NRPAB
Nebraska Real Property Appraiser Board

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402-471-9015

REAL PROPERTY APPRAISAL PRACTICE EXPERIENCE LOG COMPLETION REQUIREMENTS

- Fill out the real property appraisal practice experience log in its entirety. Complete the boxes that appropriately describe the characteristics of each report listed.
- List real property appraisal practice experience in chronological order.
- Include the state and the city or county where the property is located in the Property Identification (Legal Description or Address).
- If an entry requires more space, insert an additional sheet with the property address and the description of real property appraisal practice experience.
- Include the applicant signature, and the signature of the supervisory real property appraiser (SA) in the case that the applicant is a trainee real property appraiser, or the signature of the real property appraiser-in-charge (RPAC) in the case that the applicant is a licensed residential real property appraiser or certified residential real property appraiser if applicable, on each page.
- A separate log shall be maintained by a trainee real property appraiser for each of his/her Board designated supervisory real property appraisers (SA), real property appraisers-in-charge (RPAC), or for real property appraisal practice experience obtained through the successful completion of a PAREA program. It is the responsibility of both the supervisory real property appraiser (if applicable) and the trainee real property appraiser to ensure the log is accurate, current, and complies with the requirements of the Real Property Appraiser Act and Title 298. When the trainee real property appraiser is under the direct supervision of more than one supervisory real property appraiser while engaged in real property appraisal practice, each log shall reflect the specific number of hours and description of real property appraisal practice performed for each assignment with each supervisory real property appraiser.
- This form will be considered invalid if altered or incomplete.

ACCEPTABLE REAL PROPERTY APPRAISAL PRACTICE EXPERIENCE

1. Real property appraisal practice experience obtained within the State of Nebraska, or as a resident of the State of Nebraska, for credentialing as a licensed residential, certified residential, or certified general real property appraiser must be acquired as a trainee real property appraiser, registered real property appraiser, licensed residential real property appraiser, or certified residential real property appraiser. This section does not apply to real property appraisal practice experience obtained through participation in a PAREA program.
2. At the Board's discretion, up to 100% of the real property appraisal practice experience required for credentialing as a licensed residential, certified residential, or certified general real property appraiser may be obtained in another jurisdiction. This experience may be accepted by the Board if the experience is compliant with the laws of the jurisdiction in which it was obtained. Experience obtained in another jurisdiction as a Nebraska resident trainee real property appraiser shall be subject to direct supervision by a supervisory real property appraiser approved by the Board. This section does not apply to real property appraisal practice experience obtained through participation in a PAREA program.

3. An applicant's hours of real property appraisal practice experience, and real property appraisal practice experience obtained through participation in a PAREA program, submitted to the Board for review and determination of acceptability by the Board shall be completed in compliance with the Uniform Standards of Professional Appraisal Practice and shall demonstrate the applicant's progressive responsibility in the development and reporting of assignment results, which includes analyzing factors that affect value, defining the problem, gathering and analyzing data, applying the appropriate analysis and methodology, arriving at an opinion, and correctly reporting the opinion.

4. An applicant must provide significant real property appraisal practice assistance for real property appraisal practice experience credit to be awarded. An applicant may apply his or her signature, along with the signature of the supervisory real property appraiser (SA) in the case that the applicant is a trainee real property appraiser, or the real property appraiser-in-charge (RPAC) in the case that the applicant is a licensed residential real property appraiser or a certified residential real property appraiser if applicable, to the appraisal certification; or the applicant must be given attribution in the assignment results report, which includes a description of the applicant's significant real property appraisal practice assistance. This section does not apply to the real property appraisal practice experience obtained through participation in a PAREA program.

5. Real property appraisal practice experience hours obtained in any manner considered exempt from the Real Property Appraiser Act per NEB. REV. STAT. § 76-2221 will not be credited to the applicant, unless the applicant and the supervisory real property appraiser (SA) in the case that the applicant is a trainee real property appraiser, or the real property appraiser-in-charge (RPAC) in the case that the applicant is a licensed residential real property appraiser or a certified residential real property appraiser if applicable, verifies that said real property appraisal practice experience is compliant with the Uniform Standards of Professional Appraisal Practice.

6. There need not be a client in a traditional sense (i.e., a client hiring a real property appraiser for a business purpose) in order for an assignment results report to qualify for real property appraisal practice experience. An applicant must apply his or her signature, along with the signature of the supervisory real property appraiser in the case that the applicant is a trainee real property appraiser, or the real property appraiser-in-charge in the case that the applicant is a licensed residential real property appraiser or a certified residential real property appraiser if applicable, to the appraisal certification for a non-traditional "demo" report. No supervisory real property appraiser signature is required or real property appraisal practice experience obtained through participation in a PAREA program.

7. Real property appraisal practice experience credit may be awarded for the following:
   - A practicum course approved by The Appraisal Foundation's Appraiser Qualifications Board's Course Approval Program. Experience credit shall be granted for the actual classroom hours of instruction and hours of documented research and analysis as awarded from the practicum course approval process.
   - Participation in a PAREA program.
   - Any other real property appraisal practice experience obtained under 298 NAC Chapter 2, Section 002.

8. Real property appraisal practice experience submitted to the Board for review and determination of acceptability may include no more than an aggregate maximum of 25% of the total number of real property appraisal practice experience hours in the following areas or a combination from the following areas: (1) mass appraisal, (2) appraisal review, (3) appraisal consulting, or (4) restricted appraisal reports.

9. Pursuant to NEB. REV. STAT. §§ 76-2230 (1)(c)(i), 76-2231.01 (1)(e)(i), and 76-2232 (1)(e)(i), the aggregate number of real property appraisal practice experience hours considered for evaluation includes those hours reported on each real property appraisal practice experience log submitted by the applicant beginning at the log entry indicating the earliest date on which real property appraisal practice experience was obtained and ending on the date the application for credentialing as a licensed residential, certified residential, or certified general real property appraiser was signed by the applicant.

APPRAISAL REPORT SELECTION CRITERIA

If the real property appraisal practice experience log submitted by the applicant is accepted, a representative sampling of real property appraisal practice experience submitted by the applicant on his or her real property appraisal practice experience log will be evaluated to determine if the real property appraisal practice experience meets the requirements of the Real Property Appraiser Act and Title 298, following the criteria shown below for each classification:

- To qualify the experience of an applicant for the licensed residential real property appraiser credential, a minimum of three reports related to residential property will be selected.

- To qualify the experience of an applicant for the certified residential real property appraiser credential, a minimum of one report related to a two-to-four unit residential property, one report related to a residential property of 0 to 20 years, and one report related to a residential property 20 years or older will be selected. Two selected reports must include at least two approaches to value.
- To qualify the experience of an applicant for the certified general real property appraiser credential, a minimum of three reports related to income producing properties will be selected. Two selected reports will include all three approaches to value.

If one or more of the report selection criteria above cannot be met for real property appraisal practice experience obtained through participation in a PAREA program, the Board may substitute the deficient report criteria with a report criterion met, or require applicant to complete one or more reports for a non-traditional client that rectifies the report criteria deficiencies.

EXPERIENCE VERIFICATION

- At least one of the three requested reports selected by the Board will be, at a minimum, reviewed for conformity with the Uniform Standards of Professional Appraisal Practice. The Board may enter into a contract with a qualified disinterested third-party certified appraiser for completion of an appraisal review assignment on any of the submitted reports. The Board may require the applicant to submit additional details or to submit additional reports or file memoranda prepared by the applicant.

- Upon the receipt of appraisal review assignment results provided by one or more third party certified real property appraisers under contract with the Board, if the findings of the appraisal review assignment results are found to be null or insignificant, an applicant's real property appraisal practice experience will be reviewed by a subcommittee consisting of two board members for determination as to whether the applicant's real property appraisal practice experience is acceptable in accordance with the Real Property Appraiser Act and Title 298. If the subcommittee finds that the applicant's real property appraisal practice experience is acceptable, the subcommittee will notify the director of its decision. If the subcommittee finds that the applicant may not meet one or more of the requirements of the Real Property Appraiser Act or Title 298, the application shall be placed before the Board for consideration.

- If the Board determines an applicant may not meet the real property appraisal practice experience requirements, the applicant will be notified in writing. The Board may, at its discretion, request a written response from the applicant to the Board's findings as to the applicant's real property appraisal practice experience and/or invite the applicant to meet to discuss any deficiencies found in the report(s). Upon conclusion of the meeting, the Board may re-evaluate the applicant's real property appraisal practice experience.

- If the applicant's real property appraisal practice experience is not acceptable to the Board, the Board may, at its own discretion, require the applicant to obtain additional education, and/or submit one or more supplemental real property appraisal practice experience logs with additional hours of real property appraisal practice experience, and/or submit one or more additional reports. The Board may deny an application at any time during the process if the Board finds that the applicant fails to meet the requirements in the Real Property Appraiser Act and/or Title 298.

- When making a determination that an applicant may or may not meet the applicable experience requirements, all information received will be considered, including but not limited to real property appraisal practice experience logs, USPAP compliance review reports, reports submitted by the applicant, any written responses received, any other details or file memoranda, any subsequent education requested by the Board to be completed by the applicant, and any information obtained during an informal conference between the Board or its representative(s) and the applicant. A USPAP compliance review report completed to assist the Board with its evaluation of the applicant's experience is not the sole factor in the Board's decision, but a tool utilized by the Board to assist with its decision.

- Verification of the applicant's experience may be obtained from other persons as needed.

I certify that I have read and understand the Acceptable Real Property Appraisal Practice Experience and the Real Property Appraisal Practice Experience Log Requirements as shown above.

Applicant: _____ Signature: _____

Credential Number: _____ Date: _____

Supervisory Real Property
Appraiser (if applicable): _____ Signature: _____

Credential Number (if applicable): _____ Date: _____