



# Memo from the Board to Nebraska Real Property Appraisers

December 22, 2016

## 2017-2018 CREDENTIAL RENEWAL REMINDER AND INFORMATION

By Tyler Kohtz, Director

The Nebraska Real Property Appraiser Board ("Board") would like to offer a quick reminder to Nebraska credential holders that the December 31st deadline for renewing a real property appraiser credential is fast approaching. If you have not renewed your credential, please take note of the following:

If a completed application (renewal application, education certificates if required, fingerprint cards if required, and other required supporting information) was not received at the Board's office by November 30, 2016, a credential holder will have until July 1, 2017 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, 2016. If a credential holder obtained his or her credential at the current level on or after November 1, 2016, the late processing fee does not apply until January 1, 2017.

With the exception of a credential holder that obtained his or her credential at the current level after November 30, 2016, but before January 1, 2017, all applications received after November 30, 2016 will go before the Board for review. Once a completed application is processed by board staff, the application is prepared for Board review at its next regular meeting. The Board may choose to take additional action, or approve the application with an advisory letter informing the applicant of the proper submission date for renewal of a credential. If an application received at the Board's office is incomplete, or the required continuing education documentation is missing, the application will be returned to the credential holder.

## Board Members

*Chairman of the Board*  
**Marc V. Woodle**, Omaha  
Certified General Appraiser  
2<sup>nd</sup> District Representative  
Term Expires: January 1, 2017

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

*Board Member*  
**Benjamin J. Hynek**, Lincoln  
Certified Residential Appraiser  
1<sup>st</sup> District Representative  
Term Expires: January 1, 2021

*Board Member*  
**David P. Bloxham**, Nebraska City  
Certified Residential Appraiser  
Financial Institutions Rep  
Term Expires: January 1, 2019



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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 31<sup>st</sup> for those selected for a random criminal history record check, 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.

Each credential holder that successfully renews his or her credential after the second year of a two-year credential period will receive one free download of the PDF version of the 2016-17 Edition of USPAP through Appraiser Login. 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>

**Reciprocity Based Credential Holders:** You are 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>.

**Trainee Real Property Appraisers:** 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.

Finally, any person who does not obtain renewal of his or her real property appraiser credential prior to January 1, 2017 is not authorized to engage in real property appraisal activity until renewal is approved by the Board. Per Neb. Rev. Stat. § 76-2246, "Any person required to be credentialed by the Real Property Appraiser Act who engages in real property appraisal activity or who advertises or holds himself or herself out to the general public as a real property appraiser or real property associate in this state without obtaining proper credentialing under the act shall be guilty of a Class III misdemeanor and shall be ineligible to apply for credentialing under the act for a period of one year from the date of his or her conviction of such offense. The board may, in its discretion, credential such person within such one-year period upon application and after an administrative hearing."

Please contact the Board's office at 402-471-9015, or by email at [nrpab.renewals@nebraska.gov](mailto:nrpab.renewals@nebraska.gov), for any questions concerning continuing education requirements or the renewal of a real property appraiser credential.