Appraiser Board. Below it, the FASTAPP INC interface is displayed. A horizontal menu bar contains tabs: AMC, Surety Bond, Payments, Registration Cards, Applications, Renewals, Disciplinary Action, and Investigations. The AMC tab is selected. Below the menu bar, a list of sections is shown, each with a right-pointing arrow: Appraisal Management Company, Trade Names, Contact Person, Designated Officer for Service of Process, Owners, and Communication and Documentation Log.

Clicking on the bars opens those sections of the page. There are several communication and documentation logs for each AMC: a general log, on the AMC tab, a surety bond log on the Surety Bond tab, and an application log on Applications tab for each initial and renewal application. Entries in logs are arranged most recent to earliest.

Click the Appraisal Management Company bar to see the name, number, address, etc.

This screenshot shows the detailed form for the Appraisal Management Company (AMC) tab. The form includes the following fields and options:

- Legal Name:** FASTAPP INC
- Registration #:** NE2019001
- Domiciled:** NEW YORK
- Employer Identification Number (EIN) / Social Security Number (SSN):** EIN/SSN: 83-1820684
- Operation Type:** Multi-State (panel of 25 or more AMC appraisers in two or more states)
- Federally Regulated:** NO, this AMC is NOT owned and controlled by an insured depository institution regulated by the OCC, the Federal Reserve, or the FDIC (selected)
- Address:** 2081 BUSINESS CENTER DR STE 280
- City:** IRVINE
- State:** CALIFORNIA
- Zip:** 92612-1136
- Email:** NICOLE@FASTAPP.COM
- Phone:** 949-510-8364
- Fax:** (empty field)
- Active Date:** 05/22/2019
- Unclick to Deactivate:** (checked)
- Include in bulk email list for NRAB:** (checked)
- AMC UID and Centurion Login:**
 - AMC UID: 1161
 - Centurion UserID: Fastappinc
- Buttons:** Add Appraisal Management Company, Update Appraisal Management Company
- Bottom Menu:** Trade Names, Contact Person, Designated Officer for Service of Process, Owners, Communication and Documentation Log

Click the Communication and Documentation Log to see information for which we don't have fields set up, or correspondence received that does not pertain to a specific application.

FASTAPP INC

AMC Surety Bond Payments Registration Cards Applications Renewals Disciplinary Action Investigations

Appraisal Management Company

Trade Names

Contact Person

Designated Officer for Service of Process

Owners

Communication and Documentation Log

Add Log

Date: * Time: *

Contact Name: *

Contact Organization: *

Contact Information: *

Entry Type: * Choose One

Notes: *

Hold Ctrl button and select files to upload multiple files

Choose File

Add Log Cancel

Clear All Important

Log History

(1 of 3)

Log Date	Contact Name	Entry Type	Documents	Notes
01/16/2025	Nicole Andrews	Renewal Notice	Fastapp Renewal Due Noti	LPM Lori sent notice registra...
01/22/2024	Nicole Andrews	Renewal Notice	Fastapp Renewal Due Noti	LPM Nespor sent notice regi...
07/27/2023	Nicole Andrews	Letter Sent	Fastapp AMC Login Letter	BLPM Nespor sent letter an...
06/05/2023	Ray Burstein	Email	Burstein-Nespor Email Chz	BLPM Nespor responded to ...
01/19/2023	Nicole Andrews	Renewal Notice	230119_Fastapp Renewal	BLPM Nespor sent notice re...
03/08/2022	Alan Craib	AMC Information Change	220308_Fastapp Info Char	Received info change form. ...
01/25/2022	Naftali Horowitz	Renewal Notice	220125_Fastapp Renewal	BLPM Nespor sent notice re...
01/21/2021	Naftali Horowitz	Renewal Notice	210121_Fastapp Renewal	BLS Nespor sent notice regi...

To view renewal applications entered after 2023, click on the renewals tab.

FASTAPP INC

AMC Surety Bond Payments Registration Cards Applications Renewals Disciplinary Action Investigations

AMC Applications and Reviews

Application Entered Date	Received Date	Status	Delete Application	Delete Review
02/26/2024	02/26/2024	Incomplete		
		Approved		Delete Review

To view the initial application or renewal applications entered prior to 2023, click the Applications tab at the top of the page.

FASTAPP INC

AMC Surety Bond Payments Registration Cards Applications Renewals Disciplinary Action Investigations

Appraisal Management Company

Legal Name: * FASTAPP INC

Registration #: * NE2019001 Domiciled: * NEW YORK

☒ Employer Identification Number (EIN) ☐ Social Security Number (SSN)

If you need to access a pre-2023 renewal application, click the Renewal Application radio button. If an AMC has more than one renewal application, midway down the page is a bar for Past Renewal Registration Applications. Click to open up and the renewal applications will be listed by date. Clicking on a date takes you to that application.

AMC Surety Bond Payments Registration Cards Applications Renewals Disciplinary Action Investigations

☐ Initial Application ☒ Renewal Application

Renewal Application

Enter information for new renewal application, then select Add New Renewal Application to begin new renewal application.

Received Date: 03/20/2023 Assigned Identification Number: NE2019001
 Review Date: 04/04/2023 Approval Date: 04/04/2023
 Initial Active Date: 05/22/2019 Renewal Effective Date: 05/22/2023
 Renewal Expiration Date: 05/21/2024
 Next Renewal Due Date: 03/22/2024

Annual Registry Fee Based On
 Beginning Date: 02/21/2022
 End Date: 02/20/2023
Next Annual Registry Fee Period
 Beginning Date: 02/22/2023
 End Date: 02/21/2024
 Last Date for Renewal: 11/21/2024

Number of Appraisers Performing Appraisal in Nebraska in Connection with a Covered Transaction: 3
 Date Entered on ASC AMC Registry: 04/04/2023

Legal Name of Organization: FASTAPP INC
 State of Domicile: NEW YORK
 Designated Officer Identified: ☒ Yes ☐ No ☐ N/A
 Renewal Fee Submitted: ☒
 Late Processing Fee Submitted: ☐ Yes ☐ No ☒ N/A
 Ownership Identified: ☒ Yes ☐ No
 Owner(s) Name(s) Checked on ASC Appraiser Registry: ☒ Yes ☐ No ☐ N/A
 AMC Checked on ASC AMC Registry: ☒ Yes ☐ No

Trade Name of Organization:
 Completed Application Submitted: ☒
 Proof of Surety Bond Submitted: ☒
Criminal History Record Check
 Criminal History Record Check Necessary: ☒ Yes ☐ No
 Criminal History Record Check Completed: ☒ Yes ☐ No ☐ N/A

Recommendation: Approved
 Board Action: N/A
 Contact Person: ANDREWS, NICOLE D

Update Renewal Application Add New Renewal Application

Certification Signed By
 Special Considerations

Past Renewal Registration Applications

Date Received Application	Action
2023-03-20	Delete Application
2022-03-28	Delete Application
2021-03-29	Delete Application
2020-02-24	Delete Application

Communication and Documentation Log

To view an initial application, click on the Initial Application radio button. If there are multiple Initial Applications, you can access by clicking on the “Past Initial Registration Applications” bar near the bottom of the screen. The Initial Application page shows the review progress for the application and is updated at each step. The Special Considerations bar has a text box for anything out of the ordinary – a yes response to a disciplinary question, for example.

FASTAPP INC

AMC | Surety Bond | Payments | Registration Cards | **Applications** | Renewals | Disciplinary Action | Investigations

☒ Initial Application ☐ Renewal Application

Initial Application

Enter information for new application, then select Add New Application to begin new application.

Received Date: 02/27/2019
Application Review Date: 03/21/2019
Application Approval Date: 03/21/2019

Annual Registry Fee Based On
Beginning Date:
End Date:
Number of Appraisers Performing Appraisal in Nebraska in Connection with a Covered Transaction: 0
Date Entered on ASC AMC Registry:
Legal Name of Organization: FASTAPP INC
State of Domicile: NEW YORK
Designated Officer Identified: ☒ Yes ☐ No ☐ N/A
Application Fee Submitted: ☒
Registration Fee Submitted: ☒
Ownership Identified: ☒ Yes ☐ No
Owner(s) Name(s) Checked on ASC Appraiser Registry: ☐ Yes ☐ No ☐ N/A
AMC Checked on ASC AMC Registry: ☐ Yes ☒ No
Recommendation: Approve
Board Action: Approve
Director Approval: ☐ Yes ☐ No ☒ N/A
Director Approval Date:
Contact Person: ANDREWS, NICOLE D

Assigned Identification Number: NE2019001
Active Status Date: 05/22/2019
Expiration Date: 02/21/2020
Renewal Due Date: 05/21/2020

Next Annual Registry Fee Period
Beginning Date:
End Date:
Last Date for Renewal:
Trade Name of Organization:
Completed Application Submitted: ☒
Surety Bond Submitted: ☒
Criminal History Record Check
Criminal History Record Check Necessary: ☒ Yes ☐ No
Criminal History Record Check Completed: ☒ Yes ☐ No ☐ N/A

► Certification Signed By
► Special Considerations
► Past Initial Registration Applications
► Communication and Documentation Log

Click on the Communication and Documentation Log bar to see the application itself, correspondence, and supporting documentation. Click on the navigation buttons under Log History to see earlier entries. Click on links in Documents column to open PDFs.

Past Initial Registration Applications

Communication and Documentation Log

Add Log

Date: * Time: *

Contact Name: *

Contact Organization: *

Contact Information: *

Entry Type: Choose One

Notes: *

Hold Ctrl button and select files to upload multiple files

Choose File

+ Add Log Cancel

Log History (1 of 2)

Log Date	Contact Name	Entry Type	Documents	Notes	Edit	Delete
03/22/2019 2:15 PM	Naftali Horowitz	Letter Sent	190322_Fastapp App Approved Submit Reg Fee.pdf	BLS Nespor sent notice of approval. Registration fees due by 5/20/2019. AMC national registry fee period 12/22/2017 - 12/21/2018.		
03/18/2019 11:00 AM	Nan Colwell	Criminal History Records Check		Received Horowitz background results. OK to proceed.		
03/06/2019 3:30 PM	Naftali Horowitz	Board Review Date Notice	190306_Fastapp App Received on Agenda.pdf	BLS Nespor sent receipt and notice of board review date 3/21/2019.		
03/06/2019 9:00 AM	Naftali Horowitz	Phone Call		Upon review of emailed definition of "federally regulated" Fastapp Inc. is not federally regulated.		
03/06/2019 2:45 AM	Naftali Horowitz	Surety Bond		BLS Nespor requested copy of surety bond signed by a representative of Fastapp, Inc.		

Go to the beginning of the log history to start with the initial application.

Choose File

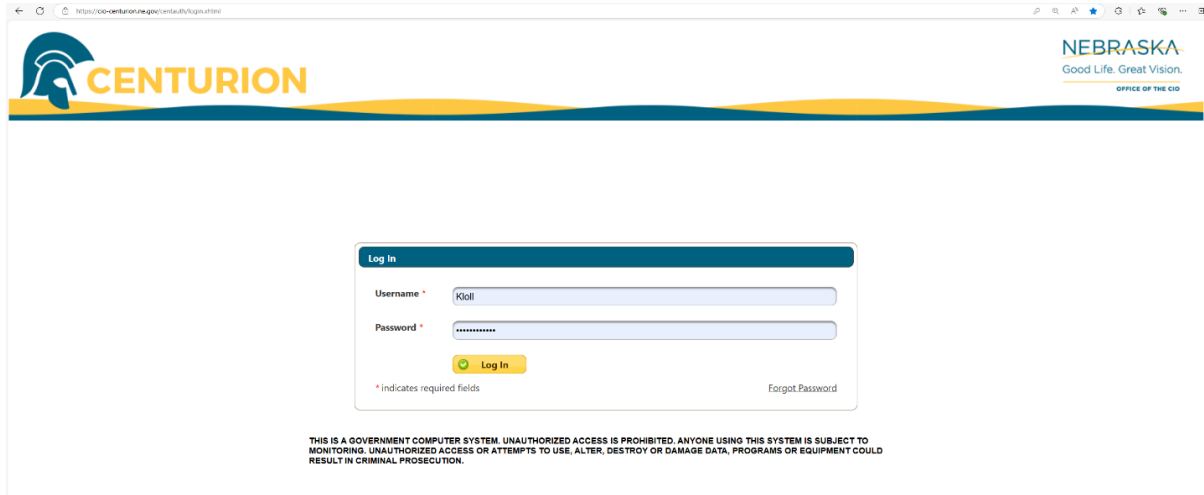
+ Add Log Cancel

Log History (2 of 2)

Log Date	Contact Name	Entry Type	Documents	Notes	Edit	Delete
03/04/2019 4:19 PM	Naftali Horowitz	Email	190304_Nespor email re federally regulated.pdf	BLS Nespor emailed Horowitz definition of "Federally Regulated" AMC, asked which entity regulates Fastapp, Inc.		
02/27/2019 11:00 AM	Naftali Horowitz	Initial Application	Mar19_Fastapp_Application.pdf	Received completed application for registration as an AMC. BLS Nespor sent fingerprints to NSP. EIN 83-1820664, multi-state, not federally regulated		

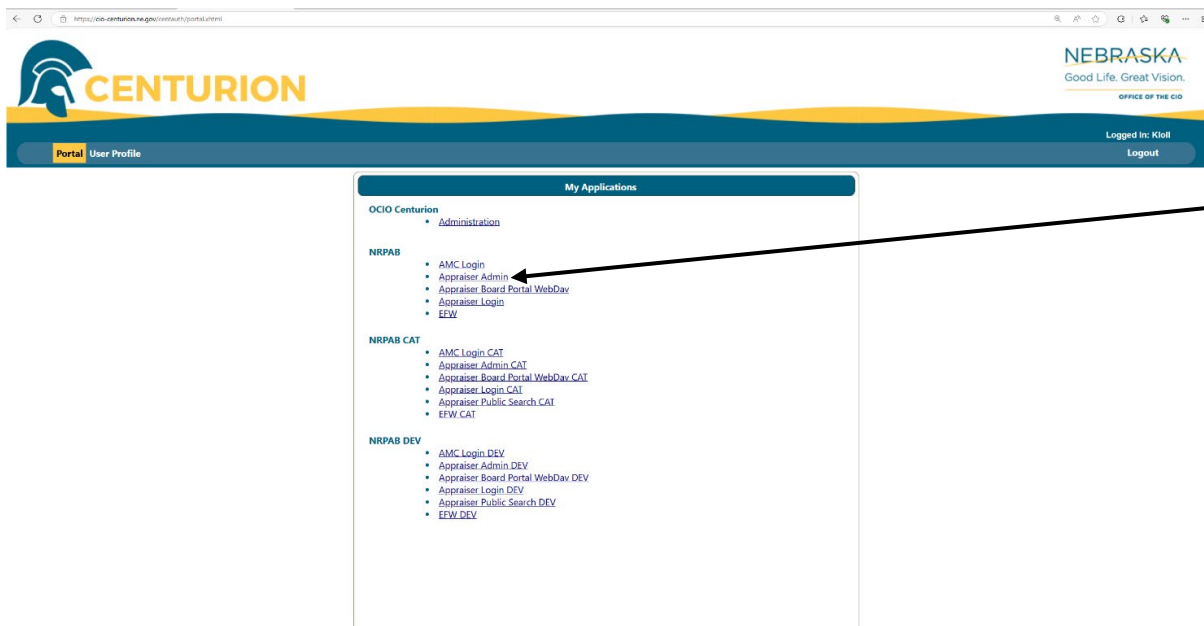
VIEWING AMC LOGS IN THE NRPAB DATABASE

Log into Centurion <https://cio-centurion.ne.gov/centauth/login.xhtml>.



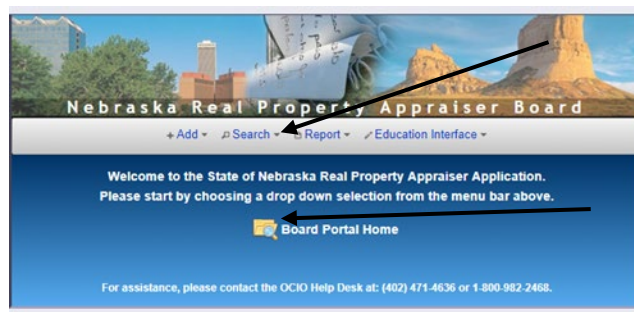
The image shows the Centurion login page. At the top left is the Centurion logo, and at the top right is the Nebraska state logo with the text "NEBRASKA Good Life. Great Vision. OFFICE OF THE CIO". The main content area features a "Log In" form with fields for "Username" (containing "Klotz") and "Password" (masked with dots). Below the fields is a yellow "Log In" button and a "Forgot Password" link. A small note states: "* indicates required fields". At the bottom of the page, a disclaimer reads: "THIS IS A GOVERNMENT COMPUTER SYSTEM. UNAUTHORIZED ACCESS IS PROHIBITED. ANYONE USING THIS SYSTEM IS SUBJECT TO MONITORING. UNAUTHORIZED ACCESS OR ATTEMPTS TO USE, ALTER, DESTROY OR DAMAGE DATA, PROGRAMS OR EQUIPMENT COULD RESULT IN CRIMINAL PROSECUTION."

Under NRPAB, Select Appraiser Admin



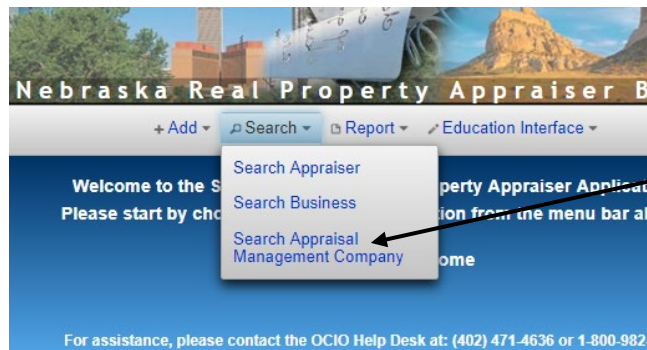
The image shows the Centurion portal dashboard after login. The top navigation bar includes the Centurion logo, the Nebraska state logo, and a "Portal User Profile" section with a "Logout" button. The main content area is titled "My Applications" and lists various applications under three categories: "OCIO Centurion", "NRPAB", and "NRPAB CAT". Under "NRPAB", the "Appraiser Admin" link is highlighted with a black arrow. Other links include "AMC Login", "Appraiser Board Portal WebDev", "Appraiser Login", and "EFW".

The initial page allows you to search for appraisers or AMCs, or go to the folders in the Board Portal.



The image shows the Nebraska Real Property Appraiser Board portal. The header features a banner with the text "Nebraska Real Property Appraiser Board" and a navigation bar with links: "+ Add", "Search", "Report", and "Education Interface". Below the banner, a welcome message reads: "Welcome to the State of Nebraska Real Property Appraiser Application. Please start by choosing a drop down selection from the menu bar above." A button labeled "Board Portal Home" is highlighted with a black arrow. At the bottom, contact information for the OCIO Help Desk is provided: "(402) 471-4636 or 1-800-982-2468".

Search Appraisal Management Company – the dropdown menu appears when you hold your mouse pointer over “Search” – if you click on Search, it disappears, but reappears if you click Search a second time, or move your mouse pointer off it and back over it. Click on Search Appraisal Management Company.



The search window appears. Use any of the fields to locate the desired AMC. Click Search or hit Enter.

The screenshot shows the 'Search Appraisal Management Company' search window. It contains four input fields: 'Legal Name:', 'Phone:', 'Registration Number:', and 'Zip:'. Below these fields is a 'Search AMC' button. The window is titled 'Search Appraisal Management Company' and has a close button in the top right corner.

The search results are in alphabetical order. Names in italics followed by *(*inactive)* are either new applicants who are not active yet because the application review process has not been completed and AMCs whose registration has expired or been surrendered (may be in the process of renewing registration). Click the name of the AMC to go to its page. Sometimes there's a glitch and this returns you to the search window. Type the name and click Search again; usually it works on the second try.

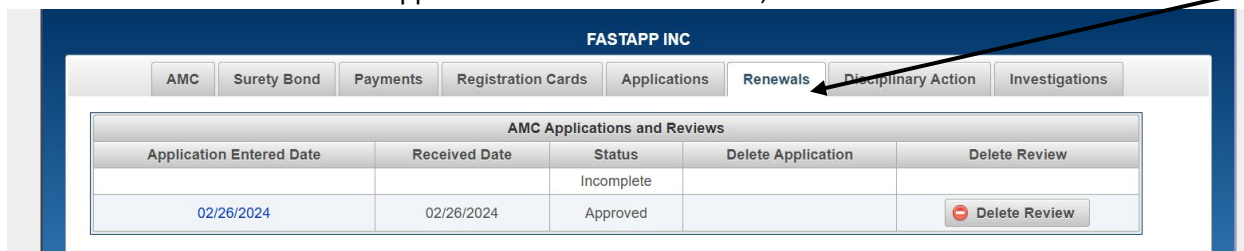
The screenshot shows the search results page. A table lists several appraisal management companies. The table has four columns: 'AppraisalMgmtCo Legal Name', 'Legal Phone Number', 'AppraisalMgmtCo Trade Name', and 'Trade Phone Number'. The results are listed in alphabetical order. Some names are followed by *(*inactive)*. A black arrow points to the 'FASTAPP INC (*inactive)' entry.

AppraisalMgmtCo Legal Name	Legal Phone Number	AppraisalMgmtCo Trade Name	Trade Phone Number
FIRST LOOK APPRAISALS LLC	312-273-5665		
FIRST AMERICAN MORTGAGE SOLUTIONS LLC	866-575-8484		
FINANCIAL ASSET SERVICES INC	949-553-8000	FAS A CALIFORNIA CORPORATION	949-553-8000
<i>FINITI LLC (*inactive)</i>	443-259-1610		
FRISCO LENDER SERVICES LLC	866-567-6792		
<i>FT VALUATION SERVICES LLC (*inactive)</i>	888-497-9904		
<i>FASTAPP INC (*inactive)</i>	212-221-0200		

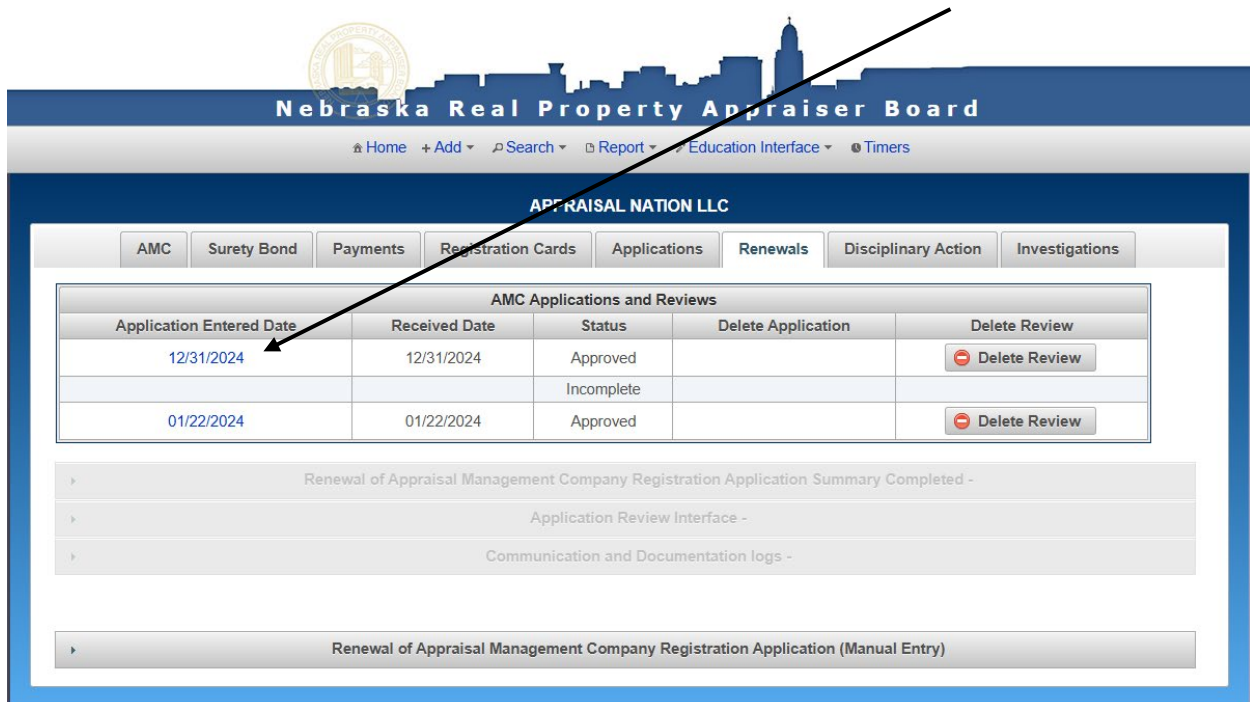
The initial AMC tab/page appears. Clicking on the bars opens those sections of the page. There are several communication and documentation logs for each AMC: a general log, on the AMC tab, a surety bond log on the Surety Bond tab, and an application log on Applications tab for each initial and renewal application. Entries in logs are arranged most recent to earliest.



To view renewal applications entered after 2023, click on the renewals tab.



The Renewals tab shows a list of applications by date entered and shows their status. To select an application to review, click on the date hyperlink for that application.



The Application Summary, Application Review Interface, and Communication and Documentation logs will open for that specific application. If the AMC submitted the renewal application online, the responses are as the AMC selected and entered them. Click the “Renewal of Appraisal Management Company Registration Application Summary Completed” bar to view the application. If the AMC sent a paper application, a staff member will have manually entered the information from the paper application as the AMC submitted it, so some answers may be incorrect, but are as the AMC responded. A scanned copy of the paper application is attached to a Communication and Documentation log entry.

APPRAISAL NATION LLC

AMC | Surety Bond | Payments | Registration Cards | Applications | Renewals | Disciplinary Action | Investigations

AMC Applications and Reviews

Application Entered Date	Received Date	Status	Delete Application	Delete Review
12/31/2024	12/31/2024	Approved		Delete Review
01/22/2024	01/22/2024	Incomplete		Delete Review
01/22/2024	01/22/2024	Approved		Delete Review

Renewal of Appraisal Management Company Registration Application Summary Completed - Tue Dec 31 00:00:00 CST 2024

APPRAISAL NATION LLC - Registration Renewal Application

AMC Information

I have reviewed and, if necessary, updated AMC Identification information: **Yes**

I have reviewed and, if necessary, updated State of Domicile information: **Yes**

I have reviewed and, if necessary, updated Trade Name(s) information: **Yes**

I have reviewed and, if necessary, updated Ownership information: **Yes**

I have reviewed and, if necessary, updated Contact Person information: **Yes**

Disciplinary Survey Summary

1. Has the applicant's application for registration/license/certification, or the right to renew or reinstate, been denied by any regulatory agency in Nebraska or any other jurisdiction in the past 18 months? **No**

2. Has disciplinary action been taken against the applicant by any regulatory agency in Nebraska or any other jurisdiction, or has the applicant's registration/license/certification been surrendered or allowed to lapse due to any action pending or threatened within the past 18 months? Please note that you are required to disclose any action, even if it has been previously disclosed to this agency. Failure to disclose this may result in a delay in processing of your application for renewal. **Yes**

Provided Statement: [Please see attached](#)

Documents

[Nebraska Explanation.pdf](#)

[Utah Stipulation and Order 2024006280 -Filed.pdf](#)

[Utah Check front.pdf](#)

3. Is the applicant currently under investigation by any regulatory agency in Nebraska or any other jurisdiction? **No**

4. Has the applicant had a final civil or criminal judgment entered against it for fraud, dishonesty, breach of trust, or misrepresentation involving real estate, financial services, or appraisal management services within the eighteen-month period immediately preceding the date of application? **No**

5. Is the applicant in whole or in part, directly or indirectly, owned by any person who has had a real property appraiser credential or equivalent refused, denied, canceled, or revoked or who has surrendered a real property appraiser credential or equivalent in lieu of revocation in any jurisdiction? **No**

6. Has any person who owns more than 10% of the appraisal management company ever been convicted of, or entered a plea of nolo contendere to, a felony related to real property appraisal practice or any crime involving fraud, misrepresentation, or moral turpitude? **No**

ABC AMC Registry Fee and Reporting Year

Beginning Date of Reporting Year: **12/23/2023** Ending Date of Reporting Year: **12/23/2024**

Number of AMC appraisers: **26**

AMC appraiser list

Documents

[NE Appraisers.xlsx](#)

In the Disciplinary Survey Summary, if a question is answered “Yes” the AMC is to provide a statement and may attach documents. Click the link in the Documents box to see the uploaded PDF.

Disciplinary Survey Summary

1. Has the applicant's application for registration/license/certification, or the right to renew or reinstate, been denied by any regulatory agency in Nebraska or any other jurisdiction in the past 18 months? **No**

2. Has disciplinary action been taken against the applicant by any regulatory agency in Nebraska or any other jurisdiction, or has the applicant's registration/license/certification been surrendered or allowed to lapse due to any action pending or threatened within the past 18 months? Please note that you are required to disclose any action, even if it has been previously disclosed to this agency. Failure to disclose this may result in a delay in processing of your application for renewal. **Yes**

Provided Statement: [Please see attached](#)

Documents

[Nebraska Explanation.pdf](#)

[Utah Stipulation and Order 2024006280 -Filed.pdf](#)

[Utah Check front.pdf](#)

After the disciplinary survey summary, there is an Application Review Interface section. That section details the various steps staff, and the Board have taken in the process of reviewing the application.

APPRAISAL NATION LLC

AMC Surety Bond Payments Registration Cards Applications Renewals Disciplinary Action Investigations

AMC Applications and Reviews				
Application Entered Date	Received Date	Status	Delete Application	Delete Review
12/31/2024	12/31/2024	Approved		Delete Review
01/22/2024	01/22/2024	Approved		Delete Review

Renewal of Appraisal Management Company Registration Application Summary Completed - Tue Dec 31 16:06:59 CDT 2024

Application Review Interface - Tue Dec 31 00:00:00 CDT 2024

APPRAISAL NATION LLC - Registration Renewal Application Review

Received Date: 12/31/2024

Staff Review

Initial Staff Review: ☒ Accepted ☐ Reject ☒ Completed by: KLOLL Review Date: 01/23/2025

Months Late:

[Save](#)

AMC Appraiser Review

AMC Appraiser List Review: ☒ Applicable ☐ Not Applicable ☒ Completed by: KLOLL Review Date: 01/23/2025

[Save](#)

Surety Review

Surety Bond Review: ☒ Completed by: KLOLL Review Date: 01/23/2025

Director Review: ☐ Applicable ☒ Not Applicable ☐ Complete

Recommendation:

[Save](#)

Designated Officer

Designated Officer in Nebraska: ☒ Completed by: KLOLL Review Date: 01/23/2025

[Save](#)

Trade Name

Trade Name Changes: ☐ Applicable ☒ Not Applicable ☐ Complete

[Save](#)

Ownership

Ownership Review: ☐ Applicable ☒ Not Applicable ☐ Complete

[Save](#)

Disciplinary Review

Disciplinary Review: ☒ Completed by: KLOLL Review Date: 01/23/2025

NE Disciplinary Action Review: ☒ Completed by: KLOLL Review Date: 01/23/2025

ASC AMC Registry Review: ☒ Completed by: KLOLL Review Date: 01/23/2025

ASC Appraiser Registry Review of Owners: ☐ Applicable ☒ Not Applicable ☐ Complete

Director Review: ☐ Applicable ☒ Not Applicable ☐ Complete

Recommendation:

[Save](#)

Below the Application Review Interface section is the Communication and Documentation logs section. Click the bar to see the log entries.

APPRAISAL NATION LLC

AMC Surety Bond Payments Registration Cards Applications Renewals Disciplinary Action Investigations

AMC Applications and Reviews

Application Entered Date	Received Date	Status	Delete Application	Delete Review
12/31/2024	12/31/2024	Approved		Delete Review
01/22/2024	01/22/2024	Approved		Delete Review

Renewal of Appraisal Management Company Registration Application Summary Completed - Tue Dec 31 00:00:00 C 8T 2024

Application Review Interface - Tue Dec 31 00:00:00 C 8T 2024

Communication and Documentation logs - Tue Dec 31 00:00:00 C 8T 2024

Add Log

Date: * Time: *

Contact Name: *

Contact Organization: *

Contact Information: *

Entry Type: * Choose One

Notes: *

Hold Ctrl button and select files to upload multiple files

Choose File

Add Log Cancel

Clear All Important

Log History

Log Date	Contact Name	Entry Type	Documents	Notes
01/29/2025	Michael Tedesco	Renewal Approved Notice		LPM Loli completed process
01/29/2025	Brian Kelly	Email	Kelly-Loli Email (adjusted fee periods)_January 29, 2025.pdf	LPM Loli sent email to Brian...
01/29/2025	LPM Loli	Internal Communication		Appraisal Nation answered ...
01/28/2025	Michael Tedesco	Email	Ballard-Loli Email Attachment (Portal screenshot)_January 28, 2025.pdf Ballard-Loli Email Attachment (Statement)_January 28, 2025.log.pdf Ballard-Loli Email Attachment (Utah Order)_January 28,	LPM Loli sent an email aski...

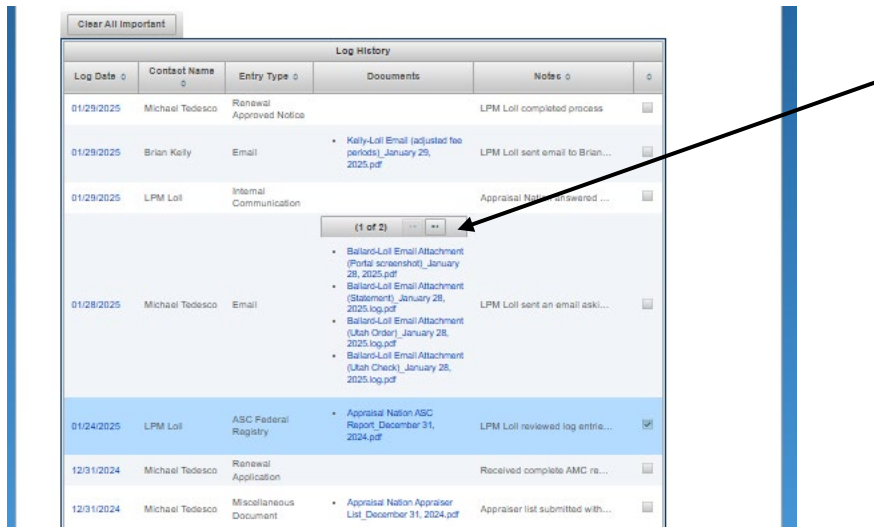
Click the hyperlinks in the Documents column to view the PDFs. If the log History has multiple pages, navigate between them using the buttons at the top.

Clear All Important

Log History

(1 of 2) 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100 101 102 103 104 105 106 107 108 109 110 111 112 113 114 115 116 117 118 119 120 121 122 123 124 125 126 127 128 129 130 131 132 133 134 135 136 137 138 139 140 141 142 143 144 145 146 147 148 149 150 151 152 153 154 155 156 157 158 159 160 161 162 163 164 165 166 167 168 169 170 171 172 173 174 175 176 177 178 179 180 181 182 183 184 185 186 187 188 189 190 191 192 193 194 195 196 197 198 199 200 201 202 203 204 205 206 207 208 209 210 211 212 213 214 215 216 217 218 219 220 221 222 223 224 225 226 227 228 229 230 231 232 233 234 235 236 237 238 239 240 241 242 243 244 245 246 247 248 249 250 251 252 253 254 255 256 257 258 259 260 261 262 263 264 265 266 267 268 269 270 271 272 273 274 275 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2021 2022 2023 2024 2025 2026 2027 2028 2029 2030 2031 2032 2033 2034 2035 2036 2037 2038 2039 2040 2041 2042 2043 2044 2045 2046 2047 2048 2049 2050 2051 2052 2053 2054 2055 2056 2057 2058 2059 2060 2061 2062 2063 2064 2065 2066 2067 2068 2069 2070 2071 2072 2073 2074 2075 2076 2077 2078 2079 2080 2081 2082 2083 2084 2085 2086 2087 2088 2089 2090 2091 2092 2093 2094 2095 2096 2097 2098 2099 2100 2101 2102 2103 2104 2105 2106 2107 2108 2109 2110 2111 2112 2113 2114 2115 2116 2117 2118 2119 2120 2121 2122 2123 2124 2125 2126 2127 2128 2129 2130 2131 2132 2133 2134 2135 2136 2137 2138 2139 2140 2141 2142 2143 2144 2145 2146 2147 2148 2149 2150 2151 2152 2153 2154 2155 2156 2157 2158 2159 2160 2161 2162 2163 2164 2165 2166 2167 2168 2169 2170 2171 2172 2173 2174 2175 2176 2177 2178 2179 2180 2181 2182 2183 2184 2185 2186 2187 2188 2189 2190 2191 2192 2193 2194 2195 2196 2197 2198 2199 2200 2201 2202 2203 2204 2205 2206 2207 2208 2209 2210 2211 2212 2213 2214 2215 2216 2217 2218 2219 2220 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2421 2422 2423 2424 2425 2426 2427 2428 2429 2430 2431 2432 2433 2434 2435 2436 2437 2438 2439 2440 2441 2442 2443 2444 2445 2446 2447 2448 2449 2450 2451 2452 2

If a single log has multiple documents, there will be navigational buttons at the top of that log.



The screenshot shows a 'Log History' table with columns: Log Date, Contact Name, Entry Type, Documents, and Notes. A log entry for 01/28/2025 by Michael Tedesco is selected, and a dropdown menu is open showing a list of documents. A black arrow points to the dropdown menu.

Log Date	Contact Name	Entry Type	Documents	Notes
01/29/2025	Michael Tedesco	Renewal Approved Notice		LPM Loll completed process
01/29/2025	Brian Kelly	Email	Kelly-Loll Email (adjusted fee periods)_January 29, 2025.pdf	LPM Loll sent email to Brian...
01/29/2025	LPM Loll	Internal Communication		Appraisal Notice answered ...
01/28/2025	Michael Tedesco	Email	Baloro-Loll Email Attachment (Portal screenshot)_January 28, 2025.pdf Baloro-Loll Email Attachment (Statement)_January 28, 2025.log.pdf Baloro-Loll Email Attachment (Utah Order)_January 28, 2025.log.pdf Baloro-Loll Email Attachment (Utah Check)_January 28, 2025.log.pdf	LPM Loll sent an email aski...
01/24/2025	LPM Loll	ASC Federal Registry	Appraisal Nation ASC Report_December 31, 2024.pdf	LPM Loll reviewed log entrie...
12/31/2024	Michael Tedesco	Renewal Application		Received complete AMC re...
12/31/2024	Michael Tedesco	Miscellaneous Document	Appraisal Nation Appraiser List_December 31, 2024.pdf	Appraiser list submitted with...

To view the initial application or renewal applications entered prior to 2023, click the Applications tab at the top of the page.



The screenshot shows the FASTAPP INC application form. The 'Applications' tab is selected. The form includes fields for Legal Name, Registration #, and Domiciled, with radio buttons for Employer Identification Number (EIN) and Social Security Number (SSN).

FASTAPP INC

AMC Surety Bond Payments Registration Cards **Applications** Renewals Disciplinary Action Investigations

Appraisal Management Company

Legal Name: * FASTAPP INC

Registration #: * NE2019001 Domiciled: * NEW YORK

☒ Employer Identification Number (EIN) ☐ Social Security Number (SSN)

If you need to access a pre-2023 renewal application, select the Applications tab and then click the Renewal Application radio button. If an AMC has more than one renewal application, midway down the page is a bar for Past Renewal Registration Applications. Click to open it up and the renewal applications will be listed by date. Clicking on a date takes you to that application.

The screenshot shows a web application interface for managing renewal applications. At the top, there are tabs: AMC, Surety Bond, Payments, Registration Cards, Applications, Renewals, Disciplinary Action, and Investigations. The 'Applications' tab is selected, and the 'Renewal Application' radio button is active. Below the tabs, there is a section for 'Renewal Application' with a red instruction: 'Enter information for new renewal application, then select Add New Renewal Application to begin new renewal application.' The form contains various input fields for dates, numbers, and text, as well as checkboxes and radio buttons for yes/no/N/A options. At the bottom, there is a section for 'Past Renewal Registration Applications' which is expanded, showing a list of applications with their dates and a 'Delete Application' button next to each. Annotations with arrows point to the 'Renewal Application' radio button, the 'Past Renewal Registration Applications' section, and a specific date in the list.

AMC Surety Bond Payments Registration Cards Applications Renewals Disciplinary Action Investigations

☐ Initial Application ☒ Renewal Application

Renewal Application

Enter information for new renewal application, then select Add New Renewal Application to begin new renewal application.

Received Date: 03/20/2023 Assigned Identification Number: NE2019001

Review Date: 04/04/2023 Approval Date: 04/04/2023

Initial Active Date: 05/22/2019 Renewal Effective Date: 05/22/2023

Annual Registry Fee Based On Renewal Expiration Date: 05/21/2024

Beginning Date: 02/21/2022 Next Renewal Due Date: 03/22/2024

End Date: 02/20/2023 Next Annual Registry Fee Period

Number of Appraisers Performing Appraisal in Nebraska in Connection with a Covered Transaction: 3 Beginning Date: 02/22/2023

Date Entered on ASC AMC Registry: 04/04/2023 End Date: 02/21/2024

Legal Name of Organization: FASTAPP INC Last Date for Renewal: 11/21/2024

State of Domicile: NEW YORK Trade Name of Organization:

Designated Officer Identified: ☒ Yes ☐ No ☐ N/A Completed Application Submitted: ☒

Renewal Fee Submitted: ☒ Proof of Surety Bond Submitted: ☒

Late Processing Fee Submitted: ☐ Yes ☐ No ☒ N/A Criminal History Record Check

Ownership Identified: ☒ Yes ☐ No Criminal History Record Check Necessary: ☒ Yes ☐ No

Owner(s) Name(s) Checked on ASC Appraiser Registry: ☒ Yes ☐ No ☐ N/A Criminal History Record Check Completed: ☒ Yes ☐ No ☐ N/A

AMC Checked on ASC AMC Registry: ☒ Yes ☐ No

Recommendation: Approved

Board Action: N/A

Contact Person: ANDREWS, NICOLE D

Update Renewal Application Add New Renewal Application

Certification Signed By

Special Considerations

Past Renewal Registration Applications

Date Received Application

2023-03-20	Delete Application
2022-03-28	Delete Application
2021-03-29	Delete Application
2020-02-24	Delete Application

Communication and Documentation Log

VIEWING APPLICANT IN THE NRPAB DATABASE

Log into Centurion <https://cio-centurion.ne.gov/centauth/login.xhtml>.

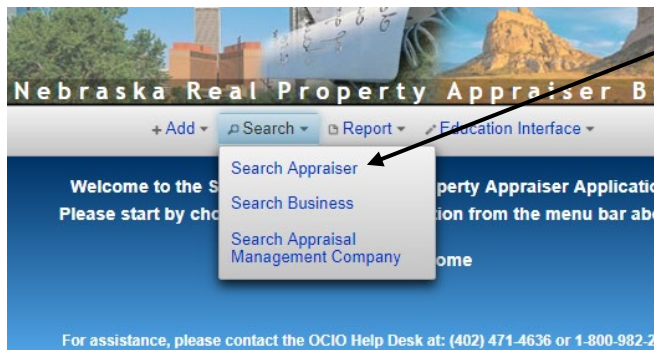
Under NRPAB, Select Appraiser Admin

The initial page allows you to search for appraisers or AMCs, or go to the folders in the Board Portal.

Search Applicant – the dropdown menu appears when you mouse over “Search” – if you click on Search, it disappears, but reappears if you click Search a second time, or mouse off of it and back over it.



Click on Search Appraiser.



The search window appears.

The screenshot shows the 'Search Appraiser' window. It has a header with the Nebraska Real Property Appraiser Board logo and navigation links: Home, + Add, Search, Report, Education Interface, and Timers. Below the header, there's a section titled 'Search Appraiser'. It contains four input fields: 'Last Name:', 'First Name:', 'Credential Number:', and 'Applicant Number:'. Below these fields is a 'Search Appraiser' button.

Type all or part of the applicant number, then click Search Appraiser button.

This screenshot shows the 'Search Appraiser' window with the 'Applicant Number' field filled with the text 'CR25005'. An arrow points to the 'Search Appraiser' button. The other fields are empty.

This will pull up the applicant's name. Click the name of the appraiser you want. Sometimes there's a glitch and this takes you back to the search window. Type the name and click Search Applicant again; usually it works on the second try.

Nebraska Real Property Appraiser Board

Home Add Search Report Education Interface Timers

Search Appraiser

Last Name: [] Credential Number: []
 First Name: [] Applicant Number: GR25005
 Search Appraiser

Search Results - 1 appraisers found.

Name	Phone	Credential Number	Applicant Number	County	Business	Business Phone	Delete
CODER, PATRICK	402-650-5975	T2021011	GR25005	Douglas	MITCHELL & ASSOCIATES INC	402-330-4500	[X]

This will take you to the individual appraiser's screen, you see the contact information and current credential information, if any.

Nebraska Real Property Appraiser Board

Home Add Search Report Education Interface Timers

CODER, PATRICK J

Appraiser Credentials Education Payments Credentialing Cards Supervisory & Trainee
 Logs Renewals Disciplinary Action Investigations

Principal Place of Business Contact Information

Last * CODER First * PATRICK Middle * J
 SSN * [REDACTED] Federal ID: gtm0n1PBPiQINu3Ap0OE Birth Date: 08/27/1993
 Business * MITCHELL & ASSOCIATES INC
 Address * 11305 CHICAGO CIR
 City * OMAHA State * NEBRASKA
 Zip * 68154-2633 County * Douglas Applicant Number: GR25005
 Phone * 402-330-4500 Fax: [] Email * PATRICK.CODER@MITCHELLASSOCIATES.COM

Appraiser UID and Centurion Login

Appraiser UID: 42119 Centurion UserID: patrickcoder Password: coder (not valid once Centurion UserID entered)

Education

Test Date: [] CE Period: 2025-2026 CE Remaining: 28.00
 RW Update: N/A USPAP: 2025

Current Credential

License Code: T License Number: T2021011
 Status: Active Status Date: 03/28/2025 Show Credential History
 Notes: Initial active status date 03/30/2021. Inactive status date 12/31/2024. Late renewal 3/28/2025

Other

USPAP has not been downloaded.

Secondary Contact Information

Same as Business Contact Information

Phone: 402-650-5975 Street Address: 17746 CASTELAR CIR
 Fax: [] Email: PATRICKJCODER@GMAIL.COM Bulk Email List: Yes
 City: OMAHA State: NEBRASKA Zip: 68130-2664
 County: Douglas
 District: 2

Update Appraiser Cancel

Log entries appear in order from most recent to earliest. Navigation buttons for log pages are below the words “Log History.” Click the name of a document to see the pdf of that document. If a log entry has several documents attached, you may also see a set of buttons in the documents section of that entry to navigate the list of documents.

Nebraska Real Property Appraiser Board

Home Add Search Report Education Interface

Appraiser Credentials Education Payments Credentialing Cards Supervisor Trainees Logs

Add Log

Date: * Time: *

Contact Name: *

Contact Organization: *

Contact Information: *

Entry Type: Choose One

Notes: *

Hold Ctrl button and select files to upload multiple files

Choose File

Add Log Cancel

Log History (1 of 4)

Log Date	Contact Name	Entry Type	Documents	Notes	Edit	Delete
04/19/2019 10:15 AM	Chad Tetherow	Standard 3 Review(s)	190419_Redacted Review 190419_Rpt approx 197 acres Rock Co NE.pdf 190419_Tetherow Request Response to Review.pdf	BLS Nespor sent redacted review of APPROX 197 ACRES ROCK COUNTY NE report and requested response to review and report revised to address deficiencies noted by reviewer within 30 days of receipt of letter.		

Send redacted review, ask for response

Look for the initial application and work back through the later log entries to see the progress of the application.

Log Date	Contact Name	Entry Type	Documents	Notes	Edit	Delete
02/01/2019 11:00 AM	Chad Tetherow	Initial Application	- Rpt approx 197 acres Cherry Co NE.pdf - Tetherow Experience_Logs.pdf - Tetherow Education.pdf - Tetherow Application.pdf	BLS Nespor sent redacted review of APPROX 197 ACRES ROCK COUNTY NE report and requested response to review and report revised to address deficiencies noted by reviewer within 30 days of receipt of letter.		

If background results have been received, there will be a log entry.

Log Date	Contact Name	Entry Type	Documents	Notes	Edit	Delete
02/26/2019 11:00 AM	Nan Colwell	Criminal History Records Check		Received background results. OK to proceed		

For resident applicants, there will be entries with the letter requesting reports and showing the reports received. Click on the Documents links to see the reports.

Log Date	Contact Name	Entry Type	Documents	Notes	Edit	Delete
02/19/2019 11:00 AM	Chad Tetherow	Report(s)	190219_Tetherow Christensen Farm Dawes County report.pdf 190219_Tetherow Anson Ranch Rock County report.pdf 190219_Tetherow Calvo Ranch Rock County report.pdf	Received reports 1) Calvo, 2) Anson (Stout), and 3) Christensen.		

There will be an entry showing review contract(s) sent, and another showing the receipt of the review(s) and invoice(s). Click on the Documents links to see the review(s).

03/18/2019 8:00 AM	Steen Stone	Standard 3 Review(s)	190318_Stone review.pdf 190318_Stone invoice - NRPRA31619 020.pdf	Received invoice and review of report APPROX 197 ACRES ROCK COUNTY NE.		
(1 of 4)   1 2 3 4   5 						

Board actions will have an entry, followed by an entry for action taken by staff as a result, and further entries for responses received from the applicant.

04/19/2019 10:15 AM	Chad Tetherow	Standard 3 Review(s)	190419_Redacted Review Rpt approx 197 acres Rock Co NE.pdf 190419_Tetherow Request Response to Review.pdf	BLS Nespor sent redacted review of APPROX 197 ACRES ROCK COUNTY NE report and requested response to review and report revised to address deficiencies noted by reviewer within 30 days of receipt of letter.		
04/18/2019 12:00 PM	Board	Board Action		Send redacted review, ask for response and subject report revised to address deficiencies noted by review within 30 days.		
				RI S Nesnor reviewed Colorado		

VIEWING APPRAISER RENEWAL APPLICATIONS IN THE NRPAB DATABASE

Log into Centurion <https://cio-centurion.ne.gov/centauth/login.xhtml>. Under NRPAB, Select Appraiser Admin. The initial page allows you to search for appraisers or AMCs, or go to the folders in the Board Portal. Search Appraiser – the dropdown menu appears when you mouse over “Search” – if you click on Search, it disappears, but reappears if you click Search a second time, or mouse off of it and back over it. Type all or part of the last and/or first name(s), then click the Search Appraiser button. Click the name of the appraiser you want. Sometimes there’s a glitch and this takes you back to the search window. Type the name and click Search Appraiser again; usually it works on the second try.

On the individual appraiser’s screen, you see the contact information and current credential information, if any. Navigate to the area you want to review by clicking the tabs below the appraiser’s name. To view renewal applications, click the Renewals tab.



The Renewals screen shows a list of applications by date entered and shows their current status. To select an application to review, click on the date hyperlink for that application.



This opens the Application Summary, Application Review Interface, and Communication and Documentation logs for that specific application. If the appraiser submitted the renewal application online through Appraiser Login, the responses are as the appraiser selected and entered them. If the appraiser sent a paper application, a staff member will have manually entered the information from the paper application as the appraiser submitted it, so some answers may be incorrect, but are as the appraiser responded. A scanned copy of the paper application is attached to a Communication and Documentation log entry.

The screenshot shows the Nebraska Real Property Appraiser Board website. The header includes the board's name and navigation links: Home, Add, Search, Report, and Education Interface. The user profile for MORSE, JACQUELINE M is displayed at the top. Below the profile are tabs for Appraiser, Credentials, Education, Payments, Credentialing Cards, Supervisor, Trainees, Logs, Renewals, and Investigations. The 'Appraiser Applications and Reviews' section shows a table with columns: Application Entered Date, Received Date, Status, Delete Application, and Delete Review. The table contains one entry for 02/09/2022 with a status of 'Approved'. Below the table, a blue bar indicates 'Renewal of Real Property Appraiser Credential Application Summary Completed - Wed Feb 09 00:00:00 CST 2022'. A 'Personal Details' section is partially visible at the bottom.

In the Disciplinary Survey Summary, if a question is answered “Yes” the appraiser is to provide a statement and may attach documents. Click the link in the Documents box to see the uploaded PDF.

The screenshot shows the Disciplinary Survey Summary form. Question 7 asks if the appraiser's credential or any other registration, license, or certification issued by any other regulatory agency or held in any other jurisdiction, been revoked or suspended with the five-year period immediately preceding the date of application? The answer is 'No'. Question 8 asks if disciplinary action been taken against your appraiser credential or any other registration, license, or certification issued by any regulatory agency or held in any jurisdiction within the three-year period immediately preceding the date of application? The answer is 'Yes'. The 'Provided Statement' for question 8 is: 'Case No 20-31 Had a USPAP Violation on an Iowa Appraisal. I have to complete education. See amended settlement agreement.' Below the statement is a 'Documents' box containing a link to 'Scan - 2021-10-28 14_32_12.pdf'. Question 9 asks if disciplinary proceedings pending against you or are you currently under investigation by any regulatory agency in Nebraska or in any other jurisdiction? The answer is 'Yes'. The 'Provided Statement' for question 9 is: 'I am not sure if this is pending as the Settlement agreement has been made however due to one of the originally required classes is no longer available we had to have it amended and it was just amended.'

Below the Application Summary Section (Renewal of Real Property Appraiser Credential Application Summary Completed - Sat Dec 04 00:00:00 CST 2021, in the illustrations below), the Application Review Interface details the various steps staff and the Board have taken in the process of reviewing the application.

Received Date: 12/04/2021

— Staff ReviewInitial Staff Review: ☒ Accepted ☐ Reject ☒ Completed by: ANESPOR Review Date: 12/06/2021 Save**— Education Review**Education Review: ☒ Completed by: ANESPOR Review Date: 12/16/2021CE Period and year USPAP due updated: ☒ Completed by: ANESPOR Review Date: 12/16/2021 Save**— Disciplinary Review**Disciplinary Review: ☒ Completed by: ANESPOR Review Date: 12/16/2021NE Disciplinary Action Review: ☒ Completed by: ANESPOR Review Date: 12/06/2021ASC National Registry Review: ☒ Completed by: ANESPOR Review Date: 12/06/2021Director Review: ☒ Applicable ☐ Not Applicable ☒ Completed by: TKOHTZ Review Date: 12/06/2021

Recommendation: Sent to Board

 Save**— CHRC Review**

Selected for random CHRC

☐ Yes ☒ No

Certified Random CHRC Letter Sent Date:

Certified Mail Delivery Verification Received Date:

Signed Authorization to use Fingerprints Form Received Date:

Fingerprints Received Date:

Fingerprints Sent to NSP: ☐ Complete

Fingerprints Sent to NSP: ☐ Complete

Background Results Received Date:

Background Results Review: ☐ Complete

Director Review: ☐ Applicable ☒ Not Applicable ☐ Complete

Recommendation:

Board Review

Board Review: ☒ Applicable ☐ Not Applicable ☐ Complete

Board Action:

Post 11/30: ☒ Yes ☐ No

Months Late:

Final Processing

Credentialing Card Issued:

Contact information Updated in ASC National Registry:

Renewal Entered in ASC National Registry:

Renewal Notification Sent:

* Status: ☐ Under Review ☐ Ready for Credentialing ☐ Withdrawn ☐ Rejected ☒ Approved ☐ Denied

Below the Application Review Interface is the Communication and Documentation logs section. Click the bar to see the log entries.

* Status: ☐ Under Review ☐ Ready for Credentialing ☐ Withdrawn ☐ Rejected ☒ Approved ☐ Denied

Communication and Documentation logs - Sat Dec 04 00:00:00 CST 2021

Click the hyperlinks in the Documents column for PDFs.

Application Review Interface - Wed Feb 09 00:00:00 CST 2022

Communication and Documentation logs - Wed Feb 09 00:00:00 CST 2022

Add Log

Date: *

Time: *

Contact Name: *

Contact Organization: *

Contact Information: *

Entry Type: *

Choose One

Notes: *

Hold Ctrl button and select files to upload multiple files

+ Choose File

+ Add Log

Cancel

Log History

Log Date ↕	Contact Name ↕	Entry Type ↕	Documents	Notes ↕	Edit	Delete
02/09/2022 3:45 PM	Jacqueline Morse	Renewal Application		process completed by BLPM Nespor		
02/09/2022 1:35 PM	BLPM Nespor	ASC Federal Registry	220209_Morse ASC Report.pdf	BLPM Nespor reviewed ASC report. OK to proceed.		
02/09/2022 11:30 AM	Jacqueline Morse	Renewal Application	220209_Morse 2022 Renewal App.pdf 220309_Morse 2022 Renewal App Manual Entry.pdf	Received complete CR renewal app postmarked 2/3/2022, 3 mos late. BLPM Nespor reviewed and accepted.		

If the log History has multiple pages, navigate between them using the buttons at the top.

Add Log

+ Add Log

Cancel

Log History

(1 of 2) < 1 2 > 5

Log Date ↕	Contact Name ↕	Entry Type ↕	Documents	Notes ↕	Edit	Delete
------------	----------------	--------------	-----------	---------	------	--------

To review education submitted, click the Education tab just below the appraiser's name at the very top of the page. This takes you out of the renewal application. Click on an activity number hyperlink to see details of the activity, approval status, and a link to the certificate of completion submitted.

MORSE, JACQUELINE M

Appraiser Credentials **Education** Payments Credentialing Cards Supervisor Trainees Logs Renewals Investigations

Education

Provider: * Search with a keyword CE Period: * Choose One

Activity: * Search with a keyword Date Activity Completed:

Activity Number: Out of State: ☐

Activity Type: Choose One

Class Type: Choose One

Activity Hours: Activity Approval Date:

Reviewed By: ANESPOR Activity Expiration Date:

Reviewed Date: 02/10/2022

Upload Certificate: * [+ Upload Certificate](#)

Notes: Comments to include in email response

[✓ Approve](#) [✗ Deny](#) [↺ Reset](#)

Activity Number	Activity Name	Activity Hours	Provider	Activity Completed Date	CE Period	Status	Delete
2182101	2018-2019 7-hour National USPAP Update Course	7	McKissock, LLC	12/14/2018	2018-2019	Approved	✖
2162419	Fannie Mae Appraisal Guidelines: Debunking the Myths	4	McKissock, LLC	06/02/2019	2018-2019	Approved	✖
2182449	Residential Construction and the Appraiser	7	McKissock, LLC	06/06/2019	2018-2019	Approved	✖
2172402	Appraisal of REO and Foreclosure Properties	7	McKissock, LLC	12/18/2019	2018-2019	Approved	✖
IA20001	Supervisor-Trainee Course for Iowa	4	McKissock, LLC	06/03/2019	2018-2019	Approved	✖
2202101	2020-2021 7-Hour National USPAP Update Course	7	McKissock, LLC	12/30/2020	2020-2021	Approved	✖

Click the Uploaded File link to see the documentation of completion submitted.

MORSE, JACQUELINE M

Appraiser Credentials **Education** Payments Credentialing Cards Supervisor Trainees Logs Renewals Investigations

Education

Provider: * McKissock, LLC 3 CE Period: * 2020-2021

Activity: * 2020-2021 7-Hour National USPAP Update Course 2202101 Date Activity Completed: 12/30/2020

Activity Number: 2202101 Out of State: NO

Activity Type: Continuing Education

Class Type: Online

Activity Hours: 7 Activity Approval Date: 10/28/2019

Reviewed By: DEHVYNNE Activity Expiration Date: 12/31/2021

Reviewed Date: 01/04/2021

Activity Entered By: DEHVYNNE Activity Entered Date: 01/04/2021

Uploaded File: [201230_Morse 7-Hou Nat USPAP Upd Cou.pdf](#)

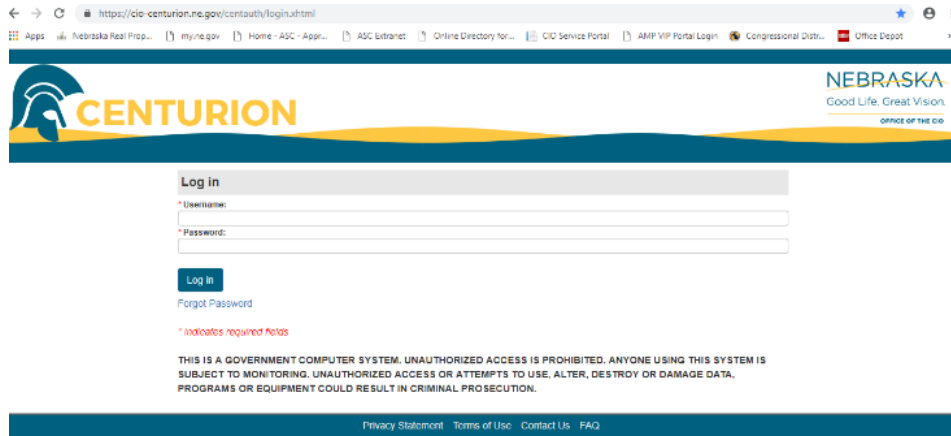
Notes: Applied to 2020-21 CE period. Next USPAP update due 2022.

[✓ Approve](#) [✗ Deny](#) [↺ Reset](#)

Activity Number	Activity Name	Activity Hours	Provider	Activity Completed Date	CE Period	Status	Delete
2182101	2018-2019 7-hour National USPAP Update Course	7	McKissock, LLC	12/14/2018	2018-2019	Approved	✖

VIEWING EDUCATION RECORDS IN THE NRPAB DATABASE

Log into Centurion <https://cio-centurion.ne.gov/centauth/login.xhtml>.



Log in

*Username:

*Password:

Log in

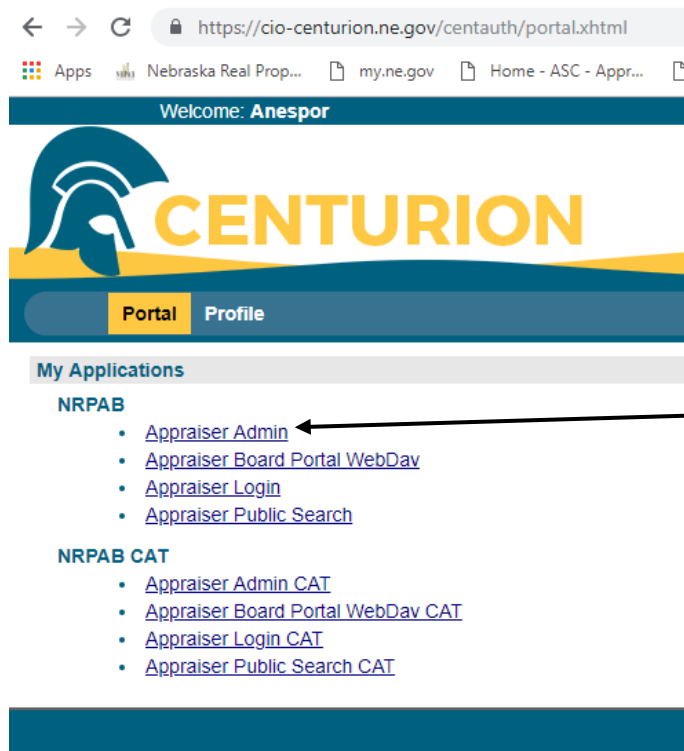
[Forgot Password](#)

* indicates required fields

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Under NRPAB, Select Appraiser Admin.



Welcome: Anespor

Portal Profile

My Applications

NRPAB

- [Appraiser Admin](#)
- [Appraiser Board Portal WebDav](#)
- [Appraiser Login](#)
- [Appraiser Public Search](#)

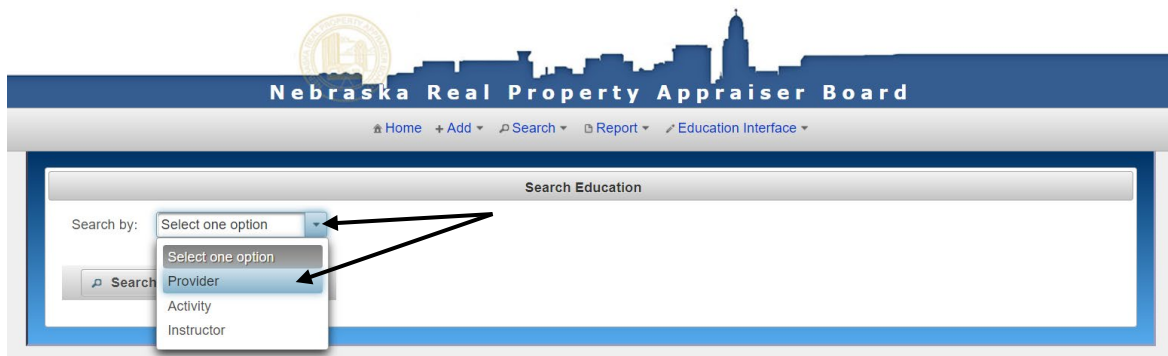
NRPAB CAT

- [Appraiser Admin CAT](#)
- [Appraiser Board Portal WebDav CAT](#)
- [Appraiser Login CAT](#)
- [Appraiser Public Search CAT](#)

Hover over Education Interface. A dropdown menu appears. Select Search Education.



A search field with a dropdown menu appears. Click on the field or the down arrow. You may search by Provider, Activity, or Instructor.



Enter partial or whole Provider Name or Provider Number. Click Search. Click on the name of the desired provider.

Search Education

Search by: Provider

Provider Name: moore

Provider Number:

Search

Provider Search Results

Provider Name	Provider Number	Delete
Morrissey and Associates	13	
The Moore Group	4	

See (1) for Provider contact information. See (2) for a list of Activities connected to the Provider. Clicking on the name of an Activity will navigate to the activity's information page.

Update Provider

Provider Name: The Moore Group

Provider Number: 4

Active Date: 01/01/2000

Inactive Date:

Street Address: 3400 S 17th Street

City: Lincoln

State: NEBRASKA

ZIP: 68502-4807

Email: DL.Moore@neb.nraa.com

Phone: 402-775-8805

Contact Name: Duane Moore

Update Provider Cancel

Add Activity Details

Start typing to show list of available Activities or choose one from the drop down.

Activity: Search with a keyword Add Activity

Activities

Activity Name	Activity Number	Activity Type	Class Type	Hours	Reviewed By	Activity Reviewed Date	Delete
Advanced Residential Applications and Case Studies	1171417	Qualifying Education	In-Class	15		01/01/2011	
Basic Appraisal Principles	1171418	Qualifying Education	In-Class	30		01/01/2011	
Market Analysis and Highest and Best Use	1171419	Qualifying Education	In-Class	15		01/01/2011	
Residential Report Writing & Case Studies	1171421	Qualifying Education	In-Class	15		01/01/2011	
Residential Site Valuation & Cost Approach	1171420	Qualifying Education	In-Class	15		01/01/2011	
General Sales Comparison Approach	1131401	Qualifying Education	In-Class	30		02/28/2013	
General Site Valuation and Cost Approach	1131402	Qualifying Education	In-Class	30		02/28/2013	
Marketing Unique & Complex Property Appraisal	1131411	Qualifying Education	In-Class	20		12/19/2013	
Residential Report Writing UPGATE	2141201	Continuing Education	In-Class	7		02/20/2014	
Residential Sales Comparison & Income Approaches	1141403	Qualifying Education	In-Class	30		02/20/2014	
Statistics, Marketing and Finance	1141402	Qualifying Education	In-Class	15		02/20/2014	
Training Courses for Supervisory Appraisers and Trainee Appraisers	2141301	Supervisory and Trainee	In-Class	7		08/18/2014	
Underwriting and Using Comparable Transactions	2151402	Continuing Education	In-Class	7		01/22/2015	
Basic Appraisal Procedures	1151408	Qualifying Education	In-Class	30		02/19/2015	
FHA Guidelines	2151416	Continuing Education	In-Class	7		04/16/2015	
Better Safe Than Sorry	2151431	Continuing Education	In-Class	7		01/22/2015	
2016/17 National USPAP Update	2161101	Continuing Education	In-Class	7		11/13/2015	
2016/2017 15-Hour USPAP	1161101	Qualifying Education	In-Class	15		11/13/2015	
Real Property Report Writing Update and Case Studies - 2016-2017	2161201	Continuing Education	In-Class	7		01/21/2016	
Nebraska Supervisory Appraiser and Trainee Appraiser Training	3161301	Supervisory and Trainee	In-Class	7		02/18/2016	

Payments

Communication and Documentation Log

Clicking on the Payments tab (3) will reveal a table of the payments made by the Provider to the Board, including the details of the payments. Use the arrows in the table to navigate to older entries.

Payments

Add Payment

Fee Type: * Choose One

Fee Amount: * ☐ Paid Back

Paid By:

Form of Payment:

Payment #:

Receipt:

Remarks:

Date Received: *

+ Add Payment

(3)

Payment History

(1 of 2) 1 2 10

ID #	Fee Type	Fee Amount	Paid By	Form of Payment	Payment #	Receipt	Remarks	Date Received
31324	Continuing Education New	\$25.00	The Moore Group Inc	check	8519	21753	#2221101.04	12/01/2021
26369	Continuing Education New	\$25.00	The Moore Group, Inc.	check	8474	21370	#3212305.04	01/21/2021
25286	Continuing Education New	\$50.00	The Moore Group Inc	check	8381	20943	#2202421.04; #2202422.04	03/05/2020
25257	Continuing Education New	\$50.00	The Moore Group Inc	check	8402	20932	#2201417.04; #2201418.04	02/28/2020
25135	Continuing Education New	\$25.00	The Moore Group Inc	check	8336	20899	#2201406.04	02/06/2020
25033	Qualifying Education New	\$50.00	The Moore Group Inc	check	8309	20876	#1202101.04	01/27/2020
25005	Continuing Education New	\$25.00	The Moore Group Inc	check	8383	20850	#2202403.04	01/16/2020
25004	Continuing Education New	\$25.00	The Moore Group Inc	check	8189	20849	#2202101.04	01/16/2020
24542	Continuing Education New	\$25.00	The Moore Group, Inc.	check	8359	20733	#3191399.04	12/04/2019
23493	Qualifying Education New	\$50.00	The Moore Group, Inc.	check	8333	20676	#1201101.04	11/05/2019

(1 of 2) 1 2 10

Communication and Documentation Log

Clicking on the Communication and Documentation Log tab (4) will reveal the history of communications with the Provider.

Payments

Communication and Documentation Log

Add Log

Date: * Time: *

Contact Name: *

Contact Organization: *

Contact Information: *

Entry Type: * Choose One

Notes: *

Hold Ctrl button and select files to upload multiple files

+ Choose File

+ Add Log Cancel

(4)

Log History

(1 of 5) 1 2 3 4 5 5

Log Date	Contact Name	Entry Type	Documents	Notes	Edit	Delete
11/24/2021 10:30 AM	Diane Moore	Miscellaneous Document	211124_2021 End of Year Report.pdf	Ms. Moore hand-delivered The Moore Group end-of-year course report.		
09/25/2021 12:40 PM	Diane Moore	Phone Call		Ms. Moore called the office to report that The Moore Group would no longer accept enrollment for online classes after June 30, 2021. AS Duerig thanked Ms. Moore for the information and invited her to send a letter requesting the Board rescind approval of any online classes when all students have completed the online classes. Ms. Moore reported that the QE courses run 6 months, so she plans to do this in January 2022.		

To search for an activity, go to Education Interface > Search Education. Enter partial or whole Activity Number or Activity Name. Click Search. Click on the number of the desired activity.

Nebraska Real Property Appraiser Board

Home Add Search Report Education Interface

Search Education

Search by: Activity

Activity Number: 2211461

Activity Name:

Search

Activity Search Results

Activity Number	Activity Name	Activity Hours	Activity Type	Class Type	Delete
2211461	Practical Rural Appraisal: Work Problems Using the New Methodology	8	Continuing Education	In-class	

See (1) for education activity details. See (2) for the provider associated with the activity; click the provider's name to navigate to the Provider. All approved instructors are listed under (3); click the instructor's name to navigate to the Instructor. Communications and Documentation related to the activity may be found by clicking on (4).

Provider Activity Instructor

Update Activity

Activity Number: 2252402

Activity Name: Appraisal Technology and GSE Appraisal Review

Activity Hours: 4.00 Activity Type: Continuing Education Activity Setting: Asynchronous

Delivery Mechanism Approval: AQB Delivery Mechanism Expiration Date: 12/01/2027

Activity Knowledge Mechanism: Prescribed Activity Mechanisms Required to Demonstrate Knowledge of the Subject Matter

AQB Approved: AQB Expiration Date: 12/01/2027

Activity Expiration Date: 02/05/2030

Status: Active Status Date: 02/04/2025

Action: Approved Action Date: 02/05/2025

Reviewed By: Director Reviewed Date: 02/05/2025

Notes:

Update Renew Cancel Copy Activity

Add Instructor Details

Start typing to show list of available Instructors or choose one from the drop down.

Instructor: Search with a keyword

Reason for Approval: Choose One

+ Add Instructor

Providers

Provider Name	Provider Number	Contact Name	Phone	Email	Delete
The CE Shop	77	Jamie Illingworth	888-827-0777	compliance@theceshop.com	

Instructors

Instructor Name	Phone	Email	Reason Approved	Approved By	Approved Date	Delete
Rebecca Jones	607-770-6064	upstateappraisals@gmail.com	Have five years of real property appraisal teaching experience directly related to the subject matter	KASHINDASIMS	03/15/2023	

Communication and Documentation Log

To search for an instructor, go to Education Interface > Search Education. Enter partial or whole First Name or Last Name. Click Search. Click on the name of the desired instructor.

Nebraska Real Property Appraiser Board

Home Add Search Report Education Interface

Search Education

Search by:

First Name:

Last Name:

Instructor Search Results

Instructor Name	Delete
Dan Bradley	Delete
Dan Tosh	Delete
Daniel Bearsdley	Delete

See (1) for instructor contact information. See (2) for the activities associated with the instructor; click the activity's name to navigate to the Activity. Communications and Documentation related to the instructor may be found by clicking on (3).

Nebraska Real Property Appraiser Board

Home Add Search Report Education Interface

Update Instructor

First Name: *

Middle Name:

Last Name: *

Email:

Phone:

Approved By:

Approved Date: *

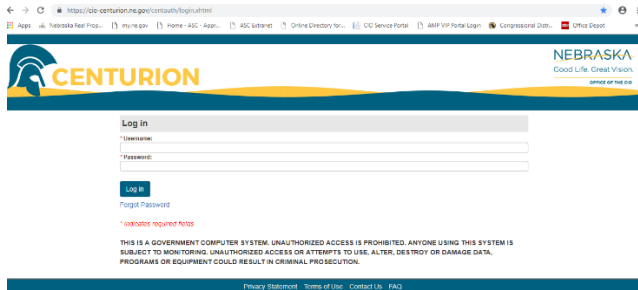
Activities

Activity Name	Activity Number	Activity Type	Class Type	Hours	Provider Number	Reviewed By	Activity Reviewed Date	Reason Approved	Delete
801, United States Land Titles	2181438	Continuing Education	In-class	16	7	SBluman	10/15/2018	Hold a master's degree or higher in a field that is directly related to the subject matter	Delete

Communication and Documentation Log

VIEWING INVESTIGATIONS AND DISCIPLINARY ACTION IN THE NRPAB DATABASE

Log into Centurion <https://cio-centurion.ne.gov/centauth/login.xhtml>.



Log in

Username

Password

Log In

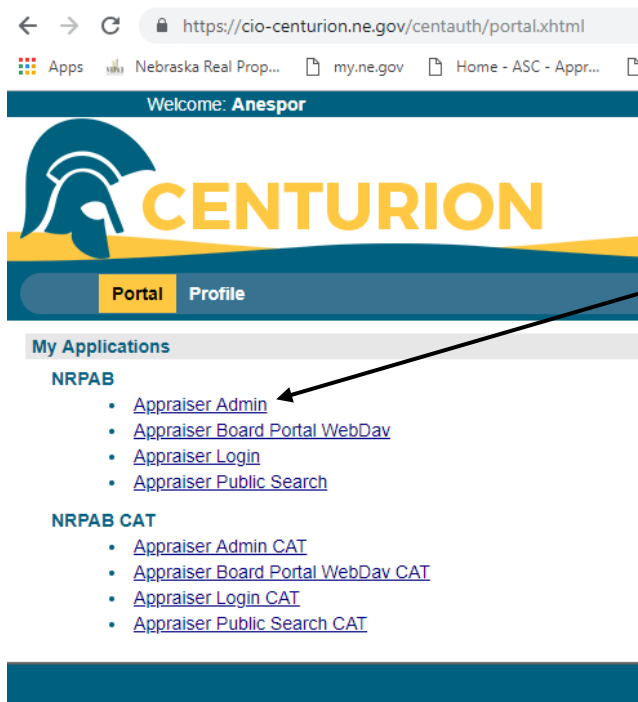
Forgot Password

Session required

THIS IS A GOVERNMENT COMPUTER SYSTEM. UNAUTHORIZED ACCESS IS PROHIBITED. ANYONE USING THIS SYSTEM IS SUBJECT TO MONITORING. UNAUTHORIZED ACCESS OR ATTEMPTS TO USE, ALTER, DESTROY OR DAMAGE DATA, PROGRAMS OR EQUIPMENT COULD RESULT IN CRIMINAL PROSECUTION.

[Privacy Statement](#) [Terms of Use](#) [Contact Us](#) [FAQ](#)

Under NRPAB, Select Appraiser Admin



Welcome: Anespor

CENTURION

Portal Profile

My Applications

NRPAB

- [Appraiser Admin](#)
- [Appraiser Board Portal WebDav](#)
- [Appraiser Login](#)
- [Appraiser Public Search](#)

NRPAB CAT

- [Appraiser Admin CAT](#)
- [Appraiser Board Portal WebDav CAT](#)
- [Appraiser Login CAT](#)
- [Appraiser Public Search CAT](#)

The initial page allows you to search for appraisers, investigations, or AMCs, or go to the folders in the Board Portal.



Nebraska Real Property Appraiser Board

+ Add Search Report Education Interface

Welcome to the State of Nebraska Real Property Appraiser Application.
Please start by choosing a drop down selection from the menu bar above.

Board Portal Home

For assistance, please contact the OCIO Help Desk at: (402) 471-4636 or 1-800-982-2468.

Search Investigations – the dropdown menu appears when you mouse over “Search” – if you click on Search, it disappears, but reappears if you click Search a second time, or mouse off of it and back over it.



Click on Search Investigations.



The search window appears.



Type all or part of the Investigation Number, then click the Search Investigations button.

Nebraska Real Property Appraiser Board

Home Add Search Report Education Interface

Search Investigations

Investigation Number: 20

Search Investigations

Click on the Investigation Number in the table.

Search Investigations

Investigation Number: 20

Search Investigations

12 Investigations Found

Investigation number	Respondent Name	Complainant Name	Received date	Investigation Status	Latest Board Action	Total Cost
20-01	US REAL ESTATE SERVICES INC	Nebraska Real Property Appraiser Board	01/16/2020	Closed	Execute Consent Agreement	\$1,526.80
20-02	ANGELL, CONRAD	KRISTINA KAMLER	07/13/2020	New Grievance	New – No Action	\$0.00
20-03	BABER, TODD	JOSEPH J PIGNOTTI	07/14/2020	Closed	Dismiss without prejudice	\$8.00
20-04	JOHNSON, RHONDA	REGIS A SWANSON	07/27/2020	Closed	Dismiss without prejudice	\$7.80

The Investigation Info page, which exists within the Respondent appraiser/AMC page, appears. This page also shows the Investigation History of the appraiser/AMC.

US REAL ESTATE SERVICES INC

AMC Surety Bond Payments Applications Investigations

Investigation History

Number	Grievance Dt	Complainant	Complainant Business	Status	Latest Board Action
20-01	01/16/2020	Nebraska Real Property Appraiser Board	NRPAB	Closed	Execute Consent Agreement

Investigation 20-01

Investigation Info 20-01

Investigation Number: 20-01

Grievance Received Date: * 01/16/2020

Complainant: * Nebraska Real Property Appraiser Board

Complainant Business: * NRPAB

Complainant Address: * 301 Centennial Mall South, First Floor NSOB

Complainant Phone: * 402-471-9015

Complainant Email: * nrpab.compliance@nebraska.gov

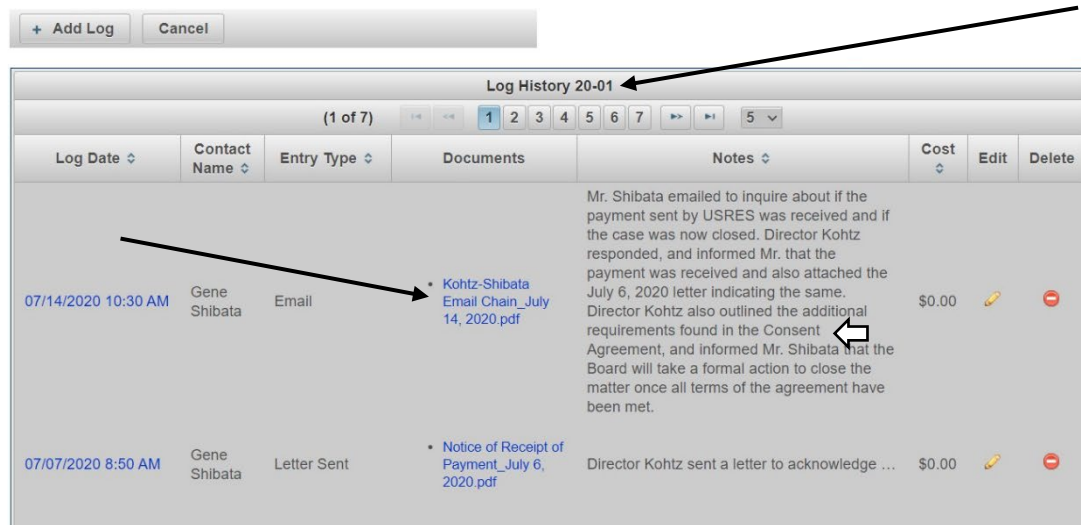
Respondent: US REAL ESTATE SERVICES INC

Respondent Address: 25520 COMMERCE CENTRE DR FL 1; LAKE FOREST, CA 92630-8884

Respondent Email: AMC@USRES.COM

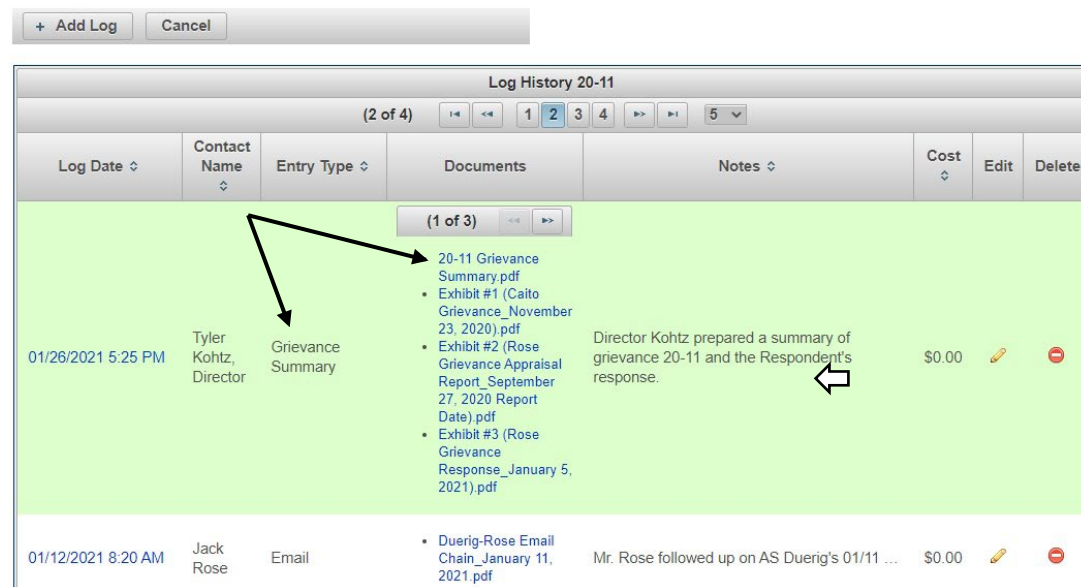
Registration Number: NE2012035

Scrolling down the page leads to the Investigation Communication and Documentation Log. Log entries appear in order from the newest log entry date to oldest. Longer log entries can be “hovered” over to be completely revealed or clicking on the log date. Attached documents can be viewed by clicking on the hyperlinks (downloaded, then opened in browser).



Log Date	Contact Name	Entry Type	Documents	Notes	Cost	Edit	Delete
07/14/2020 10:30 AM	Gene Shibata	Email	Kohtz-Shibata Email Chain_July 14, 2020.pdf	Mr. Shibata emailed to inquire about if the payment sent by USRES was received and if the case was now closed. Director Kohtz responded, and informed Mr. that the payment was received and also attached the July 6, 2020 letter indicating the same. Director Kohtz also outlined the additional requirements found in the Consent Agreement, and informed Mr. Shibata that the Board will take a formal action to close the matter once all terms of the agreement have been met.	\$0.00		
07/07/2020 8:50 AM	Gene Shibata	Letter Sent	Notice of Receipt of Payment_July 6, 2020.pdf	Director Kohtz sent a letter to acknowledge ...	\$0.00		

Log entries are colored gray when the Investigation Status is “Closed” at the time of the entry.



Log Date	Contact Name	Entry Type	Documents	Notes	Cost	Edit	Delete
01/26/2021 5:25 PM	Tyler Kohtz, Director	Grievance Summary	20-11 Grievance Summary.pdf - Exhibit #1 (Caito Grievance_November 23, 2020).pdf - Exhibit #2 (Rose Grievance Appraisal Report_September 27, 2020 Report Date).pdf - Exhibit #3 (Rose Grievance Response_January 5, 2021).pdf	Director Kohtz prepared a summary of grievance 20-11 and the Respondent's response.	\$0.00		
01/12/2021 8:20 AM	Jack Rose	Email	Duerig-Rose Email Chain_January 11, 2021.pdf	Mr. Rose followed up on AS Duerig's 01/11 ...	\$0.00		

Log entries are colored green to denote a Board Report, e.g. Greivance Summary, Investigation Summary.

Log History 20-01							
(4 of 7) 1 2 3 4 5 6 7 5							
Log Date ▾	Contact Name ▾	Entry Type ▾	Documents	Notes ▾	Cost ▾	Edit	Delete
04/06/2020 1:00 PM	Bill Blake	Email	• Kohtz-Blake Email Chain_April 6, 2020.pdf	SAAG Blake emailed Director Kohtz to ask i...	\$0.00		
04/06/2020 11:00 AM	Bill Blake	Phone Call		SAAG Blake contacted Director Kohtz to inf...	\$0.00		
04/03/2020 9:00 AM	Bill Blake	Email	• Kohtz-Blake Email Chain_April 3, 2020.pdf	SAAG Blake emailed Director Kohtz to inqui...	\$0.00		
03/19/2020 1:20 PM	SAAG Blake	SAAG Documentation		Voucher for Blake representation invoice 19221: D#44102944 B#5955406	\$420.00		
03/19/2020 1:15 PM	SAAG Blake	SAAG Documentation		Voucher for Blake representation invoice 19...	\$60.00		

Log entries are colored orange to denote a cost related to the investigation.

Log History 21-01							
Log Date ▾	Contact Name ▾	Entry Type ▾	Documents	Notes ▾	Cost ▾	Edit	Delete
02/19/2021 11:30 AM	Michelle Wendt	Respondent Documentation	• Respondent Response_February 19, 2021.pdf • Respondent Subject Report_Report Date January 8, 2021.pdf • Respondent Workfile_February 19, 2021.pdf	The Respondent's Response, Subject Repo...	\$0.00		
01/29/2021 9:30 AM	Matt Riley	Complainant Communication	• Riley Grievance Received Letter_January 28, 2021.pdf	Director Kohtz sent a letter to the Complai...	\$0.00		
01/28/2021 9:32 AM	Michelle Wendt	Respondent Communication	• Wendt Grievance Notice Letter_January 28, 2021.pdf	Director Kohtz sent a letter to the Responde...	\$0.00		

White log entries show that the grievance/investigation process is in progress at the time of the entry, but there is no cost nor Board Report associated with it. Most often, these entries show communications between board staff and parties involved, and documentation.

In addition to searching for Investigations, you can search for the Respondent appraiser/AMC in the database through "Search Appraiser" or Search Appraisal Management Company", and access the Investigations page and Disciplinary Action.



On the appraiser or AMC landing page, the "Disciplinary Action" tab shows the disciplinary action history for the appraiser/AMC (if any).

The first screenshot shows the appraiser's profile for NELSEN, RUSSELL L. It includes tabs for Appraiser, Credentials, Education, Payments, Credentialing Cards, Supervisory & Trainee, Logs, Renewals, Disciplinary Action, and Investigations. The 'Disciplinary Action' tab is selected, showing contact information and a 'New Disciplinary Action History Record' button.

The second screenshot shows the 'Disciplinary Action History Record(s)' table. An arrow points to the first row, which is highlighted. The table contains the following data:

Investigation Number	Date of Action	Summary	Attachments	Privacy
23-12	11/21/2024	Russell L. Nelsen, (CG920276), by and through the Consent Agreement in force and effect August 15, 2024, voluntarily...	Yes	Public
23-12	08/15/2024	The Nebraska Real Property Appraiser Board ("Board"), pursuant to its authority to investigate grievances as set forth i...	Yes	Public
13-23	02/20/2014	The Nebraska Real Property Appraiser Board ("Board"), pursuant to its authority to investigate grievances as set forth i...	Yes	Private

"Hovering" over the summary will display the full summary of the action. Clicking the investigation number will provide a detailed description of the Investigation along with any public documentation, if applicable.

To view any current investigations or past investigations, click on the "Investigations" tab (same information as the "Search Investigations" drop down).

NELSEN, RUSSELL L

Appraiser | Credentials | Education | Payments | Credentialing Cards | Supervisory & Trainee

Logs | Renewals | Disciplinary Action | **Investigations**

Principal Place of Business Contact Information

Last: * NELSEN | First: * RUSSELL | Middle: L

SSN: * 506-64-2249 | Federal ID: 2sMtrtD62pldLcDlbQS4zOr | Birth Date: 06/14/1951

Business: * NELSEN APPRAISAL SERVICE INC

Address: * 710 S 19TH ST | City: * BLAIR | State: * NEBRASKA

Zip: * 68008-1887 | County: * Washington

Phone: * 402-426-8020 | Fax: 402-426-8021 | Email: * RUSS@NEBREALTY.COM

Appraiser UID and Centurion Login

CORE VALUATION MANAGEMENT INC

AMC | Surety Bond | Payments | Registration Cards | Applications | Renewals | Disciplinary Action | **Investigations**

Appraisal Management Company

Trade Names

Contact Person

Designated Officer for Service of Process

Owners

Communication and Documentation Log

The appraiser or AMC's Investigation History will show on the top of the page. Click on the Investigation Number hyperlink to access the Investigation details and, below that, the communication and documentation log.

BARBER, BRIAN D

Appraiser | Credentials | Education | Payments | Credentialing Cards

Supervisory & Trainee | Logs | Renewals | Disciplinary Action | **Investigations**

Investigation History

Number	Grievance Dt	Complainant	Complainant Business	Status	Latest Board Action
23-08	10/25/2023	CYRIL "CY" M. THOENE	GREAT PLAINS AGRIBUSINESS INC	Closed	Authorize SAAG to File Formal Charges
23-09	10/25/2023	CYRIL "CY" M. THOENE	GREAT PLAINS AGRIBUSINESS INC	Closed	Dismiss without prejudice with Advisory Letter

Investigation



Investigation Selected - 23-08

BARBER, BRIAN D

Appraiser	Credentials	Education	Payments	Credentialing Cards
Supervisory & Trainee	Logs	Renewals	Disciplinary Action	Investigations

Investigation History					
Number	Grievance Dt	Complainant	Complainant Business	Status	Latest Board Action
23-08	10/25/2023	CYRIL "CY" M. THOENE	GREAT PLAINS AGRIBUSINESS INC	Closed	Authorize SAAG to File Formal Charges
23-09	10/25/2023	CYRIL "CY" M. THOENE	GREAT PLAINS AGRIBUSINESS INC	Closed	Dismiss without prejudice with Advisory Letter

Investigation 23-08

Investigation Info 23-08

Investigation Number: 23-08
Grievance Received Date: * 10/25/2023
Complainant: * CYRIL "CY" M. THOENE
Complainant Business: * GREAT PLAINS AGRIBUSINESS INC
Complainant Address: * 816 GAGE ST, ANSLEY, NE 68814-2409
Complainant Phone: * 308-750-5634
Complainant Email: * CY@NCTC.NET
Respondent: BARBER, BRIAN D
Respondent Address: 325 WEBSTER AVE; BROKEN BOW, NE 68822-1854
Respondent Email: abcbarker@hotmail.com
License Number: CG920110
Disciplinary Action: * The Appraisal Subcommittee Appraiser Registry shows that the Nebraska Real Property Appraiser Board suspended Barber's credential from April 29, 2003 through June 17, 2003. The Board's records show that Barber entered into a consent agreement with the Board concerning Grievance 02-22 for an ethics violation, which included the suspension of Barber's credential from April 29, 2003 through June 17, 2003.
Subject Property: * Cedar River Feeders, LLC Feedlot near Cedar Rapids in Boone County, NE
Subject Property Address: * SECTION 21, TOWNSHIP 18 NORTH, RANGE 7 WEST OF THE 6TH P.M., BOONE COUNTY, NE
Complaint Summary: * A Grievance was filed by Cyril Thoene against Brian Barber (CG920110) concerning an appraisal report completed for the property located at Section 21, Township 18 North, Range 7 West near Cedar Rapids in Boone County, Nebraska. The grievance alleges that the Respondent failed to provide proper analysis and support related to the development of the value conclusion for a complex assignment, leading to noncredible assignment results. If proven, this action would be a violation of Neb. Rev. Stat. §76-2237 and N.R.S. §76-2238 (12) and (14).
Investigation Status: * Closed
Latest Board Action: * Authorize SAAG to File Formal Charges
Investigation Costs: \$2,805.55

All required fields(*) need values to add Investigation

+ Add Investigation

Update Investigation

Investigation Communication and Documentation Log 23-08

Add Log 23-08

Date: * Time: *
Contact Name: * Cost: \$ * \$0.00
Contact Organization: * Board Report? ☐ Yes ☒ No
Contact Information: *
Inv. Entry Type: * Choose One
Notes: *

Hold Ctrl button and select files to upload multiple files

+ Choose File

Add Log Cancel

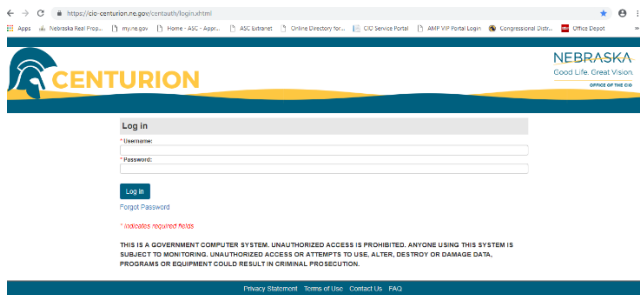
Clear All Important

Log History 23-08

(1 of 11)					
Log Date	Contact Name	Entry Type	Documents	Notes	Cost
01/21/2025	SAAG Blake	Letter Sent	SAAG Blake (Investigation)	EPM Sims sent a letter to S...	\$0.00

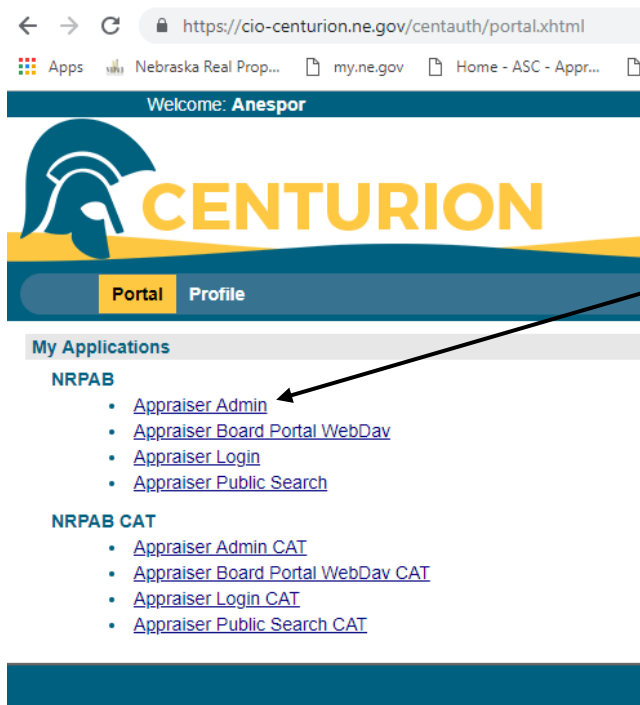
VIEWING APPRAISER LOGS IN THE NRPAB DATABASE

Log into Centurion <https://cio-centurion.ne.gov/centauth/login.xhtml>.



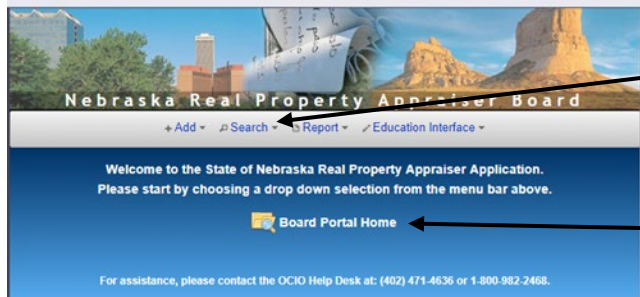
The screenshot shows the Centurion login page. At the top, there is a navigation bar with the Centurion logo on the left and the Nebraska state logo on the right. Below the navigation bar, there is a login form with fields for Username and Password, and a Log In button. Below the login form, there is a link for Forgot Password. At the bottom of the page, there is a footer with links for Privacy Statement, Terms of Use, Contact Us, and FAQ.

Under NRPAB, Select Appraiser Admin



The screenshot shows the Centurion portal page. At the top, there is a navigation bar with the Centurion logo on the left and the Nebraska state logo on the right. Below the navigation bar, there is a welcome message: "Welcome: Anespor". Below the welcome message, there is a navigation bar with links for Portal and Profile. Below the navigation bar, there is a section titled "My Applications". Under "My Applications", there are two sections: "NRPAB" and "NRPAB CAT". Under "NRPAB", there are four links: "Appraiser Admin", "Appraiser Board Portal WebDav", "Appraiser Login", and "Appraiser Public Search". Under "NRPAB CAT", there are four links: "Appraiser Admin CAT", "Appraiser Board Portal WebDav CAT", "Appraiser Login CAT", and "Appraiser Public Search CAT".

The initial page allows you to search for appraisers or AMCs, or go to the folders in the Board Portal.

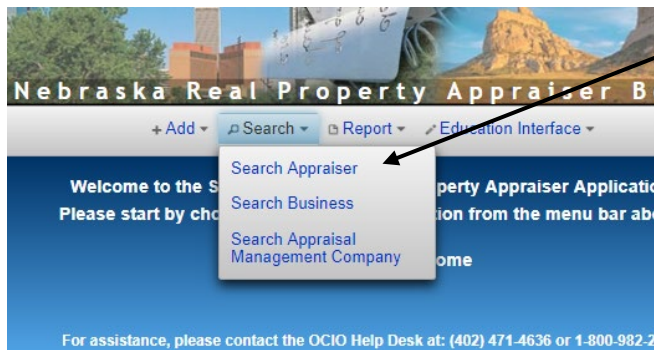


The screenshot shows the Nebraska Real Property Appraiser Board application page. At the top, there is a banner image with the text "Nebraska Real Property Appraiser Board". Below the banner, there is a navigation bar with links for Add, Search, Report, and Education Interface. Below the navigation bar, there is a welcome message: "Welcome to the State of Nebraska Real Property Appraiser Application. Please start by choosing a drop down selection from the menu bar above." Below the welcome message, there is a link for Board Portal Home. At the bottom of the page, there is a footer with contact information for the OCIO Help Desk.

Search Appraiser – the dropdown menu appears when you mouse over “Search” – if you click on Search, it disappears, but reappears if you click Search a second time, or mouse off of it and back over it.



Click on Search Appraiser.



The search window appears.

The screenshot shows the "Search Appraiser" search window. It has a title bar that says "Search Appraiser". Below the title bar, there are two input fields: "Last Name:" and "First Name:". To the right of these fields is a button labeled "Search Appraiser".

Type all or part of the last and/or first name(s), then click Search Appraiser button.

The screenshot shows the "Search Appraiser" search window with the "Last Name" field filled with the text "tetherow". The "First Name" field is empty. The "Search Appraiser" button is visible. Two arrows point from the text above to the "Last Name" field and the "Search Appraiser" button.

Click the name of the appraiser you want. Sometimes there's a glitch and this takes you back to the search window. Type the name and click Search Appraiser again; usually it works on the second try.

Nebraska Real Property Appraiser Board

Home + Add Search Report Education Interface

Search Appraiser

Last Name: Tetherow
First Name:

Search Appraiser

Search Results - 1 appraisers found.

Name	Phone	License ID	County	Business	Business Phone	Delete
TETHEROW, CHAD	402-389-1494	T2015001	Cherry	TETHEROW APPRAISAL SERVICE LLC	402-389-1494	

On the individual appraiser's screen, click on the Supervisory & Trainee tab to view any Supervisory Appraisers or Trainee Real Property Appraisers for that appraiser.

HARTUNG, JACOB K

Appraiser Credentials Education Payments Credentialing Cards Supervisory & Trainee

Logs Renewals Disciplinary Action Investigations

Principal Place of Business Contact Information

Last: * HARTUNG First: * JACOB Middle: K

SSN: * [REDACTED] Federal ID: CDI50YLkmas6G_V59sg2Af Birth Date: 02/22/1999

Business: * JACOB HARTUNG

Address: * 1108 GARBER AVE City: * LINCOLN State: * NEBRASKA

Zip: * 68521-2266 County: * Lancaster

Phone: * 402-405-1927 Fax: Email: * JAKEHARTUNG222@GMAIL.COM

If the appraiser has a Supervisory Real Property Appraiser, that section should open automatically. If it doesn't click on the + on the right side of the "Supervisory Real Property Appraisers assigned to:" bar to view all Supervisory Real Property Appraisers for that appraiser. You can click on any name to take you to the account for that appraiser.

HARTUNG, JACOB K

Appraiser Credentials Education Payments Credentialing Cards Supervisory & Trainee

Logs Renewals Disciplinary Action Investigations

Supervisory Real Property Appraisers assigned to: JACOB HARTUNG

Supervisor	Active/Inactive	Start Date	End Date	Inactivate
MARILYN TABOR	Active	01/29/2025	Enter End Date	Inactivate

Trainee Real Property Appraisers assigned to: JACOB HARTUNG

Assign Supervisory Real Property Appraiser or Trainee Real Property Appraiser

Again, click on the Supervisory & Trainee tab to view any Trainee Real Property Appraisers for that appraiser.

Nebraska Real Property Appraiser Board

Home + Add Search Report Education Interface Timers

TABOR, MARILYN J

Appraiser Credentials Education Payments Credentialing Cards **Supervisory & Trainee**

Logs Renewals Disciplinary Action Investigations

Principal Place of Business Contact Information

Last: * TABOR First: * MARILYN Middle: J
 SSN: * [REDACTED] Federal ID: nUWL2TRUaexdJa1-SaYI Birth Date: 01/06/1956
 Business: * TABOR APPRAISAL
 Address: * 18601 NW 40TH ST City: * RAYMOND State: * NEBRASKA
 Zip: * 68428-4336 County: * Lancaster
 Phone: * 402-450-2947 Fax: Email: * MTABOR9@GMAIL.COM

If the appraiser has a Trainee Real Property Appraiser, that section should open automatically. If it doesn't click on the + on the right side of the Click on the + on the "Trainee Real Property Appraisers assigned to:" bar to view all trainee real property appraisers for that appraiser.

TABOR, MARILYN J

Appraiser Credentials Education Payments Credentialing Cards

Supervisory & Trainee Logs Renewals Disciplinary Action Investigations

Supervisory Real Property Appraisers assigned to: MARILYN TABOR +

Trainee Real Property Appraisers assigned to: MARILYN TABOR -

Trainee	Active/Inactive	Start Date	End Date	Inactivate
ANITA BRINKMAN	Active	05/30/2023	Enter End Date	Inactivate
JEANA WEISE	Active	12/28/2023	Enter End Date	Inactivate
JACOB HARTUNG	Active	01/29/2025	Enter End Date	Inactivate

To view log entries for Supervisory Real Property Appraisers under the Supervisory or Trainee tab, go to the Supervisory Real Property Appraiser's landing page, click the Supervisory & Trainee tab and scroll to the bottom of the page. Click on the Supervisory Real Property Appraiser Communication and Documentation Log bar to open it (1). Log entries appear in order from most recent to earliest (2). Navigation buttons for log pages are below the words "Log History" (3). Click the name of a document to see the pdf of that document (4). If a log entry has several documents attached, you may also see a set of buttons in the documents section of that entry to navigate the list of documents.

Supervisory Real Property Appraiser Communication and Documentation Log (1)

Add Log

Date: * Time: *

Contact Name: *

Contact Organization: *

Contact Information: *

Entry Type: * Choose One

Notes: *

Hold Ctrl button and select files to upload multiple files

+ Choose File

+ Add Log - Cancel

Clear All Important

Log History

(1 of 2) 1 2 8

Log Date	Contact Name	Entry Type	Documents	Notes
01/29/2025	Marilyn Tabor	Supervisory Appraiser	• Tabor Approved - Supervisor	LPM Nespor sent notice Ma...
01/29/2025	LPM Loll	Application Review Form	• Tabor Application Review F	LPM Loll reviewed applicati...
01/29/2025	LPM Loll	ASC Federal Registry	• Tabor ASC Report_January	LPM Loll reviewed log entrie...
01/28/2025	Marilyn Tabor	Supervisor-Trainee Application	• Tabor Application_January	Received complete applicati...
12/28/2023	Marilyn Tabor	Supervisory Appraiser	• Tabor Approved - Supervisor	LPM Nespor sent notice Ma...

(2) (3) (4)



State of Nebraska Expense Reimbursement Policies

Effective March 20, 2025

Substantiation of Expenses

Under the State's accountable plan, the Internal Revenue Service requires employee or board members to substantiate the cost for travel, lodging, meals, and other expenses. To be reimbursed, the expense must be a necessary expense, incurred in the line of duty, reason/purpose of the expense must be clearly stated, all start/stop dates and times must be recorded, and the amount of the expense must be substantiated.

Adequate accounting generally requires the use of a documentation record such as an account book, expense diary or log, or similar record near the time of incurrence of the expense. Such log should list the date, amount, place (e.g. city) or description, and purpose for each expense. A combination of receipts and detailed itemization is permitted. Meals and incidental expenses are deemed to be substantiated under per diem allowances, and eliminate the need for substantiating actual costs. To satisfy the requirement of the accountable plan, the employee or board member should complete the Expense Reimbursement Document correctly or utilize a documentation record to transfer cost information to the expense reimbursement form so reimbursement can be made.

A request for reimbursement (on an approved expense reimbursement document) for the incurred expense must be submitted by the employee or board member to the appropriate agency office (business office, accounting office). To document that this requirement is met, the agency office will need to have an effective method of recording when the expense document was received.

Such request must be made not later than sixty days after the final day on which the expenses were incurred for which reimbursement is sought. This means that if travel occurs June 15-June 18 and again on June 22-June 25, the request for reimbursement may include both trips, but the request for reimbursement for the first travel period must be submitted no later than 60 days after June 18.

If an employee or board member typically requests reimbursement for non-travel expenses and accumulates the receipts for which reimbursement is sought, each expense will have its own 60 day limit for reimbursement. (Travel is defined as being away from headquarter city longer than one day.)

When a receipt does not provide the essential character of the expense, such as rate or period of use, the agency may require a copy of the rental contract or other billing as supporting documentation to substantiate the expense. For instance, vehicle rental receipts with only an amount would require additional documentation. Screen prints or other support of online purchases should be provided, if possible, to document purchases being made via the internet.

Receipts

Receipts - Detailed receipts are required as support for all expenditures except per diem meals and immaterial items identified by the Director of Administrative Services. Common expenses requiring detailed receipts include, but are not limited to, lodging, car rental, commercial travel, and registration fees.

Detailed receipt is defined as a receipt that identifies the date, time, city, state, itemization of item(s) claimed, and the cost.

Immaterial items are anything less than \$10.00; however, you are required to substantiate immaterial items in a log, as described under Travel Expense Policy # 5, Substantiation of Expense in the Nebraska State Accounting Manual.

In the absence of detailed receipts supporting an employee's claim, State Accounting requires a signed written explanation including one of the following:

- Copy of a cancelled check with purchase details;
- Charge card slip with purchase details; or
- Subsequently acquired receipt with purchase details.

If one of the above options cannot be provided, or where a receipt was not provided, the employee must create and provide a signed affidavit. This policy is for the convenience of the agency and the employee. The absence of documentation may necessitate the discontinuation of this process and the subsequent inability to reimburse employees when detailed receipts are not available.

Employee or Board Member Signatures

The employee or board member claiming reimbursement of expenses must provide an original signature on the expense document or submit the document through their Nebraska government assigned e-mail account (or agency approved email account if no Nebraska government email account is assigned). Supporting documentation must be maintained by the agency for those documents submitted via email.

Air Travel

Air travel shall only be authorized when it is more economical than surface transportation. Reimbursement for commercial air travel will be limited to "coach" fare, if such seating is available at the time of ticket purchase. If an agency chooses to calculate productive time saved, the employee or board member's actual salary shall be used. For board members, or others who do not receive a salary, the State average annual salary, as published in the Personnel Almanac, shall be used. Whenever reimbursement of air travel is made separate from the employee or board member expense reimbursement document, a cross reference shall be made from the employee or board member expense reimbursement document to the air travel reimbursement document.

Travel by privately-owned airplane or personally-rented airplane shall have the prior approval of the agency director. Such approval shall be provided with the payment documents.

- a. Privately-owned – An employee or board member will be reimbursed at the prevailing standard rate as established by the Internal Revenue Service through its Revenue Procedures. This mileage rate is established in Travel Expense Policy #1 (Air Travel) in the Nebraska State Accounting Manual. DAS will not differentiate between "travel at the convenience of the agency or employee or board member". This mileage rate is effective for all employee or board members not covered under a collective bargaining agreement, or in which the bargaining agreement does not specify a mileage rate.
- b. Personally-rented – Employee or board members shall be reimbursed for the actual expense of personally renting an airplane unless the expense is paid directly by the agency involved.
- c. Charter flight – Agencies should contact the Department of Aeronautics to make arrangements for charter flights.

Conference (Attendance by State Employee or board members)

State employee or board member expenses – Expenses incurred by a State officer, employee or board member, or member of any commission, council, committee or board of the State while attending a non-State agency sponsored conference may be paid. Payment may be made directly to a vendor or as reimbursement to an employee or board member for expenses incurred on behalf of the agency. Original invoices/receipts and a document, or statement, showing the date, purpose and agenda of the conference must be attached to the payment document. Expenses should be coded to the appropriate object code. For example, travel expenses should be coded to the appropriate travel expenditure account and the registration fee to Conference Registration Expense.

The payment of meals and nonalcoholic beverages for State employee or board members attending a non-State agency sponsored conference is allowable if the employee or board member is in travel status or the meal is included in the overall conference pricing.

Lodging

Lodging is booked by agencies through Engine, an online booking platform and Statewide contract. Lodging may be booked when an employee or board member is "away from home overnight". The Internal Revenue Service states: "You are away from home overnight if your duties require you to be away from the general area of employment for a period substantially longer than an ordinary day's work and, during released time while away, it is reasonable for you to need and to get sleep or rest to meet the demands of your employment or business. The absence must be of such duration that you cannot reasonably leave and return to that location before and after each day's work." Meals should not be charged to a hotel room and will only be reimbursed through the per diem process.

Sales to the State of Nebraska and its agencies are exempt from Nebraska sales, use and lodging tax. Therefore, if in-state lodging expenses are directly billed to the agency, the agency should present a completed copy of Form 13 (Nebraska Resale or Exempt Sale Certificate) to the lodging establishment.

It is State Accounting policy that a person generally be more than 60 miles from his or her workplace in order to be eligible for lodging. We realize there may be reasons to pay for lodging for distances less than 60 miles. Such reasons include, but are not limited to work requirements, medical conditions or weather; in those instances the reason must be clearly stated on the disbursement document.

Parking charges and resort fees incurred at a lodging site may be reimbursed to an employee or board member who completes an Expense Reimbursement Document.

Meals

Meal expenses incurred during travel shall be reimbursed on a per diem basis pursuant to Neb. Rev. Stat. § 81-1174, based on the destination of the travel. The State per diem rates shall be 70% of the relevant federal rates (General Services Administration for travel within the contiguous United States). Travel start and stop times must be included (IRS requirements). Meals will be reimbursed for full day regardless of start and stop time. The Expense Reimbursement Document (ERD) will calculate the full reimbursement for each day based on the following:

- The Per Diem Rate shall be based on the original Destination City. (GSA Per Diem Rates)
- The first and last day of travel will be prorated at 75% of the State Per Diem Rate.
- Any meal that is provided shall be deducted from the daily Per Diem Rate. Examples include:
 - Meals included in Conference fee
 - Meals provided by Hotel
 - Meals purchased by 3rd Party
- Meals expense charged directly to and paid for by the State of Nebraska
- At the agency head's discretion, one-day travel meal expenses (breakfast and dinner only) may be reimbursed using State per diem rates when it is deemed necessary for the working conditions of the employee.
 - Breakfast - When an employee or board member leaves for one-day travel at or before 0630 or 1 1/2 hours before the employee's shift begins, whichever is earlier, breakfast rate may be reimbursed.
 - Lunch - Noon meals for one-day travel are not reimbursable.
 - Dinner - When an employee or board member returns from one-day travel at or after 1900 or 2 hours after the employee's shift ends, whichever is later, the evening meal rate may be reimbursed.

* NOTE: The time limitations set forth do not include the time taken for the meal. *Incidental per diem expenses should not be reimbursed unless the employee is approved for one-day travel meal expenses.*

- Meal expenses incurred in the city or town in which the residence or primary work location of such employee is located, are not reimbursable, except as discussed in General Policy #22, State Employee Expenses While Not in Travel Status and Travel Expense Policy #3, Conference (attendance by State Employees) in the Nebraska State Accounting Manual.
- One-day travel will be prorated at 75% of the State Per Diem Rate. (Must check the box for 1st or Last Day)
- Actual expenses for group meals incurred by an agency on a purchasing card are allowable for official functions, conferences, or hearings; not to include normal day-to-day operations of the agency, commission, committee, or board.
- The IRS has taken the position that reimbursement for meal expenses incurred on one-day travel is taxable income to the employee unless such reimbursements are deemed "occasional". In order to monitor this provision, all such reimbursements for one-day travel shall be coded to account 571600 (meals – one day travel). When reimbursements for meals for one-day travel exceed \$200 per employee in any one year (December 1 through November 30), the entire amount of such reimbursements will be considered taxable income. If reimbursements for an employee are \$200 or more for any one year, the agency will enter a payroll one-time override using DBA 1005 for the total amount coded to object code 571600. This should be processed during the calendar year payroll. The reimbursements will be added to the employee's gross wages and payroll taxes will be withheld accordingly. Reimbursement to one employee for two or more employee's expenses will not be allowed for meals because of this provision. (Travel Expense Policy #9. Reimbursement to One Employee for Two or More Employee's Expenses)

If the lodging site claimed on an employee's or board member's expense reimbursement request, or paid for by the State, includes one or more meals in the cost paid as part of the lodging costs, reimbursement is not permitted for such meal(s) as described below:

- 1) Breakfast - If a continental breakfast is served by the lodging site in the morning after the date on which the lodging expense is incurred, which includes offerings greater than bread, bagels, muffins, fruit, milk, juice, and coffee (i.e., eggs, bacon, sausage, pancakes, waffles, etc.).
- 2) Dinner - A meal is served by the lodging site in the evening on the date on which the lodging expense is incurred, which includes offerings greater than soups, salads, snacks, hors d'oeuvres, or appetizers.

Personal Automobiles

An employee or board member will be reimbursed for use of a personal vehicle while on State business (this does not include commuting miles) at the prevailing standard rate as established by the Internal Revenue Service through its Revenue Procedures. This mileage rate, as established in Travel Expense Policy #7 (Personal Automobiles) in the Nebraska State Accounting Manual, is effective for all employee or board members not covered under a collective bargaining agreement, or in which the bargaining agreement does not specify a mileage rate. All contract employee or board members currently use the IRS rate. However, agencies may, at their determination, require employee or board members to utilize state-owned vehicles (as opposed to personal vehicles) if the use of the state-owned vehicle would be more economical from both an auto rental rate and the time involved in renting the state-owned vehicle. If after such agency determination, an employee or board member still wants to drive their personal vehicle, the agency is not required to reimburse the employee or board member any more than it would have cost the agency to rent the state-owned vehicle.

Motorcycles – An employee or board member will be reimbursed for the use of a motorcycle while on State business (this does not include commuting miles) at the prevailing standard rate as established in Travel Expense Policy #7 (Personal Automobiles) in the Nebraska State Accounting Manual.

Rental Cars - Insurance - An employee or board member should decline rental agency insurance coverages. Please refer to your agency's annual letter from Risk Management. There is a section on rental cars. Under Section III B, it states that you should NOT accept the coverages because the car rental is covered by the State's insurance.

Reimbursement to One Employee or Board Member for Two or More Employee or Board Member's Expenses

One employee or board member may be reimbursed for actual expenses incurred on behalf of another State employee or board member, such as when two employee or board members sharing a motel room are billed jointly and one employee or board member pays the bill. The employee or board member to be reimbursed must provide the same detailed information that would have been required of each State employee or board member had they been billed individually. In all cases when one employee or board member is requesting reimbursement for expenses of more than one State employee or board member, detailed receipt policies must be adhered to, employee or board members' names listed and documents cross-referenced, when applicable. If two employee or board members are billed jointly, but each pays half and each requests reimbursement separately, the documents must be cross-referenced, since one employee or board member usually may not have a detailed receipt. An employee may not be reimbursed for another employee's meal per diem.

Long Distance Telephone Calls

Charges for long distance telephone calls are not an allowable expense.

Personal Cellular Telephone Expenses

Charges for personal cellular telephone calls are not an allowable expense.

Entertainment Expenses

Entertainment expenses are not allowed to be reimbursed absent specific statutory authority.

Payments for State Employee Wages

In accordance with §81-1117.05, payments for wages for all state employees will be by electronic funds transfer (EFT/Direct Deposit). Such EFT payments may be made to any financial institution of the employee's choosing or to a state authorized debit card. State employees include all officers or employees of the state or any state agency and pursuant to §81-1178 shall include duly appointed committee, board and commission members.

Schedule 71

REAL PROPERTY APPRAISER BOARD

June 23, 2020

Nebraska Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508
(402) 471-2559

**REQUEST FOR APPROVAL
OF RECORDS RETENTION
AND DISPOSITION SCHEDULE**

SCHEDULE

71

AGENCY, BOARD OR COMMISSION

Real Property Appraiser Board

DIVISION, BUREAU OR OTHER UNIT

**TO: STATE RECORDS ADMINISTRATOR
STATE OF NEBRASKA**

Supersedes Edition of July 29, 2015

PART I – AGENCY STATEMENT:

In accordance with Section 84-1212.01, R.R.S. 1943, approval of the attached records retention and disposition schedule by the State Records Administrator is hereby requested. Retention periods and dispositions have been recommended by this agency after a careful evaluation of all factors listed in Section 84-1212.01, R.R.S. 1943.

SIGNATURE


Tylan N. Koltz
DIRECTOR

TITLE

DATE

6/10/20

PART II – APPROVAL OF STATE ARCHIVES:

The attached schedule has been analyzed, all archival and historical material has been properly identified, no disposition except by transfer to the State Archives has been recommended for such material, and this schedule is approved as submitted.

SIGNATURE


Gayle Kuntz

DATE

6/19/2020

PART III – APPROVAL OF AUDITOR OF PUBLIC ACCOUNTS:

The attached schedule has been reviewed, all audit material has been properly identified, and this schedule is approved as submitted.

SIGNATURE


Deann Haffner

DATE

6/19/20

PART IV – APPROVAL OF STATE RECORDS ADMINISTRATOR:

The attached schedule has been reviewed in accordance with Section 84-1212.01, R.R.S. 1943, and is approved as submitted.

SIGNATURE


Ben Bowen

DATE

6/23/2020

INSTRUCTIONS FOR USING THIS SCHEDULE

Records retention and disposition schedules are designed to serve as your records management guideline for storing and disposing of agency records, ***regardless of the media on which they reside***, including paper, microfilm, diskettes, optical disks, CDs, DVDs, servers, computer hard drives, etc. This schedule was written specifically for records unique to your office and the State Agencies General Records Schedule #124 contains those records common to most state government agencies. This retention schedule, which is approved by the State Records Administrator, provides your only ongoing authority to dispose of records. Listed below are some basic procedures to follow when applying your schedule.

DISPOSING OF RECORDS

1. Check your schedules to see what the retention period is. Note: Your agency's unique schedule will take precedence over State Agencies General Records Schedule #124 for any items which have differences in retention requirements.
2. Dispose of records that have met their retention periods.
3. For records requiring a review of, or transfer to the **NE State Historical Society (State Archives)**, your agency is required to contact the State Archives to negotiate the transfer. Additionally, **once the records are accessioned into their collection, they become the property of the State Archives** (Neb. Rev. Stat. §82-105). The State Archives may remove selected records in accordance with standard archival practices to ensure efficient access, organization and enduring historical value (Neb. Rev. Stat. §82-107). Please contact their office by calling (402) 471-4783.
4. Complete a Records Disposition Report for the records you dispose. The Records Disposition Report form is located on the Secretary of State Records Management website. <http://www.sos.ne.gov/dyindex.html>. This report establishes that the destruction was performed in your normal course of business.

NON-SCHEDULED RECORDS

Contact a Records Management Specialist in Records Management to see whether the records will fit under an item already on the schedule. If they do not, they must be retained until they are added to the next revision of your schedule.

SCHEDULE UPDATE

It is the responsibility of each agency to periodically update their schedule. A Records Management Specialist in Records Management can assist you with the schedule update, which may involve adding new records series and making revisions to existing items. Keeping your schedule current will ensure you have the ongoing authority to discard records when their useful life has ended.

QUESTIONS

If you have any questions about these procedures, please contact your agency Records Officer or the Records Management Specialist in Records Management. They will help you with any questions the schedule may present, including: transferring records to the State Records Center or microfilming records, scanning records, etc.

**Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508-2294
402-471-2559**

SCHEDULE 71 REAL PROPERTY APPRAISER BOARD

June 23, 2020

Retention requirements are for all records, regardless of the media on which they reside, unless otherwise noted.

Supersedes Edition of July 29, 2015

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
71-3	ALPHA OR NUMERICAL LISTING OF ENTITIES, INDIVIDUALS AND COMPANIES	Reports and lists of all licensees and/or applicants that include, but are not limited to: individual, company and entity identification number, name and address, date, license type and status, business identification, and business name.	Superseded	
71-5	APPRAISAL MANAGEMENT COMPANY FILES	Files of Appraisal Management Companies that include, but are not limited to: applications, renewals, surety bonds, and correspondence.	5 years after expiration	•Contains Confidential Information - Neb. Rev. Stat. 84-712.05 •Secure disposal required
71-6	APPRAISAL REPORTS- PROOF OF EXPERIENCE	Real estate appraisals submitted with applications for Licensure and Certification.	APPROVED APPLICATIONS: 5 years after active credential expires REJECTED/WITHDRAWN/INCOMPLETE APPLICATIONS: 5 years	•Contains Confidential Information - Neb. Rev. Stat. 84-712.05 •Secure disposal required
71-7	APPRAISER FILES	Records of each trainee, licensed, and certified appraiser. Files are renewed annually and may include, but are not limited to: applications, renewals, correspondence, proof of appraiser experience, Uniform Standards of Professional Appraisal Practice (USPAP) compliance review reports, certificates of completion of educational activities, credentialing cards, and investigative data.	5 years after expiration	•Contains Confidential Information - Neb. Rev. Stat 84-712.05 •Secure disposal required
71-26	AUDIT REPORTS AND FILES	Reports of audits of the agency, including, but not limited to audits performed by the Auditor of Public Accounts, Appraisal Subcommittee of the Federal Financial Institutions Examination Council, the Nebraska State Patrol, the Federal Bureau of Investigation, and the files prepared to assist the auditors.	10 years	
71-8	BOARD MEMBER FILES	Documentation on the appointment of Board members and applicants that includes, but is not limited to: business interests, appointment letters, resume, pictures, signed Oath to perform duties according to law, copy of certificate from Governor, appointment application.	10 years after no longer serving	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
71-9	COMPLIANCE FILES	Files of investigations and inquiries that include, but are not limited to: appraiser's name, address, business identification, business name, email address, reason for investigation/inquiry, and correspondence.	80 years	
71-10	CRIMINAL BACKGROUND CHECK REPORTS	Criminal background reports. Including, but not limited to: complete check on each appraiser applicant, including an FBI check received from the Nebraska State Patrol.	2 years after application withdrawn, denied, or approved	•Confidential Record - Neb. Rev. Stat. 84-712.05 •Secure disposal required
71-12	EDUCATION PROVIDER AND INSTRUCTOR FILES	Files of providers and instructors providing pre-licensing and continuing education training activities for real property appraisers. Supplementary information that may include, but is not limited to: supplementary information, training course materials, and exams.	5 years after no longer approved to provide educational instructions	
71-13	ENFORCEMENT ACTIONS LISTING	Enforcement actions.	Superseded	
71-14	EXAMINATION RESULTS MATERIAL	Information supplied by contracted examination provider after each administration of examinations. Materials may include, but are not limited to: pass/fail roster, summary results of examination, and appropriate examination evaluation reports.	INDIVIDUAL PASSING SCORE REPORTS: 5 years after active credential expires ALL OTHER MATERIAL: 5 years	•Confidential record - Neb. Rev. Stat 84-712.05 •Secure disposal required
71-15	INCOMPLETE, WITHDRAWN, OR DENIED EDUCATION/INSTRUCTOR APPLICATIONS	Files of incomplete, withdrawn, or denied education/instructor applications.	5 years	
71-16	PENDING APPLICATION AND FILE	Applications to become a trainee, licensed, or certified appraiser, or for registration as an appraisal management company and files including, but not limited to, communications, education, proof of experience, USPAP compliance review reports, examination score reports, surety bond, transcripts, registration verification information, corporate and/or business information.	APPROVED: File with AMC or appraiser applicant files, unless otherwise specified on this schedule. NOT APPROVED: 5 years after denial, withdrawal, or last correspondence.	•Confidential Record - Neb. Rev. Stat. 84-712.05 •Secure disposal required
71-19	QUALIFYING/CONTINUING EDUCATION	Education activity files that include but are not limited to: provider information, course name, instructor name(s), instructor information, detailed course information, class rosters, and approval/denial letters.	5 years after no longer approved	
71-20	RECEIPT BOOKS			See Receipts in Schedule124

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
71-22	TEMPORARY CREDENTIAL FILES	All temporary credential applications; approved, withdrawn and denied; and reports, that include, but are not limited to: identification number, name, license type, address, business identification, business name, social security number, email address, assignment information, communication, education, transcripts, credentialing verification information, examination, and license history.	5 years	- Contains Confidential Information - Neb. Rev. Stat. 84-712.05 - Secure disposal required
71-25	W-9's	W-9s received from companies and individuals for voucher processing purposes.	Superseded	- Contains Confidential Information - Neb. Rev. Stat. 84-712.05 - Secure disposal required



NEBRASKA REAL PROPERTY APPRAISER CREDENTIALING APPLICANT APPRAISAL REVIEW SERVICES AGREEMENT

This Nebraska Real Property Appraiser Credentialing Applicant Appraisal Review Services Agreement (“Agreement”) is entered into between the Nebraska Real Property Appraiser Board (“Agency”) and (“Contractor”), who holds credential number issued by the Nebraska Real Property Appraiser Board.

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

Applicant Number:

Credential Applied For:

Appraisal Report: ()

THE PARTIES MUTUALLY AGREE AS FOLLOWS:

SECTION 1. QUALIFICATIONS

- A. Contractor shall meet the following qualifications at the time this Agreement between Contractor and the Agency is executed:
1. Contractor shall possess an active credential as a certified residential or certified general real property appraiser in the State of Nebraska, or obtain a temporary credential as a certified residential or certified general real property appraiser prior to engaging in real property appraisal activity in this state.
 2. Contractor's real property appraiser credential, or appraiser credential, license, registration, or certification issued by any other jurisdiction, shall not have been disciplined, revoked, suspended, or surrendered in lieu of disciplinary action pending or threatened within the immediate two-year period preceding the date of this contract.
 3. Disciplinary proceedings pending against Contractor's real property appraiser credential, or appraiser credential, license, registration, or certification issued by any other jurisdiction shall be disclosed.
 4. Contractor's real property appraiser credential, or appraiser credential, license, registration, or certification issued by any other jurisdiction shall not be under investigation.
 5. Contractor shall not have been convicted of any crime of fraud, dishonesty, breach of trust, money laundering, misrepresentation, or deceit, including a conviction based upon a plea of guilty or nolo contendere involving real estate, financial services, or in the making of an appraisal.
 6. Contractor shall possess the ability necessary to communicate effectively, concisely, and objectively with Board staff and as an expert witness if required.
 7. Contractor shall possess a reputation for honesty, trustworthiness, and producing quality work within the appraiser industry.
 8. Contractor shall have completed the Seven-hour National Uniform Standards of Professional Appraisal Practice Update Course as approved by the Appraiser Qualifications Board applicable to the development and reporting of the appraisal report(s) subject to review under this agreement.
- B. The Nebraska Real Property Appraiser Board shall be notified immediately in writing if Contractor no longer meets the qualifications in place at the time this Agreement between Contractor and the Agency is executed. If any party makes such request, Contractor must promptly disqualify themselves.

SECTION 2. SCOPE OF SERVICE

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

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

SECTION 3. COMPENSATION

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

SECTION 4. CONFLICTS OF INTEREST

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

SECTION 5. CONFIDENTIALITY

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

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

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

SECTION 6. INDEMNIFICATION

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

SECTION 7. TERMINATION; DEFAULT

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

SECTION 8. MODIFICATION; WAIVER

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

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

SECTION 9. LAW TO GOVERN; SEVERABILITY

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

SECTION 10. EXECUTION

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

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

THIS _____ day of _____, _____.

CONTRACTOR

_____, Contractor _____ Credential Number _____ Date

NEBRASKA REAL PROPERTY APPRAISER BOARD

Tyler N. Kohtz, Director

Date



NEBRASKA REAL PROPERTY APPRAISER CREDENTIALING APPLICANT APPRAISAL REVIEW SERVICES AGREEMENT

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

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

Applicant Number:

Credential Applied For:

Appraisal Report: ()

THE PARTIES MUTUALLY AGREE AS FOLLOWS:

SECTION 1. QUALIFICATIONS

- A. Contractor shall meet the following qualifications at the time this Agreement between Contractor and the Agency is executed:
1. Contractor shall possess an active credential as a certified residential or certified general real property appraiser in the State of Nebraska, or obtain a temporary credential as a certified residential or certified general real property appraiser prior to engaging in real property appraisal activity in this state.
 2. Contractor's real property appraiser credential, or appraiser credential, license, registration, or certification issued by any other jurisdiction, shall not have been disciplined, revoked, suspended, or surrendered in lieu of disciplinary action pending or threatened within the immediate two-year period preceding the date of this contract.
 3. Disciplinary proceedings pending against Contractor's real property appraiser credential, or appraiser credential, license, registration, or certification issued by any other jurisdiction shall be disclosed.
 4. Contractor's real property appraiser credential, or appraiser credential, license, registration, or certification issued by any other jurisdiction shall not be under investigation.
 5. Contractor shall not have been convicted of any crime of fraud, dishonesty, breach of trust, money laundering, misrepresentation, or deceit, including a conviction based upon a plea of guilty or nolo contendere involving real estate, financial services, or in the making of an appraisal.
 6. Contractor shall possess the ability necessary to communicate effectively, concisely, and objectively with Board staff and as an expert witness if required.
 7. Contractor shall possess a reputation for honesty, trustworthiness, and producing quality work within the appraiser industry.
 8. Contractor shall have completed the Seven-hour National Uniform Standards of Professional Appraisal Practice Update Course as approved by the Appraiser Qualifications Board applicable to the development and reporting of the appraisal report(s) subject to review under this agreement.
- B. The Nebraska Real Property Appraiser Board shall be notified immediately in writing if Contractor no longer meets the qualifications in place at the time this Agreement between Contractor and the Agency is executed. If any party makes such request, Contractor must promptly disqualify themselves.

SECTION 2. SCOPE OF SERVICE

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

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

SECTION 3. COMPENSATION

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

SECTION 4. CONFLICTS OF INTEREST

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

SECTION 5. CONFIDENTIALITY

- A. All information gained or work product produced by Contractor in performance of this Agreement shall be considered confidential unless such information is in the public domain or already known to Contractor. Contractor shall not release, disclose, or discuss any such information or work product to persons or entities other than the Agency or its legal representative without prior written authorization from the Agency's Director, except as may be required by law.
- B. Contractor shall promptly notify Agency should Contractor be served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for admissions or other discovery request, court order, or subpoena from any party regarding this Agreement and work performed thereunder. The Nebraska Real Property Appraiser Board has no obligation to represent Contractor or be present at any deposition, hearing, or similar proceeding.

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

SECTION 6. INDEMNIFICATION

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

SECTION 7. TERMINATION; DEFAULT

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

SECTION 8. MODIFICATION; WAIVER

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

A. This Agreement shall be interpreted, construed, and governed according to the laws of the State of Nebraska.

- ## SECTION 10. EXECUTION

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

CONTRACTOR

NEBRASKA REAL PROPERTY APPRAISER BOARD

Page 7 of 7

AMENDMENT
Contract Number

Between
The State of Nebraska Real Property Appraiser Board
And

THIS AMENDMENT is entered into by and between the State of Nebraska Real Property Appraiser Board ("NRPAB") and

WHEREAS, the NRPAB has a contract with Vendor identified as _____ for applicant appraisal review services.

WHEREAS, the terms of the contract specifically state that no amendment to or modification of the contract shall be valid unless made in writing and approved by Contractor and NRPAB.

WHEREAS, this Amendment and any attachments hereto will become part of the Contract. Except as set forth in this Amendment, the Contract is unaffected and shall continue in full force and effect in accordance with its terms. If there is conflict between this Amendment and the Contract or any earlier amendment, the terms of this Amendment will prevail.

NOW, THEREFORE, it is agreed by the parties to amend the contract as follows:

IN WITNESS WHEREOF, this amendment is entered into as of the last signature date below (the "Effective Date").

State of Nebraska Real Property Appraiser Board

By: _____

Name: _____

Title: _____

Date: _____

By: _____

Name: _____

Title: _____

Date: _____



SUBJECT MATTER EXPERT SERVICES AGREEMENT

This Subject Matter Expert Services Agreement (“Agreement”) is entered into between the Nebraska Real Property Appraiser Board (“Agency”) and _____ (“Contractor”), who holds credential number _____ issued by the Nebraska Real Property Appraiser Board.

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

THE PARTIES MUTUALLY AGREE AS FOLLOWS:

SECTION 1. QUALIFICATIONS

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

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

SECTION 2. SCOPE OF SERVICE

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

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

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

SECTION 3. COMPENSATION

- A. Subject to any limitations set forth in the Agreement, the Nebraska Real Property Appraiser Board shall pay the Contractor \$125.00 per hour for such services provided. The total compensation for services provided shall not exceed _____. In the case of extenuating circumstances, or if the matter proceeds to hearing, the Board reserves the right to renegotiate the total compensation or hourly rate set forth in this Agreement. Contractor shall provide an invoice to the Agency each month, which outlines services performed, hours billed, and total amount billed for each month.
- B. Contractor shall only be reimbursed for the cost of travel and lodging expenses pre-approved by the Agency's Director. No other expenses are reimbursable. Costs for travel and lodging shall be claimed, and reimbursements shall be made, in accordance with the Nebraska Real Property Appraiser Board and the State of Nebraska policies.

- C. Contractor is an independent contractor and is not an employee of the State of Nebraska. Consequently, Contractor is not entitled to any fringe benefits or remuneration not specified in this Agreement.

SECTION 4. CONFLICTS OF INTEREST

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

SECTION 5. CONFIDENTIALITY

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

SECTION 6. CIVIL AND CRIMINAL IMMUNITY

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

SECTION 7. INDEMNIFICATION

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

SECTION 8. TERMINATION; DEFAULT

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

SECTION 9. MODIFICATION; WAIVER

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

SECTION 10. LAW TO GOVERN; SEVERABILITY

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

SECTION 11. EXECUTION

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

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

THIS _____ **day of** _____, _____.

CONTRACTOR

(name here), Contractor

Credential Number

Date

NEBRASKA REAL PROPERTY APPRAISER BOARD

Tyler N. Kohtz, Director

Date



SUBJECT MATTER EXPERT SERVICES AGREEMENT

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

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

THE PARTIES MUTUALLY AGREE AS FOLLOWS:

SECTION 1. QUALIFICATIONS

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

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

SECTION 2. SCOPE OF SERVICE

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

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

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

SECTION 3. COMPENSATION

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

- C. Contractor is an independent contractor and is not an employee of the State of Nebraska. Consequently, Contractor is not entitled to any fringe benefits or remuneration not specified in this Agreement.

SECTION 4. CONFLICTS OF INTEREST

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

SECTION 5. CONFIDENTIALITY

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

SECTION 6. CIVIL AND CRIMINAL IMMUNITY

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

SECTION 7. INDEMNIFICATION

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

SECTION 8. TERMINATION; DEFAULT

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

SECTION 9. MODIFICATION; WAIVER

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

SECTION 10. LAW TO GOVERN; SEVERABILITY

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

SECTION 11. EXECUTION

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

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

THIS _____ **day of** _____, _____.

CONTRACTOR

(name here), Contractor Credential Number Date

NEBRASKA REAL PROPERTY APPRAISER BOARD

Tyler N. Kohtz, Director Date



HEARING OFFICER SERVICES AGREEMENT

This Hearing Officer Services Agreement ("Agreement"), is entered into between the Nebraska Real Property Appraiser Board ("Board") and _____ ("Contractor").

THE PARTIES MUTUALLY AGREE AS FOLLOWS:

SECTION 1. SCOPE OF SERVICE

- A. Contractor shall conduct and regulate an administrative hearing as the hearing officer for the matter of the Nebraska Real Property Appraiser Board v. _____, as authorized by Neb. Rev. Stat. § _____.
- B. Contractor shall become familiar with the rules of procedure and evidence generally applicable to administrative hearings, and become familiar with appropriate state statutes and rules relevant to this complaint.
- C. Contractor shall control the conduct of the hearings with firmness, fairness, and respect for all parties. Contractor must discern those cases in which he or she may be disqualified from proceeding and must promptly disqualify him or herself, regardless of whether there is a request to do so.
- D. Contractor shall comply with all applicable federal, state, and local laws, statutes, codes, ordinances, regulations and rules in effect during the term of this Agreement. Contractor shall also not discriminate, in any way, against any person on the basis of race, color, religious creed, national origin, ancestry, sex, age, physical handicap, medical condition or marital status in connection with or related to the performance of this Agreement.
- E. Contractor shall maintain all information, records, and exhibits required to perform services.
- F. The services provided are deemed personal services and shall be performed only by Contractor, and may not be assigned in any manner.
- G. Contractor shall work in his own home and office, except when conducting hearings and attending deliberations.

SECTION 2. COMPENSATION

- A. Subject to any limitations set forth in the Agreement, the Board shall pay the Contractor \$150.00 per hour for such services provided.
- B. Contractor shall only be reimbursed for the cost of travel and lodging expenses pre-approved by the Agency's Director. No other expenses are reimbursable.
- C. Contractor is an independent contractor and is not an employee of the State of Nebraska. Consequently, Contractor is not entitled to any fringe benefits or remuneration not specified in this Agreement

SECTION 3. CONFLICTS OF INTEREST

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

SECTION 4. CONFIDENTIAL INFORMATION; RELEASE OF INFORMATION

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

SECTION 5. INDEMNIFICATION

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

SECTION 6. TERMINATION; DEFAULT

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

SECTION 7. MODIFICATION; WAIVER

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

SECTION 8. LAW TO GOVERN; SEVERABILITY

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

SECTION 9. MISCELLANEOUS

- A. The Board will provide a court reporter and/or appropriate recording equipment and hearing room for all public hearings when required.

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

IT IS THEREFORE AGREED that the parties hereto have caused this Agreement between Contractor and the Board to be executed by a majority vote of the Nebraska Real Property Appraiser Board on:

THIS _____ **day of** _____, **2018.**

CONTRACTOR

_____, Contractor _____
_____ Date _____

NEBRASKA REAL PROPERTY APPRAISER BOARD

_____, Chairman _____
_____ Date _____

**NEBRASKA REAL PROPERTY APPRAISER BOARD
SUBJECT MATTER EXPERT (SME) SERVICES CONTRACTOR
USPAP COMPLIANCE REVIEW REPORT SUMMARY**

Grievance Number:
Subject Property:
Subject Property Assignment Result Report Date:
SME Services Contractor:
SME Services Contract Date:
SME Services Contract Amount:
State of Nebraska Contract Number:
Date USPAP Compliance Review Report Received:
SME Services Contractor Invoice Number:
Invoice Amount for SME Services:
USPAP Compliance Review Report Date:
Version of USPAP Utilized for Standard 3-4 Review of Assignment Results Report:
Version of USPAP Utilized for USPAP Compliance Review Report Development:
Staff comments on Contractor performance:
Does the Review Report meet contract requirements? ☐ Yes ☐ No

If the Board determines that a notification shall be sent to the SME Services Contractor in accordance with the State of Nebraska Vendor Performance Program upon completion of the Board's review of the USPAP Compliance Review Report, such determination shall be included in a motion and recorded in the meeting minutes.

**NEBRASKA REAL PROPERTY APPRAISER BOARD
APPLICANT APPRAISAL REVIEW SERVICES CONTRACTOR
USPAP COMPLIANCE REVIEW REPORT SUMMARY**

Applicant Number:
Subject Property:
Subject Property Assignment Result Report Date:
Applicant Appraisal Review Services Contractor:
Applicant Appraisal Review Services Contract Date:
Applicant Appraisal Review Services Contract Amount:
State of Nebraska Contract Number:
Date USPAP Compliance Review Report Received:
Applicant Appraisal Review Services Contractor Invoice Number:
Invoice Amount for Applicant Appraisal Review Services:
USPAP Compliance Review Report Date:
Version of USPAP Utilized for Standard 3-4 Review of Assignment Results Report:
Version of USPAP Utilized for USPAP Compliance Review Report Development:
Staff summary of USPAP Compliance Review Report:
Staff comments on Contractor performance:
Does the Review Report meet contract requirements?
☐ Yes ☐ No

If the Board determines that a notification shall be sent to the Applicant Appraisal Review Services Contractor in accordance with the State of Nebraska Vendor Performance Program upon completion of the Board's review of the USPAP Compliance Review Report, such determination shall be included in a motion and recorded in the meeting minutes.

76-2241. Fees.

(1) The board shall charge and collect appropriate fees for its services under the Real Property Appraiser Act as follows:

(a) A credential application fee of no more than two hundred dollars;

(b) An examination fee of no more than three hundred dollars. The board may direct applicants to pay the fee directly to a third party who has contracted to administer the examination;

(c) An initial and renewal credentialing fee, other than temporary credentialing, of no more than three hundred fifty dollars;

(d) A late processing fee of no more than twenty-five dollars for each month or portion of a month the fee is late;

(e) A temporary credential application fee for a licensed residential real property appraiser, a certified residential real property appraiser, or a certified general real property appraiser of no more than one hundred fifty dollars;

(f) A temporary credentialing fee of no more than one hundred dollars for a licensed residential real property appraiser, certified residential real property appraiser, or certified general real property appraiser holding a temporary credential under the act;

(g) An inactive credential application fee of no more than one hundred dollars;

(h) An inactive credentialing fee of no more than three hundred dollars;

(i) A duplicate proof of credentialing fee of no more than twenty-five dollars;

(j) A certificate of good standing fee of no more than ten dollars; and

(k) A criminal history record check fee of no more than one hundred dollars;

(l) A paper application processing fee of no more than fifty dollars for any form available electronically.

(2) All fees for credentialing through reciprocity shall be the same as those paid by others pursuant to this section.

(3) In addition to the fees set forth in this section, the board may collect and transmit to the appropriate federal authority any fees established under the provisions of the Financial Institutions Reform, Recovery, and Enforcement Act of 1989. The board may establish such fees as it deems appropriate for special examinations and other services provided by the board.

(4) All fees and other revenue collected pursuant to the Real Property Appraiser Act shall be remitted by the board to the State Treasurer for credit to the Real Property Appraiser Fund.

Source: Laws 1990, LB 1153, § 41; Laws 1991, LB 203, § 45; Laws 1994, LB 1107, § 42; Laws 2001, LB 162, § 33; Laws 2006, LB 778, § 62; Laws 2007, LB186, § 22; Laws 2008, LB1011, § 14; Laws 2010, LB931, § 23; Laws 2012, LB714, § 10; Laws 2014, LB717, § 24; Laws 2015, LB139, § 61; Laws 2016, LB731, § 19; Laws 2024, LB992, § 17.

76-3206.

Board; fees.

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

- (a) An application fee of no more than three hundred fifty dollars;
- (b) An initial registration fee of no more than two thousand dollars;
- (c) A renewal registration fee of no more than two thousand dollars; and
- (d) A late renewal processing fee of twenty-five dollars for each month or portion of a month the renewal registration fee is late;

(e) A paper application processing fee of no more than fifty dollars for any form available electronically.

(2) The board may collect and transmit to the Appraisal Subcommittee any fees established by the Appraisal Subcommittee under Title XI of the Financial Institutions Reform, Recovery, and Enforcement Act of 1989, the AMC rule, and any policy or rule established by the Appraisal Subcommittee required for inclusion on the AMC Registry.

Source

- Laws 2011, LB410, § 6;
- Laws 2018, LB17, § 9;
- Laws 2024, LB989, § 7.

From: [Kohtz, Tyler](#)
To: ["Tom Lewis"](#)
Subject: RE: Supervisor/Trainee Real Property Appraiser Requirements Concerning Practicum Courses
Date: Thursday, April 30, 2026 10:18:00 AM
Attachments: [image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)
[image007.png](#)
[image008.png](#)

No problem on the turn-around-time as this is more of a fresh issue than a critical issue. Also, Melissa and I have had some great conversations, so I'm not surprised.

You are completely right about the use of practicum programs; I have always looked at them as a mythical beast that exists but will never be seen in person. I have not discussed this with anyone at the AQB. When asking technical language questions, I have become accustomed to receiving a response that spins the criteria to support what the AQB wants to do with no support rooted in the actual language. In layman's terms – it is because we say it is. I feel that this approach creates as much liability as it does resolution.

Regards,

Tyler Kohtz
Executive Director
Nebraska Real Property Appraiser Board



From: Tom Lewis <Tom@asc.gov>
Sent: Thursday, April 30, 2026 9:58 AM
To: Kohtz, Tyler <tyler.kohtz@nebraska.gov>
Cc: John Brenan <John@asc.gov>
Subject: Re: Supervisor/Trainee Real Property Appraiser Requirements Concerning Practicum Courses

Tyler,

You and Texas give me the best questions.

Let me do some research and, of course, confer with John. I'm prepping for a Review next week in Iowa so it might take me a bit to get back with you.

Yes, regardless of the fact that Practicums have been around for a while now, the elimination of the traditional supervisor and requirement for Trainee registration represent a significant departure from what we have all become accustomed to. This is

an interesting situation that I'm not sure most have contemplated as the Practicum programs have never really gained much of a foothold in generating newly minted appraisers or garnered much interest until recently.

By the way, have you spoken to anyone at the AQB about this? If so, let me know as we may want to reach out to them as well as it is possible this could be something they want to look at while considering the possible restructure, reorganization of the RPAQC.

Tom Lewis

Program Manager

O 202.792.1216

C 202.430.1849

1717 K ST NW
Suite 900
Washington, DC , 20006



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From: Kohtz, Tyler <tyler.kohtz@nebraska.gov>

Sent: Thursday, April 30, 2026 10:32 AM

To: Tom Lewis <Tom@asc.gov>

Cc: John Brenan <John@asc.gov>

Subject: Supervisor/Trainee Real Property Appraiser Requirements Concerning Practicum Courses

Hi Tom,

Yesterday at the AARO Conference there was a presentation on the development and implementation of Practicum Courses in the State of California. I understand that the language pertaining to Practicum Courses changed in the Real Property Appraiser Qualifications Criteria effective on January 1, 2026. However, when reviewing this language, it didn't present any needed changes to the Real Property Appraiser Act or Title 298 as the Board will accept non-traditional experience earned through an AQB-Approved Practicum Course Program (same as demonstrative reports). I was thrown for a loop yesterday when I realized that there was not requirement the student to be a trainee real property appraiser in states that have trainee programs, or that a supervisory real property appraiser must oversee the experience if the state has a trainee program. I briefly discussed this yesterday with John after the presentation, and he confirmed that a supervisor is not required for Practicum Course Programs. Last night I reviewed the Criteria language, and I understand the intent by the AQB, but once again, I am having trouble getting from Point A to Point B. In the Criteria under "Criteria Applicable to All Appraiser Classifications," Section VI pertains to the requirements for a PAREA Program. This program is considered to be separate from the traditional supervisory appraiser/trainee model. Supported by the criteria language, "Practical Applications of Real Estate Appraisal (PAREA) programs approved by the AQB utilize simulated experience training, and serve as an alternative to the traditional Supervisor/Trainee experience model, under Section V." It was my understanding that any other experience obtained must be obtained as a trainee real property appraiser with a supervisory real property appraiser if that state has a trainee program. The Practicum Course Program language is still under Section V and is not given its own carveout like PAREA Programs. Is there other language in the Criteria that relieves a state with a trainee program from enforcing this requirement on Practicum Course Program participants? The Board can implement a Guidance Document to get by before amending Title 298 to add Practicum Course Program participants to the experience requirement exemptions for PAREA Participants, but I want be absolutely clear that this supported before recommending the changes to the Board.

Regards,

Tyler N. Kohtz
Executive Director
Nebraska Real Property Appraiser Board

[301 Centennial Mall South, First Floor](#)

[Lincoln, NE 68509-4963](#)

Phone: (402) 471-9015

Email: tyler.kohtz@nebraska.gov

Website: appraiser.ne.gov

 [Visit NRPAB on Facebook](#)



Section 15: Practicum Course Approval

CAP Policies and Procedures also apply to practicum courses submitted for review. This section addresses issues unique to practicum courses.

A. Practicum Course Owner's Policies: Submitted policies must include the following:

1. Instructor/Student Ratio - The practicum course owner must have a written policy defining appropriate instructor-to-student ratios. Stated ratios must be enforced with student enrollment ceilings.
2. Attendance Policy - The practicum course owner must have a written attendance policy requiring student attendance to be verified in accordance with the AQB Criteria. For non-instruction portions of the practicum courses where attendance cannot be proctored by an on-site official approved by the presenting entity, there must be a method acceptable to the AQB for ensuring student achievement of the practicum experience hours.
3. Course Scheduling Policy - The practicum course owner must have established a policy on practicum course scheduling that provides for a maximum of eight (8) practicum hours of instruction in any given day and for appropriate breaks during each practicum session.
4. Record Retention Policy - The practicum course owner must maintain, for a period of at least five (5) years, accurate records, including copies of each practicum appraisal assignment and respective reviews for grading purposes of students' practicum course completion and to provide, within a reasonable time frame, completion letters or certificates for students who completed a practicum course.

B. Program Identification

1. The practicum course must clearly define the appraisal credential category or categories for which it is intended: Licensed Residential, Certified Residential, and/or Certified General classifications.
2. The owner must specify whether the practicum offers limited equivalent experience hours, a substantial portion, or the entirety of the experience requirement for a credential.

3. The practicum must include a description of the property type(s) addressed and the general scope and complexity of the appraisal problem(s) students will complete.

C. Appraisal Problem Definition (Required for Each Assignment)

1. Each practicum assignment must include a complete appraisal problem definition consistent with USPAP.
2. The assignment must identify the applicable USPAP development and reporting standards.
3. The education provider must be designated as both the client and intended user and clearly describe the intended use of the assignment.
4. The assignment must identify the type and definition of value when applicable, the effective date of the analysis, the relevant characteristics of the subject property, and any assignment conditions, including hypothetical conditions or extraordinary assumptions.
5. Students must produce an Appraisal Report, or, when applicable, an appraisal review or mass appraisal report. Restricted Appraisal Reports are not allowed.

D. Core Practicum Requirements

1. Assignments must require credible appraisal development using an actual, identifiable subject property or, for mass appraisal, an appropriate property universe.
2. Assignments must include market research and sales analysis when relevant and must require students to apply and report applicable appraisal approaches in compliance with USPAP.
3. The problem-solving required must be consistent with the credential level for which the practicum is designed.

E. Assignment Structure and Subject Property Selection

1. The practicum must indicate whether one or multiple full assignments are required.

2. Regardless of subject property variations, the appraisal problem must remain consistent across offerings.
3. The course owner must document the criteria for selecting subject properties and demonstrate that program delivery remains consistent and repeatable.

F. Subject Property Requirements and Data Standards

1. All subject properties must be real and identifiable.
2. The practicum must describe the inspection or observation method, identify used market data sources, and explain how selected subject properties and data reflect real-world market conditions.
3. The course must maintain an interim and final USPAP compliance review process and include documented remediation for any assignment not meeting USPAP standards.

G. Equivalent Experience Hours

1. The practicum must disclose classroom instructional hours, which must include a minimum of 25 percent live, interactive instruction, as well as estimated research and analysis hours.
2. Requested total experience hours must be supported by written justification tied to assignment workload.
3. Experience credit may only be awarded upon full completion; no partial credit is permitted.

H. Instructional Roles and Oversight

1. The practicum must identify and describe all instructional and evaluative roles, including instructors, mentors, graders, and evaluators.
2. All individuals in these roles must meet Supervisory Appraiser qualifications.
3. At least 25 percent of total instruction must occur in classroom or synchronously (Zoom, etc.).
4. Instructor-to-student ratios must be defined and enforced.

I. Prerequisites and Student Policies

1. The practicum must specify prerequisite education or experience requirements and include policies addressing student progress, remediation, and incomplete assignments.
2. Students must receive disclosures regarding cost, schedule, delivery format, and state acceptance of practicum experience hours before enrollment.

J. Administrative Policies

1. The practicum must include an attendance verification policy consistent with *Criteria* requirements.
2. Daily live instruction must not exceed eight hours.

Course owners must retain all related records, including practicum appraisal, appraisal review, or mass appraisal assignments, evaluations, and grading, for a minimum of five years and provide completion certificates identifying approved experience hours and completion dates; and make these records available to state appraiser regulatory agencies upon request.



Nebraska Real Property Appraiser Board

Internal Procedural Document

Effective June 18, 2025

Number	Title	Internal Procedure	Board Action History
201701	Endorsement of an Appraiser	Withstanding any legal obligation, the Nebraska Real Property Appraiser Board will not make an endorsement for, referral of, or recommendation of, any appraiser of any classification for an assignment, appointment, membership, or recognition of, to any public or private person or entity. Any person or entity that makes such of a request shall be directed to available public information concerning credential holders.	Adopted by the Board on June 15, 2017
201702	Employee Recognition	An employee or board member may be recognized no more than once annually for his or her excellence through service (not “Years of Service”), contributions, and/or achievements with an award not to exceed \$500.00 in value. An employee or board member may be nominated by any other employee or board member. A nomination must be made in writing, include the reason for the nomination, and a recommended award. The Director or Board Chair shall be responsible for evaluation and approval of the nomination and requested award. A recipient of an award will be recognized publicly by the Board at its next regularly scheduled meeting. An award is not the same as an employee bonus.	Adopted by the Board on June 15, 2017

201703	Employee Reimbursement of Training and Education Tuition	Any request for training or education made by an employee of the Board shall be submitted to the Director in writing. If approved by the Board, the training or education shall be at the Board's expense unless specified otherwise. Any tuition for training or education attended at the employee's request, and at the Board's expense, may be reimbursed to the Board if employee voluntarily leaves his or her position within one year of attending the training activity, or does not satisfactorily complete any portion of the training activity. Any exception to this policy shall be agreed to by both parties and documented in the appropriate board meeting minutes. In addition, the Board may request that an employee of the Board attend training or education applicable to his or her responsibilities. Any tuition for training or education attended at the Board's request shall be at the Board's expense unless specified otherwise. Such tuition may be reimbursed to the Board if employee does not satisfactorily complete any portion of the training activity. Any exception to this policy shall be agreed to by both parties and documented in the appropriate board meeting minutes.	Adopted by the Board on June 15, 2017
201704	AMC Fund Cash Balance	In accordance with Neb. Rev. Stat. § 76-3219, the appraisal management company fund shall be used to implement, administer, and enforce the AMC Registration Act. The agency must be properly funded to administer and enforce the act, meet the requirements as specified in Title XI of Financial Institutions Reform, Recovery, and Enforcement Act of 1989, and ensure that proper financial protection is in place to manage any issue that may arise. For the fiscal year 2025-26, the minimum fund balance for the AMC fund shall be \$191,898.00. This balance includes the following: 1. An amount equal to half of the operating budget for the next fiscal year. If funds have not been appropriated for the next fiscal year, the current fiscal year may be substituted until appropriations are awarded for the next fiscal year. (FY 2025-26: $\\$153,796.00/2 = \\$76,898.00$). Justification for this amount includes:	Adopted by the Board on June 15, 2017 Amended April 18, 2019 Amended April 23, 2020 Amended June 17, 2021 Amended June 20, 2024 Amended June 18, 2025

201704
(Continued)

- a. The Board must be prepared to manage a sharp decline in revenues due to a loss in the number of appraisal management companies and applications for registration as appraisal management companies. There has been constant pressure at the federal level to make changes to appraiser and appraisal management company regulations; Implementation of the AMC Final Rule and deregulation may result in a drastic decrease in the number of appraisal management companies registered in this state.
 - b. The Board must be prepared to manage all related to the costs associated with investigations. This includes both investigation costs and training costs.
 - c. The Board must be prepared to purchase equipment and supplies as needed to administer and enforce the Act. Technology and methodology improvements may require upgraded equipment and/or supplies.
 - d. The Board must be prepared for unexpected cost increases associated with employee benefits. Healthcare reform leaves many unanswered questions in the foreseeable future.
2. An amount specified for potential litigation. Legal expenses for the most recent matter under the Real Property Appraiser Act exceeded \$15,000.00. The Board must be prepared to manage any costs of litigation that may arise. Legal expenses could potentially exceed \$100,000.00, and as such, the AMC fund balance shall include this amount for potential legal expenses.
 3. An amount specified for technology projects. Statute and rule changes, along with operation changes, require that the Board's database and website are upgraded regularly. Many projects, including complete overhauls are very expensive. The most recently completed database project cost more than \$220,000.00. The Board must be prepared to address costs associated with technology upgrades needed to administer and enforce the Act in an effective and efficient manner. The AMC fund balance shall include \$15,000.00 for technology projects.

201705	Real Property Appraiser Fund Cash Balance	In accordance with Neb. Rev. Stat. § 76-2226, the real property appraiser fund shall include a sufficient cash fund balance as determined by the Board. The agency must be properly funded to administer and enforce the Real Property Appraiser Act, meet the requirements as specified in Title XI of Financial Institutions Reform, Recovery, and Enforcement Act of 1989, and ensure that proper financial protection is in place to manage any issue that may arise. For the fiscal year 2025-26, the minimum fund balance for the real property appraiser fund shall be \$296,500.50. This balance includes the following: 1. An amount equal to half of the operating budget for the next fiscal year. If funds have not been appropriated for the next fiscal year, the current fiscal year may be substituted until appropriations are awarded for the next fiscal year. (FY 2024-25: $\\$333,001.00/2 = \\$166,500.50$). Justification for this amount includes: a. The Board must be prepared to manage a sharp decline in revenues due to a loss in the number of appraisers. According to the Appraisal Institute, the average age of an appraiser is 55 years old. Many appraisers will be retiring during the next ten years, and the number of new appraisers entering the profession does not meet market demand. b. The Board must be prepared to manage all related to the costs associated with investigations. This includes both investigation costs and training costs. c. The Board must be prepared to purchase equipment and supplies as needed to administer and enforce the Act. Technology and methodology improvements may require upgraded equipment and/or supplies. d. The Board must be prepared for unexpected cost increases associated with employee benefits. Healthcare reform leaves many unanswered questions in the foreseeable future.	Adopted by the Board on June 15, 2017 Amended April 18, 2019 Amended April 23, 2020 Amended June 17, 2021 Amended June 20, 2024 Amended June 18, 2025
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201705 (Continued)		e. Due to the Board's revenue structure, the majority of revenues are received during a two to four month period (November to February). The Board must have adequate funds to administer and enforce the Act during low revenue months. 2. An amount specified for potential litigation. Legal expenses for the most recent matter exceeded \$50,000.00. The Board must be prepared to manage any costs of litigation that may arise. Legal expenses could potentially exceed \$100,000.00, and as such, the real property appraiser fund balance shall include this amount for potential legal expenses. 3. An amount specified for technology projects. Statute and rule changes, along with operation changes, require that the Board's database and website are upgraded regularly. Many projects, including complete overhauls are very expensive. The most recently completed database project cost more than \$220,000.00. The Board must be prepared to address costs associated with technology upgrades needed to administer and enforce the Act in an effective and efficient manner. The real property fund balance shall include \$30,000.00 for technology projects.	
201706	Timeliness Requirements for Appraisal Reviews	Any appraiser requested to complete a review of an appraisal or appraisal review must complete the review within 30 days of the date of the contract letter for reviews related to residential properties, and 60 days of the date of the contract letter for reviews related to any other type of property. The postmarked date will be used to determine timeliness for reports returned by mail, and the email or fax date will be used for reports returned by email or fax.	Adopted by the Board on June 15, 2017
201707	Director's Performance Review	The Director's performance will be evaluated by the Board prior to the beginning of each fiscal year.	Adopted by the Board on June 15, 2017

201709	Appraisal Review Services Contractor Fees	NRPAB Subject Matter Expert (“SME”) Services Contractors and NRPA B Applicant Appraisal Review Services (“AARS”) Contractors shall be compensated according to the following schedule (compensation may be prorated on a quarter-hour basis): AARS Residential: 4 Hours x \$125.00 = \$500.00 2-4 Family: 5 Hours x \$125.00 = \$625.00 Agricultural: 10 Hours x \$125.00 = \$1,250.00 Commercial: 10 Hours X \$125.00 = \$1,250.00 SME Residential: 5 Hours x \$125.00 = \$625.00 2-4 Family: 5 Hours x \$125.00 = \$625.00 Agricultural: 12 Hours x \$125.00 = \$1500.00 Commercial: 12 Hours X \$125.00 = \$1500.00 In the case of extenuating circumstances, an unusually complex appraisal review assignment, or if the matter proceeds to hearing, the Board reserves the right to renegotiate the compensation rate and/or maximum amount, prior to the execution of, or agreed to in, the SME Services Agreement or the Credentialing Applicant Appraisal Review Services Agreement. If an SME contractor or AARS contractor determines that the compensation rate and/or maximum amount in the contract should be amended, such request, along for the reasons for making such request, must be made to the Board in writing. The Board will review the request and circumstances at its next regular meeting and make a determination to amend the contract or deny the request. Compensation will only be paid if terms of contractual agreement are successfully completed in full. If the contractor’s performance is found to not be satisfactory in accordance with the Appraisal Review Services Contractor Program, the Board reserves the right to reduce the compensation, or not make payment due to breach of contract.	Adopted by the Board on June 15, 2017 Amended July 15, 2021 Amended June 18, 2025.
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201710	Contracts for Work and Associated Fees	All work considered to be contractual in nature, along with the fees for that work, must be pre-approved by the Board unless the Board authorizes the Director to enter into contract negotiations for such work. In the case of an emergency, the Director may negotiate and enter into a contractual agreement on the Board's behalf and inform the Board of such contract and reasons for such contract at its next regular meeting. No charges for work considered to be contractual in nature will be paid by the Board unless pre-approved by the Board or agreed upon by the Director prior to the commencement of work. This policy does not include contracts for Standard 3 compliance reviews.	Adopted by the Board on June 15, 2017
201711	Requests for Non-NRPAB Information to be Placed on the Website	Any requests to the Director or NRPAB staff for information to be placed on the website that is not considered to be NRPAB business, made by individuals or entities not NRPAB personnel or board members, shall not be granted. Any exception to this policy shall be subject to Board approval unless an emergency situation is declared by the Director or Board Chair.	Adopted by the Board on June 15, 2017
201712	Blast Email Requests	Any requests to the Director or NRPAB staff for delivery of an electronic mail communication over the Internet not considered to be NRPAB business, meant to reach recipients, such as appraisers, local, state, and federal government employees or entities, members or employees of professional organizations, the general public, or any other entity or group, made by individuals or entities not NRPAB personnel or board members, shall not be granted. Any exception to this policy shall be subject to Board approval unless an emergency situation is declared by the Director or Board Chair.	Adopted by the Board on June 15, 2017

201713	Blast Email Policy	Any electronic mail communication delivered over the Internet by the Director or NRPAB staff, originating from a list and considered to be a “blast email”, meant to reach recipients, such as appraisers, local, state, and federal government employees or entities, members or employees of professional organizations, the general public, or any other entity or group shall be established on NRPAB letterhead and reviewed by each member of the Board. Each member will have 24 hours to review and respond to the Director or NRPAB staff responsible for executing the electronic mail delivery. After consideration of the responses provided by each board member, 1) the Director will execute the delivery, or at the Director’s discretion, hold the electronic mail communication for discussion and vote at the next board meeting; 2) the responsible NRPAB staff will, upon approval from the Director, or the Board Chair if the Director is not available, execute the delivery. The Director, or the Board Chair if the Director is not available, may stop the electronic mail communication from being delivered, or hold the electronic mail communication for discussion and vote at the next board meeting. Any exception to this policy shall be subject to Board approval unless an emergency situation is declared by the Director or Board Chair. <i>Electronic mail communications delivered to more than one recipient by the NRPAB Director, staff, or board members in the everyday course of business is not considered to be a “blast email.”</i>	Adopted by the Board on June 15, 2017
201715	Violation of Time Requirements in Neb. Rev. Stat. § 76-2236 (2)	Any appraiser that failed to successfully complete the seven-hour National Uniform Standards of Professional Appraisal Practice Course within the time frame specified in Neb. Rev. Stat. § 76-2236 (2) shall be notified of such failure in an advisory letter for the first occurrence of failure. Any subsequent failures to complete the seven-hour National Uniform Standards of Professional Appraisal Practice Course shall be presented to the Board for consideration of a Board initiated grievance for violation of N.R.S. § 76-2238 (12).	Adopted by the Board on August 17, 2017 Amended June 21, 2018
201801	Application of Late Processing Fee for Renewal Application Mailed with Insufficient Postage	Any application for renewal of a real property appraiser credential, or renewal of an AMC registration, mailed with postage deemed insufficient by the U.S. Post Office, that is mailed with additional postage within three weeks of the initial postmark, will not be subject to \$25.00 late processing fee for the month in which it is received by the Board if: 1) Postmark evidence includes the initial mailing date and the date the item was mailed with additional postage, and 2) All other requirements for renewal are met by the applicant.	Adopted by the Board on February 15, 2018

201802	NRPAB Employee Real Property Appraisal Activity	As stated in the NRPAB Employee Handbook under the Conflict of Interest section, “Employees must avoid any relationship or activity that might impair, or even appear to impair, their ability to make objective and fair decisions when performing their jobs.” In order to avoid potential conflicts of interest, acts or conduct which adversely affects the Board’s performance or function, or legal liability to the Board, any full-time regular employee of the Board is prohibited from engaging in real property appraisal activity as defined in Neb. Rev. Stat. § 76-2215. Any matter in which a regular full-time employee engages in real property appraisal activity will be addressed in accordance to the discipline policy found in the NRPAB Employee Handbook.	Adopted by the Board on May 17, 2018; effective June 1, 2018.
201901	NRPAB Board Member Investigation Guidelines	A grievance filed by a board member, in an individual capacity, must be in compliance with 298 NAC Chapter 8, § 001.02. If a board member files a grievance as an individual, or submits a report to the Board’s office that becomes the subject of a grievance filed by the Board, he or she is strongly recommended to abstain from voting from the point of involvement forward. If any board member is unsure of the need to abstain from voting related to an investigation, no action shall be taken on the matter until the Director receives an opinion from the Attorney General’s Office concerning the Respondent’s due process rights. The Board will receive an update at each meeting concerning the progress of any matter under investigation. Examples of such updates include, but are not limited to, respondent has been notified of charges and appraisal report and workfile have been requested, SME is in process of completing standard 3-4 review, standard 3-4 review is being evaluated, Respondent is reviewing Standard 3-4 Review Report, evaluating Respondent’s response with SME, requested clarification from Respondent related to response provided, and currently working on investigative report and preparing evidence.	Adopted by the Board on April 18, 2019

201902	NRPAB Consent Agreement Negotiation Guidelines	If an investigation discloses evidence that the actions of the person under investigation constitute a violation of the Real Property Appraiser Act, the Appraisal Management Company Registration Act, or Title 298 of the Nebraska Administrative Code, the Board will file a formal complaint through the Board's Special Assistant Attorney General (SAAG). Under the authorization of the Director, a consent agreement may be negotiated by the SAAG within sixty days from the date of the Board's decision. If negotiations have stalled, or terms of the consent agreement cannot be reached within sixty days of the Board's decision, the SAAG will serve the formal complaint upon the Respondent if it has not already been served (negotiations may continue throughout this process). If the terms of a consent agreement are reached, and the agreement is signed by the Respondent, the consent agreement will be submitted to the Board for review. If the Board accepts the consent agreement, the Board Chairperson shall sign the agreement for execution. If the matter is settled through the consent agreement process, no formal hearing will be conducted. The Director will monitor the Respondent's adherence to the terms specified in the consent agreement. If an issue arises, or a term is not completed, the Director will prepare a report for the Board outlining the matter. If the Board does not accept the terms of the consent agreement, the Board may choose to withdraw from consent agreement negotiations (proceed to formal hearing), or authorize further negotiations by the SAAG. If the Board allows additional negotiations, it may set parameters under which the negotiations may continue.	Adopted by the Board on April 18, 2019
201903	Intent of the NRPAB Regulatory Program	The intent of the Board's regulatory program is to be educational in practice when possible. In the cases where the evidence does not support the findings, or the findings are deemed minor in nature by the Board, the Board may dismiss the charges. Based on the educational nature of the process, a dismissal letter may include advisement explaining the Board's findings, or additional voluntary Board recommendations. Such voluntary Board recommendations may include suggested continuing education coursework, an informal conference with Board members, and/or any other course of action the Board deems beneficial to the Respondent.	Adopted by the Board on April 18, 2019

201904	NRPAB Special Assistant Attorney General Grievance Guidelines	If a grievance is filed by the Board's Special Assistant Attorney General, the Board must obtain separate legal counsel for this grievance. For any grievance not filed by the Board's Special Assistant Attorney General, he or she may be consulted by the agency at any time during the investigative process. If the Respondent obtains legal counsel, the Board's Special Assistant Attorney General will be the agency's primary source of communication with the Respondent. Upon completion of an investigation by the agency, the investigative report and documentation will be submitted to the Special Assistant Attorney General for review. The Special Assistant Attorney General will submit a summary report to the agency with recommendations as how to proceed. The agency will make changes to the investigative report to include the Special Assistant Attorney General's recommendations if needed. If, at the conclusion of an administrative hearing, the hearing officer determines that the Respondent is guilty of the violation(s), the Board shall take such disciplinary action as the Board deems appropriate. If, at the conclusion of the hearing, the hearing officer determines that no violation(s) occurred, the Board may dismiss the charges, or take any action the Board deems appropriate. Any action other than dismissal shall require consultation with the Special Assistant Attorney General. All consent agreements, final orders, cease and desist orders, formal complaints, administrative hearing motions, or notices/declarations concerning a grievance, shall be prepared by the Board's Special Assistant Attorney General as authorized by the Director.	Adopted by the Board on April 18, 2019
201905	Documentation Provided to a Respondent during an Investigation	Any document provided to a Respondent during the course of an investigation will have all sensitive or confidential information, as determined by the Director, redacted. Such documentation includes, but is not limited to, grievances, Standard 3-4 Review Reports, and items evidentiary in nature in which the Respondent is requested to provide comment or explanation.	Adopted by the Board on April 18, 2019

201906	NRPAB SME Investigation Guidelines	In accordance with Neb. Rev. Stat. § 76-2239 (1), the Board may contract with qualified persons if technical assistance is required during an investigation. Board's Director must approve a contract with Subject Matter Expert (SME) prior to proceeding with the investigation. If any additional contracts for technical assistance are required after the initial contract is approved, the Board's Director and Board Chair must approve the contract. An SME is different than the traditional "review appraiser." The SME is an integral part of the investigative team as the technical expert regarding appraiser practice and USPAP. The agency relationship with the SME will be interactive throughout the entire process. Upon the Board's motion to proceed with an investigation, the subject report, workfile, and other documentation as determined by the Director as relevant is provided to SME for Standard 3-4 review. The agency will hold an introductory phone conference with the SME to outline the expectations of the SME. SME is to conduct an evidence-based review of the subject report to determine compliance with USPAP, and must provide support to substantiate all findings of deficiencies stated in the Standard 3-4 review. If questions arise during the review, the SME will communicate those questions with the agency, who may request clarification from the Complainant, Respondent, or other party in writing or another form of communication if necessary, and provide the response back to the SME. SME may request that agency obtain additional information as needed to substantiate Standard 3-4 review findings.	Adopted by the Board on April 18, 2019
201907	Investigation of AMC that Ceases Operation and Fails to Maintain a Surety Bond for One Year	In accordance with Neb. Rev. Stat. § 76-3203 (2), a surety bond shall be maintained until one year after the date that an AMC ceases to operate in Nebraska. If notice is received from an insurer that the surety bond for a registered AMC has been or will be cancelled, and evidence is obtained confirming that the AMC has ceased operation (no longer in business) prior to the expiration of its registration, no grievance will be filed by the Board if no harm to the public has been alleged. If an AMC has resumed operation without providing evidence of surety coverage prior to the expiration of its registration, or the failure to maintain a surety bond has caused harm to the public, a grievance will be filed by the Board for violation of Neb. Rev. Stat. § 76-3202 (2).	Adopted by the Board on July 18, 2019

201908	NRPAB Personal Vehicle Use Policy	A completed NRPAB Personal Vehicle Use Authorization Form signed by the director, or in the case of the director, the Board's chairperson, must be on file at the Board's office prior to an employee or board member receiving reimbursement for use of a personal vehicle while on State business (this does not include commuting miles). This authorization may be revoked at any time by the director, or in the case of the director, the Board's chairperson, if the employee or board member violates any law, rule, policy or procedure as it relates to personal vehicle use. The Board reserves the right to amend or retire this policy at any time.	Adopted by the Board on September 19, 2019
202001	Appraiser-AMC Funds Allocation Procedure	In accordance with Neb. Rev. Stat. § 76-2226, the Board may use the real property appraiser fund for the administration and enforcement of the Real Property Appraiser Act and to meet the necessary expenditures of the Board, and in accordance with Neb. Rev. Stat. § 76-3219, the appraisal management company fund shall be used to implement, administer, and enforce the AMC Registration Act. The allocation between the two funds for expenditures that apply to both the Appraiser Program and the AMC Registration Program, or that are not cost effective to attempt to separate by program (e.g., payroll and benefits processing, general postage billing, general CIO network services billing, and general CIO IMS billing) is a percentage determined by the quarterly employee workload review from the previous fiscal year, and the budget analysis of the past, present, and projected numbers and trends for appraiser credentialing, AMC registrations, education activities, and compliance. The quarterly workload review for each employee will take place during the first full work week in July, October, January, and April. Each employee will report his or her time spent on appraiser-and AMC-related activities per day in quarter-hour increments (e.g., Monday: 3.25 hours AMC, 4.75 hours appraiser; Tuesday: 2 hours AMC, 6 hours appraiser) using a method determined by the Director. If the activity applies to both the appraiser and AMC programs (e.g., payroll, general office activities, general government functions, certain accounting functions, and technology projects), the employee will report the time spent at 50% for each program. The employee quarterly workload review will be the baseline for determining the allocation between the appraiser and AMC funds for the fiscal year. However, the allocation will also account for projected changes in the numbers and trends for appraiser credentialing, AMC registrations, education activities, and compliance as documented during the budget analysis for each fiscal year.	Adopted by the Board on June 18, 2020 Amended July 20, 2023

202101	Appraisal Review Services Contractor Program Management	In order to maintain an effective appraisal review services contractor program, and to build a history of contractor performance, the Board adopts use of the State of Nebraska Vendor Performance Program (VPP). The NRPAB Subject Matter Expert Services Contractor USPAP Compliance Review Report Summary (SME Report Summary), or if appropriate, the NRPAB Applicant Appraisal Review Services Contactor USPAP Compliance Review Report Summary (Applicant Appraisal Review Contactor Report Summary), will be provided to the Board for review with any USPAP Compliance Review Report obtained by the Board. The Board shall determine whether the contractor performance was satisfactory or not. If the Board determines that a contactor performance was unsatisfactory, the Board will send a notice of such unsatisfactory performance to the contactor in accordance with the procedures of the VPP plan. A copy of the contract; the USPAP Compliance Review Report; the SME Report Summary, or if appropriate, the Applicant Appraisal Review Contactor Report Summary; and any VPP notices will be maintained in a file for each contactor on the Board's W Drive. This contactor file, along with any additional information provided by the Board, shall be utilized to maintain the Board's active appraisal review services contractor list.	Adopted by the Board on June 17, 2021
202301	Real Property Appraiser Applicant Experience Review Subcommittees	For the purpose of 298 NAC Chapter 2, § 002.13, the Real Property Appraiser Applicant Experience Review Subcommittee ("Subcommittee") assignments will be established at the time any new board member is appointed by the Governor, or at the request of a board member or the Director. The number of Subcommittees established will be determined by the Board and a board member may participate on one or more Subcommittees. If applicable, the Director will assign a real property appraiser applicant to a Subcommittee based on that Subcommittee's experience and expertise. If a Subcommittee rejects a real property appraiser applicant experience review, the Director will assign the real property appraiser applicant to another Subcommittee utilizing the same criteria. If no Subcommittee accepts the real property appraiser applicant experience review, the Director will place the applicant before the Board for consideration. No board member per diem is received for participation on a Subcommittee.	Adopted by the Board on June 22, 2023

202501	Written Advisory Letters	A written advisory issued by a motion of the Board, at the request of a Real Property Appraiser Applicant Experience Review Subcommittee, or through an existing guidance document or internal procedural document, must explain the circumstances that result in the issuance of a written advisory; state the applicable laws, rules, guidance documents, internal procedural documents, USPAP rules and/or standard rules, and/or real property appraiser qualifications criteria; describe the expected outcome; and identify the repercussions for failure to meet the expected outcome. A written advisory will be separate from any other letter or document sent and will be sent by certified mail.	Adopted by the Board on April 17, 2025
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STATE OF NEBRASKA
Department of Administrative Services
Accounting Division
Budget Status Report
As of 05/31/26Agency 053 REAL PROPERTY APPRAISER BD
Division
Program 079 APPRAISER LICENSING

Percent of Time Elapsed = 91.78

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	17,485.58	198,221.83	89.55		23,124.08
511600	PER DIEM PAYMENTS	8,500.00		5,600.00	65.88		2,900.00
511700	EMPLOYEE BONUSES	2,000.00		2,000.00	100.00		
511800	COMPENSATORY TIME PAID			105.73			105.73-
512100	VACATION LEAVE EXPENSE	17,312.93	72.76	10,358.06	59.83		6,954.87
512200	SICK LEAVE EXPENSE	1,964.37	234.36	2,206.26	112.31		241.89-
512300	HOLIDAY LEAVE EXPENSE	12,227.25	936.46	13,050.55	106.73		823.30-
512500	FUNERAL LEAVE EXPENSE			143.65			143.65-
Personal Services Subtotal		263,350.46	18,729.16	231,686.08	87.98	0.00	31,664.38
515100	RETIREMENT PLANS EXPENSE	19,137.02	1,402.42	16,779.33	87.68		2,357.69
515200	FICA EXPENSE	20,071.09	1,248.38	15,714.05	78.29		4,357.04
515500	HEALTH INSURANCE EXPENSE	78,425.00	6,533.44	71,867.84	91.64		6,557.16
516500	WORKERS COMP PREMIUMS	1,366.00		1,366.00	100.00		
Major Account 510000 Total		382,349.57	27,913.40	337,413.30	88.25	0.00	44,936.27
520000 OPERATING EXPENSES							
521100	POSTAGE EXPENSE	2,654.22	81.71	2,436.18	91.79		218.04
521400	CIO CHARGES	37,636.61	222.17	27,099.45	72.00		10,537.16
521500	PUBLICATION & PRINT EXP	3,378.08	554.09	2,640.68	78.17		737.40
521900	AWARDS EXPENSE	50.00		28.00	56.00		22.00
522100	DUES & SUBSCRIPTION EXP	600.00		600.00	100.00		
524600	RENT EXPENSE-BUILDINGS	13,767.10	1,138.38	12,567.28	91.28		1,199.82
524900	RENT EXP-DEPR SURCHARGE	4,664.00	388.64	4,275.04	91.66		388.96
531100	OFFICE SUPPLIES EXPENSE	1,792.47	382.37	1,828.74	102.02		36.27-
532100	NON-CAPITALIZED EQUIP PU	150.00		159.98	106.65		9.98-
532200	PERSONAL COMPUTING EQUIPMENT	219.89	219.89	219.89	100.00		
532280	VIDEO EQUIP			229.98			229.98-
541100	ACCTG & AUDITING SERVICES	2,986.00		2,986.00	100.00		
541200	PURCHASING ASSESSMENT	41.00	51.00-	9.00-	21.95-		50.00
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
542100	SOS TEMP SERV - PERSONNEL		787.90-	787.90-			787.90

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ACCOUNT CODE DESCRIPTION		BUDGETED AMOUNT	CURRENT MONTH ACTIVITY	YEAR-TO-DATE ACTUALS	PERCENT OF BUDGET	ENCUMBERANCES	VARIANCE
547100	EDUCATIONAL SERVICES	51.00		51.00	100.00		
554900	OTHER CONTRACTUAL SERVICES	31,294.50	602.50	13,855.27	44.27		17,439.23
556100	INSURANCE EXPENSE	93.00	71.90	86.69	93.22		6.31
559100	OTHER OPERATING EXP	449.44		459.44	102.22		10.00-
Major Account 520000 Total		122,878.31	2,822.75	68,921.22	56.09	0.00	53,957.09
570000 TRAVEL EXPENSES							
571100	LODGING	2,750.11	220.00	2,310.00	84.00		440.11
571800	MEALS - TRAVEL STATUS	2,142.20		1,285.20	59.99		857.00
573100	STATE-OWNED TRANSPORT	200.00					200.00
574500	PERSONAL VEHICLE MILEAGE	7,282.40		4,815.68	66.13		2,466.72
575100	MISC TRAVEL EXPENSE	475.95		290.03	60.94		185.92
Major Account 570000 Total		12,850.66	220.00	8,700.91	67.71	0.00	4,149.75
BUDGETED EXPENDITURES TOTAL		518,078.54	30,956.15	415,035.43	80.11	0.00	103,043.11

SUMMARY BY FUND TYPE - EXPENDITURES

2	CASH FUNDS	518,078.54	30,956.15	415,035.43	80.11		103,043.11
BUDGETED EXPENDITURES TOTAL		518,078.54	30,956.15	415,035.43	80.11	0.00	103,043.11

BUDGETED FUND TYPES - REVENUES

470000 REVENUE - SALES AND CHARGES

471100	SALE OF SERVICES	450.00-		300.00-	66.67		150.00-
471120	QUALIFYING ED COURSE FEES	2,010.00-		840.00-	41.79		1,170.00-
471121	CONTINUING ED NEW FEES	6,075.00-	70.00-	4,075.00-	67.08		2,000.00-
471122	CONTINUING ED RENEWAL FEES	225.00-		150.00-	66.67		75.00-
475150	CERTIFIED GENERAL NEW FEES	9,600.00-	320.00-	10,660.00-	111.04		1,060.00
475151	LICENSED NEW FEES	640.00-		1,260.00-	196.88		620.00
475152	FINGERPRINT FEES	2,262.50-	226.25-	2,262.50-	100.00		
475153	CERTIFIED RESIDENTIAL NEW	2,560.00-		1,240.00-	48.44		1,320.00-
475154	CERTIFIED GENERAL RENEWAL	103,200.00-	1,200.00-	110,350.00-	106.93		7,150.00
475155	LICENSED RENEWAL	8,100.00-		10,150.00-	125.31		2,050.00
475157	CERTIFIED RESIDENTIAL RENEWAL	62,100.00-		57,000.00-	91.79		5,100.00-
475161	TEMPORARY CERTIFIED GENERAL	11,200.00-	1,610.00-	12,230.00-	109.20		1,030.00

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ACCOUNT CODE DESCRIPTION		BUDGETED AMOUNT	CURRENT MONTH ACTIVITY	YEAR-TO-DATE ACTUALS	PERCENT OF BUDGET	ENCUMBERANCES	VARIANCE
475163	AMC REGISTERED NEW FEES	6,000.00-	4,000.00-	14,000.00-	233.33		8,000.00
475164	AMC APPLICATION FEES	1,050.00-	1,050.00-	2,800.00-	266.67		1,750.00
475165	AMC REGISTERED RENEWAL	110,500.00-	5,100.00-	108,600.00-	98.28		1,900.00-
475166	FED REG AMC RPT FORM PROC FEES	700.00-		700.00-	100.00		
475169	LICENSED INACTIVE			300.00-			300.00
475234	APPLICATION FEES	27,700.00-	3,610.00-	29,620.00-	106.93		1,920.00
476101	LATE PROCESSING FEES	4,025.00-	450.00-	5,175.00-	128.57		1,150.00
Major Account 470000 Total		358,397.50-	17,636.25-	371,712.50-	103.72	0.00	13,315.00
480000 REVENUE - MISCELLANEOUS							
481100	INVESTMENT INCOME	21,000.00-	1,052.48-	15,790.86-	75.19		5,209.14-
484500	REIMB NON-GOVT SOURCES	6,000.00-	20.00-	9,326.74-	155.45		3,326.74
Major Account 480000 Total		27,000.00-	1,072.48-	25,117.60-	93.03	0.00	1,882.40-
490000 REVENUE - OTHER FINANCIAL SOURCES/U							
493200	OPERATING TRANSFERS OUT			250,000.00			250,000.00-
Major Account 490000 Total		0.00	0.00	250,000.00	0.00	0.00	250,000.00-
BUDGETED REVENUE TOTAL		385,397.50-	18,708.73-	146,830.10-	38.10	0.00	238,567.40-
SUMMARY BY FUND TYPE - REVENUE							
2	CASH FUNDS	385,397.50-	18,708.73-	146,830.10-	38.10		238,567.40-
BUDGETED REVENUE TOTAL		385,397.50-	18,708.73-	146,830.10-	38.10	0.00	238,567.40-

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ACCOUNT CODE DESCRIPTION		BUDGETED AMOUNT	CURRENT MONTH ACTIVITY	YEAR-TO-DATE ACTUALS	PERCENT OF BUDGET	ENCUMBERANCES	VARIANCE
BUDGETED FUND TYPES - EXPENDITURES							
510000 PERSONAL SERVICES							
511100	PERMANENT SALARIES-WAGES	143,874.85	11,365.31	128,842.16	89.55		15,032.69
511600	PER DIEM PAYMENTS	5,525.00		3,640.00	65.88		1,885.00
511700	EMPLOYEE BONUSES	1,300.00		1,300.00	100.00		
511800	COMPENSATORY TIME PAID			68.67			68.67-
512100	VACATION LEAVE EXPENSE	11,253.40	47.15	6,731.87	59.82		4,521.53
512200	SICK LEAVE EXPENSE	1,276.84	152.19	1,433.31	112.25		156.47-
512300	HOLIDAY LEAVE EXPENSE	7,947.71	608.69	8,482.79	106.73		535.08-
512500	FUNERAL LEAVE EXPENSE			93.37			93.37-
Personal Services Subtotal		171,177.80	12,173.34	150,592.17	87.97	0.00	20,585.63
515100	RETIREMENT PLANS EXPENSE	12,439.09	911.51	10,906.20	87.68		1,532.89
515200	FICA EXPENSE	13,046.20	811.40	10,213.62	78.29		2,832.58
515500	HEALTH INSURANCE EXPENSE	50,976.25	4,246.55	46,713.13	91.64		4,263.12
516500	WORKERS COMP PREMIUMS	887.90		887.90	100.00		
Major Account 510000 Total		248,527.24	18,142.80	219,313.02	88.25	0.00	29,214.22
520000 OPERATING EXPENSES							
521100	POSTAGE EXPENSE	2,349.13	81.71	2,212.18	94.17		136.95
521400	CIO CHARGES	24,563.02	144.41	15,361.56	62.54		9,201.46
521500	PUBLICATION & PRINT EXP	2,195.75	554.09	2,130.19	97.01		65.56
521900	AWARDS EXPENSE	32.50		18.20	56.00		14.30
522100	DUES & SUBSCRIPTION EXP	390.00		390.00	100.00		
524600	RENT EXPENSE-BUILDINGS	8,948.61	739.94	8,168.67	91.28		779.94
524900	RENT EXP-DEPR SURCHARGE	3,031.60	252.62	2,778.82	91.66		252.78
531100	OFFICE SUPPLIES EXPENSE	1,173.97	248.54	1,590.77	135.50		416.80-
532100	NON-CAPITALIZED EQUIP PU	97.50		103.99	106.66		6.49-
532200	PERSONAL COMPUTING EQUIPMENT	142.93	142.93	142.93	100.00		
532280	VIDEO EQUIP			149.49			149.49-
541100	ACCTG & AUDITING SERVICES	1,940.90		1,940.90	100.00		
541200	PURCHASING ASSESSMENT	26.65	33.15-	5.85-	21.95-		32.50
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
542100	SOS TEMP SERV - PERSONNEL		512.14-	512.14-			512.14

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ACCOUNT CODE DESCRIPTION		BUDGETED AMOUNT	CURRENT MONTH ACTIVITY	YEAR-TO-DATE ACTUALS	PERCENT OF BUDGET	ENCUMBERANCES	VARIANCE
547100	EDUCATIONAL SERVICES	33.15		33.15	100.00		
554900	OTHER CONTRACTUAL SERVICES	30,644.50	602.50	13,413.20	43.77		17,231.30
556100	INSURANCE EXPENSE	60.45	46.74	56.35	93.22		4.10
559100	OTHER OPERATING EXP	279.14		379.44	135.93		100.30-
Major Account 520000 Total		96,640.80	2,268.19	48,526.35	50.21	0.00	48,114.45
570000 TRAVEL EXPENSES							
571100	LODGING	1,787.57	143.00	1,501.50	84.00		286.07
571800	MEALS - TRAVEL STATUS	1,392.43		835.38	59.99		557.05
573100	STATE-OWNED TRANSPORT	130.00					130.00
574500	PERSONAL VEHICLE MILEAGE	4,733.56		3,130.17	66.13		1,603.39
575100	MISC TRAVEL EXPENSE	309.37		188.56	60.95		120.81
Major Account 570000 Total		8,352.93	143.00	5,655.61	67.71	0.00	2,697.32
BUDGETED EXPENDITURES TOTAL		353,520.97	20,553.99	273,494.98	77.36	0.00	80,025.99

SUMMARY BY FUND TYPE - EXPENDITURES

2	CASH FUNDS	353,520.97	20,553.99	273,494.98	77.36		80,025.99
BUDGETED EXPENDITURES TOTAL		353,520.97	20,553.99	273,494.98	77.36	0.00	80,025.99

BUDGETED FUND TYPES - REVENUES

470000 REVENUE - SALES AND CHARGES

471100	SALE OF SERVICES	450.00-		300.00-	66.67		150.00-
471120	QUALIFYING ED COURSE FEES	2,010.00-		840.00-	41.79		1,170.00-
471121	CONTINUING ED NEW FEES	6,075.00-	70.00-	4,075.00-	67.08		2,000.00-
471122	CONTINUING ED RENEWAL FEES	225.00-		150.00-	66.67		75.00-
475150	CERTIFIED GENERAL NEW FEES	9,600.00-	320.00-	10,660.00-	111.04		1,060.00
475151	LICENSED NEW FEES	640.00-		1,260.00-	196.88		620.00
475152	FINGERPRINT FEES	2,262.50-	226.25-	2,262.50-	100.00		
475153	CERTIFIED RESIDENTIAL NEW	2,560.00-		1,240.00-	48.44		1,320.00-
475154	CERTIFIED GENERAL RENEWAL	103,200.00-	1,200.00-	110,350.00-	106.93		7,150.00
475155	LICENSED RENEWAL	8,100.00-		10,150.00-	125.31		2,050.00
475157	CERTIFIED RESIDENTIAL RENEWAL	62,100.00-		57,000.00-	91.79		5,100.00-
475161	TEMPORARY CERTIFIED GENERAL	11,200.00-	1,610.00-	12,230.00-	109.20		1,030.00

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ACCOUNT CODE DESCRIPTION		BUDGETED AMOUNT	CURRENT MONTH ACTIVITY	YEAR-TO-DATE ACTUALS	PERCENT OF BUDGET	ENCUMBERANCES	VARIANCE
475169	LICENSED INACTIVE			300.00-			300.00
475234	APPLICATION FEES	27,700.00-	3,610.00-	29,620.00-	106.93		1,920.00
476101	LATE PROCESSING FEES	3,750.00-	450.00-	4,600.00-	122.67		850.00
Major Account 470000 Total		239,872.50-	7,486.25-	245,037.50-	102.15	0.00	5,165.00
480000 REVENUE - MISCELLANEOUS							
481100	INVESTMENT INCOME	12,000.00-	565.48-	8,746.22-	72.89		3,253.78-
484500	REIMB NON-GOVT SOURCES	5,000.00-	20.00-	8,263.38-	165.27		3,263.38
Major Account 480000 Total		17,000.00-	585.48-	17,009.60-	100.06	0.00	9.60
490000 REVENUE - OTHER FINANCIAL SOURCES/U							
493200	OPERATING TRANSFERS OUT			150,000.00			150,000.00-
Major Account 490000 Total		0.00	0.00	150,000.00	0.00	0.00	150,000.00-
BUDGETED REVENUE TOTAL		256,872.50-	8,071.73-	112,047.10-	43.62	0.00	144,825.40-
SUMMARY BY FUND TYPE - REVENUE							
2	CASH FUNDS	256,872.50-	8,071.73-	112,047.10-	43.62		144,825.40-
BUDGETED REVENUE TOTAL		256,872.50-	8,071.73-	112,047.10-	43.62	0.00	144,825.40-

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ACCOUNT CODE DESCRIPTION		BUDGETED AMOUNT	CURRENT MONTH ACTIVITY	YEAR-TO-DATE ACTUALS	PERCENT OF BUDGET	ENCUMBERANCES	VARIANCE
BUDGETED FUND TYPES - EXPENDITURES							
510000 PERSONAL SERVICES							
511100	PERMANENT SALARIES-WAGES	77,471.06	6,120.27	69,379.67	89.56		8,091.39
511600	PER DIEM PAYMENTS	2,975.00		1,960.00	65.88		1,015.00
511700	EMPLOYEE BONUSES	700.00		700.00	100.00		
511800	COMPENSATORY TIME PAID			37.06			37.06-
512100	VACATION LEAVE EXPENSE	6,059.53	25.61	3,626.19	59.84		2,433.34
512200	SICK LEAVE EXPENSE	687.53	82.17	772.95	112.42		85.42-
512300	HOLIDAY LEAVE EXPENSE	4,279.54	327.77	4,567.76	106.73		288.22-
512500	FUNERAL LEAVE EXPENSE			50.28			50.28-
Personal Services Subtotal		92,172.66	6,555.82	81,093.91	87.98	0.00	11,078.75
515100	RETIREMENT PLANS EXPENSE	6,697.93	490.91	5,873.13	87.69		824.80
515200	FICA EXPENSE	7,024.89	436.98	5,500.43	78.30		1,524.46
515500	HEALTH INSURANCE EXPENSE	27,448.75	2,286.89	25,154.71	91.64		2,294.04
516500	WORKERS COMP PREMIUMS	478.10		478.10	100.00		
Major Account 510000 Total		133,822.33	9,770.60	118,100.28	88.25	0.00	15,722.05
520000 OPERATING EXPENSES							
521100	POSTAGE EXPENSE	305.09		224.00	73.42		81.09
521400	CIO CHARGES	13,073.59	77.76	11,737.89	89.78		1,335.70
521500	PUBLICATION & PRINT EXP	1,182.33		510.49	43.18		671.84
521900	AWARDS EXPENSE	17.50		9.80	56.00		7.70
522100	DUES & SUBSCRIPTION EXP	210.00		210.00	100.00		
524600	RENT EXPENSE-BUILDINGS	4,818.49	398.44	4,398.61	91.29		419.88
524900	RENT EXP-DEPR SURCHARGE	1,632.40	136.02	1,496.22	91.66		136.18
531100	OFFICE SUPPLIES EXPENSE	618.50	133.83	237.97	38.48		380.53
532100	NON-CAPITALIZED EQUIP PU	52.50		55.99	106.65		3.49-
532200	PERSONAL COMPUTING EQUIPMENT	76.96	76.96	76.96	100.00		
532280	VIDEO EQUIP			80.49			80.49-
541100	ACCTG & AUDITING SERVICES	1,045.10		1,045.10	100.00		
541200	PURCHASING ASSESSMENT	14.35	17.85-	3.15-	21.95-		17.50
541500	LEGAL SERVICES EXPENSE	2,020.00		20.00	.99		2,000.00
541700	LEGAL RELATED EXPENSE	300.00					300.00
542100	SOS TEMP SERV - PERSONNEL		275.76-	275.76-			275.76

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547100	EDUCATIONAL SERVICES	17.85		17.85	100.00		
554900	OTHER CONTRACTUAL SERVICES	650.00		442.07	68.01		207.93
556100	INSURANCE EXPENSE	32.55	25.16	30.34	93.21		2.21
559100	OTHER OPERATING EXP	170.30		80.00	46.98		90.30
Major Account 520000 Total		26,237.51	554.56	20,394.87	77.73	0.00	5,842.64
570000 TRAVEL EXPENSES							
571100	LODGING	962.54	77.00	808.50	84.00		154.04
571800	MEALS - TRAVEL STATUS	749.77		449.82	59.99		299.95
573100	STATE-OWNED TRANSPORT	70.00					70.00
574500	PERSONAL VEHICLE MILEAGE	2,548.84		1,685.51	66.13		863.33
575100	MISC TRAVEL EXPENSE	166.58		101.47	60.91		65.11
Major Account 570000 Total		4,497.73	77.00	3,045.30	67.71	0.00	1,452.43
BUDGETED EXPENDITURES TOTAL		164,557.57	10,402.16	141,540.45	86.01	0.00	23,017.12
SUMMARY BY FUND TYPE - EXPENDITURES							
2	CASH FUNDS	164,557.57	10,402.16	141,540.45	86.01		23,017.12
BUDGETED EXPENDITURES TOTAL		164,557.57	10,402.16	141,540.45	86.01	0.00	23,017.12
BUDGETED FUND TYPES - REVENUES							
470000 REVENUE - SALES AND CHARGES							
475163	AMC REGISTERED NEW FEES	6,000.00-	4,000.00-	14,000.00-	233.33		8,000.00
475164	AMC APPLICATION FEES	1,050.00-	1,050.00-	2,800.00-	266.67		1,750.00
475165	AMC REGISTERED RENEWAL	110,500.00-	5,100.00-	108,600.00-	98.28		1,900.00-
475166	FED REG AMC RPT FORM PROC FEES	700.00-		700.00-	100.00		
476101	LATE PROCESSING FEES	275.00-		575.00-	209.09		300.00
Major Account 470000 Total		118,525.00-	10,150.00-	126,675.00-	106.88	0.00	8,150.00
480000 REVENUE - MISCELLANEOUS							
481100	INVESTMENT INCOME	9,000.00-	487.00-	7,044.64-	78.27		1,955.36-
484500	REIMB NON-GOVT SOURCES	1,000.00-		1,063.36-	106.34		63.36



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Percent of Time Elapsed = 91.78

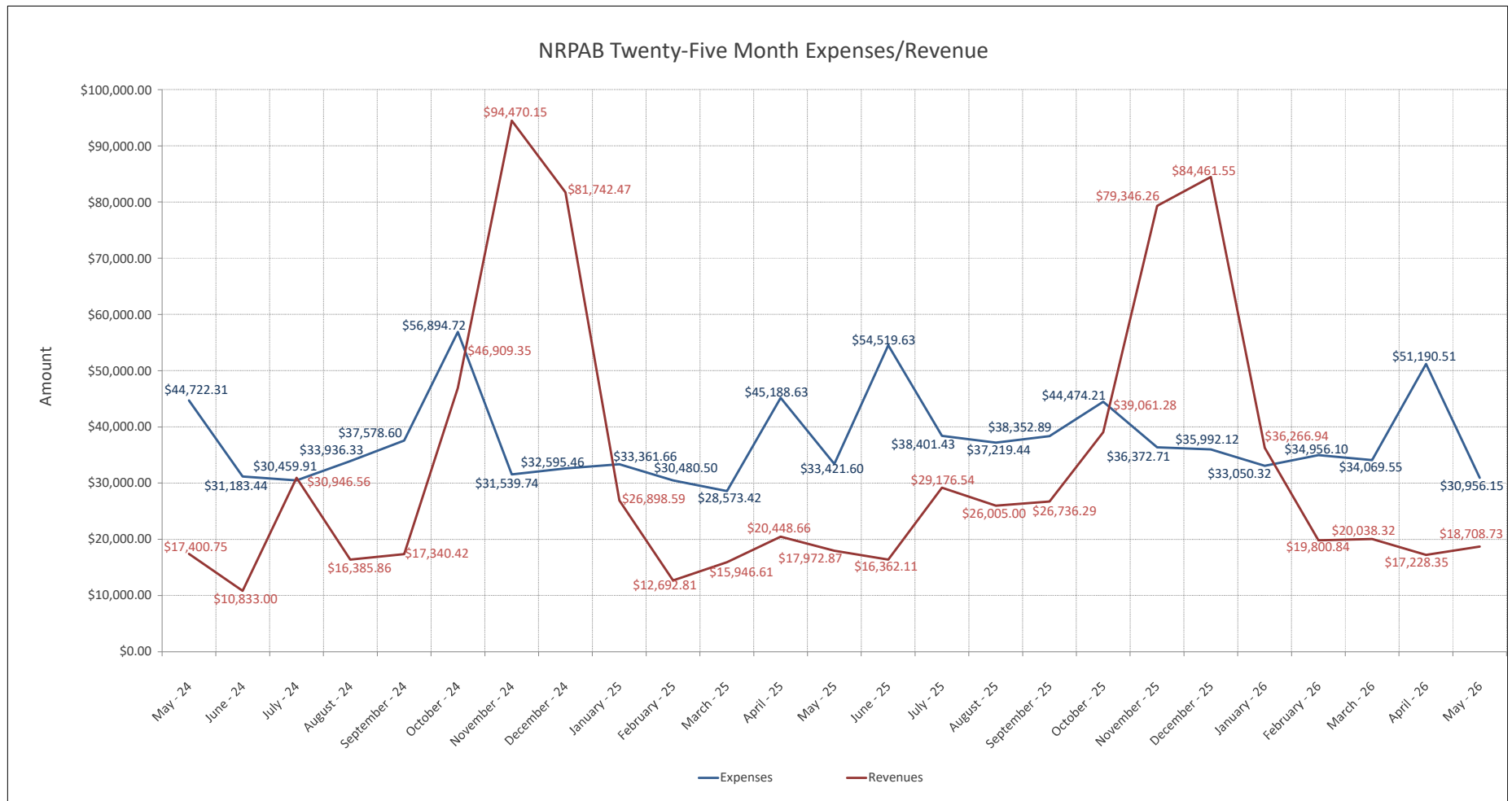
ACCOUNT CODE DESCRIPTION		BUDGETED AMOUNT	CURRENT MONTH ACTIVITY	YEAR-TO-DATE ACTUALS	PERCENT OF BUDGET	ENCUMBERANCES	VARIANCE
Major Account 480000 Total		10,000.00-	487.00-	8,108.00-	81.08	0.00	1,892.00-
490000 REVENUE - OTHER FINANCIAL SOURCES/U							
493200	OPERATING TRANSFERS OUT			100,000.00			100,000.00-
Major Account 490000 Total		0.00	0.00	100,000.00	0.00	0.00	100,000.00-
BUDGETED REVENUE TOTAL		128,525.00-	10,637.00-	34,783.00-	27.06	0.00	93,742.00-
SUMMARY BY FUND TYPE - REVENUE							
2	CASH FUNDS	128,525.00-	10,637.00-	34,783.00-	27.06		93,742.00-
BUDGETED REVENUE TOTAL		128,525.00-	10,637.00-	34,783.00-	27.06	0.00	93,742.00-

Agency 053 REAL PROPERTY APPRAISER BD
Division
Program 079 APPRAISER LICENSING

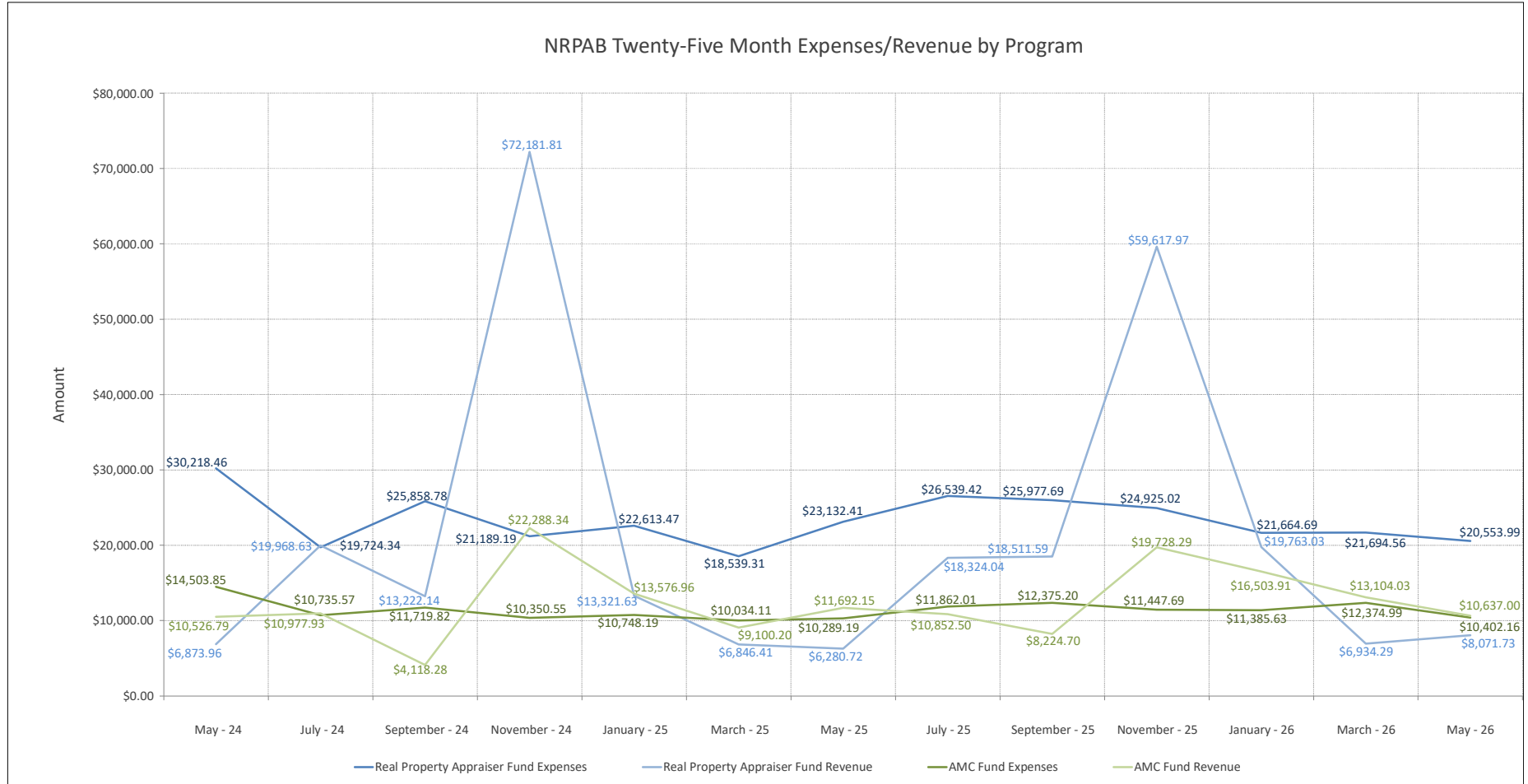
Percent of Time Elapsed = 91.78

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		61,450.25	52.62		55,327.00
522200	CONFERENCE REGISTRATION	1,300.00		1,350.00	103.85		50.00-
Major Account 520000 Total		118,077.25	0.00	62,800.25	53.19	0.00	55,277.00
570000 TRAVEL EXPENSES							
571100	LODGING	2,538.00	1,002.73	2,044.01	80.54		493.99
571800	MEALS - TRAVEL STATUS	510.00	213.15	410.20	80.43		99.80
574500	PERSONAL VEHICLE MILEAGE	1,377.00	866.38	1,821.88	132.31		444.88-
Major Account 570000 Total		4,425.00	2,082.26	4,276.09	96.63	0.00	148.91
BUDGETED EXPENDITURES TOTAL		122,502.25	2,082.26	67,076.34	54.76	0.00	55,425.91
SUMMARY BY FUND TYPE - EXPENDITURES							
4	FEDERAL FUNDS	122,502.25	2,082.26	67,076.34	54.76		55,425.91
BUDGETED EXPENDITURES TOTAL		122,502.25	2,082.26	67,076.34	54.76	0.00	55,425.91

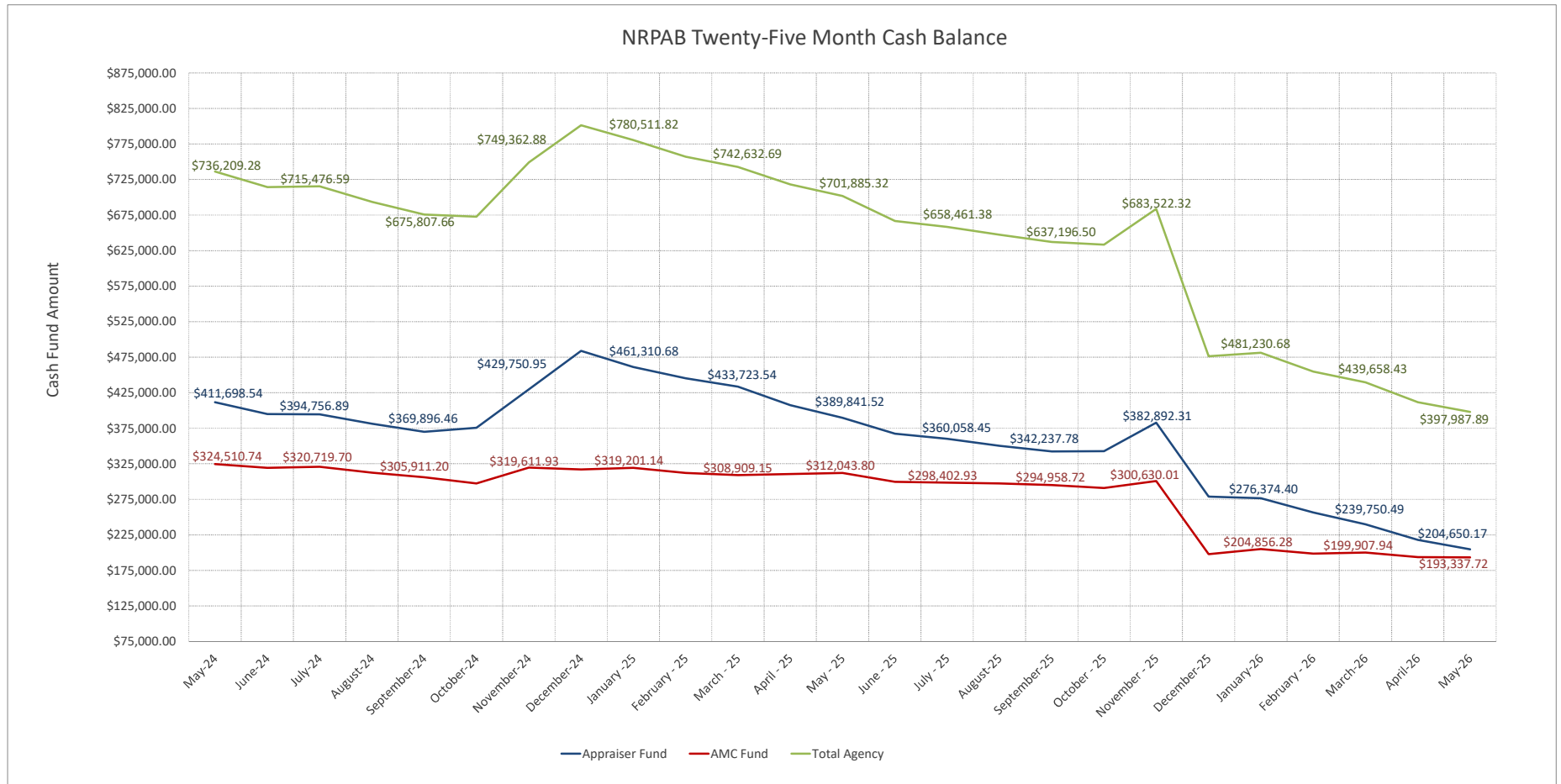
Financial Report and Considerations - Financial Charts



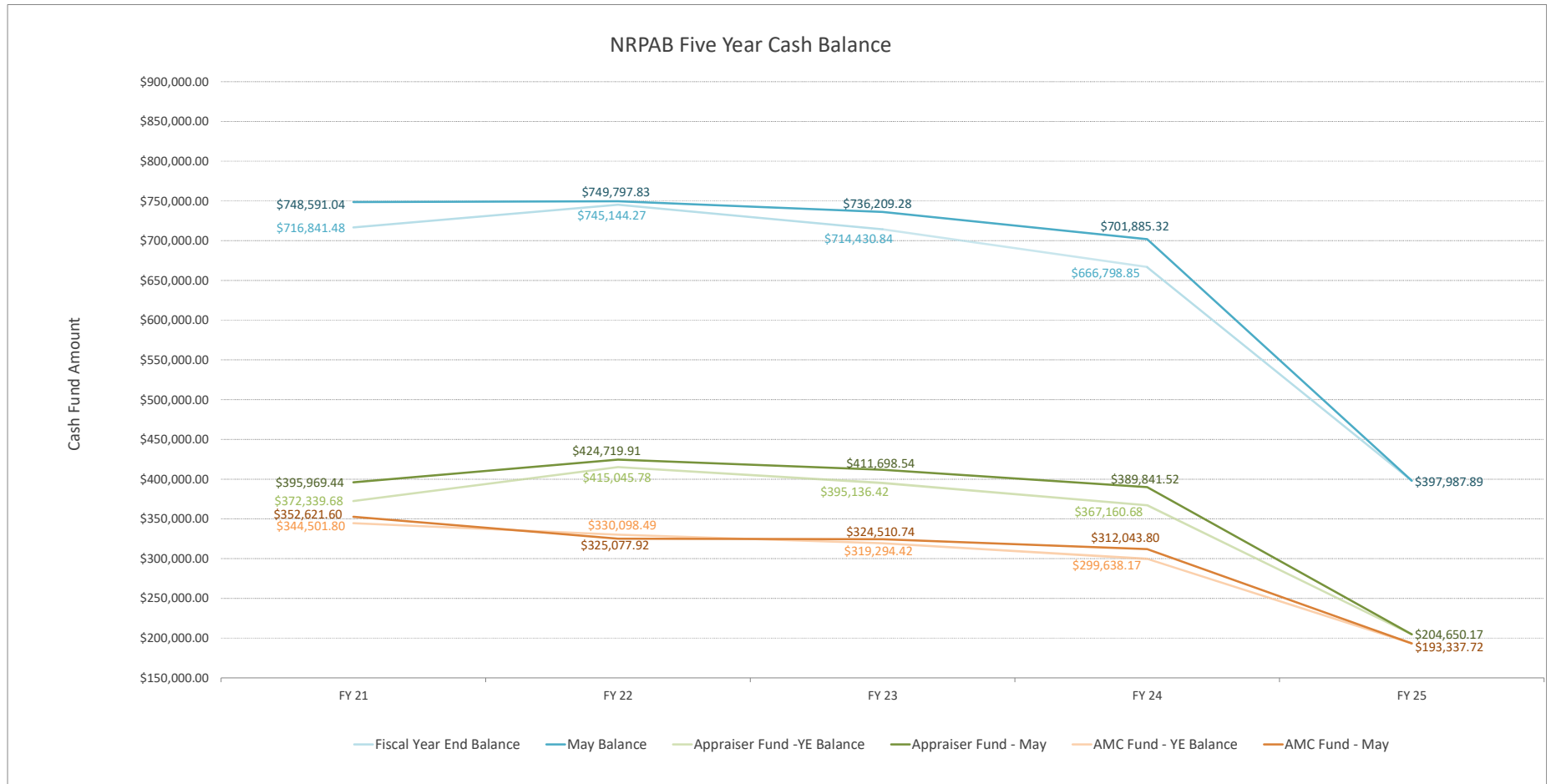
Financial Report and Considerations - Financial Charts



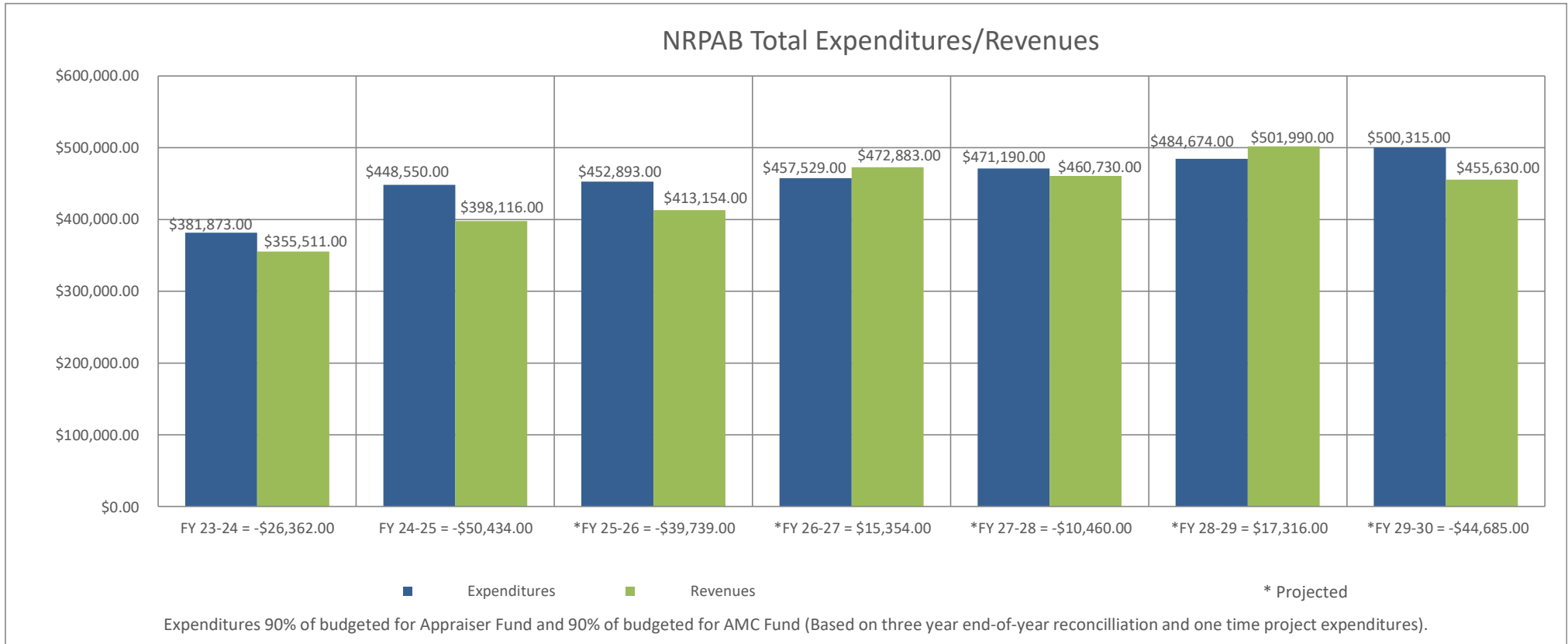
Financial Report and Considerations - Financial Charts



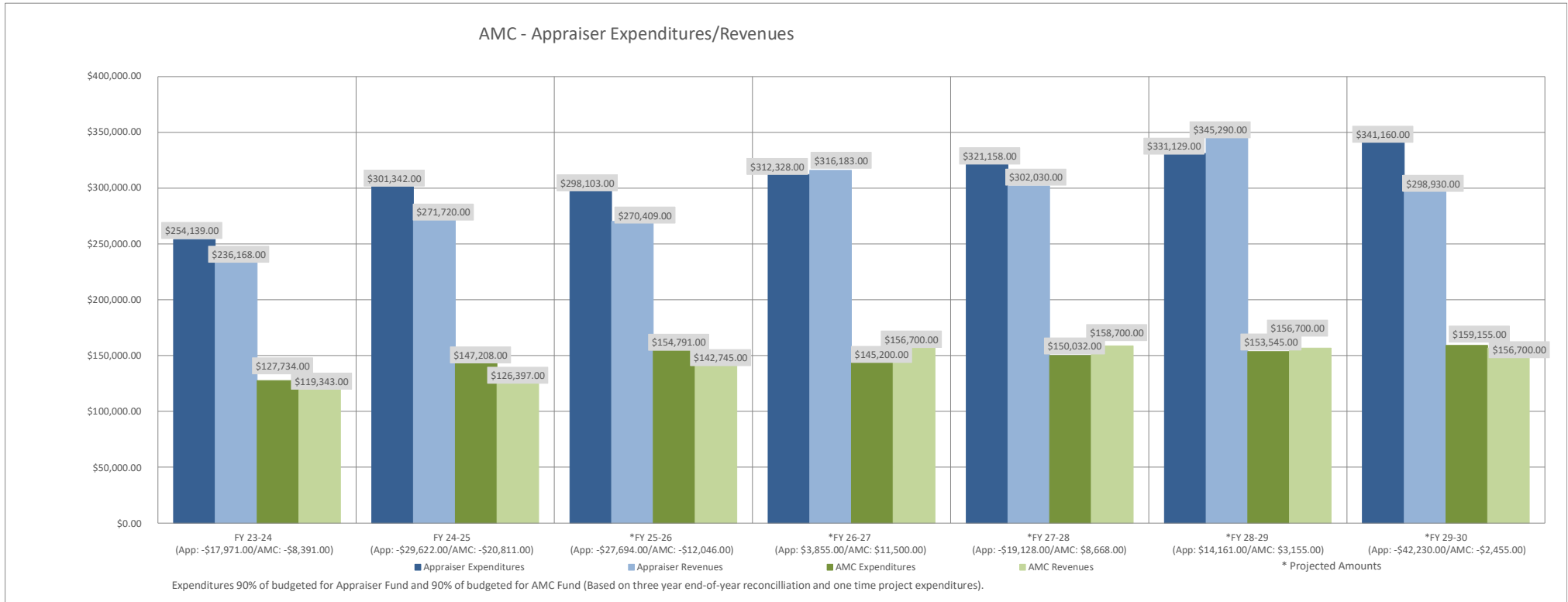
Financial Report and Considerations - Financial Charts



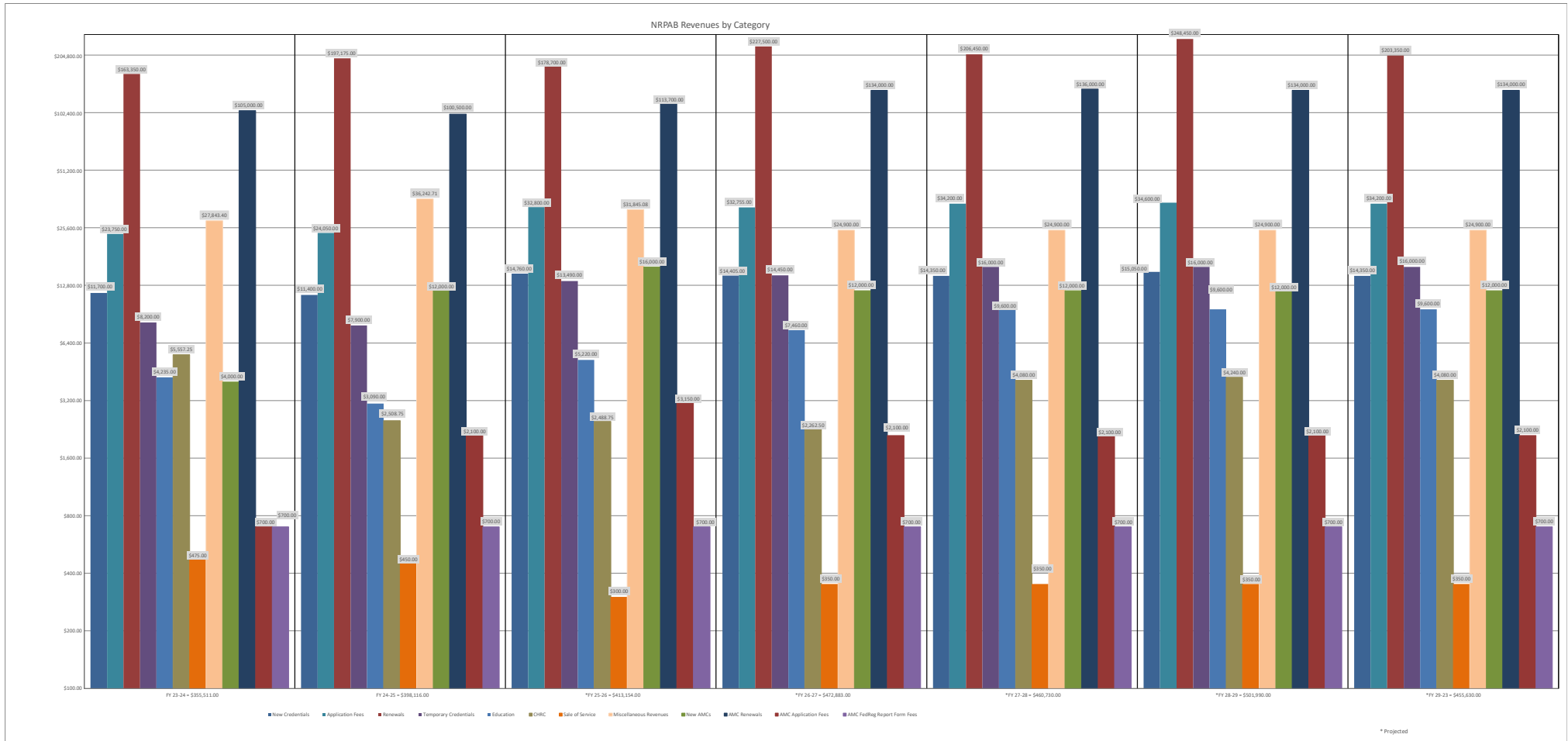
Appraiser/AMC Revenues



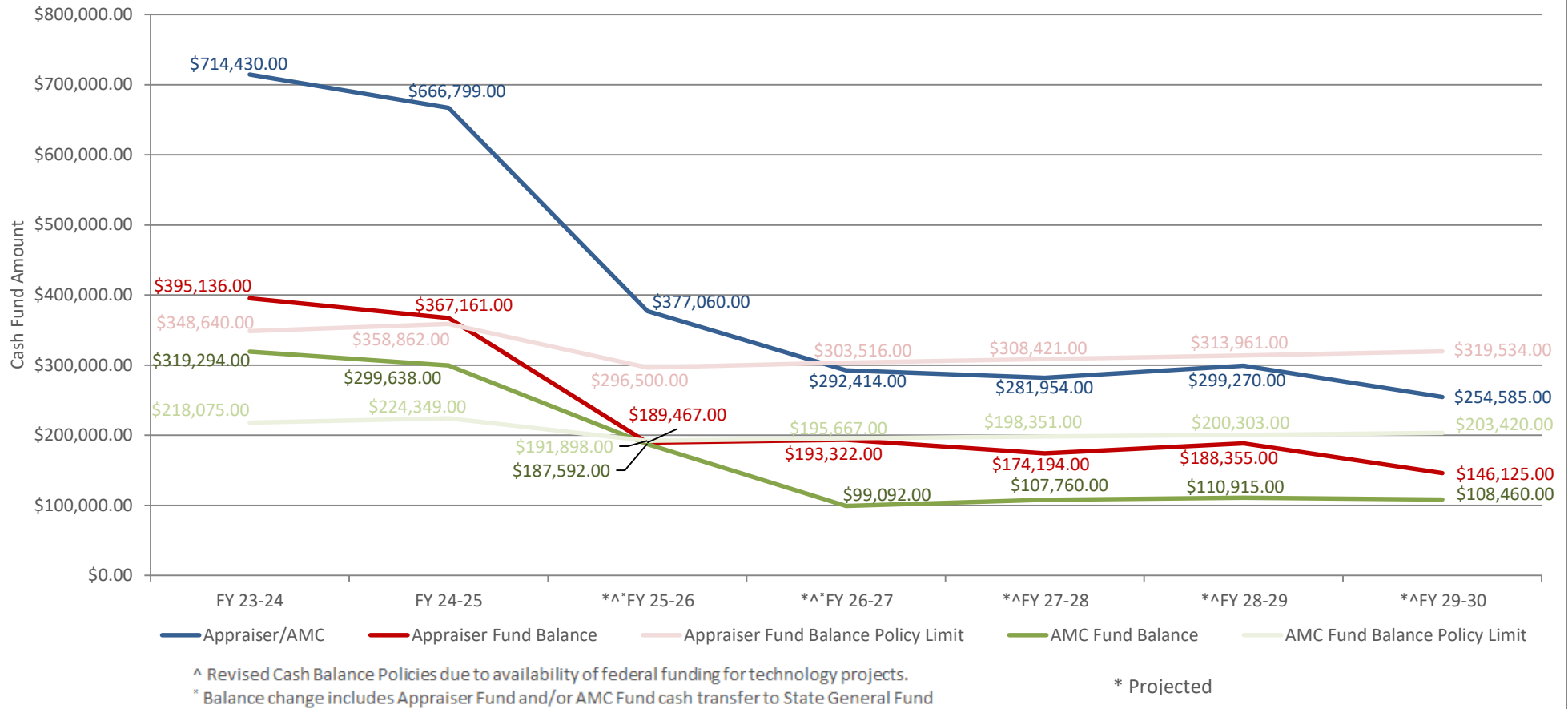
Appraiser/AMC Revenues



NRPAB Financial History/Projections



NRPAB Cash Balance Projections



FY2026-27 Budget Highlights

Appropriations

	FY2025-26	FY2026-27
CASH FUND	486,797	502,236
LB1071 APPROPRIATION	12,263	4,282
PROGRAM TOTAL	499,060	506,518
SALARY LIMIT	254,355	262,040
EST. ENCUMBRANCES	19,019	25,000
EST. CARRYOVER ALLOCATION	-	40,185
TOTAL APPROPRIATION	518,079	571,703

Projected Expenditures and Revenues

- Appraiser and AMC Fund Expenditures: \$457,528.50
Appraiser and AMC Fund Revenues: \$472,882.50
- Appraiser Fund Expenditures: \$312,328.00
- Appraiser Fund Revenues: \$316,182.50
- AMC Fund Expenditures: \$145,200.00
AMC Fund Revenues: \$156,700.00

Projected Deficit Budget Request

- None.

Projected Carryover Allocation Use

- \$1,847.00 allocated for CHRC cost increase.

Proposed Budget Bullet Points

- Proposed Budget includes general expenditure allocation of 65% to Appraiser Fund and 35% to AMC Fund.
- Employee Salaries and Benefits (\$383,263.00).
- Board Member Per Diem Payments (\$7,500.00)
- NRPAB Employee Recognition Program (\$1,500.00)
- Rent and Depreciation (\$12,407.00)
- Board Member Meeting Travel (\$12,465.00)
- Legal Services (\$20,000.00); Legal Related (\$3,000.00)
- Other Contractual Services - CHRC and Appraisal Review Services (\$34,455.00)
- CIO – IM Services expenditures, Network Services expenditures, and software (\$31,727.00)
- Other Operating Expenses (overage coverage of \$500.00)

Proposed Budget Changes

- Budget includes the following changes from the FY 2025-26 base:
 - Salary and Benefits (\$24,988.00)
 - Permanent Salaries (\$9,455.00), Employee Bonuses (-\$500.00), Retirement Plan (\$672.00), FICA (\$685.00), Health Insurance (\$14,676.00)
 - Operating Expenses (-\$3,847.00)
 - CIO Charges (-\$1,537.00), Publication and Print Expense (-\$50.00), Awards Expense (\$10.00), Rent Expense (-\$4,365.00), Rent Depreciation (-\$1,603.00), Educational Services (\$17.00), Other Contractual Services (\$3,432.00), Other Operating Expenses (\$249.00).
 - Travel Expenses (\$427.00)

Applicant Standard 3 Reviewer Fees/SME Fees

Applicant Reviews

Residential: 4 Hours x \$125.00 = \$500.00

2-4 Family: 5 Hours x \$125.00 = \$625.00

Agricultural: 10 Hours x \$125.00 = \$1,250.00

Commercial: 10 Hours X \$125.00 = \$1,250.00

SME

Residential: 5 Hours x \$125.00 = \$625.00

2-4 Family: 5 Hours x \$125.00 = \$625.00

Agricultural: 12 Hours x \$125.00 = \$1500.00

Commercial: 12 Hours X \$125.00 = \$1500.00

Account	Object Code	Budgeted Fund Types	Budgeted Amount	FY 25 Encumbrances			New W/ Enc.	FY 23 Expenditures	FY 24 Expenditures	FY 25 Projected	Budgeted Amount	65.00%	35.00%		*Split based on time staff allocates to each act for combined expenses. All expenses specific to one fund or another will be applied only to that fund.
		Personal Service Expenditures	Original Budgeted	Total	Appraiser	AMC	Budgeted Amount	Budgeted Amount	Budgeted Amount	Budgeted Amount	FY 26-27 Budgeted Amount	Appraiser	AMC	Verification	Notes
25310	511100	Permanent Salaries - Wages	\$213,238.00	\$8,107.91	\$5,270.15	\$2,837.76	\$221,345.91	\$176,403.71	\$197,290.97	\$213,330.87	\$221,196.00	\$143,777.40	\$77,418.60	\$221,196.00	60.833 x 2080 hours = 126,532.64 (5,447.52) + LPM - 20.799 x 2080 hours = 43,261.92 (A01014 - 2.25% + 1 step) + EPM - 21.429 x 2080 = 44,572.32 (A01014 - 2.25% + 1 step) + BPM - 18.544 x 2080 = 38,571.52 (A19011 - 2.25% + 1 step) = 252,938.40 (- vacation, sick, and holiday leave = 221,196.40)
25310	511200	Temporary Salaries - Wages	\$0.00				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
25310	511300	Overtime Payments	\$0.00				\$3,522.82	\$3,825.30	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
25310	511600	Per Diem Payments	\$7,500.00	\$1,000.00	\$650.00	\$350.00	\$8,500.00	\$6,400.00	\$5,500.00	\$6,100.00	\$7,500.00	\$4,875.00	\$2,625.00	\$7,500.00	
25310	511700	Employee Bonuses	\$2,000.00				\$2,000.00	\$2,000.00	\$1,500.00	\$2,000.00	\$1,500.00	\$975.00	\$525.00	\$1,500.00	
25310	511800	Comp Time Payments	\$0.00				\$0.00	\$72.68	\$105.73	\$105.73	\$0.00	\$0.00	\$0.00	\$0.00	13 meetings x 100 per meeting = 1,300.00 x 5 = 6,500.00 + 1,000.00 for other per diems requests == 7,500.00 Contract Employee Recognition Awards
25310	512100	Vacation Leave Expenses	\$17,038.00	\$274.93	\$178.70	\$96.23	\$17,312.93	\$12,204.09	\$14,500.73	\$12,701.48	\$18,001.00	\$11,700.65	\$6,300.35	\$18,001.00	60.833 x 200 hours = 12,166.60 + LPM - 20.799 x 96 hours = 1,996.70 + EPM - 21.429 x 96 = 2,057.18 + BPM - 18.544 x 96 = 1,780.22 == 18,000.70 60.833 x 10 hours = 608.33 + LPM - 20.799 x 24 hours = 499.18 + EPM - 21.429 x 24 = 514.30 + BPM - 18.544 x 24 = 445.06 == 2,066.87 60.833 x 96 hours = 5,839.97 + LPM - 20.799 x 96 hours = 1,996.70 + EPM - 21.429 x 96 = 2,057.18 + BPM - 18.544 x 96 = 1,780.22 == 11,674.07
25310	512200	Sick Leave Expenses	\$1,950.00	\$14.37	\$9.34	\$5.03	\$1,964.37	\$1,181.72	\$7,261.31	\$2,546.50	\$2,067.00	\$1,343.55	\$723.45	\$2,067.00	
25310	512300	Holiday Leave Expenses	\$11,257.00	\$970.25	\$630.66	\$339.59	\$12,227.25	\$9,908.10	\$13,987.01	\$11,987.01	\$11,674.00	\$7,588.10	\$4,085.90	\$11,674.00	
25310	512500	Funeral Leave Expenses	\$0.00				\$0.00	\$0.00	\$143.65	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Personal Service Subtotals			\$252,983.00	\$10,367.46	\$6,738.85	\$3,628.61	\$263,350.46	\$211,620.44	\$242,121.17	\$250,915.24	\$261,938.00	\$170,259.70	\$91,678.30	\$261,938.00	
Employee Benefit Expenditures			Budgeted Amount	Budgeted Amount	Appraiser	AMC	Budgeted Amount	Expenses	Budgeted Amount	Budgeted Amount					
25310	515100	Retirement Plan Expenses	\$18,411.00	\$726.02	\$471.94	\$254.08	\$19,137.02	\$15,217.25	\$17,605.86	\$18,181.75	\$19,083.00	\$12,403.95	\$6,679.05	\$19,083.00	State projected rate (7.5%) PSL total - Temporary Salaries - Per Diem Payments = 19,082.85
25310	515200	FICA Expenses	\$19,353.00	\$718.09	\$466.75	\$251.34	\$20,071.09	\$14,834.59	\$16,796.68	\$16,962.43	\$20,038.00	\$13,024.70	\$7,013.30	\$20,038.00	State projected rate (7.65%) for salaries under 142,200 PSL total - Temporary Salaries = 20,038.26
25310	515400	Life & Accident Ins Expenses	\$0.00				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
25310	515500	Health Insurance Expenses	\$66,162.00				\$66,162.00	\$43,891.16	\$57,463.36	\$78,401.28	\$80,838.00	\$52,544.70	\$28,293.30	\$80,838.00	FY25 = TK - 3,018.02 x 12 = 36,216.24 + BPM - 723.42 x 12 = 8,681.04 + EPM - 426.96 x 12 = 5,123.52 + LPM - 2,568.12 x 12 = 30,817.44 = 80,838.24 for FY26
25310	516300	Employee Assistance Pro	\$0.00				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
25310	516400	Unemployment Comp Ins Exp	\$0.00				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
25310	516500	Workers Comp Premiums	\$1,366.00				\$1,366.00	\$1,546.00	\$1,546.00	\$1,366.00	\$1,366.00	\$887.90	\$478.10	\$1,366.00	State projected rate.
Employee Benefit Subtotals			\$105,292.00	\$1,444.11	\$938.69	\$505.42	\$0.00	\$75,489.00	\$93,411.90	\$114,911.46	\$121,325.00	\$78,861.25	\$42,463.75	\$121,325.00	
Operating Expenses			Budgeted Amount	Budgeted Amount	Appraiser	AMC	Budgeted Amount	Expenses	Budgeted Amount	Budgeted Amount					
25310	521100	Postage Expenses	\$2,500.00	\$154.22	\$99.13	\$55.09	\$2,654.22	\$2,545.59	\$2,342.46	\$2,517.89	\$2,500.00	\$2,250.00	\$250.00	\$2,500.00	Based on previous expenditures - 90 App /10 AMC allocation.
25310	521200	Comm Exp-Voice/Data	\$0.00				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
25310	521300	Freight	\$0.00				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
25320	521400	CIO Charges	\$33,264.00	\$4,372.61	\$2,941.42	\$1,431.19	\$37,636.61	\$25,772.28	\$38,508.88	\$29,879.95	\$31,727.00	\$20,622.55	\$11,104.45	\$31,727.00	IM Services Monthly Base Expenditures projections (1,262.55) + 1,000.00 per month for database maintenance and small projects - Special Board approved project expenses: 2,262.55 x 12 = 27,150.60 + Network Services (based average per month for FY23-24) 223 x 12 = 2,676.00 + 400.00 for new software + 500.00 for Dreamweaver renewal + 500.00 for InDesign + 500.00 for Acrobat = 1,500.00 == 31,726.60
25310	521500	Publication & Print Expense	\$2,750.00	\$628.08	\$408.25	\$219.83	\$3,378.08	\$2,472.39	\$2,640.68	\$2,700.00	\$2,700.00	\$1,755.00	\$945.00	\$2,700.00	Based on previous expenditures.
25310	521900	Awards Expense	\$50.00				\$50.00	\$28.00	\$36.12	\$56.00	\$60.00	\$39.00	\$21.00	\$60.00	Based on previous expenditures.
25310	522100	Dues & Subscription Expense	\$600.00				\$600.00	\$600.00	\$600.00	\$600.00	\$600.00	\$390.00	\$210.00	\$600.00	Based on previous expenditures.
25310	522200	Conference Registration	\$0.00				\$1,200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
25310	539500	Purchasing Card Suspense	\$0.00				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
25320	524600	Rent Expense - Buildings	\$13,711.00	\$56.10	\$36.46	\$19.64	\$13,767.10	\$12,803.00	\$12,731.82	\$13,690.42	\$9,346.00	\$6,074.90	\$3,271.10	\$9,346.00	978 Sq ft. x state projected rate of 9.31 per square ft for SOB = 9,105.18.00 + records storage (20 x12 = 240.00) == 9,345.18
25310	532200	Personal Computing Equip	\$0.00				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
25320	524900	Rent Exp - Dupr Surcharge	\$4,664.00				\$4,186.92	\$4,186.92	\$4,663.68	\$3,061.00	\$1,989.65	\$1,071.35	\$3,061.00	\$3,061.00	978 Sq ft. x state projected estimated rate of 3.13 per square ft for SOB = 3,061.14
25310	527900	Personal Comput Equip R & M	\$0.00				\$0.00	\$0.00	\$0.00	\$219.89	\$0.00	\$0.00	\$0.00	\$0.00	
25320	527100	Rep & Maint - Office Equip	\$0.00				\$0.00	\$136.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
25310	532260	Voice Equip	\$0.00				\$229.33	\$28.25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
25310	532280	Video Equip	\$0.00				\$0.00	\$0.00	\$229.98	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
25310	531100	Office Supplies Expense	\$1,500.00	\$292.47	\$198.97	\$93.50	\$1,792.47	\$3,632.06	\$448.02	\$1,878.74	\$1,500.00	\$975.00	\$525.00	\$1,500.00	Based on previous expenditures.
25310	532100	Non-Capitalized Equip PU	\$0.00				\$0.00	\$2,201.70	\$1,830.00	\$159.98	\$0.00	\$0.00	\$0.00	\$0.00	
25310	533100	Household & Instlt Expense	\$0.00				\$9.51	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
25310	534900	Misc Supplies Expense	\$0.00				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
25310	527960	Voice Equip Repair & Maint	\$0.00				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
25310	541100	Acctg & Auditing Services	\$2,986.00				\$2,986.00	\$1,128.00	\$1,128.00	\$2,986.00	\$2,986.00	\$1,940.90	\$1,045.10	\$2,986.00	State projected rate.
25310	541200	Purchasing Assessment	\$41.00				\$39.00	\$39.00	\$39.00	\$39.00	\$41.00	\$26.65	\$14.35	\$41.00	State projected rate.
25310	541400	HRMS Assessment	\$0.00				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
25310	541500	Legal Services Expense	\$20,000.00	\$20.00	\$0.00	\$20.00	\$20,020.00	\$1,189.00	\$3,896.00	\$563.50	\$20,000.00	\$18,000.00	\$2,000.00	\$20,000.00	Base on standard allocation - 90 App/10 AMC allocation.
25310	541700	Legal Related Expense	\$3,000.00	\$31.00	\$31.00	\$0.00	\$3,031.00	\$1.00	\$30.00	\$31.00	\$3,000.00	\$2,700.00	\$300.00	\$3,000.00	Base on standard allocation - 90 App/10 AMC allocation.
25310	541900	Settlements	\$0.00				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
25310	542100	SOS Temp Serv - Personnel	\$0.00				\$0.00	\$4,666.66	\$4,867.85	\$-787.90	\$0.00	\$0.00	\$0.00	\$0.00	
25310	547100	Educational Services	\$51.00				\$51.00	\$0.00	\$771.00	\$51.00	\$68.00	\$44.20	\$23.80	\$68.00	
25310	554900	Other Contractual Service	\$31,023.00	\$271.50	\$271.50	\$0.00	\$31,294.50	\$21,203.61	\$28,897.54	\$16,960.27	\$34,455.00	\$32,615.00	\$1,840.00	\$34,455.00	New Appraiser CHRC - total number of projected applications - 53 x 80.00 = 4,240.00; AMC new CHRC (6 submission @ 3 per application) x 80 = \$1,440; AMC Owner Change CHRC - 5 x 80.00 = 400.00 = 6,080.00 ----- 23,500.00 for applicant reviews -- 5 Grievances (1 Commercial; 1 Ag; 3 Residential) for SME = 4,875.00 == 34,455.00. \$1,847.00 in carryover funds allocated for CHRC cost increase.
25310	555200	Non-Capitalized Software	\$0.00				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
25310	556100	Insurance Expense	\$93.00				\$93.00	\$52.51	\$52.57	\$86.69	\$93.00	\$60.45	\$32.55	\$93.00	
25310	556300	Surety & Notary Bonds	\$0.00				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
25310	559100	Other Operating Expenses	\$251.00	\$348.44	\$213.49	\$134.95	\$599.44	\$200.00	\$127.00	\$459.44	\$500.00	\$325.00	\$175.00	\$500.00	
Operating Expenses Subtotals			\$116,484.00	\$6,174.42	\$4,200.22	\$1,839.25	\$122,658.42	\$83,021.18	\$103,129.82	\$76,954.46	\$112,637.00	\$89,808.30	\$22,828.70	\$112,637.00	
Travel Expenses			Budgeted Amount	Budgeted Amount	Appraiser	AMC	Budgeted Amount	Expenses	Budgeted Amount	Budgeted Amount					
25310	571100	Lodging	\$2,970.00				\$2,970.00	\$3,459.82	\$2,057.00	\$2,640.00	\$2,970.00	\$1,930.50	\$1,039.50	\$2,970.00	Batie: 110.00 per night for 9 occurrences = 990.00 + Johnson: 990.00 per night for 9 occurrences = 990.00 + Minshull: 110.00 per night for 9 occurrences = 990.00
25310	571600	Meals - Not Travel Status	\$0.00				\$0.00	\$0.00	\$0.00	\$0.00	\$1,928.00	\$0.00	\$0.00	\$0.00	
25310	571800	Meals - Travel Status	\$1,928.00	\$214.20	\$139.23	\$74.97	\$2,142.20	\$1,309.17	\$1,466.96	\$1,499.40	\$1,253.20	\$674.80	\$1,928.00	\$1,928.00	Batie: State First and Last Day Travel Per Diem 35.70 x 2 = 71.40 x 9 = 642.60 + Johnson: State First and Last Day Travel Per Diem 35.70 x 2 = 71.40 x 9 = 642.60 + Minshull: State First and Last Day Travel Per Diem 35.70 x 2 = 71.40 x 9 = 642.60 == 1,927.80
25310	572100	Commercial Transportation	\$0.00				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
25310	573100	State-Owned Transportation	\$200.00				\$200.00	\$0.00	\$0.00	\$0.00	\$200.00	\$130.00	\$70.00	\$200.00	
25310	574500	Personal Vehicle Mileage	\$6,490.00	\$792.40	\$515.06	\$277.34	\$7,282.40	\$6,763.67	\$6,107.50	\$5,636.40	\$6,917.00	\$4,496.05	\$2,420.95	\$6,917.00	Batie: 260 miles x .725 = 188.50 per round trip x 9 = 1,696.50; Johnson: 250 miles x .725 = 181.25 per round trip x 9 = 1,631.25; Minshull: 460 miles x .725 = 333.50 per round trip x 9 = 3,001.50; Hermesen: 90 miles x .725 = 65.25 per round trip x 9 = 587.25 == 6,916.50
25310	574600	Contractual Serv - Travel Exp	\$0.00				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
25310	575100	Misc Travel Expenses	\$450.00	\$25.95	\$16.87	\$9.08	\$475.95	\$209.55	\$255.85	\$336.48	\$292.50	\$292.50	\$157.50	\$450.00	Board meeting parking: 10 x 5 = 50 x 9 occurrences = 450
Travel Expenses Subtotals															

Budget Funds Revenues				Projected Amount				Projected Amount	Revenue	Revenues	Revenues	Budget Funds Revenues			
25310	471100	Sale of Services	\$450.00						\$475.00	\$450.00	\$300.00	\$350.00	\$350.00		
25310	472200	Reproduction & Publications	\$0.00						\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
25310	471120	Qualifying Ed Course Fees	\$2,010.00						\$1,725.00	\$850.00	\$840.00	\$1,340.00	\$1,340.00		
25310	471121	Continuing Ed New Fees	\$6,075.00						\$2,350.00	\$2,150.00	\$4,215.00	\$5,880.00	\$5,880.00		
25310	471122	Continuing Ed Renewal Fees	\$225.00						\$160.00	\$90.00	\$165.00	\$240.00	\$240.00		
25310	475150	Certified General New Fees	\$9,600.00						\$9,000.00	\$6,300.00	\$11,940.00	\$10,050.00	\$10,050.00		
25310	475151	Licensed New Fees	\$640.00						\$300.00	\$900.00	\$1,260.00	\$1,005.00	\$1,005.00		
25310	475152	Fingerprint Fees	\$2,262.50						\$2,217.25	\$2,488.75	\$2,488.75	\$2,262.50	\$2,262.50		
25310	475153	Certified Residential New	\$2,560.00						\$2,400.00	\$4,200.00	\$1,560.00	\$3,350.00	\$3,350.00		
25310	475154	Certified General Renewal	\$103,200.00						\$99,275.00	\$124,300.00	\$111,550.00	\$142,675.00	\$142,675.00		
25310	475155	Licensed Renewal	\$8,100.00						\$9,900.00	\$12,100.00	\$10,150.00	\$14,625.00	\$14,625.00		
25310	475156	Fingerprint Audit Program Fees	\$0.00						\$3,340.00	\$20.00	\$0.00	\$0.00	\$0.00		
25310	475157	Certified Residential Renewal	\$62,100.00						\$54,175.00	\$60,775.00	\$57,000.00	\$70,200.00	\$70,200.00		
25310	475159	Temporary Licensed Fees	\$0.00						\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
25310	475160	Temporary Cert Residential	\$0.00						\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
25310	475161	Temporary Certified General	\$11,200.00						\$8,200.00	\$7,900.00	\$13,490.00	\$14,450.00	\$14,450.00		
25310	475162	Appraiser Trainee	\$0.00						\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
25310	475234	Application Fees	\$27,700.00						\$23,750.00	\$24,050.00	\$32,800.00	\$32,755.00	\$32,755.00		
25310	475169	Licensed Inactive	\$0.00						\$0.00	\$0.00	\$300.00	\$0.00	\$0.00		
25310	475167	Certified Residential Inactive	\$0.00						\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
25310	475168	Certified General Inactive	\$0.00						\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
25310	476101	App Late Processing Fees	\$3,750.00						\$3,850.00	\$3,775.00	\$4,775.00	\$4,000.00	\$4,000.00		
25320	475163	AMC Registered New Fees	\$6,000.00						\$4,000.00	\$12,000.00	\$16,000.00	\$12,000.00	\$12,000.00	\$12,000.00	
25320	475164	AMC Application Fees	\$1,050.00						\$700.00	\$2,100.00	\$3,150.00	\$2,100.00	\$2,100.00	\$2,100.00	
25320	475165	AMC Registered Renewal Fees	\$110,500.00						\$105,000.00	\$100,500.00	\$113,700.00	\$134,000.00	\$134,000.00	\$134,000.00	
25320	475166	Fed Reg AMC Rpt Form Proc Fees	\$700.00						\$700.00	\$700.00	\$700.00	\$700.00	\$700.00	\$700.00	
25320	476101	AMC Late Processing Fees	\$275.00						\$275.00	\$275.00	\$600.00	\$400.00	\$400.00	\$400.00	
Budget Fund Revenues Subtotals			\$358,397.50					\$0.00	\$331,792.25	\$365,923.75	\$386,983.75	\$452,382.50			
Miscellaneous Revenues				Projected Amount				Projected Amount	Revenue	Revenue	Projected Amount				
25310	481100	Appraiser Investment Income	\$12,000.00						\$11,365.44	\$13,556.91	\$9,311.70	\$9,000.00	\$9,000.00		
25320	481100	AMC Investment Income	\$9,000.00						\$8,586.89	\$10,224.97	\$7,531.64	\$7,000.00	\$7,000.00	\$7,000.00	
25310	485100	Appraiser Fines Forfeits & Penalties	\$0.00						\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
25320	485101	AMC Fines Forfeits & Penalties	\$0.00						\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
25310	484500	App Reimbursement Non-Govt Sourc	\$5,000.00						\$3,644.17	\$7,646.66	\$8,263.38	\$4,000.00	\$4,000.00	\$4,000.00	
25320	484500	AMC Reimbursement Non-Govt Sourc	\$1,000.00						\$58.42	\$564.42	\$1,063.36	\$500.00	\$500.00	\$500.00	
25310	486500	Miscellaneous Adjustments	\$0.00						\$0.00	\$107.75	\$0.00	\$0.00	\$0.00	\$0.00	
Miscellaneous Revenues Subtotals			\$27,000.00					\$0.00	\$23,654.92	\$32,100.71	\$26,170.08	\$20,500.00			
Other Financial Sources				Projected Amount				Projected Amount	Revenue	Revenue	Projected Amount				
25310	491300	Appraiser Sale of Surplus Property	\$0.00						\$41.27	\$59.80	\$0.00	\$0.00	\$0.00		
25320	491300	AMC Sale of Surplus Property	\$0.00						\$22.21	\$32.20	\$0.00	\$0.00	\$0.00		
25310	493200	Operating Transfers Out	\$0.00						\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Other Financial Sources Subtotals			\$0.00					\$0.00	\$63.48	\$92.00	\$0.00	\$0.00			
Revenue Subtotals			\$385,397.50					\$0.00	\$355,510.65	\$398,116.46	\$413,153.83	\$472,882.50	\$316,182.50	\$156,700.00	\$472,882.50
Operation Line Report			-\$101,399.50					\$0.00	-\$26,362.18	-\$50,433.74	-\$39,739.61	\$0.00	-\$30,849.00	-\$4,633.50	-\$35,482.50

App FY Expenditures/Revenue w/ Expenditures at 90% of Budgeted (\$312,328.00):	\$3,854.50		
AMC FY Expenditures/Revenue w/ Expenditures at 90% of Budgeted (\$145,200.00):		\$11,500.00	
Total FY Expenditures/Revenue w/ Expenditures (base expenditures only (\$457,528.50):			\$15,354.50

AGENCY NO. 53 — REAL PROPERTY APPRAISER BOARD
Program No. 79 - Appraiser Licensing
FY2026-27 ALLOCATION
CASH FUND
506,518
SALARY LIMIT
262,040
FY2025-26 FINAL BUDGET
518,079
PROJECTED FY2025-26 ENCUMBRANCES
25,000
PROJECTED FY2025-26 CARRYOVER (Less Encumbrances)
40,185
PROJECTED FY2025-26 CARRYOVER UTILIZED IN FY2026-27 BASE
1,847
PROJECTED FY2025-26 CARRYOVER REMAINDER
38,338

Account	Object Code	Budgeted Fund Types	Budgeted Amount	65.00% Appraiser	35.00% AMC	Verification	Notes
Personnel Service Expenditures							FY 27-28 Budgeted Amount
25100	511000	Permanent Salaries - Wages	\$261,791.00	\$170,164.15	\$91,626.85	\$261,791.00	
25100	511020	Temporary Salaries - Wages	\$0.00	\$0.00	\$0.00	\$0.00	
25100	511300	Overtime Payments	\$0.00	\$0.00	\$0.00	\$0.00	
25100	511400	Per Diem Payments	\$7,500.00	\$4,675.00	\$2,825.00	\$7,500.00	
25100	511700	Employee Bonuses	\$1,500.00	\$975.00	\$525.00	\$1,500.00	
25100	511800	Camp Time Payments	\$0.00	\$0.00	\$0.00	\$0.00	
25100	512100	Vacation Leave Expenses	\$0.00	\$0.00	\$0.00	\$0.00	
25100	512200	Sick Leave Expenses	\$0.00	\$0.00	\$0.00	\$0.00	
25100	512300	Holiday Leave Expenses	\$0.00	\$0.00	\$0.00	\$0.00	
25100	512500	Frictional Leave Expenses	\$960.00	\$594.00	\$366.00	\$960.00	
Personnel Service Subtotal							\$279,751.00
Employee Benefit Expenditures							\$129,715.00
25100	513100	Health Plan Expenses	\$129,715.00	\$84,316.75	\$45,398.25	\$129,715.00	
25100	513200	FICA Expenses	\$20,715.00	\$13,464.75	\$7,250.25	\$20,715.00	
25100	513400	Life & Accident Ins Expenses	\$0.00	\$0.00	\$0.00	\$0.00	
25100	515000	Health Insurance Expenses	\$84,880.00	\$55,172.00	\$29,708.00	\$84,880.00	
25100	516000	Employee Assistance Pro	\$0.00	\$0.00	\$0.00	\$0.00	
25100	516400	Unemployment Compensation Exp	\$0.00	\$0.00	\$0.00	\$0.00	
25100	516500	Workers Comp Premiums	\$1,365.00	\$853.90	\$511.10	\$1,365.00	
Employee Benefit Subtotal							\$239,430.00
Operating Expenses							\$67,460.25
25100	521000	Postage Expenses	\$1,500.00	\$937.50	\$562.50	\$1,500.00	
25100	521200	Com. Exp./Video/Data	\$0.00	\$0.00	\$0.00	\$0.00	
25100	521300	Freight	\$0.00	\$0.00	\$0.00	\$0.00	
25100	521400	CEO Charges	\$31,727.00	\$20,622.55	\$11,104.45	\$31,727.00	
25100	521500	Publication & Print Expense	\$2,750.00	\$1,718.75	\$931.25	\$2,750.00	
25100	521600	Security Expense	\$0.00	\$0.00	\$0.00	\$0.00	
25100	522100	Dues & Subscription Expense	\$600.00	\$390.00	\$210.00	\$600.00	
25100	522200	Conference Registration	\$0.00	\$0.00	\$0.00	\$0.00	
25100	523000	Purchasing Card Expense	\$0.00	\$0.00	\$0.00	\$0.00	
25100	524000	Rent Expense - Buildings	\$10,000.00	\$6,513.00	\$3,487.00	\$10,000.00	
25100	524200	Personal Computing Equip	\$0.00	\$0.00	\$0.00	\$0.00	
25100	524800	Rent Exp - Equip Leasing	\$1,423.00	\$914.38	\$508.62	\$1,423.00	
25100	527000	Personal Control Equip R & M	\$0.00	\$0.00	\$0.00	\$0.00	
25100	527100	Rep & Maint - Office Equip	\$0.00	\$0.00	\$0.00	\$0.00	
25100	527200	Video Equip	\$0.00	\$0.00	\$0.00	\$0.00	
25100	527300	Video Equip	\$0.00	\$0.00	\$0.00	\$0.00	
25100	531000	Office Supplies Expense	\$1,500.00	\$937.50	\$562.50	\$1,500.00	
25100	531200	Non-Capitalized Equip P.U.	\$0.00	\$0.00	\$0.00	\$0.00	
25100	531300	Household & Instt Expense	\$0.00	\$0.00	\$0.00	\$0.00	
25100	534000	Misc Supplies Expense	\$0.00	\$0.00	\$0.00	\$0.00	
25100	537000	Voice Equip Repair & Maint	\$0.00	\$0.00	\$0.00	\$0.00	
25100	541000	Acctg & Auditing Services	\$2,980.00	\$1,940.50	\$1,039.50	\$2,980.00	
25100	541200	Purchasing Assessment	\$41.00	\$26.63	\$14.37	\$41.00	
25100	541400	HRMS Assessment	\$0.00	\$0.00	\$0.00	\$0.00	
25100	541500	Legal Services Expense	\$18,000.00	\$11,700.00	\$6,300.00	\$18,000.00	
25100	541700	Legal Related Expense	\$3,000.00	\$1,950.00	\$1,050.00	\$3,000.00	
25100	543000	Settlements	\$0.00	\$0.00	\$0.00	\$0.00	
25100	543100	DCS Temp Serv - Personnel	\$0.00	\$0.00	\$0.00	\$0.00	
25100	547100	Educational Services	\$75.00	\$46.88	\$28.12	\$75.00	
Operating Expenses Subtotal							\$113,580.00
Travel Expenses							\$1,930.50
25100	571000	Lodging	\$1,930.50	\$1,245.33	\$685.17	\$1,930.50	
25100	571600	Meals - Not Travel Status	\$0.00	\$0.00	\$0.00	\$0.00	
Travel Expenses Subtotal							\$1,930.50
25100	571800	Meals - Travel Status	\$1,253.20	\$804.88	\$448.32	\$1,253.20	
25100	572100	Commercial Transportation	\$0.00	\$0.00	\$0.00	\$0.00	
25100	572100	State-Owned Transportation	\$200.00	\$130.00	\$70.00	\$200.00	
25100	574500	Personal Vehicle Mileage	\$6,917.00	\$4,496.05	\$2,420.95	\$6,917.00	
25100	574600	Contractual Serv - Travel Exp	\$0.00	\$0.00	\$0.00	\$0.00	
25100	575100	Misc Travel Expenses	\$450.00	\$292.50	\$157.50	\$450.00	
Travel Expenses Subtotal							\$12,465.00
Capital Outlay							\$0.00
25100	581000	Furniture & Office Equipment	\$0.00	\$0.00	\$0.00	\$0.00	
25100	581300	Computer Equip & Software	\$0.00	\$0.00	\$0.00	\$0.00	
Capital Outlay Subtotal							\$0.00
Operating Expenditures Subtotal							\$234,465.25
Expenditures Subtotal							\$523,544.00

Account	Object Code	Budgeted Fund Types	Budgeted Amount	65.00% Appraiser	35.00% AMC	Verification	Notes
Personnel Service Expenditures							FY 28-29 Budgeted Amount
25100	511000	Permanent Salaries - Wages	\$270,954.00	\$176,120.10	\$94,833.90	\$270,954.00	
25100	511020	Temporary Salaries - Wages	\$0.00	\$0.00	\$0.00	\$0.00	
25100	511300	Overtime Payments	\$0.00	\$0.00	\$0.00	\$0.00	
25100	511400	Per Diem Payments	\$7,500.00	\$4,675.00	\$2,825.00	\$7,500.00	
25100	511700	Employee Bonuses	\$1,500.00	\$975.00	\$525.00	\$1,500.00	
25100	511800	Camp Time Payments	\$0.00	\$0.00	\$0.00	\$0.00	
25100	512100	Vacation Leave Expenses	\$0.00	\$0.00	\$0.00	\$0.00	
25100	512200	Sick Leave Expenses	\$0.00	\$0.00	\$0.00	\$0.00	
25100	512300	Holiday Leave Expenses	\$0.00	\$0.00	\$0.00	\$0.00	
25100	512500	Frictional Leave Expenses	\$960.00	\$594.00	\$366.00	\$960.00	
Personnel Service Subtotal							\$279,954.00
Employee Benefit Expenditures							\$129,715.00
25100	513100	Health Plan Expenses	\$129,715.00	\$84,316.75	\$45,398.25	\$129,715.00	
25100	513200	FICA Expenses	\$20,715.00	\$13,464.75	\$7,250.25	\$20,715.00	
25100	513400	Life & Accident Ins Expenses	\$0.00	\$0.00	\$0.00	\$0.00	
25100	515000	Health Insurance Expenses	\$84,880.00	\$55,172.00	\$29,708.00	\$84,880.00	
25100	516000	Employee Assistance Pro	\$0.00	\$0.00	\$0.00	\$0.00	
25100	516400	Unemployment Compensation Exp	\$0.00	\$0.00	\$0.00	\$0.00	
25100	516500	Workers Comp Premiums	\$1,365.00	\$853.90	\$511.10	\$1,365.00	
Employee Benefit Subtotal							\$239,430.00
Operating Expenses							\$67,460.25
25100	521000	Postage Expenses	\$1,500.00	\$937.50	\$562.50	\$1,500.00	
25100	521200	Com. Exp./Video/Data	\$0.00	\$0.00	\$0.00	\$0.00	
25100	521300	Freight	\$0.00	\$0.00	\$0.00	\$0.00	
25100	521400	CEO Charges	\$31,727.00	\$20,622.55	\$11,104.45	\$31,727.00	
25100	521500	Publication & Print Expense	\$2,750.00	\$1,718.75	\$931.25	\$2,750.00	
25100	521600	Security Expense	\$0.00	\$0.00	\$0.00	\$0.00	
25100	522100	Dues & Subscription Expense	\$600.00	\$390.00	\$210.00	\$600.00	
25100	522200	Conference Registration	\$0.00	\$0.00	\$0.00	\$0.00	
25100	523000	Purchasing Card Expense	\$0.00	\$0.00	\$0.00	\$0.00	
25100	524000	Rent Expense - Buildings	\$10,000.00	\$6,513.00	\$3,487.00	\$10,000.00	
25100	524200	Personal Computing Equip	\$0.00	\$0.00	\$0.00	\$0.00	
25100	524800	Rent Exp - Equip Leasing	\$1,423.00	\$914.38	\$508.62	\$1,423.00	
25100	527000	Personal Control Equip R & M	\$0.00	\$0.00	\$0.00	\$0.00	
25100	527100	Rep & Maint - Office Equip	\$0.00	\$0.00	\$0.00	\$0.00	
25100	527200	Video Equip	\$0.00	\$0.00	\$0.00	\$0.00	
25100	527300	Video Equip	\$0.00	\$0.00	\$0.00	\$0.00	
25100	531000	Office Supplies Expense	\$1,500.00	\$937.50	\$562.50	\$1,500.00	
25100	531200	Non-Capitalized Equip P.U.	\$0.00	\$0.00	\$0.00	\$0.00	
25100	531300	Household & Instt Expense	\$0.00	\$0.00	\$0.00	\$0.00	
25100	534000	Misc Supplies Expense	\$0.00	\$0.00	\$0.00	\$0.00	
25100	537000	Voice Equip Repair & Maint	\$0.00	\$0.00	\$0.00	\$0.00	
25100	541000	Acctg & Auditing Services	\$2,980.00	\$1,940.50	\$1,039.50	\$2,980.00	
25100	541200	Purchasing Assessment	\$41.00	\$26.63	\$14.37	\$41.00	
25100	541400	HRMS Assessment	\$0.00	\$0.00	\$0.00	\$0.00	
25100	541500	Legal Services Expense	\$18,000.00	\$11,700.00	\$6,300.00	\$18,000.00	
25100	541700	Legal Related Expense	\$3,000.00	\$1,950.00	\$1,050.00	\$3,000.00	
25100	543000	Settlements	\$0.00	\$0.00	\$0.00	\$0.00	
25100	543100	DCS Temp Serv - Personnel	\$0.00	\$0.00	\$0.00	\$0.00	
25100	547100	Educational Services	\$75.00	\$46.88	\$28.12	\$75.00	
Operating Expenses Subtotal							\$113,580.00
Travel Expenses							\$1,930.50
25100	571000	Lodging	\$1,930.50	\$1,245.33	\$685.17	\$1,930.50	
25100	571600	Meals - Not Travel Status	\$0.00	\$0.00	\$0.00	\$0.00	
Travel Expenses Subtotal							\$1,930.50
25100	571800	Meals - Travel Status	\$1,253.20	\$804.88	\$448.32	\$1,253.20	
25100	572100	Commercial Transportation	\$0.00	\$0.00	\$0.00	\$0.00	
25100	572100	State-Owned Transportation	\$200.00	\$130.00	\$70.00	\$200.00	
25100	574500	Personal Vehicle Mileage	\$6,917.00	\$4,496.05	\$2,420.95	\$6,917.00	
25100	574600	Contractual Serv - Travel Exp	\$0.00	\$0.00	\$0.00	\$0.00	
25100	575100	Misc Travel Expenses	\$450.00	\$292.50	\$157.50	\$450.00	
Travel Expenses Subtotal							\$12,465.00
Capital Outlay							\$0.00
25100	581000	Furniture & Office Equipment	\$0.00	\$0.00	\$0.00	\$0.00	
25100	581300	Computer Equip & Software	\$0.00	\$0.00	\$0.00	\$0.00	
Capital Outlay Subtotal							\$0.00
Operating Expenditures Subtotal							\$234,465.25
Expenditures Subtotal							\$523,544.00

Account	Object Code	Budgeted Fund Types	Budgeted Amount	65.00% Appraiser	35.00% AMC	Verification	Notes
Personnel Service Expenditures							FY 28-29 Budgeted Amount
25100	511000	Permanent Salaries - Wages	\$270,954.00	\$176,120.10	\$94,833.90	\$270,954.00	
25100	511020	Temporary Salaries - Wages	\$0.00	\$0.00	\$0.00	\$0.00	
25100	511300	Overtime Payments	\$0.00	\$0.00	\$0.00	\$0.00	

Budget Funds Revenues				Budget Funds Revenues				Budget Funds Revenues				Budget Funds Revenues				
25310	471100	Base of Services	\$105,000	\$150,000	Estimated revenue based on FY2020-27 three year revenue history				\$150,000	\$150,000	Estimated revenue based on FY2020-27 three year revenue history				\$150,000	
25310	472200	Reproduction & Publications	\$0.00	\$0.00	Estimated 12 education activities: 100.00 x 1 (non-ACB Approved) + 100.00 x 11 (ACB Approved) = 1,600.00				\$0.00	\$0.00	Estimated 12 education activities: 100.00 x 1 (non-ACB Approved) + 100.00 x 11 (ACB Approved) = 1,600.00				\$0.00	
25310	471120	Qualifying Ed Course Fees	\$1,600.00	\$1,600.00	Estimated 70 education activities (70% ACB/30% Non-ACB): 200.00 x 21 (non-ACB Approved) + 10.00 x 49 (ACB Approved) = 7,700.00				\$1,600.00	\$1,600.00	Estimated 70 education activities (70% ACB/30% Non-ACB): 200.00 x 21 (non-ACB Approved) + 10.00 x 49 (ACB Approved) = 7,700.00				\$1,600.00	
25310	471121	Continuing Ed New Fees	\$7,700.00	\$7,700.00	Estimated 12 education activities x 25.00 = 300.00				\$7,700.00	\$7,700.00	Estimated 12 education activities x 25.00 = 300.00				\$7,700.00	
25310	471122	Continuing Ed Renewal Fees	\$300.00	\$300.00	24 new Reciprocal, 6 new F.E.&A + 100.00 = 10,500.00				\$300.00	\$300.00	24 new Reciprocal, 6 new F.E.&A + 100.00 = 10,500.00				\$300.00	
25310	471500	Certified General New Fees	\$10,500.00	\$10,500.00	1 new Reciprocal, 2 new F.E.&A + 100.00 = 1,000.00				\$10,500.00	\$10,500.00	1 new Reciprocal, 2 new F.E.&A + 100.00 = 1,000.00				\$10,500.00	
25310	471511	Licensed New Fees	\$1,000.00	\$1,000.00	51 CMC Fees for new appraiser applications x \$8.00 = 4,080.00				\$1,000.00	\$1,000.00	51 CMC Fees for new appraiser applications x \$8.00 = 4,080.00				\$1,000.00	
25310	471512	Fingerprint Fees	\$4,080.00	\$4,080.00	2 new Reciprocal, 6 new F.E.&A + 100 = 2,800.00				\$4,080.00	\$4,080.00	2 new Reciprocal, 6 new F.E.&A + 100 = 2,800.00				\$4,080.00	
25310	471513	Certified Residential New	\$2,800.00	\$2,800.00	60 One Year CI renewals x 350.00 = 21,000.00; 142 Two Year CI Renewals x 700.00 = 99,400.00 == 120,400.00				\$2,800.00	\$2,800.00	60 One Year CI renewals x 350.00 = 21,000.00; 142 Two Year CI Renewals x 700.00 = 99,400.00 == 120,400.00				\$2,800.00	
25310	471514	Certified General Renewal	\$12,050.00	\$12,050.00	22 One Year LR renewals x 350.00 = 7,700.00; 6 Two Year LR Renewals x 700.00 = 4,200.00 == 11,900.00				\$12,050.00	\$12,050.00	22 One Year LR renewals x 350.00 = 7,700.00; 6 Two Year LR Renewals x 700.00 = 4,200.00 == 11,900.00				\$12,050.00	
25310	471515	Licensed Renewal	\$11,900.00	\$11,900.00					\$11,900.00	\$11,900.00					\$11,900.00	
25310	471516	Fingerprint Audit Program Fees	\$0.00	\$0.00	37 One Year CR renewals x 350.00 = 12,950.00; 50 Two Year CR Renewals x 700.00 = 35,000.00 == 47,950.00				\$0.00	\$0.00	37 One Year CR renewals x 350.00 = 12,950.00; 50 Two Year CR Renewals x 700.00 = 35,000.00 == 47,950.00				\$0.00	
25310	471517	Certified Residential Renewal	\$61,900.00	\$61,900.00	35 One Year CR renewals x 350.00 = 12,250.00; 69 Two Year CR Renewals x 700.00 = 48,300.00 == 60,550.00				\$61,900.00	\$61,900.00	35 One Year CR renewals x 350.00 = 12,250.00; 69 Two Year CR Renewals x 700.00 = 48,300.00 == 60,550.00				\$61,900.00	
25310	471519	Temporary Licensed Fees	\$0.00	\$0.00	380 new temporary credentials x 380.00 = 144,400.00				\$0.00	\$0.00	380 new temporary credentials x 380.00 = 144,400.00				\$0.00	
25310	471560	Temporary Cert Residential	\$0.00	\$0.00	380 Temporary credential applications x 380.00 = 144,400.00				\$0.00	\$0.00	380 Temporary credential applications x 380.00 = 144,400.00				\$0.00	
25310	471561	Temporary Certified General	\$16,000.00	\$16,000.00	380 Temporary credential applications x 350.00 = 133,000.00; 51 Appraiser credential applications x 200.00 = 10,200.00 == 143,200.00				\$16,000.00	\$16,000.00	380 Temporary credential applications x 350.00 = 133,000.00; 51 Appraiser credential applications x 200.00 = 10,200.00 == 143,200.00				\$16,000.00	
25310	471562	Appraiser Trainee	\$0.00	\$0.00					\$0.00	\$0.00					\$0.00	
25310	471563	Application Fees	\$34,200.00	\$34,200.00	Estimated revenue based on three year revenue history				\$34,200.00	\$34,200.00	Estimated revenue based on three year revenue history				\$34,200.00	
25310	471569	Licensed Inactive	\$0.00	\$0.00	6 new AMC registrations x 2,000.00 = 12,000.00				\$0.00	\$0.00	6 new AMC registrations x 2,000.00 = 12,000.00				\$0.00	
25310	471567	Certified Residential Inactive	\$0.00	\$0.00	6 new AMC applications x 350.00 = 2,100.00				\$0.00	\$0.00	6 new AMC applications x 350.00 = 2,100.00				\$0.00	
25310	471568	Certified General Inactive	\$0.00	\$0.00	60719 AMC renewals x 2,000.00 = 124,000.00				\$0.00	\$0.00	60719 AMC renewals x 2,000.00 = 124,000.00				\$0.00	
25310	471601	App Late Processing Fees	\$4,000.00	\$4,000.00	2 Federal AMC Report				\$4,000.00	\$4,000.00	2 Federal AMC Report				\$4,000.00	
25310	471683	AMC Registered New Fees	\$12,000.00	\$12,000.00	Estimated revenue based on three year revenue history				\$12,000.00	\$12,000.00	Estimated revenue based on three year revenue history				\$12,000.00	
25310	471684	AMC Application Fees	\$2,100.00	\$2,100.00	6 new AMC registrations x 350.00 = 2,100.00				\$2,100.00	\$2,100.00	6 new AMC registrations x 350.00 = 2,100.00				\$2,100.00	
25310	471685	AMC Registered Renewal Fees	\$136,000.00	\$136,000.00	60719 AMC renewals x 2,000.00 = 124,000.00				\$136,000.00	\$136,000.00	60719 AMC renewals x 2,000.00 = 124,000.00				\$136,000.00	
25310	471686	Ref Reg AMC Rpt Form Proc Fees	\$700.00	\$700.00	2 Federal AMC Report				\$700.00	\$700.00	2 Federal AMC Report				\$700.00	
25310	471701	AMC Late Processing Fees	\$400.00	\$400.00	Estimated revenue based on three year revenue history				\$400.00	\$400.00	Estimated revenue based on three year revenue history				\$400.00	
Budget Fund Revenues Subtotal				\$460,230.00	\$461,400.00	Estimated revenue based on three year revenue history				\$461,400.00	\$461,400.00	Estimated revenue based on three year revenue history				\$461,400.00
Miscellaneous Revenues						Estimated revenue based on three year revenue history						Estimated revenue based on three year revenue history				
25310	481100	Appraiser Investment Income	\$5,000.00	\$0.00	Estimated revenue based on three year revenue history. Fund transfer to reduce investment income amounts.				\$5,000.00	\$0.00	Estimated revenue based on three year revenue history. Fund transfer to reduce investment income amounts.				\$5,000.00	
25310	481100	AMC Investment Income	\$0.00	\$7,000.00	Estimated revenue based on three year revenue history. Fund transfer to reduce investment income amounts.				\$0.00	\$7,000.00	Estimated revenue based on three year revenue history. Fund transfer to reduce investment income amounts.				\$7,000.00	
25310	481300	Appraiser Fines Forfeits & Penalties	\$0.00	\$0.00					\$0.00	\$0.00					\$0.00	
25310	481301	AMC Fines Forfeits & Penalties	\$0.00	\$0.00					\$0.00	\$0.00					\$0.00	
25310	484600	App Reimbursement Non-Govt Source	\$4,000.00	\$4,000.00	Estimated revenue based on three year revenue history				\$4,000.00	\$4,000.00	Estimated revenue based on three year revenue history				\$4,000.00	
25310	484600	AMC Reimbursement Non-Govt Source	\$500.00	\$500.00	Estimated revenue based on projections (two CAs include cost of investigation at \$500.00 each)				\$500.00	\$500.00	Estimated revenue based on projections (two CAs include cost of investigation at \$500.00 each)				\$500.00	
25310	485000	Miscellaneous Adjustments	\$0.00	\$0.00					\$0.00	\$0.00					\$0.00	
Miscellaneous Revenues Subtotal				\$9,500.00	\$9,500.00					\$9,500.00	\$9,500.00					\$9,500.00
Other Financial Sources																
25310	491100	Appraiser Sale of Surplus Property	\$0.00	\$0.00					\$0.00	\$0.00					\$0.00	
25310	491300	AMC Sale of Surplus Property	\$0.00	\$0.00					\$0.00	\$0.00					\$0.00	
25310	491300	Operating Transfers Out	\$0.00	\$0.00					\$0.00	\$0.00					\$0.00	
Other Financial Sources Subtotal				\$0.00	\$0.00					\$0.00	\$0.00					\$0.00
Revenue Subtotal				\$469,730.00	\$470,900.00					\$470,900.00	\$470,900.00					\$470,900.00
Operation Life Report				\$0.00	\$0.00					\$0.00	\$0.00					\$0.00
				\$19,128.00	\$19,128.00					\$19,128.00	\$19,128.00					\$19,128.00
				\$8,668.00	\$8,668.00					\$8,668.00	\$8,668.00					\$8,668.00
				\$510,490.00	\$510,490.00					\$510,490.00	\$510,490.00					\$510,490.00
				\$471,362.00	\$471,362.00					\$471,362.00	\$471,362.00					\$471,362.00
				\$545,095.00	\$545,095.00					\$545,095.00	\$545,095.00					\$545,095.00



Memo

To: Nebraska Real Property Appraiser Board
From: Tyler Kohtz
CC:
Date: 6/9/2026
Re: FY2026-27 Appraiser-AMC Funds Allocation

In accordance with Neb. Rev. Stat. § 76-2226, the Board may use the real property appraiser fund for the administration and enforcement of the Real Property Appraiser Act and to meet the necessary expenditures of the Board, and in accordance with Neb. Rev. Stat. § 76-3219, the appraisal management company fund shall be used to implement, administer, and enforce the AMC Registration Act. The allocation between the two funds for expenditures that apply to both the Appraiser Program and the AMC Registration Program, or that are not cost effective to attempt to separate by program (e.g., payroll and benefits processing; office supplies, equipment and furniture; general CIO network services billing; and general CIO IMS billing), is a percentage determined by the quarterly employee workload review from the previous fiscal year, and the budget analysis of the past, present, and projected numbers and trends for appraiser credentialing, AMC registrations, education activities, and compliance.

AMC/Appraiser Time Breakdown

The quarterly workload review for each employee takes place during the first full work week in July, October, January, and April (At the Director's request, the Chairperson may move the workload review week). Each employee reported his or her time spent on appraiser- and AMC-related activities per day in quarter-hour increments (e.g., Monday: 3.25 hours AMC, 4.75 hours appraiser; Tuesday: 2.5 hours AMC, 5.5 hours appraiser). If the activity applies to both the appraiser and AMC programs (e.g., payroll, general office activities, general government functions, certain accounting functions, and technology projects), the employee reported the time spent at 50% for each program. The total number of full-time equivalent hours for the agency during the quarterly workload review is 640. The reported 629.5 total hours is the result of paid leave taken during the four weeks under review.

FY 2025-26 Final	AMC hours	Appraiser hours	General hours	Total hours
Director	2	20	143.5	
LPM	19	111.5	29.5	
EPM	27.75	98.75	33.5	
BPM	6.75	22.25	115	
Total	55.5	252.5	321.5	629.5
AMC/Appraiser Breakdown	216.25	413.25		
Percentage	34%	66%		

FY2026-27 AMC/Appraiser Funds Allocation Analysis

The quarterly workload review of the first full work week in July, October, January, and April for each employee indicates that 34% of time was spent on AMC related functions, and 66% of time was spent on Appraiser related functions. During analysis of the proposed budget for FY2026-27, the past, present, and projected numbers and trends for appraiser credentialing, AMC registration, education activities, and compliance, were taken into consideration. The number of AMC registrations renewals have been stable since FY2023-24; the number new AMC registrations once again increased during FY26-27, resulting in a slight increase of reported hours for the AMC Registration Program for FY2025-26 compared to FY2024-25. 39.75 hours were reported in FY2024-25 compared to 55.5 in FY2025-26. Time spend on AMC related functions is expected to remain consistent for FY2025-26. The number of new real property appraiser credentials issued increased in FY2025-26 after two years of stability. However, new real property appraiser credentials issued are expected to decrease slightly FY2026-27. The number of real property appraiser credential renewals met projections in FY2025-26 and are projected to be consistent for the next few fiscal years. Although there was a decrease in the number of education applications received, time spent processing applications remained the same. When compared to FY2024-25, hours attributed to Appraiser related functions increased from 237.75 to 252.5 in FY2025-26. Overall, the numbers for real property appraisers are stable and the associated time spent is expected to remain stable for FY2026-27. Finally, there are no compliance program changes, or legislative or policy matters, that would affect the AMC/Appraiser Funds allocation for FY2026-27. The AMC/Appraiser Funds allocation for FY2026-27 will remain at 65% Appraiser Fund and 35% AMC Fund.



2027-2029 Projected Biennial Budget Highlights

Appropriations

	FY2026-27	FY2027-28
CASH FUND	523,544	538,526
LB APPROPRIATION	-	-
PROGRAM TOTAL	523,544	538,526
SALARY LIMIT	270,191	279,954
EST. ENCUMBRANCES	25,000	25,000
EST. CARRYOVER ALLOCATION	-	52,354
TOTAL APPROPRIATION	548,544	590,880

Projected Expenditures and Revenues	FY2026-27	FY2027-28
Appraiser and AMC Fund Expenditures:	\$471,190.00	\$484,674.00
Appraiser and AMC Fund Revenues:	\$460,730.00	\$501,990.00
Appraiser Fund Expenditures:	\$321,158.00	\$331,129.00
Appraiser Fund Revenues:	\$302,030.00	\$345,290.00
AMC Fund Expenditures:	\$150,032.00	\$153,545.00
AMC Fund Revenues:	\$158,700.00	\$156,700.00

FY2027-28 Proposed Budget Bullet Points

- Proposed Budget includes general expenditure allocation of 65% to Appraiser Fund and 35% to AMC Fund.
- Employee Salaries and Benefits (\$388,499.00).
- Board Member Per Diem Payments (\$7,500.00)
- NRPAB Employee Recognition Program (\$1,500.00)
- Rent and Depreciation (\$13,443.00)
- Board Member Meeting Travel (\$12,465.00)
- Legal Services (\$20,000.00); Legal Related (\$3,000.00)
- Other Contractual Services - CHRC and Appraisal Review Services (\$34,295.00)
- CIO – IM Services expenditures, Network Services expenditures, and software (\$31,727.00)
- Other Operating Expenses (overage coverage of \$500.00)

FY2028-29 Proposed Budget Bullet Points

- Proposed Budget includes general expenditure allocation of 65% to Appraiser Fund and 35% to AMC Fund.
- Employee Salaries and Benefits (\$403,294.00).
- Board Member Per Diem Payments (\$7,500.00)
- NRPAB Employee Recognition Program (\$1,500.00)
- Rent and Depreciation (\$13,443.00)
- Board Member Meeting Travel (\$12,465.00)
- Legal Services (\$20,000.00); Legal Related (\$3,000.00)
- Other Contractual Services - CHRC and Appraisal Review Services (\$34,455.00)
- CIO – IM Services expenditures, Network Services expenditures, and software (\$31,727.00)
- Other Operating Expenses (overage coverage of \$500.00)

Account	Object Code	Budgeted Fund Types	Budgeted Amount	65.00% Appropriator	35.00% AMC	Verification	*Split based on time staff allocates to each act for combined expenses. All expenses specific to one fund or another will be applied only to that fund.	Notes	Budgeted Amount	65.00% Appropriator	35.00% AMC	Verification	*Split based on time staff allocates to each act for combined expenses. All expenses specific to one fund or another will be applied only to that fund.	Notes
		Personal Service Expenditures	FY 27-28 Budgeted Amount						FY 28-29 Budgeted Amount					
25310	511100	Permanent Salaries - Wages	\$261,791.00	\$170,164.15	\$91,626.85	\$261,791.00			\$270,954.00	\$176,120.10	\$94,833.90	\$270,954.00		
25310	511200	Temporary Salaries - Wages	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00	\$0.00	\$0.00	\$0.00		
25310	511300	Overtime Payments	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00	\$0.00	\$0.00	\$0.00		
25310	511400	Per Diem Payments	\$7,500.00	\$4,875.00	\$2,625.00	\$7,500.00			\$7,500.00	\$4,875.00	\$2,625.00	\$7,500.00		
25310	511700	Employee Bonuses	\$1,500.00	\$975.00	\$525.00	\$1,500.00			\$1,500.00	\$975.00	\$525.00	\$1,500.00		
25310	511800	Comp Time Payments	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00	\$0.00	\$0.00	\$0.00		
25310	512100	Vacation Leave Expenses	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00	\$0.00	\$0.00	\$0.00		
25310	512200	Sick Leave Expenses	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00	\$0.00	\$0.00	\$0.00		
25310	512300	Holiday Leave Expenses	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00	\$0.00	\$0.00	\$0.00		
25310	512500	Funeral Leave Expenses	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00	\$0.00	\$0.00	\$0.00		
		Personal Service Subtotals	\$270,791.00	\$170,014.15	\$94,776.85	\$270,791.00			\$279,954.00	\$181,970.10	\$97,883.90	\$279,954.00		
		Employee Benefit Expenditures												
25310	515100	Retirement Plan Expenses	\$19,747.00	\$12,835.55	\$6,911.45	\$19,747.00			\$20,434.00	\$13,382.30	\$7,051.70	\$20,434.00		
25310	515200	FICA Expenses	\$20,715.00	\$13,464.75	\$7,250.25	\$20,715.00			\$21,416.00	\$13,920.40	\$7,495.60	\$21,416.00		
25310	515400	Life & Accident Ins. Expenses	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00	\$0.00	\$0.00	\$0.00		
25310	515500	Health Insurance Costs	\$84,880.00	\$55,172.00	\$29,708.00	\$84,880.00			\$89,124.00	\$57,990.00	\$31,134.00	\$89,124.00		
25310	516000	Employee Assistance Prog	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00	\$0.00	\$0.00	\$0.00		
25310	516400	Unemployment Comp Ins Exp	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00	\$0.00	\$0.00	\$0.00		
25310	516500	Workers Comp Premiums	\$1,366.00	\$887.90	\$478.10	\$1,366.00			\$1,366.00	\$887.90	\$478.10	\$1,366.00		
		Employee Benefit Subtotals	\$126,708.00	\$82,360.30	\$44,847.80	\$126,708.00			\$132,340.00	\$86,021.60	\$46,119.00	\$132,340.00		
		Operating Expenses												
25310	521100	Postage Expenses	\$2,500.00	\$1,500.00	\$750.00	\$2,500.00			\$2,500.00	\$1,500.00	\$750.00	\$2,500.00		
25310	521200	Comm Exp-Voice/Data	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00	\$0.00	\$0.00	\$0.00		
25310	521300	Internet	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00	\$0.00	\$0.00	\$0.00		
25310	521400	Printing	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00	\$0.00	\$0.00	\$0.00		
25310	521500	Travel	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00	\$0.00	\$0.00	\$0.00		
25310	521600	Supplies	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00	\$0.00	\$0.00	\$0.00		
25310	521700	Postage	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00	\$0.00	\$0.00	\$0.00		
25310	521800	Postage	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00	\$0.00	\$0.00	\$0.00		
25310	521900	Postage	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00	\$0.00	\$0.00	\$0.00		
25310	522000	Postage	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00	\$0.00	\$0.00	\$0.00		
25310	522100	Postage	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00	\$0.00	\$0.00	\$0.00		
25310	522200	Postage	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00	\$0.00	\$0.00	\$0.00		
25310	522300	Postage	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00	\$0.00	\$0.00	\$0.00		
25310	522400	Postage	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00	\$0.00	\$0.00	\$0.00		
25310	522500	Postage	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00	\$0.00	\$0.00	\$0.00		
25310	522600	Postage	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00	\$0.00	\$0.00	\$0.00		
25310	522700	Postage	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00	\$0.00	\$0.00	\$0.00		
25310	522800	Postage	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00	\$0.00	\$0.00	\$0.00		
25310	522900	Postage	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00	\$0.00	\$0.00	\$0.00		
25310	523000	Postage	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00	\$0.00	\$0.00	\$0.00		
25310	523100	Postage	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00	\$0.00	\$0.00	\$0.00		
25310	523200	Postage	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00	\$0.00	\$0.00	\$0.00		
25310	523300	Postage	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00	\$0.00	\$0.00	\$0.00		
25310	523400	Postage	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00	\$0.00	\$0.00	\$0.00		
25310	523500	Postage	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00	\$0.00	\$0.00	\$0.00		
25310	523600	Postage	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00	\$0.00	\$0.00	\$0.00		
25310	523700	Postage	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00	\$0.00	\$0.00	\$0.00		
25310	523800	Postage	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00	\$0.00	\$0.00	\$0.00		
25310	523900	Postage	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00	\$0.00	\$0.00	\$0.00		
25310	524000	Postage	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00	\$0.00	\$0.00	\$0.00		
25310	524100	Postage	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00	\$0.00	\$0.00	\$0.00		
25310	524200	Postage	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00	\$0.00	\$0.00	\$0.00		
25310	524300	Postage	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00	\$0.00	\$0.00	\$0.00		
25310	524400	Postage	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00	\$0.00	\$0.00	\$0.00		
25310	524500	Postage	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00	\$0.00	\$0.00	\$0.00		
25310	524600	Postage	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00	\$0.00	\$0.00	\$0.00		
25310	524700	Postage	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00	\$0.00	\$0.00	\$0.00		
25310	524800	Postage	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00	\$0.00	\$0.00	\$0.00		
25310	524900	Postage	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00	\$0.00	\$0.00	\$0.00		
25310	525000	Postage	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00	\$0.00	\$0.00	\$0.00		
25310	525100	Postage	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00	\$0.00	\$0.00	\$0.00		
25310	525200	Postage	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00	\$0.00	\$0.00	\$0.00		
25310	525300	Postage	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00	\$0.00	\$0.00	\$0.00		
25310	525400	Postage	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00	\$0.00	\$0.00	\$0.00		
25310	525500	Postage	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00	\$0.00	\$0.00	\$0.00		
25310	525600	Postage	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00	\$0.00	\$0.00	\$0.00		
25310	525700	Postage	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00	\$0.00	\$0.00	\$0.00		
25310	525800	Postage	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00	\$0.00	\$0.00	\$0.00		
25310	525900	Postage	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00	\$0.00	\$0.00	\$0.00		
25310	526000	Postage	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00	\$0.00	\$0.00	\$0.00		
25310	526100	Postage	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00	\$0.00	\$0.00	\$0.00		
25310	526200	Postage	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00	\$0.00	\$0.00	\$0.00		
25310	526300	Postage	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00	\$0.00	\$0.00	\$0.00		
25310	526400	Postage	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00	\$0.00	\$0.00	\$0.00		
25310	526500	Postage	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00	\$0.00	\$0.00	\$0.00		
25310	526600	Postage	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00	\$0.00	\$0.00	\$0.00		
25310	526700	Postage	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00	\$0.00	\$0.00	\$0.00		
25310	526800	Postage	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00	\$0.00	\$0.00	\$0.00		
25310	526900	Postage	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00	\$0.00	\$0.00	\$0.00		
25310	527000	Postage	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00	\$0.00	\$0.00	\$0.00		
25310	527100	Postage	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00	\$0.00	\$0.00	\$0.00		
25310	527200	Postage	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00	\$0.00	\$0.00	\$0.00		
25310	527300	Postage	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00	\$0.00	\$0.00	\$0.00		
25310	527400	Postage	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00	\$0.00	\$0.00	\$0.00		
25310	527500	Postage	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00	\$0.00	\$0.00	\$0.00		
25310	527600	Postage	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00	\$0.00	\$0.00	\$0.00		
25310	527700	Postage	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00	\$0.00	\$0.00	\$0.00		
25310	527800	Postage	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00	\$0.00	\$0.00	\$0.00		
25310	527900	Postage	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00	\$0.00	\$0.00	\$0.00		
25310	528000	Postage	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00	\$0.00	\$0.00	\$0.00		
25310	528100	Postage	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00	\$0.00	\$0.00	\$0.00		
25310	528200	Postage	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00	\$0.00	\$0.00	\$0.00		
25310	528300	Postage	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00	\$0.00	\$0.00	\$0.00		
25310	528400	Postage	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00	\$0.00	\$0.00	\$0.00		
25310	528500	Postage	\$0.00</											



Fee Schedule

Effective July 1, 2026

Real Property Appraiser Credential Fees	
Real Property Appraiser Credential Application Fee	\$185.00
Real Property Appraiser Criminal History Record Check Fee	\$55.00
Licensed/ Certified Residential/ Certified General Real Property Appraiser Credentialing Fee	\$335.00
Annual Licensed/ Certified Residential/ Certified General Real Property Appraiser Federal Registry Fee	\$40.00
Annual Licensed/ Certified Residential/ Certified General Real Property Appraiser Renewal Fee	\$325.00
Real Property Appraiser Renewal Late Processing Fee (For each month or portion of month application is late)	\$25.00
Licensed/ Certified Residential/ Certified General Real Property Appraiser Inactive Credential Application Fee	\$100.00
Licensed/ Certified Residential/ Certified General Real Property Appraiser Inactive Credentialing Fee	\$300.00
Licensed/ Certified Residential/ Certified General Real Property Appraiser Examination Fee (Paid to testing service Provider)	
Temporary Real Property Appraiser Credential Fees	
Licensed/ Certified Residential/ Certified General Real Property Appraiser Temporary Credential Application Fee	\$135.00
Licensed/ Certified Residential/ Certified General Real Property Appraiser Temporary Credentialing Fee	\$85.00
Appraisal Management Company Registration Fees	
Appraisal Management Company Application Fee	\$350.00
Appraisal Management Company Registration Fee	\$2000.00
Appraisal Management Company Registration Renewal Fee	\$1850.00
Appraisal Management Company Registration Renewal Late Processing Fee (For each month or portion of month application is late)	\$25.00
Real Property Appraiser Education Fees	
New/Resubmission Qualifying Education Activity Fee (For activity(s) approved by The AQB of TAF through its Course Approval Program)	\$90.00
New/Resubmission Qualifying Education Activity Fee (For activity(s) not approved by The AQB of TAF through its Course Approval Program)	\$350.00
New/Resubmission Continuing Education Activity Fee (For activity(s) approved by The AQB of TAF through its Course Approval Program)	\$45.00
New/Resubmission Continuing Education Activity Fee (For activity(s) not approved by The AQB of TAF through its Course Approval Program)	\$175.00
Continuing Education Activity Renewal Fee	\$20.00
New/Resubmission Supervisory Appraiser and Trainee Course Fee	\$175.00
Miscellaneous Fees	
Appraiser Corporate Certificate Request/Duplicate Proof of Credentialing Fee	\$25.00
Federally Regulated AMC Reporting Form Processing Fee	\$350.00