



# Memo from the Board to Nebraska Real Property Appraisers

September 19, 2013

## 2014 CREDENTIAL RENEWAL PROCESS

By Tyler Kohtz, Director

It is that time of year again; real property appraiser credential renewals are fast approaching. The Board would like to remind Nebraska credential holders of the requirements for renewal, and provide information concerning the 2014 credential renewal process.

All current credentials issued under the Real Property Appraiser Act, other than temporary permits, shall remain in effect until December 31st of the designated year. Please note the following:

- If a credential holder is scheduled to renew his or her credential for January 1, 2014, and his or her continuing education period also ends on December 31, 2013, evidence of continuing education completion, along with the application for renewal, is due to the Board's office no later than November 30, 2013.
- If a credential holder is scheduled to renew for January 1, 2014, but his or her continuing education period does not end until December 31, 2014, only the application for renewal is due to the Board's office by November 30, 2013.
- If a credential holder was awarded his or her initial credential in 2013 prior to July 1, 2013, his or her continuing education period does not end until December 31, 2014, so only the application for renewal due to the Board's office by November 30, 2013.

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Term Expires: January 1, 2015

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Term Expires: January 1, 2017

*Board Member*

**Chris R. Langemeier**, Schuyler  
Certified General Appraiser  
Licensed Real Estate Broker Rep  
Term Expires: January 1, 2018

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**Tyler N. Kohtz, Director**

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

Phone: 402-471-9015  
Fax: 402-471-9017  
Website: [www.appraiser.ne.gov](http://www.appraiser.ne.gov)

- If a credential holder was awarded his or her initial credential in 2013 after to July 1, 2013, his or her continuing education period does not end until December 31, 2015, so only the application for renewal due to the Board's office by November 30, 2013.

If all requirements for renewal are not met by November 30, 2013, a credential holder will have until July 1, 2014 to meet the requirements. A late renewal fee of \$25 will be assessed for each month or portion of a month the credential is not renewed.

To qualify for renewal, a credential holder must satisfactorily complete at least 28 hours of continuing education during his or her designated two year continuing education period. The required continuing education hours, with the exception of the 7-Hour USPAP Update Course and a Board approved 7-Hour Report Writing and Case Studies Course, may be completed at any time during the two-year continuing education period. The entire two-year continuing education period must be satisfactorily completed prior to renewing a credential for a two-year period. If a continuing education course is completed in another jurisdiction, the credential holder must provide evidence to the Board that the course is accepted as appraiser continuing education in the same context in that jurisdiction. For example, if a credential holder completes a 7-Hour report writing course in another jurisdiction, but that jurisdiction does not require a 7-Hour report writing course for renewal, credit for the 7-Hour Report Writing and Case Studies Course, as required in Nebraska, will not be awarded.

Although 28 hours of continuing education are required during the two year continuing education period, some of those hours must meet specific requirements. All Nebraska credential holders must complete the 7-Hour USPAP Update Course every two years, and a Board approved 7-Hour Report Writing and Case Studies Course every four years. If the 7-Hour USPAP Update Course was last completed in 2011, a credential holder must complete the course again before the end of 2013, and if the 7-Hour Report Writing and Case Studies Course was last completed in 2009, a credential holder must complete the course again before the end of 2013. *Remember to check your completed continuing education courses, and also when your next 7-Hour USPAP Update Course and 7-Hour Report Writing and Case Studies Course is due through Appraiser Login.*

Once again, the 2014-15 Renewal Application will not be mailed to each credential holder. Instead, a postcard notification will be mailed out later this month, which will include the directions for renewing a credential. The 2014-15 Renewal Application will be located on the Board's website at [www.appraiser.ne.gov](http://www.appraiser.ne.gov), and will be available later this month as well. A fillable PDF version of the 2014-15 Renewal Application will open when the "Renewal Application" hyperlink found under the heading "Links" on the right hand side of the page is selected. The completed application, along with any required documentation and fees, must be mailed to the Board's office.

Once an application is received at the Board's office, and is processed by board staff, a postcard will be mailed to the renewal applicant indicating that he or she has met the requirements for renewal of his or her real property appraiser credential. Once again, the credential holder will also be directed to print a copy of his or her new pocket card through Appraiser Login. If the requirements for renewal of a credential have not been met, the renewal applicant will receive a letter from the Board outlining any deficiencies and explaining the next step.

If you would like additional information regarding continuing education requirements, a PDF document titled "Real Property Appraiser Continuing Education Requirements" may be downloaded from the Board's website at <http://www.appraiser.ne.gov/>. The hyperlink to this document is located on the right hand side of the page under "Links." Please contact the Board's office at 402-471-9015, or email Joya Weir at [joya.weir@nebraska.gov](mailto:joya.weir@nebraska.gov), for any questions concerning continuing education requirements or the renewal process.