



Memo from the Board to Nebraska Real Property Appraisers

October 24, 2014

2015 CREDENTIAL RENEWAL REMINDER AND BACKGROUND CHECK INFORMATION

The Nebraska Real Property Appraiser Board ("Board") would like to offer a quick reminder to Nebraska credential holders that the November 30th deadline is fast approaching, so please keep in mind the new procedures for the 2015 renewals. In addition, this is the first year that the Random Fingerprint Audit Program is in effect, so the Board would also like to provide some insight to this new program.

- The completed renewal application, **all continuing education documentation (if applicable based on continuing education cycle)**, and fingerprint cards or equivalent electronic fingerprint submissions (if previously notified by registered mail), must be mailed to the Board's office prior to November 30, 2014. The entire two-year continuing education period must be satisfactorily completed prior to renewing a credential for a two-year period.
- If all required information is not received at the Board's office by November 30, 2014, a credential holder will have until July 1, 2015 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. **Any credential holder that has not renewed his or her credential before January 1, 2015 is ineligible to engage in real property appraisal activity in Nebraska until his or her credential is renewed.**
- All applications received after November 30, 2014 will go before the Board for review during a regularly scheduled meeting prior to renewal.
- If an application is incomplete, or the required continuing education documentation is missing, the application will be returned to the credential holder.
- Once an application is received at the Board's office and is processed by board staff, a postcard will be mailed indicating that the credential holder has met the requirements for renewal of his or her real property appraiser credential. This postcard will direct the credential holder to print a copy of his or her pocket card through Appraiser Login.

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Certified Residential Appraiser
3rd District Representative
Term Expires: January 1, 2015

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1st District Representative
Term Expires: January 1, 2016

Board Member

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Term Expires: January 1, 2018

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Certified General Appraiser
Financial Institutions Rep
Term Expires: January 1, 2019



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- If the requirements for renewal of a credential have not been met, the application will be returned to the credential holder, or the credential holder will receive a letter from the Board outlining any deficiencies and explaining the next step. On the unplanned chance the criminal history record check has not been returned to the Board's office by the State Patrol prior to December 31st, the Board may renew a credential subject to receipt of this record check. All other requirements for renewal must have been met prior to the November 30th deadline for this contingent approval.

Information regarding the CE requirements can be found in Appraiser Login (see below). When logged into Appraiser Login, select the hyperlink for the document titled "2015-16 Nebraska Real Property Appraiser Continuing Education Requirements." Reciprocal credential holders are also strongly encouraged to review the September 24, 2013 Memo From the Board titled "Changes to CE Requirements for Nebraska Reciprocal Real Property Appraisers" located at <http://www.appraiser.ne.gov/newsletters%20and%20memos/index.html>.

Appraiser Details

Appraiser

Name:

Email:

Credential

Effective Date	Expiration Date	ID Number	Print
01/01/2015	12/31/2015	4456-2015	Pocket Card
07/08/2014	12/31/2014	4455-2014	Pocket Card

Education

[2015-16 Nebraska Real Property Appraiser Continuing Education Requirements](#)

CE Period: 2014-2015

7-Hour USPAP Update (Required every two years): 2014

7-Hour Report Writing and Case Studies Update (Required every four years): 2014

CE Hours Remaining: 28

ID	Year	Hours	Name	Prerequisite?
A0052	1982	30	Capitalization Theory and Techniques	Yes
A0002	1988	35	Fundamentals of Real Estate Appraisal	Yes
A0003	1988	30	Appraisal of Land	Yes

Continuing Education Requirements Documents

Many of you have already noticed a new "Fingerprint Fee" on the 2015-16 renewal application. On December 9, 2011, the Appraiser Qualifications Board ("AQB") of The Appraisal Foundation adopted changes to the Real Property Appraiser Qualification Criteria. These changes represent minimum national requirements that each state must implement. LB717, which was signed into law by Governor Heineman on April 9, 2014, amended the Nebraska Real Property Appraiser Act to include the changes adopted by the AQB. A credential holder may be randomly selected for a fingerprint based criminal history record check to be carried out by the Board, and if so, was notified by certified mail in August to submit two copies of legible ink-rolled fingerprint cards or equivalent electronic fingerprint submissions to the board for delivery to the Nebraska State Patrol along with the application for renewal. The "Fingerprint Fee" is a program maintenance fee, so each credential holder, regardless of who was selected for the random audit must pay this fee. The Board does not intend for this fee to be burdensome, and in consideration, voted at its July 17, 2014 regular meeting to reduce the one-year renewal fee to \$275.00 effective for the January 1, 2016 renewal and beyond.

Please contact the Board's office at 402-471-9015, or email Natasha Olsen at natasha.olsen@nebraska.gov, for any questions concerning continuing education requirements, the renewal process, or the Random Fingerprint Audit Program.