



Memo from the Board to Nebraska Real Property Appraisers

September 9, 2015

2016 CREDENTIAL RENEWAL INFORMATION

It is that time of year again; real property appraiser credential renewals are fast approaching. The Board would like to provide Nebraska credential holders information concerning the 2016 credential renewal process.

- 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, 2015. 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, 2015, a credential holder will have until July 1, 2016 to meet the requirements. A late processing fee of \$25.00 will be assessed for each month or portion of a month the credential is not renewed beginning on December 1, 2015. If a credential holder obtained his or her credential at the current level on or after November 1, 2015, the late processing fee does not apply until January 1, 2016.
- With the exception of a credential holder that obtained his or her credential at the current level after November 30, 2015, but before January 1, 2016, all applications received after November 30, 2015 will go before the Board for review. If an application is incomplete, or the required continuing education documentation is missing, the application will be returned to the credential holder.
- The 2016-17 renewal application will not be mailed to each credential holder. A postcard notification will be mailed out this month, which will include the directions for renewing a credential.
- 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 (see picture below).

Board Members

Chairman of the Board

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Certified General Appraiser
1st District Representative
Term Expires: January 1, 2016

Vice Chairman of the Board

Marc V. Woodle, Omaha
Certified General Appraiser
2nd District Representative
Term Expires: January 1, 2017

Board Member

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Certified General Appraiser
Licensed Real Estate Broker Rep
Term Expires: January 1, 2018

Board Member

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

Board Member

Sandra J. Gutwein, Scottsbluff
Certified General Appraiser
3rd District Representative
Term Expires: January 1, 2020



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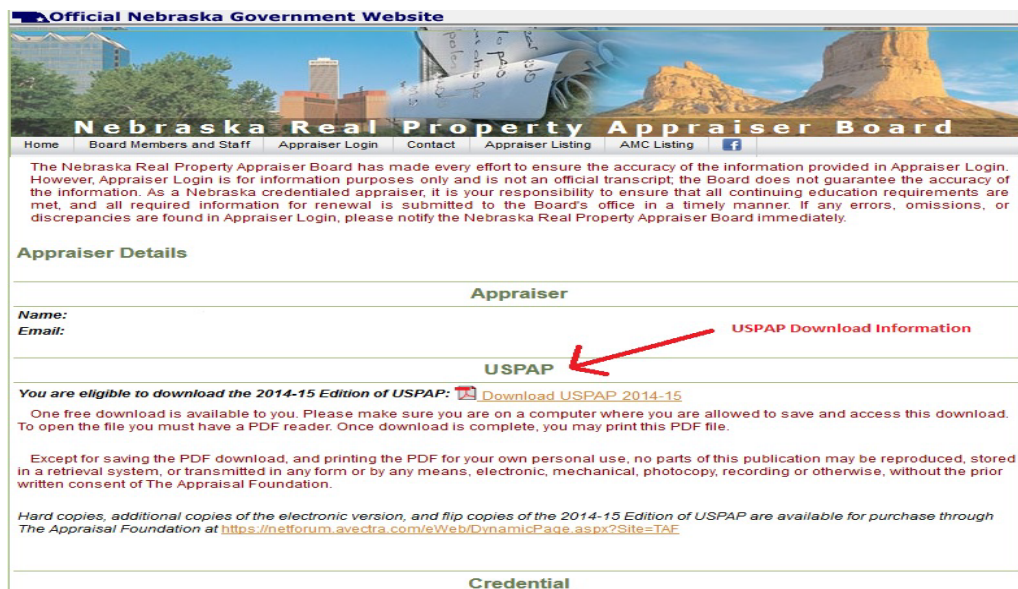
- If the requirements for renewal of a credential have not been met, the application will be returned to the credential holder, or the credential holder will receive a letter from the Board outlining any deficiencies and explaining the next step. On the unplanned chance the criminal history record check 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.

Effective August 30, 2015, a credential holder may elect an inactive status. This status allows an appraiser the ability to maintain his or her credential if he or she is unable to practice for a short amount of time. The inactive status application can be found on the Board's website at:

http://www.appraiser.ne.gov/Appraiser_Credentialing/.

Each credential holder that successfully renews his or her credential will receive one free download of the PDF version of the 2016-17 Edition of USPAP through Appraiser Login (see picture below). The PDF may be printed for your personal use once download is complete. Hard copies are also available for purchase through The Appraisal Foundation at:

<https://www.appraisalfoundation.org/imis/TAF/Store/TAF/Products.aspx?hkey=73d01054-6418-4dff-86c3-f08e92a04e4c>



Finally, 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 "2016-17 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

Please contact the Board's office at 402-471-9015, or email Jayme Kienholz-Howsden at jayme.kienholz-howsden@nebraska.gov, for any questions concerning continuing education requirements or the renewal process.

Reminder: Effective January 1, 2015, all Trainee Real Property Appraisers are required to submit continuing education every two years instead of every four years. No adjustments will be made for those on a four year cycle ending on December 31, 2015 or December 31, 2016. However, if a Trainee Real Property Appraiser's four year cycle ends on December 31, 2017 or December 31, 2018, his or her continuing education cycle has been changed to a cycle beginning January 1, 2015 and ending December 31, 2016.