PUBLIC MEETING OF THE NEBRASKA REAL PROPERTY APPRAISER BOARD
Tuesday, June 17, 2025, 12:30 p.m.
Nebraska Real Property Appraiser Board Office, First Floor, Nebraska State Office Building
301 Centennial Mall South, Lincoln, Nebraska
****

AGENDA

A. Opening 12:30 p.m.

B. Notice of Meeting (Adopt Agenda)

C. Chair's State of the Board Report

D. Director's Comments

E. General Public Comments

F. Review of 2024-25 Strategic Planning Goals and Objectives 1-2

G. Compliance

1. Review of Enforcement/Investigations 1-4
2. Enforcement of Real Property Appraiser Act
3. Enforcement of Appraisal Management Company Registration Act
4. Investigative Processes and Procedures
    a. Title 298 – Ch. 8
    b. Internal Procedural Documents
        i. 201706 - Timeliness Requirements for Appraisal Reviews
        ii. 201901 - NRPAB Board Member Investigation Guidelines
        iii. 201902 - NRPAB Consent Agreement Negotiation Guidelines
        iv. 201903 - Intent of the NRPAB Regulatory Program
        v. 201904 - NRPAB Special Assistant Attorney General Grievance Guidelines
        vi. 201905 - Documentation Provided to a Respondent during an Investigation
        vii. 201906 - NRPAB SME Investigation Guidelines
        viii. 201907 - Investigation of AMC that Ceases Operation and Fails to Maintain a Surety Bond for One Year
        ix. 202501 - Written Advisory Letters
    c. Guidance Documents
        i. 17-03: Credentialing Applicant Advisory Meeting Information – Adopted June 15, 2017 (https://appraiser.ne.gov/docs/pdf/guidance_documents/17-03_Credentialing_Applicant_Advisory_Meeting_Information.pdf)
        ii. 20-01: Consideration of Disciplinary Action Imposed Against a Real Property Appraiser by Another Appraiser Regulator Agency – Adopted October 15, 2020 (https://appraiser.ne.gov/docs/pdf/guidance_documents/20-01_Consideration_of_Disciplinary_Action_by_Another_Appraiser_Regulator_Agency.pdf)
5. Other Executive Session Items

6. Forms
    a. Grievance Against Appraiser (https://appraiser.ne.gov/Enforcement/pdf/Appraiser_Grievance_Form.pdf)
    b. Grievance Against AMC (https://appraiser.ne.gov/Enforcement/pdf/AMC_Grievance_form.pdf)
    c. Appraisal Reporting Form (https://appraiser.ne.gov/Enforcement/pdf/Appraisal_Reporting_Form.pdf)
7. Short- and Long-Term Goals and Objectives

H. Credentialing and Registration

1. Review of Current Credential Holders/AMC Registrations 1-7
2. Review of Credential Holder Renewals 8-9
3. 2022-29 Credential Holder/AMC Registration Projections 10-12

4. Real Property Appraiser Credentials
    a. General Discussion
    b. Real Property Appraiser Qualifications
    c. Real Property Appraiser Credential Renewal
    d. Supervisory Real Property Appraiser
    e. Processes and Procedures
        i. Credentialing through Education, Experience, and Examination (Title 298 – Ch. 2)
        ii. Credentialing through Reciprocity (Title 298 – Ch. 3)
        iii. Renewal of Active Credential (Title 298 – Ch. 4)
        iv. Inactive Status (Title 298 – Ch. 5)
        v. Guidance Documents
            a) 17-02: Software Specific Training – Adopted June 15, 2017 (https://appraiser.ne.gov/docs/pdf/guidance_documents/17-02_Software_Specific_Training.pdf)
            b) 17-03: Credentialing Applicant Advisory Meeting Information – Adopted June 15, 2017 (https://appraiser.ne.gov/docs/pdf/guidance_documents/17-03_Credentialing_Applicant_Advisory_Meeting_Information.pdf)
            c) 21-03: Real Property Appraiser and AMC Applicant CHRC Carried Out by the Board – Adopted July 15, 2021 (https://appraiser.ne.gov/docs/pdf/guidance_documents/21-03_Appraiser_and_AMC_Applicant_CHRC_Carried_Out_by_Board.pdf)
            d) 24-01: PAREA Program Real Property Appraisal Practice Experience Evaluation (https://appraiser.ne.gov/docs/pdf/guidance_documents/24-01_PAREA_Program_Real_Property_Appraisal_Practice_Experience_Evaluation.pdf)
        vi. Internal Procedural Documents
            a) 201715 - Violation of Time Requirements in Neb. Rev. Stat. § 76-2236 (2)
            b) 201801 - Application of Late Processing Fee for Renewal Application Mailed with Insufficient Postage
            c) 202301 - Real Property Appraiser Applicant Experience Review Subcommittees
            d) 202501 – Written Advisory Letters

f. Forms
    i. Application for Nebraska Certified General Real Property Appraiser (https://appraiser.ne.gov/Appraiser_Credentialing/pdf/EEE_CG_Application.pdf)
    ii. Application for Nebraska Certified Residential Real Property Appraiser (https://appraiser.ne.gov/Appraiser_Credentialing/pdf/EEE_CR_Application.pdf)
    iii. Application for Nebraska Licensed Residential Real Property Appraiser (https://appraiser.ne.gov/Appraiser_Credentialing/pdf/EEE_LR_Application.pdf)
    iv. Application for Nebraska Real Property Appraiser Credential by Reciprocity (https://appraiser.ne.gov/reciprocity/docs/Reciprocity_Application.pdf)
    v. Application for Trainee Real Property Appraiser Credential (https://appraiser.ne.gov/Appraiser_Credentialing/pdf/Trainee_Application.pdf)
    vi. Application for Registration as Supervisory Real Property Appraiser (https://appraiser.ne.gov/Appraiser_Credentialing/pdf/Supervisory_Appraiser_Application.pdf)
    vii. Real Property Appraisal Practice Experience Log Cover Sheet (https://appraiser.ne.gov/Appraiser_Credentialing/pdf/Experience_Log_Cover_Sheet.pdf)
    viii. Real Property Appraisal Practice Experience Log (https://appraiser.ne.gov/Appraiser_Credentialing/pdf/NRPAB_Experience_Log_Page_PDF_form.pdf)
    ix. Application for Inactive Status of Nebraska Real Property Appraiser Credential (https://appraiser.ne.gov/Appraiser_Credentialing/pdf/Inactive_Status_Application.pdf)
    x. Application for Renewal of Nebraska Real Property Appraiser Credential (https://appraiser.ne.gov/Renewal_Application/pdf/2025-26_Credential_Renewal_Application.pdf)
    xi. Application for Two-Year Renewal of Nebraska Real Property Appraiser Trainee Credential (https://appraiser.ne.gov/Renewal_Application/pdf/2025-26_Trainee_Renewal_Application.pdf)
g. Short- and Long-Term Goals and Objectives
    i. Monitor real property appraiser credential renewal dates (long-term).
    ii. Explore opportunities to increase number of Nebraska resident real property appraisers (long-term).

5. Temporary Credential
    a. General Discussion
    b. Processes and Procedures (Title 298 – Ch. 3)
    c. Forms
        i. Application for Nebraska Real Property Appraiser Temporary Credential (https://appraiser.ne.gov/Appraiser_Credentialing/pdf/Temporary_Application.pdf)
        ii. Application for Renewal of Nebraska Real Property Appraiser Temporary Credential (https://appraiser.ne.gov/Appraiser_Credentialing/pdf/Temporary_Renewal_Application.pdf)
    d. Short- and Long-Term Goals and Objectives
6. Appraisal Management Company Registration
    a. General Discussion
    b. Initial Registration
    c. Renewal of Registration
    d. Processes and Procedures
        i. Title 298 – Ch. 7
        ii. Guidance Documents

e. Forms
    i. Application for Nebraska Appraisal Management Company Registration (https://appraiser.ne.gov/AMC/AMC_Registration_Application.pdf)
    ii. Application for Renewal of Nebraska AMC Registration (https://appraiser.ne.gov/AMC/AMC_Renewal_Application.pdf)
    iii. Federally Regulated AMC Nebraska Reporting Form (https://appraiser.ne.gov/AMC/Federally_Regulated_AMC_Annual_Reporting_Form.pdf)
f. Short- and Long-Term Goals and Objectives

I. Education

1. General Discussion
    a. Short- and Long-Term Goals and Objectives
2. Acceptance of AQB Approved Education Activities without Board Approval
    a. Short- and Long-Term Goals
3. Qualifying Education
    a. AQB Approval Eligibility of Nebraska Community College Real Estate Degree Programs
    b. Processes and Procedures
        i. Title 298 – Ch. 6
        ii. Internal Procedural Documents
            a) 202501 – Written Advisory Letters
    c. Application for Approval as a Qualifying Education Activity in Nebraska (https://appraiser.ne.gov/Education/Applications/QE_Activity_Application.pdf)
    d. Short- and Long-Term Goals and Objectives
        i. Encourage trainee real property appraisers who intend to engage in real property appraisal practice pertaining to agricultural real property upon credentialing as a certified general real property appraiser complete agricultural-based qualifying education offered by an education provider with an expertise in agricultural appraisal in approval letter sent to trainee real property appraisers (long-term).
        ii. Request that supervisory real property appraisers with trainee real property appraisers who intend to engage in real property appraisal practice pertaining to agricultural real property upon credentialing as a certified general real property appraiser encourage their trainee real property appraisers to complete agricultural-based qualifying education offered by an education provider with an expertise in agricultural appraisal in approval letter sent to supervisory real property appraisers (long-term).
4. Continuing Education
    a. Processes and Procedures
        i. Title 298 – Ch. 6
        ii. Internal Procedural Documents
            a) 202501 – Written Advisory Letters
    b. Forms
        i. Application for Approval as Continuing Education Activity in Nebraska (https://appraiser.ne.gov/Education/Applications/CE_Activity_Application.pdf)
        ii. Application for Renewal of Continuing Education Activity in Nebraska (https://appraiser.ne.gov/Education/Applications/CE_Activity_Renewal_Application.pdf)
    c. Short- and Long-Term Goals and Objectives

5. Supervisory Real Property Appraiser and Trainee Course
    a. Processes and Procedures
        i. Title 298 – Ch. 6
        ii. Internal Procedural Documents
            a) 202501 – Written Advisory Letters
    b. Application for Supervisory Real Property Appraiser and Trainee Course in Nebraska (https://appraiser.ne.gov/Education/Applications/Supervisor_Trainee_Activity_Application.pdf)
    c. Short- and Long-Term Goals and Objectives
6. Instructors
    a. Processes and Procedures (Title 298 – Ch. 6)
    b. Short- and Long-Term Goals and Objectives
7. Post-Secondary Education
    a. Short- and Long-Term Goals and Objectives
8. Board Representation/Offerings
    a. Short- and Long-Term Goals and Objectives

J. Personnel

1. General Discussion
2. Staff Positions
    a. Business Programs Manager 1-4
    b. Education Program Manager 5-8
    c. Licensing Programs Manager 9-11
3. Policies and Procedures
    a. Employee Handbook 12-48
    b. State of Nebraska Expense Reimbursement Policies 49-53
    c. NRPAB Personal Vehicle Use Authorization (Effective September 19, 2019) 54
    d. Board Member Orientation Packet 55-122
    e. Internal Procedural Documents
        i. 201702 - Employee Recognition
        ii. 201703 - Employee Reimbursement of Training and Education Tuition
        iii. 201707 - Director's Performance Review
        iv. 201802 - NRPAB Employee Real Property Appraisal Activity
        v. 201908 - NRPAB Personal Vehicle Use Policy
4. Conferences/Training
    a. AARO Conference
    b. LinkedIn Learning
5. Board Structure
6. Short- and Long-Term Goals and Objectives
    a. Continue updating the policies and procedures documents as needed to ensure compliance with state policy changes, NAPE/ASFCME contract changes and to address general work environment needs and/or changes (long-term).

K. Public Information

1. General Discussion
    a. Short- and Long-Term Goals and Objectives
        i. Encourage development of Memos from the Board, Facebook posts, and The Nebraska Appraiser articles that contain facts and information the appraisal business community may be interested in (long-term).
        ii. Continue utilizing the NRPAB website, NRPAB Facebook page, The Nebraska Appraiser, and Memos from the Board to disseminate relevant and important information to the appraisal business community and the general public in a timely manner. This includes information related to state and federal regulations, credentialing and registration requirements, renewal information, education information, Board policies and procedures, documents posted to the NRPAB website, and other information that affects the industry (long-term).
        iii. Explore the development and implementation of an updated NRPAB logo (long-term).
2. Senator, Legislative Staff, and GPRO Open House/Roundtable
    a. Short- and Long-Term Goals and Objectives
3. NRPAB Website
    a. Processes and Procedures
        i. Internal Procedural Documents
            a) 201711 - Requests for Non-NRPAB Information to be Placed on the Website
    b. Short- and Long-Term Goals and Objectives
        i. Continue to monitor the effectiveness of current NRPAB website, repair bugs, make improvements, and add enhancements needed to address functionality or use (long-term).
        ii. Populate the Disciplinary History Search with all real property appraiser and AMC disciplinary action history for active credential and registration holders (long-term).
4. Memos from the Board
    a. Processes and Procedures
        i. Internal Procedural Documents
            a) 201712 - Blast Email Requests
            b) 201713 - Blast Email Policy
    b. Short- and Long-Term Goals and Objectives
        i. Continue utilization of Memos from the Board to disseminate important information in a timely manner that should not be held for the next release of The Nebraska Appraiser (long-term).
5. The Nebraska Appraiser Newsletter
    a. Processes and Procedures
    b. Short- and Long-Term Goals and Objectives
        i. Continue releasing new issues of The Nebraska Appraiser on a quarterly basis to disseminate important information to the appraisal business community and the general public in an effective and efficient manner (long-term).
6. NRPAB Facebook Page
    a. Processes and Procedures
    b. Short- and Long-Term Goals and Objectives
        i. Continue utilization of the NRPAB Facebook page to disseminate important information in a timely manner that that appraisal business community and general public would otherwise not be aware of, such as documents posted to the NRPAB website, meeting information, and NRPAB policy and business information (long-term).

L. Administration

1. General Discussion
   a. Short- and Long-Term Goals and Objectives
2. Utilization of AI to Automate Tasks, Assist with Customer Service, and/or Data Analysis
   a. Short- and Long-Term Goals and Objectives
3. Policies and Procedures
   a. New or Recommended
   b. Internal Procedural Documents
      i. 201701 - Endorsement of an Appraiser
   c. NRPAB Meetings
      i. Agenda Structure
   d. Request Forms
      i. Confidentiality Waiver (https://appraiser.ne.gov/request_forms/docs/confidentiality_waiver.pdf)
      ii. Real Property Appraiser Document Request Form (https://appraiser.ne.gov/request_forms/docs/request_form.pdf)
      iii. Real Property Appraiser Information Change Form (https://appraiser.ne.gov/request_forms/docs/Appraiser_Information_Change.pdf)
      iv. Request for Criminal History Record Information Form (https://appraiser.ne.gov/request_forms/docs/CHRI_Release_Form.pdf)
      v. NRPAB Services Agreement Amendment Request Form (NRPAB_Services_Agreement_Amendment_Request_Form.pdf)
      vi. AMC Document of Good Standing Request Form (https://appraiser.ne.gov/AMC/AMC_Good_Standing_Document_Request_Form.pdf)
      vii. AMC Information Change Form (https://appraiser.ne.gov/AMC/AMC_Information_Change_Form.pdf)
   e. Short- and Long-Term Goals and Objectives
      i. Continue to monitor the effectiveness of current processes and procedures, and update processes and procedures as needed to maintain effectiveness and efficiency of the administration of the Board's programs (long-term).
4. NRPAB Records Management
   a. Retention Schedule 71 1-6
   b. Policies and Procedures
      i. Guidance Documents
         a) 17-04 Public Records Policy – Adopted June 15, 2017 (https://appraiser.ne.gov/docs/pdf/guidance_documents/17-04_Public_Records_Policy.pdf)
   c. Short- and Long-Term Goals and Objectives
5. NRPAB Database
   a. General Discussion
   b. Credit Card Payment Option for Online Applications
   c. Online Application for Nebraska Real Property Appraiser Credential Through Reciprocity
   d. Online Applications for Approval as Education Activities in Nebraska
   e. Short- and Long-Term Goals and Objectives
      i. Continue to monitor the effectiveness of current NRPAB database, repair bugs, make improvements, and add enhancements needed to address program or use changes (long-term).
      ii. Explore online real property appraiser through E,E,&E initial applications, AMC initial applications, and other services that require payment of a fee (long-term).

6. Appraisal Review Services Contractor Program
    a. Processes and Procedures
        i. Internal Procedural Documents
            a) 201706 - Timeliness Requirements for Appraisal Reviews
            b) 201710 - Contracts for Work and Associated Fees
            c) 202101 - Appraisal Review Services Contractor Program Management
    b. Contractor Agreements
        i. Applicant Appraisal Review Services Agreement 7-14
        ii. Applicant Appraisal Review Services Agreement (Employee) 15-21
        iii. AARS Agreement Amendment 22
        iv. Subject Matter Expert Services Agreement 23-29
        v. Subject Matter Expert Services Agreement (Employee) 30-36
        vi. Hearing Officer Services Agreement 37-40
    c. Appraisal Services Contractor USPAP Compliance Review Report Summary Documents
        i. NRPAB Subject Matter Expert Services Contractor
        USPAP Compliance Review Report Summary 41
        ii. NRPAB Applicant Review Services Contactor
        USPAP Compliance Review Report Summary 42
    d. USPAP Compliance Review Report Forms
        i. 2024 USPAP Review Report Form
        (https://appraiser.ne.gov/Appraisal_Report_Review_Forms/pdf/2024_Edition_USPAP_Review_Report_Form.pdf)
        ii. 2020-2021 USPAP Review Report Form
        (https://appraiser.ne.gov/Appraisal_Report_Review_Forms/pdf/20-21_USPAP_Review_Report_Form.pdf)
        iii. 2018-2019 USPAP Review Report Form
        (https://appraiser.ne.gov/Appraisal_Report_Review_Forms/pdf/18-19_USPAP_Review_Report_Form.pdf)
        iv. 2016-2017 USPAP Review Report Form
        (https://appraiser.ne.gov/Appraisal_Report_Review_Forms/pdf/16-17_USPAP_Review_Report_Form.pdf)
        v. 2014-2015 USPAP Review Report Form
        (https://appraiser.ne.gov/Appraisal_Report_Review_Forms/pdf/14-15_USPAP_Review_Report_Form.pdf)
    e. USPAP Compliance Review Report Check Sheets
        i. Applicant Appraisal Review Services Contractor
        USPAP Compliance Review Report Check Sheet
        (https://appraiser.ne.gov/Appraisal_Report_Review_Forms/pdf/Applicant_Review_Report_Checklist.pdf)
        ii. Subject Matter Expert (SME) Services Contractor
        USPAP Compliance Review Report Check Sheet
        (https://appraiser.ne.gov/Appraisal_Report_Review_Forms/pdf/SME_Review_Report_Checklist.pdf)

M. Appraisal Subcommittee

N. Appraisal Foundation

O. Government-Sponsored Enterprises

1. Fannie Mae
2. Freddie Mac

P. AARO

1. General Discussion
2. Membership

Q. Laws, Rules and Guidance Documents

1. General Discussion
2. Laws
   a. Real Property Appraiser Act (https://nebraskalegislature.gov/laws/search_range_statute.php?begin_section=76-2201&end_section=76-2250)
   b. Appraisal Management Company Registration Act (https://nebraskalegislature.gov/laws/search_range_statute.php?begin_section=76-3201&end_section=76-3223)
   c. Processes and Procedures
   d. Short- and Long-Term Goals and Objectives
      i. Address changes to USPAP, Real Property Appraiser Qualifications Criteria, ASC Policy Statements, AQB CAP Program Guidelines, and Title XI as required (long-term).
3. Rules
   a. Title 297 (https://rules.nebraska.gov/rules?agencyId=59&titleId=167)
   b. Title 298 (https://rules.nebraska.gov/rules?agencyId=59&titleId=168)
      i. General Discussion
      ii. Real Property Appraiser Qualifications Criteria Language Correction 1-2
      iii. NSP National Fingerprint-Based Criminal History Background Check Fee Increase 3
   c. Processes and Procedures
   d. Short- and Long-Term Goals and Objectives
      i. Harmonize Title 298 with the changes made to the Nebraska Real Property Appraiser Act and Appraisal Management Company Registration Act as needed (long-term).
      ii. Continue to monitor the effectiveness of regulations to reduce unnecessary regulatory burden, remove barriers to entry into the real property appraiser profession, maintain an effective education program, maintain an effective enforcement program, and provide for better clarification and administration (long-term).
      iii. Adopt Title 298 changes to implement the Real Property Appraiser Qualification Criteria Effective January 1, 2026 for real property appraisers credentialed prior to January 1, 2026, but upgrade to a higher classification after January 1, 2026 and to change the CHRC Fee as increased by the Nebraska State Patrol (short-term).
3. Guidance Documents (https://appraiser.ne.gov/guidance_documents.html)
   a. Processes and Procedures
   b. Short- and Long-Term Goals and Objectives
      i. Continue to adopt Guidance Documents for public advisement concerning interpretation of statutes and rules, and retire Guidance Documents that are no longer relevant (long-term).
4. Internal Procedural Document 4-18
   a. Processes and Procedures
   b. Short- and Long-Term Goals and Objectives
      i. Continue to adopt internal procedures as needed to assist with the Board's administration of its programs, and retire internal procedures that are no longer relevant (long-term).

R. Financial

1. Review of Current Fiscal Year 1-14
2. 2025-29 Projections 15-18
3. FY 2025-26 Budget 19-22
    a. Policies and Procedures
        i. AMC Fund/Appraiser Fund Split 23-24
        ii. Internal Procedural Documents
            1. 201704 - AMC Fund Cash Balance
            2. 201705 – Real Property Appraiser Fund Cash Balance
            3. 201709 - Appraisal Review Services Contractor Fees
            4. 202001 - Appraiser-AMC Funds Allocation Procedure
    b. Goals and Objectives
4. Fees 25
    a. Real Property Appraiser Program Fees
    b. Appraisal Management Company Registration Program Fees

S. SWOT Analysis

T. Adjourn

2024-25 Nebraska Real Property Appraiser Board Goals and Objectives
June 13, 2024 Strategic Planning Meeting

	SHORT TERM GOALS / OBJECTIVES	EXPECTED COMPLETION DATE	STATUS/GOAL MET	LONG TERM GOALS / OBJECTIVES	EXPECTED COMPLETION DATE	NOTES
LAWS, RULES, AND GUIDANCE DOCUMENTS	Work with the Banking, Commerce and Insurance Legislative Committee's Legal Counsel to draft a bill for introduction to add language to the Real Property Appraiser Act, and the Appraisal Management Company Registration Act, allowing the use of a conditional dismissal in lieu of disciplinary action.	12/31/2024	Completed January 8, 2025.	Address changes to USPAP, Real Property Appraiser Qualifications Criteria, ASC Policy Statements, AQB CAP Program Guidelines, and Title XI as required.	Ongoing.	
	Adopt Title 298 changes to harmonize Title 298 with the changes made to the Nebraska Real Property Appraiser Act and Appraisal Management Company Registration Act in 2024, address the Board's PAVE Dashboard regulations review, add fee schedule, and incorporate changes made to the Real Property Appraiser Qualification Criteria Effective January 1, 2026 and CAP Guidelines effective September 17, 2023.	6/30/2025	Title 298 changes adopted by the Board on February 20, 2025. Approved by AG and now under GPRO review.	Harmonize Title 298 with the changes made to the Nebraska Real Property Appraiser Act and Appraisal Management Company Registration Act as needed.	Ongoing.	
				Continue to monitor the effectiveness of regulations to reduce unnecessary regulatory burden, remove barriers to entry into the real property appraiser profession, maintain an effective education program, and provide for better clarification and administration.	Ongoing.	
				Continue to adopt Guidance Documents for public advisement concerning interpretation of statutes and rules, and retire Guidance Documents that are no longer relevant.	Ongoing.	
				Continue to adopt internal procedures as needed to assist with the Board's administration of its programs, and retire internal procedures that are no longer relevant.	Ongoing.	
COMPLIANCE	Obtain second special assistant attorney general for compliance matters.	1/1/2025	Completed December 19, 2024.	None.		
CREDENTIALING AND REGISTRATION	None.			Explore opportunities to increase the number of Nebraska resident real property appraisers.	Ongoing.	
				Monitor real property appraiser credential renewal dates.	Ongoing.	
EDUCATION	None.			Encourage trainee real property appraisers who intend to engage in real property appraisal practice pertaining to agricultural real property upon credentialing as a certified general real property appraiser complete agricultural-based qualifying education offered by an education provider with an expertise in agricultural appraisal in approval letter sent to trainee real property appraisers.	Ongoing.	
				Request that supervisory real property appraisers with trainee real property appraisers who intend to engage in real property appraisal practice pertaining to agricultural real property upon credentialing as a certified general real property appraiser encourage their trainee real property appraisers to complete agricultural-based qualifying education offered by an education provider with an expertise in agricultural appraisal in approval letter sent to supervisory real property appraisers.	Ongoing.	
PERSONNEL	None.			Continue updating the policies and procedures documents as needed to ensure compliance with state policy changes, NAPE/ASFCME contract changes and to address general work environment needs and/or changes.	Ongoing.	
PUBLIC INFORMATION	None.			Encourage development of Memos from the Board and Facebook posts that contain facts of interest to the appraiser community.	Ongoing.	
				Continue utilizing the NRPAB website, NRPAB Facebook page, The Nebraska Appraiser, and Memos from the Board to disseminate relevant and important information to the appraisal business community and the general public in a timely manner. This includes information related to state and federal regulations, credentialing and registration requirements, renewal information, education information, Board policies and procedures, documents posted to the NRPAB website, meeting information, and other information that affects the industry.	Ongoing.	
				Continue utilization of Memos from the Board to disseminate important information in a timely manner that should not be held for the next release of The Nebraska Appraiser.	Ongoing.	
				Continue releasing new issues of The Nebraska Appraiser on a quarterly basis to disseminate important information to the appraisal business community and the general public in an effective and efficient manner.	Ongoing.	
				Continue utilization of the NRPAB Facebook page to disseminate important information in a timely manner that that appraisal business community and general public would otherwise not be aware of, such as documents posted to the NRPAB website, meeting information, and NRPAB policy and business information.	Ongoing.	
				Continue to monitor the effectiveness of current NRPAB website, and repair bugs and make improvements and add enhancements needed to address functionality or use.	Ongoing.	
				Explore the development and implementation of an updated NRPAB logo.	None.	
				Populate the Disciplinary History Search with all real property appraiser and AMC disciplinary action history for active credential and registration holders.	None.	
ADMINISTRATION	Explore credit card payment option for online applications.	6/30/2025	Completed April 17, 2025 - Funding not included in ASC SARAS Grant.	Continue to monitor the effectiveness of current processes and procedures, and update processes and procedures as needed to maintain effectiveness and efficiency of the administration of the Board's programs.	Ongoing.	
	Explore use of Federal grant money for development of online temporary real property appraiser credential application and NRPAB Database interface.	6/30/2025	Completed February 25, 2025	Continue to monitor the effectiveness of current NRPAB database, repair bugs, and make improvements and add enhancements needed to address program or use changes.	Ongoing.	
				Explore online real property appraiser initial applications (Reciprocity and E,E,&E), AMC initial applications, education activity applications, and other services that require payment of a fee.	None.	
FINANCIALS	Complete 2025-27 Biennial Budget Request addressing agency issues discussed at strategic planning.	10/1/2024	Completed August 16, 2024.	None.		

2024-25 NRPAB SWOT Analysis			
STRENGTHS: -	**WEAKNESSES:**	**OPPORTUNITIES:**	**THREATS:**
* Customer service	* Industry's inability to grow	* Growth in real property appraiser field	* Agency turnover
* Organization	* Efficiency loss due to database not meeting potential	* Continued evaluation of Board and Agency operations	* Federal agency oversight
* Board member knowledge	* Regulatory and statutory barriers	* Embrace of available technology	* Economic climate
* Staff knowledge	* Difficulty obtaining new board members	* Agency staff size and cross-training of Agency duties	* Aging appraiser population
* Adaptability		* Board member with residential appraisal expertise	* Inadequate supervisory appraiser knowledge
* Professional diversity of Board		* Authority for non-disciplinary conditional dismissals	* Deemphasis on appraisals at the Federal level
* Modernization of accessability		* Utilization of ASC grant funding for technology projects	* Commodification of appraisal reports
		* Education of users of appraisal reports	* Business consolidation
			* Government consolidation

Resolution of Grievances

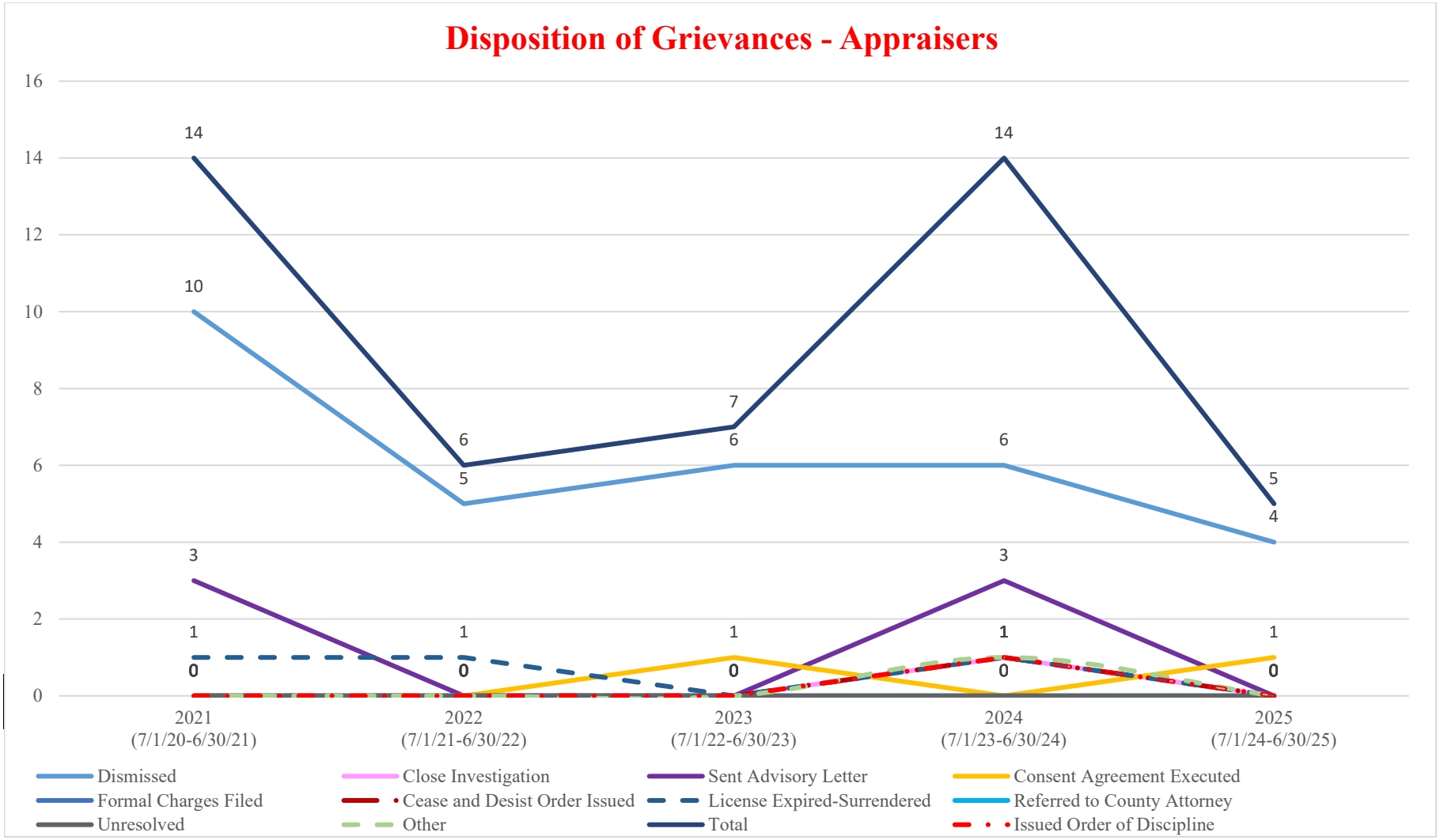
June 2021	Dismissed	Close Investigation	Sent Advisory Letter	Consent Agreement Executed	Formal Charges Filed	Cease and Desist Order Issued	Issued Order of Discipline	License Expired-Surrendered in lieu of Potential Action	Referred to County Attorney	Unresolved	Other	Total
Appraiser	10		3					1				14
AMC												0
Uncredentialed												0
Total	10	0	3	0	0	0	0	1	0	0	0	14

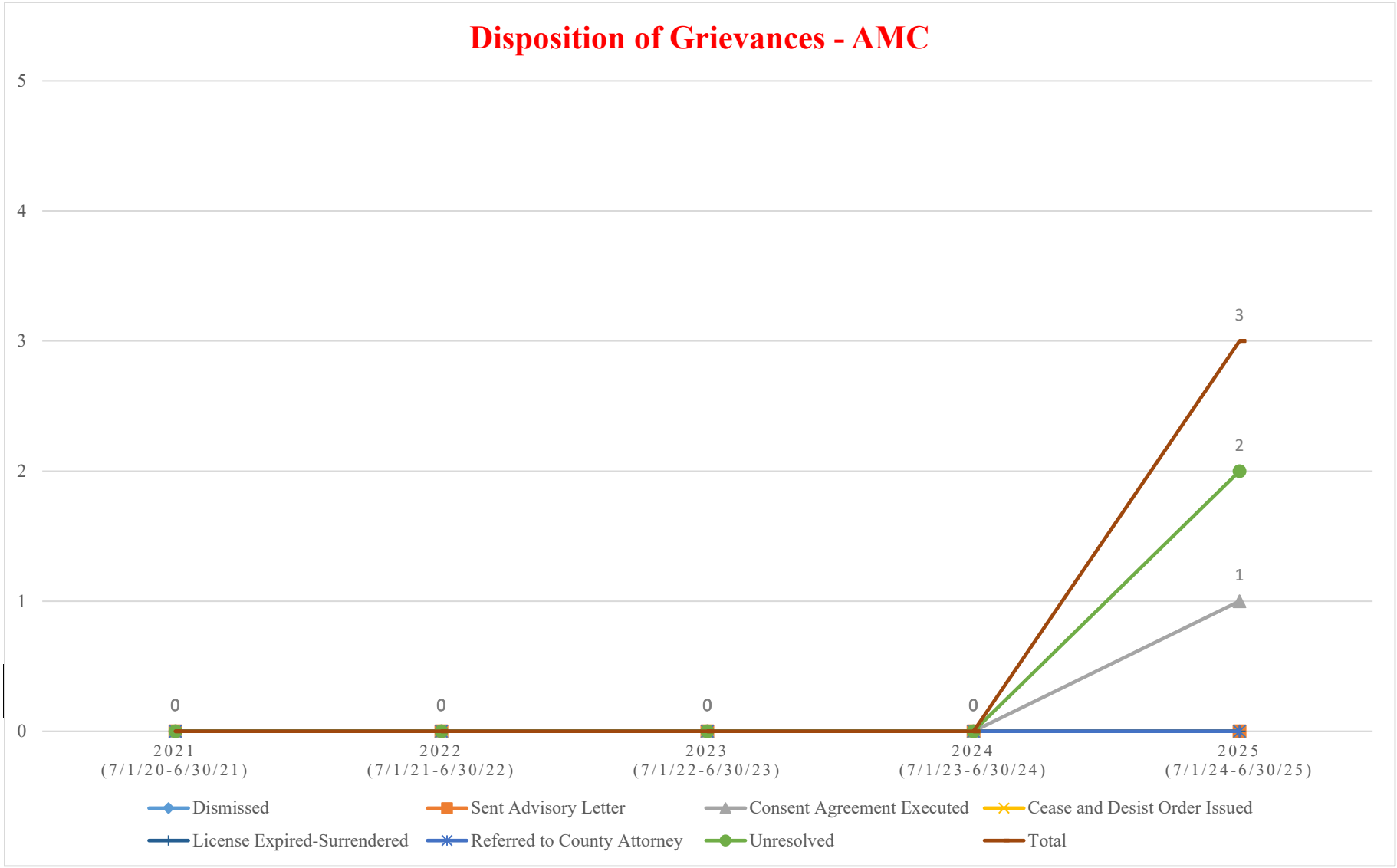
June 2022	Dismissed	Close Investigation	Sent Advisory Letter	Consent Agreement Executed	Formal Charges Filed	Cease and Desist Order Issued	Issued Order of Discipline	License Expired-Surrendered in lieu of Potential Action	Referred to County Attorney	Unresolved	Other	Total
Appraiser	5							1				6
AMC												0
Uncredentialed												0
Total	5	0	0	0	0	0	0	1	0	0	0	6

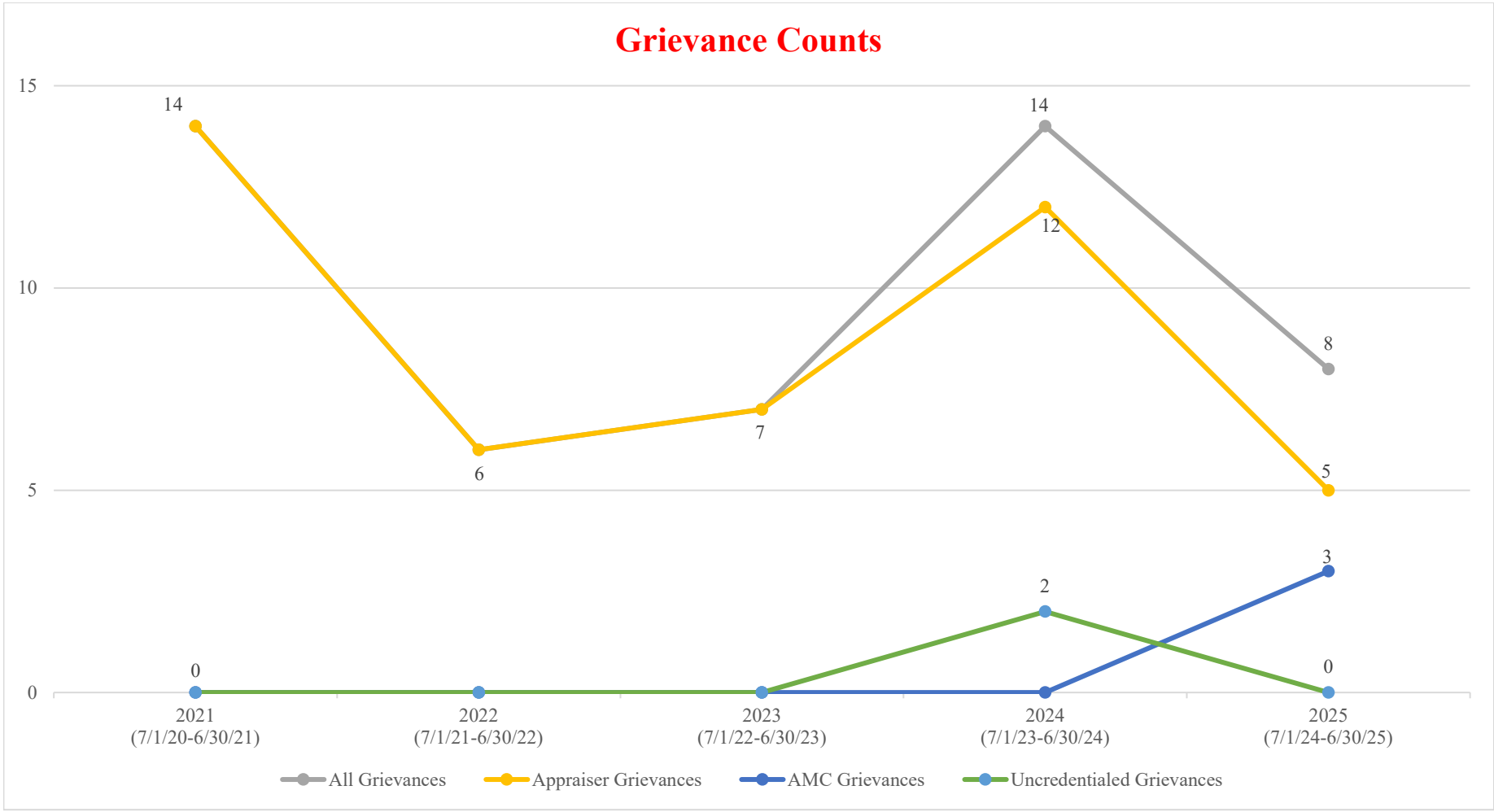
June 2023	Dismissed	Close Investigation	Sent Advisory Letter	Consent Agreement Executed	Formal Charges Filed	Cease and Desist Order Issued	Issued Order of Discipline	License Expired-Surrendered in lieu of Potential Action	Referred to County Attorney	Unresolved	Other	Total
Appraiser	6			1								7
AMC												0
Uncredentialed												0
Total	6	0	0	1	0	0	0	0	0	0	0	7

June 2024	Dismissed	Close Investigation	Sent Advisory Letter	Consent Agreement Executed	Formal Charges Filed	Cease and Desist Order Issued	Issued Order of Discipline	License Expired-Surrendered in lieu of Potential Action	Referred to County Attorney	Unresolved	Other	Total
Appraiser	6		3				1	1			1	12
AMC												0
Uncredentialed		1				1						2
Total	6	1	3	0	0	1	1	1	0	0	1	14

June 2025	Dismissed	Close Investigation	Sent Advisory Letter	Consent Agreement Executed	Formal Charges Filed	Cease and Desist Order Issued	Issued Order of Discipline	License Expired-Surrendered in lieu of Potential Action	Referred to County Attorney	Unresolved	Other	Total
Appraiser	4			1								5
AMC				1						2		3
Uncredentialed												0
Total	4	0	0	2	0	0	0	0	0	2	0	8


Disposition of Grievances - Appraisers
16
14
12
10
8
6
4
2
0
14
10
6
5
7
6
14
6
5
4
3
1
0
1
0
1
0
3
1
0
1
0
2021
(7/1/20-6/30/21)
2022
(7/1/21-6/30/22)
2023
(7/1/22-6/30/23)
2024
(7/1/23-6/30/24)
2025
(7/1/24-6/30/25)
Dismissed
Close Investigation
Sent Advisory Letter
Consent Agreement Executed
Formal Charges Filed
Cease and Desist Order Issued
License Expired-Surrendered
Referred to County Attorney
Unresolved
Other
Total
Issued Order of Discipline


Disposition of Grievances - AMC
5
4
3
2
1
0
0
0
0
0
3
2
1
2021
(7/1/20-6/30/21)
2022
(7/1/21-6/30/22)
2023
(7/1/22-6/30/23)
2024
(7/1/23-6/30/24)
2025
(7/1/24-6/30/25)
Dismissed
Sent Advisory Letter
Consent Agreement Executed
Cease and Desist Order Issued
License Expired-Surrendered
Referred to County Attorney
Unresolved
Total


Grievance Counts
15
10
5
0
14
6
7
14
12
5
8
0
2
0
3
2021
(7/1/20-6/30/21)
2022
(7/1/21-6/30/22)
2023
(7/1/22-6/30/23)
2024
(7/1/23-6/30/24)
2025
(7/1/24-6/30/25)
All Grievances
Appraiser Grievances
AMC Grievances
Uncredentialed Grievances

NRPAB
Nebraska Real Property Appraiser Board

Guidance Document 17-03

Adopted June 15, 2017

This guidance document is advisory in nature but is binding on the Nebraska Real Property Appraiser Board ("Board") until amended or repealed by the Board. A guidance document does not include internal procedural documents that only affect the internal operations of the Board and does not impose additional requirements or penalties on regulated parties or include confidential information or rules and regulations made in accordance with the Administrative Procedure Act. If you believe that this guidance document imposes additional requirements or penalties on regulated parties, you may request a review of the document (Neb. Rev. Stat. § 84-901.03 (2)).

SUBJECT: Credentialing Applicant Advisory Meeting Information

LEGAL REFERENCE: Neb. Rev. Stat. § 84-712.05 (5) (Laws 2016, LB447, § 45; LB471, § 3; LB1109, § 1); 298 NAC, Ch. 8, § 002.09A (2017)

SUMMARY OF ACTION

Approved by the Board at its July 17, 2014 meeting as Board Policy 14-04. Board Policy 14-04 was retired by the Board on May 24, 2017. Guidance Document 17-03 was adopted by the Board at its June 15, 2017 meeting as presented.

BACKGROUND

Excerpt from July 17, 2014 meeting of the Nebraska Real Property Appraiser Board: *The Board reviewed drafted Board Policies 14-03 concerning supervisory appraiser notification of appraisal report found to not be in substantial compliance with USPAP, and 14-04 concerning credentialing applicant advisory meeting information. Director Kohtz informed the Board that after discussions with Chairman Barkley and Vice-Chairman Kubert, the language "not be in substantial compliance with USPAP" will be replaced with "contain USPAP deficiencies" in the first sentence. The Board agreed with this change. There was no discussion pertaining to drafted Board Policy 14-04. Board Member Kubert made a motion to approve Board Policy 14-03 as amended, and Board Policy 14-04 as presented. The motion was seconded by Woodle, and carried with Saxton, Langemeier, Woodle, Kubert and Barkley voting aye.*

LB 867, enacted by the Legislature in 2016, makes a number of changes to the rulemaking provisions of the Administrative Procedure Act ["APA"], Neb. Rev. Stat. §§ 84-901 to 84-918 (2014, and Cum. Supp. 2016). Agencies are authorized to issue "guidance documents," which are defined to "mean any statement developed by an agency which lacks the force of law but provides information or direction of general application to the public to interpret or implement statutes or such agency's rules or regulations." Guidance documents are binding on an agency until amended by the agency, and shall not give rise to any legal right or duty or be treated as authority for any standard, requirement, or policy. Guidance documents replace the Nebraska Real Property Appraiser Board's prior use of board policies to provide direction to the public, and to interpret or implement statutes and rules.

ANALYSIS

Board Policy 14-04, which was adopted by the Board on July 17, 2014, was retired by the Board on May 24, 2017 to implement the former board policy as a guidance document.

GUIDANCE

Any information obtained during an advisory meeting between a board member(s) and a trainee real property appraiser, held to discuss one or more appraisal reports and/or reviews of those appraisal reports for consideration of credentialing, shall be a part of the examination record for that credentialing applicant in accordance with Neb. Rev. Stat. § 84-712.05 (5). The board member(s) in attendance at the advisory meeting, and/or staff, may discuss information obtained during the meeting with the supervisory appraiser if permission is granted to do so by the Board.

NRPAB
Nebraska Real Property Appraiser Board

Guidance Document 20-01

Adopted October 15, 2020

This guidance document is advisory in nature but is binding on the Nebraska Real Property Appraiser Board ("Board") until amended or repealed by the Board. A guidance document does not include internal procedural documents that only affect the internal operations of the Board and does not impose additional requirements or penalties on regulated parties or include confidential information or rules and regulations made in accordance with the Administrative Procedure Act. If you believe that this guidance document imposes additional requirements or penalties on regulated parties, you may request a review of the document (Neb. Rev. Stat. § 84-901.03 (2)).

SUBJECT: Consideration of Disciplinary Action Imposed Against a Real Property Appraiser by Another Appraiser Regulator Agency

LEGAL REFERENCE: Neb. Rev. Stat. § 76-2227(4)(c), (5) (Laws 2016, LB731, § 9); Neb. Rev. Stat. § 76-2228.02(1)(c), (3) (Laws 2014, LB717, § 16); Neb. Rev. Stat. § 76-2230(3)(a)(ii)(B) (Laws 2019, LB77, § 6); Neb. Rev. Stat. § 76-2238(1), (2), (12), (19), (21) (Laws 2015, LB139, § 59); 298 NAC Chapter 6, § 005.01D.2 (2019)

SUMMARY OF ACTION

Adopted by the Board at its August 15, 2019 meeting.

BACKGROUND

The appraiser credential renewal laws and regulations of an appraiser regulatory agency in another jurisdiction ("Subject Appraiser Regulatory Agency") require that credentials be issued for a two-year period. However, the laws and regulations also require that the credential holder pay appraiser credentialing fees annually. This places an undue burden on the credential holder to pay the annual credentialing fee at the end of the first year of the two-year credentialing period. It is the practice of the Subject Appraiser Regulatory Agency to take disciplinary action against any credential holder who fails to pay the annual renewal fee in a timely manner, which includes suspension of his or her credential. The Subject Appraiser Regulatory Agency also reports this disciplinary action to the Appraisal Subcommittee as required in ASC Policy Statement #3, but may not be adequately informing the credential holder of the disciplinary action taken against him or her. This practice by the Subject Appraiser Regulatory Agency creates confusion for the credential holder as to how this disciplinary action must be reported to appraiser regulatory agencies in other jurisdictions. Many credential holders incorrectly report this disciplinary action, which often leads to additional actions by an appraiser regulatory agency.

The Appraisal Foundation addressed this very issue in its updated Real Property Appraiser Qualifications Criteria effective on January 1, 2020 ("2020 Criteria"). On page 13 of the 2020 Criteria, The Appraisal Foundation added a new interpretation that applies to the eligibility of supervisory appraisers who have received disciplinary sanctions for "administrative" reasons, as opposed to sanctions that were "practice-based." Specifically, sanctions imposed as a result of administrative actions not related to an individual's obligations of ethical and competent appraisal practice do not disqualify a credential holder from being a supervisory appraiser. According to the 2020 Criteria, examples may involve isolated administrative responsibilities including late payment of fees, failure to timely renew a credential, or failure to notify a regulatory office of a change in contact information. The above-mentioned interpretation was added to the 2020 Criteria in consideration of appraiser regulatory agencies denying supervisory appraiser applications or removing supervisory appraiser status because of the action taken by the Subject Appraiser Regulatory Agency.

ANALYSIS

The mission of the Nebraska Real Property Appraiser Board is to is to administer and enforce the Nebraska Real Property Appraiser Act and Nebraska Appraisal Management Company Registration Act with efficiency, equity, and integrity, to not only ensure that the citizens of Nebraska are protected and served, but also that the appraisal business community is highly qualified through education, experience, and examination. Furthermore, it is the Board's intent that its Enforcement Program is educational in nature when possible. The language in the Real Property Appraiser Act allows the Board to carry out its mission, and specific language pertains to qualifications for real property appraisers, or reasons for the Board to take disciplinary action, as related to applicants and credential holders.

In accordance with Neb. Rev. Stat. § 76-2227, applications for initial credentials, upgrade of credentials, credentials through reciprocity, temporary credentials, and renewal of credentials must: (4)(c) certify that the applicant's appraiser credential, or any other registration, license, or certification, issued by any other regulatory agency or held in any other jurisdiction, has not been revoked or suspended within the five-year period immediately preceding the date of application; and, (5) credentials shall be issued only to persons who have a good reputation for honesty, trustworthiness, integrity, and competence to perform assignments in such manner as to safeguard the interest of the public and only after satisfactory proof of such qualification has been presented to the board upon request and a completed application has been approved.

N.R.S § 76-2228.02(1)(c), (3); N.R.S. § 76-2230(3)(a)(ii)(B); and 298 NAC Chapter 6, § 005.01D.2 all establish specific criteria that would eliminate an applicant from being approved by the Board. In accordance with N.R.S § 76-2228.02(1)(c), an applicant to be a supervisory appraiser must have not successfully completed disciplinary action by the board or any other jurisdiction, which action limited the real property appraiser's legal eligibility to engage in real property appraisal activity within three years immediately preceding the date the written request for approval as supervisory appraiser is submitted by the applicant or trainee real property appraiser on a form approved by the board; and (3) says, that a certified real property appraiser disciplined by the board or any other appraiser regulatory agency in another jurisdiction, which discipline may or may not have limited the real property appraiser's legal eligibility to engage in real property appraisal activity, shall not be eligible as a supervisory appraiser as of the date disciplinary action was imposed against the appraiser by the board or any other appraiser regulatory agency.

298 NAC Chapter 6, § 005.01D.2 requires that an instructor applicant for an education activity that holds a credential as an appraiser, not have had a credential revoked, suspended, or have surrendered a credential in lieu of disciplinary action within three years.

N.R.S. § 76-2230(3)(a)(ii)(B) also requires that an applicant for the certified residential classification upgrading from the licensed classification must not have been subject to a nonappealable disciplinary action by the board or any other jurisdiction, which action limited the real property appraiser's legal eligibility to engage in real property appraisal activity within five years immediately preceding the date of application for the certified residential real property appraiser credential if he or she would like to upgrade without completing additional qualifying education.

Finally, N.R.S. § 76-2238 establishes the acts or omissions considered grounds for disciplinary action or denial of an application by the Board. The following specific statutes apply to this matter:

(1) Failure to meet the minimum qualifications for credentialing established by or pursuant to the Real Property Appraiser Act;
(2) Procuring or attempting to procure a credential under the act by knowingly making a false statement, submitting false information, or making a material misrepresentation in an application filed with the board or procuring or attempting to procure a credential through fraud or misrepresentation;
(12) Any violation of the act or any rules and regulations adopted and promulgated pursuant to the act;
(19) Suspension or revocation of an appraisal credential or a license in another regulated occupation, trade, or profession in this or any other jurisdiction or disciplinary action taken by another jurisdiction that limits the real property appraiser's ability to engage in real property appraisal activity;
(21) Failure to report disciplinary action taken against an appraisal credential or any other registration, license, or certification issued by any other regulatory agency or held in any other jurisdiction within sixty days of receiving notice of such disciplinary action;

Although it has been standard practice for the Board to not take adverse action on an application or against a credential holder for an action taken by another appraiser regulatory agency that would not be a violation of the Real Property Appraiser Act, the disciplinary action taken by the Subject Appraiser Regulatory Agency compromises the Board's ability to carry out its mission effectively due to the following:

(1) The Subject Appraiser Regulatory Agency's disciplinary action results in the suspension of the appraiser's credential, which has immediate ramifications according to the language found in N.R.S § 76-2228.02(1)(c), (3), N.R.S. § 76-2230(3)(a)(ii)(B), and 298 NAC Chapter 6, § 005.01D.2. Under certain conditions, the applicant is disqualified.
(2) Disciplinary action, with or without a suspension, taken by any appraiser regulatory agency requires additional background work and research by the Board's staff to gather information for the Board to make an informed decision regarding the application or the status of the credential holder. Given the unjust nature of the disciplinary action imposed by the Subject Appraiser Regulatory Agency for this matter, and the volume of such actions, the required background work and research has a negative impact on the Board's operational efficiency.

(3) The Subject Appraiser Regulator Agency many not be adequately informing the credential holder of the disciplinary action taken against him or her. This practice by the Subject Appraiser Regulatory Agency creates confusion for the credential holder as to how this disciplinary action must be reported, which may result in the Board denying the application for being untruthful.

The Appraisal Foundation is authorized by the U.S. Congress to develop the Real Property Appraiser Qualification Criteria through its Appraiser Qualifications Board. 12 U.S.C. § 3345 specifies the certification and licensing requirements for real property appraisers, which includes the following for the minimum qualifications for a trainee real property appraiser or supervisory appraiser:

(e) Minimum Qualification Requirements. Any requirements established for individuals in the position of 'Trainee Appraiser' and 'Supervisory Appraiser' shall meet or exceed the minimum qualification requirements of the Appraiser Qualifications Board of The Appraisal Foundation. The Appraisal Subcommittee shall have the authority to enforce these requirements.

As mentioned in the Background section, The Appraisal Foundation also addressed this very issue in its 2020 Criteria due to appraiser regulatory agencies denying supervisory appraiser applications or removing supervisory appraiser status because of the action taken by the Subject Appraiser Regulatory Agency.

GUIDANCE

Due to the unjust burden placed on a credential holder to accurately report such action, and compromise to the Board's ability to carry out its mission, the Board will no longer recognize any action taken by any appraiser regulatory agency, with or without suspension or revocation, as disciplinary action, if such action has been verified by the Director to involve an appraiser regulatory agency's isolated administrative responsibilities including, but not limited to, late payment of fees related to credentialing, failure to timely renew a credential, or failure to notify a regulatory office of a change in contact information; and such action is deemed by the Director to not be related to the credential holder's ethical behavior or competency as a real property appraiser, and no harm to the public is found.

Nebraska Real Property Appraiser Board
301 Centennial Mall South, First Floor
PO Box 94963
Lincoln, NE 68509-4963
https://appraiser.ne.gov
402-471-9015

Respondent Credential # _____
New Grievance # _____
Date Received:

For Board Use Only

Nebraska Real Property Appraiser Board
Grievance Against an Appraiser Form

Your Information (Complainant)

Full Name:
Contact Address (Street, City, State, Zip Code):
Telephone Number:
Email Address:

Appraiser Information (Respondent)

Appraiser's Name:
Appraiser's Credential Number:
Business Name:
Business Address:
Business Telephone:
Physical Address of appraised property: **and/or** **Legal Description of appraised property:**

Grievance Information

Were you caused harm by the actions of the appraiser?	**Yes** ☐ **No** ☐
Explain how you were wronged:	
What outcome/action are you seeking from the filing of this grievance?	

Have you contacted the Appraiser regarding your grievance? **Yes** ☐ **No** ☐

If yes, please complete the following:

Dates of contact	**Person(s) Contacted**

Results:

Have you contacted an attorney regarding this grievance? **Yes** ☐ **No** ☐

If yes, please complete the following:

Name of Attorney	**Business Telephone**

Results:

Is the Grievance involved in any filed or pending court actions? **Yes** ☐ **No** ☐

If yes, please complete the following:

Name of Court	**Address of Court**	**Case Number**

Details and type of action taken:

Documents Submitted

Please furnish copies of all documents pertaining to your grievance (appraisal reports, contracts, letters, etc.). Original documents will not be returned to you. Please log the information/documentation being included in this grievance in the table below.

Document	Number of Pages
☐ **Appraisal Report**	
☐	
☐	
☐	
☐	
☐	

Below, please provide complete details about your grievance. Be as factual and specific as possible in your description of the alleged violations. Please type or print legibly. Attach additional sheets if necessary.

Affidavit of Complainant

The foregoing statements are made for the purpose of filing a grievance with Nebraska Real Property Appraiser Board against a Nebraska credentialed appraiser. I hereby consent that these statements may be used as evidence by the Real Property Appraiser Board of the State of Nebraska, or in any court in Nebraska where a violation of the said Real Property Appraiser Act is claimed, and that the application, representations, and statements made herein to file this grievance may at any time be used as evidence.

I CERTIFY THAT THE STATEMENTS MADE IN THIS DOCUMENT AND ALL ATTACHMENTS ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF AND THAT I HAVE NOT WRONGLY ADDRESSED ANY INFORMATION THAT MIGHT HAVE A BEARING ON THIS GRIEVANCE'S INVESTIGATION.

SIGN HERE _____

Signature of Complainant

DIRECTIONS

1. Attach all relevant information and documentation as required above.

2. The grievance form and supporting documentation may be submitted by mail to the address below, or by email to nrpab.compliance@nebraska.gov.
   Nebraska Real Property Appraiser Board
   301 Centennial Mall South
   PO Box 94963
   Lincoln NE 68509-4963

3. The Nebraska Real Property Appraiser Board ("Board") administers and enforces the Real Property Appraiser Act ("Act") and may, upon its own motion and shall, upon the written grievance of any person, cause an investigation to be made with respect to an alleged violation of the Act by any credential holder or applicant for credentialing under the Act. The Board may revoke or suspend the credential or otherwise discipline a credential hold or deny an application for the acts or omissions set forth in §76-2238.

4. All complaints must be in writing and signed. The grievance shall set forth in clear and concise language the alleged violations of the Act, the Rules and Regulations (Title 298) of the Board, or the standards of professional appraisal practice or ethical rules evidenced by the Uniform Standards of Professional Appraisal Practice. No verbal or anonymous grievances will be received or investigated.

5. Upon the receipt of your properly completed and filed grievance form, you will receive notification by mail. A number will be assigned to the investigation which may be tracked in the Board's meeting minutes. A copy of the minutes will be found on the Board's website at https://appraiser.ne.gov. If required, the Board may contact you for additional information pertaining to this matter.

6. If the Board's investigation reveals that no violation of the Act occurred, then the grievance will be dismissed and all information will remain confidential. If the investigation reveals that a violation of the Act did occur, the Board's actions will be published on the website and any documentation considered to be public may be available upon written request to the Board's Director.

7. The Board will not enter into disputes over the valuation or evaluation of any property.

8. Please note that the Board cannot give legal advice.

9. The Board does not have the authority to award monetary damages.

10. Please direct questions or concerns to the Board's office – phone: 402-471-9015 or email: nrpab.compliance@nebraska.gov

Effective August 20, 2020

Nebraska Real Property Appraiser Board
301 Centennial Mall South, First Floor
PO Box 94963
Lincoln, NE 68509-4963
https://appraiser.ne.gov
402-471-9015

AMC Registration # _____
New Grievance # _____
Date Received:

For Board Use Only

Nebraska Real Property Appraiser Board
Grievance Against an Appraisal Management Company (AMC)

Your Information (Complainant)

Full Name:
Contact Address (Street, City, State, Zip Code):
Telephone Number:
Email Address:

AMC Information (Respondent)

AMC Name:
Does Business As (dba) Name, if applicable:
Nebraska Registration Number:
Business Address:
Business Telephone:
Physical Address of subject property: **and/or** **Legal Description of subject property:**

Grievance Information

Were you caused harm by the actions of the AMC?	**Yes** ☐ **No** ☐
Explain how you were wronged:	
What outcome/action are you seeking from the filing of this grievance?	

Have you contacted the AMC regarding your grievance? **Yes** ☐ **No** ☐

If yes, please complete the following:

Dates of contact	**Person(s) Contacted**

Results:

Have you contacted an attorney regarding this grievance? **Yes** ☐ **No** ☐

If yes, please complete the following:

Name of Attorney	**Business Telephone**

Results:

Is the Grievance involved in any filed or pending court actions? **Yes** ☐ **No** ☐

If yes, please complete the following:

Name of Court	**Address of Court**	**Case Number**

Details and type of action taken:

Documents Submitted

Please furnish copies of all documents pertaining to your grievance (invoices, contracts, letters, etc.). Original documents will not be returned to you. Please log the information/documentation being included in this grievance in the table below.

Document	Number of Pages
☐	
☐	
☐	
☐	
☐	
☐	

Below, please provide complete details about your grievance. Be as factual and specific as possible in your description of the alleged violations. Please type or print legibly. Attach additional sheets if necessary.

Affidavit of Complainant

The foregoing statements are made for the purpose of filing a grievance with Nebraska Real Property Appraiser Board against an Appraisal Management Company in the State of Nebraska. I hereby consent that these statements may be used as evidence by the Real Property Appraiser Board of the State of Nebraska, or in any court in Nebraska where a violation of the said Real Property Appraiser Act is claimed, and that the application, representations, and statements made herein to file this grievance may at any time be used as evidence.

I CERTIFY THAT THE STATEMENTS MADE IN THIS DOCUMENT AND ALL ATTACHMENTS ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF AND THAT I HAVE NOT WRONGLY ADDRESSED ANY INFORMATION THAT MIGHT HAVE A BEARING ON THIS GRIEVANCE'S INVESTIGATION.

SIGN HERE _____

Signature of Complainant

DIRECTIONS

1. Attach all relevant information and documentation as required above.

2. The grievance form and supporting documentation may be submitted by mail to the address below, or by email to nrpab.compliance@nebraska.gov.
   Nebraska Real Property Appraiser Board
   301 Centennial Mall South
   PO Box 94963
   Lincoln NE 68509-4963

3. The Nebraska Real Property Appraiser Board ("Board") administers and enforces the Appraisal Management Company Registration Act ("Act") and may, upon its own motion and shall, upon the written grievance of any person, cause an investigation to be made with respect to an alleged violation of the Act by any registered AMC. The Board may revoke or suspend the registration of or otherwise discipline an AMC for the acts or omissions set forth in §76-3216.

4. All complaints must be in writing and signed. The grievance shall set forth in clear and concise language the alleged violations of the Act or the Rules and Regulations (Title 298) of the Board. No verbal or anonymous grievances will be received or investigated.

5. Upon the receipt of your properly completed and filed grievance form, you will receive notification by mail. A number will be assigned to the investigation which may be tracked in the Board's meeting minutes. A copy of the minutes will be found on the Board's website at https://appraiser.ne.gov. If required, the Board may contact you for additional information pertaining to this matter.

6. If the Board's investigation reveals that no violation of the Act occurred, then the grievance will be dismissed and all information will remain confidential. If the investigation reveals that a violation of the Act did occur, the Board's actions will be published on the website and any documentation considered to be public may be available upon written request to the Board's Director.

7. Please note that the Board cannot give legal advice.

8. The Board does not have the authority to award monetary damages. To file against a Surety bond for the payment of deserved fees, please contact the Board's office for a copy of the Surety bond.

9. Please direct questions or concerns to the Board's office – phone: 402-471-9015 or email: nrpab.compliance@nebraska.gov

Effective August 20, 2020

NRPAB
Nebraska Real Property Appraiser Board
301 Centennial Mall South, LL
PO Box 94963
Lincoln, NE 68509-4963
www.appraiser.ne.gov
402-471-9015

Date Received: _____

Investigation or
Other Identification #: _____

Check Number (if required): _____

For Board Use Only

APPRAISAL REPORTING FORM

APPRAISER INFORMATION

Name: _____
Last First Middle

Address: _____
Box or Street Number City

_____
State Zip Code + 4 E-Mail Address Area Code Telephone Number

Nebraska Real Property Appraiser Credential Number: _____

SUBMITTAL INFORMATION

1. Submittal Due Date: _____

2. Please select the box below that best describes the reason for submittal.

Final Order or Consent Order ☐ Board Required (non-consent order) ☐ Other ☐

3. If Board Required or Other is selected, please provide a brief explanation below.

4. Indicate frequency, as communicated by the Board, that the Appraisal Reporting Form must be submitted for review.

None ☐ One Time ☐ Quarterly ☐ Semiannually ☐ Annually ☐

4a. This is _____ of _____ submittals.

4b. Next submittal is due on: _____

5. Are you required by the Board to submit a review fee with this Appraisal Reporting Form? Yes ☐ No ☐

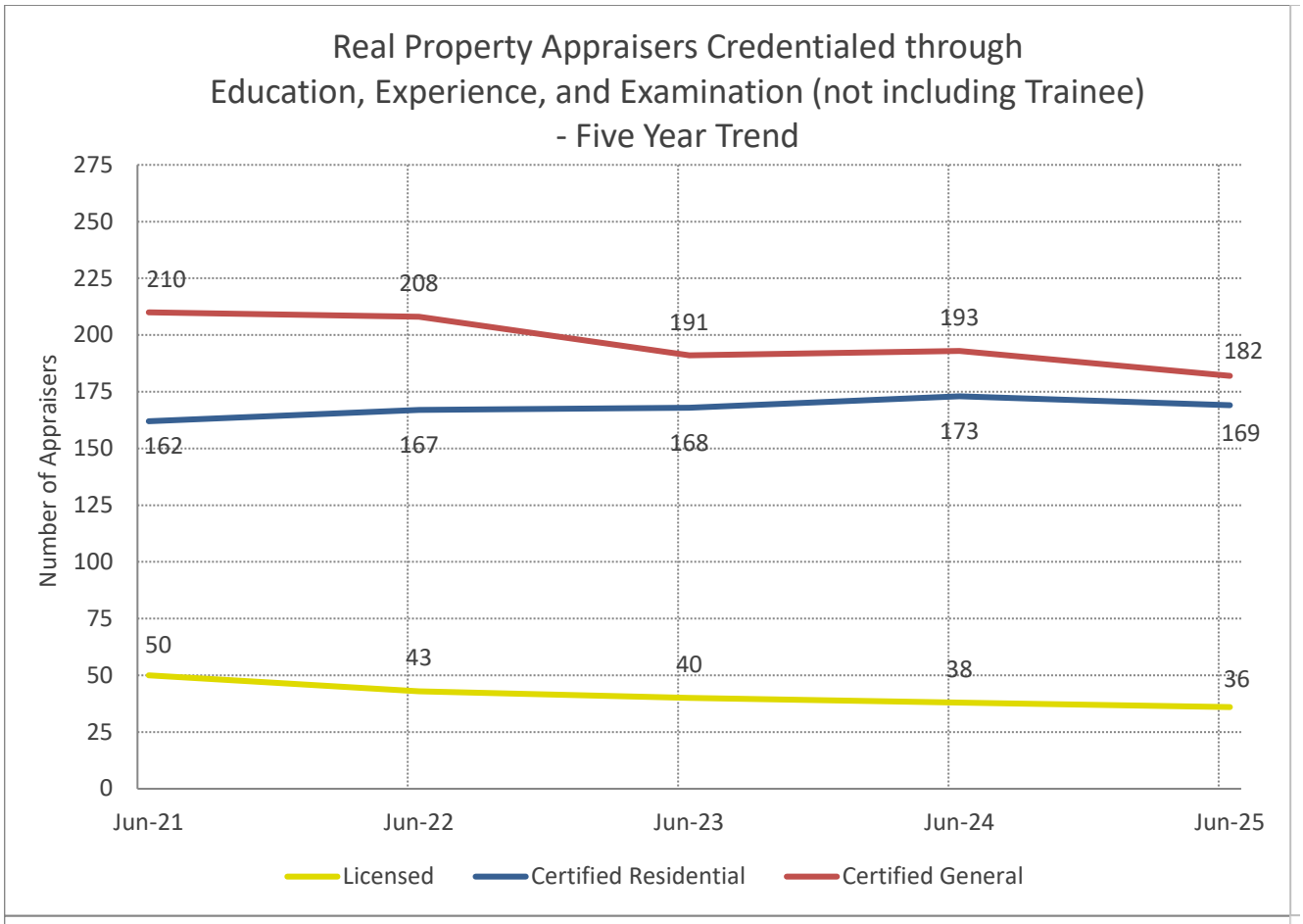
5a. If yes, list the payment amount included: _____

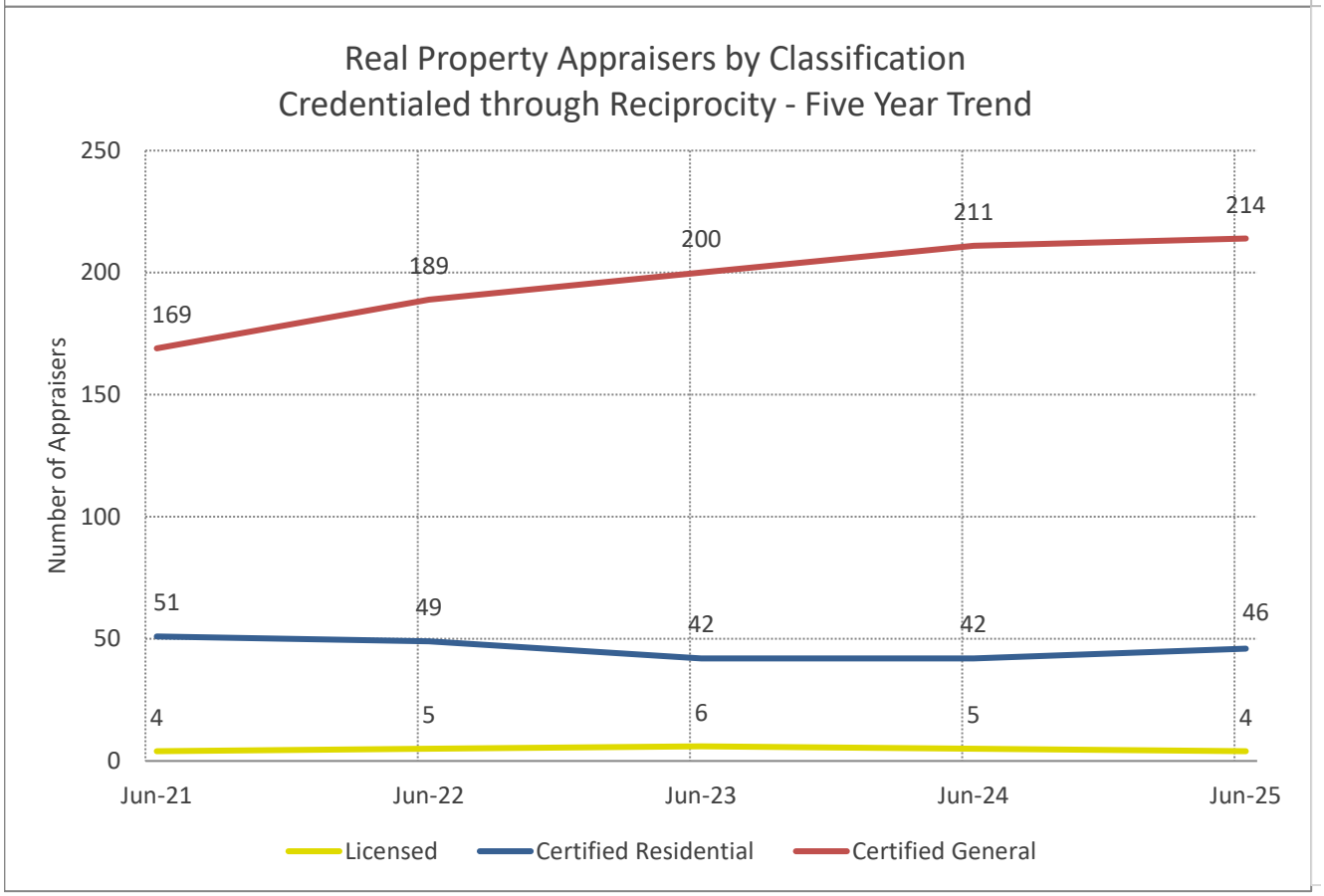
SIGN HERE _____
Submitter's signature

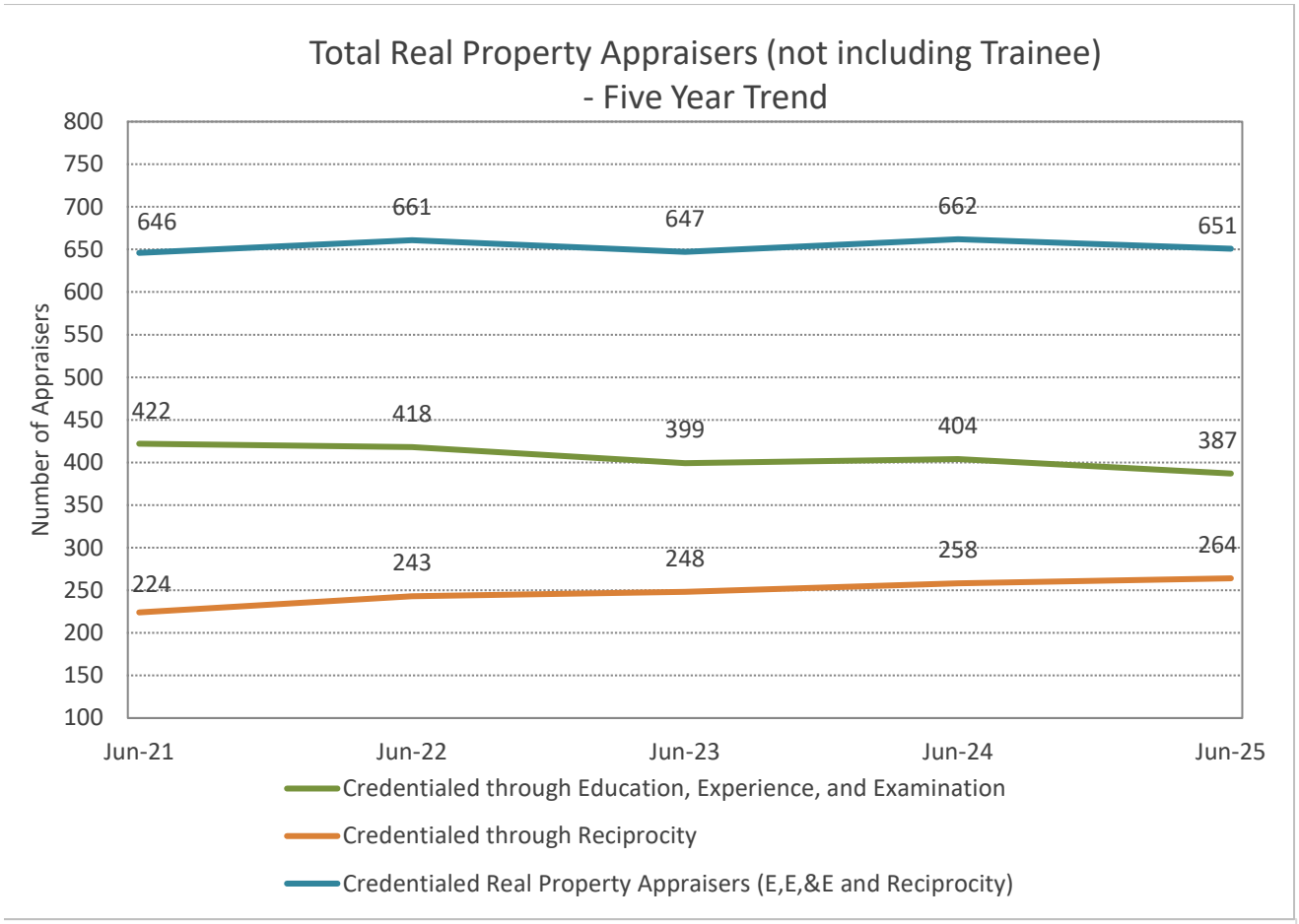
APPRAISAL ACTIVITY LOG

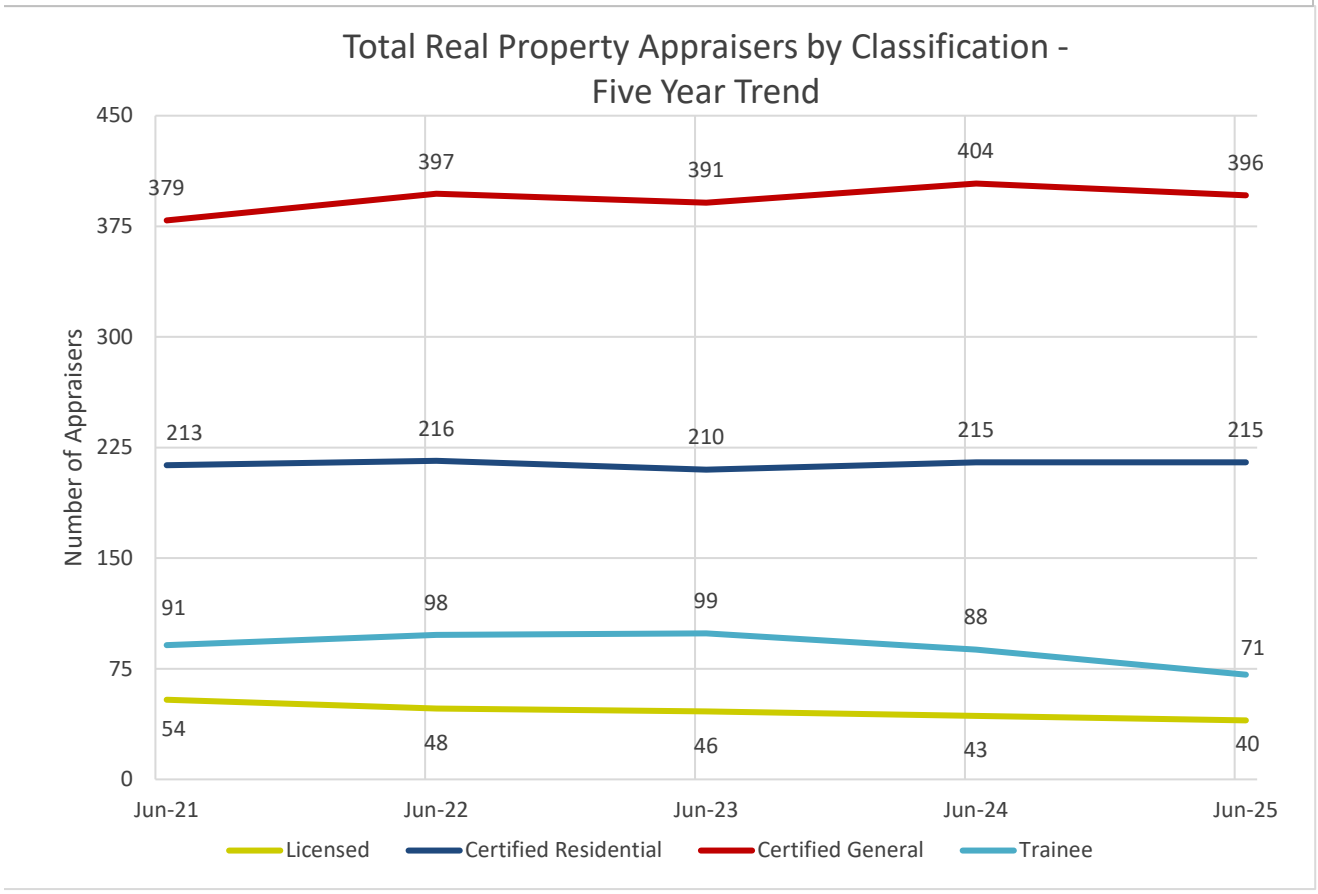
Date Appraisal Report Signed	Property Identification (Legal Description or Address)	Property Type	Description of Work
		Residential ☐ Commercial ☐ Agriculture ☐	
		Residential ☐ Commercial ☐ Agriculture ☐	
		Residential ☐ Commercial ☐ Agriculture ☐	
		Residential ☐ Commercial ☐ Agriculture ☐	
		Residential ☐ Commercial ☐ Agriculture ☐	
		Residential ☐ Commercial ☐ Agriculture ☐	
		Residential ☐ Commercial ☐ Agriculture ☐	
		Residential ☐ Commercial ☐ Agriculture ☐	
		Residential ☐ Commercial ☐ Agriculture ☐	

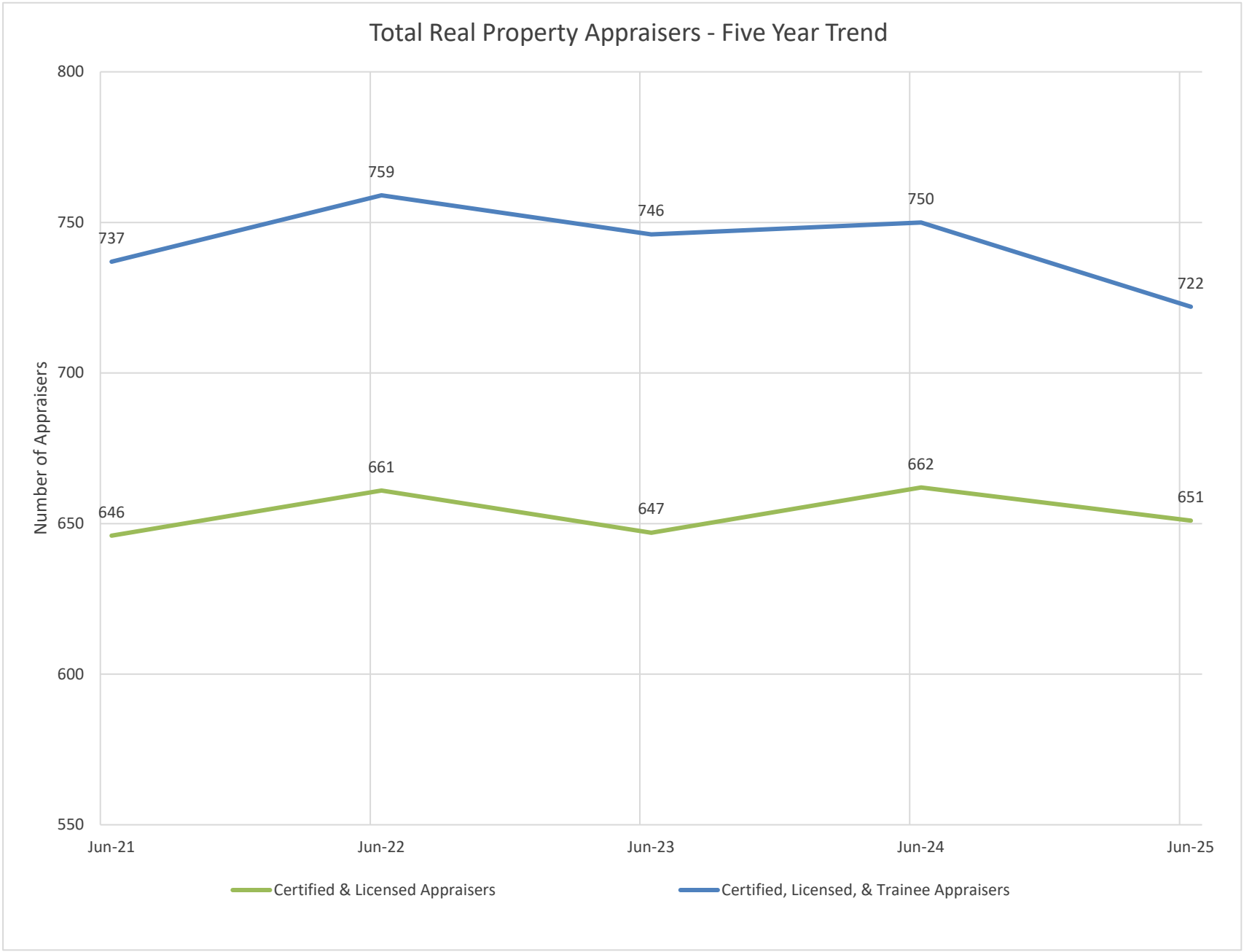
Real Property Appraiser Report

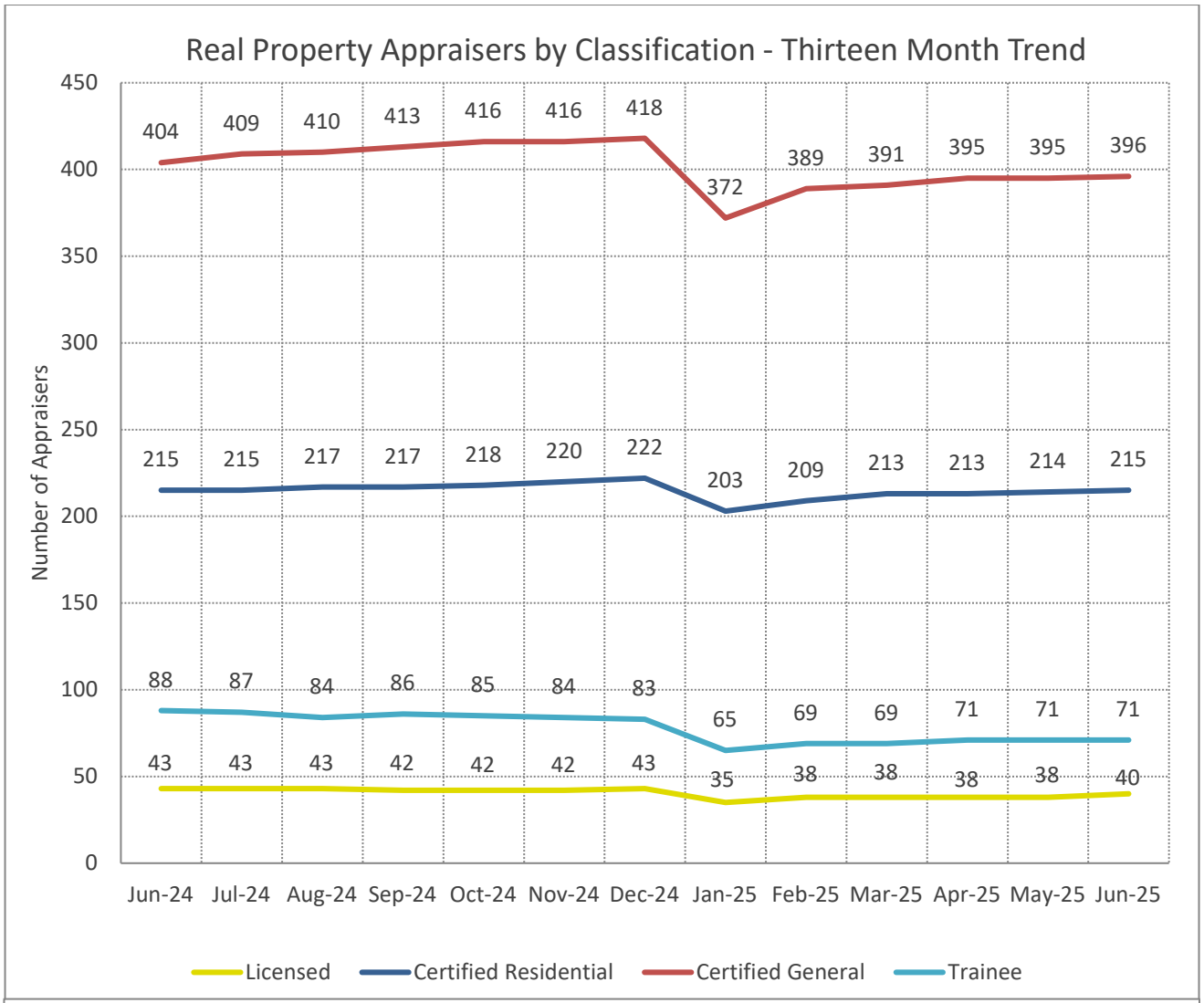


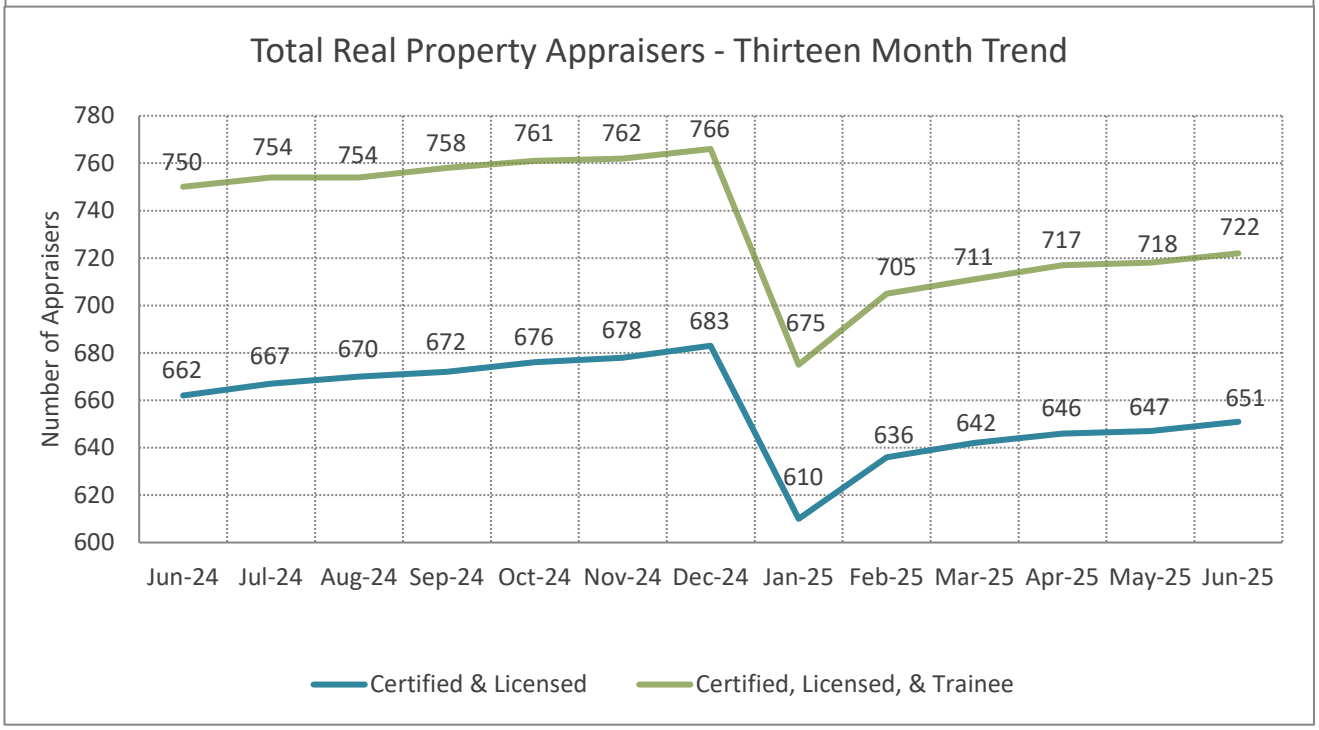



Total Real Property Appraisers (not including Trainee) - Five Year Trend
Number of Appraisers
800
750
700
650
600
550
500
450
400
350
300
250
200
150
100
646
661
647
662
651
422
418
399
404
387
224
243
248
258
264
Jun-21
Jun-22
Jun-23
Jun-24
Jun-25
Credentialed through Education, Experience, and Examination
Credentialed through Reciprocity
Credentialed Real Property Appraisers (E,E,&E and Reciprocity)

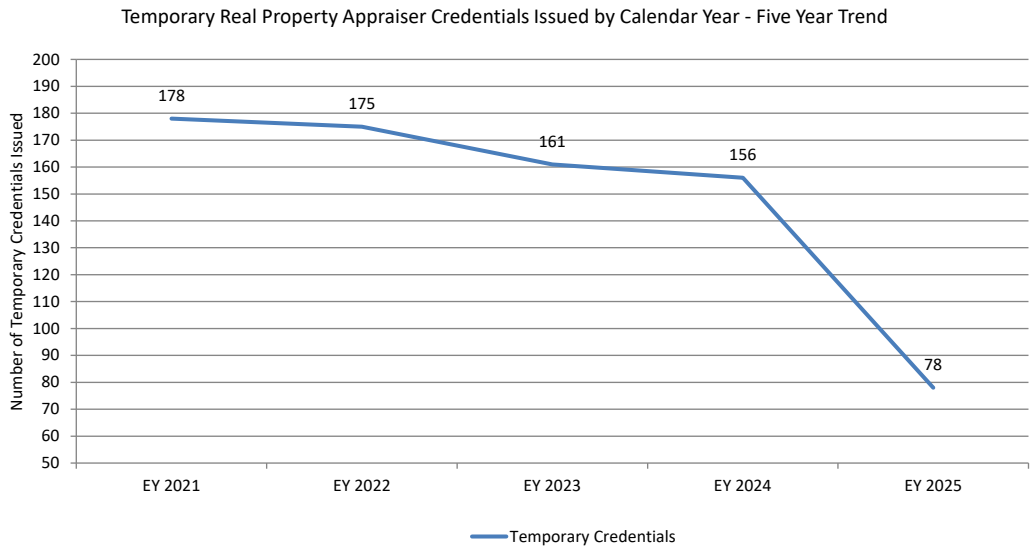

Total Real Property Appraisers by Classification - Five Year Trend
Number of Appraisers
450
375
300
225
150
75
0
379
397
391
404
396
213
216
210
215
215
91
98
99
88
71
54
48
46
43
40
Jun-21
Jun-22
Jun-23
Jun-24
Jun-25
Licensed
Certified Residential
Certified General
Trainee

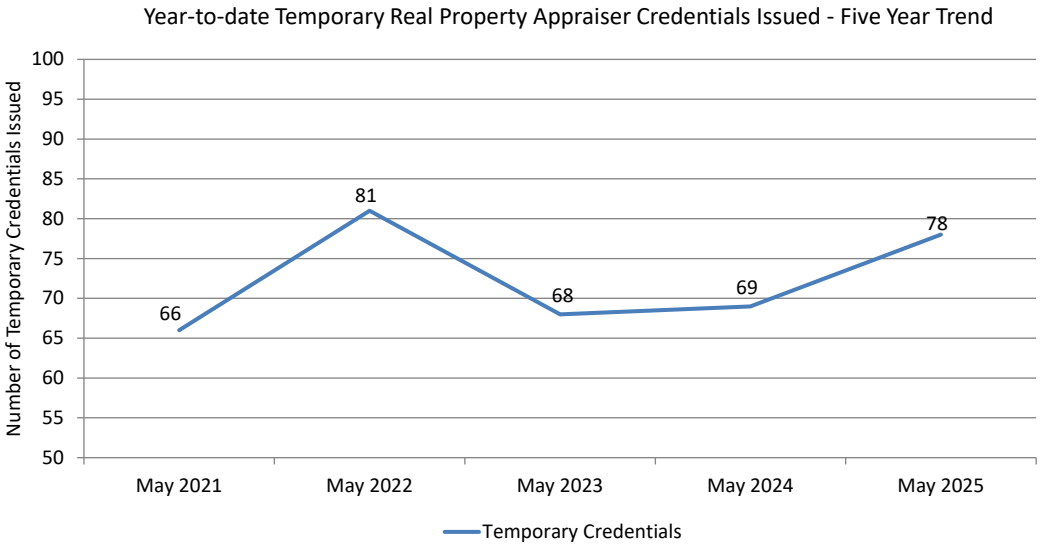

Total Real Property Appraisers - Five Year Trend
800
750
700
650
600
550
Number of Appraisers
759
746
750
737
722
661
662
646
647
651
Jun-21
Jun-22
Jun-23
Jun-24
Jun-25
Certified & Licensed Appraisers
Certified, Licensed, & Trainee Appraisers

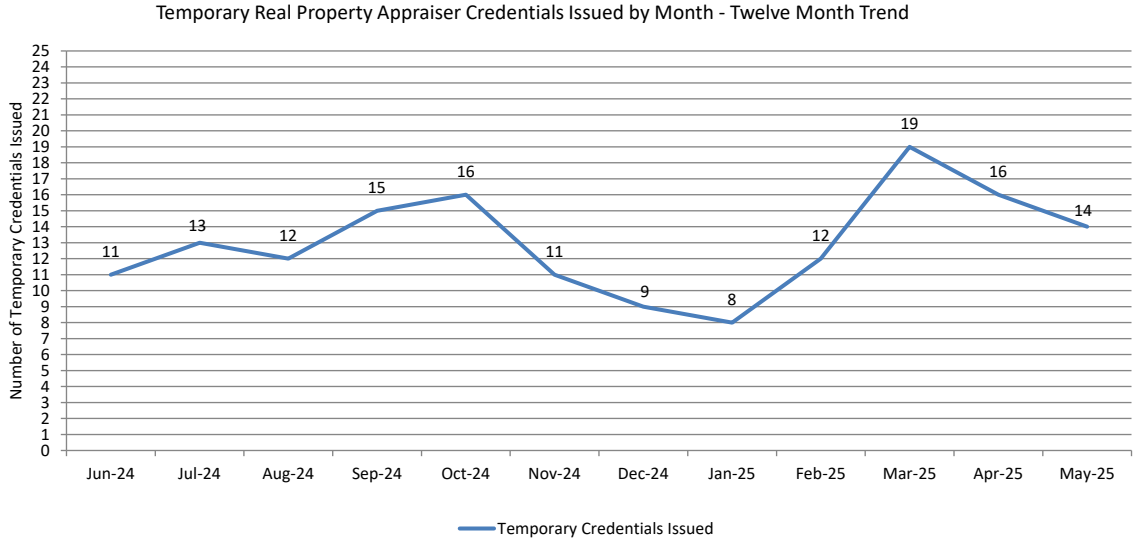

Real Property Appraisers by Classification - Thirteen Month Trend
Number of Appraisers
450
400
350
300
250
200
150
100
50
0
404 409 410 413 416 416 418 372 389 391 395 395 396
215 215 217 217 218 220 222 203 209 213 213 214 215
88 87 84 86 85 84 83 65 69 69 71 71 71
43 43 43 42 42 42 43 35 38 38 38 38 40
Jun-24 Jul-24 Aug-24 Sep-24 Oct-24 Nov-24 Dec-24 Jan-25 Feb-25 Mar-25 Apr-25 May-25 Jun-25
Licensed
Certified Residential
Certified General
Trainee


Total Real Property Appraisers - Thirteen Month Trend
Number of Appraisers
780
760
740
720
700
680
660
640
620
600
750 754 754 758 761 762 766 675 705 711 717 718 722
662 667 670 672 676 678 683 610 636 642 646 647 651
Jun-24 Jul-24 Aug-24 Sep-24 Oct-24 Nov-24 Dec-24 Jan-25 Feb-25 Mar-25 Apr-25 May-25 Jun-25
Certified & Licensed
Certified, Licensed, & Trainee

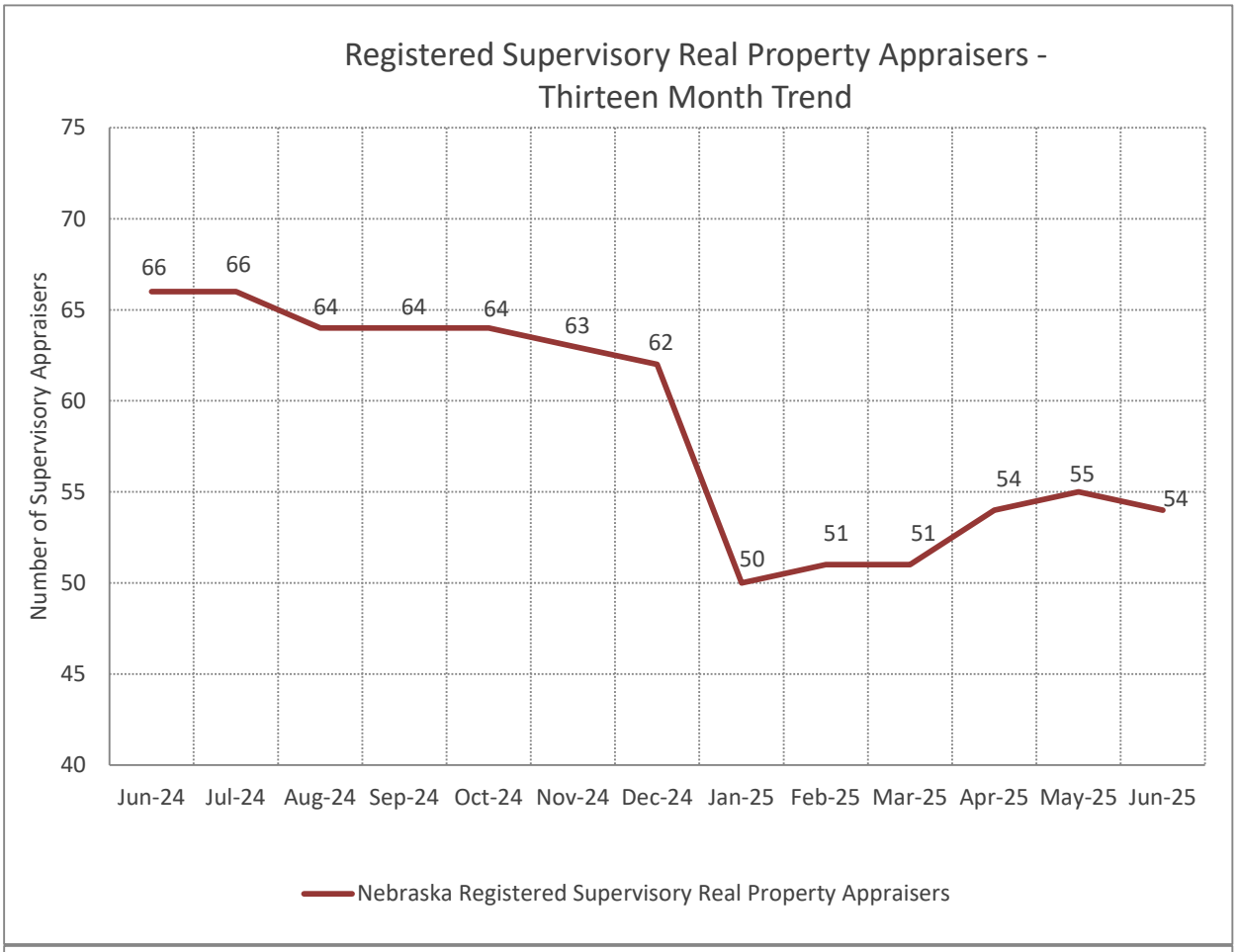
Temporary Real Property Appraiser Report

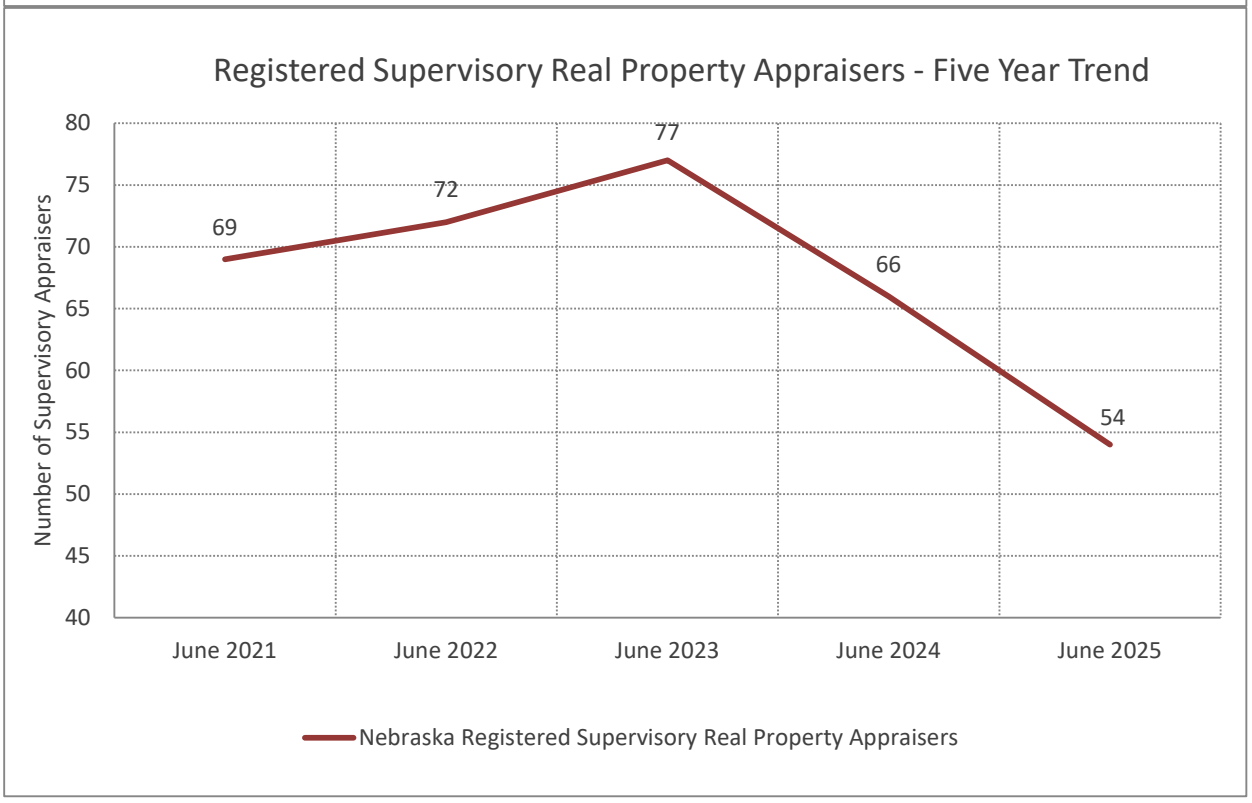




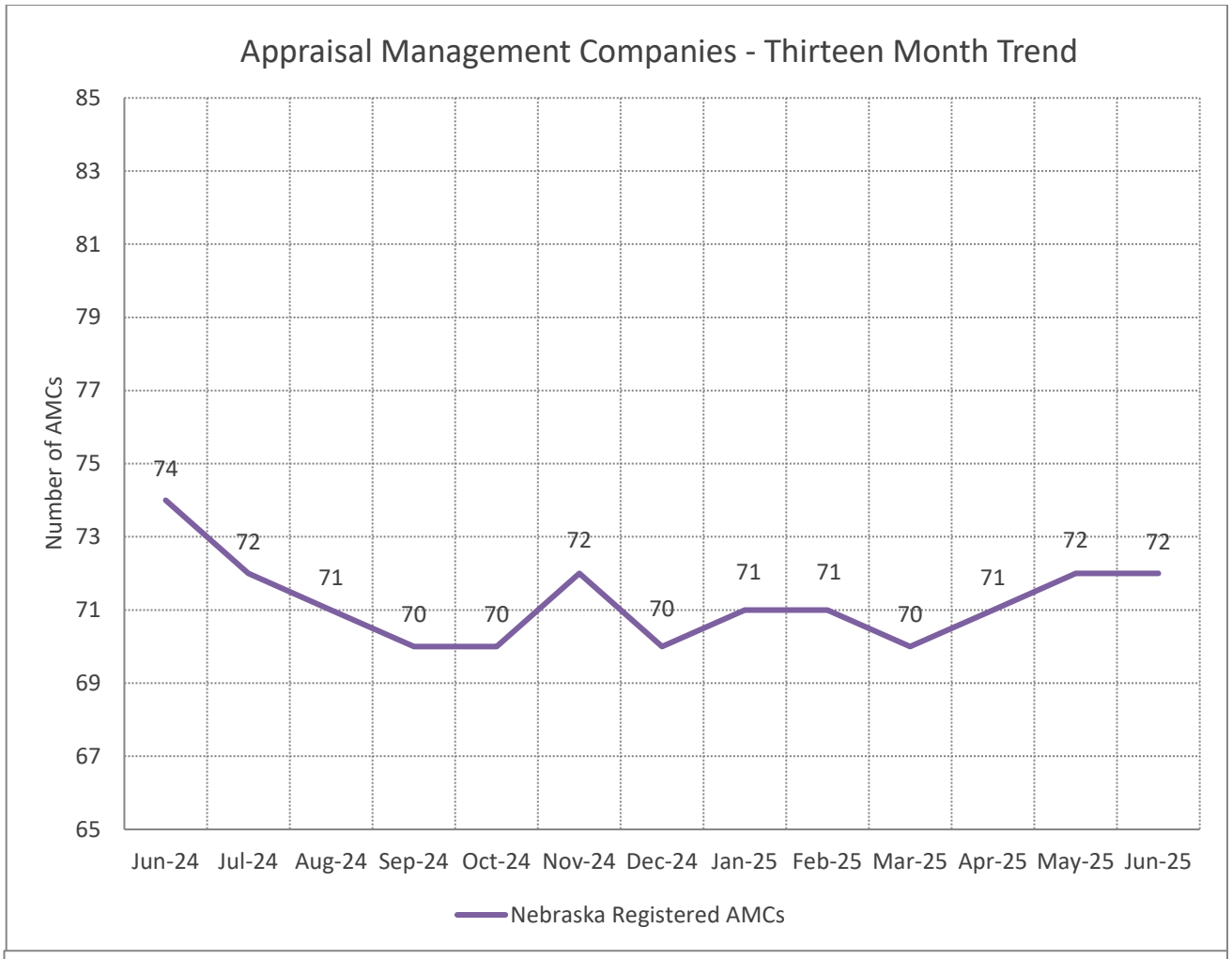


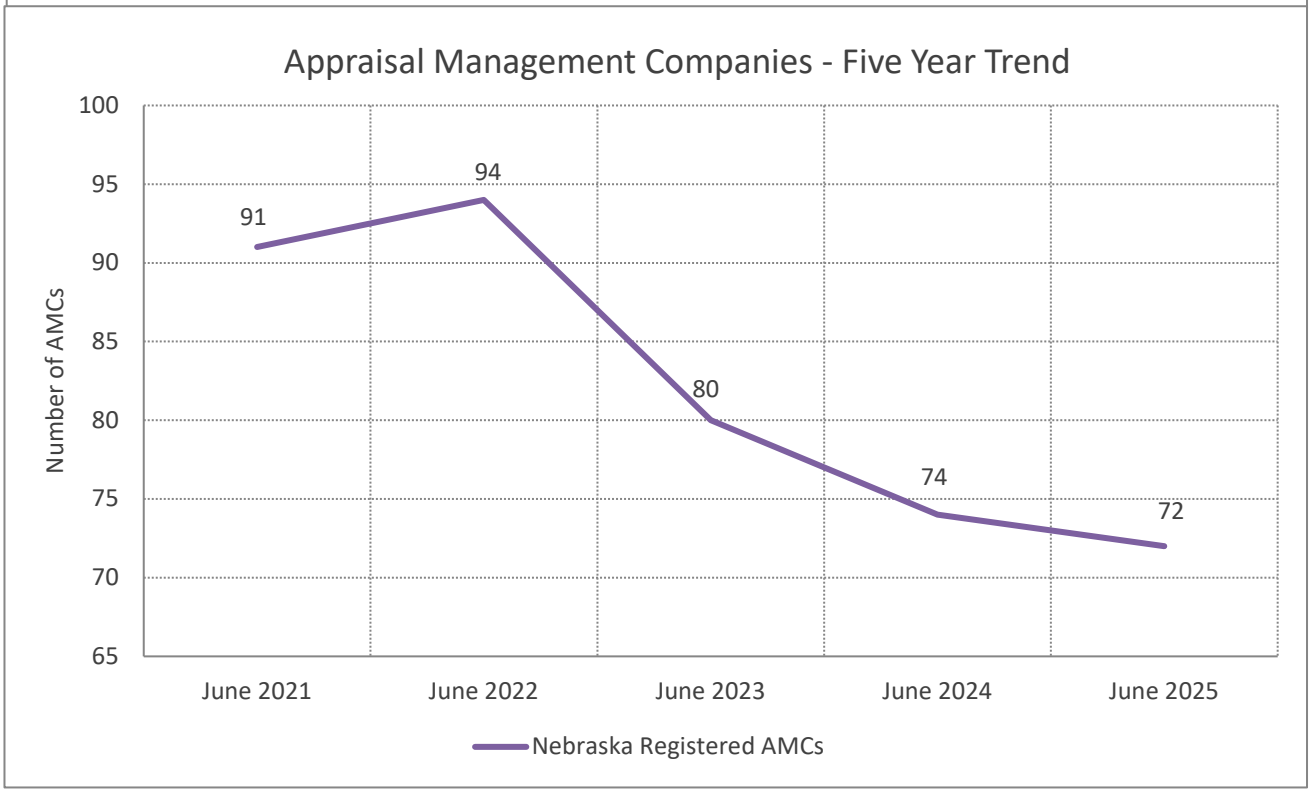
Supervisory Real Property Appraiser Report

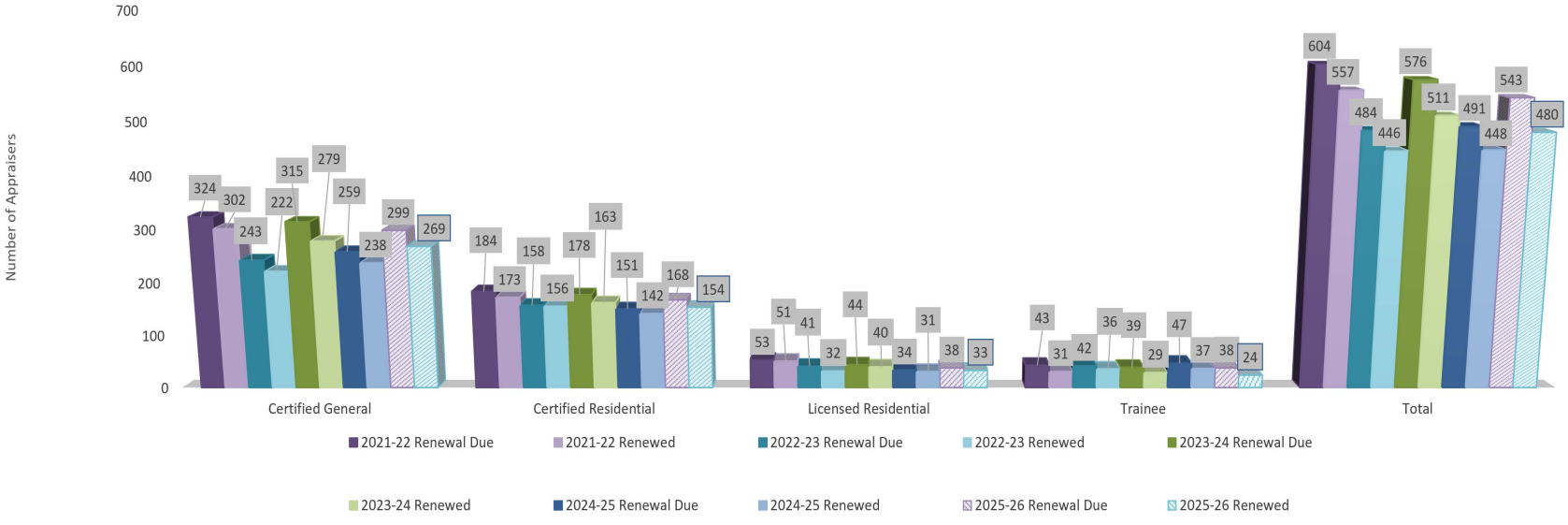


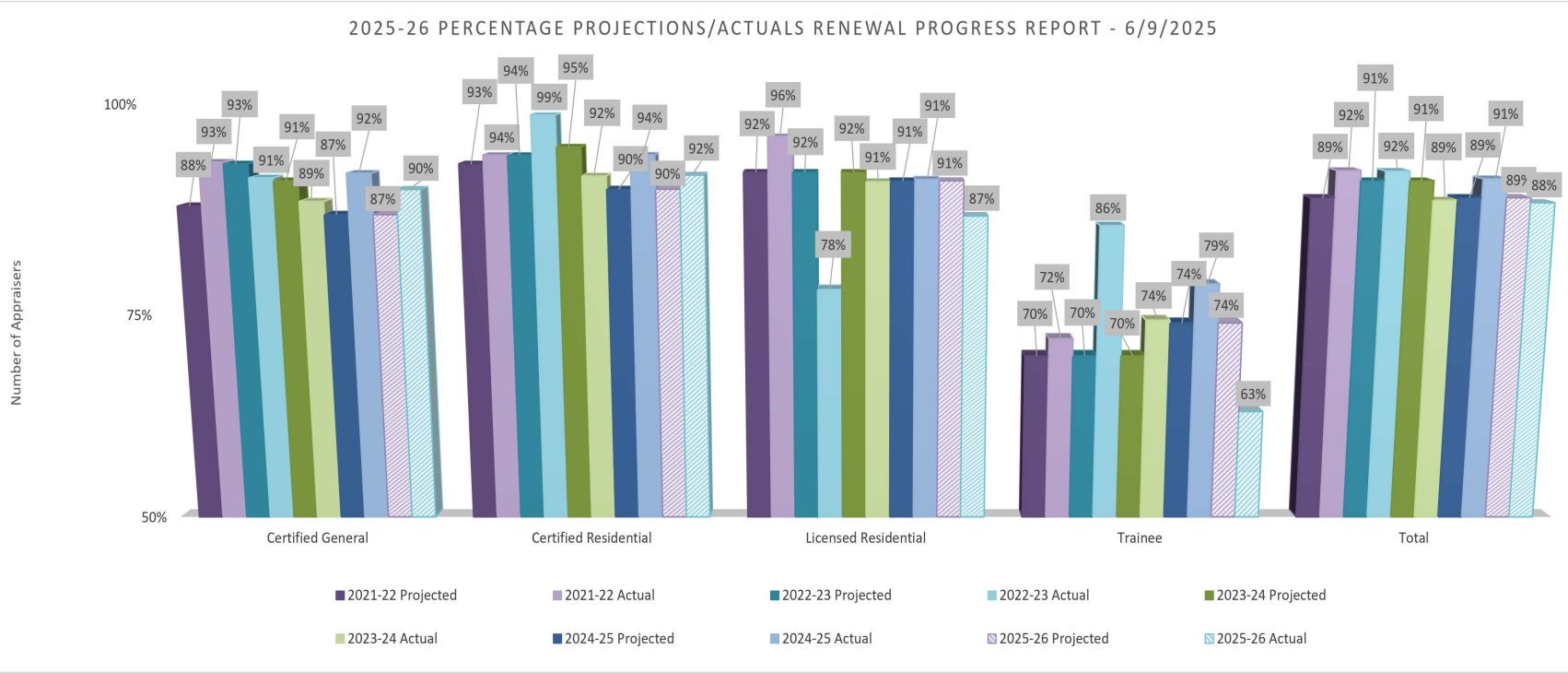


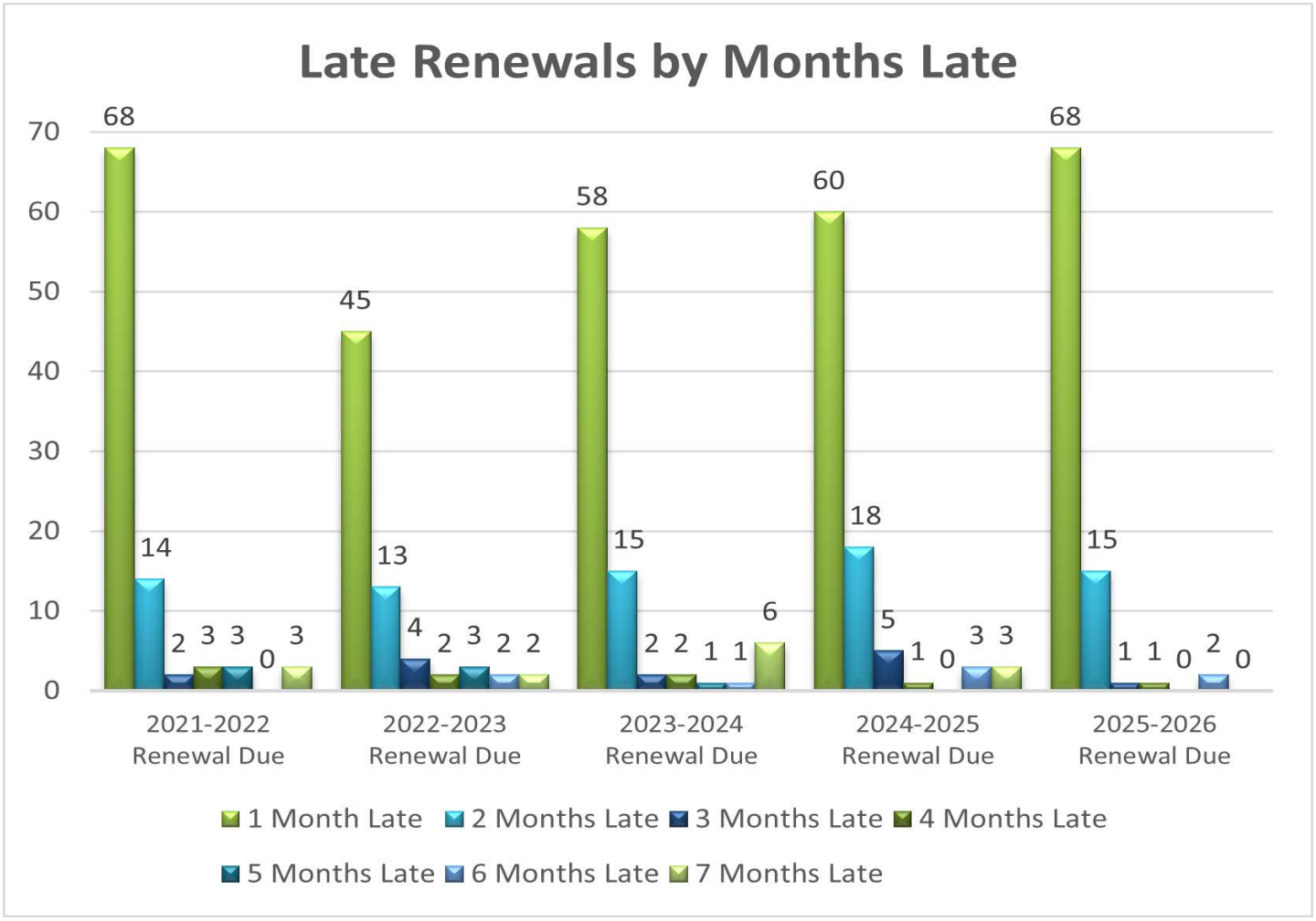
Appraisal Management Company Report

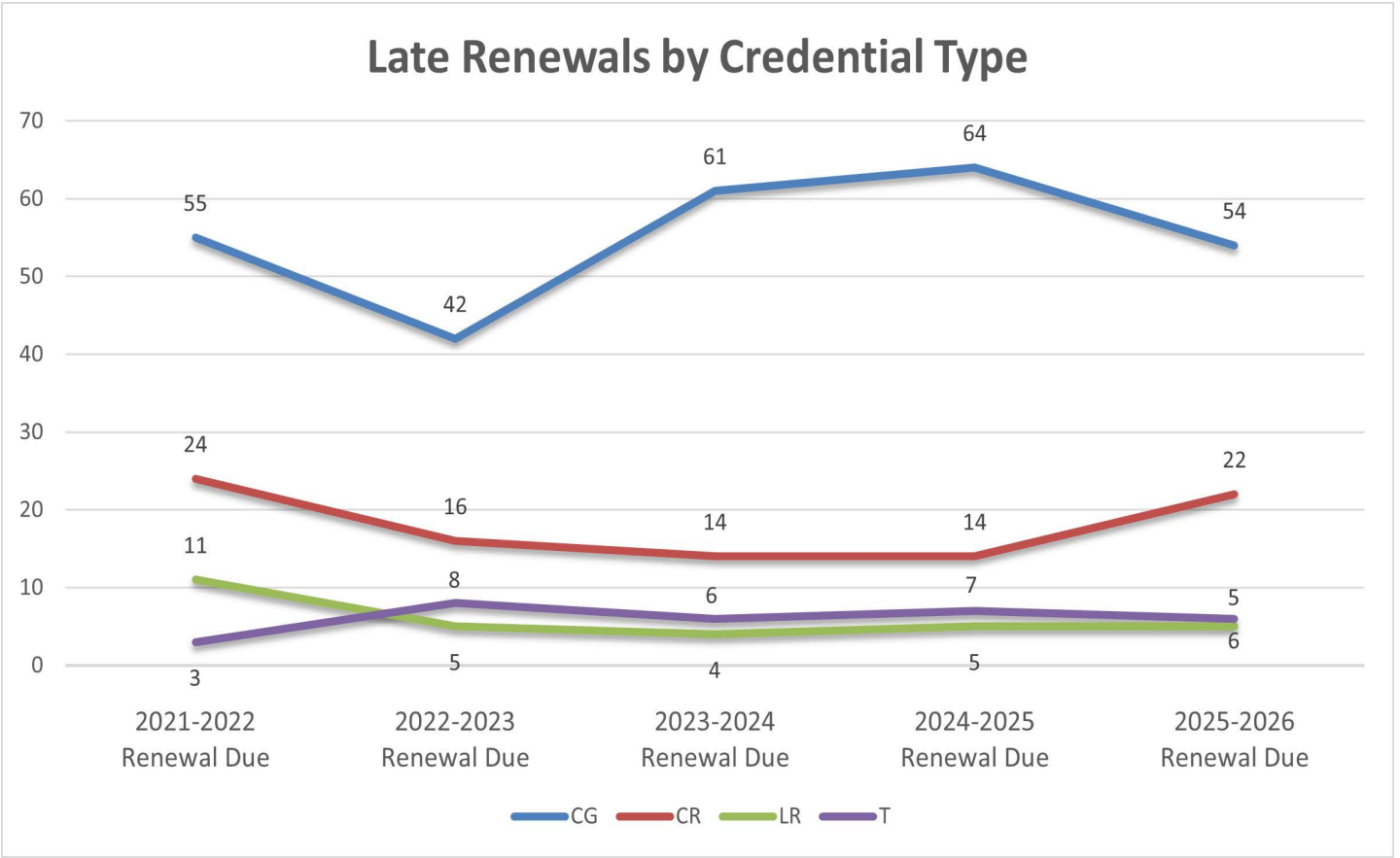




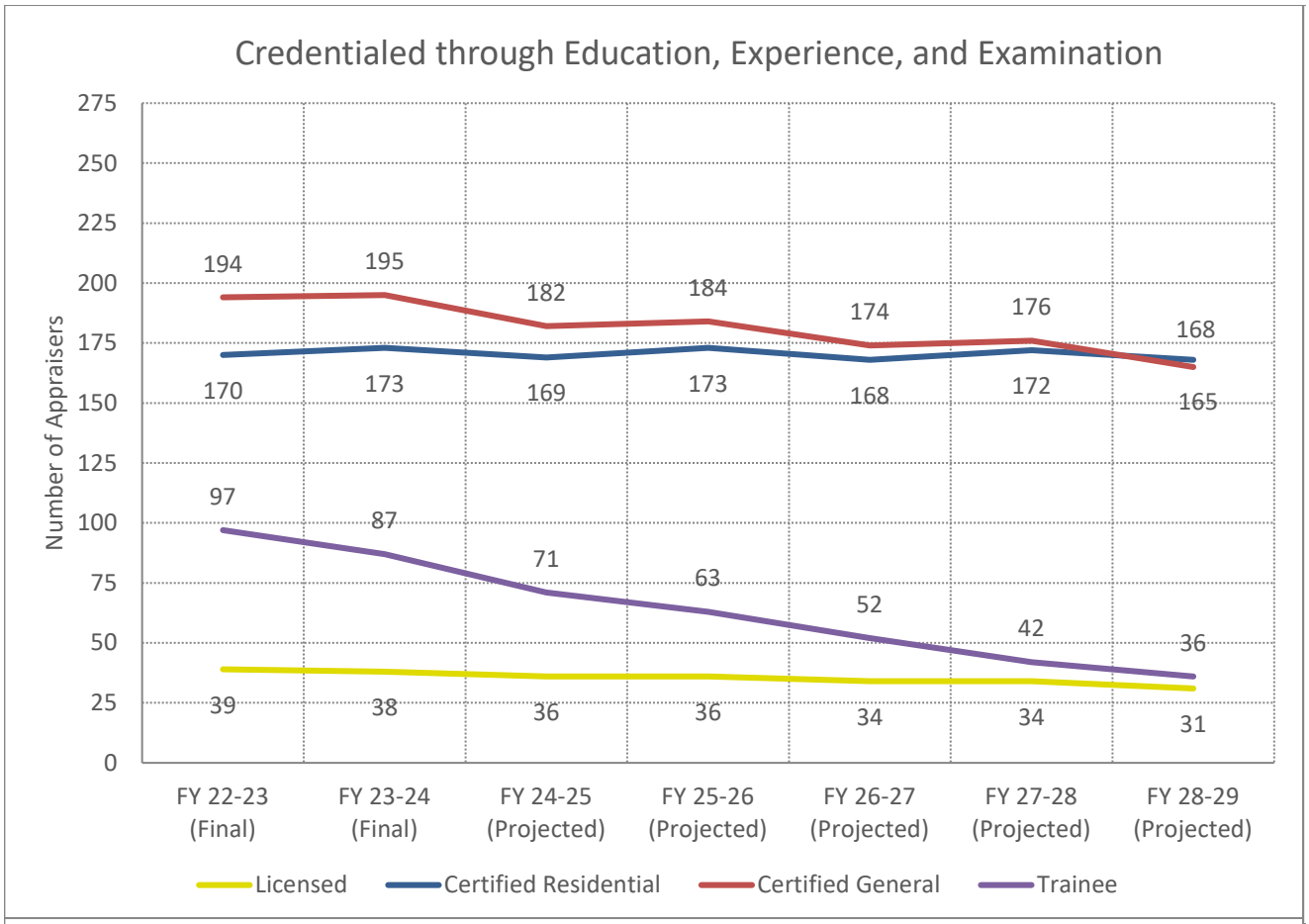

2025-26 REAL PROPERTY APPRAISER RENEWAL PROGRESS REPORT - 6/9/2025
Number of Appraisers
700
600
500
400
300
200
100
0
Certified General
Certified Residential
Licensed Residential
Trainee
Total
2021-22 Renewal Due
2021-22 Renewed
2022-23 Renewal Due
2022-23 Renewed
2023-24 Renewal Due
2023-24 Renewed
2024-25 Renewal Due
2024-25 Renewed
2025-26 Renewal Due
2025-26 Renewed

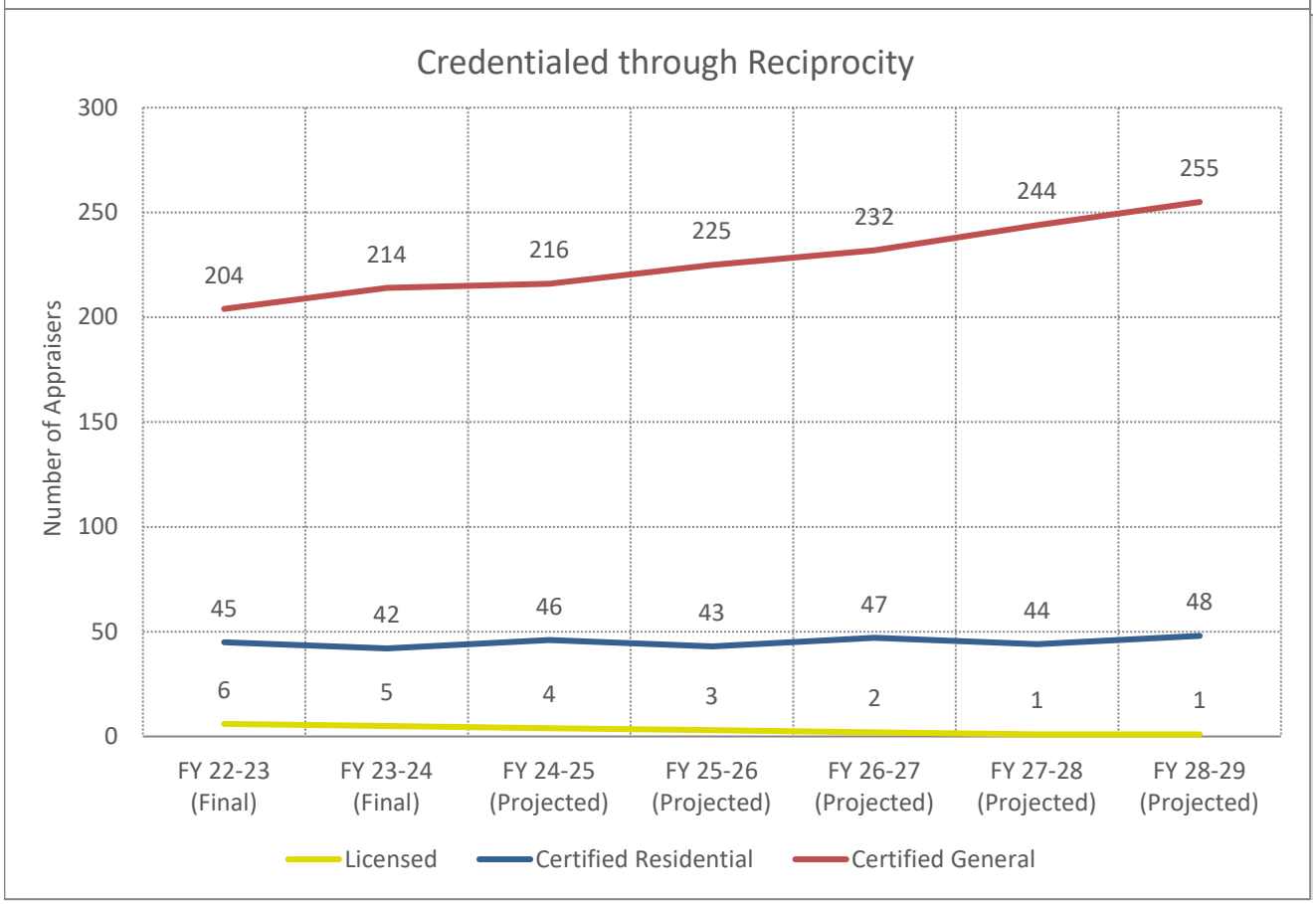

2025-26 PERCENTAGE PROJECTIONS/ACTUALS RENEWAL PROGRESS REPORT - 6/9/2025
Number of Appraisers
100%
75%
50%
Certified General
Certified Residential
Licensed Residential
Trainee
Total
2021-22 Projected
2021-22 Actual
2022-23 Projected
2022-23 Actual
2023-24 Projected
2023-24 Actual
2024-25 Projected
2024-25 Actual
2025-26 Projected
2025-26 Actual


Late Renewals by Months Late
70
60
50
40
30
20
10
0
68
14
2
3
3
0
3
45
13
4
2
3
2
2
58
15
2
2
1
1
6
60
18
5
1
0
3
3
68
15
1
1
0
2
0
2021-2022 Renewal Due
2022-2023 Renewal Due
2023-2024 Renewal Due
2024-2025 Renewal Due
2025-2026 Renewal Due
1 Month Late
2 Months Late
3 Months Late
4 Months Late
5 Months Late
6 Months Late
7 Months Late

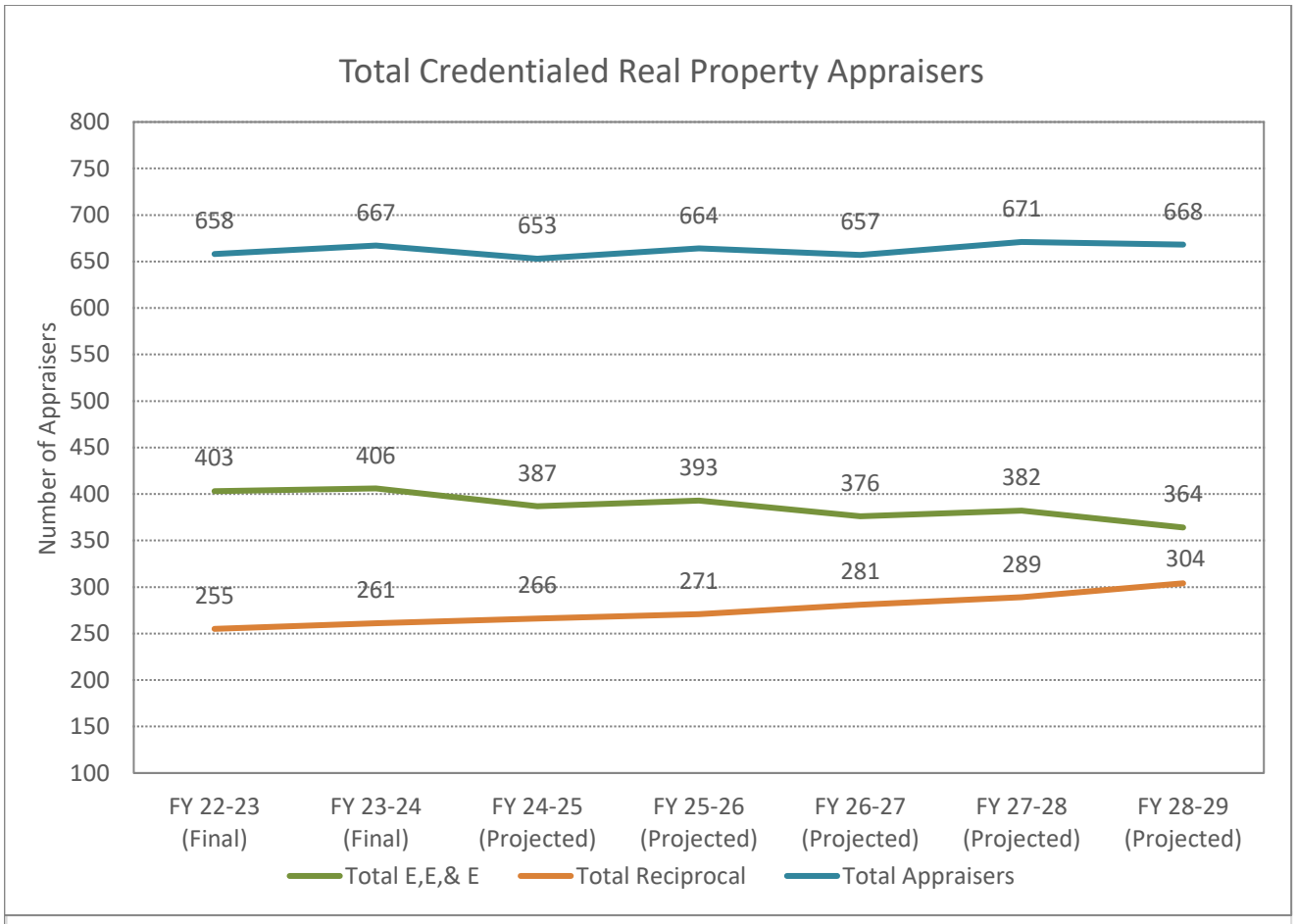

Late Renewals by Credential Type
70
60
50
40
30
20
10
0
55
42
61
64
54
24
16
14
14
22
11
5
4
5
6
3
8
6
7
5
2021-2022 Renewal Due
2022-2023 Renewal Due
2023-2024 Renewal Due
2024-2025 Renewal Due
2025-2026 Renewal Due
CG
CR
LR
T

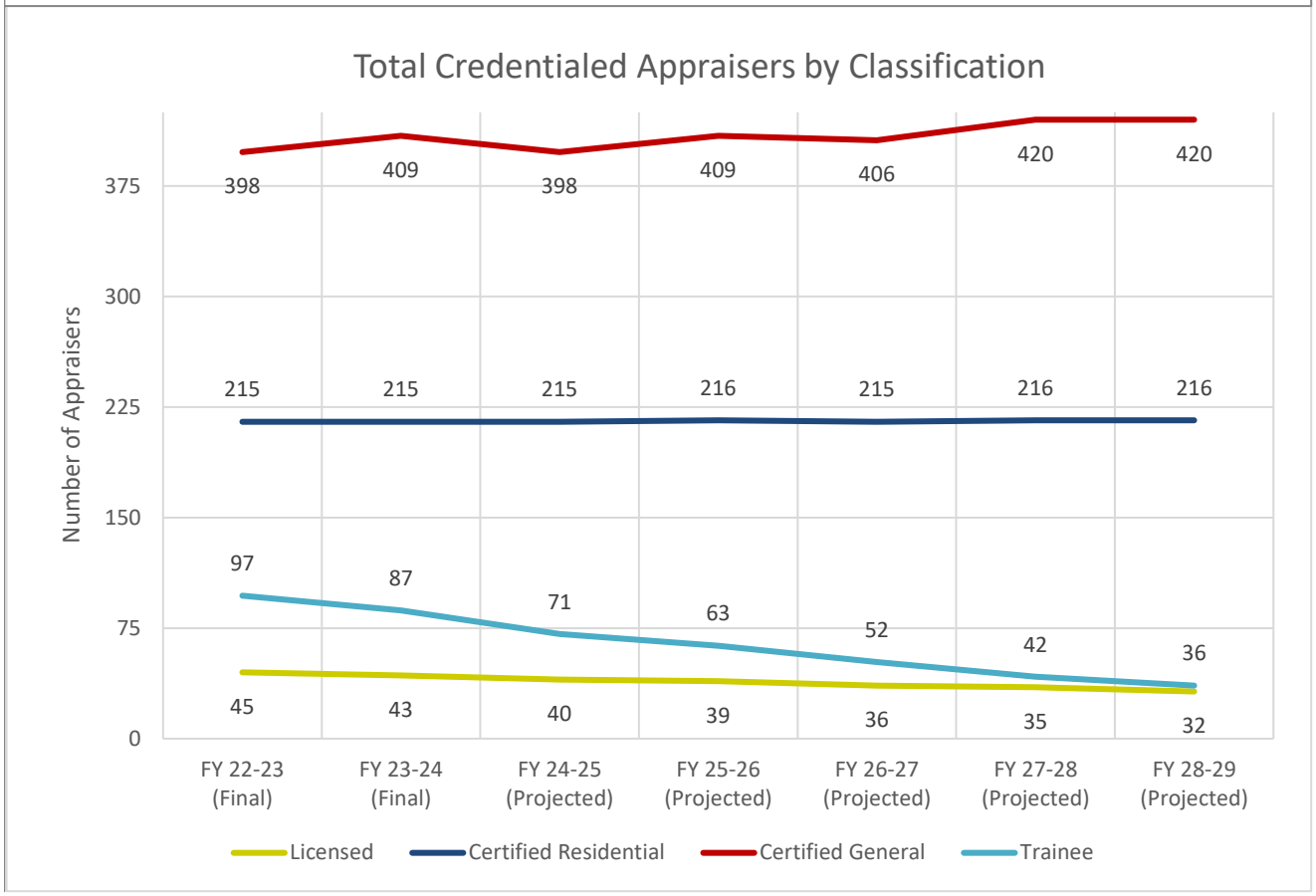
Nebraska Real Property Appraiser Credential Holder Projections
FY 2022-2023 to FY 2028-2029

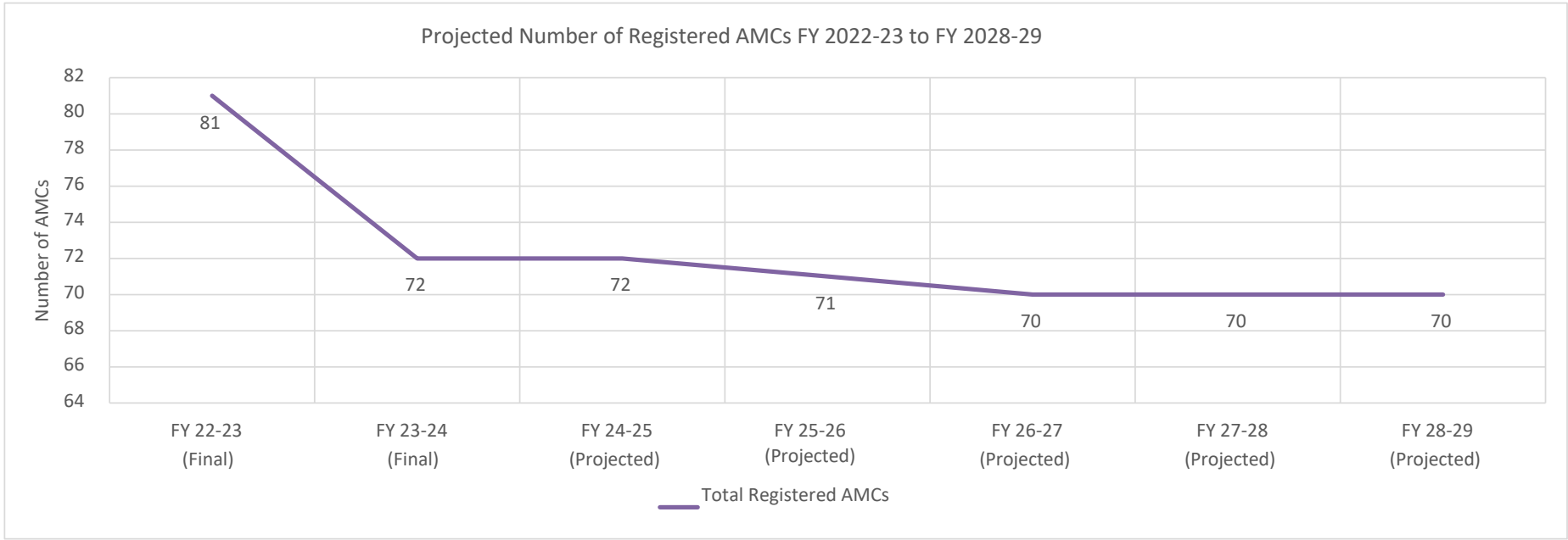




Nebraska Real Property Appraiser Credential Holder Projections
FY 2022-2023 to FY 2028-2029






Projected Number of Registered AMCs FY 2022-23 to FY 2028-29
Number of AMCs
82
80
78
76
74
72
70
68
66
64
81
72
72
71
70
70
70
FY 22-23 (Final)
FY 23-24 (Final)
FY 24-25 (Projected)
FY 25-26 (Projected)
FY 26-27 (Projected)
FY 27-28 (Projected)
FY 28-29 (Projected)
Total Registered AMCs

NRPAB
Nebraska Real Property Appraiser Board

Guidance Document 17-02

Adopted June 15, 2017

This guidance document is advisory in nature but is binding on the Nebraska Real Property Appraiser Board ("Board") until amended or repealed by the Board. A guidance document does not include internal procedural documents that only affect the internal operations of the Board and does not impose additional requirements or penalties on regulated parties or include confidential information or rules and regulations made in accordance with the Administrative Procedure Act. If you believe that this guidance document imposes additional requirements or penalties on regulated parties, you may request a review of the document (Neb. Rev. Stat. § 84-901.03 (2)).

SUBJECT: Software Specific Training

LEGAL REFERENCE: Neb. Rev. Stat. § 76-2236 (11) (Laws 2016, LB731, § 17);
298 NAC, Ch. 6, §§ 003.01A, 003.01N (2017)

SUMMARY OF ACTION

Approved by the Board at its July 19, 2016 meeting as Board Policy 16-01. Board Policy 16-01 was retired by the Board on May 24, 2017. Guidance Document 17-02 was adopted by the Board at its June 15, 2017 meeting as presented.

BACKGROUND

Excerpt from July 19, 2016 meeting of the Nebraska Real Property Appraiser Board: *Director Kohtz presented new Board Policy 16-01 concerning approval of software specific training as a continuing education activity to the Board for consideration. Attention was brought to the use of "meeting" on the second to last line. The Director acknowledged that this was a spelling error, and it should be "meet." The Director informed the Board that the error will be corrected. With no further discussion, Board Member Hynek made a motion to approve Board Policy 16-01 as amended. The motion was seconded by Langemeier, and carried with Bloxham, Hynek, Langemeier, Gutwein, and Woodle voting aye.*

LB 867, enacted by the Legislature in 2016, makes a number of changes to the rulemaking provisions of the Administrative Procedure Act ["APA"], Neb. Rev. Stat. §§ 84-901 to 84-918 (2014, and Cum. Supp. 2016). Agencies are authorized to issue "guidance documents," which are defined to "mean any statement developed by an agency which lacks the force of law but provides information or direction of general application to the public to interpret or implement statutes or such agency's rules or regulations." Guidance documents are binding on an agency until amended by the agency, and shall not give rise to any legal right or duty or be treated as authority for any standard, requirement, or policy. Guidance documents replace the Nebraska Real Property Appraiser Board's prior use of board policies to provide direction to the public, and to interpret or implement statutes and rules.

ANALYSIS

Board Policy 16-01, which was adopted by the Board on July 19, 2016, was retired by the Board on May 24, 2017 to implement the former board policy as a guidance document.

GUIDANCE

In accordance with Neb. Rev. Stat. § 76-2236 (11), any continuing education activity approved by the Board shall, as determined by the Board, protect the public and contribute to a credential holder's development of appraiser related competency. An activity in which the primary purpose is training in the use of a specific software, and not utilization of a software to improve competency in appraisal practice; valuation methodology and/or techniques; market fundamentals, characteristics, conditions and analysis; real property concepts, characteristics and analysis; communication; computation; and/or legal considerations, does not meet the requirements for approval as a continuing education activity.

NRPAB
Nebraska Real Property Appraiser Board

Guidance Document 17-03

Adopted June 15, 2017

This guidance document is advisory in nature but is binding on the Nebraska Real Property Appraiser Board ("Board") until amended or repealed by the Board. A guidance document does not include internal procedural documents that only affect the internal operations of the Board and does not impose additional requirements or penalties on regulated parties or include confidential information or rules and regulations made in accordance with the Administrative Procedure Act. If you believe that this guidance document imposes additional requirements or penalties on regulated parties, you may request a review of the document (Neb. Rev. Stat. § 84-901.03 (2)).

SUBJECT: Credentialing Applicant Advisory Meeting Information

LEGAL REFERENCE: Neb. Rev. Stat. § 84-712.05 (5) (Laws 2016, LB447, § 45; LB471, § 3; LB1109, § 1); 298 NAC, Ch. 8, § 002.09A (2017)

SUMMARY OF ACTION

Approved by the Board at its July 17, 2014 meeting as Board Policy 14-04. Board Policy 14-04 was retired by the Board on May 24, 2017. Guidance Document 17-03 was adopted by the Board at its June 15, 2017 meeting as presented.

BACKGROUND

Excerpt from July 17, 2014 meeting of the Nebraska Real Property Appraiser Board: *The Board reviewed drafted Board Policies 14-03 concerning supervisory appraiser notification of appraisal report found to not be in substantial compliance with USPAP, and 14-04 concerning credentialing applicant advisory meeting information. Director Kohtz informed the Board that after discussions with Chairman Barkley and Vice-Chairman Kubert, the language "not be in substantial compliance with USPAP" will be replaced with "contain USPAP deficiencies" in the first sentence. The Board agreed with this change. There was no discussion pertaining to drafted Board Policy 14-04. Board Member Kubert made a motion to approve Board Policy 14-03 as amended, and Board Policy 14-04 as presented. The motion was seconded by Woodle, and carried with Saxton, Langemeier, Woodle, Kubert and Barkley voting aye.*

LB 867, enacted by the Legislature in 2016, makes a number of changes to the rulemaking provisions of the Administrative Procedure Act ["APA"], Neb. Rev. Stat. §§ 84-901 to 84-918 (2014, and Cum. Supp. 2016). Agencies are authorized to issue "guidance documents," which are defined to "mean any statement developed by an agency which lacks the force of law but provides information or direction of general application to the public to interpret or implement statutes or such agency's rules or regulations." Guidance documents are binding on an agency until amended by the agency, and shall not give rise to any legal right or duty or be treated as authority for any standard, requirement, or policy. Guidance documents replace the Nebraska Real Property Appraiser Board's prior use of board policies to provide direction to the public, and to interpret or implement statutes and rules.

ANALYSIS

Board Policy 14-04, which was adopted by the Board on July 17, 2014, was retired by the Board on May 24, 2017 to implement the former board policy as a guidance document.

GUIDANCE

Any information obtained during an advisory meeting between a board member(s) and a trainee real property appraiser, held to discuss one or more appraisal reports and/or reviews of those appraisal reports for consideration of credentialing, shall be a part of the examination record for that credentialing applicant in accordance with Neb. Rev. Stat. § 84-712.05 (5). The board member(s) in attendance at the advisory meeting, and/or staff, may discuss information obtained during the meeting with the supervisory appraiser if permission is granted to do so by the Board.

NRPAB
Nebraska Real Property Appraiser Board

Guidance Document 21-03

Adopted July 15, 2021

This guidance document is advisory in nature but is binding on the Nebraska Real Property Appraiser Board ("Board") until amended or repealed by the Board. A guidance document does not include internal procedural documents that only affect the internal operations of the Board and does not impose additional requirements or penalties on regulated parties or include confidential information or rules and regulations made in accordance with the Administrative Procedure Act. If you believe that this guidance document imposes additional requirements or penalties on regulated parties, you may request a review of the document (Neb. Rev. Stat. § 84-901.03 (2)).

SUBJECT: Real Property Appraiser and AMC Applicant CHRC Carried Out by the Board

LEGAL REFERENCE: Neb. Rev. Stat. § 76-2223(1)(n) (Laws 2020, LB808, § 71); Neb. Rev. Stat. § 76-2224 (Laws 2006, LB 778, § 44); Neb. Rev. Stat. § 76-2227(4) (Laws 2020, LB808, § 72); Neb. Rev. Stat. § 76-2228.01(1)(e), (3)(a) (Laws 2021, LB23, § 4); Neb. Rev. Stat. § 76-2230(1)(e), (2)(a) (Laws 2021, LB23, § 6); Neb. Rev. Stat. § 76-2231.01(1)(f), (2)(a) (Laws 2021, LB23, § 7); Neb. Rev. Stat. § 76-2232(1)(f) (Laws 2021, LB23, § 8); Neb. Rev. Stat. § 76-2233(4)(a) (Laws 2020, LB808, § 78); Neb. Rev. Stat. § 76-2233.02(2) (Laws 2020, LB808, § 78); Neb. Rev. Stat. § 76-3207(1)(b), (2) (Laws 2020, LB808, § 91)

SUMMARY OF ACTION

Adopted by the Board at its July 15, 2021 meeting.

BACKGROUND

During a discussion between Director Kohtz and AAG Nigro regarding delegation of authority, Director Kohtz brought attention to the Board's procedure for real property appraiser applicant and AMC registration applicant criminal history record check ("CHRC") review. Director Kohtz informed AAG Nigro that the Board intends to provide more authority to the director to approve certain applications, and that the Board may not have any direct involvement in the CHRC review. Director Kohtz inquired about the potential for unlawful delegation of authority since the relevant statutes specifically state that such record check is to be carried out by the Real Property Appraiser Board. AAG Nigro indicated that Neb. Rev. Stat. § 76-2223(1)(n) says, the Board shall administer and enforce the Real Property Appraiser Act, and do all other things necessary to carry out the Real Property Appraiser Act. In addition, Neb. Rev. Stat. § 76-2224 states, "In order to administer and enforce the Real Property Appraiser Act, the board may hire a director and other staff, rent office space, and acquire other facilities and equipment. The board may contract for administrative assistance, including facilities, equipment, supplies, and personnel that are required by the board to carry out its responsibilities under the act." AAG Nigro recommended that the Board adopt a guidance document outlining the procedure used for CHRC reviews.

ANALYSIS

Regarding the qualifications for issuance, or upgrade, of a real property appraiser credential, Neb. Rev. Stat. § 76-2228.01(1)(e), (3)(a) (Trainee Real Property Appraisers); N.R.S. § 76-2230(1)(e), (2)(a) (Licensed Residential Real Property Appraisers); N.R.S. § 76-2231.01(1)(f), (2)(a) (Certified Residential Real Property Appraisers); N.R.S. § 76-2232(1)(f) (Certified General Real Property Appraisers); and N.R.S. § 76-2233(4)(a) (Real Property Appraisers through Reciprocity) state, "Submit two copies of legible ink-rolled fingerprint cards or equivalent electronic fingerprint submissions to the Real Property Appraiser Board for delivery to the Nebraska State Patrol in a form approved by both the Nebraska State Patrol and the Federal Bureau of Investigation. A fingerprint-based national criminal history record check shall be conducted through the Nebraska State Patrol and the Federal Bureau of Investigation with such record check to be carried out by the Real Property Appraiser Board."

Regarding the qualifications for renewal of a real property appraiser credential, N.R.S. § 76-2233.02(2) states, "The board shall establish a number of credential holders to be selected at random to submit, along with the application for renewal, two copies of legible ink-rolled fingerprint cards or equivalent electronic fingerprint submissions to the Real Property Appraiser Board for delivery to the Nebraska State Patrol in a form approved by both the Nebraska State Patrol and the Federal Bureau of Investigation. A fingerprint-based national criminal history record check shall be conducted through the Nebraska State Patrol and the Federal Bureau of Investigation with such record check to be carried out by the board."

In accordance with N.R.S. § 76-2227(4), to qualify for an initial credential, an upgrade of a credential, a credential through reciprocity, a temporary credential, or a renewal of a credential, an applicant shall not have been convicted of, including a conviction based upon a plea of guilty or nolo contendere of any felony (if so convicted, has had his or her civil rights restored); any crime of fraud, dishonesty, breach of trust, money laundering, misrepresentation, or deceit involving real estate, financial services, or in the making of an appraisal within the five-year period immediately preceding the date of application; or any other crime which is related to the qualifications, functions, or duties of a real property appraiser within the five-year period immediately preceding the date of application. An applicant must also demonstrate character and general fitness such as to command the confidence and trust of the public, and not possess a background that would call into question public trust or a credential holder's fitness for credentialing.

When referring to the appraisal management company ownership qualifications, N.R.S. § 76-3207(1)(b) declares that a person applying for issuance of a registration or renewal of a registration shall not, "Be more than ten percent owned by a person who is not of good moral character, which for purposes of this section shall require that such person has not been convicted of, or entered a plea of nolo contendere to, a felony relating to the real property appraisal practice or any crime involving fraud, misrepresentation, or moral turpitude or failed to submit to a criminal history record check through the Nebraska State Patrol and the Federal Bureau of Investigation."

In addition, N.R.S. § 76-3207(2) states, "For purposes of subdivision (1)(b) of this section, each individual owner of more than ten percent of an appraisal management company shall, at the time an application for issuance of a registration is made, submit two copies of legible ink-rolled fingerprint cards or equivalent electronic fingerprint submissions to the board for delivery to the Nebraska State Patrol in a form approved by both the Nebraska State Patrol and the Federal Bureau of Investigation. The board shall pay the Nebraska State Patrol the costs associated with conducting a fingerprint-based national criminal history record check through the Nebraska State Patrol and the Federal Bureau of Investigation with such record check to be carried out by the board."

Authority for carrying out such record check as required in N.R.S. § 76-2228.01(1)(e), (3)(a); N.R.S. § 76-2230(1)(e), (2)(a); N.R.S. § 76-2231.01(1)(f), (2)(a); N.R.S. § 76-2232(1)(f); N.R.S. § 76-2233(4)(a); N.R.S. § 76-2233.02(2); and N.R.S. § 76-3207(2) is dependent on the Board's ability to delegate administrative authority to its staff, and the interpretation of "Board" in N.R.S. § 76-2228.01(1)(e), (3)(a); N.R.S. § 76-2230(1)(e), (2)(a); N.R.S. § 76-2231.01(1)(f), (2)(a); N.R.S. § 76-2232(1)(f); N.R.S. § 76-2233(4)(a); N.R.S. § 76-2233.02(2); and N.R.S. § 76-3207(2).

In accordance with N.R.S. § 76-2223(1)(n), the Board shall administer and enforce the Real Property Appraiser Act, and do all other things necessary to carry out the Real Property Appraiser Act. N.R.S. § 76-2224 states, "In order to administer and enforce the Real Property Appraiser Act, the board may hire a director and other staff, rent office space, and acquire other facilities and equipment. The board may contract for administrative assistance, including facilities, equipment, supplies, and personnel that are required by the board to carry out its responsibilities under the act."

For the purpose of N.R.S. § 76-2228.01(1)(e), (3)(a); N.R.S. § 76-2230(1)(e), (2)(a); N.R.S. § 76-2231.01(1)(f), (2)(a); N.R.S. § 76-2232(1)(f); N.R.S. § 76-2233(4)(a); N.R.S. § 76-2233.02(2); and N.R.S. § 76-3207(2), Board means the Board or its staff as designated by the Board.

GUIDANCE

For the purpose of N.R.S. § 76-2228.01(1)(e), (3)(a); N.R.S. § 76-2230(1)(e), (2)(a); N.R.S. § 76-2231.01(1)(f), (2)(a); N.R.S. § 76-2232(1)(f); N.R.S. § 76-2233(4)(a); N.R.S. § 76-2233.02(2); and N.R.S. § 76-3207(2), the CHRC review will be carried out by the Board's staff. If staff finds that the applicant may be in violation of N.R.S. § 76-2227(4) or N.R.S. § 76-3207(1)(b), the application shall be presented to the Board for consideration.

NRPAB
Nebraska Real Property Appraiser Board

Guidance Document 24-01

Adopted August 15, 2024

This guidance document is advisory in nature but is binding on the Nebraska Real Property Appraiser Board ("Board") until amended or repealed by the Board. A guidance document does not include internal procedural documents that only affect the internal operations of the Board and does not impose additional requirements or penalties on regulated parties or include confidential information or rules and regulations made in accordance with the Administrative Procedure Act. If you believe that this guidance document imposes additional requirements or penalties on regulated parties, you may request a review of the document (Neb. Rev. Stat. § 84-901.03 (2)).

SUBJECT: PAREA Program Real Property Appraisal Practice Experience Evaluation

LEGAL REFERENCE: Neb. Rev. Stat. § 76-2213.03 (Laws 2022, LB707, § 51); Neb. Rev. Stat. § 76-2230(1)(c),(e) (Laws 2022, LB707, § 43); Neb. Rev. Stat. § 76-2231.01(1)(e),(g) (Laws 2022, LB707, § 55); Neb. Rev. Stat. § 76-2232(1)(e),(g) (Laws 2022, LB707, § 56); 298 NAC Chapter 2, § 002 (2023)

SUMMARY OF ACTION

Adopted by the Board at its August 15, 2024 meeting.

BACKGROUND

At its regular meeting on July 18, 2024, the Nebraska Real Property Appraiser Board ("Board") discussed the evaluation and acceptance of real property appraisal practice experience obtained through a PAREA program. It is not clear in Title 298 how or when the real property appraisal practice experience obtained through the completion of a PAREA program is evaluated and accepted by the Board. The Board agreed that the requirements for the review and acceptance of real property appraisal practice experience obtained through a PAREA program should be the same as experience obtained through the traditional trainee-supervisory real property appraiser method.

ANALYSIS

When referring to the real property appraisal practice experience hour and time requirements as prescribed by rules and regulations of the Board for each classification, Neb. Rev. Stat. § 76-2230(1)(c)(i); N.R.S. § 76-2231.01(1)(e)(i), and N.R.S.§ 76-2232(1)(e)(i) state in part, "The required experience shall be acceptable to the Real Property Appraiser Board and subject to review and determination as to conformity with the Uniform Standards of Professional Appraisal Practice." In accordance with Neb. Rev. Stat. § 76-2230(1)(c)(ii); N.R.S. § 76-2231.01(1)(e)(ii), and N.R.S.§ 76-2232(1)(e)(ii), if the PAREA program does not satisfy all required experience for credentialing, the remaining experience hours shall be completed pursuant to the experience requirements found in N.R.S. § 76-2230(1)(c)(i); N.R.S. § 76-2231.01(1)(e)(i), and N.R.S.§ 76-2232(1)(e)(i). When referring to qualifications to sit for examination, N.R.S § 76-2230(1)(e); N.R.S. § 76-2231.01(1)(g), and N.R.S.§ 76-2232(1)(g) state, "Within the twenty-four months following approval of the applicant's education and experience by the Real Property appraiser Board…" Finally, per N.R.S. § 76-2231.03, "PAREA program means a practical applications of real estate appraisal program approved by the Appraiser Qualifications Board as prescribed by rules and regulations of the Real Property Appraiser Board."

As established in the paragraph above, the Board must approve an applicant's experience to sit for examination. In addition, the real property appraisal practice experience hour and time requirements and the PAREA program requirements are prescribed in the rules and regulations of the Board. 298 NAC Chapter 2, § 002 establishes the procedures for accepting real property appraisal practice experience and the procedure for how an applicant may rectify any real property appraisal practice experience deficiencies as determined by the Board. 298 NAC Chapter 2, § 002.08B specifically, establishes what real property appraisal practice experience credit is awarded for the successful completion of a PAREA program. As previously mentioned, if the PAREA program does not satisfy all required experience for credentialing, the remaining experience hours shall be completed pursuant to the experience requirements found in N.R.S. § 76-2230(1)(c)(i); N.R.S. § 76-2231.01(1)(e)(i), and N.R.S.§ 76-2232(1)(e)(i). Finally, in order sit for examination, the real property appraisal practice experience must be approved by the Board. All real property appraisal practice experience, regardless of whether the experience is obtained through logged hours under a supervisory real property appraiser or an appraiser-in-charge, or obtained through the completion of a PAREA program, is subject to the Board's review and determination as to whether the experience is acceptable.

GUIDANCE

Any applicant for credentialing as a real property appraiser through education, experience, and examination, that submits a document evidencing the successful completion of a PAREA program, must submit a Real Property Appraisal Practice Experience Log that includes all real property appraisal practice experience obtained through participation in the PAREA program. No supervisory real property appraiser or appraiser-in-charge signature is required for a Real Property Appraisal Practice Experience Log that contains only real property appraisal practice experience obtained through participation in the PAREA program.

In accordance with 298 NAC Chapter 2, § 002.03, an applicant's hours of real property appraisal practice experience submitted to the Board for review and determination of acceptability 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; and be completed in compliance with the Uniform Standards of Professional Appraisal Practice. 298 NAC Chapter 2, § 002.012A states, "A minimum of three reports will be selected from the real property appraisal practice experience log for review to qualify the real property appraisal practice experience." If one or more of the report selection criteria in section 002.12A.2 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.

Nebraska Real Property Appraiser Board
301 Centennial Mall South, First Floor
PO Box 94963
Lincoln, NE 68509-4963
https://appraiser.ne.gov/
402-471-9015

Check Number:
Receipt Number:
For Board Use Only

APPLICATION FOR NEBRASKA CERTIFIED GENERAL REAL PROPERTY APPRAISER CREDENTIAL

APPLICATION AND CREDENTIALING FEES

TOTAL FEE DUE WITH APPLICATION: $195.25

Fee(s) associated with credentialing: $300.00 credentialing fee and $40.00 ASC Appraiser Registry fee (Current Nebraska Licensed Residential or Certified Residential credential holders do not need to pay the $40.00 ASC Appraiser Registry fee)

APPLICATION INFORMATION

Date of Application: _____ Date of Birth: _____

Name: _____ (Last) _____ (First) _____ (Middle)

Communications from the Board will be mailed to the Principal Place of Business Address given. Principal Place of Business contact information appears in the Appraiser Listing on the Board's website at https://appraiser.ne.gov/.

County of Business: _____

Business Name: _____

Principal Place of Business Address: _____ (PO Box or Street Number) _____ (City) _____ (State) _____ (Zip Code + 4)

_____ (Principal Business Email Address) _____ (Business Area Code + Phone Number)

Secondary or Residential Address, if different: _____ (PO Box or Street Number) _____ (City) _____ (State) _____ (Zip Code + 4)

_____ (Email Address) _____ (Area Code + Phone Number)

EDUCATION QUESTIONS

Highest Level of Education Completed: _____

School(s) Attended: _____

APPRAISER CREDENTIALS HELD

Previous or current appraiser credentials held. *(Use separate sheet to include additional credentials.)*

Jurisdiction: _____ Type: _____ Number: _____

Date Issued: _____ Expiration: _____ Current Status: _____

NON-APPRAISAL CREDENTIALS CURRENTLY OR PREVIOUSLY HELD

List all other (non-appraisal) professional registrations, licenses, or certificates (including, but not limited to, real estate broker, real estate salesperson, law, insurance, and/or securities) that you presently hold or previously held in Nebraska or any other jurisdiction. *(Use separate sheet to include additional registrations, licenses, or certificates.)*

Type: _____ State: _____ From: _____ To: _____

Type: _____ State: _____ From: _____ To: _____

DISCIPLINARY QUESTIONS

1. Have you ever been convicted of a felony, including a conviction based upon a plea of guilty or nolo contendere?

   ☐ YES ☐ NO

   If your answer to No. 1 above is yes, have your civil rights been restored? If your civil rights have been restored, please provide copies of all pertinent documents.

   ☐ N/A ☐ YES ☐ NO

2. Have any civil judicial actions, including dismissal with settlement, in connection with real estate, financial services, or real property appraisal practice been brought against you within the five-year period immediately preceding the date of application?

   ☐ YES ☐ NO

3. Have you surrendered a Nebraska real property appraiser credential, or an appraiser credential, or any other registration, license, or certification, issued by any other regulatory agency or held in any other jurisdiction, in lieu of disciplinary action pending or threatened within the five-year period immediately preceding the date of application? **Please note that you are required to disclose any action, even if it has been previously disclosed on an application for this agency. Failure to disclose this may result in a delay in processing of your application.**

   ☐ YES ☐ NO

4. Has your Nebraska real property appraiser credential, or your appraiser credential or any other registration, license, or certification issued by any other regulatory agency or held in any other jurisdiction, been revoked or suspended within the five-year period immediately preceding the date of application? **Please note that you are required to disclose any action, even if it has been previously disclosed on an application for this agency. Failure to disclose this may result in a delay in processing of your application.**

   ☐ YES ☐ NO

5. Has disciplinary action been taken against your appraiser credential or any other registration, license, or certification issued by any regulatory agency or held in any jurisdiction within the five-year period immediately preceding the date of application? **Please note that you are required to disclose any action, even if it has been previously disclosed on an application for this agency. Failure to disclose this may result in a delay in processing of your application.**

   ☐ YES ☐ NO

6. Are disciplinary proceedings pending against you or are you currently under investigation by any regulatory agency in Nebraska or in any other jurisdiction?

   ☐ YES ☐ NO

   If you answered yes to any of the above questions 1 through 6, provide a brief statement on a separate sheet that includes all significant details, the circumstances surrounding the matter, the name of any persons involved, and resolution or conviction. Provide copies of all official records related to the matter, including convictions, orders, and/or settlement agreements. Provide this information even if you have previously provided it with an application to this agency. The status of each appraiser credential held, including current standing and any disciplinary action imposed, will be verified through the Appraiser Registry of the Appraisal Subcommittee of the Federal Financial Institutions Examination Council.

APPLICATION CHECKLIST

Upgrade: ☐ YES ☐ NO

If yes, select your current classification: ☐ TRAINEE ☐ LICENSED RESIDENTIAL ☐ CERTIFIED RESIDENTIAL

If no, you are required to submit certificates of completion for all qualifying education courses:

☐ 30 hours of basic appraisal principles Date completed (month, year): _____

☐ 30 hours of basic appraisal procedures Date completed (month, year): _____

☐ 15-Hour National USPAP Course Date completed (month, year): _____

Include the following items with your completed application if you are upgrading from a trainee real property appraiser credential:

☐ Proof of completion of 30 hours of general appraiser market analysis and highest and best use

Date completed (month, year): _____

☐ Proof of completion of 30 hours of general appraiser site valuation and cost approach

Date completed (month, year): _____

☐ Proof of completion of 30 hours of general appraiser sales comparison approach

Date completed (month, year): _____

☐ Proof of completion of 60 hours of general appraiser income approach

Date completed (month, year): _____

☐ Proof of completion of 30 hours of general appraiser report writing and case studies

Date completed (month, year): _____

☐ Proof of completion of 15 hours of statistics, modeling, and finance

Date completed (month, year): _____

☐ Proof of completion of 30 hours of appraisal subject matter elective(s)

Date completed (month, year): _____

Include the following items with your completed application if you are upgrading from a licensed residential appraiser credential:

☐ Proof of completion of 15 hours of general appraiser market analysis and highest and best use

Date completed (month, year): _____

☐ Proof of completion of 15 hours of general appraiser site valuation and cost approach

Date completed (month, year): _____

☐ Proof of completion of 15 hours of general appraiser sales comparison approach

Date completed (month, year): _____

☐ Proof of completion of 45 hours of general appraiser income approach

Date completed (month, year): _____

☐ Proof of completion of 15 hours of general appraiser report writing and case studies

Date completed (month, year): _____

☐ Proof of completion of 15 hours of statistics, modeling, and finance

Date completed (month, year): _____

☐ Proof of completion of 30 hours of appraisal subject matter elective(s)

Date completed (month, year): _____

Include the following items with your completed application if you are upgrading from a certified residential appraiser credential:

☐ Proof of completion of 15 hours of general appraiser market analysis and highest and best use

Date completed (month, year): _____

☐ Proof of completion of 15 hours of general appraiser site valuation and cost approach

Date completed (month, year): _____

☐ Proof of completion of 15 hours of general appraiser sales comparison approach

Date completed (month, year): _____

☐ Proof of completion of 45 hours of general appraiser income approach

Date completed (month, year): _____

☐ Proof of completion of 10 hours of general appraiser report writing and case studies

Date completed (month, year): _____

A degree in real estate from an accredited degree-awarding college or university that has had all or part of its curriculum approved by the Appraiser Qualifications Board as satisfying qualifying education requirements, or the equivalent as determined by the Appraiser Qualifications Board, may be substituted for the above education. If the degree in real estate or equivalent as approved by the Appraiser Qualifications Board does not satisfy all required qualifying education requirements for credentialing, the remaining class hours are required to be completed in Real Property Appraiser Board-approved qualifying education. Submit official transcript with application. Unofficial transcripts will not be accepted.

☐ Completed application.
☐ Passport type photo *(copy of driver's license will meet the requirement)*.
☐ Check or money order for $195.25: $150.00 non-refundable application fee and $45.25 non-refundable criminal history record check fee.
☐ Two copies of legible, ink-rolled fingerprint cards or digital fingerprint submission.

Date fingerprints digitally scanned at Nebraska State Patrol Office (if applicable): _____

☐ Board-approved real property appraisal practice experience log cover sheet and experience log showing that applicant has completed no fewer than 3,000 hours of real property appraisal practice experience in no fewer than eighteen (18) months' time, and including at least 1,500 hours in non-residential real property appraisal practice experience. At least two non-residential assignment results reports are required to include all three approaches to value.

OR

☐ Document evidencing successful completion of a licensed residential PAREA program, Board-approved real property appraisal practice experience log cover sheet, and real property appraisal practice experience log showing real property appraisal practice experience obtained through participation in PAREA program and that applicant has completed no fewer than 2,010 hours of real property appraisal practice experience in no fewer than twelve (12) months' time, and including at least 1,500 hours in non-residential real property appraisal practice experience. At least two non-residential assignment results reports are required to include all three approaches to value.

Date PAREA program completed (month, year): _____

OR

☐ Document evidencing successful completion of a certified residential PAREA program, Board-approved real property appraisal practice experience log cover sheet, and real property appraisal practice experience log showing real property appraisal practice experience obtained through participation in PAREA program and that applicant has completed no fewer 1,500 hours of non-residential real property appraisal practice experience in no fewer than six (6) months' time. At least two non-residential assignment results reports are required to include all three approaches to value.

Date PAREA program completed (month, year): _____

☐ Official transcripts from an accredited degree-awarding college or university evidencing completion of a bachelor's degree or higher. *(Unofficial transcripts will not be accepted.)*

I hereby attest that I have included all required materials and completed the submitted application in its entirety. I understand that, should my application be found to be incomplete, it will not be processed and maybe returned to me.

Last	First	Middle

Applicant's Signature	Date

Nebraska Real Property Appraiser Board

UNITED STATES CITIZENSHIP ATTESTATION FORM

For the purpose of complying with Neb. Rev. Stat. §§ 4-108 through 4-114, I attest as follows:

☐ I am a citizen of the United States of America

OR

☐ I am a qualified alien under the federal Immigration and Nationality Act, 8 U.S.C. 1101 et seq., am lawfully present in the United States, and have included a copy of my USCIS documentation with this application.

Immigration Status: _____ Alien Number: _____

OR

☐ I am not a citizen of the United States of America and I am not a qualified alien under the federal Immigration and Nationality Act. I am described in section 202(c)(2)(B)(i) through (x) of the federal REAL ID Act of 2005, Public Law 109-13, have demonstrated lawful presence pursuant to section 4-108, and I am eligible to obtain a credential as a real property appraiser.

If I am not a citizen of the United States of America and I am not a qualified alien under the federal Immigration and Nationality Act:

- I understand that I must submit (i) an unexpired employment authorization document issued by the United States Department of Homeland Security, Form I-766, and (ii) documentation issued by the United States Department of Homeland Security, the United States Citizenship and Immigration Services, or any other federal agency, such as one of the types of Form I-797 used by the United States Citizenship and Immigration Services, demonstrating that I am described in section 202(c)(2)(B)(i) through (x) of the federal REAL ID Act of 2005, Public Law 109-13, have demonstrated lawful presence pursuant to Neb. Rev. Stat. § 4-108, and am eligible to obtain a real property appraiser credential.
- I understand that such credential shall be valid only for the period of time during which my employment authorization document is valid, and that my employment authorization document shall be verified through the Systematic Alien Verification for Entitlements Program operated by the United States Department of Homeland Security or an equivalent program designated by the United States Department of Homeland Security.

I hereby attest that my response and the information provided on this form and any related application for public benefits are true, complete, and accurate and I understand that this information may be used to verify my lawful presence in the United States of America.

Print Name: _____ (Last) _____ (First) _____ (Middle)

_____ (Applicant's Signature) _____ (Date)

NRPAB
Nebraska Real Property Appraiser Board

AUTHORIZATION TO USE FINGERPRINTS FOR NATIONAL CRIMINAL HISTORY RECORD CHECK THROUGH THE NEBRASKA STATE PATROL AND THE FEDERAL BUREAU OF INVESTIGATION

I acknowledge and consent to the following:

1. The Nebraska Real Property Appraiser Board requires fingerprint submissions for a National Criminal History Record Check through the State Patrol and the Federal Bureau of Investigation:

   a. as authorized in Nebraska Real Property Appraiser Act (Neb. Rev. Stat. §§ 76-2201 through 76-2250), as a part of my application for issuance of, or renewal of, a credential as a real property appraiser, or

   b. as authorized in the Nebraska Appraisal Management Company Registration Act (Neb. Rev. Stat. §§ 76-3201 through 76-3220), as a part of the application for issuance of, or renewal of, a registration as an appraisal management company.

2. The Nebraska Real Property Appraiser Board reserves the right to go outside this Criminal History Record Check for information as to the accuracy of the statements made in my application, or for further clarification regarding the results of the Criminal History Record Check. Such information may include, but is not limited to, records of arrests for criminal offenses, the circumstances involved in any such arrests, the suspension or revocation of any license authorizing me to engage in any profession or occupation, or the rejection of my application for such license, and the reason for such suspension, revocation, or rejection.

3. The Nebraska Real Property Appraiser Board may contact any agency of federal, state, or local government, consumer reporting agency, present or former employer, or any other individual, partnership, corporation, or association, in this or any other state, to furnish to the Nebraska Real Property Appraiser Board any information requested by the Nebraska Real Property Appraiser Board pertaining to my application.

4. I acknowledge that the Criminal History Record Information is retained by the Board for two years after the date on which an application is withdrawn, denied, or approved. If the Nebraska Real Property Appraiser Board finds cause to deny my application based upon the results of my Criminal History Record Information, I may request a copy of my Criminal History Record Information received by the Nebraska Real Property Appraiser Board in accordance with the procedures found in Title 298 of the Nebraska Administrative Code.

5. I acknowledge that the procedures for obtaining information, a change, correction, or updating of an FBI identification record are set forth in Title 28, C.F.R., §16.34.

I EXPRESSLY AUTHORIZE AND CONSENT that my fingerprint submissions pertaining to my application be submitted by the Nebraska Real Property Appraiser Board to the Nebraska State Patrol for National Criminal History Record Check through the State Patrol and the Federal Bureau of Investigation, and I HEREBY ACKNOWLEDGE RECEIPT of the Privacy Act Statement.

_____

Printed name of person whose fingerprints are being submitted

_____ _____

Signature of person whose fingerprints are being submitted Date

PRIVACY ACT STATEMENT

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

Rev. 03/30/2018

NONCRIMINAL JUSTICE APPLICANT'S PRIVACY RIGHTS

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for employment or a license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below. All notices must be provided to you in writing.[1] These obligations are pursuant to the Privacy Act of 1974, Title 5, United States Code (U.S.C.) Section 552a, and Title 28 Code of Federal Regulations (CFR), 50.12, among other authorities.

- You must be provided an adequate written FBI Privacy Act Statement (dated 2013 or later) when you submit your fingerprints and associated personal information. This Privacy Act Statement must explain the authority for collecting your fingerprints and associated information and whether your fingerprints and associated information will be searched, shared, or retained.[2]
- You must be advised in writing of the procedures for obtaining a change, correction, or update of your FBI criminal history record as set forth at 28 CFR 16.34.
- You must be provided the opportunity to complete or challenge the accuracy of the information in your FBI criminal history record (if you have such a record).
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the employment, license, or other benefit based on information in the FBI criminal history record.
- If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at https://www.fbi.gov/services/cjis/identity-history-summary-checks and https://www.edo.cjis.gov.
- If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI by submitting a request via https://www.edo.cjis.gov. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)
- You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.[3]

[1] Written notification includes electronic notification, but excludes oral notification.

[2] https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement

[3] See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 34 U.S.C. § 40316 (formerly cited as 42 U.S.C. § 14616), Article IV(c); 28 CFR20.21(c), 2033(d) and 906.2(d).

Updated 11/6/2019

LICENSE SUSPENSION ACT, LAWS OF NEBRASKA, 1997

MANDATORY RELEASE OF SOCIAL SECURITY NUMBER DATA REQUIRED BY THE PRIVACY ACT OF 1974

Effective September 13, 1997, the Real Property Appraiser Act (Neb. Rev. Stat. § 76-2201 to 76-2251) requires the social security number of all applicants. Pursuant to the License Suspension Act (Neb. Rev. Stat. § 43-3301 to 43-3326), the Real Property Appraiser Board is required to submit this information to the Nebraska Department of Health and Human Services. Provision of this information is mandatory. The information will be used to assist authorized agencies in the enforcement of child, spousal, and medical support orders against holders of professional, occupational, and recreational licenses. Disclosure is mandatory for all individuals, regardless of whether the individual has ever been ordered to pay support.

Social Security Number: _____

AFFIDAVIT OF APPLICANT

I expressly agree that:

1. The Nebraska Real Property Appraiser Board may contact me for further information or clarification regarding information provided in this application or discovered during the background screening process that would call into question public trust or my fitness for credentialing. I understand that the following may be grounds for denial of the application under Nebraska Revised Statute §§ 76-2227 (4) and 76-2238:

    - Surrendering an appraiser credential, or any other registration, license, or certification, issued by any other regulatory agency or held in any other jurisdiction, in lieu of disciplinary action pending or threatened within the five-year period immediately preceding the date of application;

    - Having an appraiser credential, or any other registration, license, or certification, issued by any other regulatory agency or held in any other jurisdiction, revoked or suspended within the five-year period immediately preceding the date of application;

    - Being convicted of, including a conviction based upon a plea of guilty or nolo contendere:
        - Any felony if civil rights have not been restored;
        - Any crime of fraud, dishonesty, breach of trust, money laundering, misrepresentation, or deceit involving real estate, financial services, or real property appraisal practice within the five-year period immediately preceding the date of application; or
        - Any other crime which is related to the qualifications, functions, or duties of a real property appraiser within the five-year period immediately preceding the date of application;

    - Civil judicial actions, including dismissal with settlement, in connection with real estate, financial services, or real property appraisal practice within the five-year period immediately preceding the date of application.

2. The Nebraska Real Property Appraiser Board reserves the right to go outside this application for information as to my trustworthiness and competency to act as a real property appraiser in the State of Nebraska.

3. The Nebraska Real Property Appraiser Board reserves the right to go outside this application for information as to the accuracy of the statements in this application.

The foregoing statements are made for the purpose of procuring a Nebraska real property appraiser credential. I hereby consent that these statements may be used as evidence by the Real Property Appraiser Board of the State of Nebraska, or in any court in Nebraska where a violation of the said Real Property Appraiser Act is claimed, and that the application, representations, and statements made herein to procure a real property appraiser credential may at any time be used in evidence.

I have read and will comply with the *Uniform Standards of Professional Appraisal Practice* and the ethical rules established by the Real Property Appraiser Act. I hereby certify that I understand the types of misconduct for which disciplinary proceedings may be initiated.

I also hereby authorize any agency of federal, state, or local government, consumer reporting agency, present or former employer, or any other individual, partnership, corporation, or association, in this or any other state, to furnish to the Nebraska Real Property Appraiser Board, or its representatives, any information bearing upon my reputation for honesty, trustworthiness, integrity, and competence to transact business of a real estate or real property appraiser in such manner as to safeguard the interest of the public. Such information may include, but is not limited to, records of arrests for criminal offenses, the circumstances involved in any such arrests, the suspension or revocation of any license authorizing me to engage in any profession or occupation, or the rejection of my application for such license, and the reason for such suspension, revocation, or rejection.

I attest that I am at least 19 years of age.

I CERTIFY THAT THE STATEMENTS MADE IN THIS APPLICATION AND ALL ATTACHMENTS ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF AND THAT I HAVE NOT SUPPRESSED ANY INFORMATION THAT MIGHT HAVE A BEARING ON THIS APPLICATION.

Signature of Applicant: _____ Date: _____

State of: _____)
) ss.
County of: _____)

The foregoing instrument was acknowledged before me this ____ day of _____ 20 ____

by _____
Print Applicant's Name

(Notary Seal Here)

_____
Signature of Notary Public

DIRECTIONS

1. Complete entire application. If required information is not provided, application will be considered incomplete and will not be processed, and may be returned to you.

2. Along with the application, the following documentation is also required to be included:
   a. Check or money order for $195.25: non-refundable $150.00 application fee and nonrefundable $45.25 criminal history record check fee.
   b. Recent passport type photo (copy of driver's license photo will meet the requirement).
   c. Completion certificates for all qualifying education activities, and/or an official transcript from an Appraiser Qualifications Board-approved accredited degree-awarding college or university.
   d. Two copies of legible, ink-rolled fingerprint cards or digital fingerprint submission for a fingerprint-based national criminal history record check conducted through the Nebraska State Patrol and Federal Bureau of Investigation. The Nebraska State Patrol will not process cards if the information at the top of the cards is not completed, the cards are not signed by both the individual being fingerprinted **and** the official taking the fingerprints, or the cards are more than one (1) year old. Once signed, the fingerprint card becomes a legal document. Please review the information included on the fingerprint cards very carefully during the fingerprint appointment, as this is the final chance to ensure all information is correct prior signing and certifying the information contained on these legal documents. If the date, signatures, or any identifying information is missing, the Nebraska State Patrol will not process the cards and they will be returned to you.
   e. Official transcripts for required post-secondary education. (*Unofficial transcripts will not be accepted.)* Transcripts may be submitted on paper, or electronically through a secure site if the transcript is marked as official and the Board is provided access directions directly from the school.
   f. Real property appraisal practice experience logs in Board-approved format, or document evidencing the successful completion of a PAREA program and real property appraisal practice experience logs in Board-approved format. Experience logs are required to be in the approved format at time of application, or to be in the approved format at the time the real property appraisal practice experience was obtained. *(Experience logs submitted on forms other than those approved by the Board will not be accepted.)* Real property appraisal practice experience log cover sheet and experience log pages must be dated and signed by both applicant and supervisory real property appraiser (SA) or the real property appraiser-in-charge (RPAC) if applicable. For real property appraisal practice experience obtained through participation in a PAREA program, no description of real property appraisal practice or scope of review performed by SA or RPAC, no SA or RPAC hours, and no SA or RPAC name and signature are required.

3. Mail application, fee(s), and supporting documentation to: NEBRASKA REAL PROPERTY APPRAISER BOARD, PO BOX 94963, LINCOLN, NE 68509-4963 (street address for FedEx and UPS: 301 CENTENNIAL MALL SOUTH, FIRST FLOOR; LINCOLN NE 68508).

4. Questions or concerns may be directed to NRPAB staff at 402-471-9015 or nrpab.credentialing@nebraska.gov

ADDITIONAL INFORMATION

- At a minimum, three assignment results reports will be selected by NRPAB staff from the submitted real property appraisal practice experience log(s) for verification of experience. If one or more of the report selection criteria 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.
- One, or at the Board's discretion more than one, report will be 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 real property appraiser for completion of an appraisal review assignment on any of the requested reports. One or more report(s) may be sent for review at any time during the period in which the applicant's real property appraisal practice experience is being evaluated.
- Applicant may obtain a credential as a real property appraiser in Nebraska by complying with all provisions of the Nebraska Real Property Appraiser Act and Title 298 of the Nebraska Administrative Code.
- The appraiser credential status of applicant, including current standing and any disciplinary action imposed against his or her credentials, will be verified through the Appraiser Registry of the Appraisal Subcommittee of the Federal Financial Institutions Examination Council.
- The Nebraska Real Property Appraiser Board reviews all applications for credentialing in Nebraska and has final authority regarding issuance of a credential.
- Nebraska is a mandatory state. Per Neb. Rev. Stat. § 76-2246, any person who engages in real property appraisal practice or who advertises or holds himself or herself out to the general public as a real property appraiser in this state without obtaining proper credentialing under the Act will be guilty of a Class III misdemeanor.

- Fee(s) associated with application: $150.00 application fee and $45.25 criminal history record check fee
- Fee(s) associated with credentialing: $300.00 credentialing fee and $40.00 ASC Appraiser Registry fee (Current Nebraska Licensed Residential or Certified Residential credential holders do not need to pay the $40.00 ASC Appraiser Registry fee). Required fees are required to be submitted within thirty (30) days of approval that the applicant may be issued a credential.

Nebraska Real Property Appraiser Board
301 Centennial Mall South, First Floor
PO Box 94963
Lincoln NE 68509-4963
https://appraiser.ne.gov/
402-471-9015

Check Number:
Receipt Number:
For Board Use Only

APPLICATION FOR NEBRASKA CERTIFIED RESIDENTIAL REAL PROPERTY APPRAISER CREDENTIAL

APPLICATION AND CREDENTIALING FEES

TOTAL FEE DUE WITH APPLICATION: $195.25

Fee(s) associated with credentialing: $300.00 credentialing fee and $40.00 ASC Appraiser Registry fee (Current Nebraska Licensed Residential credential holders do not need to pay the $40.00 ASC Appraiser Registry fee.)

APPLICATION INFORMATION

Date of Application: _____ Date of Birth: _____

Name: _____ (Last) _____ (First) _____ (Middle)

Communications from the Board will be mailed to the Principal Place of Business Address given. Principal Place of Business contact information appears in the Appraiser Listing on the Board's website at https://appraiser.ne.gov/.

County of Business: _____

Business Name: _____

Principal Place of Business Address: _____ (PO Box or Street Number) _____ (City) _____ (State) _____ (Zip Code + 4)

_____ (Principal Business Email Address) _____ (Business Area Code + Phone Number)

Secondary or Residential Address, if different: _____ (PO Box or Street Number) _____ (City) _____ (State) _____ (Zip Code + 4)

_____ (Email Address) _____ (Area Code + Phone Number)

EDUCATION QUESTIONS

Highest Level of Education Completed: _____

School(s) Attended: _____

APPRAISER CREDENTIALS HELD

Previous or current appraiser credentials held. *(Use separate sheet to include additional credentials.)*

Jurisdiction: _____ Type: _____ Number: _____

Date Issued: _____ Expiration: _____ Current Status: _____

NON-APPRAISAL CREDENTIALS CURRENTLY OR PREVIOUSLY HELD

List all other (non-appraisal) professional registrations, licenses, or certificates (including, but not limited to, real estate broker, real estate salesperson, law, insurance, and/or securities) that you presently hold or previously held in Nebraska or any other jurisdiction. *(Use separate sheet to include additional registrations, licenses, or certificates.)*

Type: _____ State: _____ From: _____ To: _____

Type: _____ State: _____ From: _____ To: _____

DISCIPLINARY QUESTIONS

1. Have you ever been convicted of a felony, including a conviction based upon a plea of guilty or nolo contendere?

   ☐ YES ☐ NO

   If your answer to No. 1 above is yes, have your civil rights been restored? If your civil rights have been restored, please provide copies of all pertinent documents.

   ☐ N/A ☐ YES ☐ NO

2. Have any civil judicial actions, including dismissal with settlement, in connection with real estate, financial services, or real property appraisal practice been brought against you within the five-year period immediately preceding the date of application?

   ☐ YES ☐ NO

3. Have you surrendered a Nebraska real property appraiser credential, or an appraiser credential, or any other registration, license, or certification, issued by any other regulatory agency or held in any other jurisdiction, in lieu of disciplinary action pending or threatened within the five-year period immediately preceding the date of application? **Please note that you are required to disclose any action, even if it has been previously disclosed on an application for this agency. Failure to disclose this may result in a delay in processing of your application.**

   ☐ YES ☐ NO

4. Has your Nebraska real property appraiser credential, or your appraiser credential or any other registration, license, or certification issued by any other regulatory agency or held in any other jurisdiction, been revoked or suspended within the five-year period immediately preceding the date of application? **Please note that you are required to disclose any action, even if it has been previously disclosed on an application for this agency. Failure to disclose this may result in a delay in processing of your application.**

   ☐ YES ☐ NO

5. Has disciplinary action been taken against your appraiser credential or any other registration, license, or certification issued by any regulatory agency or held in any jurisdiction within the five-year period immediately preceding the date of application? **Please note that you are required to disclose any action, even if it has been previously disclosed on an application for this agency. Failure to disclose this may result in a delay in processing of your application.**

   ☐ YES ☐ NO

6. Are disciplinary proceedings pending against you or are you currently under investigation by any regulatory agency in Nebraska or in any other jurisdiction?

   ☐ YES ☐ NO

If you answered yes to any of the above questions 1 through 6, provide a brief statement on a separate sheet that includes all significant details, the circumstances surrounding the matter, the name of any persons involved, and resolution or conviction. Provide copies of all official records related to the matter, including convictions, orders, and/or settlement agreements. Provide this information even if you have previously provided it with an application to this agency. The status of each appraiser credential held, including current standing and any disciplinary action imposed, will be verified through the Appraiser Registry of the Appraisal Subcommittee of the Federal Financial Institutions Examination Council.

APPLICATION CHECKLIST

Upgrade: ☐ YES ☐ NO

If yes, select your current classification: ☐ TRAINEE ☐ LICENSED RESIDENTIAL

If no, you are required to submit certificates of completion for all qualifying education courses:

☐ 30 hours of basic appraisal principles Date completed (month, year): _____

☐ 30 hours of basic appraisal procedures Date completed (month, year): _____

☐ 15-Hour National USPAP Course Date completed (month, year): _____

Include the following items with your completed application if you are upgrading from a trainee real property appraiser credential:

☐ Proof of completion of 15 hours of market analysis and highest and best use

Date completed (month, year): _____

☐ Proof of completion of 15 hours of appraiser site valuation and cost approach

Date completed (month, year): _____

☐ Proof of completion of 30 hours of sales comparison and income approaches

Date completed (month, year): _____

☐ Proof of completion of 15 hours of report writing and case studies

Date completed (month, year): _____

Include the following items with your completed application if you are upgrading from a trainee or licensed residential appraiser credential:

☐ Proof of completion of 15 hours of statistics, modeling, and finance

Date completed (month, year): _____

☐ Proof of completion of 15 hours of advanced applications and case studies

Date completed (month, year): _____

☐ Proof of completion of 20 hours of appraisal subject matter elective(s)

Date completed (month, year): _____

A degree in real estate from an accredited degree-awarding college or university that has had all or part of its curriculum approved by the Appraiser Qualifications Board as satisfying qualifying education requirements, or the equivalent as determined by the Appraiser Qualifications Board, may be substituted for the above education. If the degree in real estate or equivalent as approved by the Appraiser Qualifications Board does not satisfy all required qualifying education requirements for credentialing, the remaining class hours are required to be completed in Real Property Appraiser Board-approved qualifying education. Submit official transcript with application. Unofficial transcripts will not be accepted.

□ Completed application.
□ Passport type photo *(copy of driver's license will meet the requirement)*.
□ Check or money order for $195.25: $150.00 non-refundable application fee and $45.25 non-refundable criminal history record check fee.
□ Two copies of legible, ink-rolled fingerprint cards or digital fingerprint submission.

Date fingerprints digitally scanned at Nebraska State Patrol Office (if applicable): _____

□ Board-approved real property appraisal practice experience log cover sheet and experience log showing that applicant has completed no fewer than 1,500 hours of real property appraisal practice experience in no fewer than twelve (12) months' time and including a minimum of 1 2-4 unit residential assignment results report, 1 0-20 yr old residential assignment results report, and 1 20 yr or older residential assignment results report.

OR

□ Document evidencing successful completion of a licensed residential PAREA program, Board-approved real property appraisal practice experience log cover sheet, and real property appraisal practice experience log showing real property appraisal practice experience obtained through participation in PAREA program and that applicant has completed no fewer than 495 hours of real property appraisal practice experience in no fewer than six (6) months' time and including a minimum of 1 2-4 unit residential assignment results report, 1 0-20 yr old residential assignment results report, and 1 20 yr or older residential assignment results report.

Date PAREA program completed (month, year): _____

OR

□ Document evidencing successful completion of a certified residential PAREA program, Board-approved real property appraisal practice experience log cover sheet, and real property appraisal practice experience log showing real property appraisal practice experience obtained through participation in PAREA program.

Date PAREA program completed (month, year): _____

Meet one of the following:

□ Licensed residential real property appraiser credential held for a minimum of five years and not subject to a nonappealable disciplinary action by the board or any other jurisdiction, which action limited the real property appraiser's legal eligibility to engage in real property appraisal practice within five years immediately preceding the date of application

OR official transcripts from an accredited degree-awarding community college, college, or university evidencing:

□ completion of a bachelor's degree or higher in any field of study; or
□ completion of an associate's degree in the study of business administration, accounting, finance, economics, or real estate; or
□ 30 semester hours of college-level education that includes three semester hours in each of the following: English composition; microeconomics; macroeconomics; finance; algebra, geometry or higher mathematics; statistics; computer science; and business law or real estate law; and three semester hours each in two elective courses in any of the topics listed previously or in accounting, geography, agricultural economics, business management, or real estate; or
□ 30 semester hours of CLEP that includes three semester hours in each of the following subject matter areas: College algebra, college composition modular, principles of macroeconomics, principles of microeconomics, introductory business law, and information systems; and six semester hours in college composition and college mathematics; or
□ a combination of college-level education and CLEP that ensures coverage of all topics and hours required for the 30 semester hours of college-level education. *(Unofficial transcripts will not be accepted.)*

I hereby attest that I have included all required materials and completed the submitted application in its entirety. I understand that, should my application be found to be incomplete, it will not be processed and may be returned to me.

Last	First	Middle

Applicant's Signature	Date

Nebraska Real Property Appraiser Board

UNITED STATES CITIZENSHIP ATTESTATION FORM

For the purpose of complying with Neb. Rev. Stat. §§ 4-108 through 4-114, I attest as follows:

☐ I am a citizen of the United States of America

OR

☐ I am a qualified alien under the federal Immigration and Nationality Act, 8 U.S.C. 1101 et seq., am lawfully present in the United States, and have included a copy of my USCIS documentation with this application.

Immigration Status: _____ Alien Number: _____

OR

☐ I am not a citizen of the United States of America and I am not a qualified alien under the federal Immigration and Nationality Act. I am described in section 202(c)(2)(B)(i) through (x) of the federal REAL ID Act of 2005, Public Law 109-13, have demonstrated lawful presence pursuant to section 4-108, and I am eligible to obtain a credential as a real property appraiser.

If I am not a citizen of the United States of America and I am not a qualified alien under the federal Immigration and Nationality Act:

- I understand that I must submit (i) an unexpired employment authorization document issued by the United States Department of Homeland Security, Form I-766, and (ii) documentation issued by the United States Department of Homeland Security, the United States Citizenship and Immigration Services, or any other federal agency, such as one of the types of Form I-797 used by the United States Citizenship and Immigration Services, demonstrating that I am described in section 202(c)(2)(B)(i) through (x) of the federal REAL ID Act of 2005, Public Law 109-13, have demonstrated lawful presence pursuant to Neb. Rev. Stat. § 4-108, and am eligible to obtain a real property appraiser credential.
- I understand that such credential shall be valid only for the period of time during which my employment authorization document is valid, and that my employment authorization document shall be verified through the Systematic Alien Verification for Entitlements Program operated by the United States Department of Homeland Security or an equivalent program designated by the United States Department of Homeland Security.

I hereby attest that my response and the information provided on this form and any related application for public benefits are true, complete, and accurate and I understand that this information may be used to verify my lawful presence in the United States of America.

Print Name: _____ (Last) _____ (First) _____ (Middle)

_____ (Applicant's Signature) _____ (Date)

NRPAB
Nebraska Real Property Appraiser Board

AUTHORIZATION TO USE FINGERPRINTS FOR NATIONAL CRIMINAL HISTORY RECORD CHECK THROUGH THE NEBRASKA STATE PATROL AND THE FEDERAL BUREAU OF INVESTIGATION

I acknowledge and consent to the following:

1. The Nebraska Real Property Appraiser Board requires fingerprint submissions for a National Criminal History Record Check through the State Patrol and the Federal Bureau of Investigation:

   a. as authorized in Nebraska Real Property Appraiser Act (Neb. Rev. Stat. §§ 76-2201 through 76-2250), as a part of my application for issuance of, or renewal of, a credential as a real property appraiser, or

   b. as authorized in the Nebraska Appraisal Management Company Registration Act (Neb. Rev. Stat. §§ 76-3201 through 76-3220), as a part of the application for issuance of, or renewal of, a registration as an appraisal management company.

2. The Nebraska Real Property Appraiser Board reserves the right to go outside this Criminal History Record Check for information as to the accuracy of the statements made in my application, or for further clarification regarding the results of the Criminal History Record Check. Such information may include, but is not limited to, records of arrests for criminal offenses, the circumstances involved in any such arrests, the suspension or revocation of any license authorizing me to engage in any profession or occupation, or the rejection of my application for such license, and the reason for such suspension, revocation, or rejection.

3. The Nebraska Real Property Appraiser Board may contact any agency of federal, state, or local government, consumer reporting agency, present or former employer, or any other individual, partnership, corporation, or association, in this or any other state, to furnish to the Nebraska Real Property Appraiser Board any information requested by the Nebraska Real Property Appraiser Board pertaining to my application.

4. I acknowledge that the Criminal History Record Information is retained by the Board for two years after the date on which an application is withdrawn, denied, or approved. If the Nebraska Real Property Appraiser Board finds cause to deny my application based upon the results of my Criminal History Record Information, I may request a copy of my Criminal History Record Information received by the Nebraska Real Property Appraiser Board in accordance with the procedures found in Title 298 of the Nebraska Administrative Code.

5. I acknowledge that the procedures for obtaining information, a change, correction, or updating of an FBI identification record are set forth in Title 28, C.F.R., §16.34.

I EXPRESSLY AUTHORIZE AND CONSENT that my fingerprint submissions pertaining to my application be submitted by the Nebraska Real Property Appraiser Board to the Nebraska State Patrol for National Criminal History Record Check through the State Patrol and the Federal Bureau of Investigation, and I HEREBY ACKNOWLEDGE RECEIPT of the Privacy Act Statement.

_____

Printed name of person whose fingerprints are being submitted

_____ _____

Signature of person whose fingerprints are being submitted Date

PRIVACY ACT STATEMENT

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

Rev. 03/30/2018

NONCRIMINAL JUSTICE APPLICANT'S PRIVACY RIGHTS

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for employment or a license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below. All notices must be provided to you in writing.[1] These obligations are pursuant to the Privacy Act of 1974, Title 5, United States Code (U.S.C.) Section 552a, and Title 28 Code of Federal Regulations (CFR), 50.12, among other authorities.

- You must be provided an adequate written FBI Privacy Act Statement (dated 2013 or later) when you submit your fingerprints and associated personal information. This Privacy Act Statement must explain the authority for collecting your fingerprints and associated information and whether your fingerprints and associated information will be searched, shared, or retained.[2]
- You must be advised in writing of the procedures for obtaining a change, correction, or update of your FBI criminal history record as set forth at 28 CFR 16.34.
- You must be provided the opportunity to complete or challenge the accuracy of the information in your FBI criminal history record (if you have such a record).
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the employment, license, or other benefit based on information in the FBI criminal history record.
- If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at https://www.fbi.gov/services/cjis/identity-history-summary-checks and https://www.edo.cjis.gov.
- If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI by submitting a request via https://www.edo.cjis.gov. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)
- You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.[3]

[1] Written notification includes electronic notification, but excludes oral notification.
[2] https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement
[3] See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 34 U.S.C. § 40316 (formerly cited as 42 U.S.C. § 14616), Article IV(c); 28 CFR20.21(c), 2033(d) and 906.2(d).

Updated 11/6/2019

LICENSE SUSPENSION ACT, LAWS OF NEBRASKA, 1997

MANDATORY RELEASE OF SOCIAL SECURITY NUMBER DATA REQUIRED BY THE PRIVACY ACT OF 1974

Effective September 13, 1997, the Real Property Appraiser Act (Neb. Rev. Stat. § 76-2201 to 76-2251) requires the social security number of all applicants. Pursuant to the License Suspension Act (Neb. Rev. Stat. § 43-3301 to 43-3326), the Real Property Appraiser Board is required to submit this information to the Nebraska Department of Health and Human Services. Provision of this information is mandatory. The information will be used to assist authorized agencies in the enforcement of child, spousal, and medical support orders against holders of professional, occupational, and recreational licenses. Disclosure is mandatory for all individuals, regardless of whether the individual has ever been ordered to pay support.

Social Security Number: _____

AFFIDAVIT OF APPLICANT

I expressly agree that:

1. The Nebraska Real Property Appraiser Board may contact me for further information or clarification regarding information provided in this application or discovered during the background screening process that would call into question public trust or my fitness for credentialing. I understand that the following may be grounds for denial of the application under Nebraska Revised Statute §§ 76-2227 (4) and 76-2238:

    - Surrendering an appraiser credential, or any other registration, license, or certification, issued by any other regulatory agency or held in any other jurisdiction, in lieu of disciplinary action pending or threatened within the five-year period immediately preceding the date of application;

    - Having an appraiser credential, or any other registration, license, or certification, issued by any other regulatory agency or held in any other jurisdiction, revoked or suspended within the five-year period immediately preceding the date of application;

    - Being convicted of, including a conviction based upon a plea of guilty or nolo contendere:
        - Any felony if civil rights have not been restored;
        - Any crime of fraud, dishonesty, breach of trust, money laundering, misrepresentation, or deceit involving real estate, financial services, or real property appraisal practice within the five-year period immediately preceding the date of application; or
        - Any other crime which is related to the qualifications, functions, or duties of a real property appraiser within the five-year period immediately preceding the date of application;

    - Civil judicial actions, including dismissal with settlement, in connection with real estate, financial services, or real property appraisal practice brought within the five-year period immediately preceding the date of application.

2. The Nebraska Real Property Appraiser Board reserves the right to go outside this application for information as to my trustworthiness and competency to act as a real property appraiser in the State of Nebraska.

3. The Nebraska Real Property Appraiser Board reserves the right to go outside this application for information as to the accuracy of the statements in this application.

The foregoing statements are made for the purpose of procuring a Nebraska real property appraiser credential. I hereby consent that these statements may be used as evidence by the Real Property Appraiser Board of the State of Nebraska, or in any court in Nebraska where a violation of the said Real Property Appraiser Act is claimed, and that the application, representations, and statements made herein to procure a real property appraiser credential may at any time be used in evidence.

I have read and will comply with the *Uniform Standards of Professional Appraisal Practice* and the ethical rules established by the Real Property Appraiser Act. I hereby certify that I understand the types of misconduct for which disciplinary proceedings may be initiated.

I also hereby authorize any agency of federal, state, or local government, consumer reporting agency, present or former employer, or any other individual, partnership, corporation, or association, in this or any other state, to furnish to the Nebraska Real Property Appraiser Board, or its representatives, any information bearing upon my reputation for honesty, trustworthiness, integrity, and competence to transact business of a real estate or real property appraiser in such manner as to safeguard the interest of the public. Such information may include, but is not limited to, records of arrests for criminal offenses, the circumstances involved in any such arrests, the suspension or revocation of any license authorizing me to engage in any profession or occupation, or the rejection of my application for such license, and the reason for such suspension, revocation, or rejection.

I attest that I am at least 19 years of age.

I CERTIFY THAT THE STATEMENTS MADE IN THIS APPLICATION AND ALL ATTACHMENTS ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF AND THAT I HAVE NOT SUPPRESSED ANY INFORMATION THAT MIGHT HAVE A BEARING ON THIS APPLICATION.

Signature of Applicant: _____ Date: _____

State of: _____)
) ss.
County of: _____)

The foregoing instrument was acknowledged before me this _____ day of _____ 20 _____

by _____
Print Applicant's Name

(Notary Seal Here)

_____
Signature of Notary Public

DIRECTIONS

1. Complete entire application. If required information is not provided, application will be considered incomplete and will not be processed, and may be returned to you.

2. Along with the application, the following documentation is also required to be included:
   a. Check or money order for $195.25: non-refundable $150.00 application fee and nonrefundable $45.25 criminal history record check fee.
   b. Recent passport type photo (copy of driver's license photo will meet the requirement).
   c. Completion certificates for all qualifying education activities, and/or an official transcript from an Appraiser Qualifications Board-approved accredited degree-awarding college or university.
   d. Two copies of legible, ink-rolled fingerprint cards or digital fingerprint submission for a fingerprint-based national criminal history record check conducted through the Nebraska State Patrol and Federal Bureau of Investigation. The Nebraska State Patrol will not process cards if the information at the top of the cards is not completed, the cards are not signed by both the individual being fingerprinted **and** the official taking the fingerprints, or the cards are more than one (1) year old. Once signed, the fingerprint card becomes a legal document. Please review the information included on the fingerprint cards very carefully during the fingerprint appointment, as this is the final chance to ensure all information is correct prior signing and certifying the information contained on these legal documents. If the date, signatures, or any identifying information is missing, the Nebraska State Patrol will not process the cards and they will be returned to you.
   e. Official transcripts for required post-secondary education. (*Unofficial transcripts will not be accepted.)* Transcripts may be submitted on paper, or electronically through a secure site if the transcript is marked as official and the Board is provided access directions directly from the school.
   f. Real property appraisal practice experience logs in Board-approved format, or document evidencing the successful completion of a PAREA program and real property appraisal practice experience logs in Board-approved format. Experience logs are required to be in the approved format at time of application, or to be in the approved format at the time the real property appraisal practice experience was obtained. *(Experience logs submitted on forms other than those approved by the Board will not be accepted.)* Real property appraisal practice experience log cover sheet and experience log pages must be dated and signed by both applicant and supervisory real property appraiser (SA) or the real property appraiser-in-charge (RPAC) if applicable. For real property appraisal practice experience obtained through participation in a PAREA program, no description of real property appraisal practice or scope of review performed by SA or RPAC, no SA or RPAC hours, and no SA or RPAC name and signature are required.

3. Mail application, fee(s), and supporting documentation to: NEBRASKA REAL PROPERTY APPRAISER BOARD, PO BOX 94963, LINCOLN, NE 68509-4963 (street address for FedEx and UPS: 301 CENTENNIAL MALL SOUTH, FIRST FLOOR; LINCOLN NE 68508).

4. Questions or concerns may be directed to NRPAB staff at 402-471-9015 or nrpab.credentialing@nebraska.gov

ADDITIONAL INFORMATION

- At a minimum, three assignment results reports will be selected by NRPAB staff from the submitted real property appraisal practice experience log(s) for verification of experience. If one or more of the report selection criteria 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.
- One, or at the Board's discretion more than one, report will be 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 real property appraiser for completion of an appraisal review assignment on any of the requested reports. One or more report(s) may be sent for review at any time during the period in which the applicant's real property appraisal practice experience is being evaluated.
- Applicant may obtain a credential as a real property appraiser in Nebraska by complying with all provisions of the Nebraska Real Property Appraiser Act and Title 298 of the Nebraska Administrative Code.
- The appraiser credential status of applicant, including current standing and any disciplinary action imposed against his or her credentials, will be verified through the Appraiser Registry of the Appraisal Subcommittee of the Federal Financial Institutions Examination Council.

- The Nebraska Real Property Appraiser Board reviews all applications for credentialing in Nebraska and has final authority regarding issuance of a credential.
- Nebraska is a mandatory state. Per Neb. Rev. Stat. § 76-2246, any person who engages in real property appraisal practice or who advertises or holds himself or herself out to the general public as a real property appraiser in this state without obtaining proper credentialing under the Act will be guilty of a Class III misdemeanor.
- Fee(s) associated with application: $150.00 application fee and $45.25 criminal history record check fee
- Fee(s) associated with credentialing: $300.00 credentialing fee and $40.00 ASC Appraiser Registry fee (current Nebraska Licensed Residential credential holders do not need to pay the $40.00 ASC Appraiser Registry fee). Required fees are required to be submitted within thirty (30) days of approval that the applicant may be issued a credential.

Nebraska Real Property Appraiser Board
301 Centennial Mall South, First Floor
PO Box 94963
Lincoln, NE 68509-4963
https://appraiser.ne.gov/
402-471-9015

Check Number:
Receipt Number:
For Board Use Only

APPLICATION FOR NEBRASKA LICENSED RESIDENTIAL REAL PROPERTY APPRAISER CREDENTIAL

APPLICATION AND CREDENTIALING FEES

TOTAL FEE DUE WITH APPLICATION: $195.25

Fee(s) associated with credentialing: $300.00 credentialing fee and $40.00 ASC Appraiser Registry fee.

APPLICATION INFORMATION

Date of Application: _____ Date of Birth: _____

Name: _____ (Last) _____ (First) _____ (Middle)

Communications from the Board will be mailed to the Principal Place of Business Address given. Principal Place of Business contact information appears in the Appraiser Listing on the Board's website at https://appraiser.ne.gov/.

County of Business: _____

Business Name: _____

Principal Place of Business Address: _____ (PO Box or Street Number) _____ (City) _____ (State) _____ (Zip Code + 4)

_____ (Principal Business Email Address) _____ (Business Area Code + Phone Number)

Secondary or Residential Address, if different: _____ (PO Box or Street Number) _____ (City) _____ (State) _____ (Zip Code + 4)

_____ (Email Address) _____ (Area Code + Phone Number)

APPRAISER CREDENTIALS HELD

Previous or current appraiser credentials held. *(Use separate sheet to include additional credentials.)*

Jurisdiction: _____ Type: _____ Number: _____

Date Issued: _____ Expiration: _____ Current Status: _____

NON-APPRAISAL CREDENTIALS CURRENTLY OR PREVIOUSLY HELD

List all other (non-appraisal) professional registrations, licenses, or certificates (including, but not limited to, real estate broker, real estate salesperson, law, insurance, and/or securities) that you presently hold or previously held in Nebraska or any other jurisdiction. *(Use separate sheet to include additional registrations, licenses, or certificates.)*

Type: _____ State: _____ From: _____ To: _____

Type: _____ State: _____ From: _____ To: _____

DISCIPLINARY QUESTIONS

1. Have you ever been convicted of a felony, including a conviction based upon a plea of guilty or nolo contendere?

   ☐ YES ☐ NO

   If your answer to No. 1 above is yes, have your civil rights been restored? If your civil rights have been restored, please provide copies of all pertinent documents.

   ☐ N/A ☐ YES ☐ NO

2. Have any civil judicial actions, including dismissal with settlement, in connection with real estate, financial services, or real property appraisal practice been brought against you within the five-year period immediately preceding the date of application?

   ☐ YES ☐ NO

3. Have you surrendered a Nebraska real property appraiser credential, or an appraiser credential, or any other registration, license, or certification, issued by any other regulatory agency or held in any other jurisdiction, in lieu of disciplinary action pending or threatened within the five-year period immediately preceding the date of application? **Please note that you are required to disclose any action, even if it has been previously disclosed on an application for this agency. Failure to disclose this may result in a delay in processing of your application.**

   ☐ YES ☐ NO

4. Has your Nebraska real property appraiser credential, or your appraiser credential or any other registration, license, or certification issued by any other regulatory agency or held in any other jurisdiction, been revoked or suspended within the five-year period immediately preceding the date of application? **Please note that you are required to disclose any action, even if it has been previously disclosed on an application for this agency. Failure to disclose this may result in a delay in processing of your application.**

   ☐ YES ☐ NO

5. Has disciplinary action been taken against your appraiser credential or any other registration, license, or certification issued by any regulatory agency or held in any jurisdiction within the five-year period immediately preceding the date of application? **Please note that you are required to disclose any action, even if it has been previously disclosed on an application for this agency. Failure to disclose this may result in a delay in processing of your application.**

   ☐ YES ☐ NO

6. Are disciplinary proceedings pending against you or are you currently under investigation by any regulatory agency in Nebraska or in any other jurisdiction?

   ☐ YES ☐ NO

If you answered yes to any of the above questions 1 through 6, provide a brief statement on a separate sheet that includes all significant details, the circumstances surrounding the matter, the name of any persons involved, and resolution or conviction. Provide copies of all official records related to the matter, including convictions, orders, and/or settlement agreements. Provide this information even if you have previously provided it with an application to this agency. The status of each appraiser credential held, including current standing and any disciplinary action imposed, will be verified through the Appraiser Registry of the Appraisal Subcommittee of the Federal Financial Institutions Examination Council.

APPLICATION CHECKLIST

Upgrade: ☐ YES ☐ NO

If no, you are required to submit certificates of completion for all qualifying education courses:

☐ 30 hours of basic appraisal principles Date completed (month, year): _____

☐ 30 hours of basic appraisal procedures Date completed (month, year): _____

☐ 15-Hour National USPAP Course Date completed (month, year): _____

Include the following items with your completed application if you are upgrading from a trainee real property appraiser credential:

☐ Proof of completion of 15 hours of market analysis and highest and best use

Date completed (month, year): _____

☐ Proof of completion of 15 hours of appraiser site valuation and cost approach

Date completed (month, year): _____

☐ Proof of completion of 30 hours of sales comparison and income approaches

Date completed (month, year): _____

☐ Proof of completion of 15 hours of report writing and case studies

Date completed (month, year): _____

A degree in real estate from an accredited degree-awarding college or university that has had all or part of its curriculum approved by the Appraiser Qualifications Board as satisfying qualifying education requirements, or the equivalent as determined by the Appraiser Qualifications Board, may be substituted for the above education. If the degree in real estate or equivalent as approved by the Appraiser Qualifications Board does not satisfy all required qualifying education requirements for credentialing, the remaining class hours are required to be completed in Real Property Appraiser Board-approved qualifying education. Submit official transcript with application. Unofficial transcripts will not be accepted.

□ Completed application.
□ Passport type photo *(Copy of driver's license will meet the requirement.)*.
□ Check or money order for $195.25: $150.00 non-refundable application fee and $45.25 non-refundable criminal history record check fee.
□ Two copies of legible, ink-rolled fingerprint cards or digital fingerprint submission.
Date fingerprints digitally scanned at Nebraska State Patrol Office (if applicable): _____
□ Board-approved real property appraisal practice experience log cover sheet and experience log showing that applicant has completed no fewer than 1,000 hours of real property appraisal practice experience in no fewer than six (6) months' time and including a minimum of 3 residential assignment results reports.
OR
□ Document evidencing successful completion of a licensed residential PAREA program or a certified residential PAREA program, Board-approved real property appraisal practice experience log cover sheet, and real property appraisal practice experience log showing real property appraisal practice experience obtained through participation in PAREA program.
Date completed (month, year): _____

I hereby attest that I have included all required materials and completed the submitted application in its entirety. I understand that, should my application be found to be incomplete, it will not be processed and may be returned to me.

Print Name: _____ (Last) _____ (First) _____ (Middle)

_____ (Applicant's Signature) _____ (Date)

Nebraska Real Property Appraiser Board

UNITED STATES CITIZENSHIP ATTESTATION FORM

For the purpose of complying with Neb. Rev. Stat. §§ 4-108 through 4-114, I attest as follows:

☐ I am a citizen of the United States of America

OR

☐ I am a qualified alien under the federal Immigration and Nationality Act, 8 U.S.C. 1101 et seq., am lawfully present in the United States, and have included a copy of my USCIS documentation with this application.

Immigration Status: _____ Alien Number: _____

OR

☐ I am not a citizen of the United States of America and I am not a qualified alien under the federal Immigration and Nationality Act. I am described in section 202(c)(2)(B)(i) through (x) of the federal REAL ID Act of 2005, Public Law 109-13, have demonstrated lawful presence pursuant to section 4-108, and I am eligible to obtain a credential as a real property appraiser.

If I am not a citizen of the United States of America and I am not a qualified alien under the federal Immigration and Nationality Act:

- I understand that I must submit (i) an unexpired employment authorization document issued by the United States Department of Homeland Security, Form I-766, and (ii) documentation issued by the United States Department of Homeland Security, the United States Citizenship and Immigration Services, or any other federal agency, such as one of the types of Form I-797 used by the United States Citizenship and Immigration Services, demonstrating that I am described in section 202(c)(2)(B)(i) through (x) of the federal REAL ID Act of 2005, Public Law 109-13, have demonstrated lawful presence pursuant to Neb. Rev. Stat. § 4-108, and am eligible to obtain a real property appraiser credential.
- I understand that such credential shall be valid only for the period of time during which my employment authorization document is valid, and that my employment authorization document shall be verified through the Systematic Alien Verification for Entitlements Program operated by the United States Department of Homeland Security or an equivalent program designated by the United States Department of Homeland Security.

I hereby attest that my response and the information provided on this form and any related application for public benefits are true, complete, and accurate and I understand that this information may be used to verify my lawful presence in the United States of America.

Print Name: _____ (Last) _____ (First) _____ (Middle)

_____ (Applicant's Signature) _____ (Date)

NRPAB
Nebraska Real Property Appraiser Board

AUTHORIZATION TO USE FINGERPRINTS FOR NATIONAL CRIMINAL HISTORY RECORD CHECK THROUGH THE NEBRASKA STATE PATROL AND THE FEDERAL BUREAU OF INVESTIGATION

I acknowledge and consent to the following:

1. The Nebraska Real Property Appraiser Board requires fingerprint submissions for a National Criminal History Record Check through the State Patrol and the Federal Bureau of Investigation:

   a. as authorized in Nebraska Real Property Appraiser Act (Neb. Rev. Stat. §§ 76-2201 through 76-2250), as a part of my application for issuance of, or renewal of, a credential as a real property appraiser, or

   b. as authorized in the Nebraska Appraisal Management Company Registration Act (Neb. Rev. Stat. §§ 76-3201 through 76-3220), as a part of the application for issuance of, or renewal of, a registration as an appraisal management company.

2. The Nebraska Real Property Appraiser Board reserves the right to go outside this Criminal History Record Check for information as to the accuracy of the statements made in my application, or for further clarification regarding the results of the Criminal History Record Check. Such information may include, but is not limited to, records of arrests for criminal offenses, the circumstances involved in any such arrests, the suspension or revocation of any license authorizing me to engage in any profession or occupation, or the rejection of my application for such license, and the reason for such suspension, revocation, or rejection.

3. The Nebraska Real Property Appraiser Board may contact any agency of federal, state, or local government, consumer reporting agency, present or former employer, or any other individual, partnership, corporation, or association, in this or any other state, to furnish to the Nebraska Real Property Appraiser Board any information requested by the Nebraska Real Property Appraiser Board pertaining to my application.

4. I acknowledge that the Criminal History Record Information is retained by the Board for two years after the date on which an application is withdrawn, denied, or approved. If the Nebraska Real Property Appraiser Board finds cause to deny my application based upon the results of my Criminal History Record Information, I may request a copy of my Criminal History Record Information received by the Nebraska Real Property Appraiser Board in accordance with the procedures found in Title 298 of the Nebraska Administrative Code.

5. I acknowledge that the procedures for obtaining information, a change, correction, or updating of an FBI identification record are set forth in Title 28, C.F.R., §16.34.

I EXPRESSLY AUTHORIZE AND CONSENT that my fingerprint submissions pertaining to my application be submitted by the Nebraska Real Property Appraiser Board to the Nebraska State Patrol for National Criminal History Record Check through the State Patrol and the Federal Bureau of Investigation, and I HEREBY ACKNOWLEDGE RECEIPT of the Privacy Act Statement.

_____

Printed name of person whose fingerprints are being submitted

_____ _____

Signature of person whose fingerprints are being submitted Date

PRIVACY ACT STATEMENT

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

Rev. 03/30/2018

NONCRIMINAL JUSTICE APPLICANT'S PRIVACY RIGHTS

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for employment or a license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below. All notices must be provided to you in writing.[1] These obligations are pursuant to the Privacy Act of 1974, Title 5, United States Code (U.S.C.) Section 552a, and Title 28 Code of Federal Regulations (CFR), 50.12, among other authorities.

- You must be provided an adequate written FBI Privacy Act Statement (dated 2013 or later) when you submit your fingerprints and associated personal information. This Privacy Act Statement must explain the authority for collecting your fingerprints and associated information and whether your fingerprints and associated information will be searched, shared, or retained.[2]
- You must be advised in writing of the procedures for obtaining a change, correction, or update of your FBI criminal history record as set forth at 28 CFR 16.34.
- You must be provided the opportunity to complete or challenge the accuracy of the information in your FBI criminal history record (if you have such a record).
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the employment, license, or other benefit based on information in the FBI criminal history record.
- If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at https://www.fbi.gov/services/cjis/identity-history-summary-checks and https://www.edo.cjis.gov.
- If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI by submitting a request via https://www.edo.cjis.gov. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)
- You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.[3]

[1] Written notification includes electronic notification, but excludes oral notification.
[2] https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement
[3] See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 34 U.S.C. § 40316 (formerly cited as 42 U.S.C. § 14616), Article IV(c); 28 CFR20.21(c), 2033(d) and 906.2(d).

Updated 11/6/2019

LICENSE SUSPENSION ACT, LAWS OF NEBRASKA, 1997

MANDATORY RELEASE OF SOCIAL SECURITY NUMBER DATA REQUIRED BY THE PRIVACY ACT OF 1974

Effective September 13, 1997, the Real Property Appraiser Act (Neb. Rev. Stat. § 76-2201 to 76-2251) requires the social security number of all applicants. Pursuant to the License Suspension Act (Neb. Rev. Stat. § 43-3301 to 43-3326), the Real Property Appraiser Board is required to submit this information to the Nebraska Department of Health and Human Services. Provision of this information is mandatory. The information will be used to assist authorized agencies in the enforcement of child, spousal, and medical support orders against holders of professional, occupational, and recreational licenses. Disclosure is mandatory for all individuals, regardless of whether the individual has ever been ordered to pay support.

Social Security Number: _____

AFFIDAVIT OF APPLICANT

I expressly agree that:

1. The Nebraska Real Property Appraiser Board may contact me for further information or clarification regarding information provided in this application or discovered during the background screening process that would call into question public trust or my fitness for credentialing. I understand that the following may be grounds for denial of the application under Nebraska Revised Statute §§ 76-2227 (4) and 76-2238:

    - Surrendering an appraiser credential, or any other registration, license, or certification, issued by any other regulatory agency or held in any other jurisdiction, in lieu of disciplinary action pending or threatened within the five-year period immediately preceding the date of application;

    - Having an appraiser credential, or any other registration, license, or certification, issued by any other regulatory agency or held in any other jurisdiction, revoked or suspended within the five-year period immediately preceding the date of application;

    - Being convicted of, including a conviction based upon a plea of guilty or nolo contendere:
        - Any felony if civil rights have not been restored;
        - Any crime of fraud, dishonesty, breach of trust, money laundering, misrepresentation, or deceit involving real estate, financial services, or real property appraisal practice within the five-year period immediately preceding the date of application; or
        - Any other crime which is related to the qualifications, functions, or duties of a real property appraiser within the five-year period immediately preceding the date of application;

    - Civil judicial actions, including dismissal with settlement, in connection with real estate, financial services, or real property appraisal practice brought within the five-year period immediately preceding the date of application.

2. The Nebraska Real Property Appraiser Board reserves the right to go outside this application for information as to my trustworthiness and competency to act as a real property appraiser in the State of Nebraska.

3. The Nebraska Real Property Appraiser Board reserves the right to go outside this application for information as to the accuracy of the statements in this application.

The foregoing statements are made for the purpose of procuring a Nebraska real property appraiser credential. I hereby consent that these statements may be used as evidence by the Real Property Appraiser Board of the State of Nebraska, or in any court in Nebraska where a violation of the said Real Property Appraiser Act is claimed, and that the application, representations, and statements made herein to procure a real property appraiser credential may at any time be used in evidence.

I have read and will comply with the *Uniform Standards of Professional Appraisal Practice* and the ethical rules established by the Real Property Appraiser Act. I hereby certify that I understand the types of misconduct for which disciplinary proceedings may be initiated.

I also hereby authorize any agency of federal, state, or local government, consumer reporting agency, present or former employer, or any other individual, partnership, corporation, or association, in this or any other state, to furnish to the Nebraska Real Property Appraiser Board, or its representatives, any information bearing upon my reputation for honesty, trustworthiness, integrity, and competence to transact business of a real estate or real property appraiser in such manner as to safeguard the interest of the public. Such information may include, but is not limited to, records of arrests for criminal offenses, the circumstances involved in any such arrests, the suspension or revocation of any license authorizing me to engage in any profession or occupation, or the rejection of my application for such license, and the reason for such suspension, revocation, or rejection.

I attest that I am at least 19 years of age.

I CERTIFY THAT THE STATEMENTS MADE IN THIS APPLICATION AND ALL ATTACHMENTS ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF AND THAT I HAVE NOT SUPPRESSED ANY INFORMATION THAT MIGHT HAVE A BEARING ON THIS APPLICATION.

Signature of Applicant: _____ Date: _____

State of: _____)
) ss.
County of: _____)

The foregoing instrument was acknowledged before me this ____ day of _____ 20 ____

by _____
Print Applicant's Name

(Notary Seal Here)

_____
Signature of Notary Public

DIRECTIONS

1. Complete entire application. If required information is not provided, application will be considered incomplete and will not be processed, and may be returned to you.

2. Along with the application, the following documentation is also required to be included:
   a. Check or money order for $195.25: non-refundable $150.00 application fee and nonrefundable $45.25 criminal history record check fee.
   b. Recent passport type photo (copy of driver's license photo will meet the requirement).
   c. Completion certificates for all qualifying education activities, and/or an official transcript from an Appraiser Qualifications Board-approved accredited degree-awarding college or university.
   d. Two copies of legible, ink-rolled fingerprint cards or digital fingerprint submission for a fingerprint-based national criminal history record check conducted through the Nebraska State Patrol and Federal Bureau of Investigation. The Nebraska State Patrol will not process cards if the information at the top of the cards is not completed, the cards are not signed by both the individual being fingerprinted **and** the official taking the fingerprints, or the cards are more than one (1) year old. Once signed, the fingerprint card becomes a legal document. Please review the information included on the fingerprint cards very carefully during the fingerprint appointment, as this is the final chance to ensure all information is correct prior signing and certifying the information contained on these legal documents. If the date, signatures, or any identifying information is missing, the Nebraska State Patrol will not process the cards and they will be returned to you.
   e. Official transcripts for post-secondary education. (*Unofficial transcripts will not be accepted.)* Transcripts may be submitted on paper, or electronically through a secure site if the transcript is marked as official and the Board is provided access directions directly from the school.
   f. Real property appraisal practice experience logs in Board-approved format, or document evidencing the successful completion of a PAREA program and real property appraisal practice experience logs in Board-approved format. Experience logs are required to be in the approved format at time of application, or to be in the approved format at the time the real property appraisal practice experience was obtained. *(Experience logs submitted on forms other than those approved by the Board will not be accepted.)* Real property appraisal practice experience log cover sheet and experience log pages must be dated and signed by both applicant and supervisory real property appraiser (SA) or the real property appraiser-in-charge (RPAC) if applicable. For real property appraisal practice experience obtained through participation in a PAREA program, no description of real property appraisal practice or scope of review performed by SA or RPAC, no SA or RPAC hours, and no SA or RPAC name and signature are required.

3. Mail application, fee(s), and supporting documentation to: NEBRASKA REAL PROPERTY APPRAISER BOARD, PO BOX 94963, LINCOLN, NE 68509-4963 (street address for FedEx and UPS: 301 CENTENNIAL MALL SOUTH, FIRST FLOOR; LINCOLN NE 68508).

4. Questions or concerns may be directed to NRPAB staff at 402-471-9015 or nrpab.credentialing@nebraska.gov

ADDITIONAL INFORMATION

- At a minimum, three assignment results reports will be selected by NRPAB staff from the submitted real property appraisal practice experience log(s) for verification of experience. One, or at the Board's discretion more than one, report will be 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 real property appraiser for completion of an appraisal review assignment on any of the requested reports. One or more report(s) may be sent for review at any time during the period in which the applicant's real property appraisal practice experience is being evaluated.

- Applicant may obtain a credential as a real property appraiser in Nebraska by complying with all provisions of the Nebraska Real Property Appraiser Act and Title 298 of the Nebraska Administrative Code.

- The appraiser credential status of applicant, including current standing and any disciplinary action imposed against his or her credentials, will be verified through the Appraiser Registry of the Appraisal Subcommittee of the Federal Financial Institutions Examination Council.

- The Nebraska Real Property Appraiser Board reviews all applications for credentialing in Nebraska and has final authority regarding issuance of a credential.

- Nebraska is a mandatory state. Per Neb. Rev. Stat. § 76-2246, any person who engages in real property appraisal practice or who advertises or holds himself or herself out to the general public as a real property appraiser in this state without obtaining proper credentialing under the Act will be guilty of a Class III misdemeanor.

- Fee(s) associated with application: $150.00 application fee and $45.25 criminal history record check fee

- Fee(s) associated with credentialing: $300.00 credentialing fee and $40.00 ASC Appraiser Registry fee. Required fees are required to be submitted within thirty (30) days of approval by the Board that the applicant may be issued a credential.

NRPAB
Nebraska Real Property Appraiser Board

301 Centennial Mall South, First Floor
PO Box 94963
Lincoln, NE 68509-4963
https://appraiser.ne.gov/
402-471-9015

Check Number:
Receipt Number:
For Board Use Only

APPLICATION FOR NEBRASKA REAL PROPERTY APPRAISER CREDENTIAL THROUGH RECIPROCITY

CREDENTIAL (Please select the credential classification for which you are applying)

☐ **CERTIFIED GENERAL** ☐ **CERTIFIED RESIDENTIAL** ☐ **LICENSED RESIDENTIAL**

APPLICATION AND CREDENTIALING FEES

TOTAL FEE DUE WITH APPLICATION: $195.25

TOTAL CREDENTIALING FEE DUE FOLLOWING APPROVAL OF APPLICATION: $340.00

APPLICATION INFORMATION

Current Jurisdiction of Practice: _____

Current Credential Number in Jurisdiction of Practice _____

Date of Application: _____ Date of Birth: _____

Name: _____ (Last) _____ (First) _____ (Middle)

Communications from the Board will be mailed to the Principal Place of Business Address given. Principal Place of Business contact information appears in the Appraiser Listing on the Board's website at https://appraiser.ne.gov/.

Business Name: _____

Principal Place of Business Address: _____ (PO Box or Street Number) _____ (City) _____ (State) _____ (Zip Code + 4)

_____ (Principal Business Email Address) _____ (Business Area Code + Phone Number)

Secondary or Residential Address, if different: _____ (PO Box or Street Number) _____ (City) _____ (State) _____ (Zip Code + 4)

_____ (Email Address) _____ (Area Code + Phone Number)

NON-APPRAISAL CREDENTIALS CURRENTLY OR PREVIOUSLY HELD

List all other (non-appraisal) professional registrations, licenses, or certificates (including, but not limited to, real estate broker, real estate salesperson, law, insurance, and/or securities) that you presently hold or previously held in Nebraska or any other jurisdiction. *(Use separate sheet to include additional registrations, licenses, or certificates.)*

Type: _____ State: _____

From: _____ To: _____

Type: _____ State: _____

From: _____ To: _____

DISCIPLINARY QUESTIONS

1. Have you ever been convicted of a felony, including a conviction based upon a plea of guilty or nolo contendere?

   ☐ YES ☐ NO

   If your answer to No. 1 above is yes, have your civil rights been restored? If your civil rights have been restored, please provide copies of all pertinent documents.

   ☐ N/A ☐ YES ☐ NO

2. Have any civil judicial actions, including dismissal with settlement, in connection with real estate, financial services, or real property appraisal practice been brought against you within the five-year period immediately preceding the date of application?

   ☐ YES ☐ NO

3. Have you surrendered a Nebraska appraiser credential, or an appraiser credential, or any other registration, license, or certification, issued by any other regulatory agency or held in any other jurisdiction, in lieu of disciplinary action pending or threatened within the five-year period immediately preceding the date of application? **Please note that you are required to disclose any action, even if it has been previously disclosed on an application for this agency. Failure to disclose this may result in a delay in processing of your application.**

   ☐ YES ☐ NO

4. Has your Nebraska appraiser credential, or your appraiser credential or any other registration, license, or certification issued by any other regulatory agency or held in any other jurisdiction, been revoked or suspended within the five-year period immediately preceding the date of application? **Please note that you are required to disclose any action, even if it has been previously disclosed on an application for this agency. Failure to disclose this may result in a delay in processing of your application.**

   ☐ YES ☐ NO

5. Has disciplinary action been taken against your appraiser credential or any other registration, license, or certification issued by any regulatory agency or held in any jurisdiction within the five-year period immediately preceding the date of application? **Please note that you are required to disclose any action, even if it has been previously disclosed on an application for this agency. Failure to disclose this may result in a delay in processing of your application.**

   ☐ YES ☐ NO

6. Are disciplinary proceedings pending against you or are you currently under investigation by any regulatory agency in Nebraska or in any other jurisdiction?

   ☐ YES ☐ NO

If you answered yes to any of the above questions 1 through 6, provide a brief statement on a separate sheet that includes all significant details, the circumstances surrounding the matter, the name of any persons involved, and resolution or conviction. Provide copies of all official records related to the matter, including convictions, orders, and/or settlement agreements. Provide this information even if you have previously provided it with an application to this agency. The status of each appraiser credential held, including current standing and any disciplinary action imposed, will be verified through the Appraiser Registry of the Appraisal Subcommittee of the Federal Financial Institutions Examination Council.

APPLICATION CHECKLIST

Include the following items with your completed application:

☐ Completed application.

☐ Passport type photo *(Copy of driver's license will meet the requirement.)*.

☐ Check or money order for $195.25: $150.00 non-refundable application fee and $45.25 non-refundable criminal history record check fee.

☐ Two copies of legible, ink-rolled fingerprint cards or equivalent electronic fingerprint submission.

I hereby attest that I have included all required materials and completed the submitted application in its entirety. I understand that, should my application be found to be incomplete, it will not be processed and may be returned to me.

Print Name: _____ _____ _____
Last First Middle

_____ _____
Applicant's Signature Date

NRPAB
Nebraska Real Property Appraiser Board

UNITED STATES CITIZENSHIP ATTESTATION FORM

For the purpose of complying with Neb. Rev. Stat. §§ 4-108 through 4-114, I attest as follows:

☐ I am a citizen of the United States of America

OR

☐ I am a qualified alien under the federal Immigration and Nationality Act, 8 U.S.C. 1101 et seq., am lawfully present in the United States, and have included a copy of my USCIS documentation with this application.

Immigration Status: _____ Alien Number: _____

OR

☐ I am not a citizen of the United States of America and I am not a qualified alien under the federal Immigration and Nationality Act. I am described in section 202(c)(2)(B)(i) through (x) of the federal REAL ID Act of 2005, Public Law 109-13, have demonstrated lawful presence pursuant to section 4-108, and I am eligible to obtain a credential as a real property appraiser.

If I am not a citizen of the United States of America and I am not a qualified alien under the federal Immigration and Nationality Act:

- I understand that I must submit (i) an unexpired employment authorization document issued by the United States Department of Homeland Security, Form I-766, and (ii) documentation issued by the United States Department of Homeland Security, the United States Citizenship and Immigration Services, or any other federal agency, such as one of the types of Form I-797 used by the United States Citizenship and Immigration Services, demonstrating that I am described in section 202(c)(2)(B)(i) through (x) of the federal REAL ID Act of 2005, Public Law 109-13, have demonstrated lawful presence pursuant to Neb. Rev. Stat. § 4-108, and am eligible to obtain a real property appraiser credential.
- I understand that such credential shall be valid only for the period of time during which my employment authorization document is valid, and that my employment authorization document shall be verified through the Systematic Alien Verification for Entitlements Program operated by the United States Department of Homeland Security or an equivalent program designated by the United States Department of Homeland Security.

I hereby attest that my response and the information provided on this form and any related application for public benefits are true, complete, and accurate and I understand that this information may be used to verify my lawful presence in the United States of America.

Print Name: _____ (Last) _____ (First) _____ (Middle)

_____ (Applicant's Signature) _____ (Date)

NRPAB
Nebraska Real Property Appraiser Board

AUTHORIZATION TO USE FINGERPRINTS FOR NATIONAL CRIMINAL HISTORY RECORD CHECK THROUGH THE NEBRASKA STATE PATROL AND THE FEDERAL BUREAU OF INVESTIGATION

I acknowledge and consent to the following:

1. The Nebraska Real Property Appraiser Board requires fingerprint submissions for a National Criminal History Record Check through the State Patrol and the Federal Bureau of Investigation:

   a. as authorized in Nebraska Real Property Appraiser Act (Neb. Rev. Stat. §§ 76-2201 through 76-2250), as a part of my application for issuance of, or renewal of, a credential as a real property appraiser, or

   b. as authorized in the Nebraska Appraisal Management Company Registration Act (Neb. Rev. Stat. §§ 76-3201 through 76-3220), as a part of the application for issuance of, or renewal of, a registration as an appraisal management company.

2. The Nebraska Real Property Appraiser Board reserves the right to go outside this Criminal History Record Check for information as to the accuracy of the statements made in my application, or for further clarification regarding the results of the Criminal History Record Check. Such information may include, but is not limited to, records of arrests for criminal offenses, the circumstances involved in any such arrests, the suspension or revocation of any license authorizing me to engage in any profession or occupation, or the rejection of my application for such license, and the reason for such suspension, revocation, or rejection.

3. The Nebraska Real Property Appraiser Board may contact any agency of federal, state, or local government, consumer reporting agency, present or former employer, or any other individual, partnership, corporation, or association, in this or any other state, to furnish to the Nebraska Real Property Appraiser Board any information requested by the Nebraska Real Property Appraiser Board pertaining to my application.

4. I acknowledge that the Criminal History Record Information is retained by the Board for two years after the date on which an application is withdrawn, denied, or approved. If the Nebraska Real Property Appraiser Board finds cause to deny my application based upon the results of my Criminal History Record Information, I may request a copy of my Criminal History Record Information received by the Nebraska Real Property Appraiser Board in accordance with the procedures found in Title 298 of the Nebraska Administrative Code.

5. I acknowledge that the procedures for obtaining information, a change, correction, or updating of an FBI identification record are set forth in Title 28, C.F.R., §16.34.

I EXPRESSLY AUTHORIZE AND CONSENT that my fingerprint submissions pertaining to my application be submitted by the Nebraska Real Property Appraiser Board to the Nebraska State Patrol for National Criminal History Record Check through the State Patrol and the Federal Bureau of Investigation, and I HEREBY ACKNOWLEDGE RECEIPT of the Privacy Act Statement.

_____

Printed name of person whose fingerprints are being submitted

_____ _____

Signature of person whose fingerprints are being submitted Date

PRIVACY ACT STATEMENT

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

Rev. 03/30/2018

NONCRIMINAL JUSTICE APPLICANT'S PRIVACY RIGHTS

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for employment or a license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below. All notices must be provided to you in writing.[1] These obligations are pursuant to the Privacy Act of 1974, Title 5, United States Code (U.S.C.) Section 552a, and Title 28 Code of Federal Regulations (CFR), 50.12, among other authorities.

- You must be provided an adequate written FBI Privacy Act Statement (dated 2013 or later) when you submit your fingerprints and associated personal information. This Privacy Act Statement must explain the authority for collecting your fingerprints and associated information and whether your fingerprints and associated information will be searched, shared, or retained.[2]
- You must be advised in writing of the procedures for obtaining a change, correction, or update of your FBI criminal history record as set forth at 28 CFR 16.34.
- You must be provided the opportunity to complete or challenge the accuracy of the information in your FBI criminal history record (if you have such a record).
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the employment, license, or other benefit based on information in the FBI criminal history record.
- If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at https://www.fbi.gov/services/cjis/identity-history-summary-checks and https://www.edo.cjis.gov.
- If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI by submitting a request via https://www.edo.cjis.gov. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)
- You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.[3]

[1] Written notification includes electronic notification, but excludes oral notification.
[2] https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement
[3] See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 34 U.S.C. § 40316 (formerly cited as 42 U.S.C. § 14616), Article IV(c); 28 CFR20.21(c), 2033(d) and 906.2(d).

Updated 11/6/2019

LICENSE SUSPENSION ACT, LAWS OF NEBRASKA, 1997

MANDATORY RELEASE OF SOCIAL SECURITY NUMBER DATA REQUIRED BY THE PRIVACY ACT OF 1974

Effective September 13, 1997, the Real Property Appraiser Act (Neb. Rev. Stat. § 76-2201 to 76-2250) requires the social security number of all applicants. Pursuant to the License Suspension Act (Neb. Rev. Stat. § 43-3301 to 43-3326), the Real Property Appraiser Board is required to submit this information to the Nebraska Department of Health and Human Services. Provision of this information is mandatory. The information will be used to assist authorized agencies in the enforcement of child, spousal, and medical support orders against holders of professional, occupational, and recreational licenses. Disclosure is mandatory for all individuals, regardless of whether the individual has ever been ordered to pay support.

Social Security Number: _____

AFFIDAVIT OF APPLICANT

I expressly agree that:

1. The Nebraska Real Property Appraiser Board may contact me for further information or clarification regarding information provided in this application or discovered during the background screening process that would call into question public trust or my fitness for credentialing. I understand that the following may be grounds for denial of the application under Nebraska Revised Statute §§ 76-2227 (4) and 76-2238:

    - Surrendering an appraiser credential, or any other registration, license, or certification, issued by any other regulatory agency or held in any other jurisdiction, in lieu of disciplinary action pending or threatened within the five-year period immediately preceding the date of application;

    - Having an appraiser credential, or any other registration, license, or certification, issued by any other regulatory agency or held in any other jurisdiction, revoked or suspended within the five-year period immediately preceding the date of application;

    - Being convicted of, including a conviction based upon a plea of guilty or nolo contendere:
        - Any felony if civil rights have not been restored;
        - Any crime of fraud, dishonesty, breach of trust, money laundering, misrepresentation, or deceit involving real estate, financial services, or real property appraisal practice within the five-year period immediately preceding the date of application; or
        - Any other crime which is related to the qualifications, functions, or duties of a real property appraiser within the five-year period immediately preceding the date of application;

    - Civil judicial actions, including dismissal with settlement, in connection with real estate, financial services, or real property appraisal practice brought within the five-year period immediately preceding the date of application.

2. The Nebraska Real Property Appraiser Board reserves the right to go outside this application for information as to my trustworthiness and competency to act as a real property appraiser in the State of Nebraska.

3. The Nebraska Real Property Appraiser Board reserves the right to go outside this application for information as to the accuracy of the statements in this application.

The foregoing statements are made for the purpose of procuring a Nebraska real property appraiser credential. I hereby consent that these statements may be used as evidence by the Real Property Appraiser Board of the State of Nebraska, or in any court in Nebraska where a violation of the said Real Property Appraiser Act is claimed, and that the application, representations, and statements made herein to procure a real property appraiser credential may at any time be used in evidence.

I have read and will comply with the *Uniform Standards of Professional Appraisal Practice* and the ethical rules established by the Real Property Appraiser Act. I hereby certify that I understand the types of misconduct for which disciplinary proceedings may be initiated.

I also hereby authorize any agency of federal, state, or local government, consumer reporting agency, present or former employer, or any other individual, partnership, corporation, or association, in this or any other state, to furnish to the Nebraska Real Property Appraiser Board, or its representatives, any information bearing upon my reputation for honesty, trustworthiness, integrity, and competence to transact business of a real estate or real property appraiser in such manner as to safeguard the interest of the public. Such information may include, but is not limited to, records of arrests for criminal offenses, the circumstances involved in any such arrests, the suspension or revocation of any license authorizing me to engage in any profession or occupation, or the rejection of my application for such license, and the reason for such suspension, revocation, or rejection.

I attest that I am at least 19 years of age.

I CERTIFY THAT THE STATEMENTS MADE IN THIS APPLICATION AND ALL ATTACHMENTS ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF AND THAT I HAVE NOT SUPPRESSED ANY INFORMATION THAT MIGHT HAVE A BEARING ON THIS APPLICATION.

Signature of Applicant: _____ Date: _____

State of : _____)
) ss.
County of: _____)

The foregoing instrument was acknowledged before me this _____ day of _____ 20 _____

by _____
Print Applicant's Name

(Notary Seal Here)

_____
Signature of Notary Public

DIRECTIONS

1. Complete entire application. If required information is not provided, application will be considered incomplete and will not be processed, and may be returned to you.

2. Along with the application, the following documentation is also required to be included:
   a. Check or money order for $195.25: $150.00 non-refundable application fee and $45.25 non-refundable criminal history record check fee.
   b. Recent passport type photo (copy of driver's license photo will meet the requirement).
   c. Two copies of legible, ink-rolled fingerprint cards or equivalent electronic fingerprint submission for a fingerprint-based national criminal history record check conducted through the Nebraska State Patrol and Federal Bureau of Investigation. The Nebraska State Patrol will not process cards if the information at the top of the cards is not completed, the cards are not signed by both the individual being fingerprinted **and** the official taking the fingerprints, or the cards are more than 1 year old.

3. Mail application, fee(s), and supporting documentation to:
   NEBRASKA REAL PROPERTY APPRAISER BOARD
   PO BOX 94963
   LINCOLN, NE 68509-4963
   Street address for FedEx or UPS is NEBRASKA REAL PROPERTY APPRAISER BOARD, 301 CENTENNIAL MALL SOUTH, FIRST FLOOR, LINCOLN NE 68508

4. Questions or concerns may be directed to NRPAB staff at 402-471-9015 or nrpab.credentialing@nebraska.gov

ADDITIONAL INFORMATION

- Applicant may obtain a credential as a real property appraiser in Nebraska by complying with all provisions of the Nebraska Real Property Appraiser Act and Title 298 of the Nebraska Administrative Code.
- The appraiser credential status of applicant, including current standing and any disciplinary action imposed against his or her credentials, will be verified through the ASC Appraiser Registry of the Appraisal Subcommittee of the Federal Financial Institutions Examination Council.
- The Nebraska Real Property Appraiser Board reviews all applications for credentialing in Nebraska and has final authority regarding issuance of a credential.
- Nebraska is a mandatory state. Per Neb. Rev. Stat. § 76-2246, any person who engages in real property appraisal practice or who advertises or holds himself or herself out to the general public as a real property appraiser in this state without obtaining proper credentialing under the Act will be guilty of a Class III misdemeanor.
- Fee(s) associated with application: $150.00 application fee and $45.25 criminal history record check fee
- Fee(s) associated with credentialing: $300.00 credentialing fee and $40.00 ASC Appraiser Registry fee are required to be submitted within thirty days of approval that the applicant may be issued a credential.

Nebraska Real Property Appraiser Board
301 Centennial Mall South, First Floor
PO Box 94963
Lincoln, NE 68509-4963
https://appraiser.ne.gov/
402-471-9015

Check Number:
Receipt Number:
For Board Use Only

APPLICATION FOR NEBRASKA TRAINEE REAL PROPERTY APPRAISER CREDENTIAL

APPLICATION FEES

TOTAL FEE DUE: $195.25: Non-refundable Application Fee $150.00 and non-refundable Criminal History Record Check Fee: $45.25

APPLICATION INFORMATION

Date of Application: _____ Date of Birth: _____

Name: _____ (Last) _____ (First) _____ (Middle)

Communications from the Board will be mailed to the Principal Place of Business Address given. Principal Place of Business contact information appears in the Appraiser Listing on the Board's website at https://appraiser.ne.gov/.

County of Business: _____

Business Name: _____

Principal Place of Business Address: _____ (PO Box or Street Number) _____ (City) _____ (State) _____ (Zip Code + 4)

_____ (Principal Business Email Address) _____ (Business Area Code + Phone Number)

Secondary or Residential Address, if different: _____ (PO Box or Street Number) _____ (City) _____ (State) _____ (Zip Code + 4)

_____ (Email Address) _____ (Area Code + Phone Number)

NON-APPRAISAL CREDENTIALS CURRENTLY OR PREVIOUSLY HELD

List all other (non-appraisal) professional registrations, licenses, or certificates (including, but not limited to, real estate broker, real estate salesperson, law, insurance, and/or securities) that you presently hold or previously held in Nebraska or any other jurisdiction. *(Use separate sheet to include additional registrations, licenses, or certificates.)*

Type: _____ State: _____

From: _____ To: _____

Type: _____ State: _____

From: _____ To: _____

DISCIPLINARY QUESTIONS

1. Have you ever been convicted of a felony, including a conviction based upon a plea of guilty or nolo contendere?

☐ YES ☐ NO

If your answer to No. 1 above is yes, have your civil rights been restored? If your civil rights have been restored, please provide copies of all pertinent documents.

☐ N/A ☐ YES ☐ NO

2. Have any civil judicial actions, including dismissal with settlement, in connection with real estate, financial services, or real property appraisal practice been brought against you within the five-year period immediately preceding the date of application?

☐ YES ☐ NO

3. Have you surrendered a Nebraska real property appraiser credential, or an appraiser credential, or any other registration, license, or certification, issued by any other regulatory agency or held in any other jurisdiction, in lieu of disciplinary action pending or threatened within the five-year period immediately preceding the date of application? **Please note that you are required to disclose any action, even if it has been previously disclosed on an application for this agency. Failure to disclose this may result in a delay in processing of your application.**

☐ YES ☐ NO

4. Has your Nebraska real property appraiser credential, or your appraiser credential or any other registration, license, or certification issued by any other regulatory agency or held in any other jurisdiction, been revoked or suspended within the five-year period immediately preceding the date of application? **Please note that you are required to disclose any action, even if it has been previously disclosed on an application for this agency. Failure to disclose this may result in a delay in processing of your application.**

☐ YES ☐ NO

5. Has disciplinary action been taken against your appraiser credential or any other registration, license, or certification issued by any regulatory agency or held in any jurisdiction within the five-year period immediately preceding the date of application? **Please note that you are required to disclose any action, even if it has been previously disclosed on an application for this agency. Failure to disclose this may result in a delay in processing of your application.**

☐ YES ☐ NO

6. Are disciplinary proceedings pending against you or are you currently under investigation by any regulatory agency in Nebraska or in any other jurisdiction?

☐ YES ☐ NO

If you answered yes to any of the above questions 1 through 6, provide a brief statement on a separate sheet that includes all significant details, the circumstances surrounding the matter, the name of any persons involved, and resolution or conviction. Provide copies of all official records related to the matter, including convictions, orders, and/or settlement agreements. Provide this information even if you have previously provided it with an application to this agency. The status of each appraiser credential held, including current standing and any disciplinary action imposed, will be verified through the Appraiser Registry of the Appraisal Subcommittee of the Federal Financial Institutions Examination Council.

APPLICATION CHECKLIST

Include the following items with your completed application:

☐ Completed application form.

☐ Proof of completion of 30 hours of basic appraisal principles *(completed within five years of application)*

Date completed (month, year): _____

☐ Proof of completion of 30 hours of basic appraisal procedures *(completed within five years of application)*

Date completed (month, year): _____

☐ Proof of completion of 15-Hour National USPAP course or its equivalent *(completed within two years of application)*

Date completed (month, year): _____

☐ Proof of completion of a board-approved supervisory real property appraiser and trainee course *(completed within one year of application)*

Date completed (month, year): _____

A degree in real estate from an accredited degree-awarding college or university that has had all or part of its curriculum approved by the Appraiser Qualifications Board as satisfying qualifying education requirements, or the equivalent as determined by the Appraiser Qualifications Board, may be substituted for the above education. If the degree in real estate as approved by the Appraiser Qualifications Board does not satisfy all required qualifying education requirements for credentialing, the remaining class hours are required to be completed in Real Property Appraiser Board-approved qualifying education.

☐ Passport type photo *(Copy of driver's license will meet the requirement.)*.

☐ Check or money order for $195.25: $150.00 non-refundable application fee and $45.25 non-refundable criminal history record check fee.

☐ Two copies of legible, ink-rolled fingerprint cards or digital fingerprint submission.

Date fingerprints digitally scanned at Nebraska State Patrol Office (if applicable): _____

I hereby attest that I have included all required materials and completed the submitted application in its entirety. I understand that, should my application be found to be incomplete, it will not be processed and may be returned to me.

Print Name: _____ (Last) _____ (First) _____ (Middle)

_____ (Applicant's Signature) _____ (Date)

NRPAB
Nebraska Real Property Appraiser Board

UNITED STATES CITIZENSHIP ATTESTATION FORM

For the purpose of complying with Neb. Rev. Stat. §§ 4-108 through 4-114, I attest as follows:

☐ I am a citizen of the United States of America

OR

☐ I am a qualified alien under the federal Immigration and Nationality Act, 8 U.S.C. 1101 et seq., am lawfully present in the United States, and have included a copy of my USCIS documentation with this application.

Immigration Status: _____ Alien Number: _____

OR

☐ I am not a citizen of the United States of America and I am not a qualified alien under the federal Immigration and Nationality Act. I am described in section 202(c)(2)(B)(i) through (x) of the federal REAL ID Act of 2005, Public Law 109-13, have demonstrated lawful presence pursuant to section 4-108, and I am eligible to obtain a credential as a real property appraiser.

If I am not a citizen of the United States of America and I am not a qualified alien under the federal Immigration and Nationality Act:

- I understand that I must submit (i) an unexpired employment authorization document issued by the United States Department of Homeland Security, Form I-766, and (ii) documentation issued by the United States Department of Homeland Security, the United States Citizenship and Immigration Services, or any other federal agency, such as one of the types of Form I-797 used by the United States Citizenship and Immigration Services, demonstrating that I am described in section 202(c)(2)(B)(i) through (x) of the federal REAL ID Act of 2005, Public Law 109-13, have demonstrated lawful presence pursuant to Neb. Rev. Stat. § 4-108, and am eligible to obtain a real property appraiser credential.
- I understand that such credential shall be valid only for the period of time during which my employment authorization document is valid, and that my employment authorization document shall be verified through the Systematic Alien Verification for Entitlements Program operated by the United States Department of Homeland Security or an equivalent program designated by the United States Department of Homeland Security.

I hereby attest that my response and the information provided on this form and any related application for public benefits are true, complete, and accurate and I understand that this information may be used to verify my lawful presence in the United States of America.

Print Name: _____ (Last) _____ (First) _____ (Middle)

_____ (Applicant's Signature) _____ (Date)

NRPAB
Nebraska Real Property Appraiser Board

AUTHORIZATION TO USE FINGERPRINTS FOR NATIONAL CRIMINAL HISTORY RECORD CHECK THROUGH THE NEBRASKA STATE PATROL AND THE FEDERAL BUREAU OF INVESTIGATION

I acknowledge and consent to the following:

1. The Nebraska Real Property Appraiser Board requires fingerprint submissions for a National Criminal History Record Check through the State Patrol and the Federal Bureau of Investigation:

   a. as authorized in Nebraska Real Property Appraiser Act (Neb. Rev. Stat. §§ 76-2201 through 76-2250), as a part of my application for issuance of, or renewal of, a credential as a real property appraiser, or

   b. as authorized in the Nebraska Appraisal Management Company Registration Act (Neb. Rev. Stat. §§ 76-3201 through 76-3220), as a part of the application for issuance of, or renewal of, a registration as an appraisal management company.

2. The Nebraska Real Property Appraiser Board reserves the right to go outside this Criminal History Record Check for information as to the accuracy of the statements made in my application, or for further clarification regarding the results of the Criminal History Record Check. Such information may include, but is not limited to, records of arrests for criminal offenses, the circumstances involved in any such arrests, the suspension or revocation of any license authorizing me to engage in any profession or occupation, or the rejection of my application for such license, and the reason for such suspension, revocation, or rejection.

3. The Nebraska Real Property Appraiser Board may contact any agency of federal, state, or local government, consumer reporting agency, present or former employer, or any other individual, partnership, corporation, or association, in this or any other state, to furnish to the Nebraska Real Property Appraiser Board any information requested by the Nebraska Real Property Appraiser Board pertaining to my application.

4. I acknowledge that the Criminal History Record Information is retained by the Board for two years after the date on which an application is withdrawn, denied, or approved. If the Nebraska Real Property Appraiser Board finds cause to deny my application based upon the results of my Criminal History Record Information, I may request a copy of my Criminal History Record Information received by the Nebraska Real Property Appraiser Board in accordance with the procedures found in Title 298 of the Nebraska Administrative Code.

5. I acknowledge that the procedures for obtaining information, a change, correction, or updating of an FBI identification record are set forth in Title 28, C.F.R., §16.34.

I EXPRESSLY AUTHORIZE AND CONSENT that my fingerprint submissions pertaining to my application be submitted by the Nebraska Real Property Appraiser Board to the Nebraska State Patrol for National Criminal History Record Check through the State Patrol and the Federal Bureau of Investigation, and I HEREBY ACKNOWLEDGE RECEIPT of the Privacy Act Statement.

_____

Printed name of person whose fingerprints are being submitted

_____ _____

Signature of person whose fingerprints are being submitted Date

PRIVACY ACT STATEMENT

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

Rev. 03/30/2018

NONCRIMINAL JUSTICE APPLICANT'S PRIVACY RIGHTS

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for employment or a license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below. All notices must be provided to you in writing.[1] These obligations are pursuant to the Privacy Act of 1974, Title 5, United States Code (U.S.C.) Section 552a, and Title 28 Code of Federal Regulations (CFR), 50.12, among other authorities.

- You must be provided an adequate written FBI Privacy Act Statement (dated 2013 or later) when you submit your fingerprints and associated personal information. This Privacy Act Statement must explain the authority for collecting your fingerprints and associated information and whether your fingerprints and associated information will be searched, shared, or retained.[2]
- You must be advised in writing of the procedures for obtaining a change, correction, or update of your FBI criminal history record as set forth at 28 CFR 16.34.
- You must be provided the opportunity to complete or challenge the accuracy of the information in your FBI criminal history record (if you have such a record).
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the employment, license, or other benefit based on information in the FBI criminal history record.
- If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at https://www.fbi.gov/services/cjis/identity-history-summary-checks and https://www.edo.cjis.gov.
- If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI by submitting a request via https://www.edo.cjis.gov. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)
- You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.[3]

[1] Written notification includes electronic notification, but excludes oral notification.

[2] https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement

[3] See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 34 U.S.C. § 40316 (formerly cited as 42 U.S.C. § 14616), Article IV(c); 28 CFR20.21(c), 2033(d) and 906.2(d).

Updated 11/6/2019

LICENSE SUSPENSION ACT, LAWS OF NEBRASKA, 1997

MANDATORY RELEASE OF SOCIAL SECURITY NUMBER DATA REQUIRED BY THE PRIVACY ACT OF 1974

Effective September 13, 1997, the Real Property Appraiser Act (Neb. Rev. Stat. § 76-2201 to 76-2250) requires the social security number of all applicants. Pursuant to the License Suspension Act (Neb. Rev. Stat. § 43-3301 to 43-3326), the Real Property Appraiser Board is required to submit this information to the Nebraska Department of Health and Human Services. Provision of this information is mandatory. The information will be used to assist authorized agencies in the enforcement of child, spousal, and medical support orders against holders of professional, occupational, and recreational licenses. Disclosure is mandatory for all individuals, regardless of whether the individual has ever been ordered to pay support.

Social Security Number: _____

AFFIDAVIT OF APPLICANT

I expressly agree that:

1. The Nebraska Real Property Appraiser Board may contact me for further information or clarification regarding information provided in this application or discovered during the background screening process that would call into question public trust or my fitness for credentialing. I understand that the following may be grounds for denial of the application under Nebraska Revised Statute §§ 76-2227 (4) and 76-2238:

    - Surrendering an appraiser credential, or any other registration, license, or certification, issued by any other regulatory agency or held in any other jurisdiction, in lieu of disciplinary action pending or threatened within the five-year period immediately preceding the date of application;

    - Having an appraiser credential, or any other registration, license, or certification, issued by any other regulatory agency or held in any other jurisdiction, revoked or suspended within the five-year period immediately preceding the date of application;

    - Being convicted of, including a conviction based upon a plea of guilty or nolo contendere:
        - Any felony if civil rights have not been restored;
        - Any crime of fraud, dishonesty, breach of trust, money laundering, misrepresentation, or deceit involving real estate, financial services, or real property appraisal practice within the five-year period immediately preceding the date of application; or
        - Any other crime which is related to the qualifications, functions, or duties of a real property appraiser within the five-year period immediately preceding the date of application;

    - Civil judicial actions, including dismissal with settlement, in connection with real estate, financial services, or real property appraisal practice brought within the five-year period immediately preceding the date of application.

2. The Nebraska Real Property Appraiser Board reserves the right to go outside this application for information as to my trustworthiness and competency to act as a real property appraiser in the State of Nebraska.

3. The Nebraska Real Property Appraiser Board reserves the right to go outside this application for information as to the accuracy of the statements in this application.

The foregoing statements are made for the purpose of procuring a Nebraska Real Property Appraiser Trainee credential. I hereby consent that these statements may be used as evidence by the Real Property Appraiser Board of the State of Nebraska, or in any court in Nebraska where a violation of the said Real Property Appraiser Act is claimed, and that the application, representations, and statements made herein to procure a Real Property Appraiser Trainee credential may at any time be used in evidence.

I have read and will comply with the *Uniform Standards of Professional Appraisal Practice* and the ethical rules established by the Real Property Appraiser Act. I hereby certify that I understand the types of misconduct for which disciplinary proceedings may be initiated.

I also hereby authorize any agency of federal, state, or local government, consumer reporting agency, present or former employer, or any other individual, partnership, corporation, or association, in this or any other state, to furnish to the Nebraska Real Property Appraiser Board, or its representatives, any information bearing upon my reputation for honesty, trustworthiness, integrity, and competence to transact business of a real estate or real property appraiser in such manner as to safeguard the interest of the public. Such information may include, but is not limited to, records of arrests for criminal offenses, the circumstances involved in any such arrests, the suspension or revocation of any license authorizing me to engage in any profession or occupation, or the rejection of my application for such license, and the reason for such suspension, revocation, or rejection.

I understand that a certified real property appraiser is required to be approved by the Nebraska Real Property Appraiser Board as a supervisory real property appraiser prior to engaging in real property appraisal practice under that certified real property appraiser's direct supervision. I am aware that my scope of practice includes only those properties that my supervisory real property appraiser is qualified and competent to appraise. I acknowledge that I am required to maintain a log of completed appraisal reports jointly with each supervisory real property appraiser.

I attest that I am at least 19 years of age.

I CERTIFY THAT THE STATEMENTS MADE IN THIS APPLICATION AND ALL ATTACHMENTS ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF AND THAT I HAVE NOT SUPPRESSED ANY INFORMATION THAT MIGHT HAVE A BEARING ON THIS APPLICATION.

Signature of Applicant: _____ Date: _____

State of: _____)
) ss.
County of: _____)

The foregoing instrument was acknowledged before me this _____ day of _____ 20 _____

by _____
Print Applicant's Name

(Notary Seal Here)

_____
Signature of Notary Public

DIRECTIONS

1. Complete entire application. If required information is not provided, application will be considered incomplete and will not be processed, and may be returned to you.

2. Along with the application, the following documentation is also required to be included:
   a. Check or money order for $195.25 (non-refundable $150.00 application fee and nonrefundable $45.25 criminal history record check fee.)
   b. Recent passport type photo (Copy of driver's license will meet the requirement.).
   c. Completion certificates for all qualifying education activities, and/or an official transcript from an Appraiser Qualifications Board-approved accredited degree-awarding college or university. (Unofficial transcripts will not be accepted.)
   d. Two copies of legible, ink-rolled fingerprint cards or digital fingerprint submission for a fingerprint-based national criminal history record check conducted through the Nebraska State Patrol and Federal Bureau of Investigation. The Nebraska State Patrol will not process cards if the information at the top of the cards is not completed, the cards are not signed by both the individual being fingerprinted and the official taking the fingerprints, or the cards are more than 1 year old.

3. Mail application, fee(s), and supporting documentation to:
   NEBRASKA REAL PROPERTY APPRAISER BOARD
   PO BOX 94963
   LINCOLN, NE 68509-4963
   Street address for FedEx or UPS is NEBRASKA REAL PROPERTY APPRAISER BOARD, 301 CENTENNIAL MALL SOUTH, FIRST FLOOR, LINCOLN NE 68508

4. Questions or concerns may be directed to NRPAB staff at 402-471-9015 or nrpab.credentialing@nebraska.gov

ADDITIONAL INFORMATION

- Prior to engaging in real property appraisal practice, a trainee real property appraiser is required to submit a written request for supervisory real property appraiser on a board-approved form. The request for supervisory real property appraiser approval may be made at the time of application, or any time after approval as a trainee real property appraiser.

NRPAB
Nebraska Real Property Appraiser Board

301 Centennial Mall South, First Floor
PO Box 94963
Lincoln, NE 68509-4963
https://appraiser.ne.gov/
402-471-9015

APPLICATION FOR REGISTRATION AS NEBRASKA SUPERVISORY REAL PROPERTY APPRAISER

APPLICATION INFORMATION

Nebraska Real Property Appraiser Credential Number: _____

Date of Application: _____

Name: _____ (Last) _____ (First) _____ (Middle)

Business Name: _____

Principal Place of Business Address: _____ (PO Box or Street Number) _____ (City) _____ (State) _____ (Zip Code + 4)

_____ (Business Email Address) _____ (Business Area Code + Phone Number)

Secondary or Residential Address, if different: _____ (PO Box or Street Number) _____ (City) _____ (State) _____ (Zip Code + 4)

_____ (Email Address) _____ (Area Code + Phone Number)

CURRENT TRAINEES (Trainee real property appraisers for whom you have already been approved as supervisory real property appraiser) Include any trainee real property appraisers for whom you are approved as supervisory real property appraiser in any other jurisdiction.

Name: _____

Credential Number: _____ Credentialing State: _____

Name: _____

Credential Number: _____ Credentialing State: _____

Name: _____

Credential Number: _____ Credentialing State: _____

TRAINEE REAL PROPERTY APPRAISER INFORMATION

Nebraska Real Property Appraiser Credential Number *(if trainee real property appraiser is already credentialed)*: _____

Date Trainee Real Property Appraiser Credential Issued *(if already credentialed)*: _____

Name: _____ (Last) _____ (First) _____ (Middle)

Business Name: _____

Principal Place of Business Address: _____ (PO Box or Street Number) _____ (City) _____ (State) _____ (Zip Code + 4)

_____ (Business Email Address) _____ (Business Area Code + Phone Number)

Secondary or Residential Address, if different: _____ (PO Box or Street Number) _____ (City) _____ (State) _____ (Zip Code + 4)

_____ (Email Address) _____ (Area Code + Phone Number)

DISCIPLINARY QUESTIONS

1. Have you surrendered a Nebraska appraiser credential, or an appraiser credential, or any other registration, license, or certification, issued by any other regulatory agency or held in any other jurisdiction, in lieu of disciplinary action pending or threatened within the three-year period immediately preceding the date of application?

   ☐ YES ☐ NO

2. Has your Nebraska appraiser credential, or your appraiser credential or any other registration, license, or certification issued by any other regulatory agency or held in any other jurisdiction, been revoked or suspended within the three-year period immediately preceding the date of application?

   ☐ YES ☐ NO

3. Has disciplinary action been taken against your appraiser credential or any other registration, license, or certification issued by any regulatory agency or held in any jurisdiction within the five-year period immediately preceding the date of application?

   ☐ YES ☐ NO

4. Are disciplinary proceedings pending against you or are you currently under investigation by any regulatory agency in Nebraska or in any other jurisdiction?

   ☐ YES ☐ NO

5. Have you successfully completed disciplinary action by the Board or any other jurisdiction, which action limited your legal eligibility to engage in real property appraisal practice within three years immediately preceding the date the written request for approval as supervisory real property appraiser is submitted by the applicant or trainee real property appraiser?

   ☐ N/A ☐ YES ☐ NO

If you answered yes to any of the above questions, provide a brief statement that includes all significant details, the circumstances surrounding the matter, the name of any persons involved, and resolution or conviction on a separate sheet. Provide copies of all official records related to the matter, including convictions, orders, and/or settlement agreements. The credential status of an applicant, including current standing and any disciplinary action imposed against his or her credentials, will be verified through the Appraiser Registry of the Appraisal Subcommittee of the Federal Financial Institutions Examination Council.

APPLICATION CHECKLIST

Include the following items with your completed application:

☐ Completed application form.

☐ Proof of completion of a board-approved supervisory real property appraiser and trainee course as a certified residential or certified general real property appraiser prior to date of this application.

Date completed (month, year): _____

I hereby attest that I have included all required materials and completed the submitted application in its entirety. I understand that, should my application be found to be incomplete, it will not be processed and may be returned to me.

Print Name: _____ (Last) _____ (First) _____ (Middle)

_____ (Applicant's Signature) _____ (Date)

AFFIDAVIT OF SUPERVISORY REAL PROPERTY APPRAISER

The foregoing statements are made for the purpose of procuring Supervisory Real Property Appraiser registration. I hereby consent that these statements may be used as evidence by the Real Property Appraiser Board of the State of Nebraska, or in any court in Nebraska where a violation of the said Real Property Appraiser Act is claimed, and that the application, representations, and statements made herein to procure Supervisory Real Property Appraiser registration may at any time be used in evidence.

I have read and will comply with the *Uniform Standards of Professional Appraisal Practice* and the Real Property Appraiser Act. I hereby certify that I understand the types of misconduct for which disciplinary proceedings may be initiated.

I also expressly agree that the Nebraska Real Property Appraiser Board reserves the right to go outside this application for information as to my trustworthiness and competency to act as a real property appraiser in the State of Nebraska.

I also hereby authorize any agency of federal, state, or local government, consumer reporting agency, present or former employer, or any other individual, partnership, corporation, or association, in this or any other state, to furnish to the Nebraska Real Property Appraiser Board, or its representatives, any information bearing upon my reputation for honesty, trustworthiness, integrity, and competence to transact business of a real property appraiser in such manner as to safeguard the interest of the public. Such information may include, but is not limited to, records of arrests for criminal offenses, the circumstances involved in any such arrests, the suspension or revocation of any license authorizing me to engage in any profession or occupation, or the rejection of my application for such license, and the reason for such suspension, revocation, or rejection.

I hereby state that I have fully read and understand the questions presented on this form and have answered all questions truthfully and completely. I acknowledge that my failure to make a full and accurate disclosure of any information called for herein may result in the denial or withdrawal of my right to supervise trainee real property appraisers. I recognize that by signing the appraisal reports of the above-mentioned trainee real property appraiser, I accept full responsibility for the assignment results and their compliance with the Uniform Standards of Professional Appraisal Practice. I acknowledge that I will be required to personally inspect all properties until I have determined that the trainee real property appraiser is competent in accordance with the Competency Rule of the Uniform Standards of Professional Appraisal Practice. I acknowledge that I am required to maintain a log of completed appraisal reports jointly with the trainee real property appraiser. I am aware that I may not supervise more than three trainee real property appraisers simultaneously. I understand that I am required to comply with the Real Property Appraiser Act while fulfilling my obligations as a supervisory real property appraiser.

I CERTIFY THAT THE STATEMENTS MADE IN THIS APPLICATION AND ALL ATTACHMENTS ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF AND THAT I HAVE NOT SUPPRESSED ANY INFORMATION THAT MIGHT HAVE A BEARING ON THIS APPLICATION.

Signature of Trainee Real Property Appraiser/Applicant _____ Date: _____

Signature of Supervisory Real Property Appraiser Applicant: _____ Date: _____

State of: _____)
) ss.
County of: _____)

The foregoing instrument was acknowledged before me this ____ day of _____ 20 ____

by _____
Print Supervisory Real Property Appraiser Applicant's Name

(Notary Seal Here)

_____
Signature of Notary Public

DIRECTIONS

1. Complete entire application. If required information is not provided, application will be considered incomplete and may be returned to you.
   Note: Supervisory Real Property Appraiser Applicant and Trainee Real Property Appraiser/Applicant are both required to sign the application. Only the Supervisory Real Property Appraiser Applicant's signature is required to be notarized.

2. Along with the application, the following documentation is also required to be included:
   a. Proof of the most recently completed board-approved supervisory real property appraiser and trainee course completed as a certified residential or certified general real property appraiser.

3. Mail application and supporting documentation to:
   NEBRASKA REAL PROPERTY APPRAISER BOARD
   PO BOX 94963
   LINCOLN, NE 68509-4963
   or email to nrpab.credentialing@nebraska.gov. Street address for FedEx or UPS is NEBRASKA REAL PROPERTY APPRAISER BOARD, 301 CENTENNIAL MALL SOUTH, FIRST FLOOR, LINCOLN NE 68508

4. Questions or concerns may be directed to NRPAB staff at 402-471-9015 or nrpab.credentialing@nebraska.gov.

ADDITIONAL INFORMATION

- If a trainee real property appraiser credential application has not been submitted prior to the submission of the supervisory real property appraiser application, it is required to be submitted along with the application for supervisory real property appraiser.

- A board-approved supervisory real property appraiser and trainee course is required to be completed as a certified residential or certified general real property appraiser prior to the date of application to be a supervisory real property appraiser.

- A supervisory real property appraiser may not supervise more than three trainee real property appraisers simultaneously. This includes trainee real property appraisers in jurisdictions other than Nebraska.

- A supervisory real property appraiser is required to:
  - Hold a Certified Residential or Certified General real property appraiser credential for a minimum of three years immediately preceding the date of application.
  - Be in good standing at the time of application.
  - Have not successfully completed disciplinary action by the board or any other jurisdiction, which action limited the real property appraiser's legal eligibility to engage in real property appraisal practice within three years immediately preceding the date the written request for approval as supervisory real property appraiser is submitted by the applicant or trainee real property appraiser on a form approved by the board.

- A certified real property appraiser that has been approved by the Board as a supervisory real property appraiser, and is currently acting in a supervisory capacity for one or more trainee real property appraisers, may use the title supervisory appraiser or designation "S.A." in conjunction with his or her name.

NRPAB
Nebraska Real Property Appraiser Board

301 Centennial Mall South, 1st Floor
PO Box 94963
Lincoln, NE 68509-4963
https://appraiser.ne.gov/
402-471-9015

REAL PROPERTY APPRAISAL PRACTICE EXPERIENCE LOG COMPLETION REQUIRMENTS

- 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 50% 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 trainee real property appraiser shall be subject to direct supervision by a supervisory real property appraiser approved by the Board.
3. An applicant's hours of experience, or 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.

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.

7. 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.

8. 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: _____

NEBRASKA REAL PROPERTY APPRAISER BOARD

APPLICANT REAL PROPERTY APPRAISAL PRACTICE EXPERIENCE LOG

Effective 08/15/2024

PROPERTY: SFR: Single Family Residential; 2-4 Unit Res: 2-4 Unit Residential; C: Commercial; A: Agricultural

REPORT TYPE #: 1: Appraisal Report; 2: Restricted Appraisal Report; 3: Mass Appraisal; 4: Appraisal Consulting; 5: Appraisal Review

DATE ASSIGNMENT RESULTS REPORT SIGNED	NAME OF CLIENT AND PROPERTY IDENTIFICATION (Include state *and* county or city in Legal Description or Address.)	DESCRIPTION OF REAL PROPERTY APPRAISAL PRACTICE PERFORMED BY APPLICANT	*DESCRIPTION OF REAL PROPERTY APPRAISAL PRACTICE OR SCOPE OF REVIEW PERFORMED BY SUPERVISORY REAL PROPERTY APPRAISER (SA) OR REAL PROPERTY APPRAISER-IN-CHARGE (RPAC)	PROPERTY: SFR, 2-4 UNIT RES, C, A	AGE OF SFR		APPROACHES			USPAP COMPLIANT	TRADITIONAL CLIENT	REPORT TYPE #	APPLICANT HOURS	*SA or RPAC HOURS
					NEWER THAN 20 YEARS	20 YEARS OR OLDER	SALES	COST	INCOME					

APPLICANT NAME: _____ SIGNATURE: _____

CREDENTIAL NUMBER: _____ DATE: _____ TOTAL

*SA or RPAC NAME: _____ *SIGNATURE (if applicable): _____

CREDENTIAL NUMBER (if applicable): _____ DATE (if applicable): _____ PAGE _____ OF _____

*For real property appraisal practice experience obtained through participation in a PAREA program, no description of real property appraisal practice or scope of review performed by supervisory real property appraiser (SA) or real property appraiser-in-charge (RPAC), no SA or PRAC hours, and no SA or RPAC name and signature are required.

301 Centennial Mall South, First Floor
PO Box 94963
Lincoln, NE 68509-4963
https://appraiser.ne.gov/
402-471-9015

Check Number:
Receipt Number:
For Board Use Only

APPLICATION FOR INACTIVE STATUS OF NEBRASKA REAL PROPERTY APPRAISER CREDENTIAL

INACTIVE STATUS INFORMATION

☐ CERTIFIED GENERAL ☐ CERTIFIED RESIDENTIAL ☐ LICENSED RESIDENTIAL ☐ TRAINEE

INACTIVE/ACTIVE

☐ ELECTING TO BEGIN INACTIVE STATUS
BEGIN INACTIVE STATUS TOTAL DUE: $400

☐ ELECTING TO RETURN TO ACTIVE STATUS
RETURN TO ACTIVE STATUS TOTAL DUE: $100

APPLICATION INFORMATION

Nebraska Real Property Appraiser Credential Number: _____

Date Inactive Status to Begin: _____

Name: _____ (Last) _____ (First) _____ (Middle)

Business Name: _____

Principal Place of Business Address: _____ (PO Box or Street Number) _____ (City) _____ (State) _____ (Zip Code + 4)

_____ (Principal Business Email Address) _____ (Business Area Code + Phone Number)

Secondary or Residential Address: _____ (PO Box or Street Number) _____ (City) _____ (State) _____ (Zip Code + 4)

_____ (Email Address) _____ (Area Code + Phone Number)

APPLICATION CHECKLIST

☐ Completed application.

☐ Application fee and credentialing fee.

☐ I am submitting an application to place my credential on inactive status.

OR

☐ I am submitting my application to return my credential to active status; I have included certificates of completion evidencing completion of my continuing education requirements and, if applicable, I have included a renewal application with the required documentation with the exception of the late processing fee.

I hereby attest that I have included all required materials and completed the submitted application in its entirety. I understand that, should my application be found to be incomplete, it will not be processed and may be returned to me. I understand that I will be responsible for any late fees that may result. I understand that, while my credential is inactive, I may not assume or use any title, designation, or abbreviation likely to create the impression that I hold an active credential issued by the board, nor may I engage in real property appraisal practice or act as a credentialed real property appraiser.

Print Name: _____ (Last) _____ (First) _____ (Middle)

_____ (Applicant's Signature) _____ (Date)

I, _____ (Name), of _____ (City, State), do hereby submit an irrevocable consent that service of process upon me be made by delivery of the process to the Director of the Nebraska Real Property Appraiser Board if the plaintiff cannot, in the exercise of due diligence, effect personal service upon me in an action in a court arising out of my activities as a real property appraiser.

_____ (Applicant's Signature) _____ (Date)

DIRECTIONS

1. Complete entire application. If required information is not provided, application will be considered incomplete and will not be processed. An application not processed for any reason may be returned.
2. Along with the application, the following are also required to be included:
   a. Check or money order for non-refundable fee(s):
      i. If applying to place credential on inactive status, submit non-refundable application fee of $100 and non-refundable inactive status credentialing fee of $300.
      ii. If applying to place credential on active status following a period of inactive status, submit non-refundable application fee of $100.
3. Mail application and fee(s) to:

   NEBRASKA REAL PROPERTY APPRAISER BOARD
   PO BOX 94963
   LINCOLN, NE 68509-4963

   Street address for FedEx or UPS is NEBRASKA REAL PROPERTY APPRAISER BOARD, 301 CENTENNIAL MALL SOUTH, FIRST FLOOR, LINCOLN NE 68508
4. Questions or concerns may be directed to NRPAB staff at 402-471-9015 or nrpab.credentialing@nebraska.gov

ADDITIONAL INFORMATION

- Inactive status may not exceed a period of two years.
- To return to active status during a period in which the credential holder has been granted inactive status, the credential holder is required submit this application indicating their intent to be granted active status, along with the appropriate fee of $100.
- Upon returning to active status, a credential holder is required to include evidence that their continuing education requirements have been met. Credential holders in an inactive status are required to complete all required continuing education hours that would have been required if the credential holder had been in an active status for the entire period.
- Prior to reactivation, credential holders in an inactive status are required to complete all required continuing education hours that would have been required if the credential holder had been in an active status. The required hours are also required to include the most recent edition of a *7-Hour National USPAP Update Course* (or its AQB-approved equivalent), in accordance with the Appraiser Qualifications Board Real Property Appraiser Qualification Criteria effective January 1, 2022.
- If, while on inactive status, the credential holder's credential expires, an application for renewal is required to also accompany the application to return to active status, and all renewal qualifications are required to be met with the exception of the late processing fee. A credential holder is only eligible for a two-year renewal if the end of the renewal period will coincide with the end of a CE period.
- If the credential holder allows their two-year inactive status to lapse and the expiration date of their current credential has passed, the credential holder may reapply for credentialing as a real property appraiser, and meet all requirements in effect at the time that the application is submitted.
- Fee(s) associated with inactive/active status application: $100
- Fee(s) associated with inactive status credentialing: $300

NRPAB
Nebraska Real Property Appraiser Board
301 Centennial Mall South, First Floor
PO Box 94963
Lincoln, NE 68509-4963
https://appraiser.ne.gov/
402-471-9015

Check Number:
ASC Appraiser Registry Checked:
Education Reviewed:
Database/ASC Registry Updated:
Credentialing Card Issued:
For Board Use Only

2025-26 APPLICATION FOR RENEWAL OF NEBRASKA REAL PROPERTY APPRAISER CREDENTIAL

YOUR CURRENT CE PERIOD

☐ **2023-2024**	Submit certificates of completion for 28 hours CE with this application or through the Education Submission Portal found in Appraiser Login (if not already submitted to and approved by the NRPAB). Eligible for either 1-year or 2-year renewal.
☐ **2024-2025**	Eligible for 1-year renewal **ONLY**. If USPAP update due in 2024, submit CE certificate with this application or through the Education Submission Portal found in Appraiser Login (if not already submitted to and approved by the NRPAB).
☐ **2025-2026**	Credential issued after June 30, 2024. Eligible for either 1-year or 2-year renewal. No CE certificates required.

RENEWAL INFORMATION

Select the credential classification for which you are applying.

1-YEAR RENEWAL TOTAL FEE DUE: $315

☐ **CERTIFIED GENERAL – 1 year** ☐ **CERTIFIED RESIDENTIAL – 1 year** ☐ **LICENSED RESIDENTIAL – 1 year**

2-YEAR RENEWAL TOTAL FEE DUE: $630

Application will not be processed if you are not eligible for 2-year renewal. Current CE period required to be 2023-2024 or 2025-2026.

☐ **CERTIFIED GENERAL – 2 years** ☐ **CERTIFIED RESIDENTIAL – 2 years** ☐ **LICENSED RESIDENTIAL – 2 years**

APPLICATION INFORMATION

Nebraska Real Property Appraiser Credential Number: _____

County of Business (Resident credential holders only. List one Nebraska county only for Appraiser Listing search results.): _____

Date of Application: _____ Date of Birth: _____

Name: _____ (Last) _____ (First) _____ (Middle)

Communications from the Board will be mailed to the Principal Place of Business Address given. Principal Place of Business contact information appears in the Appraiser Listing on the Board's website at https://appraiser.ne.gov/.

Business Name: _____

Principal Place of Business Address: _____ (PO Box or Street Number) _____ (City) _____ (State) _____ (Zip Code + 4)

_____ (Principal Business Email Address) _____ (Business Area Code + Phone Number)

Secondary or Residential Address, if different:

PO Box or Street Number | City | State | Zip Code + 4

Email Address | Area Code + Phone Number

EDUCATION QUESTIONS

If the answer to any of the following questions is "no," your application may be considered incomplete and will not be processed. An application not processed for any reason may be returned to you. Please note that registration for and/or intention to take a course at a future date does not satisfy the requirement for an education course.

1. If this is the second year of your two-year continuing education period, have you completed at least 28 hours of continuing education approved by NRPAB, or approved by another appraiser licensing, credentialing, or registration authority, to meet the education requirements of this jurisdiction?

   ☐ N/A (first year of two-year continuing education period OR new credential) ☐ YES ☐ NO

2. Have you completed the 7-Hour National USPAP Update Course at least once during the previous two years?

   Date last USPAP Update completed (month, year) or N/A for new credential: _____ ☐ N/A ☐ YES ☐ NO

   If the USPAP Update Course was completed in 2024, is the certificate of completion attached, has it been submitted through the Education Submission Portal found in Appraiser Login, or has it been previously submitted to and approved by the NRPAB? ☐ N/A ☐ YES ☐ NO

DISCIPLINARY QUESTIONS

1. Have you ever been convicted of a felony, including a conviction based upon a plea of guilty or nolo contendere?

   ☐ YES ☐ NO

   If your answer to No. 1 above is yes, have your civil rights been restored?

   ☐ N/A ☐ YES ☐ NO

2. Have you been convicted of any crime of fraud, dishonesty, breach of trust, money laundering, misrepresentation, or deceit, including a conviction based upon a plea of guilty or nolo contendere involving real estate, financial services, or real property appraisal practice within the five-year period immediately preceding the date of application?

   ☐ YES ☐ NO

3. Have you been convicted of any crime related to the qualifications, functions, or duties of a real property appraiser within the five-year period immediately preceding the date of application, including a conviction based upon a plea of guilty or nolo contendere?

   ☐ YES ☐ NO

4. Have any civil judicial actions, including dismissal with settlement, in connection with real estate, financial services, or real property appraisal practice been brought against you within the five-year period immediately preceding the date of application?

   ☐ YES ☐ NO

5. Are there any criminal charges pending against you at this time, or have you been convicted of a misdemeanor criminal offense within the five-year period immediately preceding the date of application?

   ☐ YES ☐ NO

6. Have you surrendered a Nebraska real property appraiser credential, or an appraiser credential or any other registration, license, or certification, issued by any other regulatory agency or held in any other jurisdiction, in lieu of disciplinary action pending or threatened within the five-year period immediately preceding the date of application? **Please note that you are required to disclose any action, even if it has been previously disclosed on an application for this agency. Failure to disclose this may result in a delay in processing of your application for renewal of your credential.**

   ☐ YES ☐ NO

7. Has your Nebraska real property appraiser credential, or your appraiser credential or any other registration, license, or certification issued by any other regulatory agency or held in any other jurisdiction, been revoked or suspended within the five-year period immediately preceding the date of application? **Please note that you are required to disclose any action, even if it has been previously disclosed on an application for this agency. Failure to disclose this may result in a delay in processing of your application for renewal of your credential.**

☐ YES ☐ NO

8. Has disciplinary action been taken against your appraiser credential or any other registration, license, or certification issued by any regulatory agency or held in any jurisdiction within the three-year period immediately preceding the date of application? **Please note that you are required to disclose any action, even if it has been previously disclosed on an application for this agency. Failure to disclose this may result in a delay in processing of your application for renewal of your credential.**

☐ YES ☐ NO

9. Are disciplinary proceedings pending against you or are you currently under investigation by any regulatory agency in Nebraska or in any other jurisdiction?

☐ YES ☐ NO

If you answered yes to any of the above questions 1 through 9, provide a brief statement on a separate sheet that includes all significant details, the circumstances surrounding the matter, the name of any persons involved, and resolution or conviction. Provide copies of all official records related to the matter, including convictions, orders, and/or settlement agreements. Provide this information even if you have previously provided it with an application to this agency.

APPLICATION CHECKLIST

1. ☐ Completed application form signed on pages 4, 5, and 6.

2. ☐ All required continuing education certificates for renewal of your credential are attached, have been submitted through the Education Submission Portal found in Appraiser Login, or have previously been submitted to and approved by the NRPAB (approved means that you received an email from the NRPAB indicating approval of the continuing education submission). If you are in the first year of your continuing education cycle and you were required to complete the 7-Hour USPAP course by December 31, 2024, submit a copy of the certificate of completion for the 7-Hour USPAP Update with this application, or submit a copy through the Education Submission Portal found in Appraiser Login (if not previously submitted to and approved by the NRPAB). **If the certificates are not attached, submitted through the Education Submission Portal in Appraiser Login, or have not already been submitted to and approved by the NRPAB before this application is received in the NRPAB office, your application will be considered incomplete and will not be processed.**

3. ☐ Credentialing fee, ASC Appraiser Registry fee, and late processing fee as applicable.

4. ☐ I am submitting my application for renewal to be postmarked on or prior to November 30, 2024. **OR**

   ☐ I am **not** submitting my application for renewal postmarked on or before November 30, 2024. I understand that my application is required to go before the Nebraska Real Property Appraiser Board for review. I also acknowledge that the processing of my application may be delayed due to the late submission of my materials. Furthermore, I certify that I have included all appropriate late processing fees. *A $25 per month late processing fee is charged for each month or portion of a month past the November 30, 2024 renewal deadline.*

5. ☐ I am submitting an application for a 1-year renewal. I have attached a certificate of completion for the 7-Hour National USPAP Update Course, or submitted the certificate through the Education Submission Portal in Appraiser Login, if I completed it in 2024 (if not previously submitted to and approved by the NRPAB). **OR**

☐ I am submitting an application for a 2-year renewal. I understand that I am required to have completed the required 2 years of my 2-year continuing education period to be eligible for this option. I also acknowledge that if I have not completed the required 2nd year of my continuing education period, my application will be considered invalid and will not be processed. I understand that I will be responsible for all late processing fees incurred after November 30, 2024.

I hereby attest that I have included all required materials and completed the submitted application in its entirety. I understand that, should my application be found to be incomplete, it will not be processed. I understand that an application not processed for any reason may be returned to me. I understand that I will be responsible for any late processing fees that may result.

Print Name: _____ (Last) _____ (First) _____ (Middle)

_____ (Applicant's Signature) _____ (Date)

NRPAB
Nebraska Real Property Appraiser Board

UNITED STATES CITIZENSHIP ATTESTATION FORM

For the purpose of complying with Neb. Rev. Stat. §§ 4-108 through 4-114, I attest as follows:

☐ I am a citizen of the United States of America

OR

☐ I am a qualified alien under the federal Immigration and Nationality Act, 8 U.S.C. 1101 et seq., am lawfully present in the United States, and have included a copy of my USCIS documentation with this application.

Immigration Status: _____ Alien Number: _____

OR

☐ I am not a citizen of the United States of America and I am not a qualified alien under the federal Immigration and Nationality Act. I am described in section 202(c)(2)(B)(i) through (x) of the federal REAL ID Act of 2005, Public Law 109-13, have demonstrated lawful presence pursuant to section 4-108, and I am eligible to obtain a credential as a real property appraiser.

If I am not a citizen of the United States of America and I am not a qualified alien under the federal Immigration and Nationality Act:

- I understand that I must submit (i) an unexpired employment authorization document issued by the United States Department of Homeland Security, Form I-766, and (ii) documentation issued by the United States Department of Homeland Security, the United States Citizenship and Immigration Services, or any other federal agency, such as one of the types of Form I-797 used by the United States Citizenship and Immigration Services, demonstrating that I am described in section 202(c)(2)(B)(i) through (x) of the federal REAL ID Act of 2005, Public Law 109-13, have demonstrated lawful presence pursuant to Neb. Rev. Stat. § 4-108, and am eligible to obtain a real property appraiser credential.
- I understand that such credential shall be valid only for the period of time during which my employment authorization document is valid, and that my employment authorization document shall be verified through the Systematic Alien Verification for Entitlements Program operated by the United States Department of Homeland Security or an equivalent program designated by the United States Department of Homeland Security.

I hereby attest that my response and the information provided on this form and any related application for public benefits are true, complete, and accurate and I understand that this information may be used to verify my lawful presence in the United States of America.

Print Name: _____ (Last) _____ (First) _____ (Middle)

_____ (Applicant's Signature) _____ (Date)

LICENSE SUSPENSION ACT, LAWS OF NEBRASKA, 1997
MANDATORY RELEASE OF SOCIAL SECURITY NUMBER DATA REQUIRED BY THE PRIVACY ACT OF 1974

Effective September 13, 1997, the Real Property Appraiser Act (Neb. Rev. Stat. § 76-2201 to 76-2250) requires the social security number of all applicants. Pursuant to the License Suspension Act (Neb. Rev. Stat. § 43-3301 to 43-3326), the Real Property Appraiser Board is required to submit this information to the Nebraska Department of Health and Human Services. Provision of this information is mandatory. The information will be used to assist authorized agencies in the enforcement of child, spousal, and medical support orders against holders of professional, occupational, and recreational licenses. Disclosure is mandatory for all individuals, regardless of whether the individual has ever been ordered to pay support.

Social Security Number: _____

AFFIDAVIT OF APPLICANT

The foregoing statements are made for the purpose of procuring a Nebraska Real Property Appraiser Licensed Residential credential, Certified Residential credential, or Certified General credential. I hereby consent that these statements may be used as evidence by the Real Property Appraiser Board of the State of Nebraska, or in any court in Nebraska where a violation of the said Real Property Appraiser Act is claimed, and that the application, representations, and statements made herein to procure a Real Property Appraiser Licensed Residential credential, Certified Residential credential, or Certified General credential may at any time be used in evidence.

I have read and will comply with the *Uniform Standards of Professional Appraisal Practice* and the ethical rules established by the Real Property Appraiser Act. I hereby certify that I understand the types of misconduct for which disciplinary proceedings may be initiated.

I also expressly agree that the Nebraska Real Property Appraiser Board reserves the right to go outside this application for information as to my trustworthiness and competency to act as a real property appraiser in the State of Nebraska.

I also hereby authorize any agency of federal, state, or local government, consumer reporting agency, present or former employer, or any other individual, partnership, corporation, or association, in this or any other state, to furnish to the Nebraska Real Property Appraiser Board, or its representatives, any information bearing upon my reputation for honesty, trustworthiness, integrity, and competence to transact business of a real estate or real property appraiser in such manner as to safeguard the interest of the public. Such information may include, but is not limited to, records of arrests for criminal offenses, the circumstances involved in any such arrests, the suspension or revocation of any license authorizing me to engage in any profession or occupation, or the rejection of my application for such license, and the reason for such suspension, revocation, or rejection.

I expressly agree that the Nebraska Real Property Appraiser Board reserves the right to go outside this application for information as to the accuracy of the statements in this application.

I attest that I am at least 19 years of age.

I, _____ , of _____ , do hereby submit an irrevocable consent
(Name) (City, State)

that service of process upon me be made by delivery of the process to the Director of the Nebraska Real Property Appraiser Board if the plaintiff cannot, in the exercise of due diligence, effect personal service upon me in an action in a court arising out of my activities as a real property appraiser.

I CERTIFY THAT THE STATEMENTS MADE IN THIS APPLICATION AND ALL ATTACHMENTS ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF AND THAT I HAVE NOT SUPPRESSED ANY INFORMATION THAT MIGHT HAVE A BEARING ON THIS APPLICATION.

_____ _____
Applicant's Signature Date

SUPERVISORY APPRAISER CONTACT LIST

1. I am interested in being a supervisory real property appraiser for the direct supervision of one or more trainee real property appraisers.

   ☐ YES ☐ NO

2. I am a certified residential real property appraiser or certified general real property appraiser in good standing, and have held a certified real property appraiser credential in this state, or the equivalent in any other jurisdiction, for three or more years.

   ☐ YES ☐ NO

3. I understand that the Supervisory Appraiser Contact List is not an endorsement as a supervisory real property appraiser by the Nebraska Real Property Appraiser Board, nor an approval by the Nebraska Real Property Appraiser Board to engage in real property appraisal practice as a supervisory real property appraiser. I also understand that if I were to agree to be a supervisory real property appraiser for a trainee real property appraiser, that I would have to submit an Application for Registration as Nebraska Supervisory Real Property Appraiser to the Nebraska Real Property Appraiser Board for each trainee real property appraiser and meet all requirements for approval in place at the time of application.

   ☐ YES ☐ NO

DIRECTIONS

1. Complete entire application. If required information is not provided, application may be considered incomplete and will not be processed. An application not processed for any reason may be returned to you.
2. Along with the application, the following is also required to be included:
   a. Check or money order for non-refundable credential registration fee and ASC Appraiser Registry fee. If a late processing fee is applicable, include this amount as well. *See below for late processing fee requirements.*
   b. Any copies of certificates for continuing education activities required not submitted through the Education Submission Portal in Appraiser Login or previously submitted to and approved by the NRPAB.
   c. Copy of certificate for 7-Hour National USPAP Update Course if due in 2024 and not submitted through the Education Submission Portal in Appraiser Login or previously submitted and approved by the NRPAB, even if the renewal is in the middle of the CE period and no other certificates are required at this time.
3. Mail application, fee(s), and supporting documentation to:
   NEBRASKA REAL PROPERTY APPRAISER BOARD
   PO BOX 94963
   LINCOLN, NE 68509-4963
   Street address for FedEx or UPS is 301 CENTENNIAL MALL SOUTH, FIRST FLOOR, LINCOLN NE 68508.
4. Questions or concerns may be directed to Board staff at 402-471-9015 or nrpab.renewals@nebraska.gov.

ADDITIONAL INFORMATION

- All credentials issued under the Real Property Appraiser Act, other than temporary permits, shall remain in effect until December 31st of the designated year unless surrendered, revoked, suspended, or canceled prior to such date.
- All applications for renewal and evidence of continuing education completion are due to the NRPAB no later than November 30, 2024.
- To qualify for renewal of a credential, every credential holder is required to furnish evidence to the board that he or she has satisfactorily completed no fewer than twenty-eight hours of approved continuing education activities in each two-year continuing education period. The entire two-year continuing education period is required to be satisfactorily completed prior to renewing credential for a two-year period. If you have questions about whether or not you are eligible for a two-year renewal, the Board encourages you to contact the Board's office to determine your eligibility prior to submission. If fewer than twenty-eight hours of approved continuing education activities are submitted, the application will be considered incomplete and will not be processed. An application not processed for any reason may be returned to you. You will be responsible for the payment of any late processing fees incurred. If you are in the first year of your two-year continuing education period, you are not required to provide evidence of completion of continuing education activities except for the USPAP Update course if you are required to have completed it by December 31, 2024.
- Any classroom continuing education activities completed outside of the State of Nebraska are required to be approved for continuing education credit by the jurisdiction in which the activity was completed at the time the activity was completed. Any distance (asynchronous, synchronous) continuing education activities not approved by the Board are required to be approved for continuing education credit by a jurisdiction in which the real property appraiser is credentialed as verified through the ASC Appraiser Registry at the time the activity was completed.

- The two-year continuing education period for a new real property appraiser credentialed prior to July 1 commences on the date of initial credentialing and is completed on December 31 of the following year. The two-year continuing education period for a new real property appraiser credentialed on or after July 1 commences January 1 of the year following the date of initial credentialing. Beginning January 1, 2022, for a new real property appraiser credentialed through reciprocity who held a valid credential of the same class to engage in real property appraisal practice under the laws of another jurisdiction on January 1 of the year in which the credential was issued by the Nebraska Real Property Appraiser Board, the two-year continuing education period commences on January 1 of the year in which the credential was issued by the Nebraska Real Property Appraiser Board.
- At least once during every two-year continuing education period, a credential holder is required to successfully complete the 7-hour National Uniform Standards of Professional Appraisal Practice Update, as approved by the Appraiser Qualifications Board or the equivalent of the course as approved by the Nebraska Real Property Appraiser Board. The two-year period for this course begins one day after the course was last completed, or one day after a new credential is issued by the Board. Evidence of completion of the seven-hour National Uniform Standards of Professional Appraisal Practice Update course is required to be submitted with the application for renewal, or submitted through the Education Submission Portal in Appraiser Login, or previously submitted and approved by the NRPAB by December 31 of the year in which the course is required.
- If all requirements for renewal are not met by November 30, 2024, the credential holder has until July 1, 2025 to meet the requirements. A late processing fee of $25 will be assessed for each month or portion of a month the credential is not renewed beginning on December 1, 2024 (January 1, 2025 for new credentials issued after November 1, 2024). The Board's staff will utilize postmark dates to determine late processing fees.
- If a credential holder who first obtained his or her credential at the current level on or after November 1, 2024 fails to apply and meet the requirements for renewal by December 31, 2024, the credential holder may obtain a renewal of their credential by satisfying all requirements for renewal and paying a late processing fee of $25 per month or portion of a month the credential is not renewed, if the renewal takes place prior to July 1, 2025.
- Fees for 1-year renewal application: $275 credentialing fee and $40 ASC Appraiser Registry fee, total $315.
- Fees for 2-year renewal application: $550 credentialing fee and $80 ASC Appraiser Registry fee, total $630.
- Each successfully renewed credential holder will receive access to a free, one-time digital download of the current edition of USPAP.

NRPAB
Nebraska Real Property Appraiser Board
301 Centennial Mall South, First Floor
PO Box 94963
Lincoln, NE 68509-4963
https://appraiser.ne.gov/
402-471-9015

Check Number:
ASC Appraiser Registry Checked:
Education Reviewed:
Database Updated:
Credentialing Card Issued:
For Board Use Only

2025-26 APPLICATION FOR TWO-YEAR RENEWAL OF NEBRASKA TRAINEE REAL PROPERTY APPRAISER CREDENTIAL

PRE-ACKNOWLEDGEMENT

☐ I understand that I am required to have completed the required two years of my continuing education cycle to be eligible for renewal. If I have not completed the required 28 continuing education hours prior to submitting my renewal application, my application will not be processed. I understand that an application that is not processed may be returned to me. I understand that I will be responsible for all late processing fees incurred after November 30, 2024.

LATE PROCESSING FEE (If submitting renewal application after November 30)

☐ $25 per month or portion of a month

Each successfully renewed credential holder will receive access to a free, one-time digital download of the current edition of USPAP.

APPLICATION INFORMATION

Nebraska Real Property Appraiser Credential Number: _____

County of Business (Resident credential holders only. List one Nebraska county only for Appraiser Listing search results.): _____

Date of Application: _____ Date of Birth: _____

Name: _____ (Last) _____ (First) _____ (Middle)

Communications from the Board will be mailed to the Principal Place of Business Address given. Principal Place of Business contact information appears in the Appraiser Listing on the Board's website at https://appraiser.ne.gov/.

Business Name: _____

Principal Place of Business Address: _____ (PO Box or Street Number) _____ (City) _____ (State) _____ (Zip Code + 4)

_____ (Principal Business Email Address) _____ (Business Area Code + Phone Number)

Secondary or Residential Address, if different: _____ (PO Box or Street Number) _____ (City) _____ (State) _____ (Zip Code + 4)

_____ (Email Address) _____ (Area Code + Phone Number)

EDUCATION QUESTIONS

If the answer to any of the following questions is "no," your application may be considered incomplete and will not be processed. An application not processed for any reason may be returned to you. Please note that registration for and/or intention to take a course at a future date does not satisfy the requirement for an education course.

1. Have you completed at least 28 hours of continuing education approved by NRPAB, or approved by another appraiser licensing, credentialing, or registration authority, to meet the education requirements of this jurisdiction?

   ☐ YES ☐ NO

2. Have you completed the 7-Hour National USPAP Update Course at least once during the previous two years?

   Date last USPAP Update completed (month, year): _____ ☐ YES ☐ NO

   Not applicable, credential issued between January 1 and June 30, 2023, first USPAP Update due in 2025. ☐ N/A

DISCIPLINARY QUESTIONS

1. Have you ever been convicted of a felony, including a conviction based upon a plea of guilty or nolo contendere?

   ☐ YES ☐ NO

   If your answer to No. 1 above is yes, have your civil rights been restored?

   ☐ N/A ☐ YES ☐ NO

2. Have you been convicted of any crime of fraud, dishonesty, breach of trust, money laundering, misrepresentation, or deceit, including a conviction based upon a plea of guilty or nolo contendere involving real estate, financial services, or real property appraisal practice within the five-year period immediately preceding the date of application?

   ☐ YES ☐ NO

3. Have you been convicted of any crime related to the qualifications, functions, or duties of a real property appraiser within the five-year period immediately preceding the date of application, including a conviction based upon a plea of guilty or nolo contendere?

   ☐ YES ☐ NO

4. Have any civil judicial actions, including dismissal with settlement, in connection with real estate, financial services, or real property appraisal practice been brought against you within the five-year period immediately preceding the date of application?

   ☐ YES ☐ NO

5. Are there any criminal charges pending against you at this time, or have you been convicted of a misdemeanor criminal offense within the five-year period immediately preceding the date of application?

   ☐ YES ☐ NO

6. Have you surrendered a Nebraska real property appraiser credential, or an appraiser credential or any other registration, license, or certification, issued by any other regulatory agency or held in any other jurisdiction, in lieu of disciplinary action pending or threatened within the five-year period immediately preceding the date of application? **Please note that you are required to disclose any action, even if it has been previously disclosed on an application for this agency. Failure to disclose this may result in a delay in processing of your application for renewal of your credential.**

   ☐ YES ☐ NO

7. Has your Nebraska real property appraiser credential, or your appraiser credential or any other registration, license, or certification issued by any other regulatory agency or held in any other jurisdiction, been revoked or suspended with the five-year period immediately preceding the date of application? **Please note that you are required to disclose any action, even if it has been previously disclosed on an application for this agency. Failure to disclose this may result in a delay in processing of your application for renewal of your credential.**

   ☐ YES ☐ NO

8. Has disciplinary action been taken against your appraiser credential or any other registration, license, or certification issued by any regulatory agency or held in any jurisdiction within the three-year period immediately preceding the date of application? **Please note that you are required to disclose any action, even if it has been previously disclosed on an application for this agency. Failure to disclose this may result in a delay in processing of your application for renewal of your credential.**

☐ YES ☐ NO

9. Are disciplinary proceedings pending against you or are you currently under investigation by any regulatory agency in Nebraska or in any other jurisdiction?

☐ YES ☐ NO

If you answered yes to any of the above questions 1 through 9, provide a brief statement on a separate sheet that includes all significant details, the circumstances surrounding the matter, the name of any persons involved, and resolution or conviction. Provide copies of all official records related to the matter, including convictions, orders, and/or settlement agreements. Provide this information even if you have previously provided it with an application to this agency.

APPLICATION CHECKLIST

1. ☐ Completed application form signed on pages 3, 4, and 5.

2. ☐ All required education certificates for renewal of your credential (including the 7-Hour National USPAP Update Course if applicable) are attached, have been submitted through the Education Submission Portal in Appraiser Login, or have already been submitted to and approved by the NRPAB (approved means that you received an email from the NRPAB indicating approval of the continuing education submission). **If the certificates are not attached, submitted through the Education submission Portal in Appraiser Login, or have not already been submitted to and approved by the NRPAB before this application is received in the NRPAB office, your application will be considered incomplete and will not be processed.**

3. ☐ Late processing fee of $25 per month or portion of a month after November 30, 2024 if my application is postmarked after November 30, 2024.

4. ☐ I am submitting my application for renewal to be postmarked on or prior to November 30, 2024. **OR**

   ☐ I am **not** submitting my application for renewal postmarked on or before November 30, 2024. I understand that my application may be required to go before the Nebraska Real Property Appraiser Board for review. I also acknowledge that the processing of my application may be delayed due to the late submission of my materials. Furthermore, I certify that I have included all appropriate late processing fees. *A $25 per month late processing fee is charged for each month or portion of a month past the November 30, 2024 renewal deadline.*

I hereby attest that I have included all required materials and completed the submitted application in its entirety. I understand that, should my application be found to be incomplete, it will not be processed. I understand that an application not processed for any reason may be returned to me. I understand that I will be responsible for any late processing fees that may result.

Print Name: _____ (Last) _____ (First) _____ (Middle)

_____ (Applicant's Signature) _____ (Date)

Nebraska Real Property Appraiser Board

UNITED STATES CITIZENSHIP ATTESTATION FORM

For the purpose of complying with Neb. Rev. Stat. §§ 4-108 through 4-114, I attest as follows:

☐ I am a citizen of the United States of America

OR

☐ I am a qualified alien under the federal Immigration and Nationality Act, 8 U.S.C. 1101 et seq., am lawfully present in the United States, and have included a copy of my USCIS documentation with this application.

Immigration Status: _____ Alien Number: _____

OR

☐ I am not a citizen of the United States of America and I am not a qualified alien under the federal Immigration and Nationality Act. I am described in section 202(c)(2)(B)(i) through (x) of the federal REAL ID Act of 2005, Public Law 109-13, have demonstrated lawful presence pursuant to section 4-108, and I am eligible to obtain a credential as a real property appraiser.

If I am not a citizen of the United States of America and I am not a qualified alien under the federal Immigration and Nationality Act:

- I understand that I must submit (i) an unexpired employment authorization document issued by the United States Department of Homeland Security, Form I-766, and (ii) documentation issued by the United States Department of Homeland Security, the United States Citizenship and Immigration Services, or any other federal agency, such as one of the types of Form I-797 used by the United States Citizenship and Immigration Services, demonstrating that I am described in section 202(c)(2)(B)(i) through (x) of the federal REAL ID Act of 2005, Public Law 109-13, have demonstrated lawful presence pursuant to Neb. Rev. Stat. § 4-108, and am eligible to obtain a real property appraiser credential.
- I understand that such credential shall be valid only for the period of time during which my employment authorization document is valid, and that my employment authorization document shall be verified through the Systematic Alien Verification for Entitlements Program operated by the United States Department of Homeland Security or an equivalent program designated by the United States Department of Homeland Security.

I hereby attest that my response and the information provided on this form and any related application for public benefits are true, complete, and accurate and I understand that this information may be used to verify my lawful presence in the United States of America.

Print Name: _____ (Last) _____ (First) _____ (Middle)

_____ (Applicant's Signature) _____ (Date)

LICENSE SUSPENSION ACT, LAWS OF NEBRASKA, 1997
MANDATORY RELEASE OF SOCIAL SECURITY NUMBER DATA REQUIRED BY THE PRIVACY ACT OF 1974

Effective September 13, 1997, the Real Property Appraiser Act (Neb. Rev. Stat. § 76-2201 to 76-2250) requires the social security number of all applicants. Pursuant to the License Suspension Act (Neb. Rev. Stat. § 43-3301 to 43-3326), the Real Property Appraiser Board is required to submit this information to the Nebraska Department of Health and Human Services. Provision of this information is mandatory. The information will be used to assist authorized agencies in the enforcement of child, spousal, and medical support orders against holders of professional, occupational, and recreational licenses. Disclosure is mandatory for all individuals, regardless of whether the individual has ever been ordered to pay support.

Social Security Number: _____

AFFIDAVIT OF APPLICANT

The foregoing statements are made for the purpose of procuring a Nebraska Trainee Real Property Appraiser credential. I hereby consent that these statements may be used as evidence by the Real Property Appraiser Board of the State of Nebraska, or in any court in Nebraska where a violation of the said Real Property Appraiser Act is claimed, and that the application, representations, and statements made herein to procure a Trainee Real Property Appraiser credential may at any time be used in evidence.

I have read and will comply with the *Uniform Standards of Professional Appraisal Practice* and the ethical rules established by the Real Property Appraiser Act. I hereby certify that I understand the types of misconduct for which disciplinary proceedings may be initiated.

I also expressly agree that the Nebraska Real Property Appraiser Board reserves the right to go outside this application for information as to my trustworthiness and competency to act as a real property appraiser in the State of Nebraska.

I also hereby authorize any agency of federal, state, or local government, consumer reporting agency, present or former employer, or any other individual, partnership, corporation, or association, in this or any other state, to furnish to the Nebraska Real Property Appraiser Board, or its representatives, any information bearing upon my reputation for honesty, trustworthiness, integrity, and competence to transact business of a real estate or real property appraiser in such manner as to safeguard the interest of the public. Such information may include, but is not limited to, records of arrests for criminal offenses, the circumstances involved in any such arrests, the suspension or revocation of any license authorizing me to engage in any profession or occupation, or the rejection of my application for such license, and the reason for such suspension, revocation, or rejection.

I expressly agree that the Nebraska Real Property Appraiser Board reserves the right to go outside this application for information as to the accuracy of the statements in this application.

I attest that I am at least 19 years of age.

I, _____ , of _____ , do hereby submit an irrevocable consent
(Name) (City, State)
that service of process upon me be made by delivery of the process to the Director of the Nebraska Real Property Appraiser Board if the plaintiff cannot, in the exercise of due diligence, effect personal service upon me in an action in a court arising out of my activities as a real property appraiser.

I CERTIFY THAT THE STATEMENTS MADE IN THIS APPLICATION AND ALL ATTACHMENTS ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF AND THAT I HAVE NOT SUPPRESSED ANY INFORMATION THAT MIGHT HAVE A BEARING ON THIS APPLICATION.

_____ _____
Applicant's Signature Date

DIRECTIONS

1. Complete entire application. If required information is not provided, the application will be considered incomplete and will not be processed. An application not processed for any reason may be returned to you.
2. Along with the application, the following documentation is also required to be included:
   a. All copies of certificates for education activities required (including the 7-Hour National USPAP Update Course if applicable) not submitted through the Education Submission Portal in Appraiser Login or previously provided to and approved by the NRPAB.
   b. Late processing fee of $25 per month or portion of a month after November 30, 2024 if application is postmarked after November 30, 2024.
3. Mail application, supporting documentation, and any required late processing fee to: NEBRASKA REAL PROPERTY APPRAISER BOARD, PO BOX 94963, LINCOLN, NE 68509-4963. Street address for FedEx or UPS is 301 CENTENNIAL MALL SOUTH, FIRST FLOOR, LINCOLN NE 68508.
4. Questions or concerns may be directed to Board Staff at 402-471-9015 or nrpab.renewals@nebraska.gov.

ADDITIONAL INFORMATION

- All credentials issued under the Real Property Appraiser Act, other than temporary permits, will remain in effect until December 31 of the designated year unless surrendered, revoked, suspended, or canceled prior to such date.
- All applications for renewal and evidence of continuing education completion are due to the NRPAB no later than November 30, 2024.
- To qualify for renewal of a credential, every credential holder is required to furnish evidence to the board that he or she has satisfactorily completed no fewer than twenty-eight hours of approved continuing education activities in each two-year continuing education period. Qualifying education, as approved by the board, will be approved by the board as continuing education. If fewer than twenty-eight hours of approved continuing education activities are submitted, the application will be considered incomplete and will not be processed. An application not processed for any reason may be returned to you. You will be responsible for the payment of any late processing fees incurred.
- Any classroom continuing education activities completed outside of the State of Nebraska are required to be approved for continuing education credit by the jurisdiction in which the activity was completed at the time the activity was completed. Any distance (asynchronous, synchronous) continuing education activities not approved by the Board are required to be approved for continuing education credit by a jurisdiction in which the real property appraiser is credentialed as verified through the ASC Appraiser Registry at the time the activity was completed. If approval cannot be verified, your application will be considered incomplete and will not be processed. An application not processed for any reason may be returned to you.
- The two-year continuing education period for a new real property appraiser credentialed prior to July 1 commences on the date of initial credentialing and is completed on December 31 of the following year. The two-year continuing education period for a new real property appraiser credentialed on or after July 1 commences January 1 of the year following the date of initial credentialing.
- At least once during every two-year continuing education period, a credential holder is required to successfully complete the 7-hour National Uniform Standards of Professional Appraisal Practice Update, as approved by the Appraiser Qualifications Board or the equivalent of the course as approved by the Nebraska Real Property Appraiser Board.
- If all requirements for renewal are not met by November 30, 2024, the credential holder has until July 1, 2025 to meet the requirements. A late processing fee of $25 will be assessed for each month or portion of a month the credential is not renewed beginning on December 1, 2024. The Board's staff will utilize postmark dates to determine late processing fees.

301 Centennial Mall South, First Floor
PO Box 94963
Lincoln, NE 68509-4963
https://appraiser.ne.gov/
402-471-9015

Check Number:
Receipt Number:
For Board Use Only

APPLICATION FOR NEBRASKA REAL PROPERTY APPRAISER TEMPORARY CREDENTIAL

A nonresident currently credentialed to engage in real property appraisal practice under the laws of another jurisdiction may obtain a temporary real property appraiser credential to engage in real property appraisal practice in this state.

TEMPORARY CREDENTIAL **TOTAL FEE DUE: $150**

SELECT TYPE OF CREDENTIAL: ☐ **CERTIFIED GENERAL** ☐ **CERTIFIED RESIDENTIAL** ☐ **LICENSED RESIDENTIAL**

APPLICATION INFORMATION

Subject Property Location (Address(es) or Legal Description(s)): _____

Subject Property Type(s): _____

Date of Application: _____ Date of Birth: _____

Name: _____ (Last) _____ (First) _____ (Middle)

Business Name: _____

Principal Place of Business Address: _____ (PO Box or Street Number) _____ (City) _____ (State) _____ (Zip Code + 4)

_____ (Principal Business Email Address) _____ (Business Area Code + Phone Number)

Secondary or Residential Address, if different: _____ (PO Box or Street Number) _____ (City) _____ (State) _____ (Zip Code + 4)

_____ (Email Address) _____ (Area Code + Phone Number)

Mail communications from the Board will be sent to the Business Address given.

Preferred Method of Communication: _____

Primary Jurisdiction of Practice: _____

Credential Number: _____

Initial Status Date of Credential: _____

Date of Expiration: _____

DISCIPLINARY QUESTIONS

1. Have you ever been convicted of a felony, including a conviction based upon a plea of guilty or nolo contendere?

☐ YES ☐ NO

If your answer to No. 1 above is yes, have your civil rights been restored?

☐ N/A ☐ YES ☐ NO

2. Have you been convicted of any crime of fraud, dishonesty, breach of trust, money laundering, misrepresentation, or deceit, including a conviction based upon a plea of guilty or nolo contendere involving real estate, financial services, or real property appraisal practice within the five-year period immediately preceding the date of application?

☐ YES ☐ NO

3. Have you been convicted of any crime related to the qualifications, functions, or duties of a real property appraiser within the five-year period immediately preceding the date of application, including a conviction based upon a plea of guilty or nolo contendere?

☐ YES ☐ NO

4. Have any civil judicial actions, including dismissal with settlement, in connection with real estate, financial services, or real property appraisal practice been brought against you within the five-year period immediately preceding the date of application?

☐ YES ☐ NO

5. Are there any criminal charges pending against you at this time, or have you been convicted of a misdemeanor criminal offense within the five-year period immediately preceding the date of application?

☐ YES ☐ NO

6. Have you surrendered a Nebraska appraiser credential, or an appraiser credential, or any other registration, license, or certification, issued by any other regulatory agency or held in any other jurisdiction, in lieu of disciplinary action pending or threatened within the five-year period immediately preceding the date of application? **Please note that you are required to disclose any action, even if it has been previously disclosed on an application for this agency. Failure to disclose this may result in a delay in processing of your application.**

☐ YES ☐ NO

7. Has your Nebraska appraiser credential, or your appraiser credential or any other registration, license, or certification issued by any other regulatory agency or held in any other jurisdiction, been revoked or suspended within the five-year period immediately preceding the date of application? **Please note that you are required to disclose any action, even if it has been previously disclosed on an application for this agency. Failure to disclose this may result in a delay in processing of your application.**

☐ YES ☐ NO

8. Has disciplinary action been taken against your appraiser credential or any other registration, license, or certification issued by any regulatory agency or held in any jurisdiction within the five-year period immediately preceding the date of application? **Please note that you are required to disclose any action, even if it has been previously disclosed on an application for this agency. Failure to disclose this may result in a delay in processing of your application.**

☐ YES ☐ NO

9. Are disciplinary proceedings pending against you or are you currently under investigation by any regulatory agency in Nebraska or in any other jurisdiction?

☐ YES ☐ NO

If you answered yes to any of the above questions 1 through 9, provide a brief statement on a separate sheet that includes all significant details, the circumstances surrounding the matter, the name of any persons involved, and resolution or conviction. Provide copies of all official records related to the matter, including convictions, orders, and/or settlement agreements. Provide this information even if you have previously provided it with an application to this agency. The credential status of an applicant, including current standing and any disciplinary action imposed against his or her credentials, will be verified through the Appraiser Registry of the Appraisal Subcommittee of the Federal Financial Institutions Examination Council.

APPLICATION CHECKLIST

Include the following items with your completed application:

☐ Completed application form.

☐ Check or money order for $150: non-refundable $100 application fee and $50 credentialing card fee.

☐ Recent passport type photo (Copy of driver's license will meet the requirement.).

☐ Letter of engagement or contract **indicating location(s) and property types of the real property appraisal practice assignment** *(location should be a street address, complete legal description, or assessor's parcel ID number and name of county in which the property is located)*.

I hereby attest that I have included all required materials and completed the submitted application in its entirety. I understand that, should my application be found to be incomplete, it will not be processed and may be returned to me.

Print Name: _____ (Last) _____ (First) _____ (Middle)

_____ (Applicant's Signature) _____ (Date)

NRPAB
Nebraska Real Property Appraiser Board

UNITED STATES CITIZENSHIP ATTESTATION FORM

For the purpose of complying with Neb. Rev. Stat. §§ 4-108 through 4-114, I attest as follows:

☐ I am a citizen of the United States of America

OR

☐ I am a qualified alien under the federal Immigration and Nationality Act, 8 U.S.C. 1101 et seq., am lawfully present in the United States, and have included a copy of my USCIS documentation with this application.

Immigration Status: _____ Alien Number: _____

OR

☐ I am not a citizen of the United States of America and I am not a qualified alien under the federal Immigration and Nationality Act. I am described in section 202(c)(2)(B)(i) through (x) of the federal REAL ID Act of 2005, Public Law 109-13, have demonstrated lawful presence pursuant to section 4-108, and I am eligible to obtain a credential as a real property appraiser.

If I am not a citizen of the United States of America and I am not a qualified alien under the federal Immigration and Nationality Act:

- I understand that I must submit (i) an unexpired employment authorization document issued by the United States Department of Homeland Security, Form I-766, and (ii) documentation issued by the United States Department of Homeland Security, the United States Citizenship and Immigration Services, or any other federal agency, such as one of the types of Form I-797 used by the United States Citizenship and Immigration Services, demonstrating that I am described in section 202(c)(2)(B)(i) through (x) of the federal REAL ID Act of 2005, Public Law 109-13, have demonstrated lawful presence pursuant to Neb. Rev. Stat. § 4-108, and am eligible to obtain a real property appraiser credential.
- I understand that such credential shall be valid only for the period of time during which my employment authorization document is valid, and that my employment authorization document shall be verified through the Systematic Alien Verification for Entitlements Program operated by the United States Department of Homeland Security or an equivalent program designated by the United States Department of Homeland Security.

I hereby attest that my response and the information provided on this form and any related application for public benefits are true, complete, and accurate and I understand that this information may be used to verify my lawful presence in the United States of America.

Print Name: _____ (Last) _____ (First) _____ (Middle)

_____ (Applicant's Signature) _____ (Date)

LICENSE SUSPENSION ACT, LAWS OF NEBRASKA, 1997

MANDATORY RELEASE OF SOCIAL SECURITY NUMBER DATA REQUIRED BY THE PRIVACY ACT OF 1974

Effective September 13, 1997, the Real Property Appraiser Act (Neb. Rev. Stat. § 76-2201 to 76-2250) requires the social security number of all applicants. Pursuant to the License Suspension Act (Neb. Rev. Stat. § 43-3301 to 43-3326), the Real Property Appraiser Board is required to submit this information to the Nebraska Department of Health and Human Services. Provision of this information is mandatory. The information will be used to assist authorized agencies in the enforcement of child, spousal, and medical support orders against holders of professional, occupational, and recreational licenses. Disclosure is mandatory for all individuals, regardless of whether the individual has ever been ordered to pay support.

Social Security Number: _____

AFFIDAVIT OF APPLICANT

The foregoing statements are made for the purpose of procuring a temporary Nebraska Real Property Appraiser Licensed Residential credential, Certified Residential credential, or Certified General credential. I hereby consent that these statements may be used as evidence by the Real Property Appraiser Board of the State of Nebraska, or in any court in Nebraska where a violation of the said Real Property Appraiser Act is claimed, and that the application, representations, and statements made herein to procure a temporary Real Property Appraiser Licensed Residential credential, Certified Residential credential, or Certified General credential may at any time be used in evidence.

I have read and will comply with the *Uniform Standards of Professional Appraisal Practice* and the ethical rules established by the Real Property Appraiser Act. I hereby certify that I understand the types of misconduct for which disciplinary proceedings may be initiated.

I also expressly agree that the Nebraska Real Property Appraiser Board reserves the right to go outside this application for information as to my trustworthiness and competency to act as a real property appraiser in the State of Nebraska.

I also hereby authorize any agency of federal, state, or local government, consumer reporting agency, present or former employer, or any other individual, partnership, corporation, or association, in this or any other state, to furnish to the Nebraska Real Property Appraiser Board, or its representatives, any information bearing upon my reputation for honesty, trustworthiness, integrity, and competence to transact business of a real estate or real property appraiser in such manner as to safeguard the interest of the public. Such information may include, but is not limited to, records of arrests for criminal offenses, the circumstances involved in any such arrests, the suspension or revocation of any license authorizing me to engage in any profession or occupation, or the rejection of my application for such license, and the reason for such suspension, revocation, or rejection.

I understand that any temporary credential issued is expressly limited to a grant of authority to engage in real property appraisal practice required for an assignment in this state. Each temporary credential will expire upon the completion of the assignment or upon the expiration of a period of six months from the date of issuance, whichever occurs first. A temporary credential may be renewed for one additional six-month period.

I expressly agree to comply with all of the provisions of the Real Property Appraiser Act relating to the appropriate classification of credentialing. The board may, upon its own motion, and will, upon the written complaint of any aggrieved person, cause an investigation to be made with respect to an alleged violation of the act by a person who is engaged in, or who has engaged in, real property appraisal practice as a temporary credential holder, and that person will be deemed a real property appraiser within the meaning of the act.

I attest that I am at least 19 years of age.

I, _____ , of _____ , do hereby submit an irrevocable consent
(Name) (City, State)

that service of process upon me be made by delivery of the process to the Director of the Nebraska Real Property Appraiser Board if the plaintiff cannot, in the exercise of due diligence, effect personal service upon me in an action in a court arising out of my real property appraisal practice.

I CERTIFY THAT THE STATEMENTS MADE IN THIS APPLICATION AND ALL ATTACHMENTS ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF AND THAT I HAVE NOT SUPPRESSED ANY INFORMATION THAT MIGHT HAVE A BEARING ON THIS APPLICATION.

_____ _____
Applicant's Signature Date

DIRECTIONS

1. Complete entire application. If required information is not provided, application will be considered incomplete and will not be processed, and may be returned.
2. Along with the application, the following is also required to be included:
   a. Check or money order for $150: non-refundable $100 application fee and $50 credentialing card fee.
   b. Recent passport type photo (copy of driver's license photo will meet the requirement).
   c. Letter of engagement or contract **indicating location(s) and property types of the real property appraisal practice assignment** *(location is required to be an address, complete legal description, or assessor's parcel ID number and name of county in which the property is located)*. If this information is not included in the letter of engagement, attach confirmation from the client, in the form of an email or other document, of the address(es) or complete legal description(s) If the location is specified by assessor's parcel ID number(s), the name(s) of the county or counties in which the real property are located is required to be included.
3. Mail application, fee(s), and supporting documentation to:
   NEBRASKA REAL PROPERTY APPRAISER BOARD
   PO BOX 94963
   LINCOLN NE 68509-4963
   Street address for FedEx or UPS is 301 CENTENNIAL MALL SOUTH, FIRST FLOOR, LINCOLN NE 68508.

4. Questions or concerns may be directed to Board staff at 402-471-9015 or nrpab.credentialing@nebraska.gov.

ADDITIONAL INFORMATION

- Per Neb. Rev. Stat. § 76-2233.01(1), a nonresident (legal residency or place of domicile is located outside of the State of Nebraska) currently credentialed to engage in real property appraisal practice under the laws of another jurisdiction may obtain a temporary credential as a licensed residential real property appraiser, a certified residential real property appraiser, or a certified general real property appraiser to engage in real property appraisal practice in this state.

- Each temporary credential expires upon completion of the real property appraisal practice assignment, or upon the expiration of the six-month period from the date of issuance, whichever date occurs first.

- If an extension is necessary, a request may be made to the Nebraska Real Property Appraiser Board on the form approved by the Board. A temporary credential may be renewed for one additional six-month period.

- Each person engaging in real property appraisal practice for the assignment is required to obtain a temporary credential, or be appropriately credentialed in Nebraska.

- When the real property appraisal practice assignment relates to multiple properties, if each property is listed on a separate engagement letter, separate credentials will be required.

- Application for a temporary credential is valid for one year from the date the application is submitted or upon expiration of the assignment specified within the letter of engagement, whichever occurs first.

- Upon approval of the application, the applicant will be issued a letter notifying him or her of his or her approval as a temporary credential holder, along with the terms of the temporary credential, and a credentialing card in a form approved by the Board.

- An application may be denied at any time during the process if the applicant is found to not meet the requirements of the Real Property Appraiser Act and Title 298 of the Nebraska Administrative Code.

NRPAB
Nebraska Real Property Appraiser Board

301 Centennial Mall South, First Floor
PO Box 94963
Lincoln, NE 68509-4963
https://appraiser.ne.gov/
402-471-9015

APPLICATION FOR RENEWAL OF NEBRASKA REAL PROPERTY APPRAISER TEMPORARY CREDENTIAL

A nonresident currently credentialed to engage in real property appraisal practice under the laws of another jurisdiction may obtain a temporary real property appraiser credential to engage in real property appraisal practice in this state.

TEMPORARY CREDENTIAL

CREDENTIAL NUMBER: _____ **BOARD FILE NUMBER:** _____

DATE ISSUED: _____ **EXPIRATION DATE:** _____

APPLICATION INFORMATION

Date of Application: _____

Subject Property Location (Address(es) or Legal Description(s)): _____

Subject Property Type: _____

Reason Extension is Necessary (attach supporting evidence): _____

Name: _____ (Last) _____ (First) _____ (Middle)

Business Name: _____

Principal Place of Business Address: _____ (PO Box or Street Number) _____ (City) _____ (State) _____ (Zip Code + 4)

_____ (Principal Business Email Address) _____ (Business Area Code + Phone Number)

Secondary or Residential Address, if different: _____ (PO Box or Street Number) _____ (City) _____ (State) _____ (Zip Code + 4)

_____ (Email Address) _____ (Area Code + Phone Number)

Preferred Method of Communication: _____

APPLICATION CHECKLIST

Include the following items with your completed application:

☐ Completed application form.

☐ Evidence supporting explanation of need for extension.

I hereby attest that I have included all required materials and completed the submitted application in its entirety. I understand that, should my application be found to be incomplete, it will not be processed, and may be returned to me.

Print Name: _____ (Last) _____ (First) _____ (Middle)

_____ (Applicant's Signature) _____ (Date)

DIRECTIONS

1. Complete entire application. If required information is not provided, application will be considered incomplete and will not be processed, and may be returned.

2. Include supporting documentation.

3. Mail application and supporting documentation to:
   NEBRASKA REAL PROPERTY APPRAISER BOARD
   PO BOX 94963
   LINCOLN NE 68509-4963
   Or email to nrpab.credentialing@nebraska.gov. Street address for FedEx or UPS is 301 CENTENNIAL MALL SOUTH, FIRST FLOOR, LINCOLN NE 68508.

4. Questions or concerns may be directed to Board staff at 402-471-9015 or nrpab.credentialing@nebraska.gov.

ADDITIONAL INFORMATION

- Per Neb. Rev. Stat. § 76-2233.01(1), a nonresident (legal residency or place of domicile is located outside of the State of Nebraska) currently credentialed to engage in real property appraisal practice under the laws of another jurisdiction may obtain a temporary credential as a licensed residential real property appraiser, a certified residential real property appraiser, or a certified general real property appraiser to engage in real property appraisal practice in this state.

- Each temporary real property appraiser credential expires upon completion of the real property appraisal practice assignment, or upon the expiration of the six-month period from the date of issuance, whichever date occurs first. A temporary credential may be renewed for one additional six-month period.

- Each person engaging in real property appraisal practice for the assignment is required to obtain a temporary credential, or be appropriately credentialed in Nebraska.

- When the appraisal assignment relates to multiple properties, if each property is listed on a separate engagement letter, separate credentials will be required.

- The application for renewal will be denied if the reason for the request of the additional six-month approval is not directly related to the initial approval granted by the Board.

NRPAB
Nebraska Real Property Appraiser Board

301 Centennial Mall South, First Floor
PO Box 94963
Lincoln, NE 68509-4963
https://appraiser.ne.gov/
402-471-9015

Check Number:
Receipt Number:
For Board Use Only

APPLICATION FOR NEBRASKA APPRAISAL MANAGEMENT COMPANY REGISTRATION

APPLICATION AND REGISTRATION FEES

TOTAL FEE DUE WITH APPLICATION: $350.00

REGISTRATION FEES DUE FOLLOWING AMC REGISTRATION APPROVAL: $2,000.00 PLUS ASC AMC REGISTRY FEE (IF ANY)

APPRAISAL MANAGEMENT COMPANY INFORMATION

Date of Application: _____

Legal Name: _____

Employer Identification Number (EIN): _____

AMC Type:

☐ AMC oversees a panel of 16 or more AMC appraisers in Nebraska within a given year that have been recruited, selected and retained to perform appraisals in connection with a covered transaction.

☐ AMC oversees a panel of 25 or more AMC appraisers in two or more States within a given year that have been recruited, selected and retained to perform appraisals in connection with a covered transaction.

Federally Regulated*: ☐ YES ☐ NO

*Federally regulated appraisal management company means an appraisal management company that is: (a) Owned and controlled by an insured depository institution as defined in 12 U.S.C. 1813, as such section existed on January 1, 2018; and (b) Regulated by the Office of the Comptroller of the Currency, the Board of Governors of the Federal Reserve System, the Federal Deposit Insurance Corporation, or the successor of any such agencies.

Business Address: _____ (PO Box or Street Number) _____ (City) _____ (State) _____ (Zip Code + 4)

_____ (Email Address) _____ (Area Code + Phone Number)

STATE OF DOMICILE

If corporation is not domiciled in Nebraska, a designated agent for service within Nebraska must be named. If state of domicile is Nebraska, the following section may be left blank.

State of domicile: _____

Name of designated agent in Nebraska for service of process: _____

Address: _____ (PO Box or Street Number) _____ (City) _____ (State) _____ (Zip Code + 4)

_____ (Email Address) _____ (Area Code + Phone Number)

TRADE NAME

If the applicant will be doing business in Nebraska under any other name(s), then all such names must be stated, with address and telephone number. *(Use a separate sheet if necessary)*

Other Name: _____

Business Address: _____ (PO Box or Street Number) _____ (City) _____ (State) _____ (Zip Code + 4)

_____ (Email Address) _____ (Area Code + Phone Number)

OWNERSHIP

All persons/entities owning *more than 10%* of the applicant must be listed. *(Use a separate sheet if necessary.)*

If the applicant is owned by a corporation or corporations, does any individual own shares in a parent corporation or corporations where said shares amount to owning more than 10% of the applicant?

☐ YES ☐ NO If the answer is yes, provide shareholder names and contact information on a separate sheet.

If more than 10% of the applicant is held in trust, directly or by virtue of holding shares in a parent corporation or corporations, provide trustee name(s) and contact information on a separate sheet.

Entity or Person Name: _____ (Entity or Last, First, Middle) Percentage Owned: _____

Address: _____ (PO Box or Street Number) _____ (City) _____ (State) _____ (Zip Code + 4)

_____ (Email Address) _____ (Area Code + Phone Number)

Entity or Person Name: _____ (Entity or Last, First, Middle) Percentage Owned: _____

Address: _____ (PO Box or Street Number) _____ (City) _____ (State) _____ (Zip Code + 4)

_____ (Email Address) _____ (Area Code + Phone Number)

Entity or Person Name: _____ (Entity or Last, First, Middle) Percentage Owned: _____

Address: _____ (PO Box or Street Number) _____ (City) _____ (State) _____ (Zip Code + 4)

_____ (Email Address) _____ (Area Code + Phone Number)

CONTACT PERSON

Contact person to serve as main contact for all communication with the Nebraska Real Property Appraiser Board.

Name: _____ (Last) _____ (First) _____ (Middle)

Address: _____ (PO Box or Street Number) _____ (City) _____ (State) _____ (Zip Code + 4)

_____ (Email Address) _____ (Area Code + Phone Number)

DISCIPLINARY QUESTIONS

1. Has the applicant's application for registration/license/certification, or the right to renew or reinstate, ever been denied by any regulatory agency in Nebraska or any other jurisdiction?

   ☐ YES ☐ NO

   If your answer to No. 1 above is yes, provide a brief statement of all significant details on a separate sheet, including the jurisdiction in which the application was denied, the date of denial, reason for denial, the circumstances surrounding the matter, and the names of any persons involved.

2. Has disciplinary action been taken against the applicant by any regulatory agency in Nebraska or any other jurisdiction, or has the applicant's registration/licensure/certification been surrendered or allowed to lapse due to any action pending or threatened? **Please note that you are required to disclose any action, even if it has been previously disclosed to this agency. Failure to disclose this may result in a delay in processing of your application.**

   ☐ YES ☐ NO

   If your answer to No. 2 above is yes, provide a brief statement of all significant details on a separate sheet, including the jurisdiction in which the disciplinary action was taken or was pending, the date of the action, reason for disciplinary or pending action, circumstances surrounding the matter, and the names of any persons involved.

3. Has the applicant had a final civil or criminal judgment entered against it for fraud, dishonesty, breach of trust, or misrepresentation involving real estate, financial services, or appraisal management services within a five-year period immediately preceding the date of application?

   ☐ YES ☐ NO

   If the answer to No. 3 above is yes, provide a brief statement of all significant details on a separate sheet, including the nature of the suit, location, date filed, court of jurisdiction, and the names of any persons involved.

4. Is the applicant in whole or in part, directly or indirectly, owned by any person who has had a real property appraiser credential or equivalent refused, denied, canceled, or revoked or who has surrendered a real property appraiser credential or equivalent in lieu of revocation in any jurisdiction?

   ☐ YES ☐ NO

   If your answer to No. 4 above is yes, provide a brief statement of all significant details on a separate sheet, including the nature of the matter, jurisdiction, date(s), and the names of such persons. Include copies of all final orders or consent agreements.

5. Has any person who owns more than 10% of the appraisal management company ever been convicted of, or entered a plea of nolo contendere to, a felony related to real property appraisal practice or any crime involving fraud, misrepresentation, or moral turpitude?

   ☐ YES ☐ NO

   If your answer to No. 5 above is yes, provide a brief statement of all significant details on a separate sheet, including the nature of the suit, location, date filed, court of jurisdiction, and the names of any persons involved.

AFFIDAVIT OF APPLICANT

The following statements are made for the purpose of procuring registration as an appraisal management company in the State of Nebraska. Applicant hereby consents that the statements may be used as evidence by the Real Property Appraiser Board of the State of Nebraska, or in any court in Nebraska where a violation of the Appraisal Management Registration Act is claimed, and that the application, representations, and statements made herein to procure such registration may at any time be used in evidence.

Applicant has read and will comply with the Appraisal Management Company Registration Act of Nebraska and the rules established by the Real Property Appraiser Board in accordance with the Act.

Applicant expressly agrees that the Nebraska Real Property Appraiser Board reserves the right to go outside this application for information as to the accuracy of the statements in this application.

Applicant certifies that the statements made in this application and all attachments are true and correct to the best of Applicant's knowledge and belief, and that Applicant has not suppressed any information that might have a bearing on this application.

Applicant understands:

- All information related to an appraisal management company's registration shall be reported to the Appraisal Subcommittee as required by Title XI of the Financial Institutions Reform, Recovery, and Enforcement Act of 1989, the AMC Rule, and any policy or rule established by the Appraisal Subcommittee.

- Only AMC appraisers considered to be in good standing in all jurisdictions in which an active credential is held shall be included on an appraisal management company's appraiser panel.

- Any AMC appraiser included on an appraisal management company's appraiser panel engaged in real property appraisal practice as a result of an assignment provided by applicant shall be free from inappropriate influence and coercion as required by the appraisal independence standards established under section 129E of the federal Truth in Lending Act, including the requirements for payment of a reasonable and customary fee to AMC appraisers when applicant is engaged in providing appraisal management services.

- An appraisal management company shall select an AMC appraiser from its appraiser panel for an assignment who is independent of the transaction and who has the requisite education, expertise, and experience necessary to competently complete the assignment for the particular market and property type.

- An appraisal management company shall not prohibit an AMC appraiser from including within the body of a report that is submitted by the AMC appraiser to the applicant or its assignee the fee agreed upon between the applicant and the AMC appraiser at the time of engagement for the performance of the appraisal.

- An appraisal management company shall not directly or indirectly engage in or attempt to engage in business as an appraisal management company or advertise or hold itself out as engaging in or conducting business as an appraisal management company in this state under any legal name or trade name not included in the application for issuance of a registration, or renewal of a registration, as approved by the board.

- An appraisal management company shall not require an AMC appraiser to indemnify an appraisal management company or hold an appraisal management company harmless for any liability, damage, losses, or claims arising out of the appraisal management services provided by the appraisal management company.

- Any employee of or independent contractor to an appraisal management company that holds a registration, including any AMC appraiser included on applicant's appraiser panel engaged in real property appraisal practice, shall comply with the Real Property Appraiser Act, including the Uniform Standards of Professional Appraisal Practice.

- Each appraisal management company that holds a registration shall maintain a detailed record of appraisal management services provided under its registration, and upon request shall submit to the board all books, records, reports, documents, and other information as deemed appropriate by the board to administer and enforce the Nebraska Appraisal Management Company Registration Act. Record retention requirements are for a period of five (5) years after appraisal management services are completed or two (2) years after final disposition of a judicial proceeding related to the appraisal management services, whichever period expires later.

- An appraisal management company that holds a registration may not alter, modify, or otherwise change a completed report submitted by an AMC appraiser without his or her written consent.

- An appraisal management company that holds a registration shall disclose the registration number provided to it by the board on the engagement documents presented to the AMC appraiser.

- Each appraisal management company that holds a registration, except in cases of noncompliance with the conditions of the engagement, shall make payment of fees to an AMC appraiser engaged by the appraisal management company to perform one or more appraisals on behalf of a creditor for a covered transaction or for a secondary mortgage market participant in connection with covered transactions within sixty (60) days after the date on which the AMC appraiser transmits or otherwise provides the report to the appraisal management company or its assignee.

- An appraisal management company that has a reasonable basis to believe that an AMC appraiser has failed to comply with applicable laws or the Uniform Standards of Professional Appraisal Practice shall refer the matter to the board if the failure to comply is material.

- An appraisal management company shall remove any AMC appraiser from its appraiser panel within thirty (30) days after receiving notice that the AMC appraiser:
    - Is no longer considered to be in good standing in one or more jurisdictions in which he or she holds an active credential or equivalent;
    - The AMC appraiser's credential or equivalent has been refused, denied, canceled, or revoked; or
    - The AMC appraiser has surrendered his or her credential or equivalent in lieu of revocation.

- Any AMC appraiser included on an appraisal management company's appraiser panel pursuant to N.R.S. § 76-3203.01 (3) shall remain on such appraiser panel until the date on which the appraisal management company:
    - Sends written notice to the AMC appraiser removing him or her from the appraiser panel. Such written notice shall include an explanation of the action taken by the appraisal management company;
    - Receives written notice from the AMC appraiser requesting that he or she be removed from the appraiser panel. Such written notice shall include an explanation of the action requested by the AMC appraiser; or
    - Receives written notice on behalf of the AMC appraiser of the death or incapacity of the AMC appraiser. Such written notice shall include an explanation on behalf of the AMC appraiser.

- Applicant hereby attests that Applicant has included all required materials and completed the submitted application in its entirety. Applicant understands that, should this application be found to be incomplete, it will be considered invalid and may be returned.

Signature of Contact Person: _____ Date: _____

State of _____)
) ss.
County of _____)

The foregoing instrument was acknowledged before me this ____ day of _____ 20 ____

by _____
Print Name of Contact Person

(Notary Seal Here)

_____
Notary Public

NRPAB
Nebraska Real Property Appraiser Board

AUTHORIZATION TO USE FINGERPRINTS FOR NATIONAL CRIMINAL HISTORY RECORD CHECK THROUGH THE NEBRASKA STATE PATROL AND THE FEDERAL BUREAU OF INVESTIGATION

I acknowledge and consent to the following:

1. The Nebraska Real Property Appraiser Board requires fingerprint submissions for a National Criminal History Record Check through the State Patrol and the Federal Bureau of Investigation:

   a. as authorized in Nebraska Real Property Appraiser Act (Neb. Rev. Stat. §§ 76-2201 through 76-2250), as a part of my application for issuance of, or renewal of, a credential as a real property appraiser, or

   b. as authorized in the Nebraska Appraisal Management Company Registration Act (Neb. Rev. Stat. §§ 76-3201 through 76-3220), as a part of the application for issuance of, or renewal of, a registration as an appraisal management company.

2. The Nebraska Real Property Appraiser Board reserves the right to go outside this Criminal History Record Check for information as to the accuracy of the statements made in my application, or for further clarification regarding the results of the Criminal History Record Check. Such information may include, but is not limited to, records of arrests for criminal offenses, the circumstances involved in any such arrests, the suspension or revocation of any license authorizing me to engage in any profession or occupation, or the rejection of my application for such license, and the reason for such suspension, revocation, or rejection.

3. The Nebraska Real Property Appraiser Board may contact any agency of federal, state, or local government, consumer reporting agency, present or former employer, or any other individual, partnership, corporation, or association, in this or any other state, to furnish to the Nebraska Real Property Appraiser Board any information requested by the Nebraska Real Property Appraiser Board pertaining to my application.

4. I acknowledge that the Criminal History Record Information is retained by the Board for two years after the date on which an application is withdrawn, denied, or approved. If the Nebraska Real Property Appraiser Board finds cause to deny my application based upon the results of my Criminal History Record Information, I may request a copy of my Criminal History Record Information received by the Nebraska Real Property Appraiser Board in accordance with the procedures found in Title 298 of the Nebraska Administrative Code.

5. I acknowledge that the procedures for obtaining information, a change, correction, or updating of an FBI identification record are set forth in Title 28, C.F.R., §16.34.

I EXPRESSLY AUTHORIZE AND CONSENT that my fingerprint submissions pertaining to my application be submitted by the Nebraska Real Property Appraiser Board to the Nebraska State Patrol for National Criminal History Record Check through the State Patrol and the Federal Bureau of Investigation, and I HEREBY ACKNOWLEDGE RECEIPT of the Privacy Act Statement.

_____

Printed name of person whose fingerprints are being submitted

_____ _____

Signature of person whose fingerprints are being submitted Date

PRIVACY ACT STATEMENT

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

Rev. 03/30/2018

NONCRIMINAL JUSTICE APPLICANT'S PRIVACY RIGHTS

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for employment or a license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below. All notices must be provided to you in writing.[1] These obligations are pursuant to the Privacy Act of 1974, Title 5, United States Code (U.S.C.) Section 552a, and Title 28 Code of Federal Regulations (CFR), 50.12, among other authorities.

- You must be provided an adequate written FBI Privacy Act Statement (dated 2013 or later) when you submit your fingerprints and associated personal information. This Privacy Act Statement must explain the authority for collecting your fingerprints and associated information and whether your fingerprints and associated information will be searched, shared, or retained.[2]
- You must be advised in writing of the procedures for obtaining a change, correction, or update of your FBI criminal history record as set forth at 28 CFR 16.34.
- You must be provided the opportunity to complete or challenge the accuracy of the information in your FBI criminal history record (if you have such a record).
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the employment, license, or other benefit based on information in the FBI criminal history record.
- If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at https://www.fbi.gov/services/cjis/identity-history-summary-checks and https://www.edo.cjis.gov.
- If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI by submitting a request via https://www.edo.cjis.gov. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)
- You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.[3]

[1] Written notification includes electronic notification, but excludes oral notification.

[2] https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement

[3] See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 34 U.S.C. § 40316 (formerly cited as 42 U.S.C. § 14616), Article IV(c); 28 CFR20.21(c), 2033(d) and 906.2(d).

Updated 11/6/2019

APPLICATION CHECKLIST

Include the following items with your completed application:

☐ Completed application.

☐ Two copies of legible, ink-rolled fingerprint cards for each owner/entity owning ***more than 10%*** of the applicant. This includes trustees of trusts owning more than 10% of the applicant and individuals owning shares in a corporation or corporations where said shares amount to owning more than 10% of the applicant.

☐ Authorization to Use Fingerprints for National Criminal History Record Check through the Nebraska State Patrol and the Federal Bureau of Investigation ***signed by each person whose fingerprints are included with the application***. Person being fingerprinted is also requested to review the NRPAB Privacy Act Statement prior to being fingerprinted. Additional copies of each document may be found by clicking the "AMC Registration" link on the home page of the Board's website at https://appraiser.ne.gov/.

☐ $350.00 non-refundable application fee.

☐ Proof of a valid Surety Bond for $25,000.00 naming applicant as the "Principal" and the Nebraska Real Property Appraiser Board as the "Obligee." The Surety Bond shall clearly indicate that: 1) the bonding company is aware of, and will comply with, all provisions of Neb. Rev. Stat. § 76-3203 (2); 2) the Surety Bond shall be in favor of the state for the benefit of any person who is damaged by any violation of the Nebraska Appraisal Management Company Registration Act, and in favor of any person damaged by such a violation; 3) the Surety Bond shall be maintained until one year after the date on which the appraisal management company ceases operation in this state regardless of, if or when, termination of the Surety Bond occurs; 4) and, the aggregate liability of the Surety Bond to all persons damaged by a violation of the Nebraska Appraisal Management Company Registration Act by an appraisal management company shall not exceed the amount of the Surety Bond.

DIRECTIONS

1. Complete entire application. If required information is not provided, application will be considered invalid and may be returned to you.

2. Along with the application, the following must also be included:
   a. Check or money order for non-refundable $350.00 application fee
   b. Two sets of fingerprint cards for each owner/entity owning ***more than 10%*** of the applicant. This includes trustees of trusts owning more than 10% of the applicant and individuals owning shares in a corporation or corporations where said shares amount to owning more than 10% of the applicant. **The Nebraska State Patrol will not process cards if the information at the top of the cards is not completed or if the cards are more than one (1) year old. The cards must be signed by the person being fingerprinted and also by the official taking the fingerprints. Once signed by the person being fingerprinted, the fingerprint card becomes a legal document. Please review the information included on the fingerprint cards very carefully during the fingerprint appointment, as this is the final chance the person being fingerprinted will have to ensure all information is correct prior signing and certifying the information contained on these legal documents. If the date, signatures, or any identifying information is missing, the Nebraska State Patrol will not process the cards and they will be returned to you.**
   c. Authorization to Use Fingerprints for National Criminal History Record Check through the Nebraska State Patrol and the Federal Bureau of Investigation signed by each person whose fingerprints are included with the application. Person being fingerprinted is also requested to review the NRPAB Privacy Act Statement prior to being fingerprinted. Additional copies of each document may be found by clicking the "AMC Registration" link on the home page of the Board's website at https://appraiser.ne.gov/.
   d. Proof of a valid Surety Bond for $25,000.00 naming applicant as the "Principal" and the Nebraska Real Property Appraiser Board as the "Obligee"

3. Mail application, fee(s), and supporting documentation to: NEBRASKA REAL PROPERTY APPRAISER BOARD, PO BOX 94963, LINCOLN, NE 68509-4963 (street address for FedEx and UPS: 301 CENTENNIAL MALL SOUTH, FIRST FLOOR; LINCOLN NE 68508).

4. Questions or concerns may be directed to NRPAB staff at 402-471-9015 or nrpab.amc@nebraska.gov

ADDITIONAL INFORMATION

- Within sixty (60) days of approval by the Board, an applicant shall pay a non-refundable initial registration fee of $2000.00 and the ASC AMC Registry fee due, if any, before the applicant is authorized to conduct business as an appraisal management company in the State of Nebraska. The period used to calculate the ASC AMC registry fee due will be the year ending on the day 90 days before the date of approval of the application. With the ASC AMC Registry fee, if any, the AMC must also provide a list of the AMC appraisers who have performed an appraisal for the appraisal management company in connection with a covered transaction in Nebraska during the reporting year, if any. The list is to include: (1) First and last name, (2) Credential number, (3) Number of appraisals performed (during the reporting year), (4) Earliest appraisal submission date (during the reporting year), and (5) Latest appraisal submission date (during the reporting year).

- All appraisal management company registrations are in effect for twelve (12) months from the date of issuance, unless revoked, suspended, or canceled prior to such date.

- Per Neb. Rev. Stat. § 76-3203 (6), all appraisal management company renewal applications shall be furnished to the Board no later than sixty (60) days prior to the date of expiration of the registration. With the application for renewal and the ASC AMC Registry fee, the appraisal management company must also provide a list of the AMC appraisers who have performed an appraisal for the appraisal management company in connection with a covered transaction in Nebraska during the reporting year, including: (1) First and last name, (2) Credential number, (3) Number of appraisals performed (during the reporting year), (4) Earliest appraisal submission date (during the reporting year), and (5) Latest appraisal submission date (during the reporting year).

- Any appraisal management company who fails to submit a properly completed renewal application by the deadline specified in Neb. Rev. Stat. § 76-3203 (6), but who submits an application within six months of expiration of the registration, may receive a renewal registration by submitting the completed application, along with all of the required documentation, the renewal and ASC AMC Registry fees, and a $25.00 late processing fee for each month or portion of a month the renewal application is postmarked after sixty (60) days prior to registration expiration. The appraisal management company will be considered inactive from the expiration date until the renewal application has been fully processed, including receipt and review by the Board of any pending background check results.

- Any appraisal management company who fails to submit a properly completed renewal application within six months of expiration of the registration shall not be eligible for renewal and must submit an application for a new registration.

- AMC appraiser means a person who holds a valid credential or equivalent to appraise real estate and real property under the laws of this state or another jurisdiction, and holds the status of active on the ASC Appraiser Registry in one or more jurisdictions.

- Pursuant to subdivision (6)(c) of section 76-3202, an appraiser panel shall include each AMC appraiser as of the earliest date on which such person was accepted by the appraisal management company:

  (a) For consideration for future assignments in covered transactions or for secondary mortgage market participants in connection with covered transactions; or
  (b) For engagement to perform one or more appraisals on behalf of a creditor for a covered transaction or for a secondary mortgage market participant in connection with covered transactions.

- The Surety Bond shall be maintained until one year after the date that the appraisal management company ceases operation in this state regardless of, if or when, termination of the Surety Bond occurs. The date that an appraisal management company ceases operation in this state is the earliest of the date on which the Nebraska Real Property Appraisal Board accepts written surrender of the registration, or the date on which the registration expires, is canceled, or is revoked.

NRPAB
Nebraska Real Property Appraiser Board
301 Centennial Mall South, First Floor
PO Box 94963
Lincoln, NE 68509-4963
https://appraiser.ne.gov/
402-471-9015

Check Number:
Receipt Number:
For Board Use Only

APPLICATION FOR RENEWAL OF NEBRASKA APPRAISAL MANAGEMENT COMPANY REGISTRATION

RENEWAL INFORMATION

RENEWAL FEES DUE: $1,500.00 RENEWAL FEE PLUS ASC AMC REGISTRY FEE

Nebraska Real Property Appraiser Board Registration Number: _____

Date of Application: _____

Legal Name: _____

Employer Identification Number (EIN): _____

Initial Date of Registration in Nebraska: _____

AMC Type:

☐ AMC oversees a panel of 16 or more AMC appraisers in Nebraska within a given year that have been recruited, selected and retained to perform appraisals in connection with a covered transaction.

☐ AMC oversees a panel of 25 or more AMC appraisers in two or more States within a given year that have been recruited, selected and retained to perform appraisals in connection with a covered transaction.

Federally Regulated*: ☐ YES ☐ NO

*Federally regulated appraisal management company means an appraisal management company that is: (a) Owned and controlled by an insured depository institution as defined in 12 U.S.C. 1813, as such section existed on January 1, 2018; and (b) Regulated by the Office of the Comptroller of the Currency, the Board of Governors of the Federal Reserve System, the Federal Deposit Insurance Corporation, or the successor of any such agencies.

Business Address: _____ (PO Box or Street Number) _____ (City) _____ (State) _____ (Zip Code + 4)

_____ (Email Address) _____ (Area Code + Phone Number)

STATE OF DOMICILE

If corporation is not domiciled in Nebraska, a designated agent for service within Nebraska must be named. If state of domicile is Nebraska, the following section may be left blank.

State of domicile: _____

Name of designated agent in Nebraska for service of process: _____

Address: _____ (PO Box or Street Number) _____ (City) _____ (State) _____ (Zip Code + 4)

_____ (Email Address) _____ (Area Code + Phone Number)

TRADE NAME

If the applicant will be doing business in Nebraska under any other name(s), then all such names must be stated, with address and telephone number. *(Use a separate sheet if necessary)*

Other Name: _____

Business Address: _____ (PO Box or Street Number) _____ (City) _____ (State) _____ (Zip Code + 4)

_____ (Email Address) _____ (Area Code + Phone Number)

OWNERSHIP

All persons/entities owning more than *10%* of the applicant must be listed. *(Use a separate sheet if necessary)*

If the applicant is owned by a corporation or corporations, does any individual own shares in a parent corporation or corporations where said shares amount to owning more than 10% of the applicant?

☐ YES ☐ NO If the answer is yes, provide shareholder names and contact information on a separate sheet.

If more than 10% of the applicant is held in trust, directly or by virtue of holding shares in a parent corporation or corporations, provide trustee name(s) and contact information on a separate sheet.

Entity or Person Name: _____ (Entity or Last, First, Middle) Percentage Owned: _____

Address: _____ (PO Box or Street Number) _____ (City) _____ (State) _____ (Zip Code + 4)

_____ (Email Address) _____ (Area Code + Phone Number)

Entity or Person Name: _____ (Entity or Last, First, Middle) Percentage Owned: _____

Address: _____ (PO Box or Street Number) _____ (City) _____ (State) _____ (Zip Code + 4)

_____ (Email Address) _____ (Area Code + Phone Number)

Entity or Person Name: _____ (Entity or Last, First, Middle) Percentage Owned: _____

Address: _____ (PO Box or Street Number) _____ (City) _____ (State) _____ (Zip Code + 4)

_____ (Email Address) _____ (Area Code + Phone Number)

CONTACT PERSON

Contact person to serve as main contact for all communication with the Nebraska Real Property Appraiser Board.

Name: _____ (Last) _____ (First) _____ (Middle)

Address: _____ (PO Box or Street Number) _____ (City) _____ (State) _____ (Zip Code + 4)

_____ (Email Address) _____ (Area Code + Phone Number)

DISCIPLINARY QUESTIONS

1. Has the applicant's application for registration/license/certification, or the right to renew or reinstate, been denied by any regulatory agency in Nebraska or any other jurisdiction in the past 18 months?

   ☐ YES ☐ NO

   If your answer to No. 1 above is yes, provide a brief statement of all significant details on a separate sheet, including the jurisdiction in which the application was denied, the date of denial, reason for denial, the circumstances surrounding the matter, and the names of any persons involved.

2. Has disciplinary action been taken against the applicant by any regulatory agency in Nebraska or any other jurisdiction, or has the applicant's registration/licensure/certification been surrendered or allowed to lapse due to any action pending or threatened within the past 18 months? **Please note that you are required to disclose any action, even if it has been previously disclosed to this agency. Failure to disclose this may result in a delay in processing of your application for renewal.**

   ☐ YES ☐ NO

   If your answer to No. 2 above is yes, provide a brief statement of all significant details on a separate sheet, including the jurisdiction in which the disciplinary action was taken or was pending, the date of the action, reason for disciplinary or pending action, circumstances surrounding the matter, and the names of any persons involved.

3. Is the applicant currently under investigation by any regulatory agency in Nebraska or any other jurisdiction?

   ☐ YES ☐ NO

   If the answer to No. 3 above is yes, provide a brief statement of all significant details on a separate sheet, including the jurisdiction in which the applicant is under investigation, the circumstances surrounding the matter, and the names of any persons involved.

4. Has the applicant had a final civil or criminal judgment entered against it for fraud, dishonesty, breach of trust, or misrepresentation involving real estate, financial services, or appraisal management services within the eighteen-month period immediately preceding the date of application?

   ☐ YES ☐ NO

   If your answer to No. 4 above is yes, provide a brief statement of all significant details on a separate sheet, including the nature of the suit, location, date filed, court of jurisdiction, and the names of any persons involved.

5. Is the applicant in whole or in part, directly or indirectly, owned by any person who has had a real property appraiser credential or equivalent refused, denied, canceled, or revoked or who has surrendered a real property appraiser credential or equivalent in lieu of revocation in any jurisdiction?

   ☐ YES ☐ NO

   If your answer to No. 5 above is yes, provide a brief statement of all significant details on a separate sheet, including the nature of the matter, jurisdiction, date(s), and the names of such persons. Include copies of all final orders or consent agreements.

6. Has any person who owns more than 10% of the appraisal management company ever been convicted of, or entered a plea of nolo contendere to, a felony related to real property appraisal practice or any crime involving fraud, misrepresentation, or moral turpitude?

   ☐ YES ☐ NO

   If your answer to No. 6 above is yes, provide a brief statement of all significant details on a separate sheet, including the nature of the matter, date filed, court of jurisdiction, and names of any persons involved.

ASC AMC REGISTRY FEE AND REPORTING YEAR

Annual ASC AMC Registry Fee based on year ending 90 days before expiration of current registration:

Beginning Date of Reporting Year: _____ Ending Date of Reporting Year: _____

Number of AMC appraisers who have performed an appraisal for the AMC in connection with a covered transaction in Nebraska during the reporting year _____ X $25.00 = $ _____ ASC AMC Registry Fee due with application

(Covered transaction means any consumer credit transaction secured by the consumer's principal dwelling.)

ASC AMC Registry Fee	$	
Nebraska Registration Renewal Fee	+	1500.00
$25.00 late processing fee for each month or portion of a month the renewal application is postmarked after 60 days prior to registration expiration.	+	
Total Fees Due with Renewal Application	$	

With the application for renewal and the ASC AMC Registry fee, the AMC must also provide a list of the AMC appraisers who have performed an appraisal for the AMC in connection with a covered transaction in Nebraska during the reporting year, including:

(1) First and last name,
(2) Credential number,
(3) Number of appraisals performed (during the reporting year),
(4) Earliest appraisal submission date (during the reporting year), and
(5) Latest appraisal submission date (during the reporting year).

APPLICATION CHECKLIST

Include the following items with your completed application:

☐ Completed application.

☐ List of the AMC appraisers who have performed an appraisal for the AMC in connection with a covered transaction in Nebraska during the reporting year.

☐ Two copies of legible, ink-rolled fingerprint cards for each new owner/entity owning ***more than 10%*** of the applicant who has not previously had a Criminal History Record Check Completed by the Board through the Nebraska State Patrol and the Federal Bureau of Investigation for the purpose of AMC ownership. This includes trustees of trusts owning more than 10% of the applicant and individuals owning shares in a corporation or corporations where said shares amount to owning more than 10% of the applicant.

☐ Authorization to Use Fingerprints for National Criminal History Record Check through the Nebraska State Patrol and the Federal Bureau of Investigation ***signed by each person whose fingerprints are included with the application***. Person being fingerprinted is also requested to review the NRPAB Privacy Act Statement prior to being fingerprinted. Additional copies of each document may be found by clicking the "AMC Registration" link on the home page of the Board's website at https://appraiser.ne.gov/.

☐ $1,500.00 non-refundable renewal fee, ASC AMC Registry fee, and any required late processing fee.

☐ Proof of a valid Surety Bond for $25,000 naming applicant as the "Principal" and the Nebraska Real Property Appraiser Board as the "Obligee." The Surety Bond shall clearly indicate that: 1) the bonding company is aware of, and will comply with, all provisions of Neb. Rev. Stat. § 76-3203 (2); 2) the Surety Bond shall be in favor of the state for the benefit of any person who is damaged by any violation of the Nebraska Appraisal Management Company Registration Act, and in favor of any person damaged by such a violation; 3) the Surety Bond shall be maintained until one year after the date on which the appraisal management company ceases operation in this state regardless of, if or when, termination of the Surety Bond occurs; 4) and, the aggregate liability of the Surety Bond to all persons damaged by a violation of the Nebraska Appraisal Management Company Registration Act by an appraisal management company shall not exceed the amount of the Surety Bond.

AFFIDAVIT OF APPLICANT

The following statements are made for the purpose of procuring registration as an appraisal management company in the State of Nebraska. Applicant hereby consents that the statements may be used as evidence by the Real Property Appraiser Board of the State of Nebraska, or in any court in Nebraska where a violation of the Appraisal Management Registration Act is claimed, and that the application, representations, and statements made herein to procure such registration may at any time be used in evidence.

Applicant has read and will comply with the Appraisal Management Company Registration Act of Nebraska and the rules established by the Real Property Appraiser Board in accordance with the Act.

Applicant expressly agrees that the Nebraska Real Property Appraiser Board reserves the right to go outside this application for information as to the accuracy of the statements in this application.

Applicant certifies that the statements made in this application and all attachments are true and correct to the best of Applicant's knowledge and belief, and that Applicant has not suppressed any information that might have a bearing on this application.

Applicant understands all information related to an appraisal management company's registration shall be reported to the Appraisal Subcommittee as required by Title XI of the Financial Institutions Reform, Recovery, and Enforcement Act of 1989, the AMC Rule, and any policy or rule established by the Appraisal Subcommittee.

Applicant agrees to comply with the Appraisal Management Company Registration Act of Nebraska and the rules established by the Nebraska Real Property Appraiser Board in accordance with the Act, and specifically:

- Only AMC appraisers considered to be in good standing in all jurisdictions in which an active credential is held shall be included on appraisal management company's appraiser panel.

- Any AMC appraiser included on appraisal management company's appraiser panel engaged in real property appraisal practice as a result of an assignment provided by applicant shall be free from inappropriate influence and coercion as required by the appraisal independence standards established under section 129E of the federal Truth in Lending Act, including the requirements for payment of a reasonable and customary fee to AMC appraisers when applicant is engaged in providing appraisal management services.

- Appraisal management company shall select an AMC appraiser from its appraiser panel for an assignment who is independent of the transaction and who has the requisite education, expertise, and experience necessary to competently complete the assignment for the particular market and property type.

- Appraisal management company shall not prohibit an AMC appraiser from including within the body of a report that is submitted by the AMC appraiser to the applicant or its assignee the fee agreed upon between the applicant and the AMC appraiser at the time of engagement for the performance of the appraisal.

- Appraisal management company shall not directly or indirectly engage in or attempt to engage in business as an appraisal management company or advertise or hold itself out as engaging in or conducting business as an appraisal management company in this state under any legal name or trade name not included in the application for issuance of a registration, or renewal of a registration, as approved by the board.

- Appraisal management company shall not require an AMC appraiser to indemnify an appraisal management company or hold an appraisal management company harmless for any liability, damage, losses, or claims arising out of the appraisal management services provided by the appraisal management company.

- Any employee of or independent contractor to appraisal management company, including any AMC appraiser included on appraisal management company's appraiser panel engaged in real property appraisal practice, shall comply with the Real Property Appraiser Act, including the Uniform Standards of Professional Appraisal Practice.

- Appraisal management company shall maintain a detailed record of appraisal management services provided under its registration, and upon request shall submit to the board all books, records, reports, documents, and other information as deemed appropriate by the board to administer and enforce the Nebraska Appraisal Management Company Registration Act. Record retention requirements are for a period of five years after appraisal management services are completed or two years after final disposition of a judicial proceeding related to the appraisal management services, whichever period expires later.

- Appraisal management company shall not alter, modify, or otherwise change a completed report submitted by an AMC appraiser without his or her written consent.

- Appraisal management company shall disclose the registration number provided to it by the board on the engagement documents presented to the AMC appraiser.

- Appraisal management company, except in cases of noncompliance with the conditions of the engagement, shall make payment of fees to an AMC appraiser engaged by the appraisal management company to perform one or more appraisals on behalf of a creditor for a covered transaction or for a secondary mortgage market participant in connection with covered transactions within sixty days after the date on which the AMC appraiser transmits or otherwise provides the report to the appraisal management company or its assignee.

- Appraisal management company that has a reasonable basis to believe that an appraiser has failed to comply with applicable laws or the Uniform Standards of Professional Appraisal Practice shall refer the matter to the board if the failure to comply is material.

- Appraisal management company shall remove any AMC appraiser from its appraiser panel within thirty (30) days after receiving notice that the AMC appraiser:
    - Is no longer considered to be in good standing in one or more jurisdictions in which he or she holds an active credential or equivalent;
    - The AMC appraiser's credential or equivalent has been refused, denied, canceled, or revoked; or
    - The AMC appraiser has surrendered his or her credential or equivalent in lieu of revocation.

- Any AMC appraiser included on an appraisal management company's appraiser panel pursuant to N.R.S. § 76-3203.01 (3) shall remain on such appraiser panel until the date on which the appraisal management company:
    - Sends written notice to the AMC appraiser removing him or her from the appraiser panel. Such written notice shall include an explanation of the action taken by the appraisal management company;
    - Receives written notice from the AMC appraiser requesting that he or she be removed from the appraiser panel. Such written notice shall include an explanation of the action requested by the AMC appraiser; or
    - Receives written notice on behalf of the AMC appraiser of the death or incapacity of the AMC appraiser. Such written notice shall include an explanation on behalf of the AMC appraiser.

- Applicant hereby attests that Applicant has included all required materials and completed the submitted application in its entirety. Applicant understands that, should this application be found to be incomplete, it will be considered invalid and may be returned.

Signature of Contact Person: _____ Date: _____

State of _____)
) ss.
County of _____)

The foregoing instrument was acknowledged before me this _____ day of _____ 20 _____

by _____
Print Name of Contact Person

(Notary Seal Here)

_____
Notary Public

NRPAB
Nebraska Real Property Appraiser Board

AUTHORIZATION TO USE FINGERPRINTS FOR NATIONAL CRIMINAL HISTORY RECORD CHECK THROUGH THE NEBRASKA STATE PATROL AND THE FEDERAL BUREAU OF INVESTIGATION

I acknowledge and consent to the following:

1. The Nebraska Real Property Appraiser Board requires fingerprint submissions for a National Criminal History Record Check through the State Patrol and the Federal Bureau of Investigation:

   a. as authorized in Nebraska Real Property Appraiser Act (Neb. Rev. Stat. §§ 76-2201 through 76-2250), as a part of my application for issuance of, or renewal of, a credential as a real property appraiser, or

   b. as authorized in the Nebraska Appraisal Management Company Registration Act (Neb. Rev. Stat. §§ 76-3201 through 76-3220), as a part of the application for issuance of, or renewal of, a registration as an appraisal management company.

2. The Nebraska Real Property Appraiser Board reserves the right to go outside this Criminal History Record Check for information as to the accuracy of the statements made in my application, or for further clarification regarding the results of the Criminal History Record Check. Such information may include, but is not limited to, records of arrests for criminal offenses, the circumstances involved in any such arrests, the suspension or revocation of any license authorizing me to engage in any profession or occupation, or the rejection of my application for such license, and the reason for such suspension, revocation, or rejection.

3. The Nebraska Real Property Appraiser Board may contact any agency of federal, state, or local government, consumer reporting agency, present or former employer, or any other individual, partnership, corporation, or association, in this or any other state, to furnish to the Nebraska Real Property Appraiser Board any information requested by the Nebraska Real Property Appraiser Board pertaining to my application.

4. I acknowledge that the Criminal History Record Information is retained by the Board for two years after the date on which an application is withdrawn, denied, or approved. If the Nebraska Real Property Appraiser Board finds cause to deny my application based upon the results of my Criminal History Record Information, I may request a copy of my Criminal History Record Information received by the Nebraska Real Property Appraiser Board in accordance with the procedures found in Title 298 of the Nebraska Administrative Code.

5. I acknowledge that the procedures for obtaining information, a change, correction, or updating of an FBI identification record are set forth in Title 28, C.F.R., §16.34.

I EXPRESSLY AUTHORIZE AND CONSENT that my fingerprint submissions pertaining to my application be submitted by the Nebraska Real Property Appraiser Board to the Nebraska State Patrol for National Criminal History Record Check through the State Patrol and the Federal Bureau of Investigation, and I HEREBY ACKNOWLEDGE RECEIPT of the Privacy Act Statement.

_____

Printed name of person whose fingerprints are being submitted

_____ _____

Signature of person whose fingerprints are being submitted Date

PRIVACY ACT STATEMENT

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

Rev. 03/30/2018

NONCRIMINAL JUSTICE APPLICANT'S PRIVACY RIGHTS

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for employment or a license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below. All notices must be provided to you in writing.[1] These obligations are pursuant to the Privacy Act of 1974, Title 5, United States Code (U.S.C.) Section 552a, and Title 28 Code of Federal Regulations (CFR), 50.12, among other authorities.

- You must be provided an adequate written FBI Privacy Act Statement (dated 2013 or later) when you submit your fingerprints and associated personal information. This Privacy Act Statement must explain the authority for collecting your fingerprints and associated information and whether your fingerprints and associated information will be searched, shared, or retained.[2]
- You must be advised in writing of the procedures for obtaining a change, correction, or update of your FBI criminal history record as set forth at 28 CFR 16.34.
- You must be provided the opportunity to complete or challenge the accuracy of the information in your FBI criminal history record (if you have such a record).
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the employment, license, or other benefit based on information in the FBI criminal history record.
- If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at https://www.fbi.gov/services/cjis/identity-history-summary-checks and https://www.edo.cjis.gov.
- If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI by submitting a request via https://www.edo.cjis.gov. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)
- You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.[3]

[1] Written notification includes electronic notification, but excludes oral notification.

[2] https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement

[3] See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 34 U.S.C. § 40316 (formerly cited as 42 U.S.C. § 14616), Article IV(c); 28 CFR20.21(c), 2033(d) and 906.2(d).

Updated 11/6/2019

DIRECTIONS

1. Complete entire application. If required information is not provided, application will be considered invalid and be returned.
2. Along with the application, the following documentation must also be included:
   a. Check or money order for non-refundable, $1,500.00 renewal fee, ASC AMC Registry fee, and any required late processing fee
   b. With the application for renewal and the ASC AMC Registry fee, the AMC must also provide a list of the AMC appraisers who have performed an appraisal for the appraisal management company in connection with a covered transaction in Nebraska during the reporting year, including: (1) First and last name, (2) Credential number, (3) Number of appraisals performed (during the reporting year), (4) Earliest appraisal submission date (during the reporting year), and (5) Latest appraisal submission date (during the reporting year).
   c. Two sets of fingerprint cards for each new owner/entity owning ***more than 10%*** of the applicant who has not previously had a Criminal History Record Check Completed by the Board through the Nebraska State Patrol and the Federal Bureau of Investigation for the purpose of appraisal management company ownership. This includes trustees of trusts owning more than 10% of the applicant and individuals owning shares in a corporation or corporations where said shares amount to owning more than 10% of the applicant. **The Nebraska State Patrol will not process cards if the information at the top of the cards is not completed or if the cards are more than one (1) year old. The cards must be signed by the person being fingerprinted and also by the official taking the fingerprints. Once signed by the person being fingerprinted, the fingerprint card becomes a legal document. Please review the information included on the fingerprint cards very carefully during the fingerprint appointment, as this is the final chance the person being fingerprinted will have to ensure all information is correct prior signing and certifying the information contained on these legal documents. If the date, signatures, or any identifying information is missing, the Nebraska State Patrol will not process the cards and they will be returned to you.**
   d. Authorization to Use Fingerprints for National Criminal History Record Check through the Nebraska State Patrol and the Federal Bureau of Investigation signed by each person whose fingerprints are included with the application. Person being fingerprinted is also requested to review the NRPAB Privacy Act Statement prior to being fingerprinted. Additional copies of each document may be found by clicking the "AMC Registration" link on the home page of the Board's website at https://appraiser.ne.gov/.
   e. Proof of a valid Surety Bond for $25,000 naming applicant as the "Principal" and the Nebraska Real Property Appraiser Board as the "Obligee."
3. Mail application, fee(s), and supporting documentation to: NEBRASKA REAL PROPERTY APPRAISER BOARD, PO BOX 94963, LINCOLN, NE 68509-4963 (street address for FedEx and UPS: 301 CENTENNIAL MALL SOUTH, FIRST FLOOR; LINCOLN NE 68508).

4. Questions or concerns may be directed to NRPAB staff at 402-471-9015 or nrpab.amc@nebraska.gov.

ADDITIONAL INFORMATION

- All Appraisal Management Company registrations are in effect for twelve months from the date of issuance, unless revoked, suspended, or canceled prior to such date.
- Per Neb. Rev. Stat. § 76-3203 (6), all Appraisal Management Company renewal applications shall be furnished to the Board no later than sixty (60) days prior to the date of expiration of the registration.
- With the application for renewal and the ASC AMC Registry Fee, the AMC must also provide a list of the AMC appraisers who have performed an appraisal for the AMC in connection with a covered transaction in Nebraska during the reporting year, including: (1) First and last name, (2) Credential number, (3) Number of appraisals performed (during the reporting year), (4) Earliest appraisal submission date (during the reporting year), and (5) Latest appraisal submission date (during the reporting year).
- Any Appraisal Management Company who fails to submit a properly completed renewal application by the deadline specified in Neb. Rev. Stat. § 76-3203 (6), but who submits an application within six months of expiration of the registration, may receive a renewal registration by submitting the completed application, along with all of the required documentation, the renewal and ASC AMC Registry fees, and a $25.00 late processing fee for each month or portion of a month the renewal application is postmarked after 60 days prior to registration expiration. The Appraisal Management Company will be considered inactive from the expiration date until the renewal application has been fully processed, including receipt and review by the Board of any pending background check results.
- Any Appraisal Management Company who fails to submit a properly completed renewal application within six months of expiration of the registration shall not be eligible for renewal and must submit an application for a new registration.
- AMC appraiser means a person who holds a valid credential or equivalent to appraise real estate and real property under the laws of this state or another jurisdiction, and holds the status of active on the ASC Appraiser Registry in one or more jurisdictions.
- Pursuant to subdivision (6)(c) of section 76-3202, an appraiser panel shall include each AMC appraiser as of the earliest date on which such person was accepted by the appraisal management company:

  (a) For consideration for future assignments in covered transactions or for secondary mortgage market participants in connection with covered transactions; or

  (b) For engagement to perform one or more appraisals on behalf of a creditor for a covered transaction or for a secondary mortgage market participant in connection with covered transactions.
- The Surety Bond shall be maintained until one year after the date that the Appraisal Management Company ceases operation in this state regardless of, if or when, termination of the Surety Bond occurs. The date that an Appraisal Management Company ceases operation in this state is the earliest of the date on which the Nebraska Real Property Appraisal Board accepts written surrender of the registration, or the date on which the registration expires, is canceled, or is revoked.

NRPAB
Nebraska Real Property Appraiser Board
301 Centennial Mall South, First Floor
PO Box 94963
Lincoln, NE 68509-4963
https://appraiser.ne.gov/
402-471-9015

Check Number:
Receipt Number:
For Board Use Only

FEDERALLY REGULATED APPRAISAL MANAGEMENT COMPANY NEBRASKA REPORTING FORM

PROCESSING AND ASC AMC REGISTRY FEES

PROCESSING FEE DUE WITH REPORTING FORM: $350.00

ASC AMC REGISTRY FEE DUE: $25.00 X number of AMC appraisers reported

APPRAISAL MANAGEMENT COMPANY INFORMATION

Date of Reporting Form: _____

Nebraska Federally Regulated AMC Identification Number (if this is not the AMC's first report): _____

Employer Identification Number (EIN): _____

Legal Name: _____

AMC Type:

☐ AMC oversees a panel of 16 or more AMC appraisers in Nebraska within a given year that have been recruited, selected and retained to perform appraisals in connection with a covered transaction.

☐ AMC oversees a panel of 25 or more AMC appraisers in two or more States within a given year that have been recruited, selected and retained to perform appraisals in connection with a covered transaction.

Business Address: _____ (PO Box or Street Number) _____ (City) _____ (State) _____ (Zip Code + 4)

_____ (Email Address) _____ (Area Code + Phone Number)

State of Domicile: _____

TRADE NAME

If the reporting entity will be doing business in Nebraska under any other name(s), then all such names must be stated, with address and telephone number. *(Use a separate sheet if necessary)*

Other name: _____

Business Address: _____ (PO Box or Street Number) _____ (City) _____ (State) _____ (Zip Code + 4)

_____ (Email Address) _____ (Area Code + Phone Number)

CONTACT PERSON

Contact person to serve as main contact for all communication with the Nebraska Real Property Appraiser Board.

Name: _____ (Last) _____ (First) _____ (Middle)

Address: _____ (PO Box or Street Number) _____ (City) _____ (State) _____ (Zip Code + 4)

_____ (Email Address) _____ (Area Code + Phone Number)

REPORTING YEAR AND ASC AMC REGISTRY FEE

Annual ASC AMC Registry Fee Based On Reporting Year:

Beginning Date of Reporting Year: _____ Ending Date of Reporting Year: _____

Number of AMC appraisers who have performed an appraisal for the AMC in connection with a covered transaction in Nebraska during the reporting year _____ X $25.00 = $ _____ ASC AMC Registry Fee due with reporting form

(Covered transaction means any consumer credit transaction secured by the consumer's principal dwelling.)

ASC AMC Registry Fee $ _____

Nebraska Processing Fee + 350.00

Total Fees Due with Reporting Form $ _____

CERTIFICATION

I certify that the statements made in this reporting form and all attachments are true and correct to the best of my knowledge and belief, and that I have not suppressed any pertinent information.

Signature of Contact Person: _____ Date: _____

NOTES

- Federally regulated appraisal management company means an appraisal management company that is: (a) Owned and controlled by an insured depository institution as defined in 12 U.S.C. 1813, as such section existed on January 1, 2018; and (b) Regulated by the Office of the Comptroller of the Currency, the Board of Governors of the Federal Reserve System, the Federal Deposit Insurance Corporation, or the successor of any such agencies.
- AMC appraiser means a person who holds a valid credential or equivalent to appraise real estate and real property under the laws of this state or another jurisdiction, and holds the status of active on the ASC Appraiser Registry in one or more jurisdictions.

DIRECTIONS

1. Complete entire reporting form. If required information is not provided, reporting form will be considered incomplete and may be returned to you.

2. Include check or money order for non-refundable $350.00 processing fee and calculated ASC AMC Registry fee based on number of AMC appraisers reported x $25.00.

3. Mail reporting form and fees to: NEBRASKA REAL PROPERTY APPRAISER BOARD, PO BOX 94963, LINCOLN, NE 68509-4963 (street address for FedEx and UPS: 301 CENTENNIAL MALL SOUTH, FIRST FLOOR; LINCOLN NE 68508).

4. Questions or concerns may be directed to NRPAB staff at 402-471-9015 or nrpab.amc@nebraska.gov

NRPAB
Nebraska Real Property Appraiser Board

301 Centennial Mall South, First Floor
PO Box 94963
Lincoln, NE 68509-4963
https://appraiser.ne.gov/
402-471-9015

Board Number: _____
Date Received:

For Board Use Only

APPLICATION FOR APPROVAL AS A QUALIFYING EDUCATION ACTIVITY IN NEBRASKA

This application is to be used by an education provider applying for approval of a qualifying education activity or resubmission of an approved qualifying education activity. A separate application form must be filed for each qualifying education activity submitted for approval. Applicants should carefully read Chapter 6 of Title 298 of the Nebraska Administrative Code before completing the information below. Any application deemed to be incomplete may be returned.

Education Provider Information

Education Provider Name: _____

Contact Person Name: _____ (Last) _____ (First) _____ (Middle)

Address: _____ (PO Box or Street Number) _____ (City) _____ (State) _____ (Zip Code + 4)

_____ (Email Address) _____ (Area Code + Phone Number)

Qualifying Education Activity Information

Per the Real Property Appraiser Qualifications Criteria effective on January 1, 2022, synchronous educational offering means, the instructor and students interact simultaneously online, similar to a phone call, video chat or live webinar, or web-based meeting; asynchronous educational offering means the instructor and students' interaction is non-simultaneous, and the student progresses at their own pace and follows a structured content and quiz/exam schedule.

Activity Title: _____

Activity Length (Hours): _____

Except for semester hours received from an accredited college or university, fifty minutes engaged in instruction equals one hour for all activities. The prescribed number of activity hours includes time for examinations. Each qualifying education activity shall be at least 15 hours in length, not to exceed eight hours per day. At least a one-half hour break shall be given to attendee(s) by no later than the end of four hours of class in any day. Except for qualifying education included as curriculum in a degree program of an accredited college or university that has had all or part of its curriculum approved by the Appraiser Qualifications Board of The Appraisal Foundation, one semester credit hour received from an accredited college or university equals fifteen classroom hours of instruction.

Activity Setting: ☐ Classroom ☐ Synchronous ☐ Asynchronous ☐ Hybrid

The activity is being submitted for approval as: ☐ Core Curriculum Course ☐ Subject Matter Elective

AQB CAP/ Degree in Real Estate Approved Education Activity: ☐ Yes ☐ No

This submission is a: ☐ New Qualifying Education Activity ☐ Resubmission of an Approved Qualifying Education Activity

Qualifying Education Activity Secondary Provider: ☐ Yes ☐ No

Resubmission Information

If *New Qualifying Education Activity* is selected under QUALIFYING EDUCATION ACTIVITY INFORMATION, proceed to APPLICATION CHECKLIST.

If *Resubmission of an Approved Qualifying Education Activity* is selected under QUALIFYING EDCUATION ACTIVITY INFORMATION, the reason for resubmission is:

☐ There is a change in the status of approval by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program.

☐ There is a change in the status of the 298 NAC Chapter 6, § 001.15 qualifications under which distance education activity was approved.

☐ There is a substantial change to the materials, presentation, or policies.

☐ There is a change in the qualifications as specified in 298 NAC, Chapter 6 §, 005 for any instructor.

☐ One or more instructors are added or removed by the education provider.

☐ The materials, theories, and/or methodologies are no longer current.

☐ The activity content and/or policies are no longer communicated or as administered as approved.

☐ There is a change to a secondary provider's rights to the activity.

Application Checklist

All materials submitted to the Board related to an Application for Approval as a Qualifying Education Activity in Nebraska are for Board use only and shall be retained by the Board. Except for the completed application, the non-refundable $50.00 application fee, and a written explanation of the reason for resubmission, if *Resubmission of an Approved Qualifying Education Activity* is selected under QUALIFYING EDUCATION ACTIVITY INFORMATION, only the items that have changed since the last submission need to be included.

General

Required for all qualifying education activities.

☐ Completed application.

☐ Non-refundable $50.00 application fee.

☐ A document certifying completion issued to each attendee upon completion of any qualifying education activity. The document includes the name of education provider, signature of education provider and/or instructor, name of activity as approved, location at which activity was conducted or presentation method, date(s) activity was conducted, number of hours, pass or fail statement, and name of attendee, **or** be an official transcript from a university or college that includes the name of activity as approved, the number of credit hours awarded, and the name of the attendee.

AND if *Yes* is selected for Qualifying Education Activity Secondary Provider under QUALIFYING EDUCATION ACTIVITY INFORMATION:

☐ Evidence that the rights to the qualifying education activity have been purchased or lawfully acquired from the education provider that owns the rights to the activity materials.

AND if *Resubmission of an Approved Qualifying Education Activity* is selected under QUALIFYING EDUCATION ACTIVITY INFORMATION:

☐ A written explanation of the reason for resubmission.

AND if *Yes* is selected for AQB CAP/Degree in Real Estate Approved Education Activity under QUALIFYING EDUCATION ACTIVITY INFORMATION and qualifying education activity is included as curriculum in a degree program of an accredited college or university that has had all or part of its curriculum approved by the Appraiser Qualifications Board of The Appraisal Foundation,:

☐ A syllabus.

Non-AQB CAP/Degree in Real Estate Approved Qualifying Education Activities

For an activity not approved by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program for qualifying education, or is not included as curriculum in a degree program of an accredited college or university that has had all or part of its curriculum approved by the Appraiser Qualifications Board of The Appraisal Foundation, submit the following:

- ☐ An activity description that clearly describes the content.
- ☐ A timed outline/activity matrix that accounts for the general flow and recommended time spent on topics contained within the activity and reflects hours of credit per topic.
- ☐ All learning objectives that meet the requirements of 298 NAC Chapter 6, § 002.02A.2d.
- ☐ A record retention policy that requires that a record of attendance for each activity is maintained for a period of at least five years.
- ☐ An instructor policy that requires the use of instructors who meet the requirements of 298 NAC Chapter 6, § 005.
- ☐ An attendance policy that meets the requirements of 298 NAC Chapter 6, § 002.02A.2h.
- ☐ All student and instructor materials that meet the requirements of 298 NAC Chapter 6, § 002.02A.2e.
- ☐ A closed-book final examination proctored in person or remotely by an official approved by the education provider that meets the requirements of 298 Chapter 6, § 002.02A.2f.
  Bio-metric proctoring is acceptable. The examination may be written on paper or administered electronically on a computer workstation or other device. Oral exams are not acceptable.

Distance Education Qualifying Education Activities

If *Asynchronous* or *Hybrid (in which the learning environment includes Asynchronous interaction)* is selected under QUALIFYING EDUCATION ACTIVITY INFORMATION, submit evidence of delivery mechanism approval from one of the following sources:

- ☐ The Appraiser Qualifications Board of The Appraisal Foundation.

OR

- ☐ An organization approved by the Appraiser Qualifications Board of The Appraisal Foundation that provides approval of activity design and delivery (Secondary providers must have approval under own name). IDECC/ARELLO are acceptable.

OR

- ☐ Is conducted by an accredited college, community college, or university that offers distance education programs and is approved or accredited by the Commission on Colleges, a regional or national accreditation association, or by an accrediting agency that is recognized by the U.S. Secretary of Education, that awards academic credit for the distance education courses or that maintains an education delivery program that approves activity design and delivery that incorporate interactivity, **AND**

- ☐ The activity provides interaction in a reciprocal environment where the student has verbal or written communication with the instructor.

Instructor Information

An instructor is an individual who is responsible for ensuring that the activity content is communicated to the activity's audience as presented to the Board for approval, and that the activity contributes to the quality of valuation services provided to the public. An individual who communicates assigned materials or a portion of activity content under the authorization of the education provider, but is not responsible for the activity content, is not an instructor.

If reporting more than two instructors for the activity, submit the form titled, "Supplemental Instructor Information for Education Activity Application" at https://appraiser.ne.gov/Education/

Instructor Name: _____ (Last) _____ (First) _____ (Middle)

_____ (Email Address) _____ (Area Code + Phone Number)

Is the instructor a Nebraska real property appraiser or hold an appraiser license, registration, or certification in any other jurisdiction? ☐ Yes ☐ No

Is the instructor an AQB Certified USPAP Instructor by the Appraiser Qualifications Board of The Appraisal Foundation? *Required if the activity is a 15-Hour National USPAP Course* ☐ Yes ☐ No

An instructor for any continuing education activity must satisfy at least one of the following qualifications: *Select one option only*

- ☐ Hold a bachelor's degree in any field and have at least three years of experience directly related to the subject matter to be taught;
- ☐ Hold a master's degree or higher in any field and have at least one year of experience directly related to the subject matter to be taught;
- ☐ Hold a master's degree or higher in a field that is directly related to the subject matter to be taught;
- ☐ Have five years of real property appraisal practice teaching experience directly related to the subject matter to be taught; or
- ☐ Have seven years of real property appraisal practice experience directly related to the subject matter to be taught.

Instructor Name: _____ (Last) _____ (First) _____ (Middle)

_____ (Email Address) _____ (Area Code + Phone Number)

Is the instructor a Nebraska real property appraiser or hold an appraiser license, registration, or certification in any other jurisdiction? ☐ Yes ☐ No

Is the instructor an AQB Certified USPAP Instructor by the Appraiser Qualifications Board of The Appraisal Foundation? *Required if the activity is a 15-Hour National USPAP Course* ☐ Yes ☐ No

An instructor for any continuing education activity must satisfy at least one of the following qualifications: *Select one option only*

- ☐ Hold a bachelor's degree in any field and have at least three years of experience directly related to the subject matter to be taught;
- ☐ Hold a master's degree or higher in any field and have at least one year of experience directly related to the subject matter to be taught;
- ☐ Hold a master's degree or higher in a field that is directly related to the subject matter to be taught;
- ☐ Have five years of real property appraisal practice teaching experience directly related to the subject matter to be taught; or
- ☐ Have seven years of real property appraisal practice experience directly related to the subject matter to be taught.

General Requirements

1. The Board may at any time conduct an audit of any approved education activity to verify that the activity is being conducted in accordance with the Real Property Appraiser Act and Title 298 as approved. If requested, electronic access will be provided to the Board for any approved online education activity. The electronic access must provide administrative rights that allow for access to the activity, quizzes, and examinations without having to take the distance education activity in sequential order and without having to take quizzes or examinations to proceed with the activity. In addition, at the Board's request, a transcript of the distance education activity must be provided to the Board.
2. The Board may at any time review activity and instructor materials approved by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program to verify that the activity and/or instructor(s) meets the requirements of the Real Property Appraiser Act and Title 298 as approved.
3. Approval of activities does not transfer from one education provider to another, unless one education provider obtains the legal rights to all activities of another education provider. The expiration date of any continuing education activity will remain the same as approved under the previous education provider.
4. Education providers and instructors will comply with the Nebraska Private Postsecondary Career Schools Act, NEB. REV. STAT § 85-1601, et seq. as applicable.
5. Knowingly offering or attempting to offer a qualifying or continuing education activity as being approved to a real property appraiser or an applicant, without first obtaining approval of the activity, except for activities required by an accredited degree-awarding college or university for completion of a degree in real estate, if the college or university had its curriculum approved by the Appraiser Qualifications Board as qualifying education is a violation of Neb. Rev. Stat. §76-2238(21).
6. All core curriculum courses shall be approved as qualifying education by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program, or be included as curriculum in a degree program of an accredited college or university that has had all or part of its curriculum approved by the Appraiser Qualifications Board of The Appraisal Foundation.
7. No activity may rely upon a textbook as the primary instructional material. Textbooks are permitted to be used as a background reference for an activity; however, textbooks will not be reviewed as the activity. All activities must contain sufficient stand-alone instructional material supporting the specific activity learning objectives.
8. Any appraisal subject matter elective qualifying education activity must contribute to an attendee's development of real property appraiser related competency in any one or more of the following subjects:
   (1) Real property appraisal practice,
   (2) Valuation methodology and/or techniques,
   (3) Market fundamentals, characteristics, conditions and analysis,
   (4) Real property concepts, characteristics, and analysis,
   (5) Real property appraiser and client communication,
   (6) Computation, and/or
   (7) Legal considerations.
9. An instructor for any qualifying education activity, continuing education activity, or supervisory real property appraiser and trainee course, must meet qualifications established pursuant to any other applicable law.
10. The standing of an instructor identified on an education provider's application submitted for approval, who holds a credential as a real property appraiser in Nebraska or any other jurisdiction, may be verified through the Appraiser Registry of the Appraisal Subcommittee for the Federal Financial Institutions Examination Council.
11. An instructor for any qualifying education activity, continuing education activity, or supervisory real property appraiser and trainee course, who holds a credential as a real property appraiser in Nebraska or any other jurisdiction shall maintain each credential in good standing in accordance with the laws of the jurisdiction in which each credential is held, not have had a credential revoked, suspended, or have surrendered a credential in lieu of disciplinary action within three years; and not have had disciplinary action taken against his or her credential that may constitute a violation of NEB. REV. STAT. § 76-2238 within three years.
12. Any instructor of the qualifying education fifteen-hour National Uniform Standards of Professional Appraisal Practice Course, the continuing education seven-hour National Uniform Standards of Professional Appraisal Practice Update Course, and/or the supervisory real property appraiser and trainee course, must be an AQB Certified USPAP Instructor by the Appraiser Qualifications Board of The Appraisal Foundation.
13. An instructor for any qualifying education activity, must satisfy the education provider's instructor policy that requires the use of instructors who meet the requirements of the Nebraska Real Property Appraiser Act and 298 NAC Chapter 6, § 005.

I hereby attest that I have included all required materials, complied with all the listed requirements, completed the submitted application in its entirety, and that all statements and materials are true and correct to the best of my knowledge and belief. I understand that, should this application be found to be incomplete, that it may be considered invalid and be returned. Furthermore, I understand that if the Board finds that one or more statements made in this application, or materials submitted with this application, are not true and correct, the Board may deny the application.

Print Name: _____ (Last) _____ (First) _____ (Middle)

_____ (Signature) _____ (Date)

Rescinding Approval

1. The Board may rescind approval of a qualifying education activity if the Board finds:

    1) Falsification of information submitted for activity approval,
    2) A change in approval by Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program,
    3) A change in the status of the 298 NAC Chapter 6, § 001.15 qualifications under which distance education activity was approved,
    4) Substantial errors and/or deficiencies in the materials or presentation,
    5) The materials, theories, and/or methodologies are not current and/or practical,
    6) The activity has not been offered for a period of at least five years from the last date of completion or the approval date if activity has not been offered,
    7) The instructor(s) responsible for the activity content and presentation do not meet the qualifications specified in 298 NAC Chapter 6, § 005,
    8) The activity content and/or policies are not communicated or administered as approved,
    9) A material violation of the Real Property Appraiser Act or Title 298 by the education provider or instructor for the activity, or
    10) There is a change to a secondary provider's rights to the activity.

2. If the Board finds reason to rescind its approval of an activity, the Board will provide written notice to the education provider that includes a description of the reasons for rescinding approval found by the Board. The education provider has 60 days from the date of notice to provide a written response to the Board's notice. If the response is satisfactory to the Board, the Board will not rescind its approval. If the response is not satisfactory to the Board, the Board may rescind approval of the activity. If approval is rescinded, the education provider may file a new application for approval of the qualifying education activity, and if so, meet the requirements in place at the time a new application is submitted to the Board.

Directions

1. Complete entire application. If required information is not provided, application will be considered incomplete and may be returned.
2. Along with the application, all information requested in the APPLICATION CHECKLIST section, as applicable, must be included.
3. Mail application, fee, and supporting documentation to:
   NEBRASKA REAL PROPERTY APPRAISER BOARD
   PO BOX 94963
   LINCOLN NE 68509-4963
4. Questions or concerns may be directed to Board staff at 402-471-9015 or nrpab.education@nebraska.gov.

NRPAB
Nebraska Real Property Appraiser Board

301 Centennial Mall South, First Floor
PO Box 94963
Lincoln, NE 68509-4963
https://appraiser.ne.gov/
402-471-9015

Board Number: _____
Date Received:

For Board Use Only

APPLICATION FOR APPROVAL AS A CONTINUING EDUCATION ACTIVITY IN NEBRASKA

This application is to be used by an education provider applying for approval of a continuing education activity or resubmission of an approved continuing education activity. A separate application form must be filed for each continuing education activity submitted for approval. Applicants should carefully read Chapter 6 of Title 298 of the Nebraska Administrative Code before completing the information below. Any application deemed to be incomplete may be returned.

Education Provider Information

Education Provider Name: _____

Contact Person Name: _____ (Last) _____ (First) _____ (Middle)

Address: _____ (PO Box or Street Number) _____ (City) _____ (State) _____ (Zip Code + 4)

_____ (Email Address) _____ (Area Code + Phone Number)

Continuing Education Activity Information

Per the Real Property Appraiser Qualifications Criteria effective on January 1, 2022, synchronous educational offering means, the instructor and students interact simultaneously online, similar to a phone call, video chat or live webinar, or web-based meeting; asynchronous educational offering means the instructor and students' interaction is non-simultaneous, and the student progresses at their own pace and follows a structured course content and quiz/exam schedule.

Activity Title: _____

Activity Length (Hours): _____

Except for semester hours received from an accredited college or university, fifty minutes engaged in instructions equals one hour for all activities. The prescribed number of activity hours includes time for examinations, if applicable. Each continuing education activity shall be at least two hours in length, not to exceed eight hours per day. At least a one-half hour break shall be given to credential holder(s) by no later than the end of four hours of class in any day.

Activity Setting: ☐ Classroom ☐ Synchronous ☐ Asynchronous ☐ Hybrid

The activity is being submitted for approval as: ☐ Seven-hour National USPAP Update Course ☐ Other

AQB CAP Approval: ☐ Yes ☐ No

This submission is a: ☐ New Continuing Education Activity ☐ Resubmission of an Approved Continuing Education Activity

Continuing Education Activity Secondary Provider: ☐ Yes ☐ No

Resubmission Checklist

If *New Continuing Education Activity* is selected under CONTINUING EDUCATION ACTIVITY INFORMATION, proceed to APPLICATION CHECKLIST.

If *Resubmission of an Approved Continuing Education Activity* is selected under CONTINUING EDCUATION ACTIVITY INFORMATION, the reason for resubmission is:

☐ There is a change in the status of approval by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program.

☐ There is a change in the status of the 298 NAC, Chapter 6 §001.15 qualifications under which a distance education activity was approved.

☐ There is a substantial change to the materials, presentation, or policies.

☐ There is a change in the qualifications as specified in 298 NAC, Chapter 6, § 005 for any instructor.

☐ One or more instructors are added or removed by the education provider.

☐ The materials, theories, and/or methodologies are no longer current.

☐ The activity content and/or policies are no longer communicated or administered as approved.

☐ There is a change to a secondary provider's rights to the activity.

Application Checklist

All materials submitted to the Board related to an Application for Approval as a Continuing Education Activity in Nebraska are for Board use only and shall be retained by the Board. Except for the completed application, the non-refundable $25.00 application fee, and a written explanation of the reason for resubmission, if *Resubmission of an Approved Continuing Education Activity* is selected under CONTINUING EDUCATION ACTIVITY INFORMATION, only the items that have changed since the last submission need to be included.

General

Required for all continuing education activities.

☐ Completed application.

☐ Non-refundable $25.00 application fee.

☐ A document certifying completion issued to each attendee upon completion of any continuing education activity. The document includes the name of education provider, signature of education provider and/or instructor, name of activity as approved, location at which activity was conducted or presentation method, date(s) activity was conducted, number of hours, pass or fail statement, and name of attendee, **or** be an official transcript from a university or college that includes the name of activity as approved, the number of credit hours awarded, and the name of the attendee.

AND if *Yes* is selected for Continuing Education Activity Secondary Provider under CONTINUING EDUCATION ACTIVITY INFORMATION:

☐ Evidence that the rights to the continuing education activity have been purchased or lawfully acquired from the education provider that owns the rights to the activity materials.

AND if *Resubmission of an Approved Continuing Education Activity* is selected under CONTINUING EDUCATION ACTIVITY INFORMATION:

☐ A written explanation of the reason for resubmission.

Non-AQB Approved Continuing Education Activities

For an activity not approved by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program for continuing education, submit the following:

- ☐ An activity description that clearly describes the content.
- ☐ All student and instructor materials that meet the requirements of 298 NAC Chapter 6, §002.02A.2e.
- ☐ All learning objectives that meet the requirements of 298 NAC Chapter 6 § 002.02A.2d.
- ☐ A record retention policy that requires that a record of attendance for each activity is maintained for a period of at least five years.
- ☐ An instructor policy that requires the use of instructors who meet the requirements of NAC Chapter 6, § 005.
- ☐ An attendance policy that meets the requirements of 298 NAC Chapter 6, §002.02A.2h.
- ☐ A timed outline/activity matrix that accounts for the general flow and recommended time spent on topics contained within the activity and reflects hours of credit per topic.
- ☐ If applicable, a closed-book final examination proctored in person or remotely by an official approved by the education provider that meets the requirements of 298 NAC Chapter 6, § 003.02A.2f. Bio-metric proctoring is acceptable. The examination may be written on paper or administered electronically on a computer workstation or other device. Oral exams are not acceptable.

Distance Education Continuing Education Activities

If *Asynchronous, or Hybrid (in which the learning environment includes Asynchronous interaction)* is selected under CONTINUING EDUCATION ACTIVITY INFORMATION, education activity includes:

- ☐ A closed-book final examination.

OR

- ☐ Prescribed activity mechanisms required to demonstrate knowledge of the subject matter.

If *Asynchronous* or *Hybrid (in which the learning environment includes asynchronous interaction)* is selected under CONTINUING EDUCATION ACTIVITY INFORMATION, evidence of delivery mechanism approval from one of the following sources:

- ☐ The Appraiser Qualifications Board of The Appraisal Foundation.

OR

- ☐ An organization approved by the Appraiser Qualifications Board of The Appraisal Foundation that provides approval of activity design and delivery (Secondary providers must have approval under own name). IDECC/ARELLO are acceptable.

OR

- ☐ Is conducted by an accredited college, community college, or university that offers distance education programs and is approved or accredited by the Commission on Colleges, a regional or national accreditation association, or by an accrediting agency that is recognized by the U.S. Secretary of Education, that awards academic credit for the distance education courses or that maintains an education delivery program that approves activity design and delivery that incorporate interactivity (If no closed-book final examination is included, evidence of prescribed activity mechanisms must be submitted with the application) **AND**
- ☐ The activity provides interaction in a reciprocal environment where the student has verbal or written communication with the instructor.

Instructor Information

An instructor is an individual who is responsible for ensuring that the activity content is communicated to the activity's audience as presented to the Board for approval, and that the activity contributes to the quality of valuation services provided to the public. An individual who communicates assigned materials or a portion of activity content under the authorization of the education provider, but is not responsible for the activity content, is not an instructor.

If reporting more than two instructors for the activity, submit the form titled, "Supplemental Instructor Information for Education Activity Application" at https://appraiser.ne.gov/Education/

Instructor Name: _____ (Last) _____ (First) _____ (Middle)

_____ (Email Address) _____ (Area Code + Phone Number)

Is the instructor a Nebraska real property appraiser or hold an appraiser license, registration, or certification in any other jurisdiction? ☐ Yes ☐ No

Is the instructor an AQB Certified USPAP Instructor by the Appraiser Qualifications Board of The Appraisal Foundation? *Required if the activity is a seven-hour National USPAP Update Course* ☐ Yes ☐ No

An instructor for any continuing education activity must satisfy at least one of the following qualifications: *Select one option only*

- ☐ Hold a bachelor's degree in any field and have at least three years of experience directly related to the subject matter to be taught;
- ☐ Hold a master's degree or higher in any field and have at least one year of experience directly related to the subject matter to be taught;
- ☐ Hold a master's degree or higher in a field that is directly related to the subject matter to be taught;
- ☐ Have five years of real property appraisal practice teaching experience directly related to the subject matter to be taught; or
- ☐ Have seven years of real property appraisal practice experience directly related to the subject matter to be taught.

Instructor Name: _____ (Last) _____ (First) _____ (Middle)

_____ (Email Address) _____ (Area Code + Phone Number)

Is the instructor a Nebraska real property appraiser or hold an appraiser license, registration, or certification in any other jurisdiction? ☐ Yes ☐ No

Is the instructor an AQB Certified USPAP Instructor by the Appraiser Qualifications Board of The Appraisal Foundation? *Required if the activity is a seven-hour National USPAP Update Course* ☐ Yes ☐ No

An instructor for any continuing education activity must satisfy at least one of the following qualifications: *Select one option only*

- ☐ Hold a bachelor's degree in any field and have at least three years of experience directly related to the subject matter to be taught;
- ☐ Hold a master's degree or higher in any field and have at least one year of experience directly related to the subject matter to be taught;
- ☐ Hold a master's degree or higher in a field that is directly related to the subject matter to be taught;
- ☐ Have five years of real property appraisal practice teaching experience directly related to the subject matter to be taught; or
- ☐ Have seven years of real property appraisal practice experience directly related to the subject matter to be taught.

General Requirements

1. The Board may at any time conduct an audit of any approved education activity to verify that the activity is being conducted in accordance with the Real Property Appraiser Act and Title 298 as approved. If requested, electronic access will be provided to the Board for any approved online education activity. The electronic access must provide administrative rights that allow for access to the activity, quizzes, and examinations, without having to take the distance education activity in sequential order and without having to take quizzes to examinations to proceed with the activity.

2. The Board may at any time review activity and instructor materials approved by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program to verify that the activity and/or instructor(s) meets the requirements of the Real Property Appraiser Act and Title 298 as approved.

3. Approval of activities does not transfer from one education provider to another, unless one education provider obtains the legal rights to all activities of another education provider. The expiration date of any continuing education activity will remain the same as approved under the previous education provider.

4. Education providers and instructors will comply with the Nebraska Private Postsecondary Career Schools Act, NEB. REV. STAT § 85-1601, et seq. as applicable.

5. Knowingly offering or attempting to offer a qualifying or continuing education activity as being approved to a real property appraiser or an applicant, without first obtaining approval of the activity, except for activities required by an accredited degree-awarding college or university for completion of a degree in real estate, if the college or university had its curriculum approved by the Appraiser Qualifications Board as qualifying education is a violation of Neb. Rev. Stat. § 76-2238(21).

6. Any continuing education activity must contribute to a credential holder's development of real property appraiser related skill, knowledge, and competency in any one or more of the following subjects:

   (1) Real property appraisal practice,
   (2) Valuation methodology and/or techniques,
   (3) Market fundamentals, characteristics, conditions, and analysis,
   (4) Real property concepts, characteristics, and analysis,
   (5) Communication,
   (6) Arbitration, dispute resolution
   (7) Ethics and standards of professional practice, USPAP
   (8) Valuation Bias, fair housing, and/ or equal opportunity
   (9) Land use, planning, zoning
   (10) Management, leasing, timesharing,
   (11) Property development, partial interests,
   (12) Real Estate law, easements, and legal interests,
   (13) Real estate litigation, damages, condemnation,
   (14) Real estate financing and investment,
   (15) Real property appraisal-related computer applications,
   (16) Real estate securities and syndication,
   (17) Seller concessions and impact on value, and/or
   (18) Energy-efficient items and "green building" appraisals.

7. An activity in which the primary purpose is training in the use of a specific software, and not utilization of a software to improve competency in in any of the previously listed subjects does not meet the requirements for approval as a continuing education activity.

8. No activity may rely upon a textbook as the primary instructional material. Textbooks are permitted to be used as a background reference for an activity; however, textbooks will not be reviewed as the activity. All activities must contain sufficient stand-alone instructional material supporting the specific activity learning objectives.

9. An instructor for any qualifying education activity, continuing education activity, or supervisory real property appraiser and trainee course, must meet qualifications established pursuant to any other applicable law.

10. An instructor for any qualifying education activity, continuing education activity, or supervisory real property appraiser and trainee course, who holds a credential as a real property appraiser in Nebraska or any other jurisdiction shall maintain each credential in good standing in accordance with the laws of the jurisdiction in which each credential is held, not have had a credential revoked, suspended, or have surrendered a credential in lieu of disciplinary action within three years; and not have had disciplinary action taken against his or her credential that may constitute a violation of NEB. REV. STAT. § 76-2238 within three years.

11. The standing of an instructor identified on an education provider's application submitted for approval, who holds a credential as a real property appraiser in Nebraska or any other jurisdiction, may be verified through the Appraiser Registry of the Appraisal Subcommittee for the Federal Financial Institutions Examination Council.

12. Any instructor of the qualifying education fifteen-hour National Uniform Standards of Professional Appraisal Practice Course, the continuing education seven-hour National Uniform Standards of Professional Appraisal Practice Update Course, and/or the supervisory real property appraiser and trainee course, must be an AQB Certified USPAP Instructor by the Appraiser Qualifications Board of The Appraisal Foundation, be a state-certified real property appraiser in good standing, have an instructional background in real property appraisal practice education; and have a minimum of five years of real property appraisal practice experience.

13. An instructor for any qualifying education activity, continuing education activity, or supervisory real property appraiser and trainee course must satisfy the education provider's instructor policy that requires the use of instructors who meet the requirements of the Nebraska Real Property Appraiser Act and Title 298.

I hereby attest that I have included all required materials, complied with all the listed requirements, completed the submitted application in its entirety, and that all statements and materials are true and correct to the best of my knowledge and belief. I understand that, should this application be found to be incomplete, that it may be considered invalid and be returned. Furthermore, I understand that if the Board finds that one or more statements made in this application, or materials submitted with this application, are not true and correct, the Board may deny the application.

Print Name: _____ (Last) _____ (First) _____ (Middle)

_____ (Signature) _____ (Date)

Expiration Date and Rescinding Approval

1. Except for the seven-hour Uniform Standards of Professional Practice Update course, which expires on the date on which the approval by the Appraiser Qualifications Board expires, a continuing education activity shall expire on the date five years after the date of approval.
2. The Board may rescind approval of a continuing education activity if the Board finds:

    1) Falsification of information submitted for activity approval,
    2) A change in approval by Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program,
    3) A change in status of the qualifications specified in Section 001.15 of Chapter 6 under which a distance education activity was approved,
    4) Substantial errors and/or deficiencies in the materials or presentation,
    5) The materials, theories, and/or methodologies are not current and/or practical,
    6) The instructor(s) responsible for the activity content and presentation do not meet the qualification specified in Section 005 of Chapter 6,
    7) The activity content and/or policies are not communicated or administered to the credential holder(s) as approved,
    8) A material violation of Real Property Appraiser Act or Title 298 by the education provider or instructor for the activity, or
    9) There is a change to a secondary provider's rights to the activity.

3. If the Board finds reason to rescind its approval of an activity, the Board will provide written notice to the education provider that includes a description of the reasons for rescinding approval found by the Board. The education provider has 60 days from the date of notice to provide a written response to the Board's notice. If the response is satisfactory to the Board, the Board will not rescind its approval. If the response is not satisfactory to the Board, the Board may rescind approval of the activity. If approval is rescinded, the education provider may file a new application for approval of the qualifying education activity, and if so, meet the requirements in place at the time a new application is submitted to the Board.

Directions

1. Complete entire application. If required information is not provided, application will be considered incomplete and may be returned.
2. Along with the application, all information requested in the APPLICATION CHECKLIST section, as applicable, must be included.
3. Mail application, fee, and supporting documentation to: NEBRASKA
   REAL PROPERTY APPRAISER BOARD
   PO BOX 94963
   LINCOLN NE 68509-4963
4. Questions or concerns may be directed to Board staff at 402-471-9015 or nrpab.education@nebraska.gov.

NRPAB
Nebraska Real Property Appraiser Board

301 Centennial Mall South, First Floor
PO Box 94963
Lincoln, NE 68509-4963
https://appraiser.ne.gov/
402-471-9015

Board Number: _____
Date Received:

For Board Use Only

APPLICATION FOR RENEWAL AS A CONTINUING EDUCATION ACTIVITY IN NEBRASKA

This application is to be used by an education provider applying for renewal of a continuing education activity. Except for the seven-hour Uniform Standards of Professional Practice Update course, which expires on the date on which the approval by the Appraiser Qualifications Board expires, a continuing education activity expires on the date five years after the date of approval. An education provider may renew a continuing education activity not required to be resubmitted as specified in 298 NAC, Chapter 6, § 003.03A. A separate application form must be filed for each continuing education activity submitted for renewal, and the application must be postmarked prior to the date of expiration. Applicants should carefully read Chapter 6 of Title 298 of the Nebraska Administrative Code before completing the information below. Any application deemed to be incomplete may be returned.

Education Provider Information

Education Provider Name: _____

Contact Person Name: _____ (Last) _____ (First) _____ (Middle)

Address: _____ (PO Box or Street Number) _____ (City) _____ (State) _____ (Zip Code + 4)

_____ (Email Address) _____ (Area Code + Phone Number)

Continuing Education Activity Information

Per the Real Property Appraiser Qualifications Criteria effective on January 1, 2022, synchronous educational offering means, the instructor and students interact simultaneously online, similar to a phone call, video chat or live webinar, or web-based meeting; asynchronous educational offering means the instructor and students' interaction is non-simultaneous, and the student progresses at their own pace and follows a structured course content and quiz/exam schedule.

Activity Title: _____

Activity Length (Hours): _____

Nebraska Continuing Education Activity Approval Number: _____

Activity Setting: ☐ Classroom ☐ Synchronous ☐ Asynchronous ☐ Hybrid

Application Checklist

All materials submitted to the Board related to an Application for Approval as a Continuing Education Activity are for Board use only and shall be retained by the Board.

General

Required for all continuing education activities.

☐ Completed application.

☐ Non-refundable $10.00 application fee.

General Requirements

1. The Board may at any time conduct an audit of any approved education activity to verify that the activity is being conducted in accordance with the Real Property Appraiser Act and Title 298 as approved. If requested, electronic access will be provided to the Board for any approved online education activity. The electronic access must provide administrative rights that allow for access to the activity, quizzes, and examinations, without having to take the distance education activity in sequential order and without having to take quizzes to examinations to proceed with the activity.
2. The Board may at any time review activity and instructor materials approved by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program to verify that the activity and/or instructor(s) meets the requirements of the Real Property Appraiser Act and Title 298 as approved.
3. Approval of activities does not transfer from one education provider to another, unless one education provider obtains the legal rights to all activities of another education provider. The expiration date for any continuing education activity will remain the same as approved under the previous education provider.
4. Education providers and instructors will comply with the Nebraska Private Postsecondary Career Schools Act, NEB. REV. STAT § 85-1601, et seq. as applicable.
5. Knowingly offering or attempting to offer a qualifying or continuing education activity as being approved to a real property appraiser or an applicant, without first obtaining approval of the activity, except for activities required by an accredited degree-awarding college or university for completion of a degree in real estate, if the college or university had its curriculum approved by the Appraiser Qualifications Board as qualifying education is a violation of Neb. Rev. Stat. §76-2238(21).

I hereby attest that I understand the GENERAL REQUIREMENTS listed above, and that none of the following has taken place since approval was initially granted by the Board:

- A change in the status of approval by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program.
- A substantial change to the materials, presentation, or policies.
- A change in the qualifications as specified in 298 NAC Chapter 6, §005 for any instructor.
- One or more instructors were added or removed by the education provider.
- The materials, theories, and/or methodologies are no longer current.
- The activity content and/or policies are no longer communicated or administered as approved.
- A change in the status of qualifications specified in NAC 298 Chapter 6, § 001.15 under which a distance education activity was approved,
- A change to a secondary provider's rights to the activity.

Print Name: _____ (Last) _____ (First) _____ (Middle)

_____ (Signature) _____ (Date)

EXPIRATION AND RESCINDING APPROVAL

1. Except for the seven-hour Uniform Standards of Professional Practice Update course, which expires on the date on which the approval by the Appraiser Qualifications Board expires, a continuing education activity shall expire on the date five years after the date of approval.

2. The Board may rescind approval of a continuing education activity if the Board finds:

    1) Falsification of information submitted for activity approval,
    2) A change in approval by Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program,
    3) A change in status of the qualifications specified in 298 NAC Chapter 6, § 001.15 under which a distance education activity was approved,
    4) Substantial errors and/or deficiencies in the materials or presentation,
    5) The materials, theories, and/or methodologies are not current and/or practical,
    6) The instructor(s) responsible for the activity content and presentation do not meet the qualifications specified in 298 NAC Chapter 6, § 005,
    7) The activity content and/or policies are not communicated or administered as approved,
    8) A material violation of the Real Property Appraiser Act or Title 298 by the education provider or instructor for the activity, or
    9) There is a change to a secondary provider's rights to the activity.

3. If the Board finds reason to rescind its approval of an activity, the Board will provide written notice to the education provider that includes a description of the reasons for rescinding approval found by the Board. The education provider has 60 days from the date of notice to provide a written response to the Board's notice. If the response is satisfactory to the Board, the Board will not rescind its approval. If the response is not satisfactory to the Board, the Board may rescind approval of the activity. If approval is rescinded, the education provider may file a new application for approval of the qualifying education activity, and if so, meet the requirements in place at the time a new application is submitted to the Board.

DIRECTIONS

1. Complete entire application. If required information is not provided, application will be considered incomplete and may be returned.

2. Along with the application, all information requested in the APPLICATION CHECKLIST section, as applicable, must be included.

3. Mail application, fee, and supporting documentation to:
    NEBRASKA REAL PROPERTY APPRAISER BOARD
    PO BOX 94963
    LINCOLN NE 68509-4963

4. Questions or concerns may be directed to Board staff at 402-471-9015 or nrpab.education@nebraska.gov.

NRPAB
Nebraska Real Property Appraiser Board

301 Centennial Mall South, First Floor
PO Box 94963
Lincoln, NE 68509-4963
https://appraiser.ne.gov/
402-471-9015

Board Number: _____
Date Received:

For Board Use Only

APPLICATION FOR APPROVAL AS A SUPERVISORY REAL PROPERTY APPRAISER AND TRAINEE COURSE IN NEBRASKA

This application is to be used by an education provider applying for approval of a supervisory real property appraiser and trainee course or resubmission of an approved supervisory real property appraiser and trainee course. A separate application form must be filed for each supervisory real property appraiser and trainee course submitted for approval. Applicants should carefully read Chapter 6 of Title 298 of the Nebraska Administrative Code before completing the information below. Any application deemed to be incomplete may be returned.

Education Provider Information

Education Provider Name: _____

Contact Person Name: _____ (Last) _____ (First) _____ (Middle)

Address: _____ (PO Box or Street Number) _____ (City) _____ (State) _____ (Zip Code + 4)

_____ (Email Address) _____ (Area Code + Phone Number)

Supervisory Real Property Appraiser and Trainee Course Information

Per the Real Property Appraiser Qualifications Criteria effective on January 1, 2022, synchronous educational offering means, the instructor and students interact simultaneously online, similar to a phone call, video chat or live webinar, or web-based meeting; asynchronous educational offering means the instructor and students' interaction is non-simultaneous, and the student progresses at their own pace and follows a structured course content and quiz/exam schedule.

Course Title: _____

Course Length (Hours): _____

Except for semester hours received from an accredited college or university, fifty minutes engaged in instructions equals one hour for all activities. The prescribed number of activity hours includes time for examinations. Each Supervisory Real Property Appraiser and Trainee Course shall be at least two hours in length, not to exceed eight hours per day. At least a one-half hour break shall be given to attendee(s) by no later than the end of four hours of class in any day.

Course Setting: ☐ Classroom ☐ Synchronous ☐ Asynchronous ☐ Hybrid

This submission is a: ☐ New Supervisory Real Property Appraiser and Trainee Course ☐ Resubmission of an Approved Supervisory Real Property Appraiser and Trainee Course

Supervisory Appraiser and Trainee Course Secondary Provider: ☐ Yes ☐ No

Resubmission Information

If *New Supervisory Real Property Appraiser and Trainee Course* is selected under SUPERVISORY REAL PROPERTY APPRAISER AND TRAINEE COURSE INFORMATION, proceed to APPLICATION CHECKLIST.

If *Resubmission of an Approved Supervisory Appraiser and Trainee Course* is selected under SUPERVISORY REAL PROPERTY APPRAISER AND TRAINEE COURSE INFORMATION, the reason for resubmission is:

☐ There is a substantial change to the materials, presentation, or policies.

☐ There is a change in the status of 298 NAC Chapter 6, § 005 for any instructor.

☐ One or more instructors are added or removed by the education provider.

☐ The materials, theories, and/or methodologies are no longer current.

☐ The course content and/or policies are no longer communicated or administrated as approved.

☐ There is a change in the status of the qualifications specified in 298 NAC Chapter 6, § 001.15 under which a distance education activity was approved.

☐ There is a change to a secondary provider's rights to the activity.

Application Checklist

All materials submitted for an Application for Approval as a Supervisory Real Property Appraiser and Trainee Course in Nebraska are for Board use only and shall be retained by the Board. Except for the completed application and the non-refundable $25.00 application fee, and a written explanation of the reason for resubmission, if *Resubmission of an Approved Supervisory Real Property Appraiser and Trainee Course* is selected under SUPERVISORY REAL PROPERTY APPRAISER AND TRAINEE COURSE INFORMATION, only the items that have changed since the last submission need to be included.

☐ Completed application.

☐ Non-refundable $25.00 application fee.

☐ A course description that clearly describes the content of the course, and meets the requirements specified in Section 004.03 of Title 298.

☐ A timed outline/activity matrix that accounts for the general flow and recommended time spent on topics contained within the course and reflects hours of credit per topic.

☐ Learning objectives that meet the requirements specified in Section 004.02 of Title 298.

☐ A record retention policy that requires that a record of attendance for each activity is maintained for a period of at least five years.

☐ An instructor policy that requires the use of instructors who meet the requirements of 298 NAC Chapter 6, § 005.

☐ An attendance policy that requires attendance to be verified in accordance with the Nebraska Real Property Appraiser Act and Title 298.

☐ All student and instructor materials that meet the requirements of 298 NAC Chapter 6, § 004.04A.2e

☐ A closed-book examination that meets the requirements of 298 NAC Chapter 6, § 004.04A.2f. The examination may be written on paper or administered electronically on a computer workstation or other device. Oral exams are not acceptable.

☐ A document certifying completion issued to each attendee upon completion of a Supervisory Real Property Appraiser and Trainee Course. The document includes the name of education provider, signature of education provider and/or instructor, name of activity as approved, location at which activity was conducted or presentation method, date(s) activity was conducted, number of hours, pass or fail statement, and name of credential holder, or be an official transcript from a university or college that includes the name of activity as approved, the number of credit hours awarded, and the name of the attendee.

AND if *Yes* is selected for Supervisory Real Property Appraiser and Trainee Course Secondary Provider under SUPERVISORY REAL PROPERTY APPRAISER AND TRAINEE COURSE INFORMATION:

☐ Evidence that the rights to the course have been purchased or lawfully acquired from the education provider that owns the rights to the course materials.

AND if *Resubmission of an Approved Supervisory Real Property Appraiser and Trainee Course* is selected under SUPERVISORY REAL PROPERTY APPRAISER AND TRAINEE COURSE INFORMATION:

☐ A written explanation of the reason for resubmission.

Distance Education Supervisory Real Property Appraiser and Trainee Courses

If *Asynchronous* or *Hybrid (in which the learning environment includes asynchronous interaction)* is selected under SUPERVISORY REAL PROPERTY APPRAISER AND TRAINEE COURSE INFORMATION, submit evidence of delivery mechanism approval from one of the following sources:

☐ The Appraiser Qualifications Board of The Appraisal Foundation.

OR

☐ An organization approved by the Appraiser Qualifications Board of The Appraisal Foundation that provides approval of activity design and delivery (Secondary providers must have approval under own name). IDECC/ARELLO are acceptable.

OR

☐ Is conducted by an accredited college, community college, or university that offers distance education programs and is approved or accredited by the Commission on Colleges, a regional or national accreditation association, or by an accrediting agency that is recognized by the U.S. Secretary of Education, that awards academic credit for the distance education courses or that maintains an education delivery program that approves activity design and delivery that incorporate interactivity, **AND**

☐ The activity provides interaction in a reciprocal environment where the student has verbal or written communication with the instructor.

Instructor Information

An instructor is an individual who is responsible for ensuring that the activity content is communicated to the activity's audience as presented to the Board for approval, and that the activity contributes to the quality of valuation services provided to the public. An individual who communicates assigned materials or a portion of activity content under the authorization of the education provider, but is not responsible for the activity content, is not an instructor.

If reporting more than two instructors for the activity, submit the form titled, "Supplemental Instructor Information for Education Activity Application" at https://appraiser.ne.gov/Education/

Instructor Name: _____ (Last) _____ (First) _____ (Middle)

_____ (Email Address) _____ (Area Code + Phone Number)

Is the instructor a Nebraska real property appraiser or hold an appraiser license, registration, or certification in any other jurisdiction? ☐ Yes ☐ No

Is the instructor an AQB Certified USPAP Instructor by the Appraiser Qualifications Board of The Appraisal Foundation? *Required for a supervisory real property appraiser and trainee course* ☐ Yes ☐ No

An instructor for any continuing education activity must satisfy at least one of the following qualifications: *Select one option only*

- ☐ Hold a bachelor's degree in any field and have at least three years of experience directly related to the subject matter to be taught;
- ☐ Hold a master's degree or higher in any field and have at least one year of experience directly related to the subject matter to be taught;
- ☐ Hold a master's degree or higher in a field that is directly related to the subject matter to be taught;
- ☐ Have five years of real property appraisal practice teaching experience directly related to the subject matter to be taught; or
- ☐ Have seven years of real property appraisal practice experience directly related to the subject matter to be taught.

Instructor Name: _____ (Last) _____ (First) _____ (Middle)

_____ (Email Address) _____ (Area Code + Phone Number)

Is the instructor a Nebraska real property appraiser or hold an appraiser license, registration, or certification in any other jurisdiction? ☐ Yes ☐ No

Is the instructor an AQB Certified USPAP Instructor by the Appraiser Qualifications Board of The Appraisal Foundation? *Required for a supervisory real property appraiser and trainee course* ☐ Yes ☐ No

An instructor for any continuing education activity must satisfy at least one of the following qualifications: *Select one option only*

- ☐ Hold a bachelor's degree in any field and have at least three years of experience directly related to the subject matter to be taught;
- ☐ Hold a master's degree or higher in any field and have at least one year of experience directly related to the subject matter to be taught;
- ☐ Hold a master's degree or higher in a field that is directly related to the subject matter to be taught;
- ☐ Have five years of real property appraisal practice teaching experience directly related to the subject matter to be taught; or
- ☐ Have seven years of real property appraisal practice experience directly related to the subject matter to be taught.

General Requirements

1. The Board may at any time conduct an audit of any approved education activity to verify that the activity is being conducted in accordance with the Real Property Appraiser Act and Title 298 as approved. If requested, electronic access will be provided to the Board for any approved online education activity. The electronic access must provide administrative rights that allow for access to the activity, quizzes, and examinations, without having to take the distance education activity in sequential order and without having to take quizzes to examinations to proceed with the activity.
2. The Board may at any time review activity and instructor materials approved by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program to verify that the activity and/or instructor(s) meets the requirements of the Real Property Appraiser Act and Title 298 as approved.
3. Approval of activities does not transfer from one education provider to another, unless one education provider obtains the legal rights to all activities of another education provider.
4. Education providers and instructors will comply with the Nebraska Private Postsecondary Career Schools Act, NEB. REV. STAT § 85-1601, et seq. as applicable.
5. Knowingly offering or attempting to offer an education activity as being approved to a real property appraiser or an applicant, without first obtaining approval of the activity, except for activities required by an accredited degree-awarding college or university for completion of a degree in real estate, if the college or university had its curriculum approved by the Appraiser Qualifications Board as qualifying education is a violation of Neb. Rev. Stat. § 76-2238(21).
6. No activity may rely upon a textbook as the primary instructional material. Textbooks are permitted to be used as a background reference for an activity; however, textbooks will not be reviewed as the activity. All activities must contain sufficient stand-alone instructional material supporting the specific activity learning objectives.
7. An instructor for any qualifying education activity, continuing education activity, or supervisory real property appraiser and trainee course, must meet qualifications established pursuant to any other applicable law.
8. The standing of an instructor identified on an education provider's application submitted for approval, who holds a credential as a real property appraiser in Nebraska or any other jurisdiction, may be verified through the Appraiser Registry of the Appraisal Subcommittee for the Federal Financial Institutions Examination Council.
9. An instructor for any qualifying education activity, continuing education activity, or supervisory real property appraiser and trainee course, who holds a credential as a real property appraiser in Nebraska or any other jurisdiction shall maintain each credential in good standing in accordance with the laws of the jurisdiction in which each credential is held, not have had a credential revoked, suspended, or have surrendered a credential in lieu of disciplinary action within three years; and not have had disciplinary action taken against his or her credential that may constitute a violation of NEB. REV. STAT. § 76-2238 within three years.
10. Any instructor of the qualifying education fifteen-hour National Uniform Standards of Professional Appraisal Practice Course, the continuing education seven-hour National Uniform Standards of Professional Appraisal Practice Update Course, and/or the supervisory real property appraiser and trainee course, must be an AQB Certified USPAP Instructor by the Appraiser Qualifications Board of The Appraisal Foundation, be a state-certified real property appraiser in good standing, have an instructional background in real property appraisal practice education; and have a minimum of five years of real property appraisal practice experience.
11. An instructor for any qualifying education activity, continuing education activity, or supervisory real property appraiser and trainee course must satisfy the education provider's instructor policy that requires the use of instructors who meet the requirements of the Nebraska Real Property Appraiser Act and Title 298.

I hereby attest that I have included all required materials, complied with all the listed requirements, completed the submitted application in its entirety, and that all statements and materials are true and correct to the best of my knowledge and belief. I understand that, should this application be found to be incomplete, that it may be considered invalid and be returned. Furthermore, I understand that if the Board finds that one or more statements made in this application, or materials submitted with this application, are not true and correct, the Board may deny the application.

Print Name: _____ Last _____ First _____ Middle

_____ Signature _____ Date

General Requirements

1. The Board may rescind approval of a supervisory real property appraiser and trainee course if the Board finds:

    1) Falsification of information submitted for activity approval,
    2) Substantial errors and/or deficiencies in the materials or presentation,
    3) The materials, theories, and/or methodologies are not current and/or practical,
    4) The instructor(s) responsible for the activity content and presentation do not meet the qualifications specified in 298 NAC Chapter 6,§ 005,
    5) The activity has not been offered for a period of at least five years from the last date of completion or the approval date if activity has not been offered,
    6) The course content and/or policies are not communicated to the credential holder(s) as approved,
    7) A material violation of the Real Property Appraiser Act or NAC Title 298 by the education provider or instructor for the activity,
    8) A change in status of the 298 NAC Chapter 6, § 001.15 qualifications under which a distance education activity was approved.
    9) A change to a secondary provider's rights to the activity.

2. If the Board finds reason to rescind its approval of a course, the Board will provide written notice to the education provider that includes a description of the reasons for rescinding approval found by the Board. The education provider has 60 days from the date of notice to provide a written response to the Board's notice. If the response is satisfactory to the Board, the Board will not rescind its approval. If the response is not satisfactory to the Board, the Board may rescind approval of the supervisory real property appraiser and trainee course. If approval is rescinded, the education provider may file a new application for approval of the supervisory real property appraiser and trainee course, and if so, meet the requirements in place at the time a new application is submitted to the Board.

Directions

1. Complete entire application. If required information is not provided, application will be considered incomplete and may be returned.

2. Along with the application, all information requested in the APPLICATION CHECKLIST section, as applicable, must be included.

3. Mail application, fee, and supporting documentation to:
    NEBRASKA REAL PROPERTY APPRAISER BOARD
    PO BOX 94963
    LINCOLN NE 68509-4963

4. Questions or concerns may be directed to Board staff at 402-471-9015 or nrpab.education@nebraska.gov.

State of Nebraska Real Property Appraiser Board
Accountant I (A19011)
Business Programs Manager

Description:
Under general supervision of the director, manage the day-to-day accounting and office business, and provide support for the Budget Program. Under the limited supervision of the director, independently manage the day-to-day Grant Administration Program and the Records Management Program. Assist with the agency's public information activities and board meeting preparation, and execute various directives as assigned by the director. Carry out the essential duties of the Licensing Programs Manager and Education Program Manager as assigned by the Director.

Job Duties:
Manage the day-to-day accounting functions for the agency, which includes processing deposits, invoices, and payroll; carrying out procurement functions, asset management functions, end of year accounting functions; and carrying out specialized accounting functions as required by the director. Specifically, this position applies appropriate state rules, regulations, and standards to ensure compliance with the State's accounting, procurement, payroll, and asset management requirements; posts data to ledgers, journals, documents, and databases to establish and maintain accounting, procurement, payroll, and asset management records; reviews, balances, and reconciles ledgers, journals, vouchers, invoices, documents, transactions, and databases to verify the information is complete and accurate; collects and remits sales tax on USPAP books and mailing address lists; collects money, writes receipts, codes and posts transactions to proper accounts, and stores money for deposit with the State Treasurer to ensure safekeeping and delivers the deposit to the State Treasurer timely and safely; works with vendors/customers to resolve invoice and statement discrepancies; reconciles account discrepancies, and resolutions to correct discrepancies, performing account adjustments and posting to correct business unit and object code as needed; coordinates and processes agency payroll and ensures accuracy of payroll; coordinates and processes agency expense reimbursements and ensures that expense reimbursements are accurate; maintains asset listings and assigns asset numbers to agency property; enters and maintains contracts for services and purchases; and ensures that accounting documents and files are maintained according to agency's retention schedule, the requirements of the board, the Nebraska State Auditor's Office, and the Appraisal Subcommittee; monitors the effectiveness of program-related forms, applications, and public documents, and recommends changes based on law, rule/regulation, procedure, or guideline changes.

Manage the day-to-day office business activities, which includes ensuring that office supplies are appropriately stocked; all equipment maintenance is up to date; meetings and functions are appropriately scheduled; venues are secured for board and staff meetings, functions, and education activities; travel arrangements are made for board members and staff members; phone calls and voicemails are answered or responded to in a timely manner; and information and inquiries are routed to the appropriate agency employee.

Provide support for the Budget Program. Specifically, this position enters, revises, and transfers appropriations amounts in the Payroll and Financial Center for the approved budget as requested by the director; extracts, compiles, and analyzes financial data from vouchers, ledgers, journals, documents, or files to prepare reports and statements to assist the director in budget analysis, financial planning, forecasting, monitoring, and decision making; compiles financial data necessary to develop budget requests as requested by the director; and ensures that documents and files relevant to the board's Budget Program are maintained according to agency's retention schedule, the requirements of the board, and the Nebraska State Auditor's Office.

Independently manage the day-to-day operations for the Grant Administration Program. Specifically this position prepares documentation pertinent to grant administration activities, ensures that all laws, rules, guidelines, and policies pertaining to the grant program are adhered to; identifies grant opportunities and identifies grant requirements, prepares grant applications, secures grants as approved by the board, manages approved grant awards, and maintains the grant file; ensures that appropriate financial transactions are made and are accurate; establishes and maintains administrative procedures; determines work processes and potential needs/assignments; monitors the effectiveness of program and recommends and carries out changes based on law, rule/regulation, procedure, or guideline changes ensures that documents and files relevant to the board's Grant Administration Program are maintained according to agency's retention schedule, the requirements of the board, and the Nebraska State Auditor's Office.

Independently manage the day-to-day operations for the Records Management Program. Specifically, this position monitors the effectiveness of the schedule; recommends changes to the schedule based on agency needs; reviews documents and files; coordinates the proper termination of documents and files; ensures that documents and files are maintained according to agency's retention schedule and any applicable state and federal laws; establishes administrative procedures, determines work processes and potential needs/assignments; and monitors the effectiveness of program and recommends and carries out changes based on law, rule/regulation, procedure, or guideline changes.

Conduct various public information activities and tasks as specified by the director or the board. Specifically, this position adds and removes information on the website and Facebook page as needed to ensure that information on the website and Facebook page is accurate; drafts documents for distribution to the public, education providers, real property appraisers, appraisal management companies, other stakeholders, or for publication on the board's website; takes part in the presentation of curriculum for board-sponsored education activities; and assists director with presentations to the public, professional organizations, and schools for the purpose of building awareness of the appraiser profession, real property appraiser act, and appraisal management company registration act.

Carry out board meeting functions each month, both independently and as assigned by the director. Specifically, this position prepares the agenda; prepares documentation pertaining to the Grant Administration Program, Records Management Program, and accounting for the board's review and consideration; ensures that the time and place of the board meeting is secured, the proper meeting notices are published in accordance with state law, and that the board meeting room is properly prepared prior to the start of the meeting; and ensures that the minutes are prepared to accurately reflect the meeting discussions and actions.

Carry out the essential duties of the Education Program Manager as assigned by the Director.

Carry out the essential duties of the Licensing Programs Manager as assigned by the Director.

Minimal travel required as needed.

Functions:

Performs and processes multiple front-end, transactional accounting processes including entering data onto forms and other accounting/financial documents or databases to ensure proper accounting of funds; coding vouchers for identification; computing amounts to be disbursed/collected and applying established collection, discount and/or refund procedures; sorting and filing correspondence and records to ensure uniform storage and generating standardized reports.

Educates agency staff, board members, and customers on the complete billing process or by providing interpretations of existing agency policies and procedures to answer inquiries, clarify matters in question.

Advises director and other employing agency employees and external persons on matters pertaining to substantive program-administrative functions and processes to provide interpretations of the agency's or assigned function's policies and procedures.

Designs work procedures and operations to be used by program-administrative staff to ensure the proper use of staffing, equipment, information, and material resources.

Determines applicability of and explains policies, procedures, and processes pertinent to program and/or administrative functions to agency employees, state and local officials and employees, and the public to answer their inquiries and to facilitate proper application of these directives and processes; evaluates policies, procedures, and processes and applies them to situations to make determinations.

Conducts surveys and literature searches and examines existing files/records to gather data for analysis; consolidates and evaluates data, summarizes results, and prepares non-standard written reports that include findings, conclusions, and recommendations.

Drafts policies/procedures and makes revisions if laws/regulations change; monitors program compliance with rules/procedures and goals/objectives established by the director or the board; assumes hands-on program responsibility/accountability.

Represents director at task force, management team, inter-agency, commission, council, and board meetings to relay the director's position on given issues.

Coordinates public information activities to promote positive public awareness of an administrative or program operation, function, or activity of the agency.

Maintains confidentiality related to applicants for credentialing, applicants for appraisal management company registration, investigations, and other sensitive information.

Plans, organizes, and implements work assignments/courses of action, as directed, to meet the goals and objectives of the assigned program, technical, or administrative activities.

Uses judgment and discretion in interpreting and adapting laws, regulations, and guidelines to specific cases and to determine the appropriate course of action.

Utilizes knowledge of an extensive body of complex and diverse laws, rules/regulations, procedures, guidelines, and sources to perform work and resolve issues.

Carries out specific tasks requested by the director, including but not limited to, conducting research, and reporting the findings to the director, and cross-training agency teammates on assigned job duties.

Knowledge, Skills, and Abilities Required:

Knowledge of: the principles and practices of accounting theory and double entry accounting concepts and procedures; generally accepted accounting principles (GAAP); accounting systems; the methods of filing and maintaining accounting records; word processing and spreadsheet computer software programs; database management; federal and State laws, regulations, and policies governing work assigned; office management and record keeping methods and practices; administrative report preparation practices; research and administrative survey techniques; work planning and organizing; business computer and communication systems.

Ability to: learn and apply the principles and concepts of specific agency programs, regulations and procedures of an accounting system; learn and apply GAAP practices and standards; communicate with agency staff and the public to provide and elicit information; classify accounting transactions, maintain, and reconcile accounts; extract data from established accounts and prepare accounting reports and financial statements; review accounting documents for completeness and conformance with specific requirements and to take the appropriate corrective action when necessary; design reports and financial statements; compute and compile financial data involving the use of addition, subtraction, multiplication, division, percentages, and fractions; interact with director, employees, board members, and the public to gain their cooperation and to establish work relationships; formulate and recommend modifications to operational directives to attain agency goals; collect, assemble, and analyze facts and draw conclusions to recommend solutions to problems; identify and interpret program-administrative requirements, policies, and regulations to provide guidance and advice; organize and present facts and opinions to managers and groups; learn the structure, functions, goals, and policies of the Nebraska Real Property Appraiser Board.

Minimum Qualifications:

Post high school coursework or vocational education in accounting, finance, business administration or related field OR experience performing accounting functions including interpreting and analyzing financial data.

State of Nebraska Real Property Appraiser Board
Administrative Specialist (A01014)
Education Program Manager

Description:
Under the limited supervision of the director, independently manage the day-to-day operations for the Education Program and provide support for the Compliance Program. Assist with the agency's public information activities and board meeting preparation, the Records Management Program, and execute various directives as assigned by the director. Carry out the essential duties of the Business Programs Manager and Education Program Manager as assigned by the Director.

Job Duties:
Independently manage the day-to-day operation of the Education Program. Specifically, this position processes all applications for qualifying education and continuing education; verifies that all required documentation is received; communicates with applicant regarding any deficiencies, board requests, or board actions; documents application status and maintains application/educational provider/instructor files; prepares applicant documentation for review; evaluates education activity renewal information to determine if requirements are met for renewal; answers questions by phone and email related to real property appraiser qualifying and continuing education and real property appraiser credentialing requirements, or ensures that the question is forwarded to the appropriate agency employee; reviews qualifying and continuing education certificates submitted by real property appraiser initial and renewal applicants to determine if the activity is approved, and what credit may be awarded to the applicant; verifies that all required documentation is received; communicates with applicant regarding any deficiencies, board requests, or board actions; documents real property appraiser initial or renewal education activity submission status and maintain files; prepares applicant documentation for review; ensures that documents and files relevant to the board's Education Program are maintained according to the agency's retention schedule, requirements of the board and the Appraisal Subcommittee; establishes administrative procedures, determines work processes and potential needs/assignments, and monitors quality of work; and monitors the effectiveness of program-related forms, applications, and public documents, and recommends and carries out changes based on law, rule/regulation, procedure, or guideline changes.

Provide support for the Compliance Program. Specifically, this position processes grievances; maintains investigative file; researches, analyzes, and documents information pertinent to investigations as requested by the director; communicates with complainant, respondent, and subject matter expert as requested by the director; documents investigative interviews conducted by the director as needed; assists with monitoring disciplinary action taken by the board. Prepares letters, reports, and files as requested by the director; ensures that documents and files relevant to the board's Compliance Program are maintained according to agency's retention schedule, the requirements of the board, and the Appraisal Subcommittee; and monitors the effectiveness of program-related forms, applications, and public documents, and recommends and carries out changes based on law, rule/regulation, procedure, or guideline changes.

Conduct various public information activities and tasks as specified by the director or the board. Specifically, this position adds and removes information on the website and Facebook page as needed to ensure that information on the website and Facebook page is accurate; drafts documents for distribution to the public, education providers, real property appraisers, appraisal management companies and other stakeholders, or for publication on the board's website; takes part in the presentation of curriculum for board-sponsored education activities; and assists director with presentations to the public, professional organizations, and schools for the purpose of building awareness of the appraiser profession, real property appraiser act, and appraisal management company registration act.

Carry out board meeting functions each month, both independently and as assigned by the director. Specifically, this position prepares the agenda; prepares documentation pertaining to the Education Program and Compliance Program for the board's review and consideration; ensures that all actions taken by the board are properly recorded during the meeting; and ensures that all meeting requirements are met on the day of the meeting.

Carry out the essential duties of the Licensing Programs Manager as assigned by the Director.

Carry out the essential duties of the Business Programs Manager as assigned by the Director.

Minimal travel required as needed.

Functions:

Plans, organizes, and implements work assignments in various administrative service areas, program operational areas, or assigned functions of the NRPAB to meet goals and objectives.

Advises director and other employing agency employees and external persons on matters pertaining to substantive program-administrative functions and processes to provide interpretations of the agency's or assigned function's policies and procedures and to intercept and/or mitigate adverse reactions, concerns, or pressures.

Designs work procedures and operations to be used by program-administrative staff to ensure the proper use of staffing, equipment, information, and material resources.

Coordinates workflow for operations/support staff activities to facilitate the management of assigned program technical operation.

Determines applicability of and explains policies, procedures, and processes pertinent to program and/or administrative functions to agency employees, state and local officials and employees, and the public to answer their inquiries and to facilitate proper application of these directives and processes; evaluates policies, procedures, and processes and applies them to situations to make determinations.

Conducts surveys and literature searches and examines existing files/records to gather data for analysis; consolidates and evaluates data, summarizes results, and prepares non-standard written reports that include findings, conclusions, and recommendations.

Investigates operational problems and recommends corrective actions such as policy, process, or procedural changes, forms revision, shifts in work distribution, and changes in organizational structure to increase the efficiency and effectiveness of work activities.

Drafts policies/procedures and makes revisions if laws/regulations change; monitors program compliance with rules/procedures and goals/objectives established by the director or the board; assumes hands-on program responsibility/accountability.

Develops and implements monitoring/evaluation procedures to oversee the effectiveness of the program administrative processes and to identify any associated problems.

Represents director at task force, management team, inter-agency, commission, council, and board meetings to relay the director's position on given issues.

Coordinates public information activities to promote positive public awareness of an administrative or program operation, function, or activity of the agency.

Maintains confidentiality related to applicants for credentialing, applicants for appraisal management company registration, investigations, and other sensitive information.

Plans, organizes, and implements work assignments/courses of action, as directed, to meet the goals and objectives of the assigned program, technical, or administrative activities.

Uses judgment and discretion in interpreting and adapting laws, regulations, and guidelines to specific cases and to determine the appropriate course of action.

Utilizes knowledge of an extensive body of complex and diverse laws, rules/regulations, procedures, guidelines, and sources to perform work and resolve issues.

Carries out specific tasks requested by the director, including but not limited to, conducting research, and reporting the findings to the director, and cross-training agency teammates on assigned job duties.

Knowledge, Skills, and Abilities Required:

Knowledge of: federal and State laws, regulations, and policies governing work assigned; office management and record keeping methods and practices; administrative report preparation practices; research and administrative survey techniques; work planning and organizing; business computer and communication systems.

Ability to: interact with director, employees, board members, and the public to gain their cooperation and to establish work relationships; formulate and recommend modifications to operational directives to attain agency goals; apply management practices, techniques, and methodologies to assigned activities; collect, assemble, and analyze facts and draw conclusions to recommend solutions to problems; identify and interpret program-administrative requirements, policies, and regulations to provide guidance and advice; organize and present facts and opinions to managers and groups; learn the structure, functions, goals, and policies of the Nebraska Real Property Appraiser Board.

Minimum Qualifications:

At least one year of post high school coursework or experience in: administration, office management, accounting, finance, planning, policy analysis and implementation, administrative/management analysis, operations research, program evaluation, research, business, legal studies, marketing, project management, real estate, graphic design, or similar fields or in a field related to the programs or functions of the agency.

State of Nebraska Real Property Appraiser Board
Administrative Specialist (A01014)
Licensing Programs Manager

Description:
Under the limited supervision of the director, independently manage the day-to-day operations for the Real Property Appraiser Credentialing Program and AMC Registration Program. Assist with the agency's public information activities, board meeting preparation, the Records Management Program, and execute various directives as assigned by the director. Carry out the essential duties of the Business Programs Manager and Education Program Manager as assigned by the Director.

Job Duties:
Independently manage the day-to-day operations for Real Property Appraiser Credentialing Program and AMC Registration Program. Specifically, this position processes applications for initial credentialing, credential renewal, appraisal management company registration, and appraisal management company renewal; verifies that all required documentation is received; communicates with applicant regarding any deficiencies, board or director requests, or board actions; documents application status and maintains application/credential/registration file; prepares applicant documentation for review; evaluates renewal information, and determines if requirements are met for renewal; answers questions by phone and email related to appraiser qualifications, requirements, practices, and appraisal management company requirements, or ensures that inquiries are routed to the appropriate agency employee; conducts background and disciplinary history information research as needed for evaluation of application; establishes administrative procedures; determines work processes and potential needs/assignments, and monitors quality of work; ensures that documents and files relevant to the board's Real Property Appraiser Credentialing Program and AMC Registration Program are maintained according to agency's retention schedule, the requirements of the board, the Nebraska State Auditor's Office, the Nebraska State Patrol, the Federal Bureau of Investigation, and the Appraisal Subcommittee; monitors the effectiveness of program-related forms, applications, and public documents, and recommends and carries out changes based on law, rule/regulation, procedure, or guideline changes; and leads or supervises a unit of technical/administrative support as needed for assistance with Real Property Appraiser Credentialing Program and AMC Registration Program.

Conduct various public information activities and tasks as specified by the director or the board. Specifically, this position adds and removes information on the website and Facebook page as needed to ensure that information on the website and Facebook page is accurate; drafts documents for distribution to the public, education providers, real property appraisers, appraisal management companies, other stakeholders, or for publication on the board's website; takes part in the presentation of curriculum for board-sponsored education activities; and assists director with presentations to the public, professional organizations, and schools for the purpose of building awareness of the appraiser profession, real property appraiser act, and appraisal management company registration act.

Carry out board meeting functions each month, both independently and as assigned by the director. Specifically, this position prepares the agenda; prepares documentation pertaining to the Real Property Appraiser Credentialing Program and AMC Registration Program for the board's review and consideration; and ensures that all meeting requirements are met on the day of the meeting.

Carry out the essential duties of the Education Program Manager as assigned by the Director.

Carry out the essential duties of the Business Programs Manager as assigned by the Director.

Minimal travel required as needed.

Functions:

Plans, organizes, and implements work assignments in various administrative service areas, program operational areas, or assigned functions of the NRPAB to meet goals and objectives.

Advises director and other employing agency employees and external persons on matters pertaining to substantive program-administrative functions and processes to provide interpretations of the agency's or assigned function's policies and procedures and to intercept and/or mitigate adverse reactions, concerns, or pressures.

Designs work procedures and operations to be used by program-administrative staff to ensure the proper use of staffing, equipment, information, and material resources.

Coordinates workflow for operations/support staff activities to facilitate the management of assigned program technical operation.

Determines applicability of and explains policies, procedures, and processes pertinent to program and/or administrative functions to agency employees, state and local officials and employees, and the public to answer their inquiries and to facilitate proper application of these directives and processes; evaluates policies, procedures, and processes and applies them to situations to make determinations.

Conducts surveys and literature searches and examines existing files/records to gather data for analysis; consolidates and evaluates data, summarizes results, and prepares non-standard written reports that include findings, conclusions, and recommendations.

Investigates operational problems and recommends corrective actions such as policy, process, or procedural changes, forms revision, shifts in work distribution, and changes in organizational structure to increase the efficiency and effectiveness of work activities.

Drafts policies/procedures and makes revisions if laws/regulations change; monitors program compliance with rules/procedures and goals/objectives established by the director or the board; assumes hands-on program responsibility/accountability.

Develops and implements monitoring/evaluation procedures to oversee the effectiveness of the program administrative processes and to identify any associated problems.

Represents director at task force, management team, inter-agency, commission, council, and board meetings to relay the director's position on given issues.

Coordinates public information activities to promote positive public awareness of an administrative or program operation, function, or activity of the agency.

Maintains confidentiality related to applicants for credentialing, applicants for appraisal management company registration, investigations, and other sensitive information.

Plans, organizes, and implements work assignments/courses of action, as directed, to meet the goals and objectives of the assigned program, technical, or administrative activities.

Uses judgment and discretion in interpreting and adapting laws, regulations, and guidelines to specific cases and to determine the appropriate course of action.

Utilizes knowledge of an extensive body of complex and diverse laws, rules/regulations, procedures, guidelines, and sources to perform work and resolve issues.

Carries out specific tasks requested by the director, including but not limited to, conducting research, and reporting the findings to the director, and cross-training agency teammates on assigned job duties.

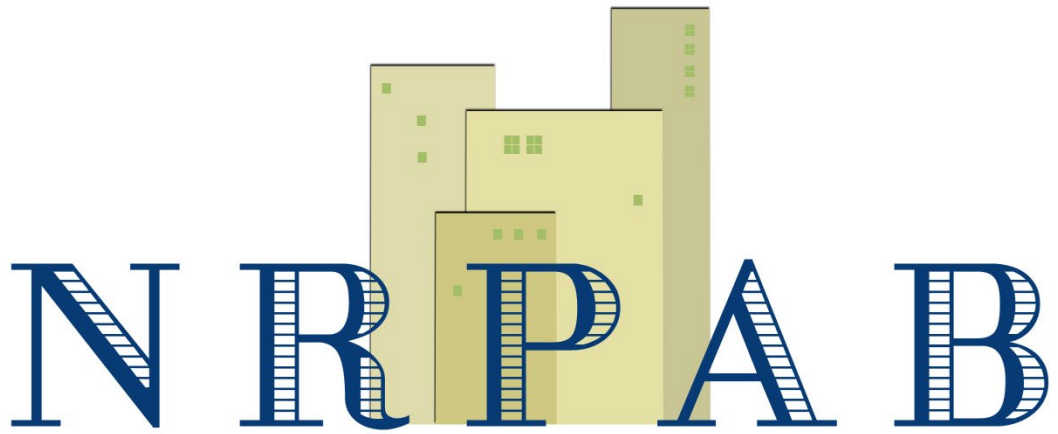
Knowledge, Skills, and Abilities Required:

Knowledge of: federal and State laws, regulations, and policies governing work assigned; office management and record keeping methods and practices; administrative report preparation practices; research and administrative survey techniques; work planning and organizing; business computer and communication systems.

Ability to: interact with director, employees, board members, and the public to gain their cooperation and to establish work relationships; formulate and recommend modifications to operational directives to attain agency goals; apply management practices, techniques, and methodologies to assigned activities; collect, assemble, and analyze facts and draw conclusions to recommend solutions to problems; identify and interpret program-administrative requirements, policies, and regulations to provide guidance and advice; organize and present facts and opinions to managers and groups; learn the structure, functions, goals, and policies of the Nebraska Real Property Appraiser Board.

Minimum Qualifications:

At least one year of post high school coursework or experience in: administration, office management, accounting, finance, planning, policy analysis and implementation, administrative/management analysis, operations research, program evaluation, research, business, legal studies, marketing, project management, real estate, graphic design, or similar fields or in a field related to the programs or functions of the agency.



Employee Handbook

Effective April 1, 2025

TO EMPLOYEES:

Attached is our Employee Handbook. It is designed to acquaint you with our work environment policies. This is not intended to create any contractual or legal obligations. You should read, understand and comply with provisions of this handbook.

Please review the handbook and sign the acknowledgement statement below. After signing, return this page to the Director.

ACKNOWLEDGMENT:

I have read the employee handbook and have familiarized myself with the contents, including but not limited to, the Drug Free Policy.

Name _____ Date _____

CONTENTS

CLASSIFICATION OF NRPAB AGENCY EMPLOYEES.....5
Non-classified position (Exempt Employee) 5
Classified positions under Rules (Rules Employee) 5
Classified positions under the NAPE/ AFSCME Contract (Contract Employee) 5
Temporary part-time position (SOS Employee) 5

CONFIDENTIALITY AND DISCLOSURE.....5

CODE OF CONDUCT.....6
Nepotism.....6
Non-Fraternization.....7
Conflict of Interest.....7
Solicitations, Distributions, and Posting of Materials.....8
Gifts.....8
Intellectual Property.....9
Legal Charges or Convictions.....9
Political Activities.....9
Smoking/Tobacco Use.....9
Weapons/Firearms.....9
Violence in the Work Environment.....10

DRUG FREE POLICY.....11
Reasonable Cause Testing.....11
Drug/Alcohol Testing Procedures.....12
Refusal to Test.....12
Negative Test Results.....12

HARASSMENT POLICY.....13
Equal Employment Opportunity.....13
Disability Accommodations.....13
Pregnancy Discrimination.....14
Sexual Harassment.....14
Bullying.....15
Retaliation Prohibited.....16

BENEFITS.....17
Retirement.....17
Deferred Compensation.....17
Credit Union.....17
Employee Assistance Program (EAP) 17
Employee Engagement.....18
Employee Parking.....18

WORKPLACE, OFFICE HOURS, AND WORK SCHEDULES.....19
Workplace.....19
Visitors.....20
Workplace Security.....20
Work Schedules.....20
Overtime.....21
Rest Breaks.....21
Meal Periods.....21

LEAVE.....22
Approval Of.....22
Vacation Leave.....22
Sick Leave.....23
Compensatory "Comp" Time.....24
Bereavement Leave.....24
Military Leave.....24
Civil Leave.....24
Leave of Absence.....25
Family Medical Leave (FML) 25
Maternity Leave Donation Program (MLD) 26
Catastrophic Illness Leave.....26
Injury Leave and Worker' Compensation.....26
Holidays.....27

PAY PERIOD AND REPORTING.....27
Pay Cycle.....27
Timecard Maintenance.....27

PERFORMANCE.....28

TRAINING.....28

EMPLOYEE RECOGNITION.....29

EXPENSE REIMBURSEMENT.....29

BREASTFEEDING.....30

WORKPLACE EVACUATION POLICY.....30
Earthquake.....30
Fire, Gas Leak or other Reason for Building Evacuation..... 30
Tornado.....30

EMPLOYEE INFORMATION SYSTEMS AND DATA SECURITY POLICIES..... 31
Understanding Risks and Threats.....31
Types of Threats..... 31
General Information.....31
Social Media Use Policy.....32
Active Directory Use Policy.....32
State Communications System Acceptable Use Policy.....32
Information Security Policy.....32
Other Information System and Data Information.....33
Telephone and Fax.....34

MOTOR VEHICLES POLICY.....34

DISCIPLINE POLICY.....35

SEPARATION OF EMPLOYMENT.....36
Off-Boarding Process.....36
Rehire.....37

CLASSIFICATION OF NRPAB AGENCY EMPLOYEES

Non-classified position (Exempt Employee):

- Executive Director, (not subject to the State Personnel System as per Neb. Rev. Stat. § 81-1316. The Nebraska Real Property Appraiser Board has total discretion in hiring and setting the pay rate. Benefits such as sick leave, vacation leave, military leave, civil leave, family medical leave, bereavement leave, life and health insurance, and retirement are as prescribed by State statute.)

Classified positions under Rules (Rules Employee):

- None

For employment covered under the current Classified System Personnel Rules and Regulations, NAC, Title 273, go to Nebraska DAS Personnel.

Classified positions under the NAPE/ AFSCME Contract (Contract Employee):

- Licensing Programs Manager, A01014
- Education Program Manager, A01014
- Business Programs Manager, A19011

For employment covered under the current Nebraska Association of Public Employees Local 61 of the American Federation of State, County and Municipal Employees (NAPE/AFSCME) Labor Contract, go to Nebraska DAS Employee Relations.

-

CONFIDENTIALITY AND DISCLOSURE

All employees have a responsibility to comply with all laws and regulations governing the Nebraska Real Property Appraiser Board. Confidentiality shall be maintained for Board records, employee records, applicant records and materials, background checks, and compliance materials that are not public information as per Neb. Rev. Stat. § 84-712.05. Records shall only be accessed when necessary within position responsibilities. Confidential information shall not be shared with anyone other than those who have the right to know the information within State government or the legal counsel of the Board. Failure to follow this section may lead to disciplinary action up to and including termination of employment.

CODE OF CONDUCT

The success of the Nebraska Real Property Appraiser Board is dependent on the trust and confidence of its employees, customers, and constituents. Credibility is gained by adhering to the Board's commitments, displaying honesty and integrity, displaying professionalism and respect to all, and reaching the Board's goals through honorable conduct. Individual responsibility and accountability matter. It is easy to *say* what must be done, but the proof is in the *actions*. Employees are expected to conduct themselves in a professional manner and take responsibility for their behavior and actions. Thus, the following standards are expected through the course of work related activities:

- Treat everyone with dignity and respect;
- Ensure that personal relationships do not influence business decisions, and avoid even the appearance of impropriety, bias, or conflict of interest (immediately report to the Director any situation where a conflict of interest could be perceived, or if appropriate, to the Board's Chairperson);
- Maintain appropriate relationships with co-workers, customers, the Director, and board members;
- Do not take unfair advantage of anyone through manipulation, concealment, abuse of privileged information, misrepresentation of material facts, or any other unfair-dealing practice;
- Ensure both internal and external communication whether oral or written, is constructive and professional. Provide honest and accurate information in all organization documentation and communications;
- Ensure proficiency, quality, and accuracy while completing assigned duties;
- Report expenses accurately and honestly;
- Abide by state and federal laws, rules and regulations, and policies that cover your employment and the work you do;
- Ensure that personal appearance (including hygiene), work areas, and stations portray professional standards;
- Immediately report violations of the code of conduct and ethics to the Director, or if appropriate, to the Board's Chairperson.

Failure to follow this section may lead to disciplinary action up to and including termination of employment.

Nepotism

Except as authorized by state law, employees shall not hire, promote, supervise, advance, or recommend the hiring, promotion, or advancement of a family member in State government. For purposes of this policy, family member means the employee's spouse, child, parent, brother, sister, grandchild, or grandparent, by blood, marriage, or adoption. Failure to follow this section may lead to disciplinary action up to and including termination of employment.

Non-Fraternization

The Nebraska Real Property Appraiser Board encourages a collegial and supportive atmosphere for its employees. Additionally, the agency seeks to avoid misunderstandings, actual or perceived conflicts of interest, potential sexual harassment claims, and actual or perceived favoritism in the workplace[1] or while conducting State business, that could potentially result from romantic or close personal relationships between employees.

Except for with board members, employees may fraternize with, date, become romantically involved, and develop friendships, both inside and outside of the workplace, as long as the relationships do not negatively affect work. Any relationship that interferes with the agency's culture, policies, the harmonious work environment, or the productivity of employees, will not be tolerated. Adverse work environment behavior or behavior that affects the work environment that arises because of personal relationships will not be tolerated.

The Director shall not fraternize with, date, or become romantically involved with employees, others within their span of control, or board members. The Director shall not engage in any other form of relationship with subordinate employees that may create the appearance of favoritism or special treatment to any subordinate employee within his or her span of control.

Failure to follow this section may lead to disciplinary action up to and including termination of employment.

Conflict of Interest
Employees must avoid any relationship or activity that might impair, or even appear to impair, their ability to make objective and fair decisions when performing their jobs. At times, an employee may be faced with situations in which business actions taken on behalf of the Board may conflict with the employee's own personal interests. State property, information, or business opportunities may not be used for personal gain.

Conflicts of interest could arise in the following circumstances:

- Hiring, supervising, or recommending for hire, a family member or closely related persons;
- Serving as a board member for an outside commercial company or organization;
- Owning or having a substantial interest in a supplier or contractor;
- Accepting gifts, discounts, favors or services from a customer/potential customer, or supplier, unless equally available to all employees;
- Using or attempting to use position to secure privileges or exemptions for oneself, family members, or others;
- Taking official action or making an official decision that could result in a financial benefit or detriment to the employee, a member of his or her immediate family, or a business or other organization with which he or she is associated.

Before engaging in any activity, transaction, or relationship that might give rise to a conflict of interest, employee must seek review from the Director, or in the case of the Director, from the Accountability and Disclosure Commission.

[1] For the purpose of the NRPAB Employee Handbook, workplace means all property including, but not limited to, offices, facilities, and surrounding areas such as parking lots, storage areas, owned or leased vehicles, and equipment wherever located, and whether or not they are in the control of the State.

If an employee believes a conflict of interest exists, financial or otherwise, direct or indirect, or he or she is engaged in any business, transaction, professional activity, or incurs any obligation of any nature, that is in conflict with the proper discharge of his or her duties in the public interest, he or she shall notify the Director in writing, or in the case of the Director, notify the Board's Chairperson and the Nebraska Accountability and Disclosure Commission. The written notification shall describe the potential conflict of interest. An employee who has an actual conflict of interest, as determined by the Nebraska Accountability and Disclosure Commission, will take such steps as the Commission prescribes to remove themselves from the situation in which there is a conflict.

Failure to resolve a conflict of interest, as prescribed in the procedures outlined by the Accountability and Disclosure Commission, may lead to disciplinary action up to and including termination of employment.

Solicitations, Distributions, and Posting of Materials
The Nebraska Real Property Appraiser Board does not endorse any company, product, or services. Employees shall not actively solicit for a product during their work time (or that of other employees). However, they may make known during non-work time (e.g. lunch breaks) information regarding their solicitation by placing brochures on tables in common areas.

Employees are not allowed to distribute solicitation materials to individual workstations or on employee's cars. Employees shall not approach other employees during work time for solicitation purposes, and shall not use the State of Nebraska communication systems, state computer, or other technology communication device for solicitation purposes.

Employees are cautioned to use extreme discretion when promoting a product or soliciting for an organization. Any complaints about an employee abusing this section should be brought to the attention of the Director, or if appropriate, the Board's Chairperson.

Gifts
Employees may not solicit or accept gifts based upon an understanding or agreement that their official action would be influenced thereby. No employee will accept any gift of value ($25.00 or more) from anyone having business with the state.

For purposes of this section, a gift is defined as a payment, subscription, advance, forbearance, rendering, deposit of money, services, or anything of value, unless consideration of equal or greater value is given therefore.

Gifts will not include a campaign contribution otherwise reported as required by law; a commercially reasonable loan made in the ordinary course of business; a gift received from a relative; a breakfast, luncheon, dinner, or other refreshments consisting of food and beverage provided for immediate consumption; or the occasional provision of transportation within the State of Nebraska.

Based on the type of work in which an employee is engaged, specific statutes may apply in relation to the acceptance of gifts.

Failure to follow this section may lead to disciplinary action up to and including termination of employment.

Intellectual Property
All work products developed on work time belong to the State of Nebraska and are considered intellectual property. Work products include, but are not limited to, computer code, computer applications, proposals, manuals, or white papers. Any outside financial gain or other benefits from work products developed while working for the State is prohibited. Failure to follow this section may lead to disciplinary action up to and including termination of employment.

Legal Charges or Convictions
Employees charged or convicted of any state and/or federal offenses (misdemeanor or felony, other than a minor traffic violation), or that have been charged or convicted of an offense related to their duties, are expected to immediately report the charges or convictions to the Director, or in the case of the Director, report such charges or convictions to the Board's Chairperson. Failure to follow this section may lead to disciplinary action up to and including termination of employment.

Political Activities
An employee may engage in any political activities except that:

- An employee will not participate in political activities during normally scheduled work hours or while performing official State duties;
- No employee will use or authorize the use of State personnel, property, resources, or funds for campaign purposes, unless otherwise permitted by law;
- An employee whose position is partially or entirely funded with federal money, and is Covered by the federal Hatch Act, is barred from being a candidate for a partisan office (offices with candidates identified as being from specific political parties).

If an employee wishes to take part in political activities during normally scheduled work hours, the employee must arrange for leave (vacation, leave without pay, etc.) to cover the period of absence. If an employee is elected to office, and such office presents a conflict of interest with the employee's job, or interferes with the employee's scheduled work hours, the agency has authority to change the terms and conditions of employment, up to and including termination of employment.

Smoking/Tobacco Use
In order to maintain a safe and comfortable working environment, smoking, e-smoking, vaping, and/or the use of tobacco products in any form is strictly prohibited in the workplace (except for designated areas), or while conducting state business. This includes, but is not limited to the use of cigarettes, pipes, chewing tobacco, e-cigarettes, or other devices. All work and break areas, State owned motor vehicles, public spaces including, but not limited to, offices, restrooms, conference rooms, meeting rooms, classrooms, employee cafeterias, hallways, and stairways shall remain smoke and vapor free. Violation of this section may result in disciplinary action up to and including termination.

Weapons/Firearms
Possession of firearms, explosives, or other items considered weapons in the State's owned or leased buildings is prohibited. A weapon is defined as a firearm, knife, bludgeon, or other device, instrument, material, or substance capable of being used, or used, to produce death or bodily harm. Employees are expected to report these circumstances to the Director, or if appropriate, to the Board's Chairperson. Violation of this section may result in disciplinary action up to and including termination.

Violence in the Work Environment

The agency's policy is to promote a safe work environment that is free from violence, threats of violence, intimidation and other disruptive behavior. Employees are expected to refrain from conduct that may be dangerous to others. Conduct that threatens, intimidates, abuses, assaults, or coerces another employee, customer, vendor or business associate, will not be tolerated. State resources may not be used to threaten, intimidate, stalk, or harass anyone at the workplace or outside of the workplace.

Examples of work environment violence include, but are not limited to:

- Threatening behavior such as shouting, shaking fists, destroying property, or throwing objects;
- Verbal or written threats - any expression of intent to inflict harm;
- Harassment that includes behavior that alarms, verbally abuses, or is known to be inappropriate;
- Verbal abuse such as swearing, insults, or condescending language;
- Cyber attacks and cyberbullying; and/or
- Physical attacks such as hitting, shoving, pushing, or kicking.

Severe threats or assaults that may require immediate attention shall be reported to the police by calling 911. Any violent, harassing, threatening, intimidating, or other disruptive behavior should not be ignored and should be reported to the Director, or if appropriate, to the Board's Chairperson. Anyone found to be responsible for threats of, or actual violence, or other intimidating conduct, will be subject to prompt disciplinary action up to and including termination of employment.

Employees should promptly inform the Director, or if appropriate, the Board's Chairperson, of any work environment violence, and/or any protective or restraining order that they have obtained that lists the workplace as a protected area.

DRUG FREE POLICY

The Nebraska Real Property Appraiser Board is committed to providing an employment environment that is free from the detrimental effects of intoxicating substances such as controlled substances (drugs) and/or alcohol.

For purposes of this section, the term "controlled substance" means any drug or chemical whose manufacture, possession, or use, is controlled by the government. Generally, these are drugs that have a high potential for abuse. Such drugs include, but are not limited to, heroin, marijuana, methamphetamines, cocaine, PCP, and crack. They also include illegal use of "prescription drugs" that have not been legally prescribed for the individual.

The manufacture, possession, distribution or use of controlled substances, and/or the use of alcohol is prohibited in the workplace or while conducting State business by its employees, and by those who engage or seek to engage in business with the State is prohibited. There is no differentiation between someone who illegally uses drugs and someone who sells or distributes drugs. Any employee who gives, or in any way transfers, a controlled substance to another person, or sells or manufactures a controlled substance while conducting State business, while representing the Nebraska Real Property Appraiser Board in an official capacity, or while in the workplace, will be subject to disciplinary action up to and including termination.

Any employee found violating this section, and/or convicted of violating any criminal drug statute while in the workplace or while conducting State business, will be subject to discipline up to and including termination, and/or may be required to successfully complete an approved drug/alcohol abuse program sponsored by a private or governmental institution. An employee shall report within five calendar days, any criminal drug statute arrest(s) or conviction, to the Director, or if appropriate, to the Board's Chairperson.

This policy does not prohibit the use of a controlled substance that has a currently accepted medical use, provided the drug is prescribed or authorized by a medical doctor, the use of the drug at the prescribed or authorized level is consistent with the safe performance of the employee's duties, and the drug is used at the dosage prescribed or authorized. When an employee under physician's guidance is taking prescription drugs or other medication that could affect the employee's ability to work safely, the employee taking the medication is responsible for reporting the matter to the Director, or if appropriate to the Board's Chairperson, before beginning work. Working under the influence of prescribed medication is prohibited if it causes inability to perform the job safely, even when using medication under the employee's physician's guidance.

Reasonable Cause Testing

Employees may be subject to drug and alcohol testing when there is reasonable cause or suspicion to believe the employee is using, or under the influence of, a controlled substance or alcohol while in the workplace, or while conducting State business.

Reasonable cause or suspicion exists when the actions or appearances of an employee are out of the ordinary and unusual to the normal behavior patterns of the employee. It is based on objective facts sufficient to lead a prudent person to conclude that a particular employee is unable to satisfactorily perform his/her duties due to drug or alcohol impairment. The conduct relied upon to form reasonable cause or suspicion must be based on specific describable observations, including but not limited to, the following examples:

- Observable signs of intoxication (such as bloodshot or watery eyes, slurred speech, appearance of unsteady body movements, or breath odors);
- A work related accident or near accident that indicates employee fault;
- Decreases in the quality or quantity of employee productivity, judgment, reasoning, concentration;
- Marked changes in behavior or erratic conduct;
- Deviations from safe working practices;
- Credible information received from a reliable person with firsthand knowledge;
- Smell of alcohol, marijuana, or other drug.

Drug/Alcohol Testing Procedures
Upon determination that reasonable cause or suspicion exists, an employee who is believed to be under the influence of an intoxicating substance while in the workplace or while conducting State business, may be directed to undergo drug/alcohol testing. The Director will document the events surrounding this reasonable suspicion. If an employee is referred for testing, all efforts will be made to transport the employee with at least two Real Property Appraiser Board employees or board members to the nearest testing facility. The employee will be required to provide a blood, breath, or urine sample. The sample will be tested qualitatively for at least the following substances: THC, cocaine, PCP, opiates, methamphetamine/amphetamine, and alcohol. All testing procedures for contract employees will be carried out in accordance with the NAPE/AFSCME Contract.

An employee who is required to submit a sample for testing after determination of reasonable cause or suspicion will be informed verbally, followed by a written directive, that he/she may be placed on unpaid or paid investigatory suspension, pending the outcome of an investigation. After the testing is complete, the employee will not be returned to work or allowed to drive him/herself home. The Director, or the Board's Chairperson in the Director's absence, will assist the employee in arranging for transportation home after the testing, preferably by cab (at employee expense), or a ride provided by a family member or friend.

Refusal to Test
An employee refusing to submit a sample under this policy will be placed immediately on unpaid investigatory suspension, and will be subject to disciplinary action. Refusal by an employee to be tested, or confirmation by the lab that a specimen has been altered, will be treated as a positive test. Employees suspected of being under the influence of drugs/alcohol who refuse an escort to be tested will be given a directive to not drive home. Local law enforcement will be notified if an employee suspected of being under the influence disregards a directive not to drive home and leaves in his/her vehicle.

Negative Test Results
If the test results are negative for alcohol/drugs, the employee will be reinstated back to work and all leave without pay during the investigatory suspension will be paid back to the employee. All records of the investigation will be purged.

HARASSMENT POLICY

Harassment is defined as sexual harassment or any inflammatory comments, jokes, printed material and/or innuendo, based in whole or in part on race, color, sex, religion, age, disability or national origin, when:

(1) a reasonable person could conclude such conduct has the purpose or effect of creating an intimidating, hostile, or offensive working environment; or

(2) such conduct interferes unreasonably with a person's work or employment opportunities.

It is the Nebraska Real Property Appraiser Board's policy to treat all persons fairly, and with dignity and respect. Several sections below outline expected and prohibited behavior in the organization. In addition, employees of the Nebraska Real Property Appraiser Board have certain rights. The following sections provide a general guide to state and federal employment rights.

Equal Employment Opportunity

The Nebraska Real Property Appraiser Board provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, genetics, national origin, age, sex, marital status, pregnancy, disability, military status, veteran status, and/or political affiliation or beliefs. Additionally, the Board prohibits discrimination in any employment action, and in any work environment (including workplace), against any individual based on legally protected statuses. Employment actions include hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training. In addition, all related federal and state labor laws should be followed.

The Nebraska Real Property Appraiser Board also expressly prohibits any form of harassment based on race, color, religion, gender, national origin, age, genetic information, disability, or veteran status or any other status protected by state and/or federal law. Such harassment includes, but is not limited to, verbal, written, or physical conduct that degrades or shows hostility or aversion toward an individual because of a legally protected status.

Employees who report EEO concerns and/or alleged violations of this policy in good faith will not be subject to retaliation. Employees who knowingly permit discrimination and/or harassment of any kind shall be subject to discipline.

Disability Accommodations

The Nebraska Real Property Appraiser Board's policy is to comply with all federal and state laws concerning the employment of persons with disabilities, and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is the Board's policy not to discriminate against qualified individuals with disabilities concerning application procedures, hiring, advancement, discharge, compensation, training, or other terms, conditions, and privileges of employment.

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendment Act (ADAA) are federal laws that prohibit employers from discriminating against applicants and individuals with disabilities. It further adds that upon request, an employer shall provide reasonable accommodations to applicants and employees who are qualified for a job, so that they may perform the essential job duties of the position.

Employees may request an accommodation at any time in writing. Each request will be examined and a determination will be made. Medical and disability information is confidential, and this includes any accommodation requests and accommodations provided, except when an individual has a legitimate need to know. Except to the Board, the Director may not disclose information concerning another employee's disability, request for, or actual accommodation.

The Nebraska Real Property Appraiser Board will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job, unless doing so causes an undue hardship, or causes a direct threat to these individuals or others in the workplace. Questions and requests for any accommodations should be presented to the Director, who is responsible for processing all requests for reasonable accommodation.

Employees who report disability, ADA concerns, and/or alleged violations of this policy in good faith will not be subject to retaliation. Employees who knowingly permit discrimination and/or harassment of any kind shall be subject to discipline.

Pregnancy Discrimination
Limiting, segregating, or classifying a job applicant or employee in a way that adversely affects the opportunities or status of the employee because the employee is pregnant or has given birth, or has a related medical condition is discriminatory. It is also discriminatory for an employer to participate in a contractual or other arrangement or relationship that has the effect of subjecting such an individual to discrimination in the application or employment process.

The Nebraska Real Property Appraiser Board's policy is to comply with all federal and state laws concerning the employment of persons who are pregnant, have given birth, or who have a related medical condition. Reasonable accommodation with respect to the above conditions shall include acquisition of equipment for sitting, more frequent or longer breaks, periodic rest, assistance with manual labor, job restructuring, light-duty assignments, modified work schedules, temporary transfer to less strenuous or hazardous work, time off to recover from childbirth, or break time and appropriate facilities for breast-feeding or expressing breast milk. Accommodations that require significant difficulty or expense, thereby posing an undue hardship, will not be made.

Sexual Harassment
Sexual harassment constitutes discrimination and is illegal under federal, state, and local laws. There are two types of sexual harassment. The first type, quid pro quo (or "this for that"), occurs when the employee's submission to, or rejection of, sexual advances or conduct can explicitly or implicitly affect the terms or conditions of employment, or is used as basis for employment decisions. The second type is a hostile work environment where unwelcome conduct of a sexual nature creates an uncomfortable or hostile work environment.

Employees are prohibited from sexually harassing other employees, whether or not the incidents of harassment occur in the workplace or while conducting State business, and whether or not the incidents occur during working hours. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- Such conduct has the purpose or effect of creating an intimidating, hostile, or offensive work environment;
- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- Submission to or rejection of such conduct by an individual is used as the basis for employment or decisions affecting an employee or recipient of the Board's services;
- Such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile, or offensive working environment.

While sexual harassment encompasses a wide range of conduct, some examples of specifically prohibited conduct include, but is not limited to:

- Unwanted sexual advances or requests for sexual favors;
- Sexual jokes and innuendos, propositions or other sexual comments, gestures, noises, remarks, and/or jokes;
- Verbal abuse of a sexual nature;
- Leering, whistling, or touching, pinching, patting, grabbing, and/or brushing up against another person's body;
- Insulting or obscene comments or gestures;
- Display of sexually suggestive objects or pictures in the workplace or through the State of Nebraska communication systems.

Sexual harassment can also occur when the above described actions are directed at or made in the presence of any employee who indicates or has indicated in any way that such conduct in his or her presence is unwelcome.

If employees believe they have been subject to sexual harassment or any unwanted sexual attention, they should make their unease and/or disapproval directly and immediately known to the harasser whenever possible. If the situation is not immediately resolved, or if the employee is unable to address, or is uncomfortable in addressing, the alleged harasser directly, he or she should report the incident to the Director, or if appropriate, to the Board's Chairperson.

Bullying
Bullying is repeated inappropriate behavior, either direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others. Employees are prohibited from bullying other employees whether or not the incidents occur at the workplace or while conducting State business, and whether or not the incidents occur during working hours. As with sexual harassment, it is the effect of the behavior upon the individual that is important.

Examples of bullying include, but are not limited to the following:

- **Verbal Bullying:** slandering, ridiculing, or maligning a person or his/her family; persistent name calling that is hurtful, insulting or humiliating; using a person as the butt of jokes; shouting, raising one's voice at an individual in public and/or in private; spreading rumors or gossip.
- **Physical Bullying:** pushing; shoving; kicking; poking; tripping; assault, or threat of physical assault; damage to a person's work area or property.
- **Gesture Bullying:** non-verbal threatening gestures, glances that can convey threatening messages.
- **Exclusion, ostracizing, or shunning:** socially or physically excluding or discounting a person during work-related activities, persistently ignoring or interrupting another, deliberately excluding an individual, or isolating them from work-related activities (meeting invites, etc.).
- **Mobbing:** occurs by a group of people rather than a single person and includes behaviors described in the other categories; encouraging others to treat another poorly; enforcing total group exclusion against someone by explicitly or implicitly threatening others if they don't comply.
- **Cyber Bullying:** using electronic communication to bully a person, typically by sending or posting messages of an intimidating or threatening nature. This can occur through social media, emails, text, or other digital communication method.
- **Other examples:** persistent singling out of one person; public humiliation of any form; public reprimands; taking credit for another's ideas; continual unwarranted criticism on matters unrelated, or minimally related, to the person's job performance or description; setting unreasonable deadlines; repeatedly accusing someone of errors that cannot be documented; purposefully overloading or under-loading another's workload; withholding information.

Bullying should be reported to the Director, or if appropriate, to the Board's Chairperson.

People are by nature different. Personality conflicts or not liking someone are not considered bullying. Neither is an employee being held accountable to work standards and/or behavior or performance expectations. Additionally, legitimate counseling or discipline based on documented facts of sub-par performance, leave abuse, and/or any other policy violation is not considered bullying.

Retaliation Prohibited
Retaliation includes, but is not limited to disciplining, changing work assignments of, providing inaccurate work information to, and/or refusing to cooperate or discuss work-related matters with an employee, co-worker, or the Board. Pressuring, falsely denying, lying about or otherwise covering up or attempting to cover up conduct, such as that described in any item above, is prohibited and may result in discipline up to and including termination of employment.

Retaliation against any individual making a good faith complaint of violations of these or other policies is prohibited, and those engaging in retaliatory behavior will be subject to discipline up to and including termination of employment.

BENEFITS

State benefit option guides (for active employees, Cobra/Retirees, and Temporary employees) are available on the web at Nebraska DAS Personnel – Wellness and Benefits. Employees must work half time or more to qualify for benefits. Changes may be made to benefits during open enrollment or when a qualifying event occurs. Consult the Director for more details.

Elective benefits include:

- Health Coverage with a Prescription Drug Program
- Dental
- Vision
- Flexible Spending Accounts
- Civil and Injury Leave
- Long-Term Disability Benefits
- AD &D Insurance
- Life Insurance
- Employee Discount Programs
- Military or Emergency Duty Leave

The State provides a basic life insurance benefit of $20,000 to eligible full-time employees at no cost and to eligible part-time employees for a minimal monthly charge.

Retirement
Membership to the Nebraska State Employees Retirement Plan is mandatory immediately upon hire for all permanent employees who work one-half or more of the regularly scheduled hours during each pay period. The contribution will be automatically deducted from the first paycheck, and all subsequent paychecks, and credited to the employee account in the Nebraska Public Employees Retirement Systems Plan.

Contributions are:

- Tax sheltered;
- 4.8% of gross wages;
- Matched at a rate of 156% of employees' contributions;
- Vested after the period specified on the plan.

Deferred Compensation
The Deferred Compensation Plan is a voluntary investment plan in which an employee authorizes the State to defer part of their current compensation and receive the amount, plus earnings, at a later date, such as at retirement. Deferred Compensation is available to any employee and can be started and stopped at any time.

Credit Union
State employees (except temporary) are eligible to join the Nebraska State Employee Credit Union. The Lincoln Credit Union Office is located at 330 S 16th Street, Lincoln, Nebraska and can be reached at (402) 471-2561.

Employee Assistance Program (EAP)
The Nebraska Real Property Appraiser Board has elected the Employee Assistance Program (EAP) coverage for all full time employees. EAP is provided through Deer Oaks EAP and offers free short-term counseling and referral services to deal with family issues that may be affecting job performance or personal well-being. It is available 24 hours a day, seven days a week. All consultations and counseling are completely confidential.

Such issues include but are not limited to:

- Alcoholism;
- Drug dependency;
- Financial matters;
- Legal assistance;
- Marital or family distress;
- Mental illness;
- Employment related matters.

Fees for services beyond and outside of the EAP contract are the responsibility of the employee. EAP can be contacted at (800) 666-8606 or (402) 354-8000.

Employee Engagement
The State of Nebraska offers employees many engagement opportunities, including employee recognition, charitable initiatives, and discount programs. More information can be found at Nebraska DAS Personnel – Teammate Engagement.

Employee Parking
The State of Nebraska offers employees the opportunity to park in State owned parking facilities for a fee deducted from the employees pay for each month. Parking facilities requests and assignments are made in accordance with the State of Nebraska Parking Manual. If an employee request is approved, the Director will be notified by Nebraska DAS Buildings to initiate the deduction for the parking fee from the employee's pay.

WORKPLACE, OFFICE HOURS, AND WORK SCHEDULES

Agencies and departments of the State of Nebraska have a statutory responsibility (Neb. Rev. Stat. § 81-113) to be open for the transaction of business from 8:00 am to 5:00 pm, Monday through Friday, except for holidays. At least one employee shall be in the office during this time, unless employees are required to attend a Board function, or an extenuating circumstance as declared by the Director or the Board's Chairperson in the Director's absence, prevents or limits the employees' ability to reach, enter, or remain in the office. If only one employee is present in the office, the office may be closed for short durations as needed for breaks, lunch, and to conduct agency business. The Director must be notified by email of such closure.

The Nebraska Real Property Appraiser Board honors the State of Nebraska Emergency Weather Policy. In the case of an extenuating circumstance, such as inclement weather, employee safety and welfare is always the primary concern. If a situation prevents all employees from reaching the office, all employees shall remain in contact with the Director during business hours to ensure that an employee reaches the office in a safe and timely manner if reasonable. Employees will determine for themselves their ability to drive to work safely, the condition of their vehicle, and the immediate road conditions. If an employee is unable to reach the office, the employee may choose to flex time, work remotely, request vacation leave, or choose leave without pay.

Workplace

Unless a telecommuting[1] arrangement is in place between the agency and an employee, the primary place of business for all employees is the Board's office. All full-time employees may also work remotely. Utilizing this option shall guarantee the Nebraska Real Property Appraiser Board's ability to provide services and meet all workload demands, and any employee utilizing this option shall be reasonably available by email, WebEx (instant messaging and video conferencing), or phone while remote working.

A classified employee may work remotely without permission outside of regular business hours (utilizing flex-scheduling or in lieu of paid leave). If a classified employee wishes to work remotely during regular business hours, he or she must send an email to the Director making a request to work remotely. The email shall include the date(s) and time period for which the request is being made. The Director will discuss the date and time period with any other employees affected by the request as needed to ensure adequate staffing in the office. The Director will respond to the email request with an approval or denial. In the case of an extenuating circumstance or inclement weather, a classified employee may work outside of the office during regular business hours with an email notice to the Director only. The Director reserves the right to revoke an employee's privilege to work remotely, temporarily or permanently, if this privilege is abused.

[1] Telecommuting is a work arrangement between an employer and employee that allows an employee to permanently work from home or a satellite location for all, or part, of the employee's regularly scheduled work week (e.g. regular scheduled work week includes working in office on Monday, Wednesday, and Friday, and working from home on Tuesday and Thursday on a permanent basis).

Visitors
Individuals not involved in business activity of the agency are not allowed in the office work areas. Exceptions would be family members or friends, as long as the visitation does not negatively affect work. Any visitation that interferes with the Board culture, policies, the harmonious work environment, or the productivity of employees, will not be tolerated. The Board's Director has the responsibility and authority to determine what activity/behavior negatively impacts work. Upon first occurrence, an employee's visitor shall be asked to leave. Second and subsequent occurrences may be cause of disciplinary action that may result in termination.

Workplace Security
Security is everyone's responsibility. The following are a few reminders that will help preserve a safe and secure environment.

- Keep valuables secured in a locked desk or cabinet;
- Always carry keys and ID access card;
- Report suspicious persons, packages, mail, or activity to the Director, or the Board's Chairperson in the Director's absence.

Building entry requires ID access cards (during non-business hours for main entries, and all hours for non-main entries), and office entry requires a key (during non-business hours). The Director will coordinate issuance of an appropriate ID access card and office key for each employee. An employee's ID access card and key are for his/her personal use only. Sharing either with other employees or non-employees represents an unauthorized security breach that may subject the employee to disciplinary action up to and including termination.

In the event your ID access card or office key is lost or stolen, an employee is to immediately notify the Director, or the Board's Chairperson in the Director's absence. The employee will be issued a new ID access card or office key, possibly at the employee's expense.

Work Schedules
The Director shall render not less than forty hours each week except any week in which a paid holiday may occur per Neb. Rev. Stat. § 84-1001 (1). Hours rendered includes those worked and any applied leave.

The standard pay period for all classified positions is 80 hours included in two consecutive 40 hour work weeks (8:00 a.m. to 5:00 p.m., Mon-Fri; or specific arrangement between agency and employee). Hours may be flexed by classified employees anytime during each forty-hour week included in the pay period. If a classified employee wishes to utilize flex time, he or she may do so by sending an email to the Director making a request to utilize flex time. The email shall include the date(s) and time period for which the request is being made. The Director will discuss the date and time period in with any other employees affected by the flexed time as needed to ensure adequate staffing in the office. The Director will respond to the email request with an approval or denial. If for any reason the 40 hours cannot be met during the week, approved leave shall be applied to the difference. In the case that leave is not approved, the hours will be unpaid.

Such flex time shall guarantee the Nebraska Real Property Appraiser Board's ability to provide services and meet all workload demands. The Director at his or her discretion may require the employee to choose a different time to flex his or her hours. In addition, the Director reserves the right to revoke an employee's flex time privileges, temporarily or permanently, if the use of flex time is abused.

The standard pay period includes two consecutive work weeks for all temporary positions. Hours are determined by availability on an individual basis. Hours may be flexed by temporary employees anytime during each work week included in the pay period. If a temporary employee wishes to utilize flex time, he or she may do so by sending an email to the Director to make a request to flex hours. The Director will respond with an approval or denial. If for any reason the scheduled hours cannot be met during the week, the hours will be unpaid.

Overtime
In accordance with the NAPE/AFSCME Contract, all contract employees and temporary employees in contract specified positions are eligible for overtime as authorized. Overtime must be approved by the Director in advance. The employee shall receive compensation at one and one-half times their hourly rate in the form of either pay or compensatory time off for hours worked in excess of 40 hours in any work week. Sick or vacation leave are not considered as work time in a 40 hour week.

Rest Breaks
All classified and temporary employees shall be granted rest periods during each work day in accordance with the following:

- The NAPE/AFSCME Contract for contract employees and temporary employees in contract specified positions.
- The Nebraska Administrative Code, Title 273, for rules employees and temporary employees in rule specified positions.

Meal Periods
In accordance with the NAPE/AFSCME Contract, all classified and temporary employees shall be granted an unpaid meal period of one hour. Employees may adjust the schedule according to the flex time policies allowing work through a meal period. An email shall be sent to the Director to notify him or her of the intent to forgo an unpaid meal period.

LEAVE

Approval Of

With the exception of illness, an extenuating circumstance, or inclement weather, leave requests shall be pre-approved by the Director. When a classified or temporary employee wishes to make a request, an email shall be sent to the Director stating the type of time the employee wishes to use, along with how many hours the employee wishes to use. The Director will discuss the date and time period in with any other employees affected as needed to ensure adequate staffing in the office. The Director will respond to the email request with an approval or denial. The following also applies to classified or temporary employee leave requests:

- All requested vacation leave contiguous to a state holiday should be made no less than 10 days from the holiday. The Director will respond with approval or denial within 5 days of the holiday. If no leave requests are received at 10 days from the holiday, the first request received will be considered by the Director. Any request received within 10 days from the holiday will be reviewed by the Director on a case-by-case basis. Approval will be based on the Board's ability to provide services and meet all workload demands. If the Director determines that it is not in the best interest of the Board to approve the vacation leave request, an explanation will be provided to the employee in writing.

- Requests for vacation leave during the official board meeting preparation period as determined by the Director, the day of the board meeting each month, or anytime during the months of September through December will be reviewed by the Director on a case-by-case basis. Approval will be based on the Board's ability to provide services and meet all workload demands. If the Director determines that it is not in the best interest of the Board to approve the time off request, an explanation will be provided to the employee in writing.

- All requested time off due to illness, bereavement, extenuating circumstances, or inclement weather, must be made as soon as possible. Any time off requests made on short notice may require substantiation of the request upon return to work prior to approval for time off being granted (e.g. Note from doctor may be requested after employee calls in for time off due to illness).

If at any time after approval, but before the end of the pay period, a classified or temporary employee may flex time approved as time off. Any communication documenting an employee's leave shall be included with the timecard and payroll documents for that pay period.

The Director shall notify the Board's Chairperson by email of his or her intent to utilize leave, which shall be included with the timecard and payroll documents for that pay period.

Vacation Leave

All permanent employees earn paid vacation leave time. Earning of leave begins immediately upon employment and may be applied as soon as it is earned, subject to the provisions of the Nebraska Administrative Code, Title 273 or NAPE/AFSCME Contract for classified employees. The Director may deny a vacation leave request under circumstances deemed appropriate by the Director (e.g. Board meeting preparation period, the day of a board meeting, renewal season, or inadequate staffing in the office on the day of request).

Vacation leave may be used in place of sick leave.

At the discretion of the Director, vacation leave may be advanced to classified employees in an amount not to exceed a total of 80 hours. Employees shall reimburse the State for all used unearned vacation leave upon separation or transfer in accordance with the NAPE/ AFSCME Contract, and/or Nebraska Administrative Code, Title 273.

Current law provides that permanent employees shall only be entitled to have accumulated as of 11:59 p.m. on December 31st of each year, the number of hours of vacation leave which the employee earned during that calendar year. Hours of vacation leave accumulated in excess of that number shall be forfeited. Employees are allowed 280 hours of vacation leave to be carried forward. A reasonable effort will be made to allow the use of leave, subject to forfeiture. Any reasonable request for leave, if denied and then forfeited must be paid out to the requesting employee, within 30 days of forfeiture.

Reasonable vacation accumulated/forfeit use considerations include:

- The amount of leave requested,
- The number of days remaining prior to forfeiture during which the employee may take vacation leave and the amount of vacation the employee has accrued and would forfeit if not granted,
- Time between the date of request and the requested leave start date,
- Public safety concerns and other relevant factors (including operational needs).

Acceptable reasons to deny vacation accumulated/forfeit requests include:

- The request was made without appropriate notification.
- The request was made without accrual coverage.
- Granting the request would create a staffing or operational shortfall, or create a public safety risk.

If the employee's vacation accumulated/forfeit request is not granted, the reason for the denial should be documented and a response will be provided to the employee in writing.

Sick Leave
All permanent employees earn paid sick leave time. Earning of leave begins immediately upon employment and may be applied as soon as it is earned, subject to the provisions of the Nebraska Administrative Code, Title 273 or NAPE/AFSCME Contract for classified employees.

Sick leave may be utilized for illness, disability, injury, or surgery of employee or an immediate family member. Pregnancy, post-natal recovery and miscarriage shall be considered temporary disabilities. Immediate family shall be considered as a spouse, children, parents, and those in the same relationship to your spouse. At the Director's discretion, definition of immediate family may be broadened. Any employee that is ill, or feels that he or she is coming down with an illness, is advised to not report to work until symptoms have dissipated.

Substantiating evidence may be required for sick leave approval, and shall be required if sick leave is 10 continuous workdays or longer. A statement from a doctor with minimum information necessary as directed by the Health Insurance Portability and Accountability Act (HIPAA) to protect personal information would be acceptable. When out on sick leave for more than one day, Director must be informed of status, and in the case of the Director, the Board's chairperson must be informed of status. A classified employee shall be notified in advance and in writing (to include email) if sick leave abuse is suspected. Sick leave may be denied when the Director has evidence of sick leave abuse.

Sick leave cannot be used as vacation leave.

At the discretion of the Director, sick leave may be advanced to classified employees in an amount not to exceed a total of 80 hours. Employees shall reimburse the State for all used unearned sick leave upon separation or transfer in accordance with the NAPE/ AFSCME Contract, and/or Nebraska Administrative Code, Title 273.

Compensatory "Comp" Time
In lieu of overtime, and with the Director's approval, classified employees may accrue compensatory ("comp") time off, which may be applied as soon as it is earned, subject to the provisions of the Nebraska Administrative Code, Title 273 or NAPE/AFSCME Contract. The Director may deny a compensatory time off request under circumstances deemed appropriate by the Director (e.g. Board meeting preparation period, the day of a board meeting, renewal season, or inadequate staffing in the office on the day of request). The agency reserves the right to pay comp time balances out at any time. Use of compensatory time hours does not count toward the calculation of hours worked for overtime purposes. Employees are responsible for obtaining the Director's approval prior to accruing compensatory time hours.

Bereavement Leave
Up to 5 days of bereavement leave may be granted to an employee for a death in the immediate family. Immediate family shall mean spouse, father, mother, grandfather, grandmother, sister, brother, child, grandchild, spouse of any of these, or someone who bears a similar relationship to the spouse of an employee. Step-persons and unborn persons bearing these relationships are included. At the Director's discretion, the definition of immediate family may be expanded to include other individuals with a similar personal relationship to the employee as that of an immediate family member.

Military Leave
Military leave shall be granted in accordance with applicable federal and state laws, and is limited to 120 hours a year, with no accumulation of unused leave carried over to the following calendar year. Such military leave may be taken in hourly increments. Employees who are members of the National Guard or Reserve shall provide their Unit Training Assembly (drill) schedule, or military orders where applicable, as soon as it is available from the Military Unit.

Civil Leave
All employees, including temporaries, shall be eligible for paid civil leave for Jury Duty, Election Board Duty, Voting Time, Court Appearances, Disaster relief Leave. Provisions outlined in the NAPE/ AFSCME Contract, and/or Nebraska Administrative Code, Title 273 apply to classified employees.

Leave of Absence
An unpaid leave of absence may be granted, not to exceed one year (except for military service and some worker's compensation cases), when such absences will not interfere with the best interest of the Nebraska Real Property Appraiser Board. Under unusual circumstances, this time may be extended by the Director, or in the Director's case, the Board's Chairperson. Written requests for leaves of absence will be considered for such things as temporary disabilities, educational purposes, or other uses. Medical leaves of absence shall not exceed six weeks unless approved by a physician. The leave of absence when granted shall be in writing and detail the employment conditions that will be in effect at the end of the absence. Vacation leave shall not be required to be exhausted prior to such requests.

Family Medical Leave (FML)
Family Medical Leave is unpaid time off from work. An employee must have at least twelve total months of service and at least 1250 hours of service in the previous twelve-month period to be eligible for Family Medical Leave. Temporary employment with the State of Nebraska counts toward an employee's eligibility. An employee can use paid vacation leave, accumulated compensatory time, or sick leave, if the requested sick leave meets conditions outlined in this handbook for use, as part of their 12 weeks of Family Medical Leave if the employee should so choose.

Unpaid Family Medical Leave may be used for the following reasons:

- Because of the birth of a child of the employee.
- Because of the adoption or placement of a foster care child with the employee.
- In order to care for the serious health condition of the employee's spouse, child, or parent.
- Because of the serious health condition of the employee.
- Because of any qualifying exigency (as defined by the Secretary of Labor) arising out of the fact that the spouse, or a son, daughter, or parent of the employee is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation.
- Because the employee who is the spouse, son, daughter, parent, or next of kin of a covered service member shall be entitled to a total of 26 workweeks of leave during a 12-month period to care for the service member. (This leave shall only be available during a single 12-month period.)

An employee requesting to use Family Medical Leave due to a serious health condition must provide certification from a health care provider that must include:

(1) The date on which the serious health condition commenced;
(2) The probable duration of the condition;
(3) Any appropriate medical facts;
(4) A statement containing specific information why the employee is needed to care for the child, spouse or parent, **OR**, a statement containing specific information why the employee is unable to perform the functions of the job;
(5) If the leave is to be intermittent, a statement containing specific information concerning planned medical treatments, the expected dates, and duration of treatment.

The agency may require a second opinion (the agency's choice of health care provider) and must pay for the cost of the second opinion. If the second opinion differs from the first, a third opinion may be sought (from a mutually agreed upon health care provider, again, at the agency's expense). The results of the third opinion are final.

Maternity Leave Donation Program (MLD)
When an expectant mother needs to be away from work due to a birth of a child, she may request MLD in writing. The request must include substantiating evidence as described in the Family Medical Leave Act. MLD shall be available only to employees who have exhausted their own earned sick leave, in conjunction with an approved Family Medical Leave (FML) under the Family Medical Leave Act and only with approval of the Director, or in the case of the Director, the Board's Chairperson.

Employees shall meet the following criteria before request(s) for donations can be made:

- Be the expectant mother of a newborn baby.
- FML request has been approved by the agency.
- Have exhausted all earned sick leave.
- Have not offered anything of value in exchange for the donation.

Employees may contribute accrued vacation leave or earned compensatory time to benefit another employee within the agency who requests MLD. Vacation leave and earned compensatory time shall be donated in no less than 4-hour increments. The contributing employee must identify the specific amount of time donated and the name of the recipient of the donated time on the appropriate forms for that purpose. Vacation leave and compensatory time donated and transferred to another employee pursuant to this provision shall be irrevocably credited to the recipient's MLD account.

Catastrophic Illness Leave
An employee experiencing a catastrophic event may be eligible for catastrophic leave donations from the other employees. A catastrophic event is defined as a serious illness or injury resulting in a prolonged absence of at least thirty workdays during the past six months. Refer to NAPE/AFSCME Contract, or the Nebraska Administrative Code, Title 273 for information on eligibility conditions and donating to other employees.

Injury Leave and Worker' Compensation
All employees (including temporary) who are disabled as a result of a job-related injury or disease, that is deemed compensable by Worker's Compensation, may be granted injury leave not to exceed five of the employee's normal working shifts for any particular injury. A working shift is counted even if an employee is absent for any portion of their assigned shift. Disabled shall mean the employee is unable to perform the tasks usually encountered in one's employment due either to an injury/disease or to treatment for an injury/disease. Any job-related injury or disease shall be reported to the Director, or in the case of the Director, the Board's Chairperson, as soon as possible and the agency shall have the responsibility to supply all the necessary information to the DAS Risk Management Division. No employee shall receive payments (worker's compensation plus regular pay) in excess of his or her regular gross wage. In addition, employees being paid workers' compensation for job-related injuries or disease may use accrued sick, vacation or compensatory leave time to supplement the payment up to, but not to exceed, their regular gross pay.

Holidays
The State of Nebraska annually recognizes eight hours of Holiday Leave with pay for 12 holidays each year. Temporary employees are not eligible for holiday leave with pay.

New Year's Day	January 1
Martin Luther King Day	Third Monday in January
President's Day	Third Monday in February
Arbor Day	Last Friday in April
Memorial Day	Last Monday in May
Juneteenth	June 19
Independence Day	July 4
Labor Day	First Monday in September
Indigenous Peoples' Day and Columbus Day	Second Monday in October
Veterans Day	November 11
Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving	Friday following Thanksgiving
Christmas Day	December 25

When a holiday falls on the first day of an employee's weekend, it shall be observed on the preceding day. When a holiday falls on the second day of an employee's weekend, it shall be observed on the following day.

PAY PERIOD AND REPORTING

Pay Cycle
Pay will be on a biweekly pay cycle. Biweekly pay dates are every other Wednesday. Two pay cycles during the year will have no deductions except federal and state withholding taxes, social security, credit union, and retirement deductions. The Director shall be notified of any changes to address, marital status, number of dependents or exemptions, or any qualified events that may affect an employee's payroll or benefits. An electronic direct deposit to one or more financial account(s), or to a payroll card, will be used for wage and reimbursement payments as the employee has designated. A payroll card operates like a debit card and no credit check or bank account is required.

Timecard Maintenance
Each full time employee shall maintain his or her time worked on the Director approved time sheet. Before 9 pm on Tuesday following the end of the 80-hour pay period, each classified employee shall submit his or her time sheet to the Director, along with any documentation supporting leave requests and approvals. The Director shall submit his or her time sheet to the Board's Chairperson, along with any documentation supporting leave notices. The Director may request additional support and/or clarification if needed prior to approval. All temporary employees shall maintain and submit timecards according to the Administrative Services SOS Program policies in place.

PERFORMANCE

Each employee of the Nebraska Real Property Appraiser Board is expected to perform his or her duties at a level acceptable to the Director and the Board. Performance evaluations are an important tool to measure and discuss job performance. Evaluations can also be used to assist employees with developing new skills and competencies. The Director is responsible for accurately assessing and completing a performance evaluation for each classified employee. Classified employees should also receive feedback about their performance on a regular basis and issues should be addressed in a timely manner.

Performance evaluations for contract employees are conducted in accordance with the provisions of the NAPE/AFSCME Contract through the centralized Performance Management System approved by State Personnel. Employees will be notified to begin their evaluation process via a system-generated email. Off-Cycle evaluations can be initiated by the Director when deemed necessary.

If an employee refuses to provide an electronic signature, the Director should document the employee's refusal to sign in the system during the process of providing the manager's electronic signature, which should occur prior to final submission of the review. Employee should be reminded that a signature does not represent agreement with the contents, but merely acknowledges receipt of the review.

Performance issues shall be addressed in accordance with the provisions of the Nebraska Administrative Code, Title 273, or NAPE/AFSCME Contract for classified employees.

The Director's performance will be evaluated by the Board prior to the beginning of each fiscal year.

TRAINING

The Nebraska Real Property Appraiser Board offers training to employees in order to support the achievement of business objectives, build employee knowledge, skills, and abilities, and to contribute to improved employee performance and enhance career development and personal growth.

The Director coordinates training and is responsible for identifying training needs and maintaining training records for the agency. Training may be:

- Required: mandated by federal, state, or agency policy, as well as by the Director or the Board;
- Recommended/Agency Sponsored: at the request or assignment of the Director or the Board, most likely job-related courses;
- Optional: courses that provide employee personal development and growth.

Training includes programs that lead to:

- Improved work performance;

- Ability to assure increasing responsibilities within the agency;
- Meet the goals of the agency or the Board;
- Personal growth and development.

Any request for training or education made by an employee shall be submitted to the Director in writing. All training or education that includes overnight travel, or exceeds $250.00 in tuition, shall be approved by the Board. If approved, the training or education shall be at the Board's expense unless specified otherwise. Any tuition for training or education attended at the employee's request, and at the Board's expense, may be reimbursed to the Board if employee voluntarily leaves his or her position within one year of attending the training activity, or does not satisfactorily complete any portion of the training activity. Any exception to this policy shall be agreed to by both the Board and the employee and documented in the employee's file.

The Board or the Board's Director may request that an employee attend training or education applicable to his or her responsibilities. All training or education that includes overnight travel, or exceeds $250.00 in tuition, shall be approved by the Board. Any tuition for training or education attended at the request of the Board or the Director shall be at the Board's expense unless specified otherwise. Such tuition may be reimbursed to the Board if employee does not satisfactorily complete any portion of the training activity. Any exception to this policy shall be agreed to by both the Board and the employee and documented in the employee's file.

Information on training and development opportunities provided by the State of Nebraska can be found at Nebraska DAS Personnel – Training and Development.

EMPLOYEE RECOGNITION

An employee may be recognized no more than once annually for his or her excellence through service (not "Years of Service"), contributions, and/or achievements with an award not to exceed $500.00 in value. An employee may be nominated by any other employee or board member. A nomination must be made in writing, include the reason for the nomination, and a recommended award. The Director or the Board's Chairperson shall be responsible for evaluation and approval of the nomination and requested award. A recipient of an award will be recognized publicly by the Board at its next regularly scheduled meeting. An award is not the same as an employee bonus.

EXPENSE REIMBURSEMENT

Reimbursement will be made for authorized travel, meals, and other approved expenses in accordance with the NRPAB State of Nebraska Expense Reimbursement Policies. All expense requests must be pre-approved by the Director or the Board. Requests for reimbursement must be made within 60 calendar days from the date the employee incurred the expense.

DRESS CODE

During business hours employees are expected to present a neat and clean appearance. Clothing should reflect job and working conditions. The Director has the responsibility and authority to determine what attire reflects the requirements of the job and working conditions. Upon first occurrence, an inappropriately dressed employee may be sent home and directed to return to work in proper attire. Second and subsequent occurrences may be cause of disciplinary action that may result in termination. Time spent out of the office resulting from a

dress code issue would not be considered work time and would require use of vacation, comp time, or leave without pay.

BREASTFEEDING

The Board's Director shall make accommodations for employees who breastfeed, or need to express breast milk during work hours. Each building managed by the State Building Division is equipped with a room exclusively dedicated to nursing mothers for expressing breast milk.

WORKPLACE EVACUATION POLICY

Earthquake

1. Stay calm and await instructions from the Emergency Coordinator or other designated official (Director or Business Program Manager if Director is not present).
2. Keep away from overhead fixtures, windows, filing cabinets and electrical power.
3. Assist employees with needs in finding a safe place.
4. Evacuate as instructed by the Emergency Coordinator or designated official.
5. All employees meet in the parking lot of the 1526 Building for further direction (Next to the South State Parking Garage). The Emergency Coordinator will make sure everyone is accounted for, and is responsible for communication with the State of Nebraska.
6. Immediately contact Director if not present, and Board's Chairperson, as soon as possible.

Fire, Gas Leak or other Reason for Building Evacuation

1. In the case of a fire, employees should immediately evacuate the building. In any other case, evacuation should take place upon order by the Emergency Coordinator (Director or Business Program Manager if Director is not present).
2. Assist employees with needs in finding a safe place.
3. All employees meet in the parking lot of the 1526 Building for further direction (Next to the South State Parking Garage). The Emergency Coordinator will make sure everyone is accounted for, and is responsible for communication with the State of Nebraska.
4. Immediately contact Director if not present, and Board's Chairperson, as soon as possible.

Tornado

1. When a warning is issued by sirens or other means, employees should take the stairs to the basement; employees unable to take the steps should take the elevator. Stairwells are NOT recommended as a safe location since they can become wind tunnels. Stay away from outside walls and windows and use arms to protect head and neck. Employees should remain sheltered until the tornado threat is announced to be over.
2. All employees meet in the basement hallway next to the Copy Services window.. The Emergency Coordinator will make sure everyone is accounted for, and is responsible for communication with the State of Nebraska.
3. Immediately contact Director if not present, and Board's Chairperson, as soon as possible.

EMPLOYEE INFORMATION SYSTEMS AND DATA SECURITY POLICIES

Understanding Risks and Threats

One of the biggest concerns today is security threats or intruders. In order to safeguard against any attack, it is necessary to understand how and what the intruder is after. Awareness of the potential dangers facing the Board's Information Systems is critical. Failure to follow the Employee Information Systems and Data Security Policies may lead to disciplinary action up to and including termination of employment.

Types of Threats:

- *Hacker-* A hacker is an individual whose primary aim is to penetrate the security defenses of computer systems. A truly skilled hacker can penetrate a system right to the core and withdraw again without leaving a trace of the activity. Hackers are a threat to all computer systems that allow access from outside.
- *Virus* - Malicious software like a virus is a software program that replicates itself and spreads onto various data storage media (disks, flash drives, portable hard drives, etc.) and/or across a network. The symptoms of virus infection include considerably slower response time, inexplicable loss of files, changed modification dates for files, increased file sizes, and total failure of a computer system.
- *Social Engineering* - Social engineering is the process of convincing people to divulge information that they should not. Often built on false pretenses and misidentification, social engineering is extremely effective. This is accomplished by name-dropping, gaining one's confidence, and intimidation. Social engineering involves the manipulation of people rather than technology to successfully breach their organization's security.

General Information

The Nebraska Real Property Appraiser Board adheres to the Nebraska Information Technology Commission (NITC) Security Standards as its Information Systems and Data Security processes and procedures. The majority of security functions are administered by the Office of the Chief Information Officer (OCIO). The OCIO is responsible for administration of the State Communications System including any voice, video, data or wireless communications facility contracted for, or provided by, the State of Nebraska, including state-provided equipment and network connections to State computers. All use of the system is subject to applicable state and federal laws, such as the public records statutes of the State of Nebraska. No reasonable expectations of privacy exist regarding personal business conducted on the system.

By September 15 of each even-numbered year, an information technology report is provided to OCIO that includes an accounting of all technology assets, including planned acquisitions and upgrades. (Neb. Rev. Stat. § 86-524.01).

Definitions that apply to the Nebraska Information Technology Commission Standards and Guidelines can be found at: https://nitc.nebraska.gov/standards/1-101.pdf

Social Media Use Policy
Employees using social media for State business, both on and off the Nebraska.gov domain, must adhere to the NITC guidelines located at https://nitc.nebraska.gov/standards/4-101.pdf.

Active Directory Use Policy
Microsoft Active Directory has an attribute ("thumbnailPhoto") to store a thumbnail photograph of each user. Other applications, including Microsoft Outlook and the Exchange Global Address List, will display these photographs automatically in the context of providing information about the user. Employees utilizing this attribute must adhere to the Active Directory Use Policy located at https://nitc.nebraska.gov/standards/5-401.pdf.

State Communications System Acceptable Use Policy
This policy applies to use of the State communications systems. The standards for acceptable use of the system can be located at https://nitc.nebraska.gov/standards/7-101.pdf. All use of the system is subject to applicable state and federal laws. Users should not have any expectation of privacy regarding personal business conducted on the system unless otherwise protected by state or federal law.

Information Security Policy
The Information Security Policy is to provide a uniform set of reasonable and appropriate security safeguards for protection of the confidentiality, integrity, and availability of State of Nebraska information collected, stored, and used to serve the citizens of the State. This Information Security Policy contains the safeguards, responsibilities and acceptable behaviors required to establish and maintain a secure environment. All agency employees must adhere to the following:

- Acceptable Use provisions located at https://nitc.nebraska.gov/standards/8-201.pdf;
- Email provisions located at https://nitc.nebraska.gov/standards/8-204.pdf;
- Portable IT Device provisions located at https://nitc.nebraska.gov/standards/8-205.pdf;
- Remote Access provisions located at https://nitc.nebraska.gov/standards/8-301.pdf;
- Passwords provisions located at https://nitc.nebraska.gov/standards/8-302.pdf;
- Identification and Authorization provisions located at https://nitc.nebraska.gov/standards/8-303.pdf;
- Network Transmission Security provisions located at https://nitc.nebraska.gov/standards/8-402.pdf;
- Approved Hardware and Software provisions located at https://nitc.nebraska.gov/standards/8-501.pdf;
- Minimum User Account Configuration provisions located at https://nitc.nebraska.gov/standards/8-502.pdf;
- Minimum Workstation Configuration provisions located at https://nitc.nebraska.gov/standards/8-504.pdf;
- Minimum Laptop Configuration provisions located at https://nitc.nebraska.gov/standards/8-505.pdf;
- Minimum Mobile Device Configuration provisions located at https://nitc.nebraska.gov/standards/8-506.pdf; and
- Use of Cloud Storage Websites provisions located at https://nitc.nebraska.gov/standards/8-606.pdf.

Data is a critical asset of the State of Nebraska. All employees have a responsibility to protect the confidentiality, integrity, availability of data generated, accessed, modified, transmitted, stored or used by the State, irrespective of the medium on which the data resides and regardless of format.

Other Information System and Data Information

- Access is given to each employee for the systems and information needed to do his or her job. Access control is the set up and maintenance of system access data that determines who the employee is, what can be accessed, and what restrictions apply. This is managed by OCIO, and when applicable, the Board's Director.
- Access to any of the State systems requires usernames and passwords. All employees are assigned a unique ID (username) for each specific system, and password is established to allow access to each specific system. Passwords are strictly confidential, and must be maintained in accordance with the policies for each State system. When employment ends, OCIO is notified immediately and access to the State information system will be revoked.
- Software should not be installed on an agency PC, network servers, or other machines without first obtaining the proper approval from the Director. OCIO conducts the majority of software installations for the agency.
- Workstations may be monitored and accessed by the Director if a breach in security, violation of agency policy, or other unauthorized actions, have allegedly been taken.
- Remote access can be through a dial-up, WAN, or Wi-Fi connection. Before authorization to access the network for agency files, permission must be granted by the Director.
- An employee shall not connect any devices to the State network, or any other equipment with a modem or communication system, without prior approval from the Director or OCIO.
- When engaged in discussion groups, chat rooms, email communication, and other internet offerings, employee may only indicate his or her affiliation with the Nebraska Real Property Appraiser Board in a way that does not potentially embarrass or harm the Board or the State of Nebraska. In addition, misrepresenting, obscuring, suppressing, or replacing your identity on State communication systems is prohibited.
- An employee's name, email address, agency affiliation, and related information included with messages or postings must reflect the actual originator of the messages or postings.
- An employee may not create his or her own, or forward externally provided email messages, that may be considered to be harassment, contribute to a hostile work environment, use profanity, or contain derogatory comments about sex, race, religion, or sexual preference.
- An employee must adhere to the CIO procedures for reporting and/or discarding unwanted and unsolicited e-mail (also known as SPAM) or emails with concerning attachments.
- Another employee's Email account cannot be used to send or receive messages without permission from the Director.
- An employee may not upload software licensed to a third party to any computer via the internet unless authorization from the Director or OCIO has first been obtained.
- To ensure that Information Systems run smoothly, temporary internet files and cookies should be deleted by employee on a regular basis.

Telephone and Fax
Communication outside the state telephone system for business reasons is often necessary, but it can create security exposures. Employees should take care that they are not overheard when discussing sensitive or confidential matters.

When an employee is out of the office for an extended amount of time, the employee's voicemail message should be changed to reflect the length of time he or she will be away.

MOTOR VEHICLES POLICY

State business is defined as performing job functions on behalf of the organization. Examples include, but are not limited to, driving to other locations for work purposes; driving to meet with vendors or other entities the organization does business with, driving to other agencies to represent the organization; driving to deliver, transport, or pick up goods or to provide services on behalf of the organization; and traveling to meetings, training events, workshops, or seminars. Driving in order to conduct State business must be approved by the Director. Commuting is not considered State business.

While driving on State business, employees are expected to follow these safety and motor vehicle use rules:

- Notify the Director if taking medication, or if subject to a medical condition that would interfere with the safe operation of a motor vehicle;
- When utilizing personal vehicle or Transportation Services Bureau fleet vehicle follow all policies, procedures, and rules contained within the Transportation Services Bureau Policies and Procedures at https://das.nebraska.gov/tsb/policies.html;
- Wear a seatbelt and ensure all passengers wear seatbelts while the vehicle is in motion;
- Do not operate a vehicle under the influence of drugs or alcohol;
- Do not use radar detectors and/or wear headsets while operating a vehicle;
- Refrain from texting and use of a hand held cellular phone unless coupled to a hands-free device while driving;
- Conform with all traffic laws and be cognizant of weather conditions and drive accordingly;
- Ensure any personal vehicle used in the course of State business is in safe mechanical condition;
- Refrain from running personal errands while operating a State owned vehicle;
- Display the highest level of professional conduct while driving on State business;
- Refrain from smoking or using tobacco products in State owned vehicles;
- Maintain a valid operator's license;
- Maintain necessary vehicle insurance on personal vehicle, if a personal vehicle is used.

Employees are required to immediately report any accident that occurs while driving on State business to the Director, or the Board's Chairperson if the Director cannot be reached, and are expected to report any citations or moving violations received while driving on State business no later than the first working day following the citation. Transportation Services Bureau shall be notified if an employee contests a ticketed citation/violation.

The following motor vehicle actions/violations/citations are considered serious and may also prohibit an employee from driving on State business and/or may result in disciplinary action up to and including termination:

- Motor vehicle homicide;
- Reckless driving and/or careless driving and/or willful reckless driving;
- Driving under the influence of alcohol or any drug;
- Revocation or suspension of driver's license and/or driving on a suspended or revoked
- license;
- Hit and run and/or failure to stop and render aid and/or report an accident;
- Recent and frequent loss of points or moving violations/citations.

The Nebraska Real Property Appraiser Board reserves the right to verify that employee possesses an acceptable driving record, which may include obtaining copies of documents, such as proof of minimum liability insurance required by Nebraska State Statue, and an employee's driving record from the Nebraska Department of Motor Vehicles. All driving records and associated documentation are considered private and shall be kept in the employee's confidential personnel file.

Employees failing to meet the responsibilities described within this policy may be subject to discipline up to and including termination of employment.

DISCIPLINE POLICY

The Nebraska Real Property Appraiser Board makes every effort to help each employee become and remain an efficient, productive, and satisfied worker. Disciplinary actions are those actions taken by the Director or the Board in response to an employee's failure to meet the standards, objectives, or rules of the agency. The objective of the discipline process is to correct or eliminate inappropriate behavior or conduct.

- Employees covered by the NAPE/AFSCME Labor Contract may be disciplined for violations outlined in the NAPE/AFSCME and State of Nebraska Labor Contract;
- Employees covered by the Classified System Personnel Rules and Regulations may be disciplined for violations outlined in the Classified System Personnel Rules and Regulations;
- All employees may be disciplined for violating agency rules and policies, including those contained in this handbook, Board policies, applicable federal or state laws, and rules and regulations.

Classified employees have the right to file a grievance. All grievance processes and procedures shall be carried out in accordance with the provisions of the Nebraska Administrative Code, Title 273 or NAPE/AFSCME Contract for classified employees.

Filing a grievance does not delay the effective date of any Director or Board action. Filing a grievance will not jeopardize the grievant's position, opportunities for advancement, or salary increases. No classified employee shall be coerced by any employee(s) into not proceeding with a grievance or not appearing as a witness at a hearing.

SEPARATION OF EMPLOYMENT

Separation of employment within an organization can occur for several different reasons, listed below:

- **Resignation:** Resigning employees are expected to provide two weeks' notice (10 workdays), preferably in writing, to facilitate a smooth transition out of the agency. Employees providing less notice than this will not be considered to have resigned in good standing, and may not be eligible for rehire, unless a shorter notice has been agreed to by the Director.
- **Retirement:** Employees who wish to retire are encouraged to notify the Director, or if appropriate, the Board's Chairperson, in writing at least one (1) month before the planned retirement date.
- **Job Abandonment:** Employees who fail to report to work or contact the Director for three (3) consecutive workdays shall be considered to have voluntarily resigned from the job without notice, effective at the end of their normal shift on the third day. The Director may initiate the paperwork to terminate the employee. Employees who are separated due to job abandonment are not in good standing and are ineligible for rehire.
- **Involuntary Termination:** Classified employees who have been terminated through the discipline process, or on original probation, may be involuntarily terminated from their employment with the Nebraska Real Property Appraiser Board in accordance NAPE/AFSCME Labor Contract or the Classified System Personnel Rules and Regulations, whichever is applicable.
- **Reduction in Force (RIF)/Layoff:** The agency may determine that due to position elimination, reorganization, attrition, or other factors, a reduction in force may be necessary. All reduction in force processes and procedures shall be carried out in accordance with the provisions of the Nebraska Administrative Code, Title 273 or NAPE/AFSCME Contract, whichever is applicable, for classified employees.

Off-Boarding Process

When an employee separates from the Nebraska Real Property Appraiser Board, the Director, or in the case of the Director's departure, the Business Program Manager, will begin the off-boarding process. This process is used to ensure that all employees leave the Board in the most respectful, efficient, and consistent manner. This process includes paperwork, and may include an exit interview. The exit interview shall occur via paper and/or in person when applicable.

The separating employee shall return all state property at the time of separation, including tools, cell phones, keys, laptops, any State owned devices, and identification cards.

Health insurance and related benefits terminate the last day of the month of employment. Information for Consolidated Omnibus Budget Reconciliation (COBRA) continued health coverage will be provided. Employees will be required to pay their share of the dependent health and dental premiums through the end of the month.

Rehire

Former employees who separated from the Nebraska Real Property Appraiser Board in good standing, and were classified as eligible for rehire, may be considered for reemployment. An application must be submitted, and the applicant must meet all minimum qualifications and requirements of the position, including any qualifying exam, when required. An applicant or employee who is terminated for violating policy, poor performance, or who resigned in lieu of termination from employment, will be ineligible for rehire.

State of Nebraska Expense Reimbursement Policies

Effective March 20, 2025

Substantiation of Expenses

Under the State's accountable plan, the Internal Revenue Service requires employee or board members to substantiate the cost for travel, lodging, meals, and other expenses. To be reimbursed, the expense must be a necessary expense, incurred in the line of duty, reason/purpose of the expense must be clearly stated, all start/stop dates and times must be recorded, and the amount of the expense must be substantiated.

Adequate accounting generally requires the use of a documentation record such as an account book, expense diary or log, or similar record near the time of incurrence of the expense. Such log should list the date, amount, place (e.g. city) or description, and purpose for **each** expense. A combination of receipts and detailed itemization is permitted. Meals and incidental expenses are deemed to be substantiated under per diem allowances, and eliminate the need for substantiating actual costs. To satisfy the requirement of the accountable plan, the employee or board member should complete the Expense Reimbursement Document correctly or utilize a documentation record to transfer cost information to the expense reimbursement form so reimbursement can be made.

A request for reimbursement (on an approved expense reimbursement document) for the incurred expense must be submitted by the employee or board member to the appropriate agency office (business office, accounting office). To document that this requirement is met, the agency office will need to have an effective method of recording when the expense document was received.

Such request must be made not later than sixty days after the final day on which the expenses were incurred for which reimbursement is sought. This means that if travel occurs June 15-June 18 and again on June 22-June 25, the request for reimbursement may include both trips, but the request for reimbursement for the first travel period must be submitted no later than 60 days after June 18.

If an employee or board member typically requests reimbursement for non-travel expenses and accumulates the receipts for which reimbursement is sought, each expense will have its own 60 day limit for reimbursement. (Travel is defined as being away from headquarter city longer than one day.)

When a receipt does not provide the essential character of the expense, such as rate or period of use, the agency may require a copy of the rental contract or other billing as supporting documentation to substantiate the expense. For instance, vehicle rental receipts with only an amount would require additional documentation. Screen prints or other support of online purchases should be provided, if possible, to document purchases being made via the internet.

Receipts

Receipts - Detailed receipts are required as support for all expenditures except per diem meals and immaterial items identified by the Director of Administrative Services. Common expenses requiring detailed receipts include, but are not limited to, lodging, car rental, commercial travel, and registration fees.

Detailed receipt is defined as a receipt that identifies the date, time, city, state, itemization of item(s) claimed, and the cost.

Immaterial items are anything less than $10.00; however, you are required to substantiate immaterial items in a log, as described under Travel Expense Policy # 5, Substantiation of Expense in the Nebraska State Accounting Manual.

In the absence of detailed receipts supporting an employee's claim, State Accounting requires a signed written explanation including one of the following:

- Copy of a cancelled check with purchase details;
- Charge card slip with purchase details; or
- Subsequently acquired receipt with purchase details.

If one of the above options cannot be provided, or where a receipt was not provided, the employee must create and provide a signed affidavit. This policy is for the convenience of the agency and the employee. The absence of documentation may necessitate the discontinuation of this process and the subsequent inability to reimburse employees when detailed receipts are not available.

Employee or Board Member Signatures

The employee or board member claiming reimbursement of expenses must provide an original signature on the expense document or submit the document through their Nebraska government assigned e-mail account (or agency approved email account if no Nebraska government email account is assigned). Supporting documentation must be maintained by the agency for those documents submitted via email.

Air Travel

Air travel shall only be authorized when it is more economical than surface transportation. Reimbursement for commercial air travel will be limited to "coach" fare, if such seating is available at the time of ticket purchase. If an agency chooses to calculate productive time saved, the employee or board member's actual salary shall be used. For board members, or others who do not receive a salary, the State average annual salary, as published in the Personnel Almanac, shall be used. Whenever reimbursement of air travel is made separate from the employee or board member expense reimbursement document, a cross reference shall be made from the employee or board member expense reimbursement document to the air travel reimbursement document.

Travel by privately-owned airplane or personally-rented airplane shall have the prior approval of the agency director. Such approval shall be provided with the payment documents.

a. Privately-owned – An employee or board member will be reimbursed at the prevailing standard rate as established by the Internal Revenue Service through its Revenue Procedures. This milage rate is established in Travel Expense Policy #1 (Air Travel) in the Nebraska State Accounting Manual. DAS will not differentiate between "travel at the convenience of the agency or employee or board member". This mileage rate is effective for all employee or board members not covered under a collective bargaining agreement, or in which the bargaining agreement does not specify a mileage rate.

b. Personally-rented – Employee or board members shall be reimbursed for the actual expense of personally renting an airplane unless the expense is paid directly by the agency involved.

c. Charter flight – Agencies should contact the Department of Aeronautics to make arrangements for charter flights.

Conference (Attendance by State Employee or board members)

State employee or board member expenses – Expenses incurred by a State officer, employee or board member, or member of any commission, council, committee or board of the State while attending a non-State agency sponsored conference may be paid. Payment may be made directly to a vendor or as reimbursement to an employee or board member for expenses incurred on behalf of the agency. Original invoices/receipts and a document, or statement, showing the date, purpose and agenda of the conference must be attached to the payment document. Expenses should be coded to the appropriate object code. For example, travel expenses should be coded to the appropriate travel expenditure account and the registration fee to Conference Registration Expense.

The payment of meals and nonalcoholic beverages for State employee or board members attending a non-State agency sponsored conference is allowable if the employee or board member is in travel status or the meal is included in the overall conference pricing.

Lodging

Lodging is booked by agencies through Engine, an online booking platform and Statewide contract. Lodging may be booked when an employee or board member is "away from home overnight". The Internal Revenue Service states: "You are away from home overnight if your duties require you to be away from the general area of employment for a period substantially longer than an ordinary day's work and, during released time while away, it is reasonable for you to need and to get sleep or rest to meet the demands of your employment or business. The absence must be of such duration that you cannot reasonably leave and return to that location before and after each day's work." Meals should not be charged to a hotel room and will only be reimbursed through the per diem process.

Sales to the State of Nebraska and its agencies are exempt from Nebraska sales, use and lodging tax. Therefore, if in-state lodging expenses are directly billed to the agency, the agency should present a completed copy of Form 13 (Nebraska Resale or Exempt Sale Certificate) to the lodging establishment.

It is State Accounting policy that a person generally be more than 60 miles from his or her workplace in order to be eligible for lodging. We realize there may be reasons to pay for lodging for distances less than 60 miles. Such reasons include, but are not limited to work requirements, medical conditions or weather; in those instances the reason must be clearly stated on the disbursement document.

Parking charges and resort fees incurred at a lodging site may be reimbursed to an employee or board member who completes an Expense Reimbursement Document.

Meals

Meal expenses incurred during travel shall be reimbursed on a per diem basis pursuant to Neb. Rev. Stat. § 81-1174, based on the destination of the travel. The State per diem rates shall be 70% of the relevant federal rates (General Services Administration for travel within the contiguous United States). Travel start and stop times must be included (IRS requirements). Meals will be reimbursed for full day regardless of start and stop time. The Expense Reimbursement Document (ERD) will calculate the full reimbursement for each day based on the following:

- The Per Diem Rate shall be based on the original Destination City. (GSA Per Diem Rates)
- The first and last day of travel will be prorated at 75% of the State Per Diem Rate.
- Any meal that is provided shall be deducted from the daily Per Diem Rate. Examples include:
    - Meals included in Conference fee
    - Meals provided by Hotel
    - Meals purchased by 3rd Party
- Meals expense charged directly to and paid for by the State of Nebraska
- At the agency head's discretion, one-day travel meal expenses (breakfast and dinner only) may be reimbursed using State per diem rates when it is deemed necessary for the working conditions of the employee.
    - Breakfast - When an employee or board member leaves for one-day travel at or before 0630 or 1 1/2 hours before the employee's shift begins, whichever is earlier, breakfast rate may be reimbursed.
    - Lunch - Noon meals for one-day travel are not reimbursable.
    - Dinner - When an employee or board member returns from one-day travel at or after 1900 or 2 hours after the employee's shift ends, whichever is later, the evening meal rate may be reimbursed.
        * NOTE: The time limitations set forth do not include the time taken for the meal. *Incidental per diem expenses should not be reimbursed unless the employee is approved for one-day travel meal expenses.*

- Meal expenses incurred in the city or town in which the residence or primary work location of such employee is located, are not reimbursable, except as discussed in General Policy #22, State Employee Expenses While Not in Travel Status and Travel Expense Policy #3, Conference (attendance by State Employees) in the Nebraska State Accounting Manual.

- One-day travel will be prorated at 75% of the State Per Diem Rate. (Must check the box for 1st or Last Day)

- Actual expenses for group meals incurred by an agency on a purchasing card are allowable for official functions, conferences, or hearings; not to include normal day-to-day operations of the agency, commission, committee, or board.

- The IRS has taken the position that reimbursement for meal expenses incurred on one-day travel is taxable income to the employee unless such reimbursements are deemed "occasional". In order to monitor this provision, all such reimbursements for one-day travel shall be coded to account 571600 (meals – one day travel). When reimbursements for meals for one-day travel exceed $200 per employee in any one year (December 1 through November 30), the entire amount of such reimbursements will be considered taxable income. If reimbursements for an employee are $200 or more for any one year, the agency will enter a payroll one-time override using DBA 1005 for the total amount coded to object code 571600. This should be processed during the calendar year payroll. The reimbursements will be added to the employee's gross wages and payroll taxes will be withheld accordingly. Reimbursement to one employee for two or more employee's expenses will not be allowed for meals because of this provision. (Travel Expense Policy #9. Reimbursement to One Employee for Two or More Employee's Expenses)

If the lodging site claimed on an employee's or board member's expense reimbursement request, or paid for by the State, includes one or more meals in the cost paid as part of the lodging costs, reimbursement is not permitted for such meal(s) as described below:

1) Breakfast - If a continental breakfast is served by the lodging site in the morning after the date on which the lodging expense is incurred, which includes offerings greater than bread, bagels, muffins, fruit, milk, juice, and coffee (i.e., eggs, bacon, sausage, pancakes, waffles, etc.).

2) Dinner - A meal is served by the lodging site in the evening on the date on which the lodging expense is incurred, which includes offerings greater than soups, salads, snacks, hors d'oeuvres, or appetizers.

Personal Automobiles

An employee or board member will be reimbursed for use of a personal vehicle while on State business (this does not include commuting miles) at the prevailing standard rate as established by the Internal Revenue Service through its Revenue Procedures. This mileage rate, as established in Travel Expense Policy #7 (Personal Automobiles) in the Nebraska State Accounting Manual, is effective for all employee or board members not covered under a collective bargaining agreement, or in which the bargaining agreement does not specify a mileage rate. All contract employee or board members currently use the IRS rate. However, agencies may, at their determination, require employee or board members to utilize state-owned vehicles (as opposed to personal vehicles) if the use of the state-owned vehicle would be more economical from both an auto rental rate and the time involved in renting the state-owned vehicle. If after such agency determination, an employee or board member still wants to drive their personal vehicle, the agency is not required to reimburse the employee or board member any more than it would have cost the agency to rent the state-owned vehicle.

Motorcycles – An employee or board member will be reimbursed for the use of a motorcycle while on State business (this does not include commuting miles) at the prevailing standard rate as established in Travel Expense Policy #7 (Personal Automobiles) in the Nebraska State Accounting Manual.

Rental Cars - Insurance - An employee or board member should decline rental agency insurance coverages. Please refer to your agency's annual letter from Risk Management. There is a section on rental cars. Under Section III B, it states that you should NOT accept the coverages because the car rental is covered by the State's insurance.

Reimbursement to One Employee or Board Member for Two or More Employee or Board Member's Expenses

One employee or board member may be reimbursed for actual expenses incurred on behalf of another State employee or board member, such as when two employee or board members sharing a motel room are billed jointly and one employee or board member pays the bill. The employee or board member to be reimbursed must provide the same detailed information that would have been required of each State employee or board member had they been billed individually. In all cases when one employee or board member is requesting reimbursement for expenses of more than one State employee or board member, detailed receipt policies must be adhered to, employee or board members' names listed and documents cross-referenced, when applicable. If two employee or board members are billed jointly, but each pays half and each requests reimbursement separately, the documents must be cross-referenced, since one employee or board member usually may not have a detailed receipt. An employee may not be reimbursed for another employee's meal per diem.

Long Distance Telephone Calls

Charges for long distance telephone calls are not an allowable expense.

Personal Cellular Telephone Expenses

Charges for personal cellular telephone calls are not an allowable expense.

Entertainment Expenses

Entertainment expenses are not allowed to be reimbursed absent specific statutory authority.

Payments for State Employee Wages

In accordance with §81-1117.05, payments for wages for all state employees will be by electronic funds transfer (EFT/Direct Deposit). Such EFT payments may be made to any financial institution of the employee's choosing or to a state authorized debit card. State employees include all officers or employees of the state or any state agency and pursuant to §81-1178 shall include duly appointed committee, board and commission members.

NRPAB
Nebraska Real Property Appraiser Board

Personal Vehicle Use Authorization

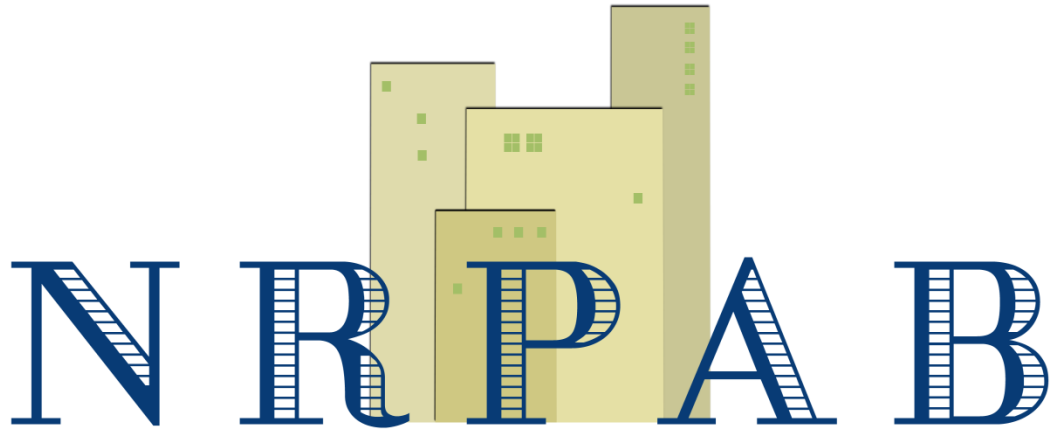
Effective September 19, 2019

I _____ hereby acknowledge that authorization is granted for use of
(employee or board member name)
my privately owned vehicle while on State business (this does not include commuting miles), and that use of my privately owned vehicle must be compliant with the provisions of the State of Nebraska Expense Reimbursement Policies, and Neb. Rev. Stat. §§ 81-1014, 81-1174, and 81-1176. I understand that this authorization may be revoked for violation of any of the above mentioned provisions, or by a change to Internal Procedure 201908. Furthermore, I acknowledge that this authorization for use of my privately owned vehicle while on State business meets the requirement for preapproval as specified in Neb. Rev. Stat. § 81-1175.

Signature: _____ Date: _____

I _____certify that reimbursement for use of a privately owned
(Director or Board Chairperson)
vehicle by the above is authorized according to the provisions of Neb. Rev. Stat. §§ 81-1014 and 81-1176.

Signature: _____ Date: _____



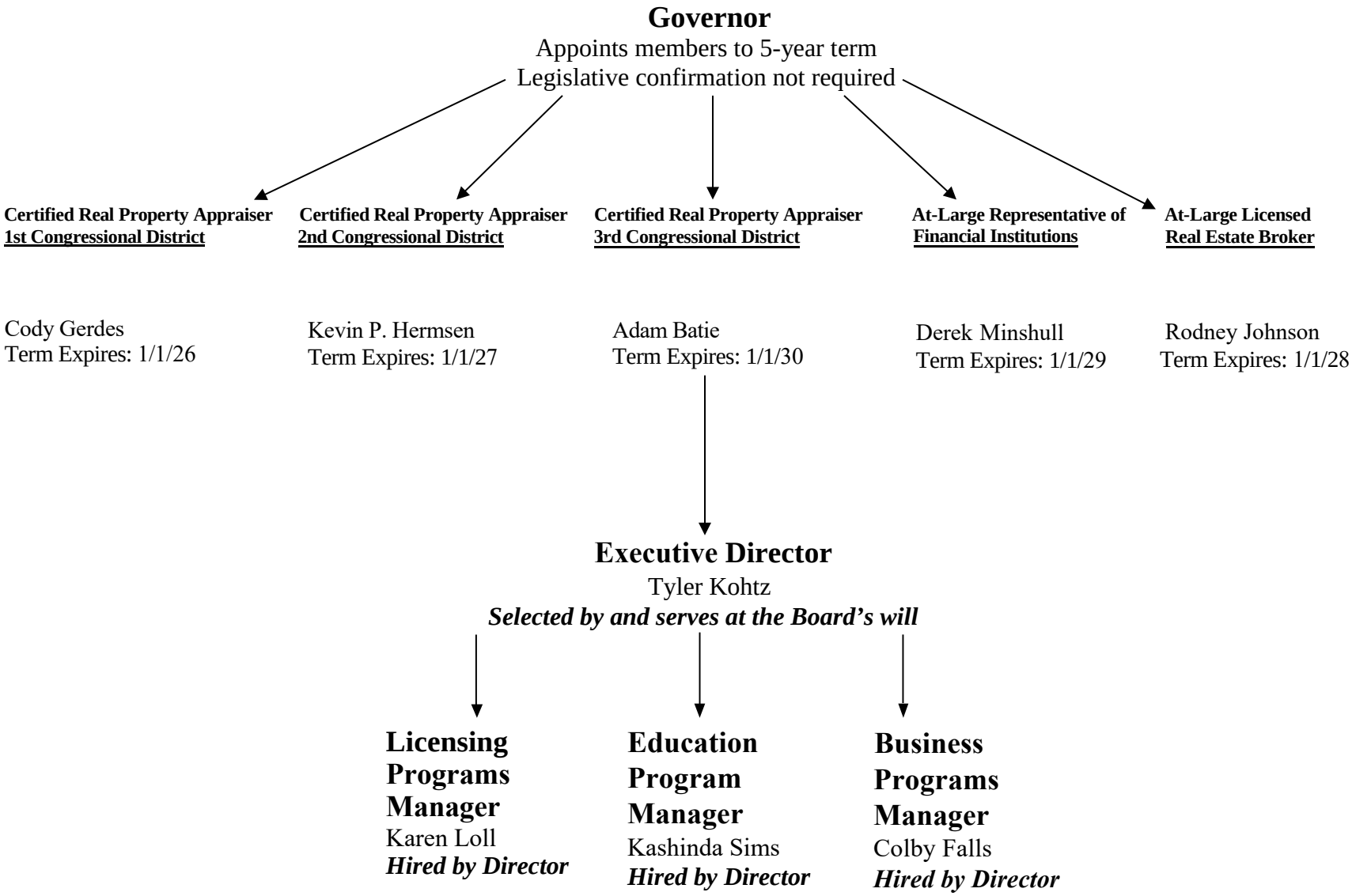
New Board Member Orientation Packet



***Mission*:**
The Mission of the Nebraska Real Property Appraiser Board is to administer and enforce the Nebraska Real Property Appraiser Act and Nebraska Appraisal Management Company Registration Act with efficiency, equity, and integrity to ensure that the citizens of Nebraska are protected and served, and that the appraisal services community is highly qualified through education, experience, and examination.

Vision:
The Nebraska Real Property Appraiser Board's vision is to provide leadership for the appraisal industry in the State of Nebraska. The Board will generate interest by promoting the appraiser profession, building positive public awareness of the industry throughout the State, and identifying and resolving issues faced by the public and appraisal services community. The Nebraska Real Property Appraiser Board will also establish and maintain standards for appraisers and appraisal management companies that lays the foundation for a highly qualified, motivated, dependable, and ethical appraisal services community in Nebraska.

NRPAB Schematic Organization Diagram



NRPAB
Nebraska Real Property Appraiser Board

2025 BOARD ROSTER

Effective March 26, 2025

Cody Gerdes *1st District Representative* *Term Expires: January 1, 2026*	Work: Great Plains Appraisal PO Box 6415 Lincoln, Nebraska 68506 (402) 476-1144 – Office cgerdes@gpappraisal.com	Home: 7340 South 64th Circle Lincoln, Nebraska 68516 (402) 416-3477 – Cell
Kevin P. Hermsen *2nd District Representative* *Term Expires: January 1, 2027*	Work: Mitchell and Associates 14611 West Center Road Omaha, Nebraska 68144 (402) 330-4500 kevin@mitchellassociates.com	Home: 19751 Rosewood Street Gretna, Nebraska 68028 (402) 350-8494 - Cell
Rodney Johnson *Licensed Real Estate Broker Representative* *Term Expires: January 1, 2028*	Work: United Farm and Ranch Management 800 West Benjamin Avenue Ste B Norfolk, Nebraska 68701 (402) 371-0065 rodney.johnson@ufarm.com	Home: 3416 Golf View Drive Norfolk, Nebraska 68701 (402) 750-5294 - Cell
Derek Minshull *Financial Institutions Representative* *Term Expires: January 1, 2029*	Work: NebraskaLand Bank 1400 South Dewey Street North Platte, NE 69101 (308) 534-2100 dminshull@nlnb.com	Home: 2302 West Leota Street North Platte, Nebraska 69101 (308) 530-1545 – Cell
Adam Batie *3rd District Representative* *Term Expires: January 1, 2030*	Work: United Farm and Ranch Management 4111 4th Avenue Ste 22 Kearney, Nebraska 68848 (308) 237-7662 – Office adam.batie@ufarm.com	Home: 1805 East 59th Street Kearney, Nebraska 68847 (308) 440-2509 – Cell

Staff

Tyler Kohtz Executive Director tyler.kohtz@nebraska.gov (402) 471-9025 – Direct (402) 418-1700 – Cell	Karen Loll Licensing Programs Manager karen.loll@nebraska.gov (402) 471-9024 – Direct
Kashinda Sims Education Program Manager kashinda.sims@nebraska.gov (402)-471-9022 – Direct	Colby Falls Business Programs Manager colby.falls@nebraska.gov (402)-471-9015 – Direct

NRPAB
Nebraska Real Property Appraiser Board

New Board Member Orientation Packet

Effective January 1, 2022

Board Makeup

The Board consists of five members appointed by the Governor, one member who is a certified real property appraiser from each of the three congressional districts, and two members at large. The membership of the board selected from the congressional districts includes at least two certified general real property appraisers, and the two at large members includes one representative of financial institutions and one licensed real estate broker. Each member serves a five-year term.

At each January meeting, the Board elects the Board Chairperson and Vice-Chairperson for the year. The Board Chairperson is responsible for leading the meetings, and along with the Board's director or staff appointed by the director, is the main point of contact for all Board business outside of the meetings. If you have questions or concerns regarding any matters, please discuss it with the Board Chairperson, director, or appropriate staff. The Vice-Chairperson is responsible for the enforcement and credentialing motions at each meeting. Outside of the meetings, the Vice-Chairperson works with the Chairperson to ensure that the Board's mission and goals and objectives are being carried out. Finally, the Vice-Chairperson, along with the director or staff appointed by the director, are the main point of contact for all Board business outside of the meetings if the Chairperson is unavailable. It is important to the Board and its staff that the proper channels of communication be maintained, and business is conducted in a unified consistent manner.

Board Meetings

The Board meets 12-13 times during a calendar year, typically the third Thursday of the month, and may be in person or by virtual conferencing. Twelve meetings are regular monthly meetings of the Board, and in June the Board holds its annual strategic planning meeting. Up to half of the Board's meetings may be held by virtual conferencing during a calendar year. The schedule for the preceding year is set in either November or December of the current year. The determination that a meeting be held by virtual conferencing is made on a month-by-month basis. If you are unable to attend a meeting, please notify the Board's director at least 24 hours before the start of the meeting.

Three members shall constitute a quorum for each meeting, two of whom must be credentialed appraisers. The typical meeting will start at 9:00 a.m., and run to 12:00 p.m. (depends on the amount of information covered). Investigations, credentialing and AMC applications, and other sensitive business will be covered in executive session (closed to the public). Executive session typically starts right after the agenda is set, and typically runs to 10:00 a.m., which is when the public agenda begins. If the entire executive session is not completed prior to 10:00 a.m., the Board will return to executive session after the public agenda is completed. Outside of the meeting, communication between board members cannot constitute a quorum (e.g., an email conversation including three board members would constitute a quorum and violate the Open Meetings Act).

Board Meeting Preparation

The Board's staff begins board meeting preparation on Monday, the week prior to the meeting. Preparation runs for five days with the Board Meeting Packet being available in the Board Member Portal on Friday afternoon. The Board's director (or staff appointed by the director) will notify you by email if there is a change to this schedule. In order to prepare the Board Meeting Packet, all requested documentation is required to be submitted to the Board's office on Friday, two weeks prior to the week of the meeting. Any information submitted after this time will be included in the Board Meeting Packet at the director or Board Chairperson's discretion. If a board member has an issue or idea that he or she would like to have discussed during the meeting, the Board's director should be notified. The agenda cannot be altered twenty-four hours prior to the meeting; therefore, it is important that if an addition is desired, the director be notified prior to this deadline.

Board Meeting Packets

The Board Meeting Packet will be made available in the Board Member Portal on Friday a week prior to the meeting, and board members will be simultaneously notified by e-mail of its availability. This e-mail will typically be sent by the Business and Licensing Program Manager or the Business and Education Program Manager. The packet consists of the agenda and the complete PDF documents for each agenda section. Each packet section is set up with PDF bookmarks to help you find information quickly. See "PDF Bookmark Tutorial_February 9, 2018" located at the end of this packet for guidance. Individual files and documents for each grievance and application are located in the NRPAB Database. See "Viewing Appraiser Logs in the NRPAB Database," "Viewing AMC Logs in the NRPAB Database," "Viewing Grievance Summary and Logs in the NRPAB Database," "Viewing Education Records in the NRPAB Database," and "Viewing Appraiser Renewal Applications in the NRPAB Database" tutorials located at the end of this packet. As preparation for meetings is essential, please contact the Board's office as soon as possible with questions or issues concerning the Board Member Portal.

Board Meeting Packet Addenda

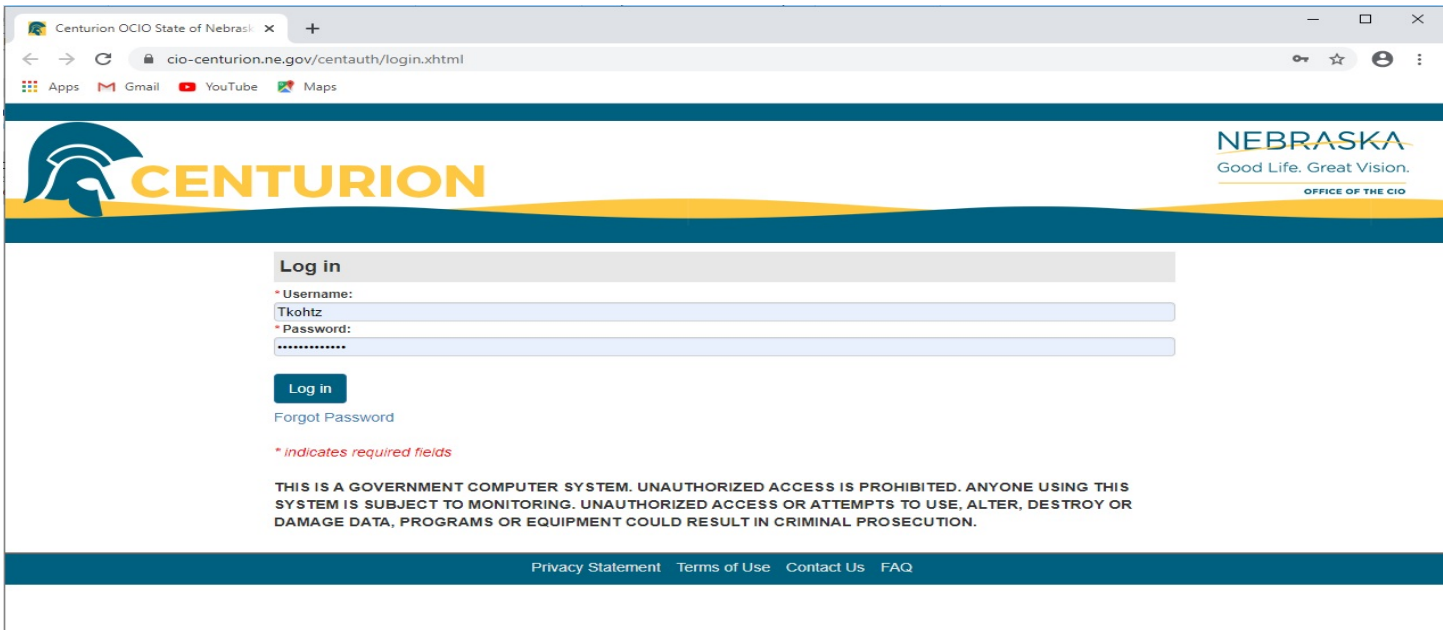
Although the deadline for document submissions is explicitly set as the Friday two weeks prior to the board meeting, materials that may be important to impending investigations or other agenda items are often received after the deadline. In these cases, board members will be sent an e-mail with "Addendum" in the subject line, which includes the addendum, or a notification that an addendum has been placed in the Board Member Portal for the current Board Meeting Packet. If applicable, the addenda will have page numbers, which will aid board members in placing them within the appropriate sections of their already assembled packets (if a physical packet is printed). Addendum information may be presented at the meeting as well (the most common situation).

Per Diem Payments and Expense Reimbursement Requests

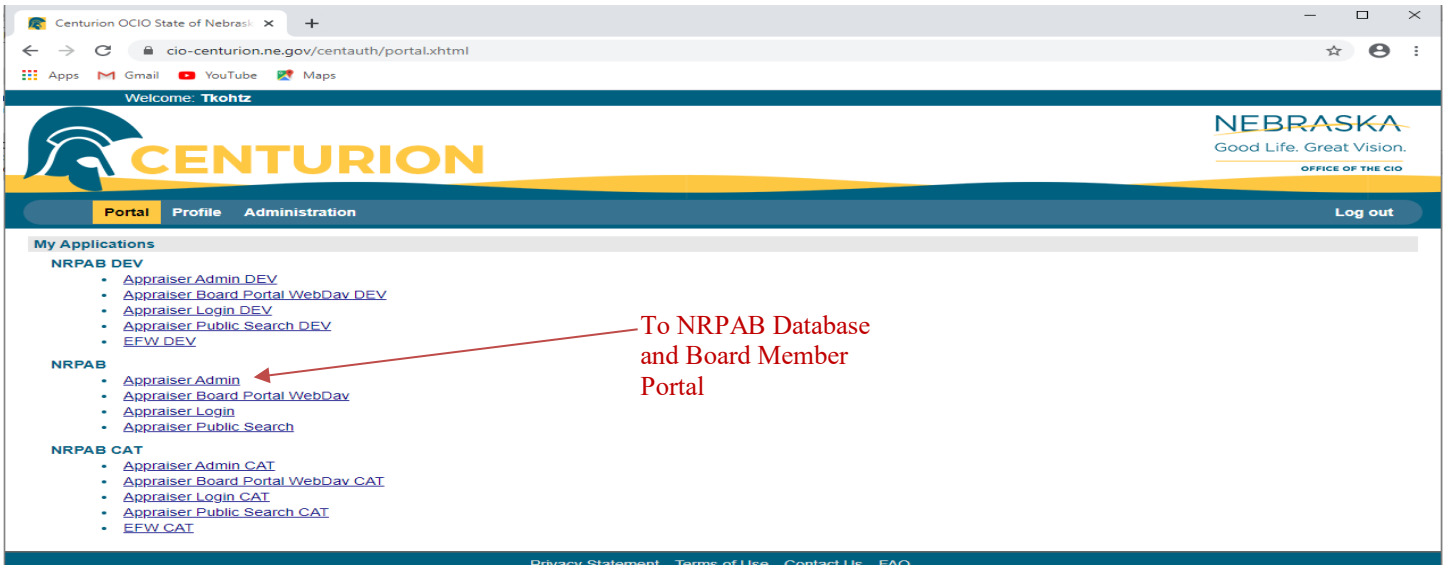
Board members receive a per diem of one hundred dollars per day for each scheduled meeting of the Board or a committee of the Board at which the member is present, and may also receive a per diem of one hundred dollars per day for attending, along with time spent in travel, Association of Appraiser Regulatory Officials (AARO) conferences or meetings, The Appraisal Foundation committee and subcommittee meetings, or other business as authorized by the Board. Regular board meeting per diems are approved by the Board's director for inclusion in the next pay cycle, and any additional per diems are approved by the Board at its next regularly scheduled meeting. All requests should be made to the Director in advance of the meeting at which it is to be considered. In addition, under the State's accountable plan, the Internal Revenue Service requires employees or board members to substantiate the cost for travel, lodging, meals, and other expenses. To be reimbursed, the expense must be a necessary expense, incurred in the line of duty, reason/purpose of the expense must be clearly stated, all start/stop dates and times must be recorded, and the amount of the expense must be substantiated. See the NRPAB State of Nebraska Expense Reimbursement Policies located at the end of this packet for specifics. Expense reimbursement requests must be submitted to the Board's office on the appropriate form by mail, fax, or email within 60 days of the expenditure (typically emailed to Business and Licensing Program Manager). You will be notified prior to the beginning of each calendar year of any changes to the existing Expense Reimbursement Document for the next year (if any changes are made).

NRPAB Database and Board Member Portal

To access the NRPAB Database and Board Member Portal, enter the secure web address https://cio-centurion.ne.gov/centauth/portal.xhtml. If you do not already have a Centurion Blue Username and Password, you will be sent an invitation from the director to establish a Username and Password. When accessing the NRPAB Database or the Board Member Portal, do not enter the address with "www" as this is invalid. Also, it is best to enter the web address each time. The Board Member Portal is a secure web site and is updated regularly; if you save a link to the web address, the cookies tend to snapshot that link at the time it was saved, which means that you will not see the updates made since the link was saved.



Once your Username and Password are entered, you will be directed to the Board's Centurion main page. It is here where you can access the NRPAB Database and Board Member Portal (Appraiser Admin). Also, you can change your password and password information from this screen under "Profile.".

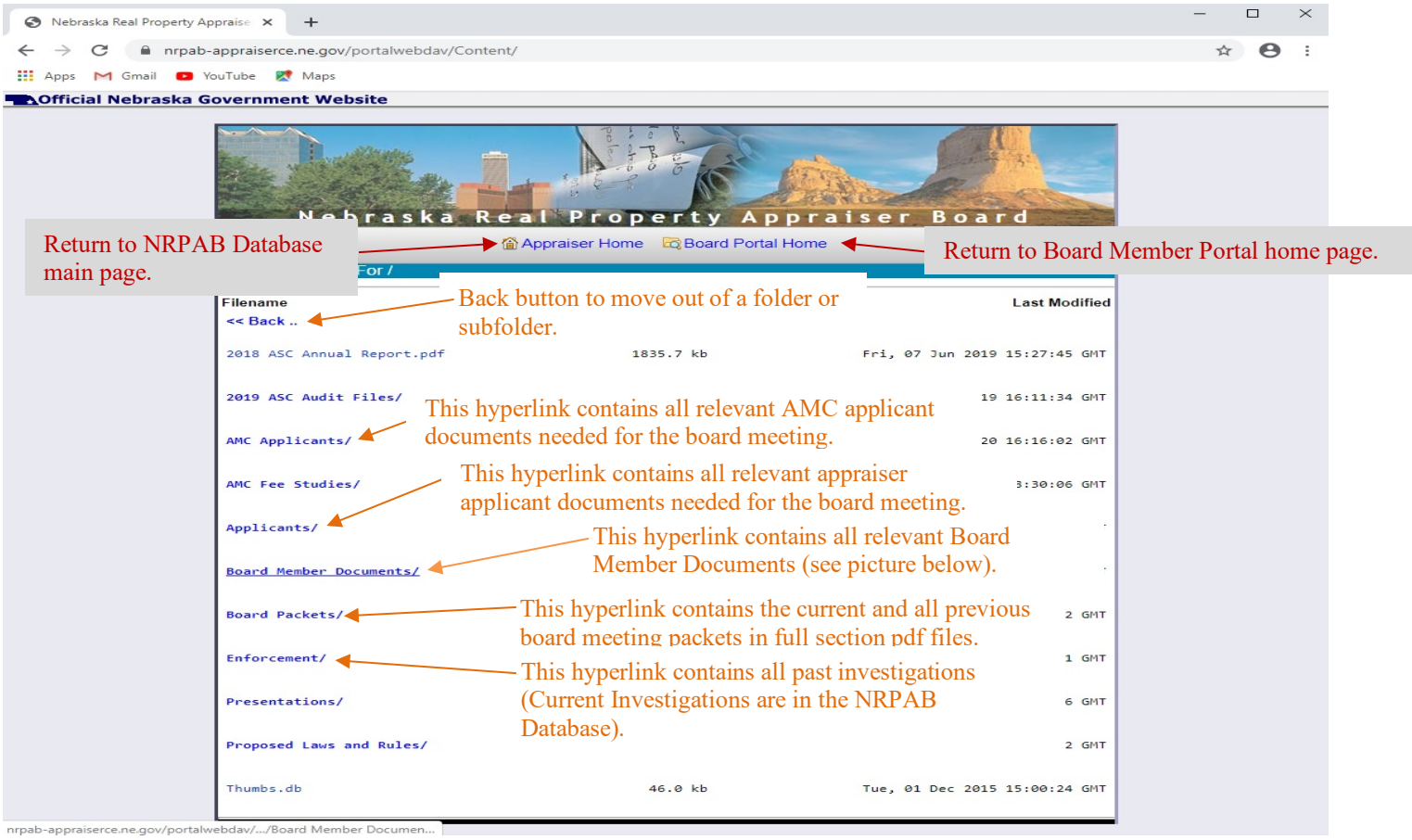


Once the "Appraiser Admin" hyperlink is selected, you will have access to the NRPAB Database and the Board Member Portal. Click on the "Board Portal Home" icon in the center of the page to access the Board Member Portal. Materials in the Board Member Portal may be printed, or if preferred, documents may be viewed directly from a computer during the meeting.

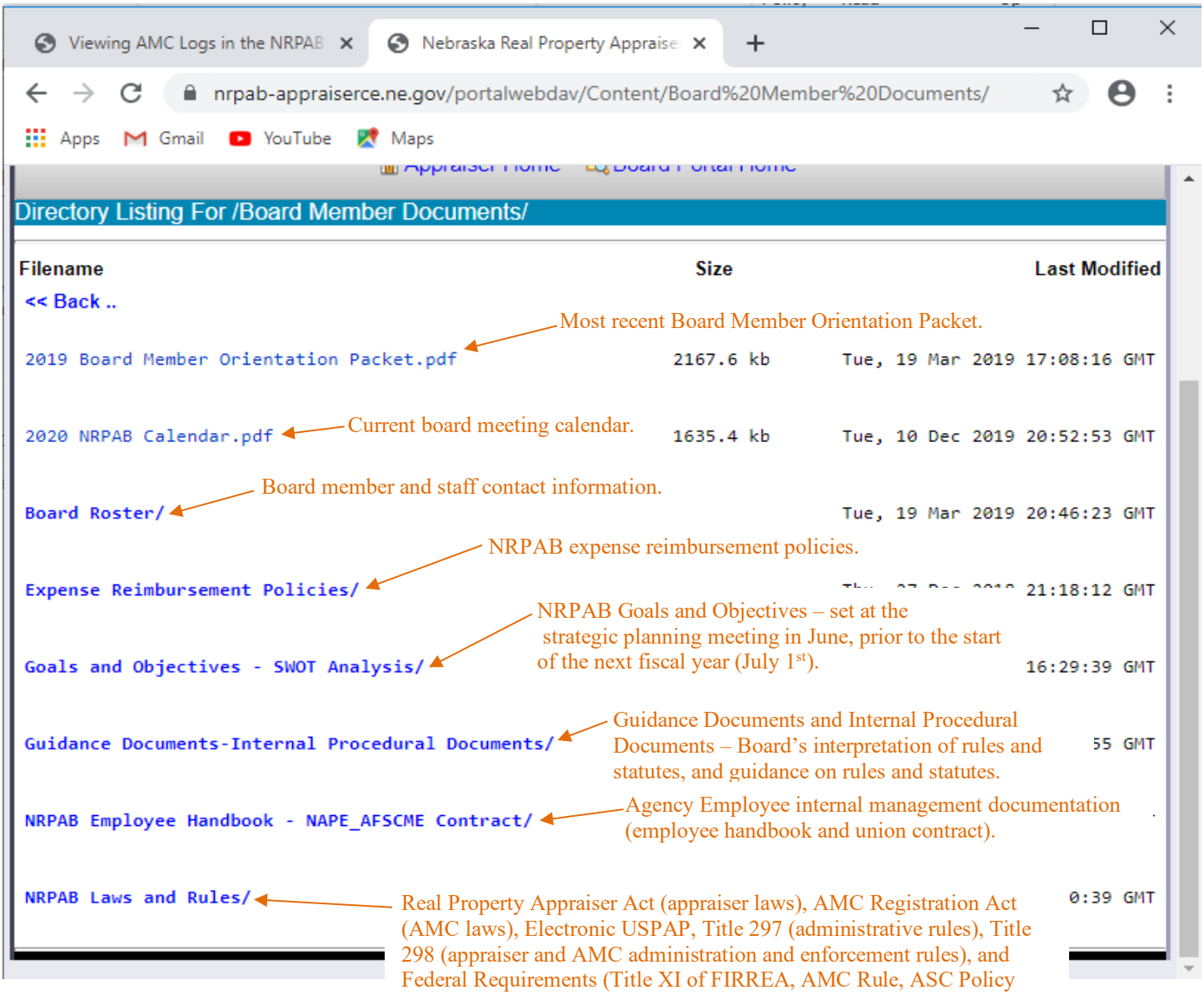


Board Member Portal

The Board Member Portal is hyperlink driven. If you want to enter a folder, subfolder, or open a document, follow the hyperlinks to where you would like to go. There is also a "Back" button to move back out of folders or subfolders. All documents are added as web documents. You may view each document in the Board Member Portal, or download the document to your computer as a PDF document. If you are in a web document, please use your web browser back icon to close the web document.



Important board member information can be found in the "Board Member Documents" folder; below is a summary of that information. It is very important that you familiarize yourself with these documents as soon as possible. Specifically, the Current Board Policies, the NRPAB Expense Reimbursement Policies, and the laws and rules that pertain to appraisal practice and AMC business practice in Nebraska.



NRPAB Database

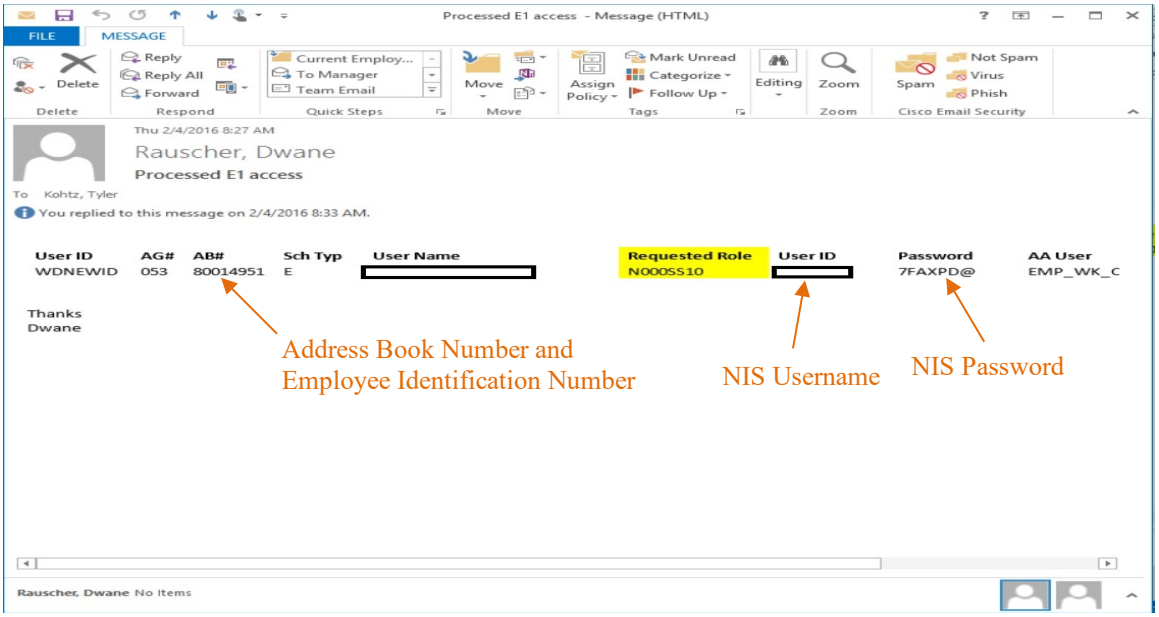
Board members also have read-only access to the NRPAB Database. This is the same database that the agency uses to maintain appraiser, AMC, and education files. You can see all the same information that staff can, including contact information, credentialing history and information, temporary permits, communication logs, supervisors/trainees, appraiser education, AMC initial and renewal applications, investigation files, disciplinary actions, and education provider information. Please see "Viewing AMC Logs in the NRPAB Database," "Viewing AMC Renewals in the NRPAB Database," "Viewing Appraiser Logs in the NRPAB Database," "Viewing Appraiser Renewal Applications in the NRPAB Database," "Viewing Education Records in the NRPAB Database," "Viewing Investigations and Disciplinary Actions in the NRPAB Database," and "Viewing Supervisor-Trainee Tab in the NRPAB Database" tutorials located at the end of this packet for more detailed directions for the NRPAB Database.

State of Nebraska Wi-Fi Access

Board members will be given Wi-Fi access during each board meeting to access the NRPAB Database and Board Member Portal.

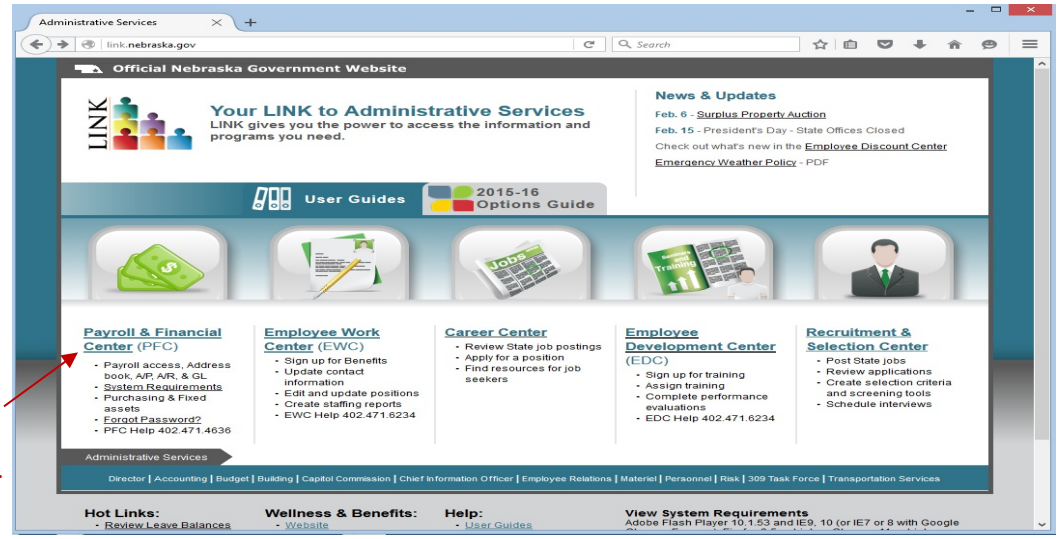
State of Nebraska Payroll and Financial Center - Enterprise One (E1)

Once you are entered into the Payroll and Financial Center, you will receive an email from the director that looks like:

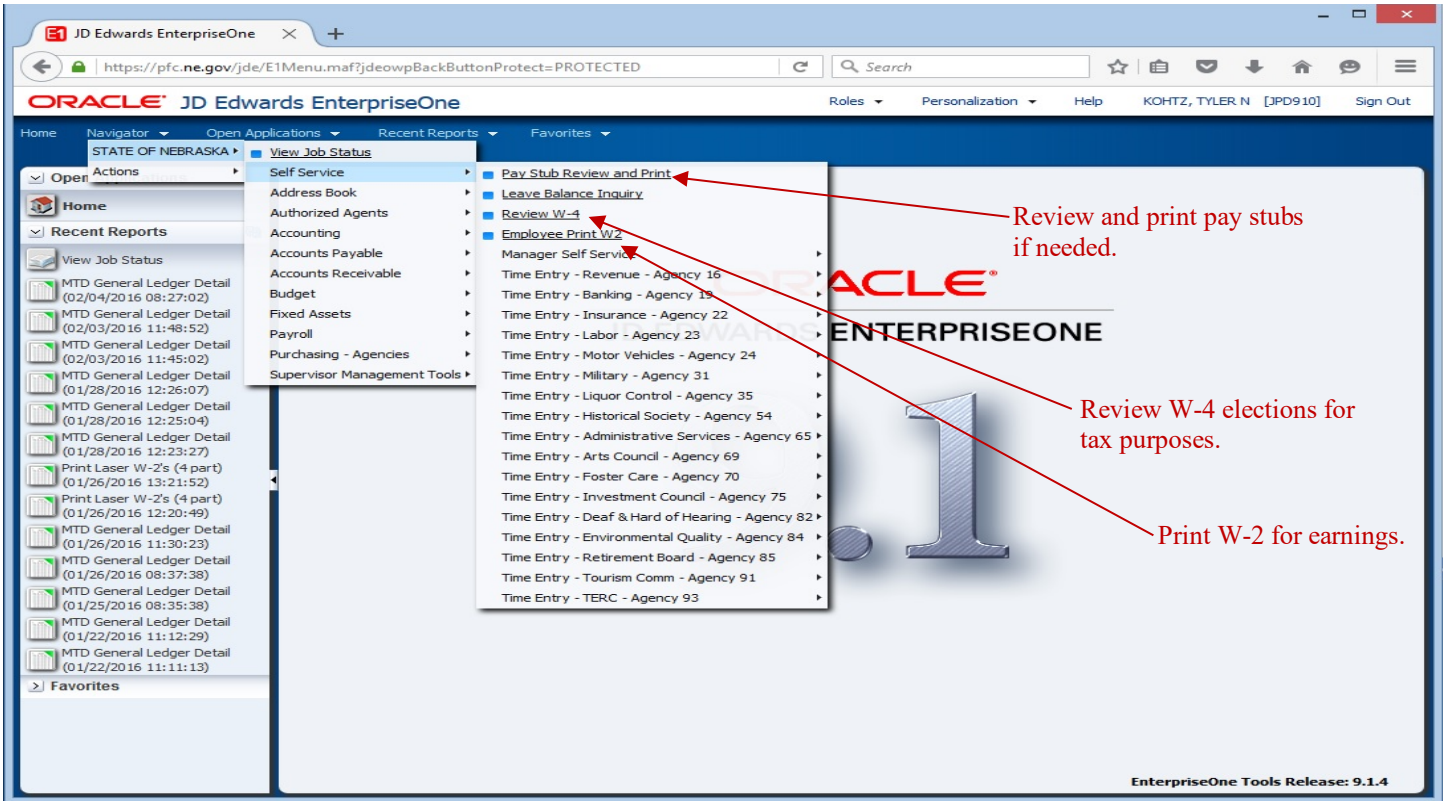


This email contains your NIS Username and Password for access to the Payroll and Financial Center located at https://pfc.ne.gov/ or https://link.nebraska.gov/. (once again, manually enter this address, and do not include "www" at the beginning).

Select this hyperlink, and enter NIS username and password when prompted.



One you have entered your NIS username and password, and the username and password was accepted, you will have access to the Payroll and Financial Center. Select the dropdown Navigator/State of Nebraska/Self Service to get to the window below. Please see available options below:



Further assistance can be found through the user guides found at the bottom of the page at link.nebraska.gov.

Other Information

If you are unable to log in to the NRPAB Database or Board Member Portal at https://cio-centurion.ne.gov/centauth/login.xhtml (Centurion Username and Password), or the Payroll and Financial Center at pfc.ne.gov/ or link.nebraska.gov (NIS Username and Password), please utilize the "Forgot Username" or "Forgot Password" hyperlinks if available, or notify the director immediately to have a password reset completed.

You may receive information and or requests via email from the director in between meetings with a due date on it. If you fail to respond prior to the conclusion of the listed date, the director will proceed as if you are satisfied with the information or have no response to offer. If you wish for such information or request to be discussed by the Board at the next meeting, please inform the director (e.g., Memos From the Board, sensitive draft letters).

PDF Bookmark Tutorial

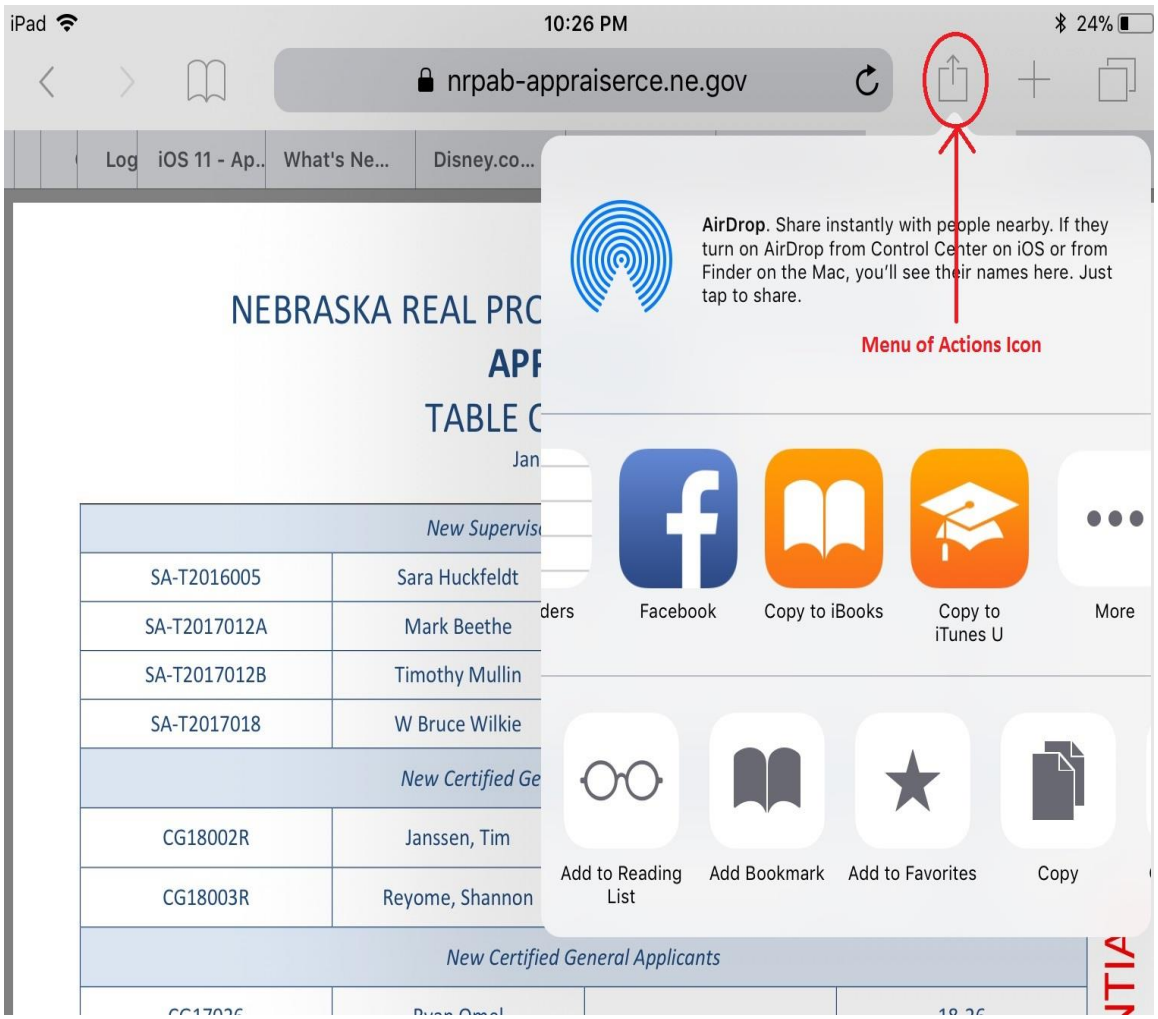
Safari (Ipad, Iphone)

1. Open web browser, sign in at my.ne.gov, and navigate to appropriate board meeting folder.

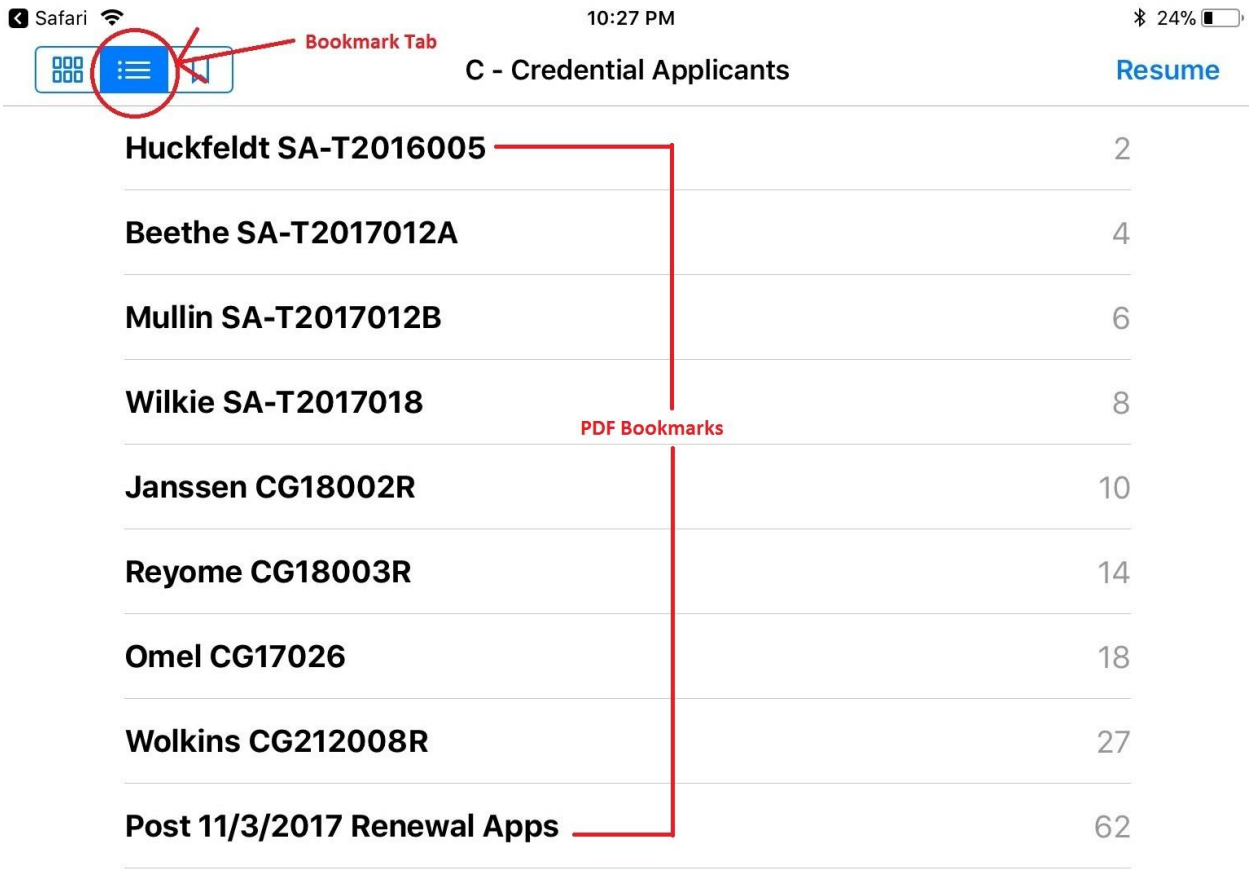
2. Select the hyperlink for the PDF file that you wish to review.

3. Once open, select the “Menu of Actions” icon (top of the page for Ipad, bottom of the page for Iphone).

4. In the “Menu of Actions” select the “Copy to iBooks” icon (see example below).



5. Once the PDF is open in iBooks, select the Bookmark Tab as shown below.



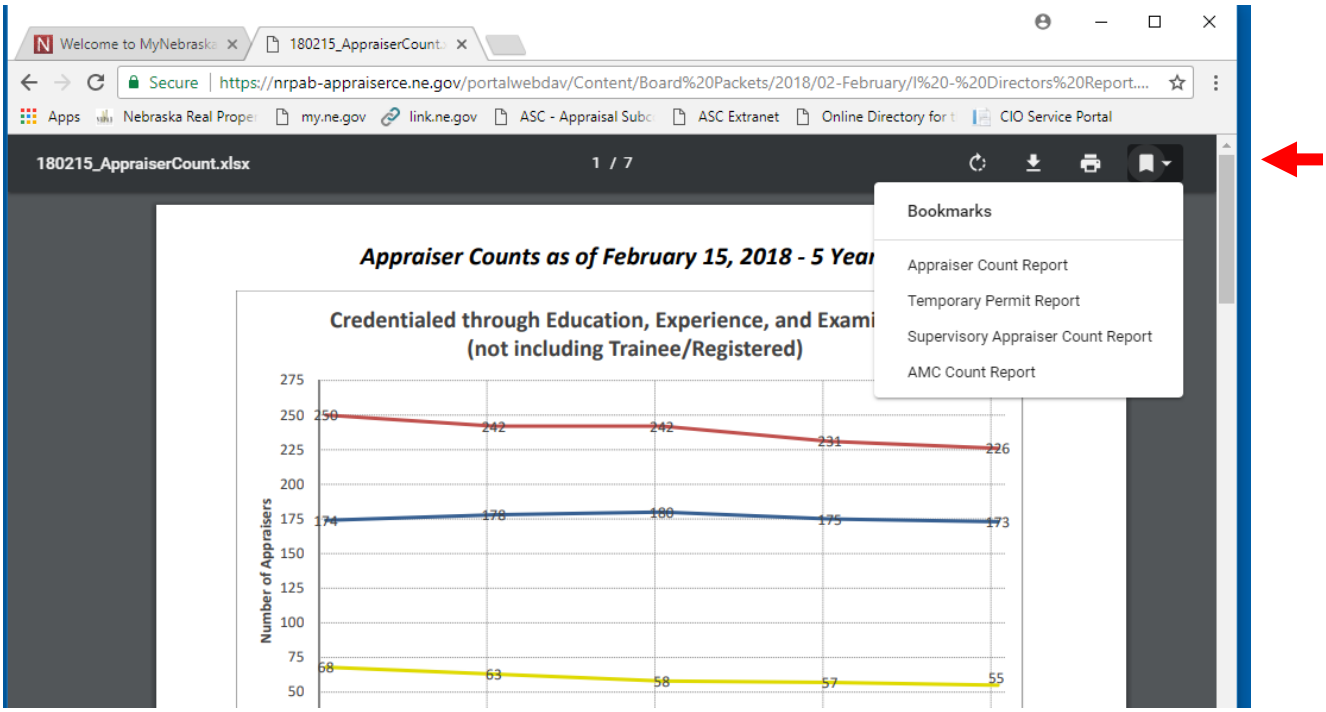
6. Select the bookmark for the location within the PDF that you would like to navigate to.

Chrome (Google)

1. Open web browser, sign in at my.ne.gov, and navigate to appropriate board meeting folder.

2. Select the hyperlink for the PDF file that you wish to review.

3. Once open, the bookmarks menu is available at the top of the window on the right side.



4. Select the bookmark for the location within the PDF that you would like to navigate to.

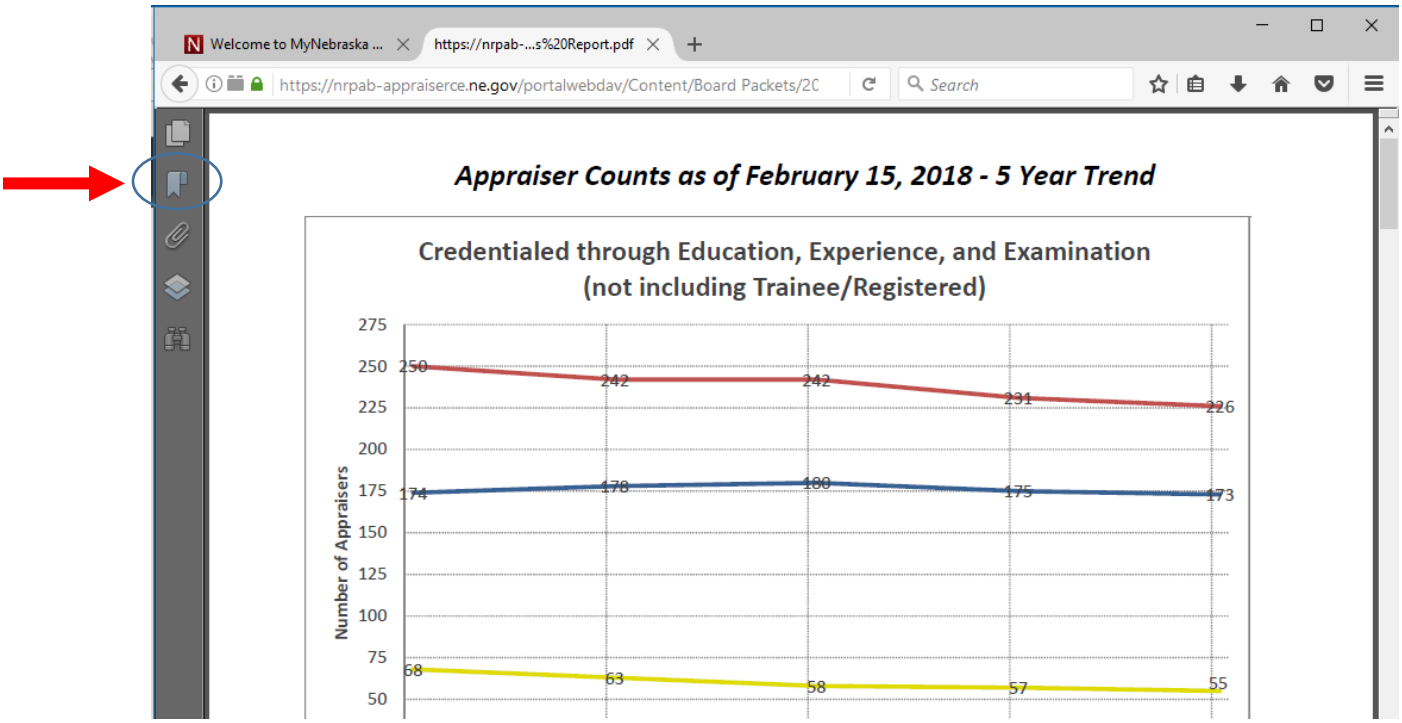
Firefox (Mozilla)

1. Open web browser, sign in at my.ne.gov, and navigate to appropriate board meeting folder.

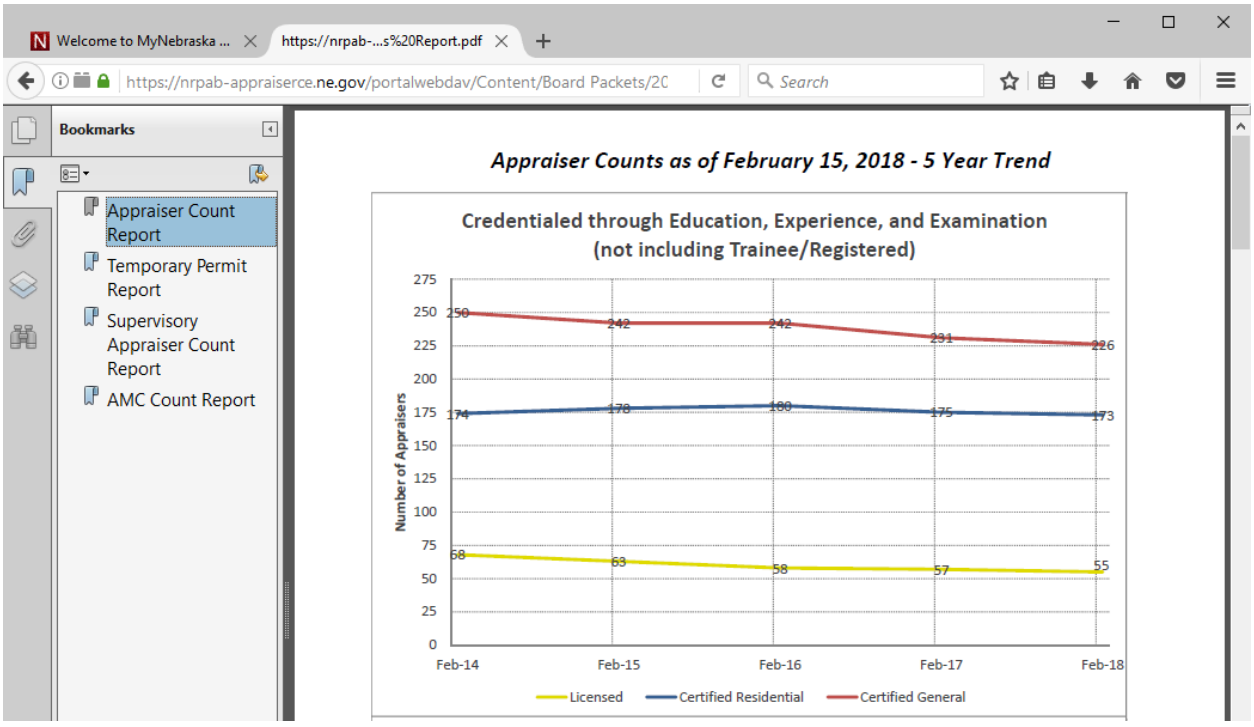
2. Select the hyperlink for the PDF file that you wish to review. You may be asked to allow Acrobat.

3. Once open, right click on the PDF and select “Show Navigation Pane Buttons.” Buttons appear down the left side of the window.

4. Select the Bookmarks icon.



The Bookmarks list will appear.



5. Select the bookmark for the location within the PDF that you would like to navigate to.

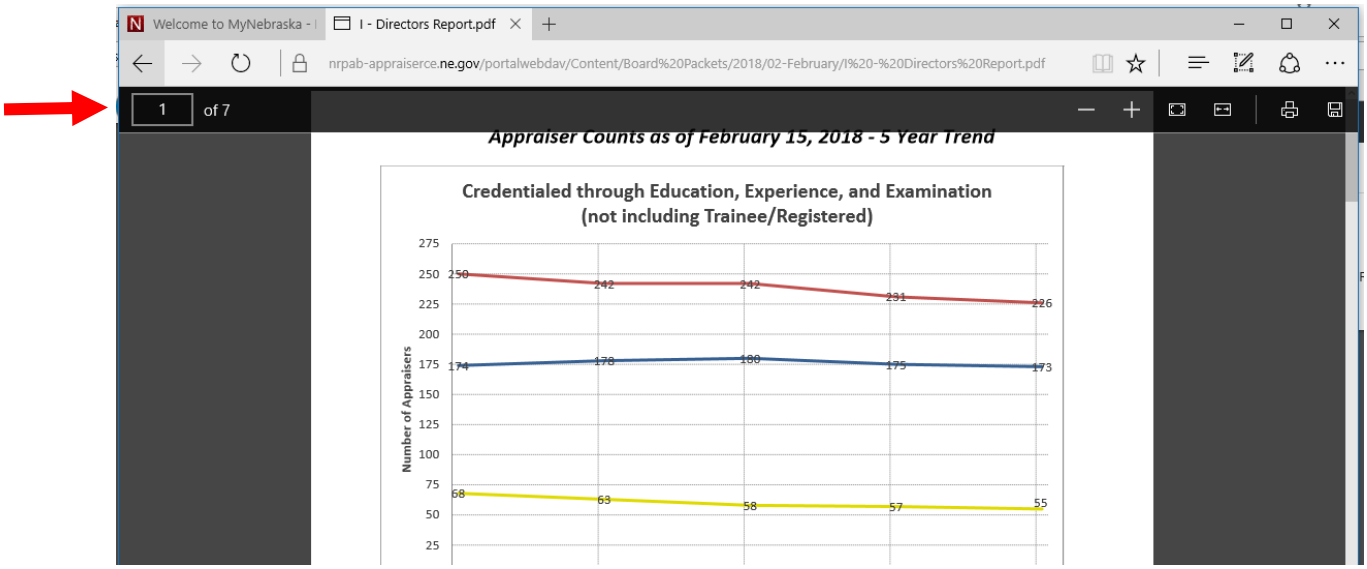
Edge (Microsoft)

1. Edge apparently does not support Bookmarks in a PDF.

2. Open web browser, sign in at my.ne.gov, and navigate to appropriate board meeting folder.

3. Select the hyperlink for the PDF file that you wish to review.

4. Click in the document to bring up the menu at the top. You can type a page number in the box in the top right corner.



5. Alternatively, you can click on the three dots at the top left of the browser and select Open with Internet Explorer. This opens the PDF in a new window.

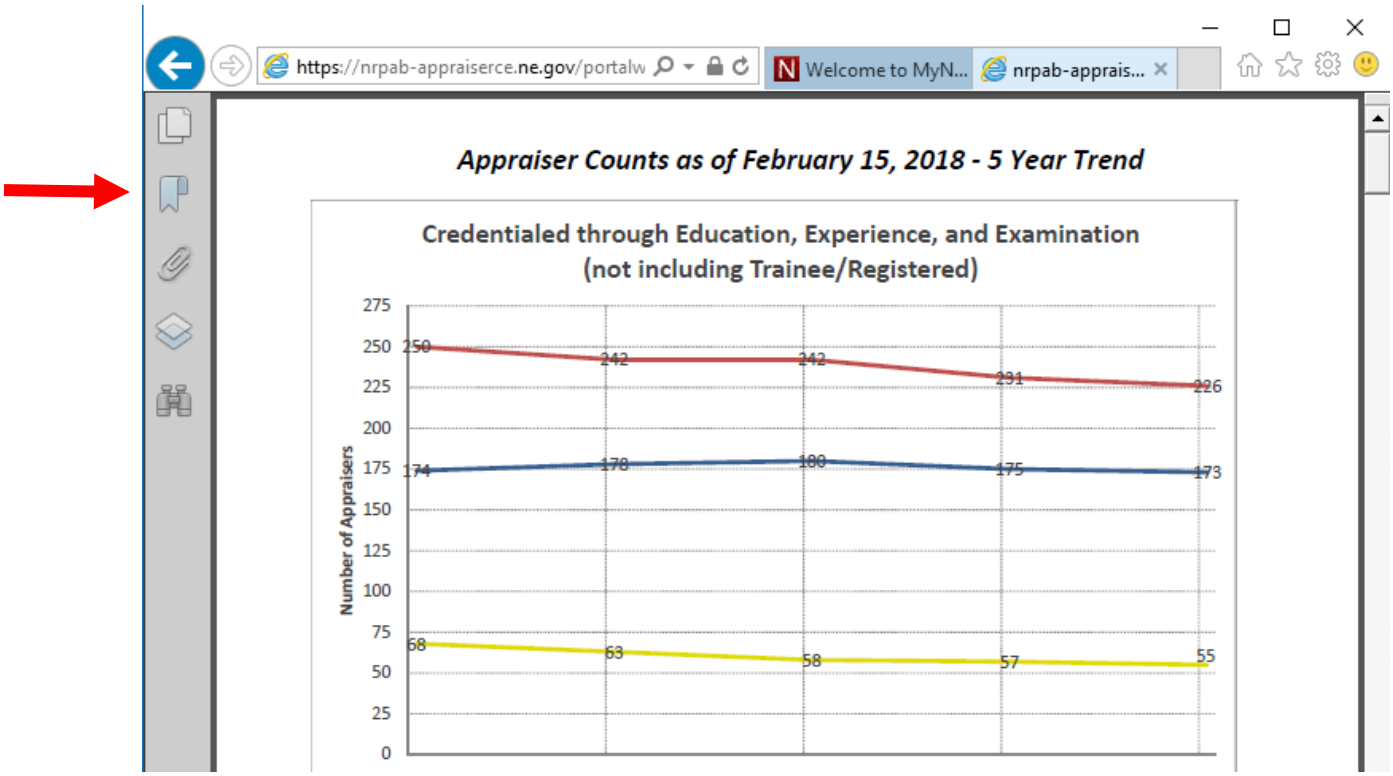
Internet Explorer (Microsoft)

1. Open web browser, sign in at my.ne.gov, and navigate to appropriate board meeting folder.

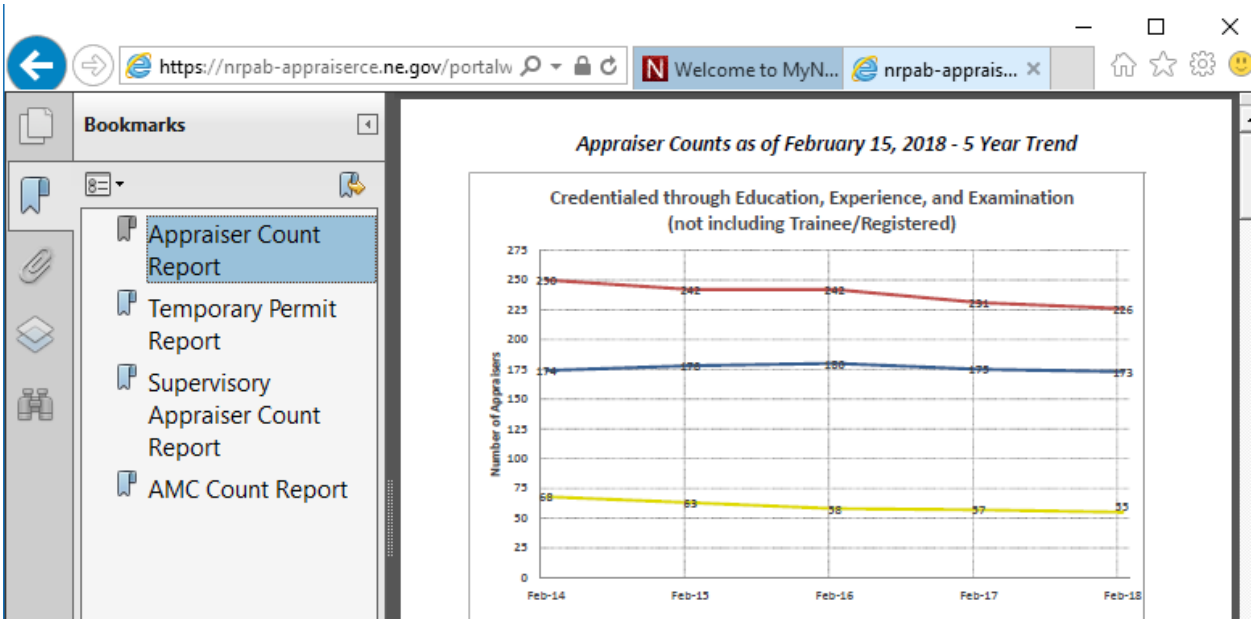
2. Select the hyperlink for the PDF file that you wish to review. You may be asked to allow Acrobat.

3. Once open, right click on the PDF and select “Show Navigation Pane Buttons.” Buttons appear down the left side of the window.

4. Select the Bookmarks icon



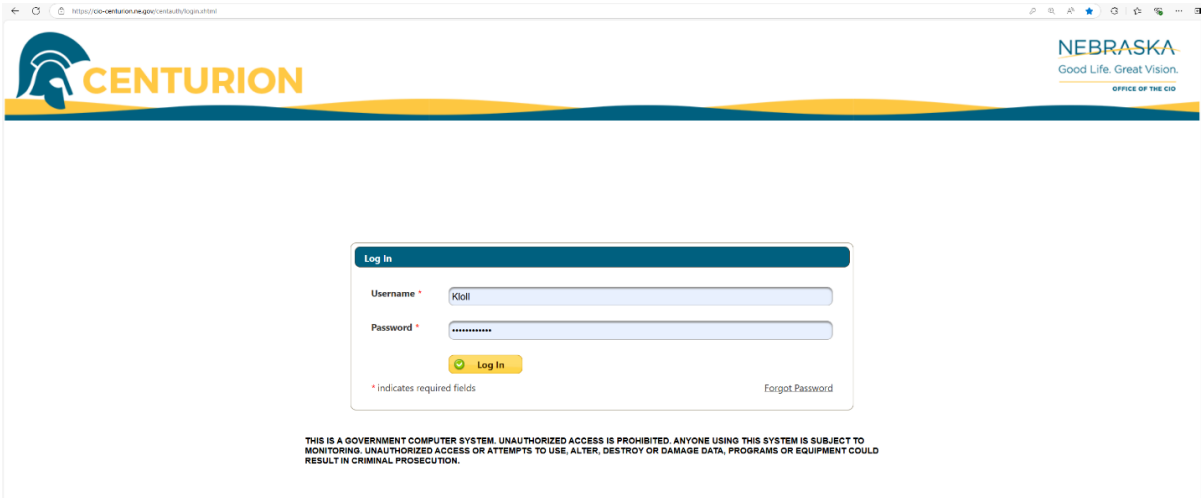
The Bookmarks list will appear.



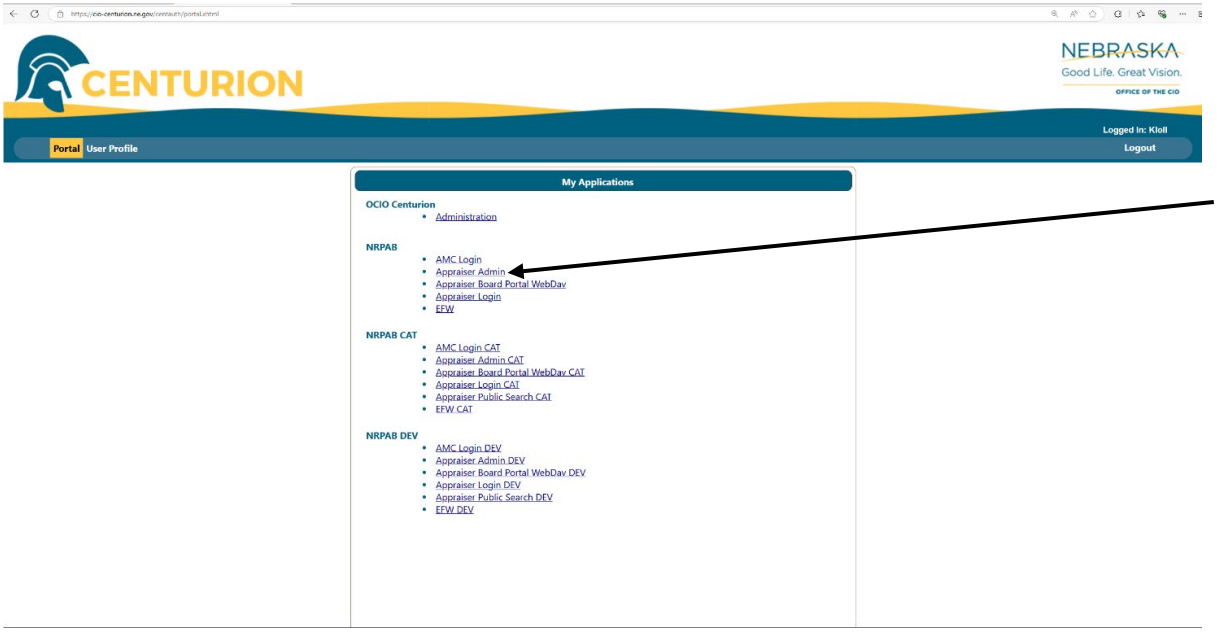
5. Select the bookmark for the location within the PDF that you would like to navigate to.

VIEWING AMC LOGS IN THE NRPAB DATABASE

Log into Centurion https://cio-centurion.ne.gov/centauth/login.xhtml.



Under NRPAB, Select Appraiser Admin



The initial page allows you to search for appraisers or AMCs, or go to the folders in the Board Portal.



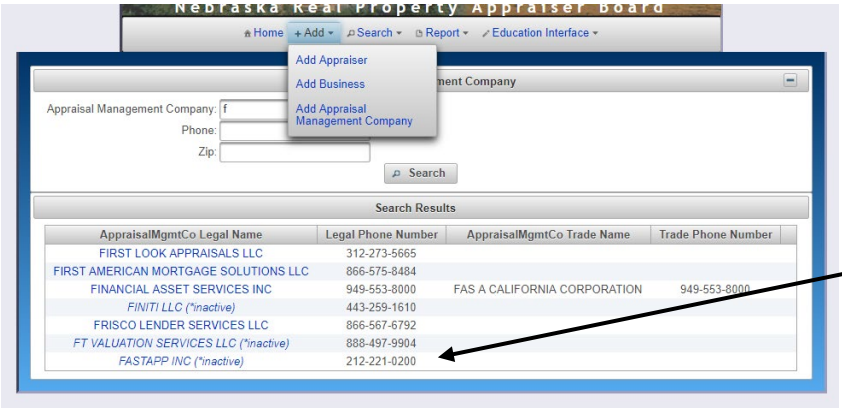
Search Appraisal Management Company – the dropdown menu appears when you hold your mouse pointer over “Search” – if you click on Search, it disappears, but reappears if you click Search a second time, or move your mouse pointer off it and back over it. Click on Search Appraisal Management Company.



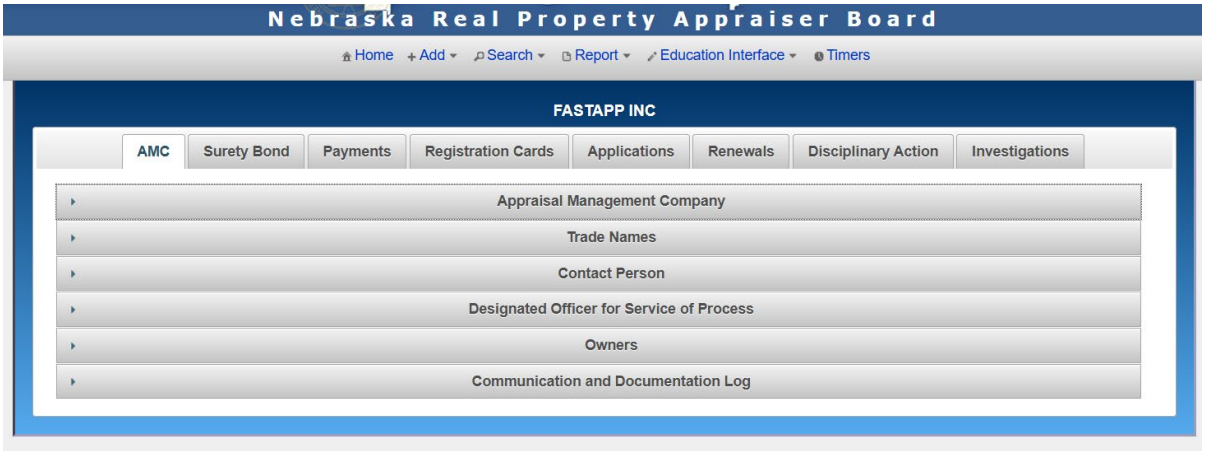
The search window appears. Use any of the fields to locate the desired AMC. Click Search or hit Enter.



The search results are in alphabetical order. Names in italics followed by *(*inactive)* are either new applicants who are not active yet because the application review process has not been completed and AMCs whose registration has expired or been surrendered (may be in the process of renewing registration). Click the name of the AMC to go to its page. Sometimes there’s a glitch and this returns you to the search window. Type the name and click Search again; usually it works on the second try.

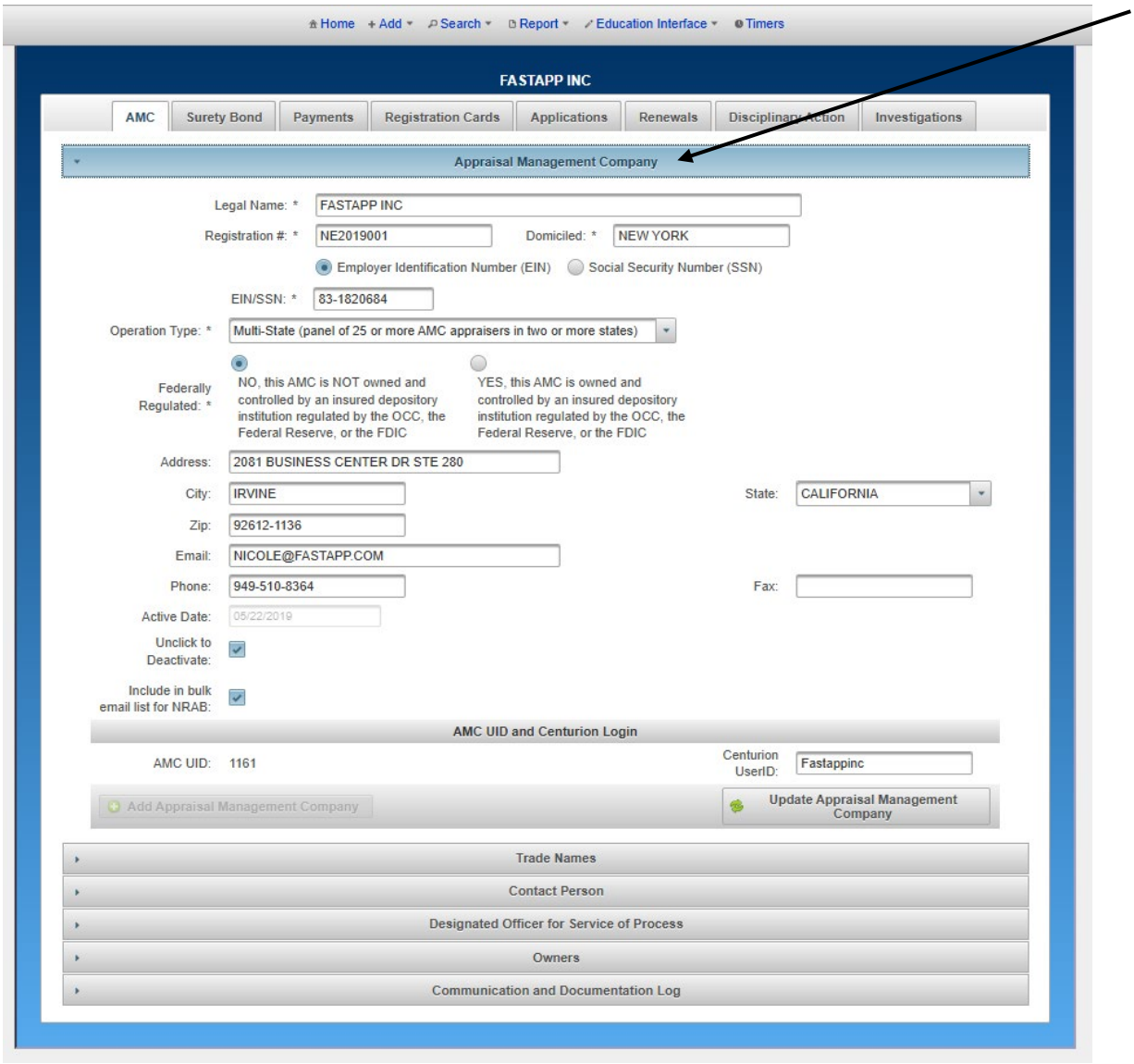


The initial AMC tab/page appears.

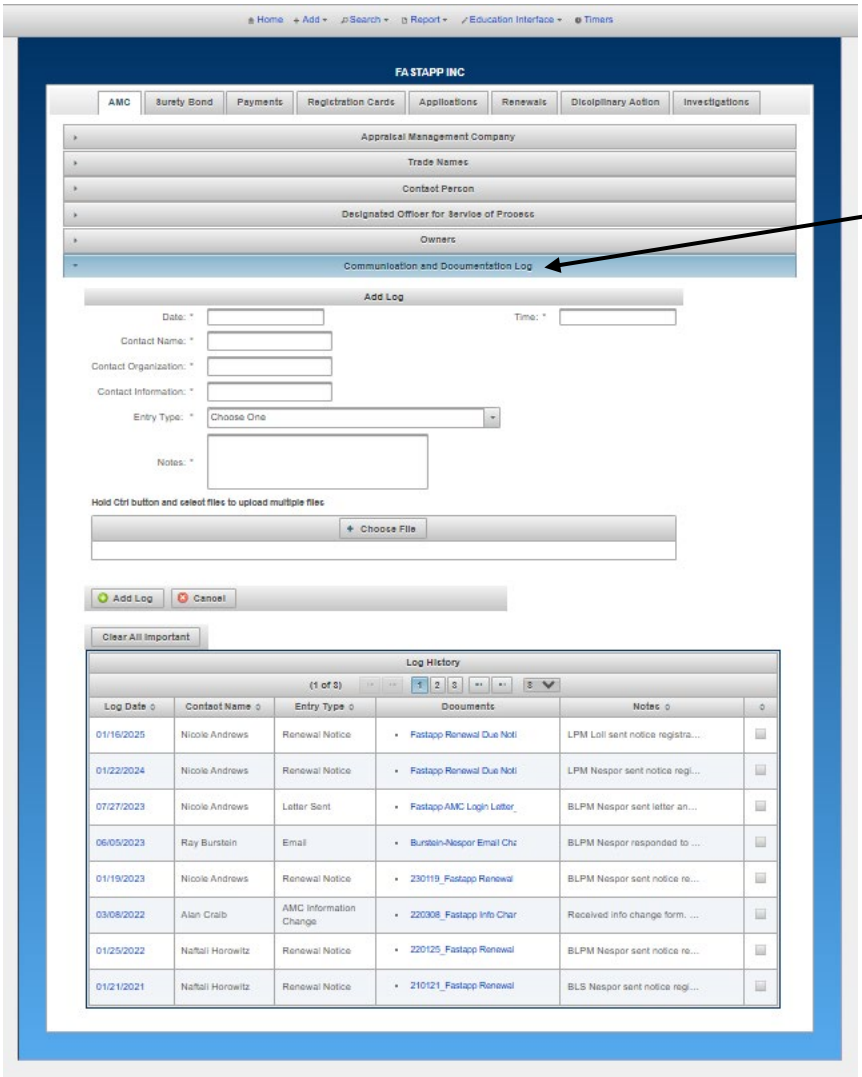


Clicking on the bars opens those sections of the page. There are several communication and documentation logs for each AMC: a general log, on the AMC tab, a surety bond log on the Surety Bond tab, and an application log on Applications tab for each initial and renewal application. Entries in logs are arranged most recent to earliest.

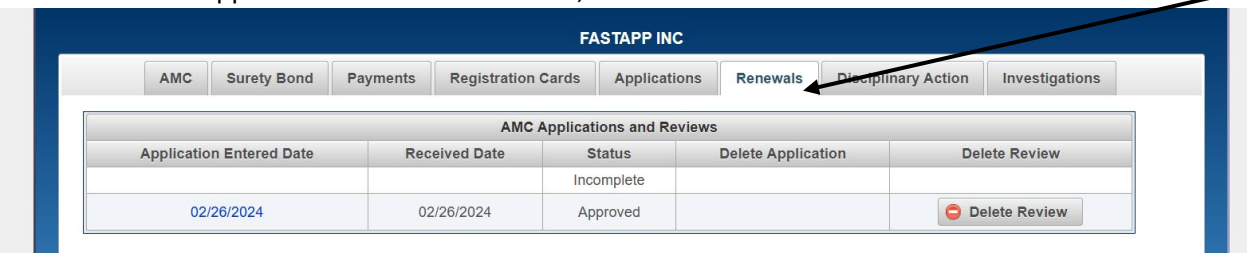
Click the Appraisal Management Company bar to see the name, number, address, etc.



Click the Communication and Documentation Log to see information for which we don't have fields set up, or correspondence received that does not pertain to a specific application.



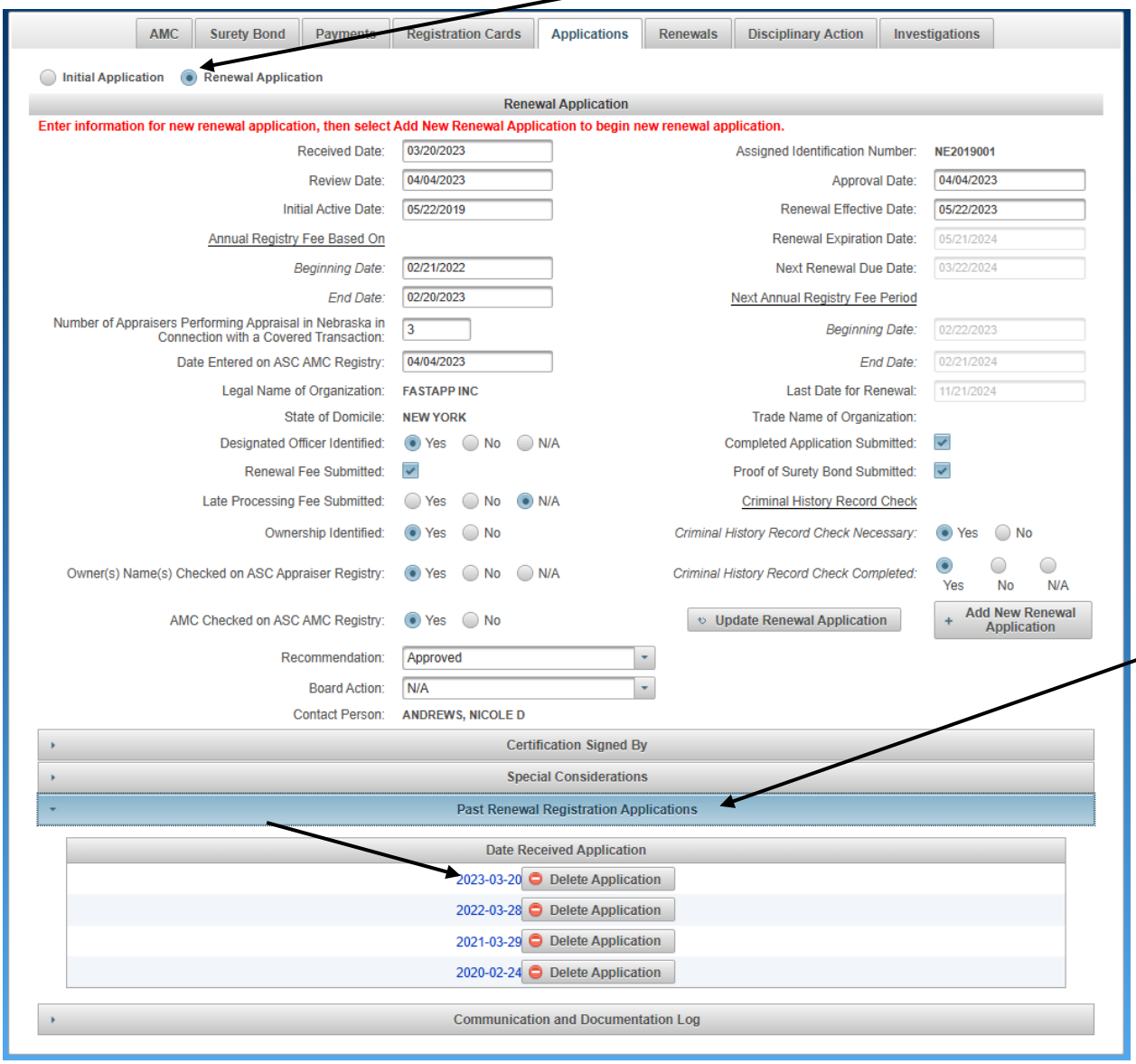
To view renewal applications entered after 2023, click on the renewals tab.



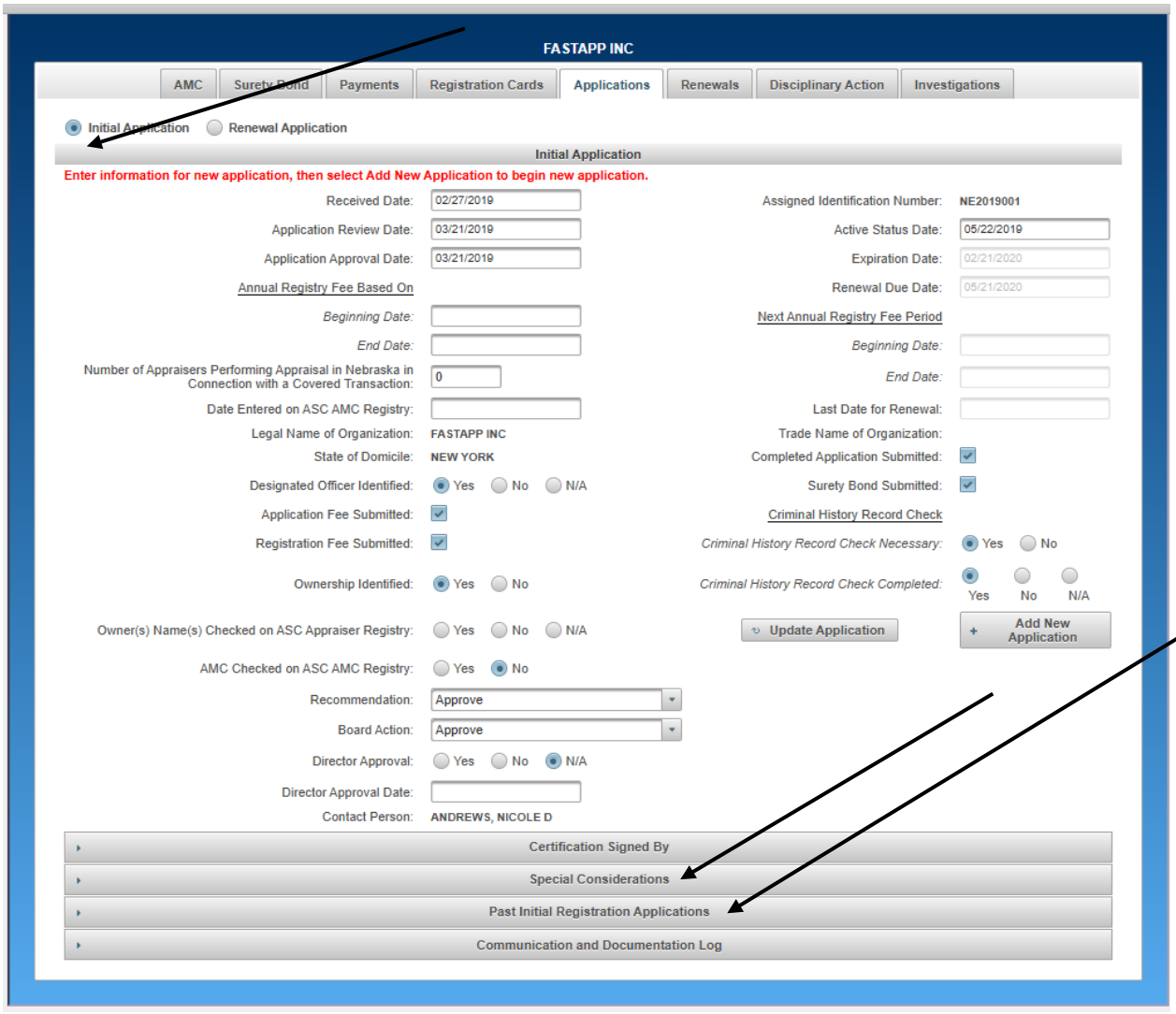
To view the initial application or renewal applications entered prior to 2023, click the Applications tab at the top of the page.



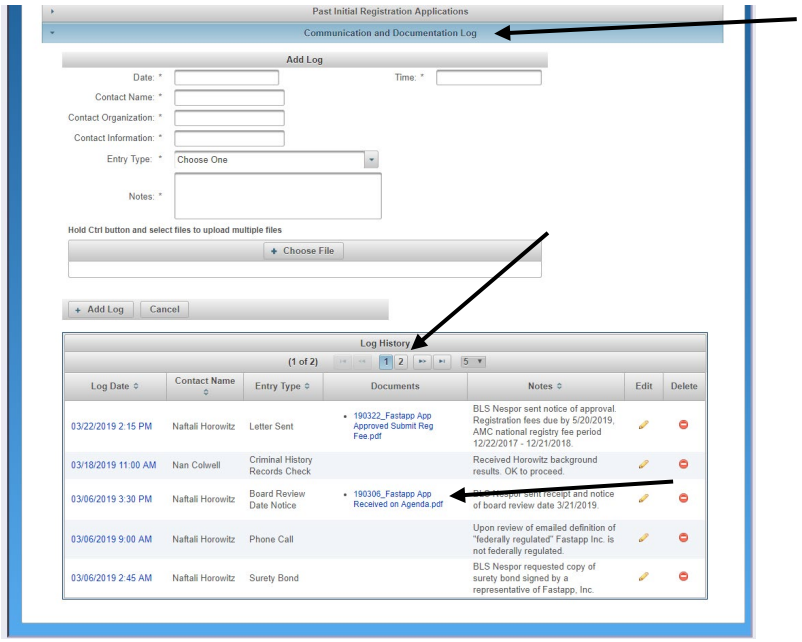
If you need to access a pre-2023 renewal application, click the Renewal Application radio button. If an AMC has more than one renewal application, midway down the page is a bar for Past Renewal Registration Applications. Click to open up and the renewal applications will be listed by date. Clicking on a date takes you to that application.



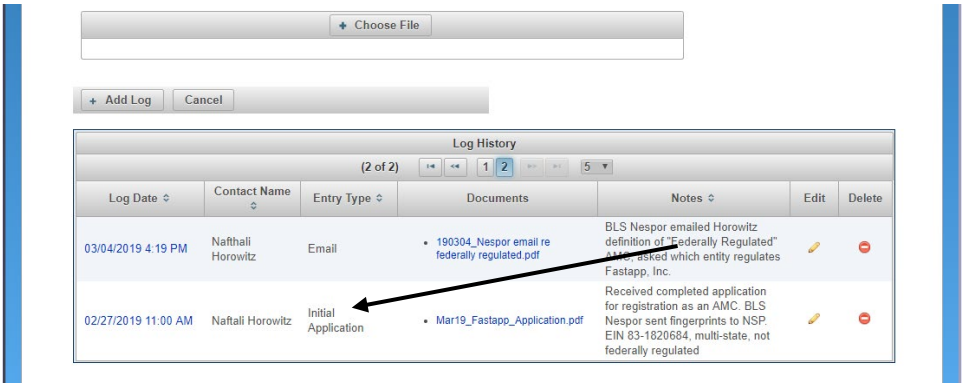
To view an initial application, click on the Initial Application radio button. If there are multiple Initial Applications, you can access by clicking on the “Past Initial Registration Applications” bar near the bottom of the screen. The Initial Application page shows the review progress for the application and is updated at each step. The Special Considerations bar has a text box for anything out of the ordinary – a yes response to a disciplinary question, for example.



Click on the Communication and Documentation Log bar to see the application itself, correspondence, and supporting documentation. Click on the navigation buttons under Log History to see earlier entries. Click on links in Documents column to open PDFs.

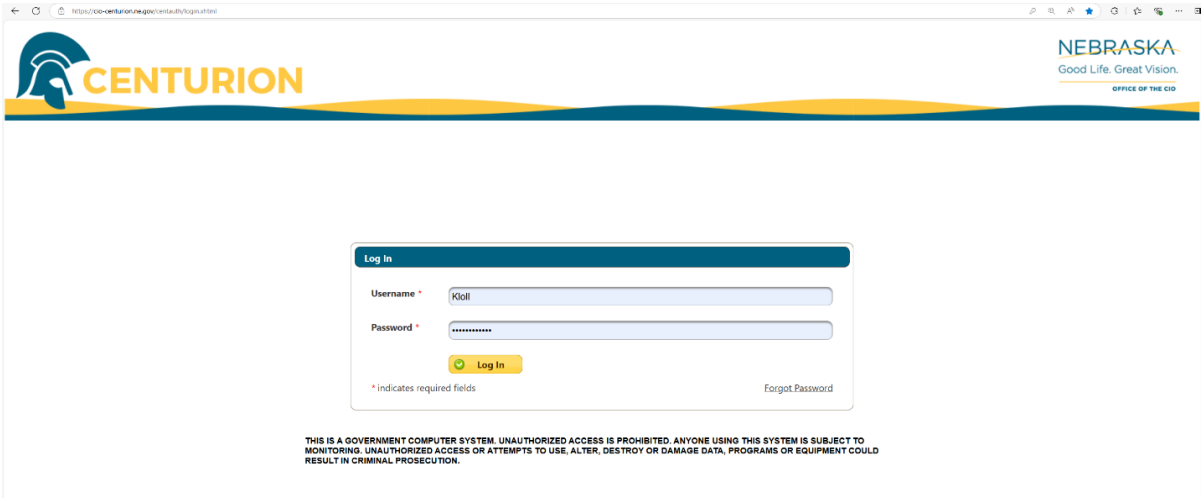


Go to the beginning of the log history to start with the initial application.

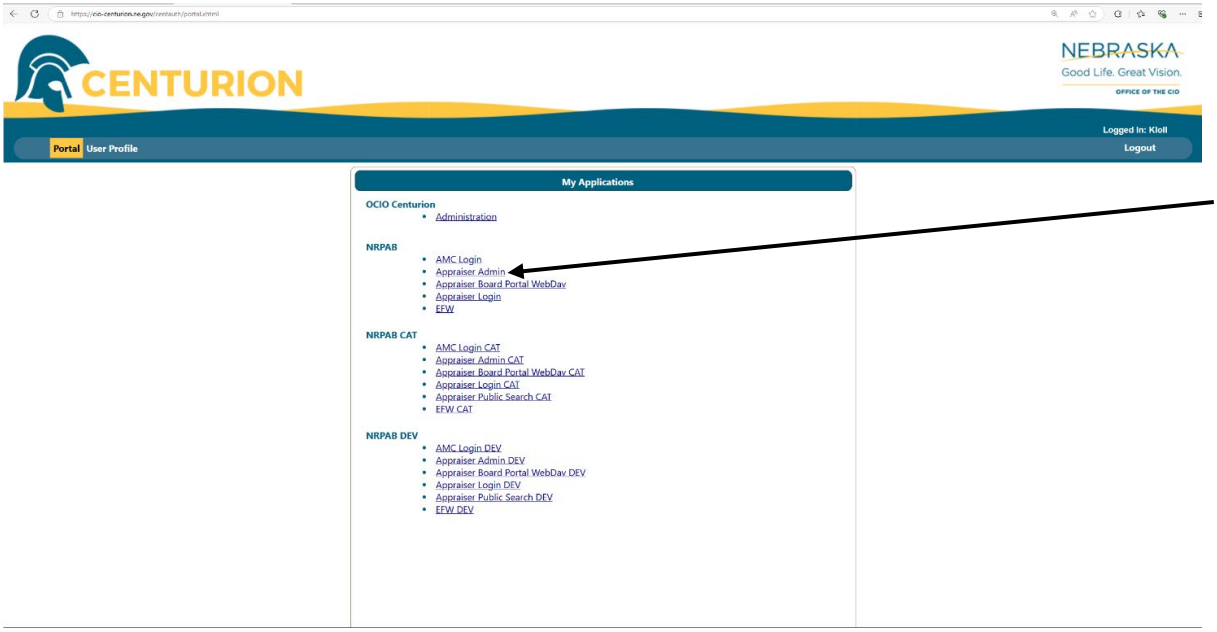


VIEWING AMC LOGS IN THE NRPAB DATABASE

Log into Centurion https://cio-centurion.ne.gov/centauth/login.xhtml.



Under NRPAB, Select Appraiser Admin



The initial page allows you to search for appraisers or AMCs, or go to the folders in the Board Portal.



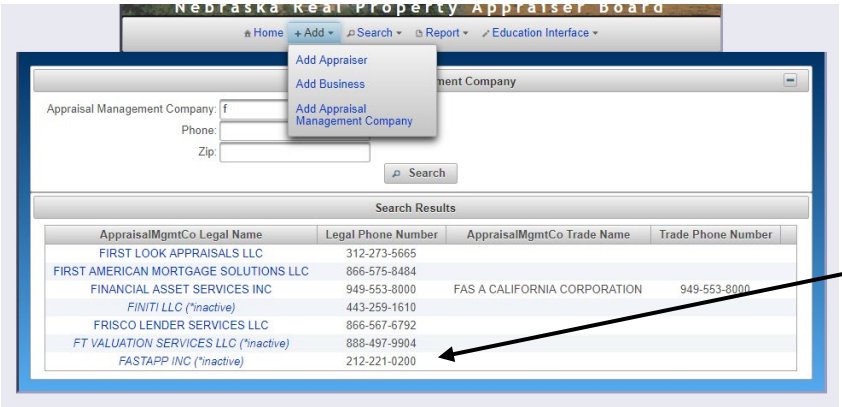
Search Appraisal Management Company – the dropdown menu appears when you hold your mouse pointer over “Search” – if you click on Search, it disappears, but reappears if you click Search a second time, or move your mouse pointer off it and back over it. Click on Search Appraisal Management Company.



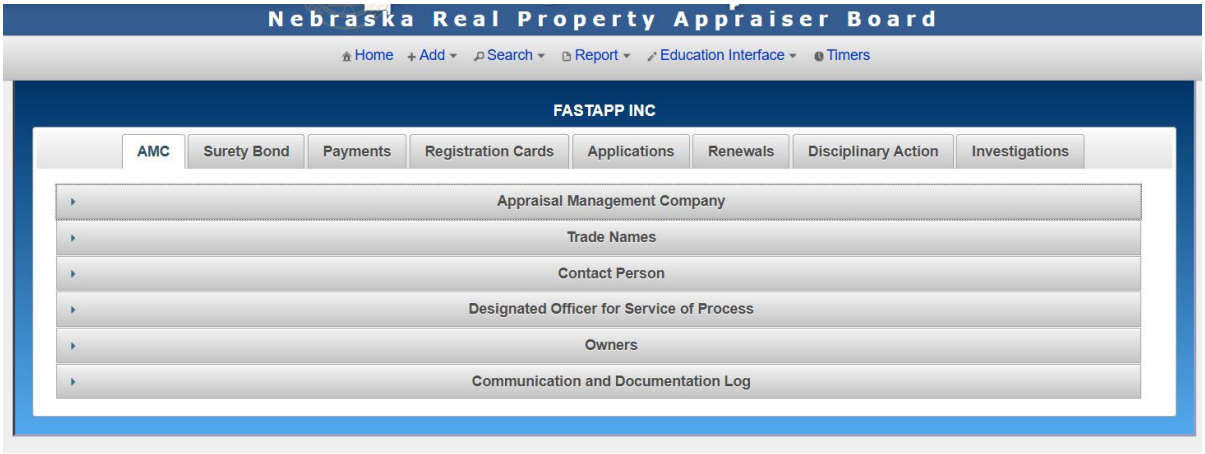
The search window appears. Use any of the fields to locate the desired AMC. Click Search or hit Enter.



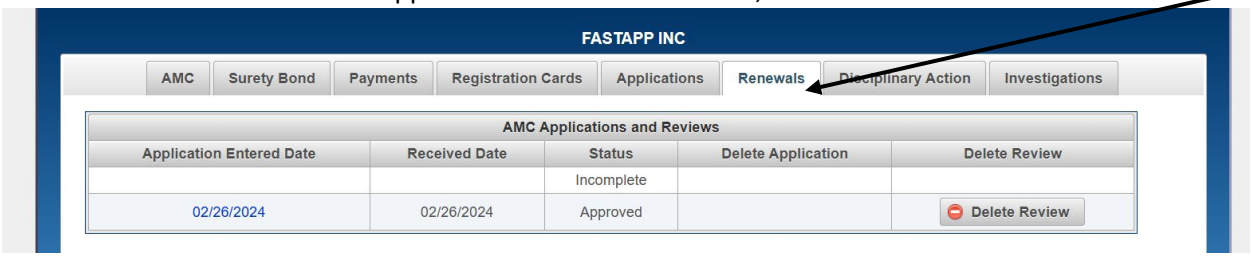
The search results are in alphabetical order. Names in italics followed by *(*inactive)* are either new applicants who are not active yet because the application review process has not been completed and AMCs whose registration has expired or been surrendered (may be in the process of renewing registration). Click the name of the AMC to go to its page. Sometimes there’s a glitch and this returns you to the search window. Type the name and click Search again; usually it works on the second try.



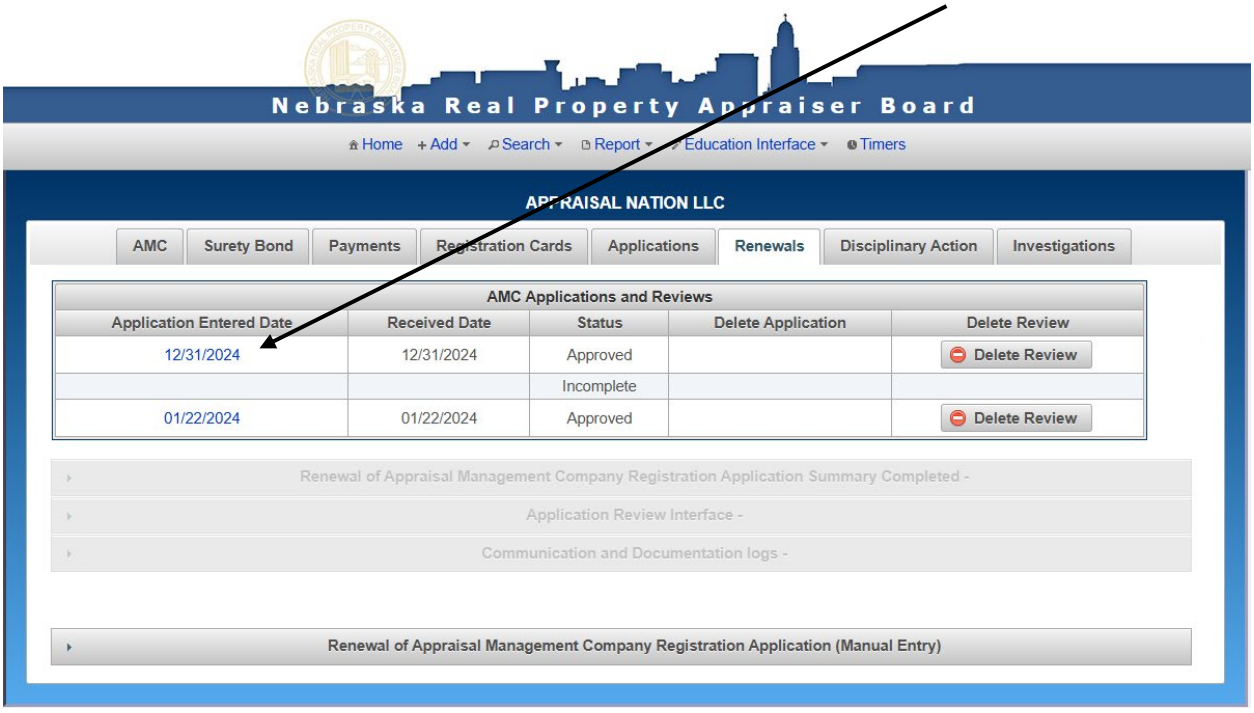
The initial AMC tab/page appears. Clicking on the bars opens those sections of the page. There are several communication and documentation logs for each AMC: a general log, on the AMC tab, a surety bond log on the Surety Bond tab, and an application log on Applications tab for each initial and renewal application. Entries in logs are arranged most recent to earliest.



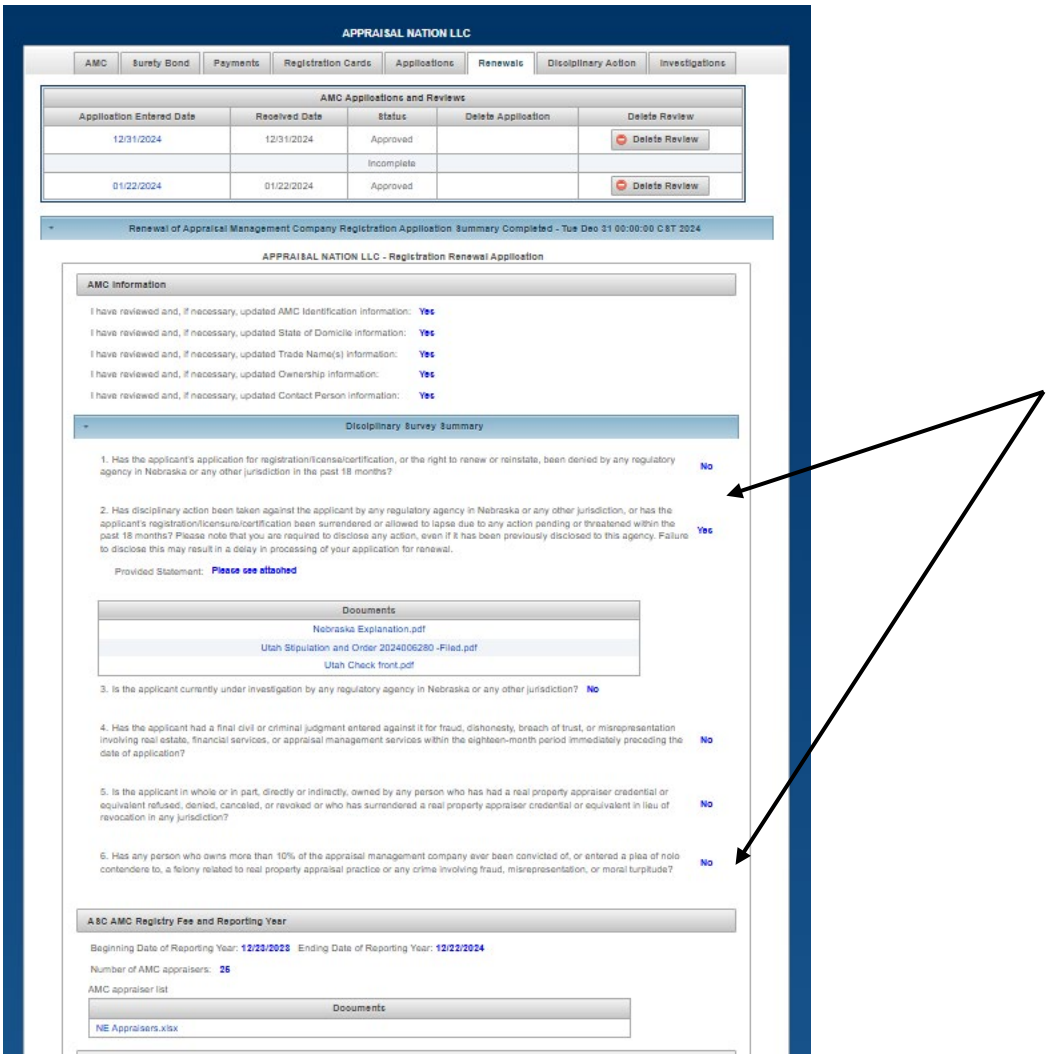
To view renewal applications entered after 2023, click on the renewals tab.



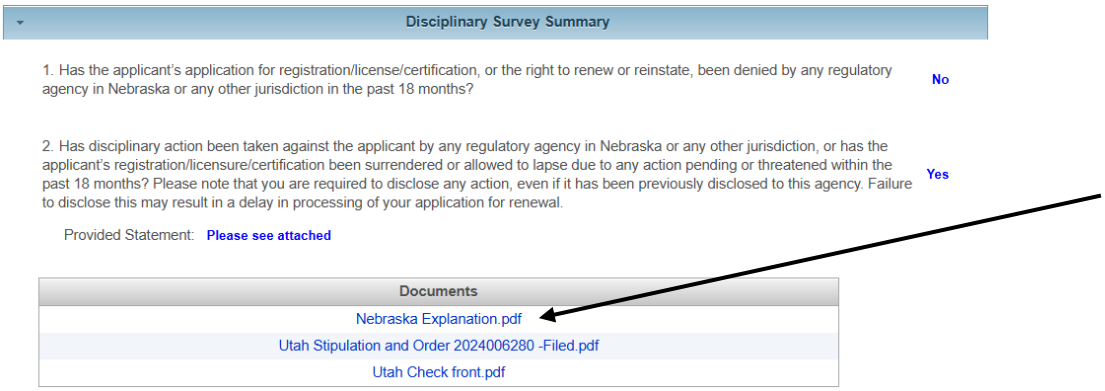
The Renewals tab shows a list of applications by date entered and shows their status. To select an application to review, click on the date hyperlink for that application.



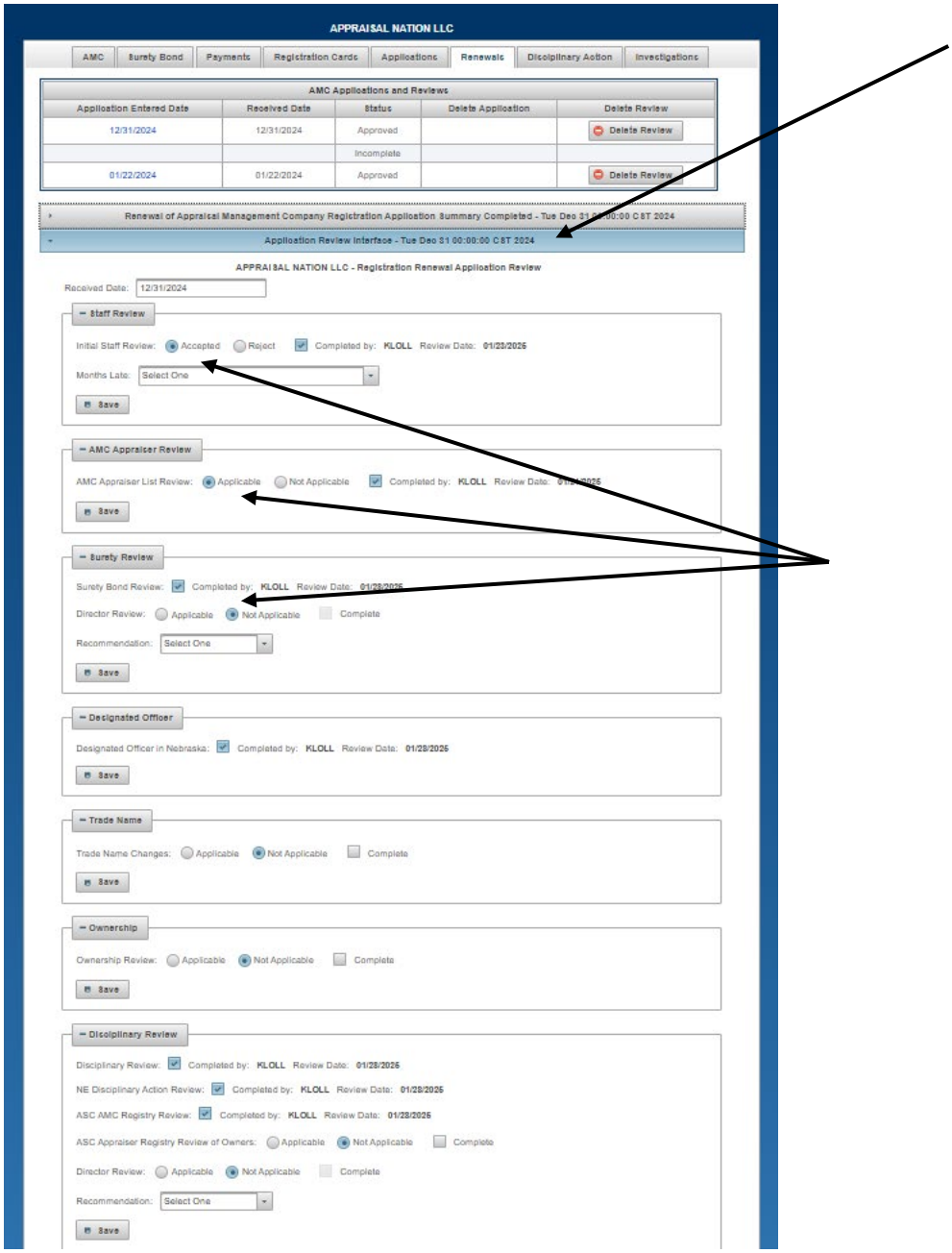
The Application Summary, Application Review Interface, and Communication and Documentation logs will open for that specific application. If the AMC submitted the renewal application online, the responses are as the AMC selected and entered them. Click the “Renewal of Appraisal Management Company Registration Application Summary Completed” bar to view the application. If the AMC sent a paper application, a staff member will have manually entered the information from the paper application as the AMC submitted it, so some answers may be incorrect, but are as the AMC responded. A scanned copy of the paper application is attached to a Communication and Documentation log entry.



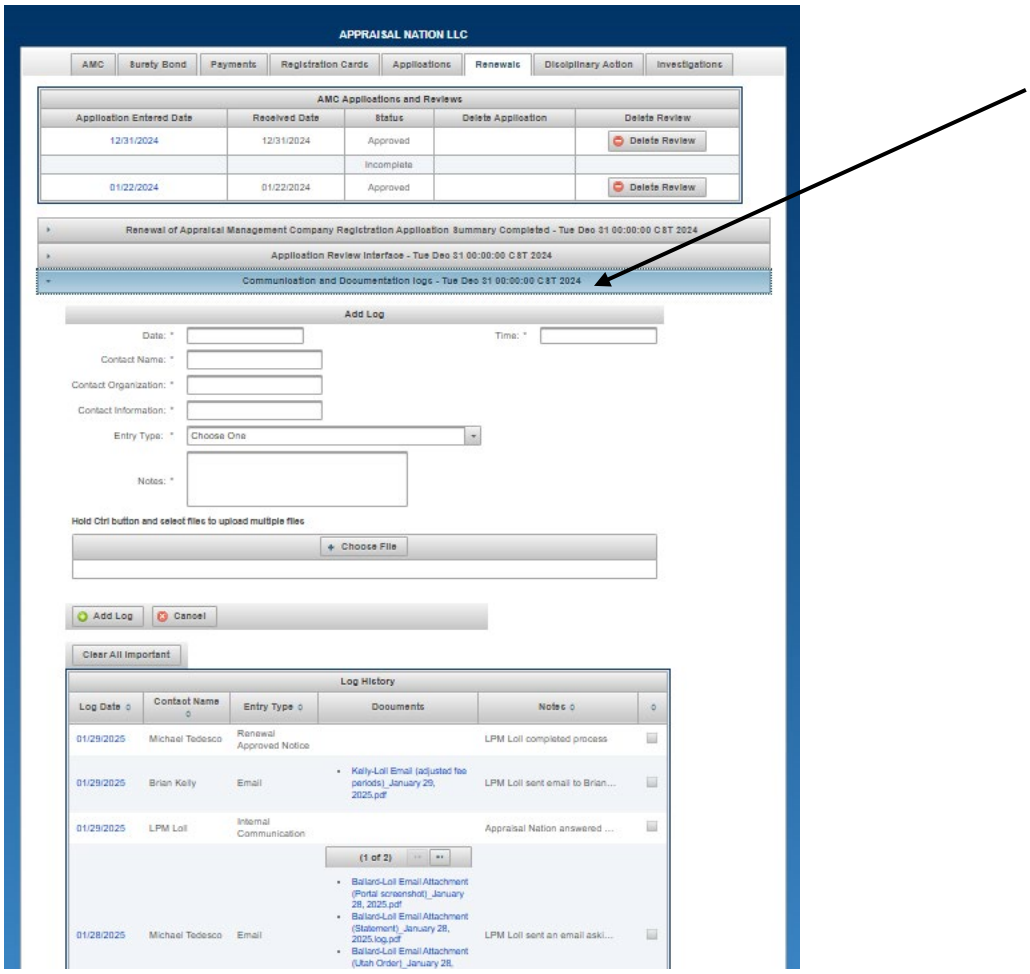
In the Disciplinary Survey Summary, if a question is answered “Yes” the AMC is to provide a statement and may attach documents. Click the link in the Documents box to see the uploaded PDF.



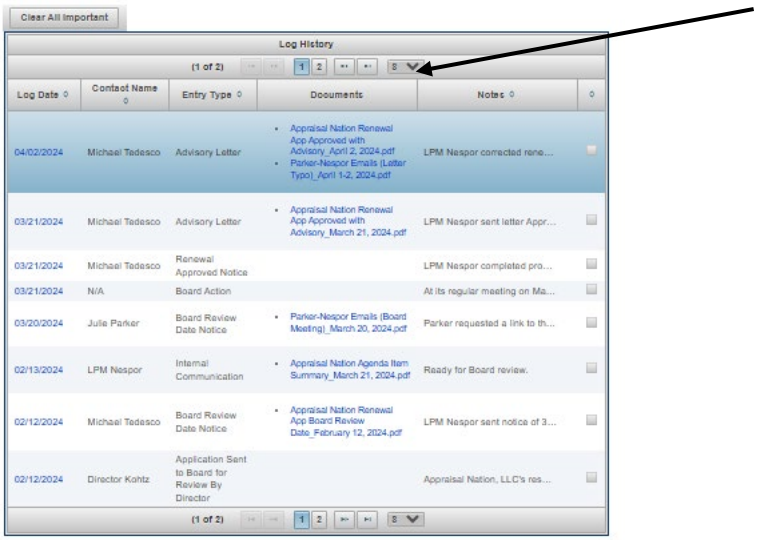
After the disciplinary survey summary, there is an Application Review Interface section. That section details the various steps staff, and the Board have taken in the process of reviewing the application.



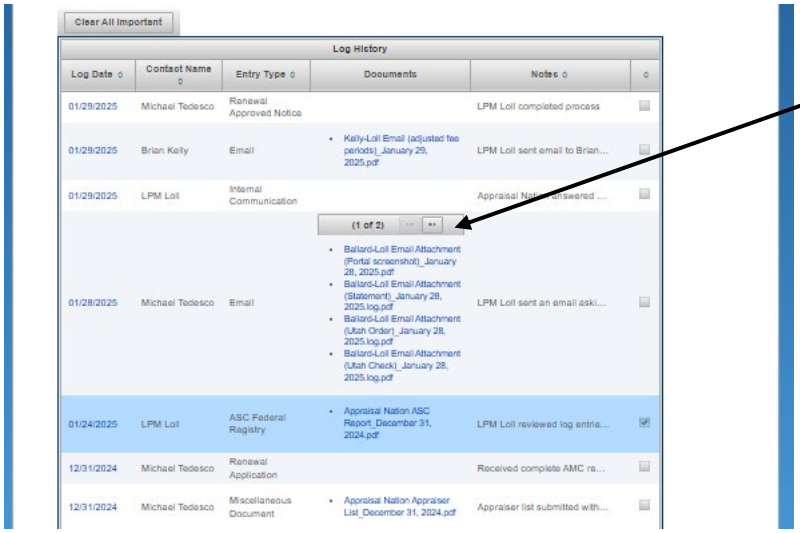
Below the Application Review Interface section is the Communication and Documentation logs section. Click the bar to see the log entries.



Click the hyperlinks in the Documents column to view the PDFs. If the log History has multiple pages, navigate between them using the buttons at the top.



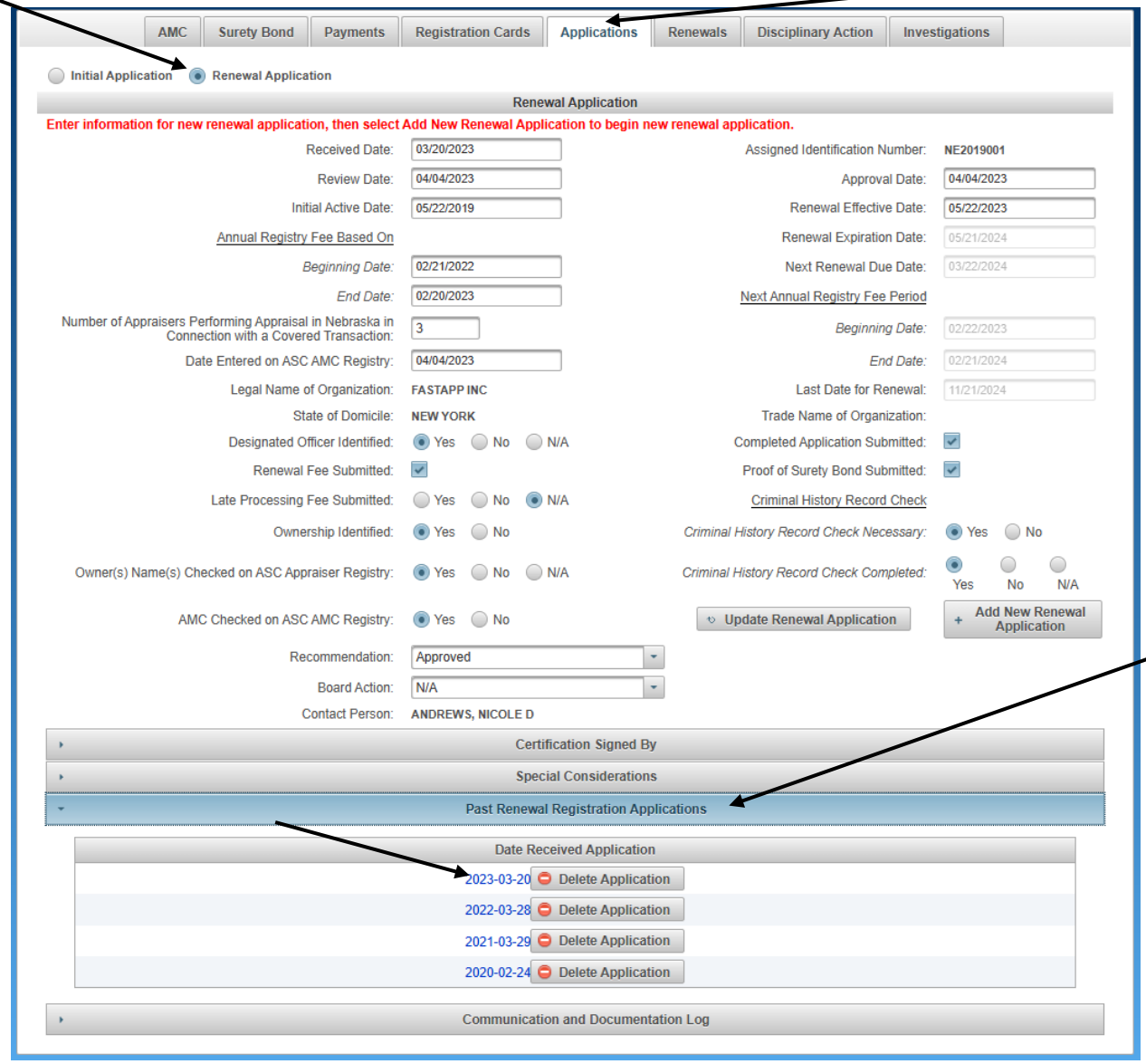
If a single log has multiple documents, there will be navigational buttons at the top of that log.



To view the initial application or renewal applications entered prior to 2023, click the Applications tab at the top of the page.

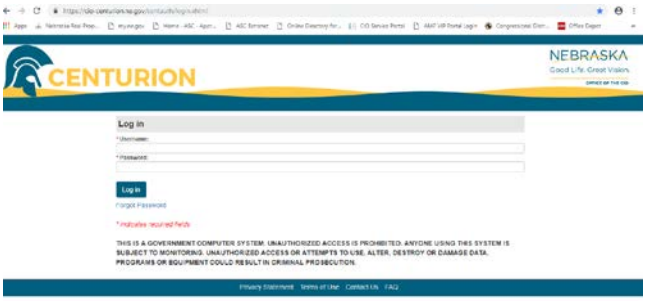


If you need to access a pre-2023 renewal application, select the Applications tab and then click the Renewal Application radio button. If an AMC has more than one renewal application, midway down the page is a bar for Past Renewal Registration Applications. Click to open it up and the renewal applications will be listed by date. Clicking on a date takes you to that application.

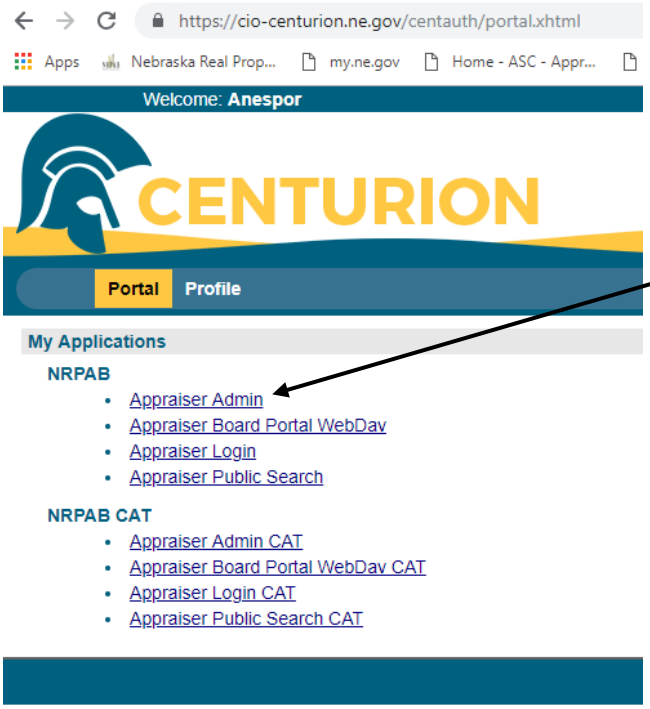


VIEWING APPRAISER LOGS IN THE NRPAB DATABASE

Log into Centurion https://cio-centurion.ne.gov/centauth/login.xhtml.



Under NRPAB, Select Appraiser Admin



The initial page allows you to search for appraisers or AMCs, or go to the folders in the Board Portal.



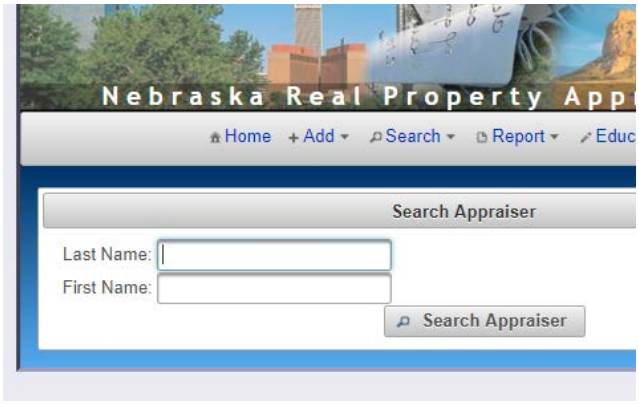
Search Appraiser – the dropdown menu appears when you mouse over “Search” – if you click on Search, it disappears, but reappears if you click Search a second time, or mouse off of it and back over it.



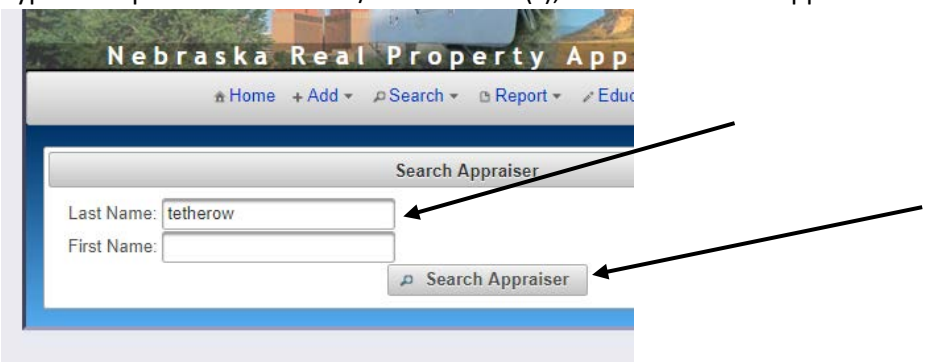
Click on Search Appraiser.



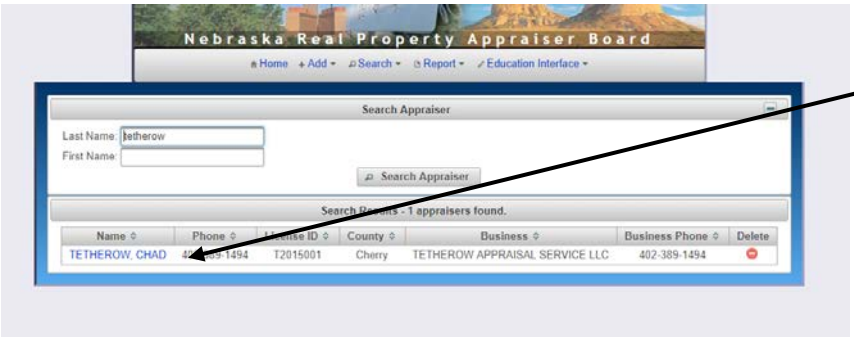
The search window appears.



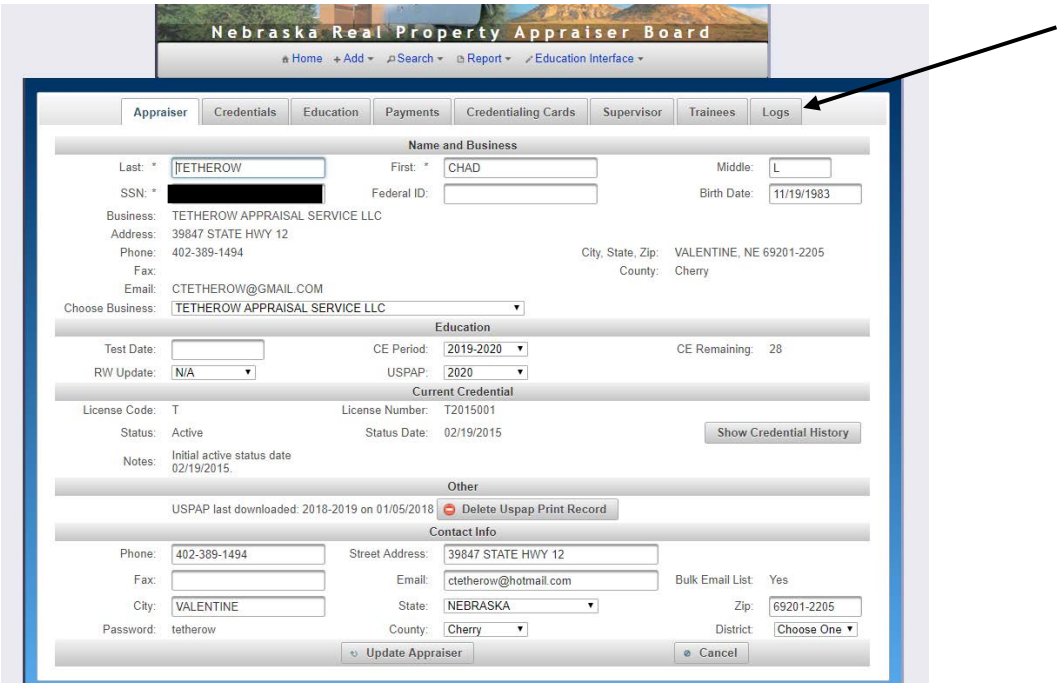
Type all or part of the last and/or first name(s), then click Search Appraiser button.



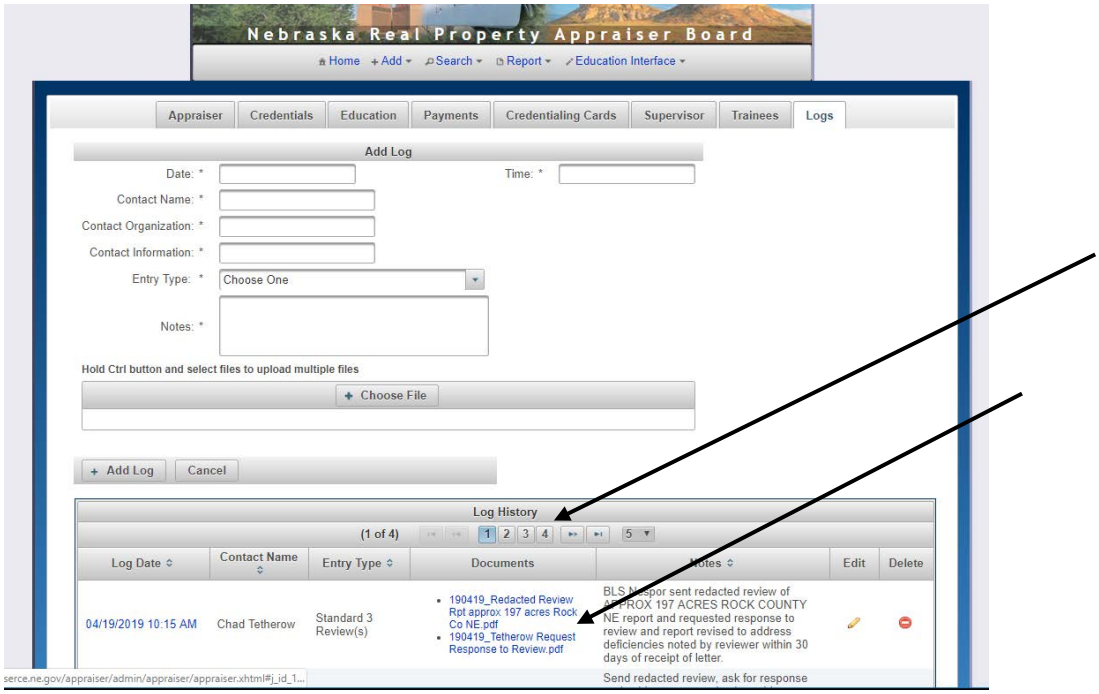
Click the name of the appraiser you want. Sometimes there's a glitch and this takes you back to the search window. Type the name and click Search Appraiser again; usually it works on the second try.



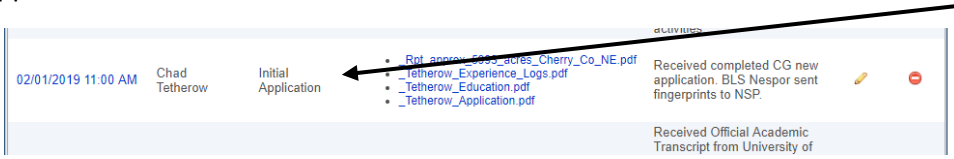
On the individual appraiser's screen, you see the contact information and current credential information, if any. Click the Logs button.



Log entries appear in order from most recent to earliest. Navigation buttons for log pages are below the words “Log History.” Click the name of a document to see the pdf of that document. If a log entry has several documents attached, you may also see a set of buttons in the documents section of that entry to navigate the list of documents.



Look for the initial application and work back through the later log entries to see the progress of the application.



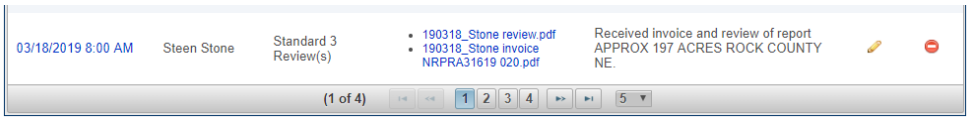
If background results have been received, there will be a log entry.



For resident applicants, there will be entries with the letter requesting reports and showing the reports received. Click on the Documents links to see the reports.



There will be an entry showing review contract(s) sent, and another showing the receipt of the review(s) and invoice(s). Click on the Documents links to see the review(s).



03/18/2019 8:00 AM	Steen Stone	Standard 3 Review(s)	• 190318_Stone review.pdf • 190318_Stone invoice NRPRA31619 020.pdf	Received invoice and review of report APPROX 197 ACRES ROCK COUNTY NE.		

(1 of 4) 1 2 3 4 5

Board actions will have an entry, followed by an entry for action taken by staff as a result, and further entries for responses received from the applicant.

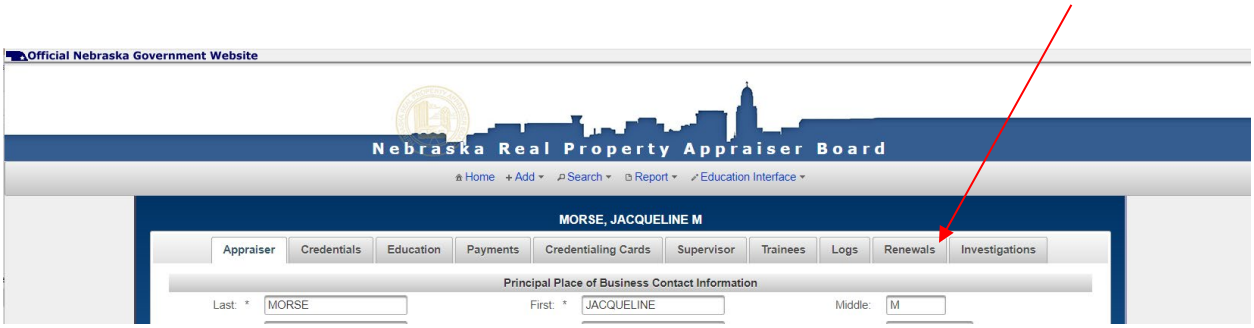


04/19/2019 10:15 AM	Chad Tetherow	Standard 3 Review(s)	• 190419_Redacted Review Rpt approx 197 acres Rock Co NE.pdf • 190419_Tetherow Request Response to Review.pdf	BLS Nespor sent redacted review of APPROX 197 ACRES ROCK COUNTY NE report and requested response to review and report revised to address deficiencies noted by reviewer within 30 days of receipt of letter.		
04/18/2019 12:00 PM	Board	Board Action		Send redacted review, ask for response and subject report revised to address deficiencies noted by review within 30 days.		
				BLS Nespor reviewed Colorado		

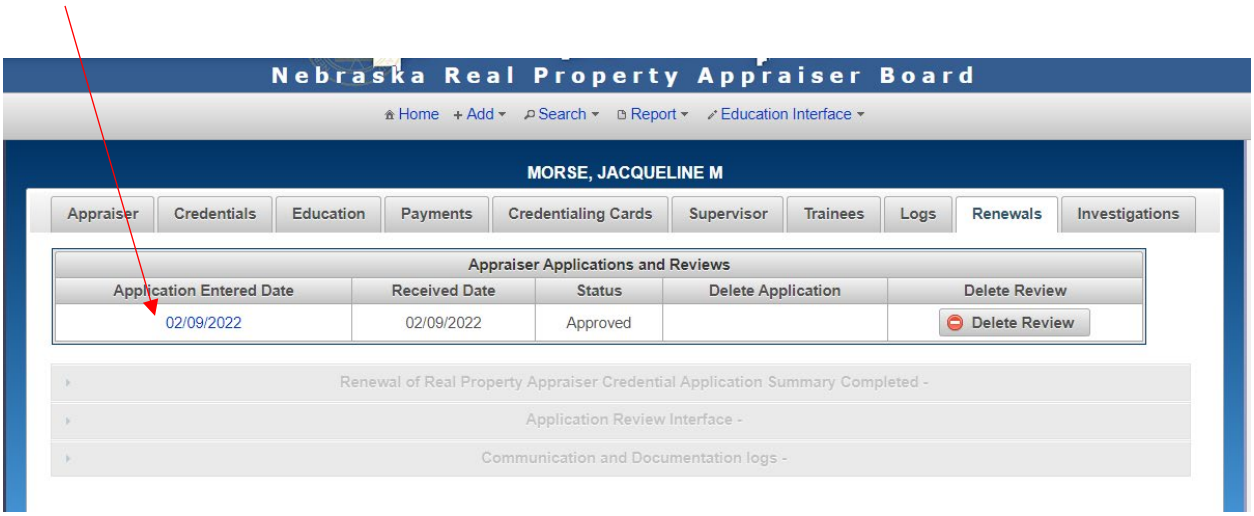
VIEWING APPRAISER RENEWAL APPLICATIONS IN THE NRPAB DATABASE

Log into Centurion https://cio-centurion.ne.gov/centauth/login.xhtml. Under NRPAB, Select Appraiser Admin. The initial page allows you to search for appraisers or AMCs, or go to the folders in the Board Portal. Search Appraiser – the dropdown menu appears when you mouse over "Search" – if you click on Search, it disappears, but reappears if you click Search a second time, or mouse off of it and back over it. Type all or part of the last and/or first name(s), then click the Search Appraiser button. Click the name of the appraiser you want. Sometimes there's a glitch and this takes you back to the search window. Type the name and click Search Appraiser again; usually it works on the second try.

On the individual appraiser's screen, you see the contact information and current credential information, if any. Navigate to the area you want to review by clicking the tabs below the appraiser's name. To view renewal applications, click the Renewals tab.



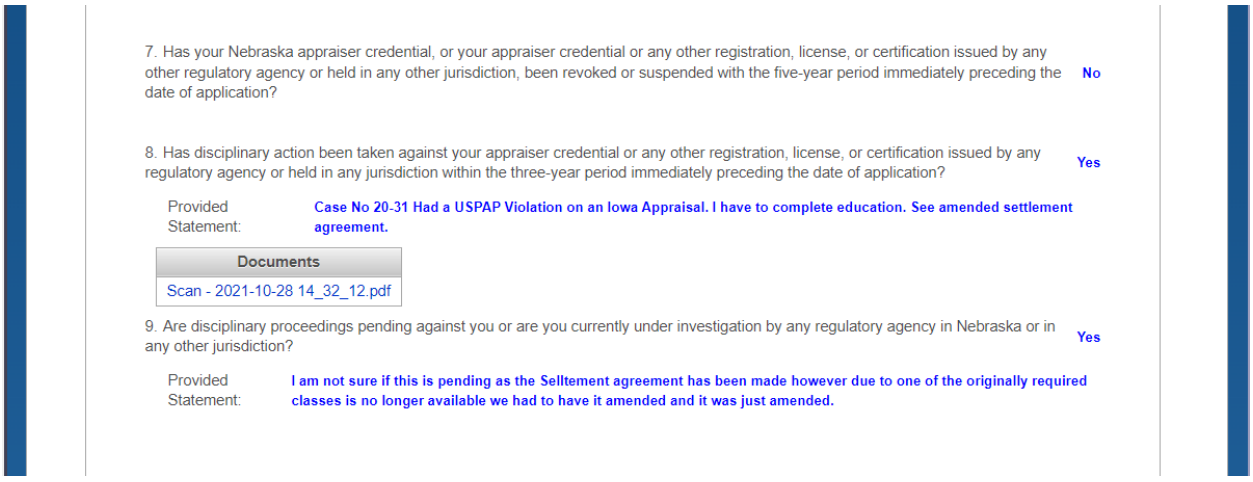
The Renewals screen shows a list of applications by date entered and shows their current status. To select an application to review, click on the date hyperlink for that application.



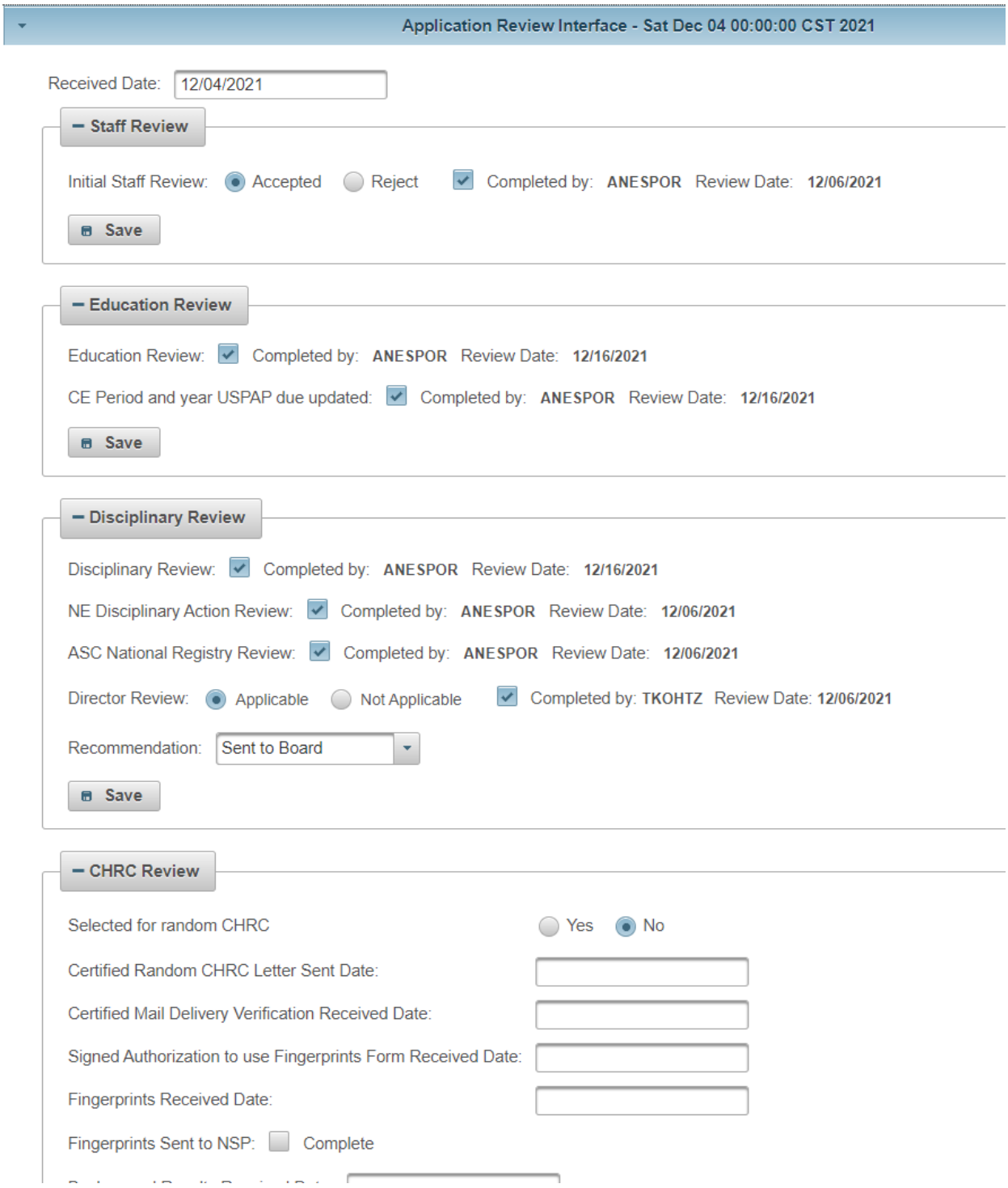
This opens the Application Summary, Application Review Interface, and Communication and Documentation logs for that specific application. If the appraiser submitted the renewal application online through Appraiser Login, the responses are as the appraiser selected and entered them. If the appraiser sent a paper application, a staff member will have manually entered the information from the paper application as the appraiser submitted it, so some answers may be incorrect, but are as the appraiser responded. A scanned copy of the paper application is attached to a Communication and Documentation log entry.

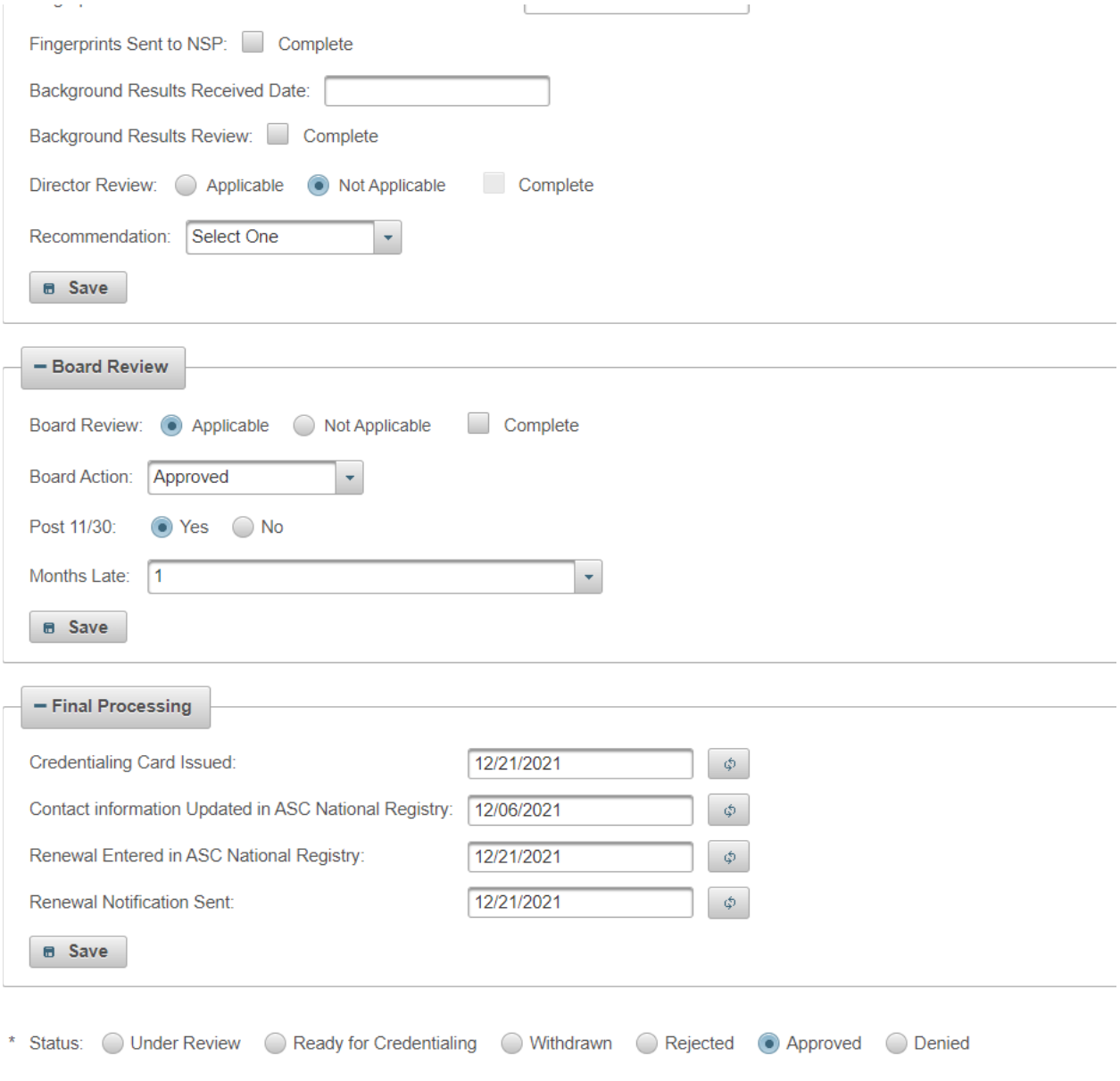


In the Disciplinary Survey Summary, if a question is answered "Yes" the appraiser is to provide a statement and may attach documents. Click the link in the Documents box to see the uploaded PDF.

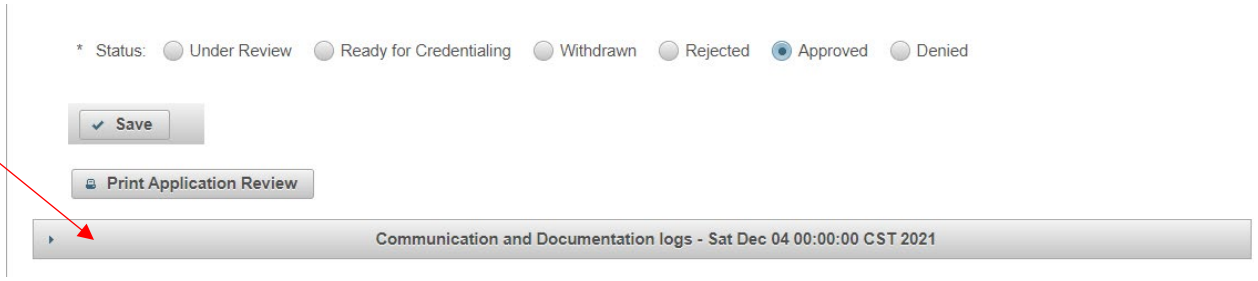


Below the Application Summary Section (Renewal of Real Property Appraiser Credential Application Summary Completed - Sat Dec 04 00:00:00 CST 2021, in the illustrations below), the Application Review Interface details the various steps staff and the Board have taken in the process of reviewing the application.

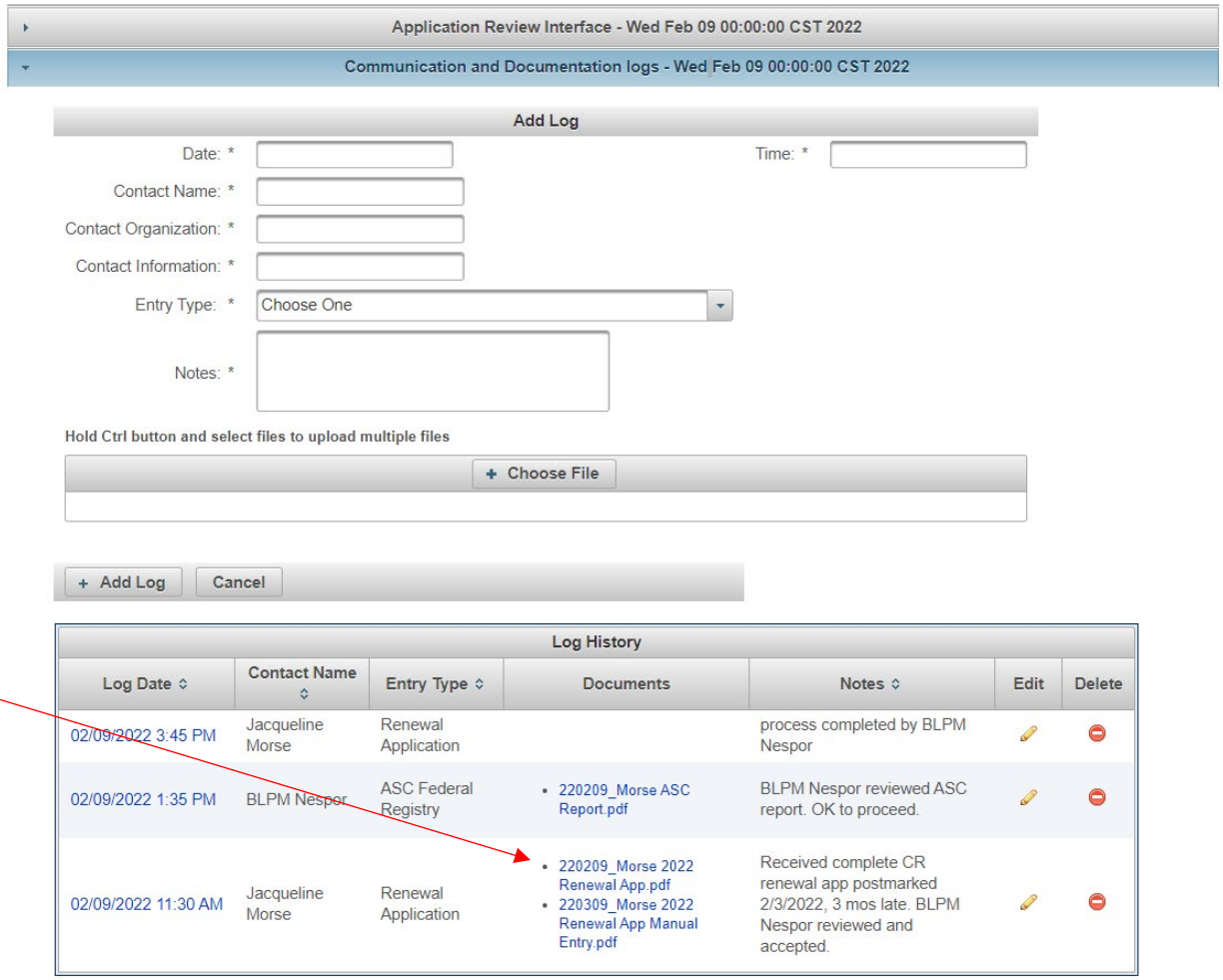

Application Review Interface - Sat Dec 04 00:00:00 CST 2021
Received Date: 12/04/2021
Staff Review
Initial Staff Review: Accepted Reject Completed by: ANESPOR Review Date: 12/06/2021
Save
Education Review
Education Review: Completed by: ANESPOR Review Date: 12/16/2021
CE Period and year USPAP due updated: Completed by: ANESPOR Review Date: 12/16/2021
Save
Disciplinary Review
Disciplinary Review: Completed by: ANESPOR Review Date: 12/16/2021
NE Disciplinary Action Review: Completed by: ANESPOR Review Date: 12/06/2021
ASC National Registry Review: Completed by: ANESPOR Review Date: 12/06/2021
Director Review: Applicable Not Applicable Completed by: TKOHTZ Review Date: 12/06/2021
Recommendation: Sent to Board
Save
CHRC Review
Selected for random CHRC Yes No
Certified Random CHRC Letter Sent Date:
Certified Mail Delivery Verification Received Date:
Signed Authorization to use Fingerprints Form Received Date:
Fingerprints Received Date:
Fingerprints Sent to NSP: Complete



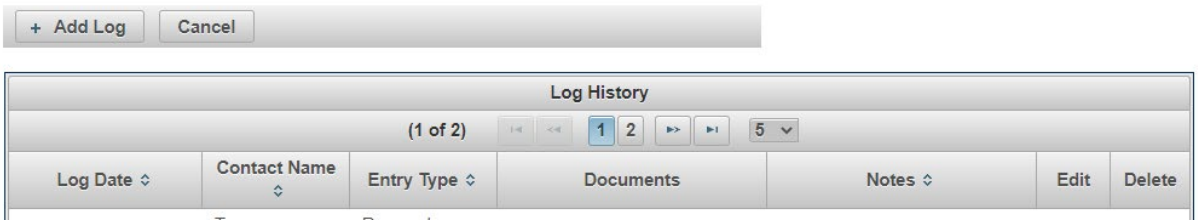
Below the Application Review Interface is the Communication and Documentation logs section. Click the bar to see the log entries.



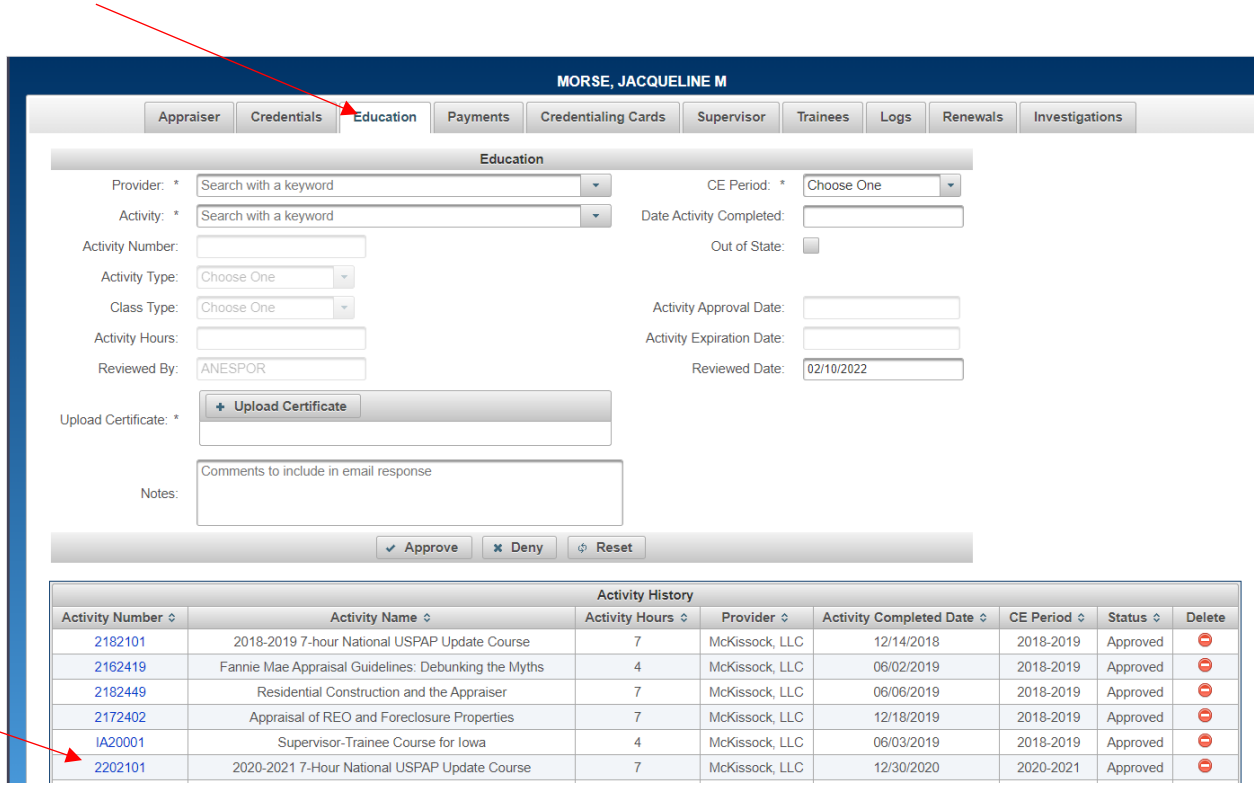
Click the hyperlinks in the Documents column for PDFs.



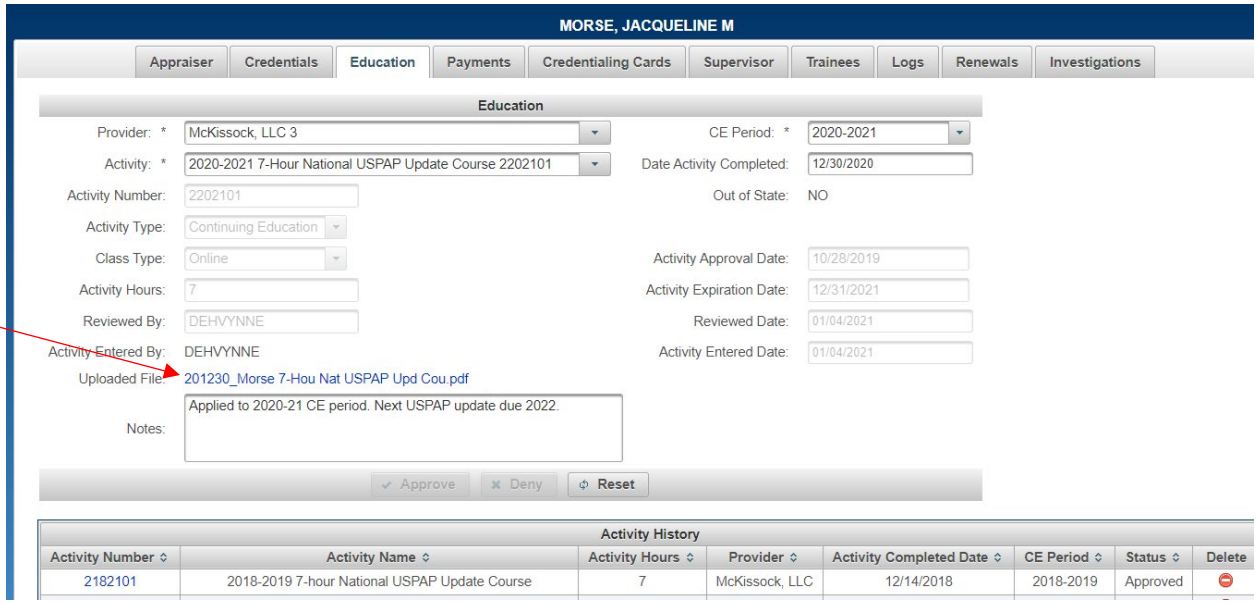
If the log History has multiple pages, navigate between them using the buttons at the top.



To review education submitted, click the Education tab just below the appraiser's name at the very top of the page. This takes you out of the renewal application. Click on an activity number hyperlink to see details of the activity, approval status, and a link to the certificate of completion submitted.

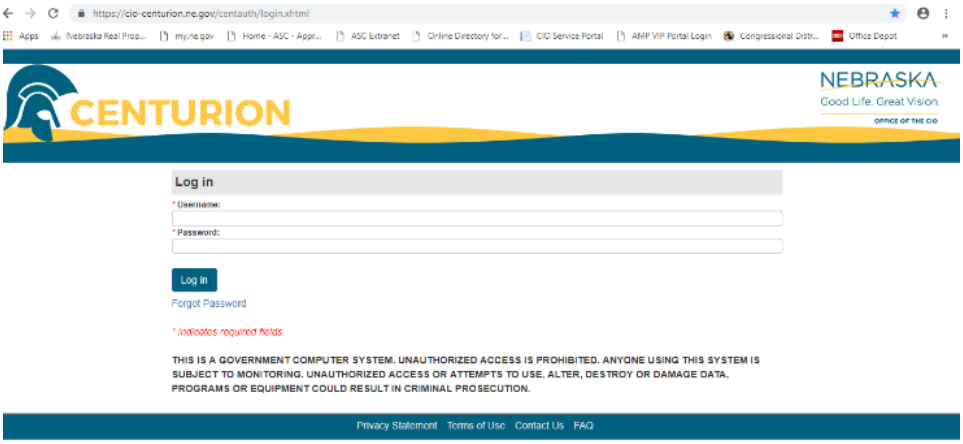


Click the Uploaded File link to see the documentation of completion submitted.

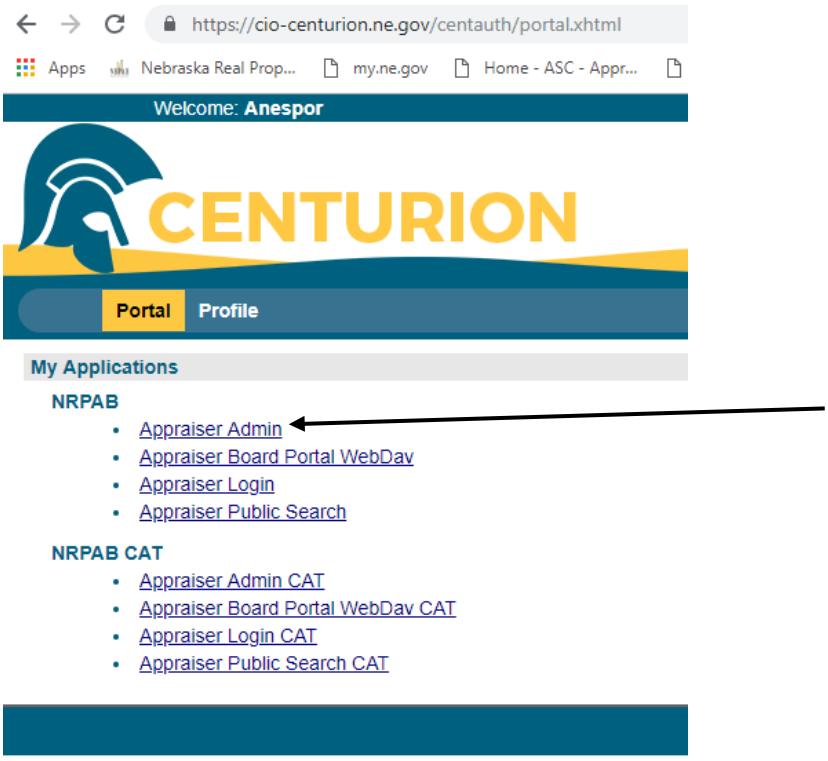


VIEWING EDUCATION RECORDS IN THE NRPAB DATABASE

Log into Centurion https://cio-centurion.ne.gov/centauth/login.xhtml.



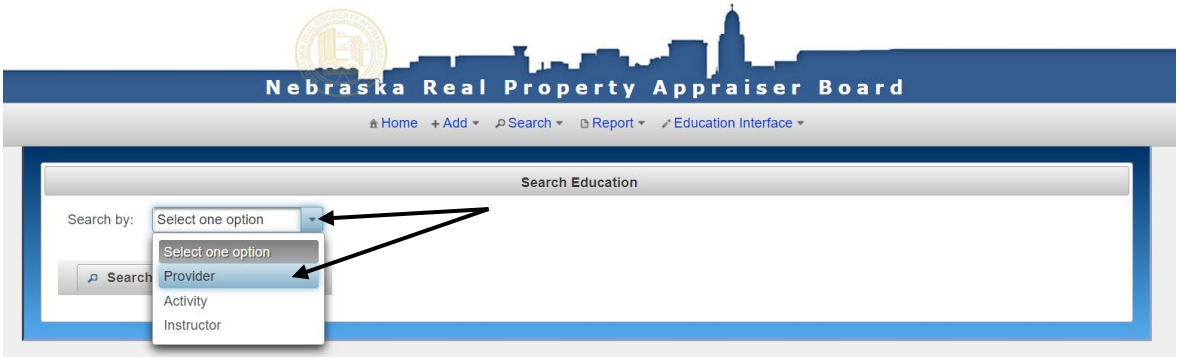
Under NRPAB, Select Appraiser Admin.



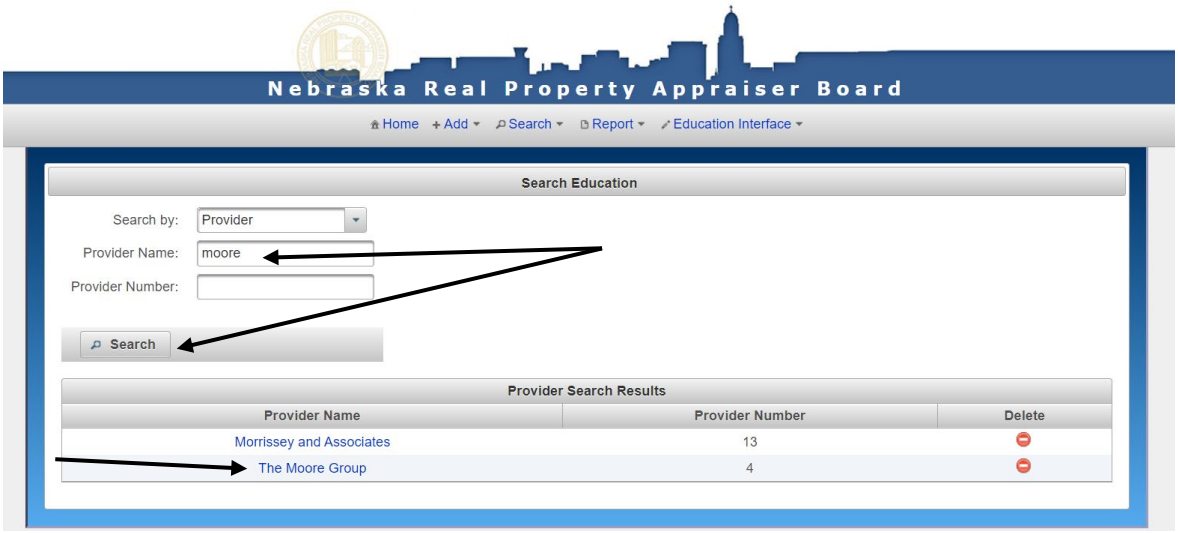
Hover over Education Interface. A dropdown menu appears. Select Search Education.



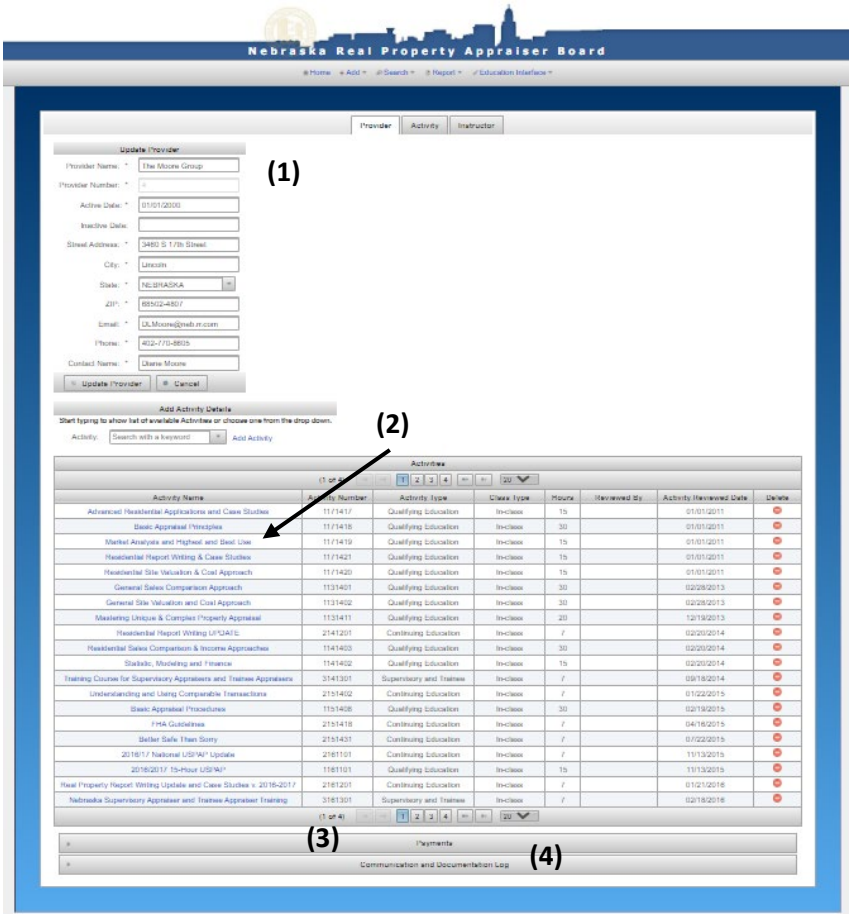
A search field with a dropdown menu appears. Click on the field or the down arrow. You may search by Provider, Activity, or Instructor.



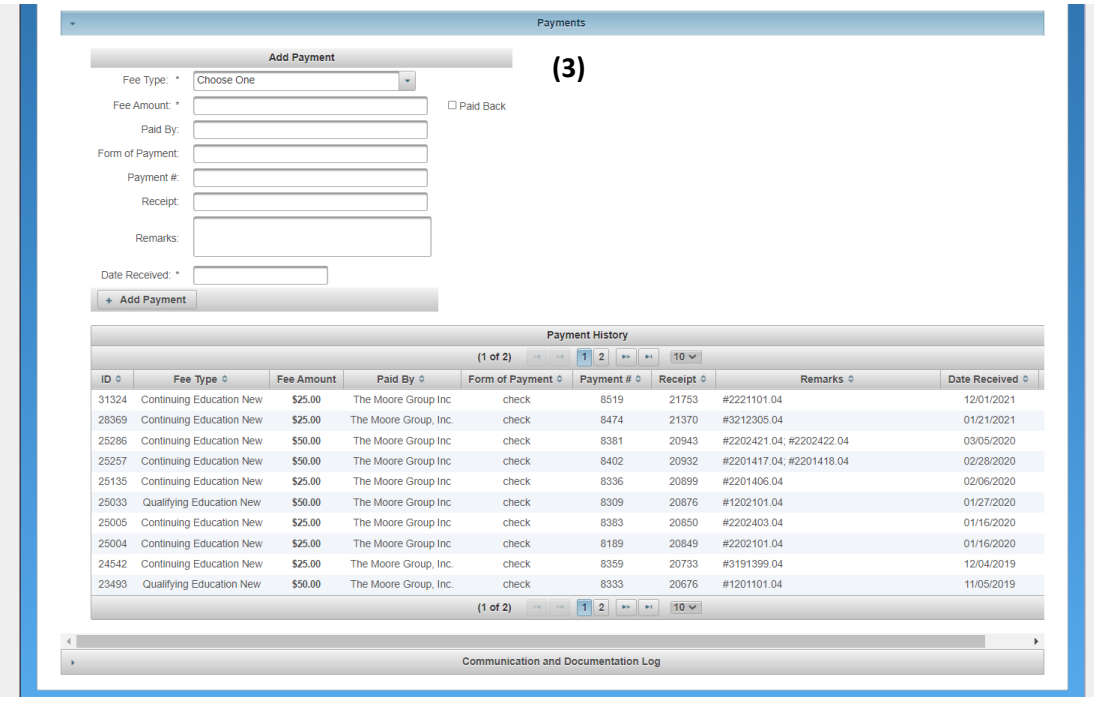
Enter partial or whole Provider Name or Provider Number. Click Search. Click on the name of the desired provider.



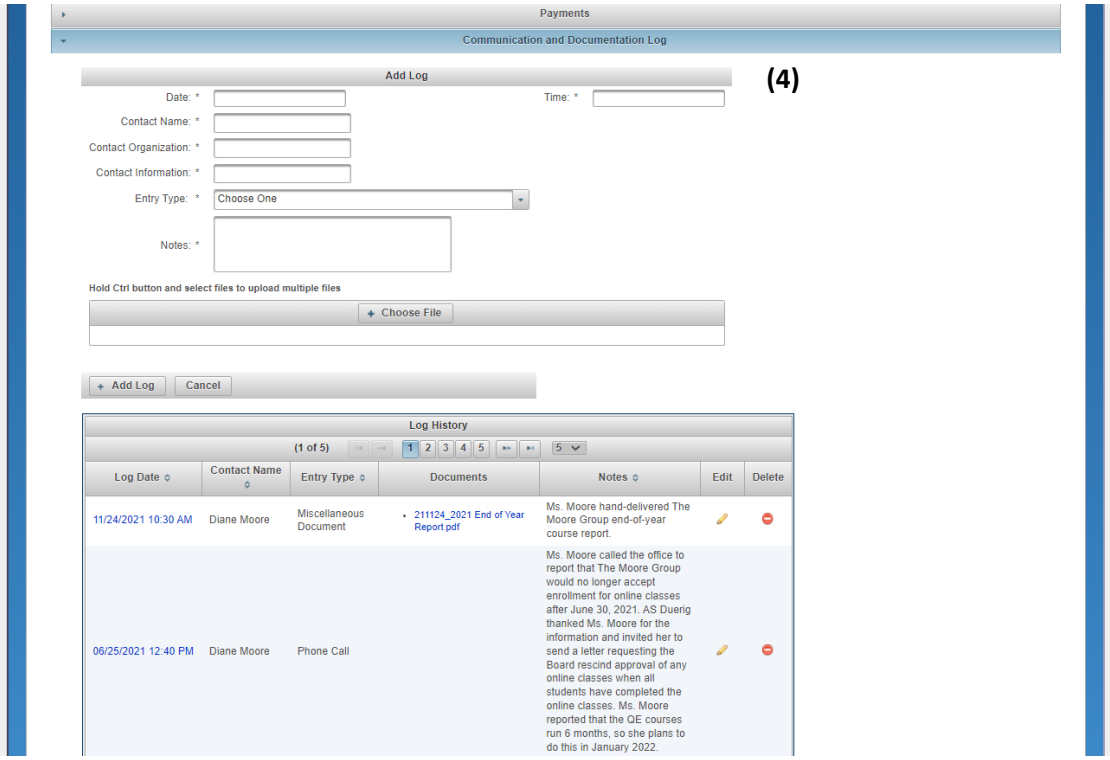
See (1) for Provider contact information. See (2) for a list of Activities connected to the Provider. Clicking on the name of an Activity will navigate to the activity's information page.



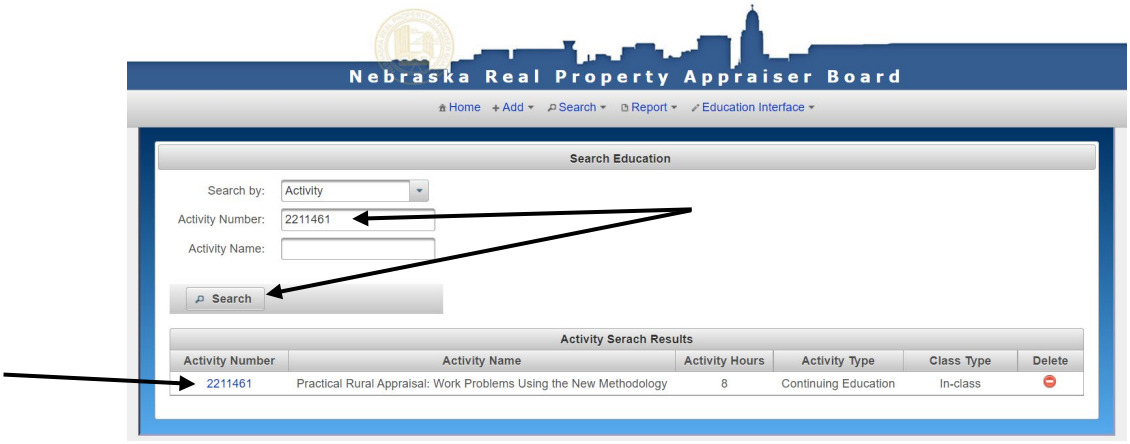
Clicking on the Payments tab (3) will reveal a table of the payments made by the Provider to the Board, including the details of the payments. Use the arrows in the table to navigate to older entries.



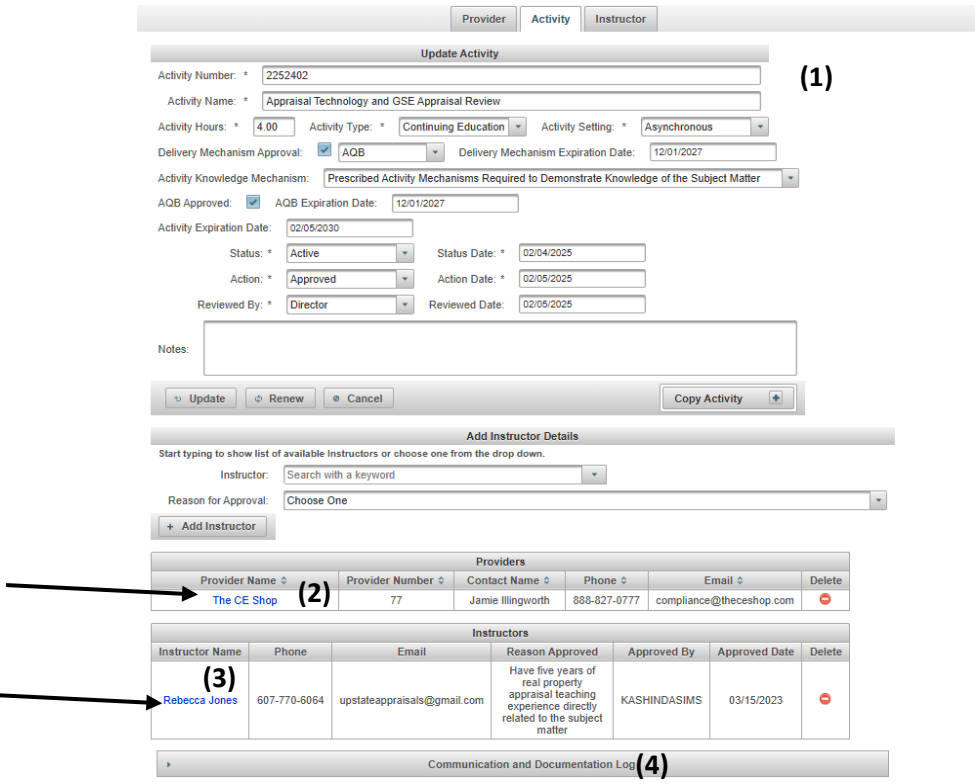
Clicking on the Communication and Documentation Log tab (4) will reveal the history of communications with the Provider.



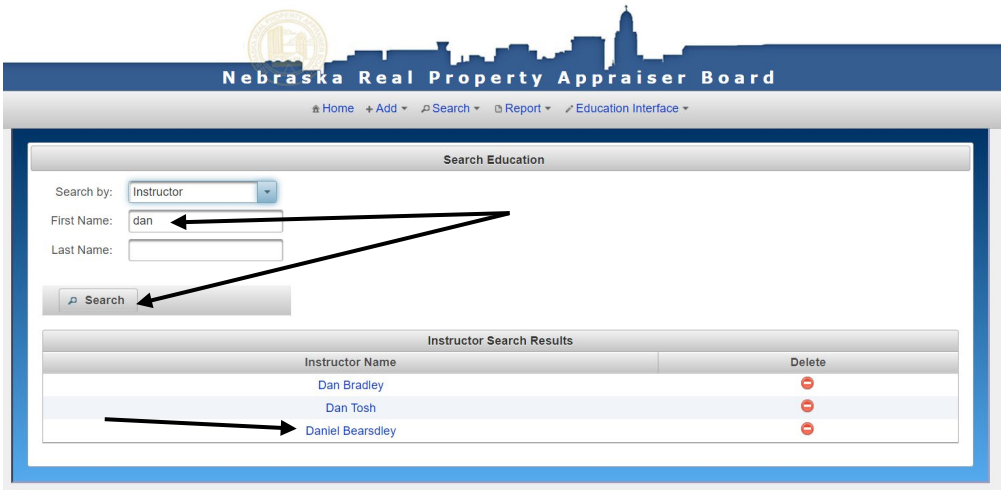
To search for an activity, go to Education Interface > Search Education. Enter partial or whole Activity Number or Activity Name. Click Search. Click on the number of the desired activity.



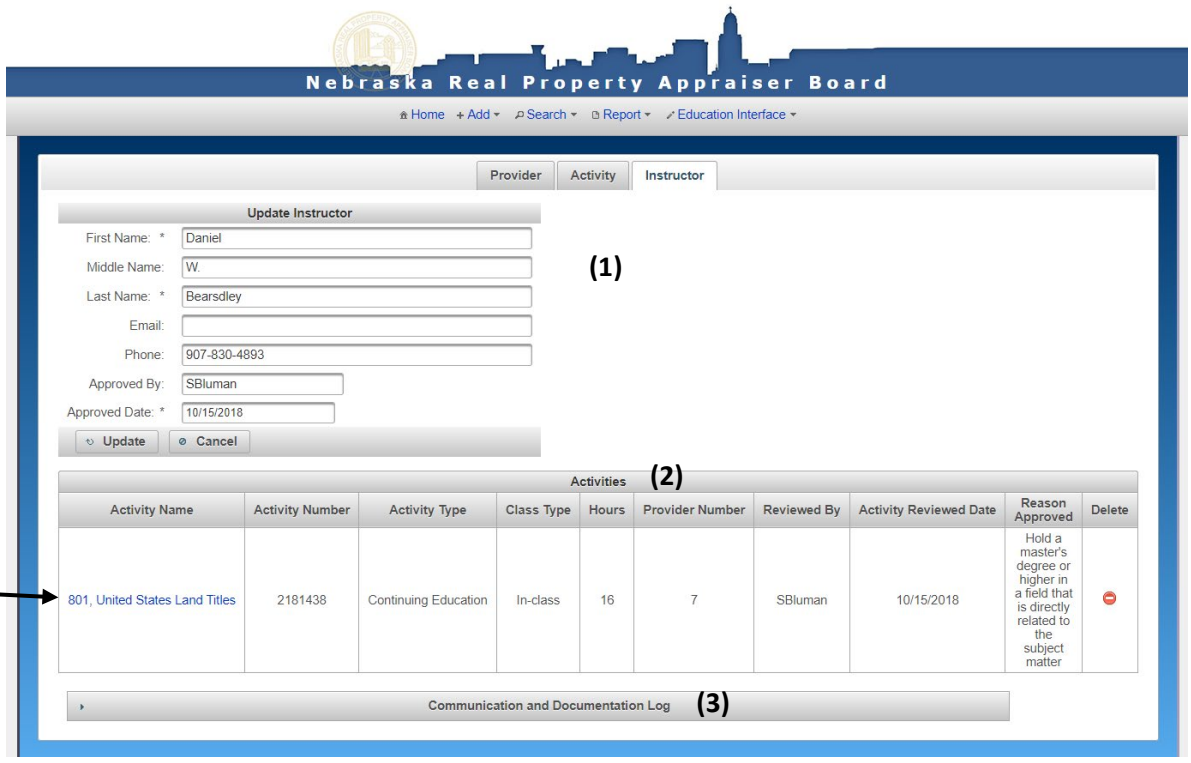
See (1) for education activity details. See (2) for the provider associated with the activity; click the provider's name to navigate to the Provider. All approved instructors are listed under (3); click the instructor's name to navigate to the Instructor. Communications and Documentation related to the activity may be found by clicking on (4).



To search for an instructor, go to Education Interface > Search Education. Enter partial or whole First Name or Last Name. Click Search. Click on the name of the desired instructor.

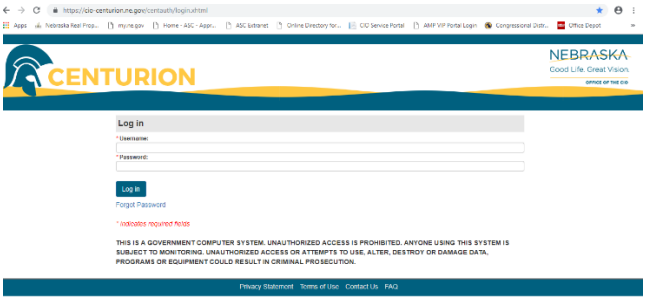


See (1) for instructor contact information. See (2) for the activities associated with the instructor; click the activity's name to navigate to the Activity. Communications and Documentation related to the instructor may be found by clicking on (3).

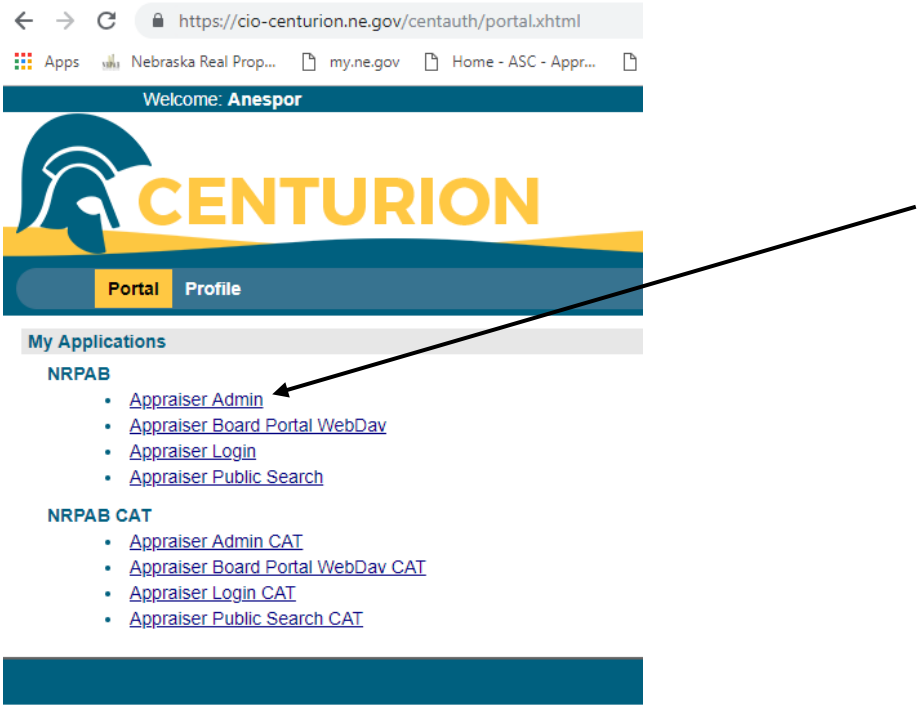


VIEWING INVESTIGATIONS AND DISCIPLINARY ACTION IN THE NRPAB DATABASE

Log into Centurion https://cio-centurion.ne.gov/centauth/login.xhtml.



Under NRPAB, Select Appraiser Admin



The initial page allows you to search for appraisers, investigations, or AMCs, or go to the folders in the Board Portal.



Search Investigations – the dropdown menu appears when you mouse over “Search” – if you click on Search, it disappears, but reappears if you click Search a second time, or mouse off of it and back over it.



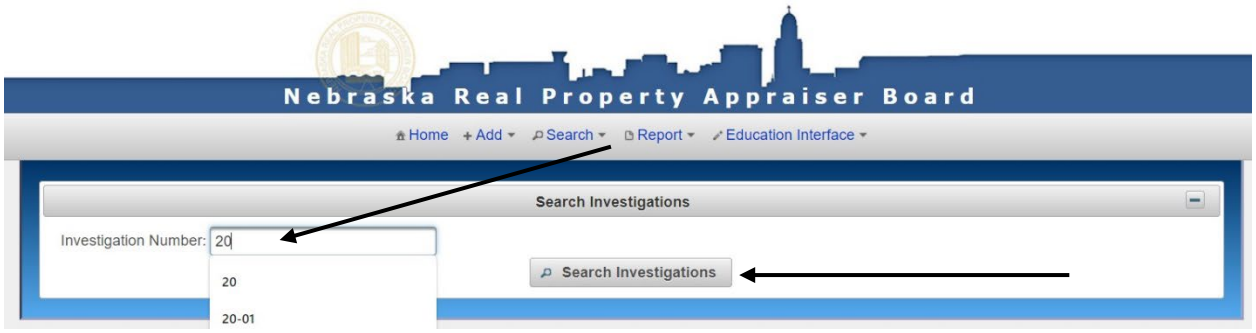
Click on Search Investigations.



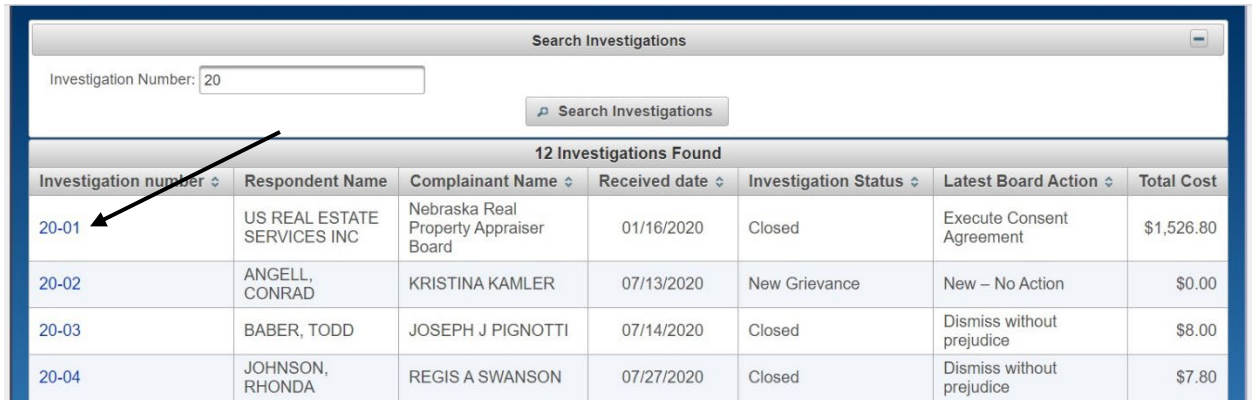
The search window appears.



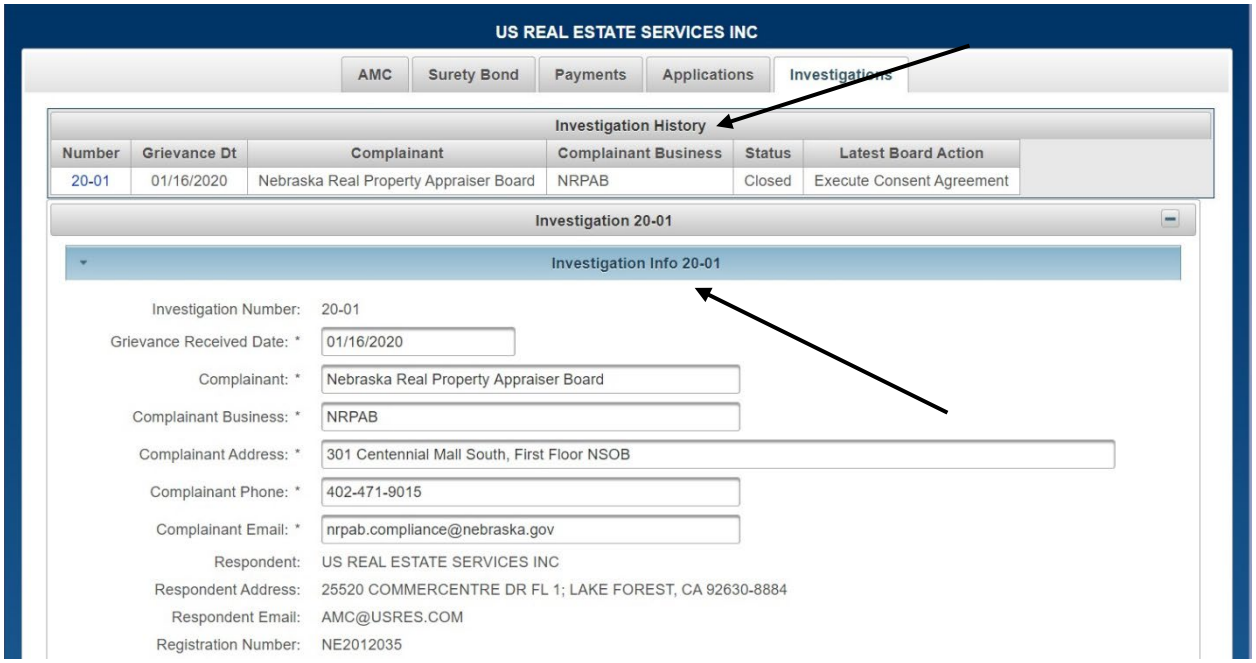
Type all or part of the Investigation Number, then click the Search Investigations button.



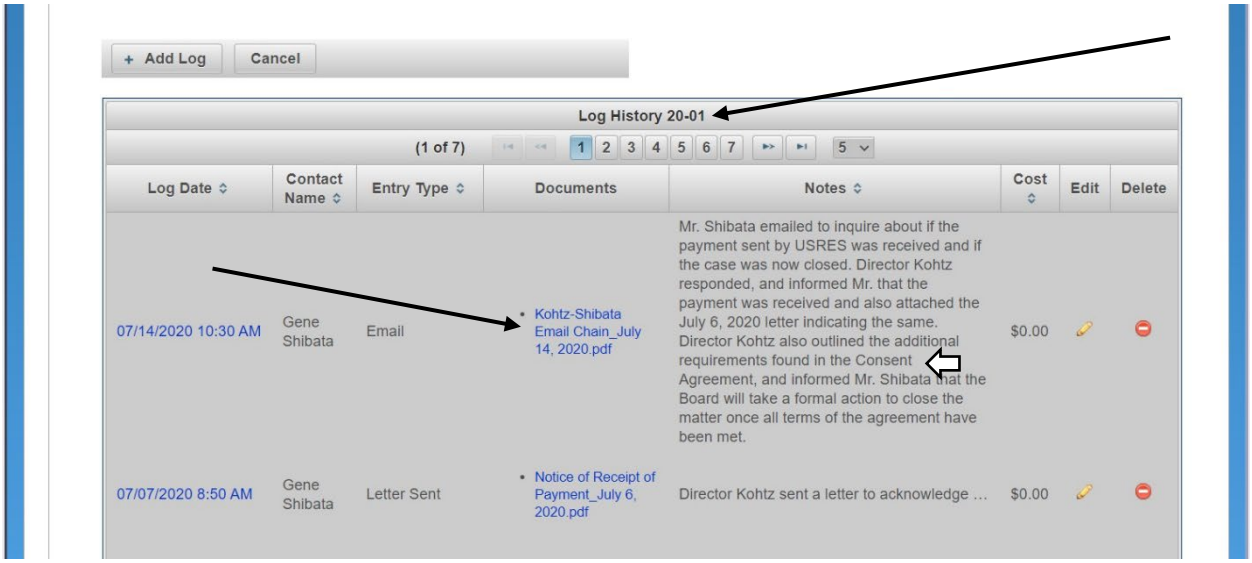
Click on the Investigation Number in the table.



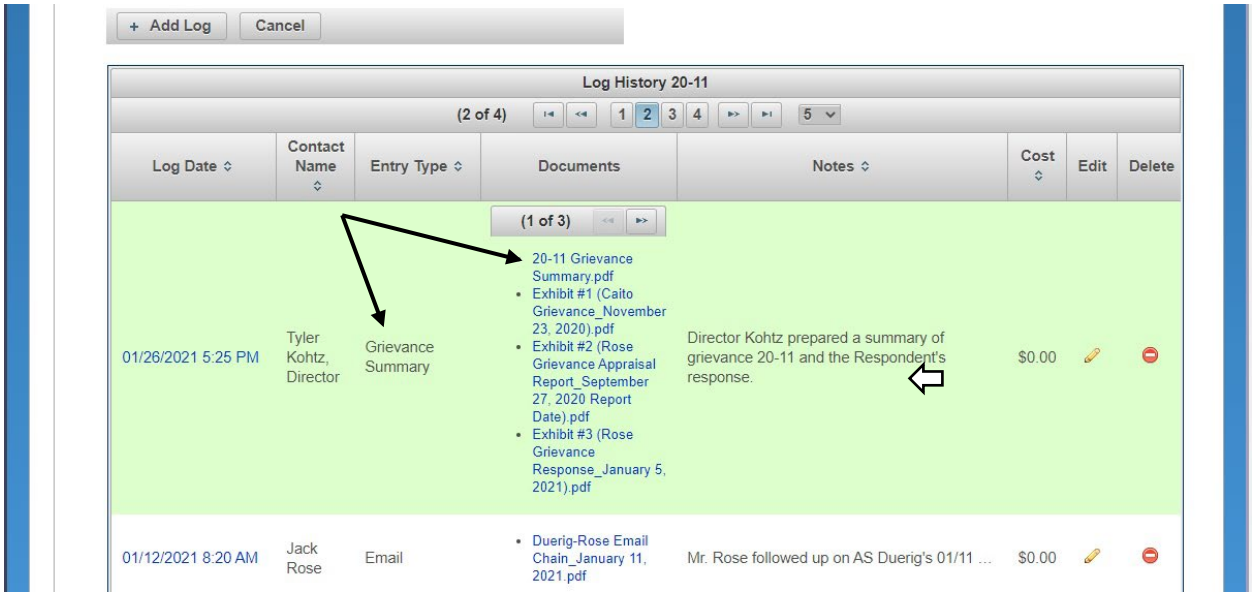
The Investigation Info page, which exists within the Respondent appraiser/AMC page, appears. This page also shows the Investigation History of the appraiser/AMC.



Scrolling down the page leads to the Investigation Communication and Documentation Log. Log entries appear in order from the newest log entry date to oldest. Longer log entries can be "hovered" over to be completely revealed or clicking on the log date. Attached documents can be viewed by clicking on the hyperlinks (downloaded, then opened in browser).



Log entries are colored gray when the Investigation Status is "Closed"at the time of the entry.



Log entries are colored green to denote a Board Report, e.g. Greivance Summary, Investigation Summary.

Log History 20-01

(4 of 7) 1 2 3 4 5 6 7 5

Log Date	Contact Name	Entry Type	Documents	Notes	Cost	Edit	Delete
04/06/2020 1:00 PM	Bill Blake	Email	• Kohtz-Blake Email Chain_April 6, 2020.pdf	SAAG Blake emailed Director Kohtz to ask i…	$0.00		
04/06/2020 11:00 AM	Bill Blake	Phone Call		SAAG Blake contacted Director Kohtz to inf…	$0.00		
04/03/2020 9:00 AM	Bill Blake	Email	• Kohtz-Blake Email Chain_April 3, 2020.pdf	SAAG Blake emailed Director Kohtz to inqui…	$0.00		
03/19/2020 1:20 PM	SAAG Blake	SAAG Documentation		Voucher for Blake representation invoice 19221: D#44102944 B#5955406	$420.00		
03/19/2020 1:15 PM	SAAG Blake	SAAG Documentation		Voucher for Blake representation invoice 19…	$60.00		

Log entries are colored orange to denote a cost related to the investigation.

Log History 21-01

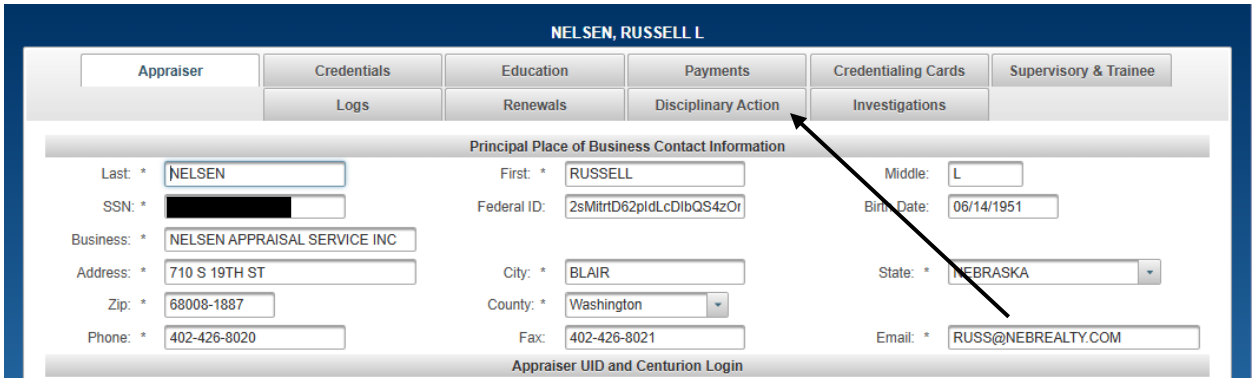
Log Date	Contact Name	Entry Type	Documents	Notes	Cost	Edit	Delete
02/19/2021 11:30 AM	Michelle Wendt	Respondent Documentation	• Respondent Response_February 19, 2021.pdf • Respondent Subject Report_Report Date January 8, 2021.pdf • Respondent Workfile_February 19, 2021.pdf	The Respondent's Response, Subject Repo…	$0.00		
01/29/2021 9:30 AM	Matt Riley	Complainant Communication	• Riley Grievance Received Letter_January 28, 2021.pdf	Director Kohtz sent a letter to the Complain…	$0.00		
01/28/2021 9:32 AM	Michelle Wendt	Respondent Communication	• Wendt Grievance Notice Letter_January 28, 2021.pdf	Director Kohtz sent a letter to the Responde…	$0.00		

White log entries show that the grievance/investigation process is in progress at the time of the entry, but there is no cost nor Board Report associated with it. Most often, these entries show communications between board staff and parties involved, and documentation.

In addition to searching for Investigations, you can search for the Respondent appraiser/AMC in the database through "Search Appraiser" or Search Appraisal Management Company", and access the Investigations page and Disciplinary Action.



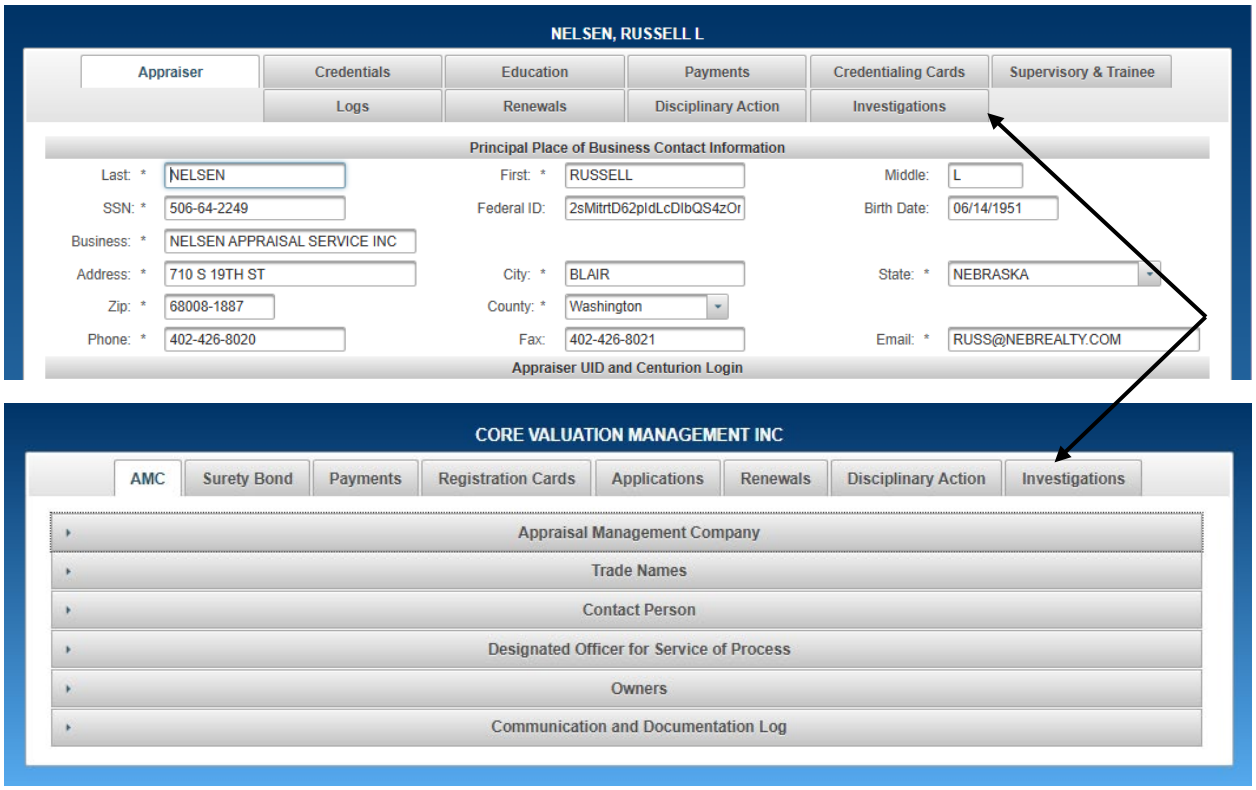
On the appraiser or AMC landing page, the "Disciplinary Action" tab shows the disciplinary action history for the appraiser/AMC (if any).





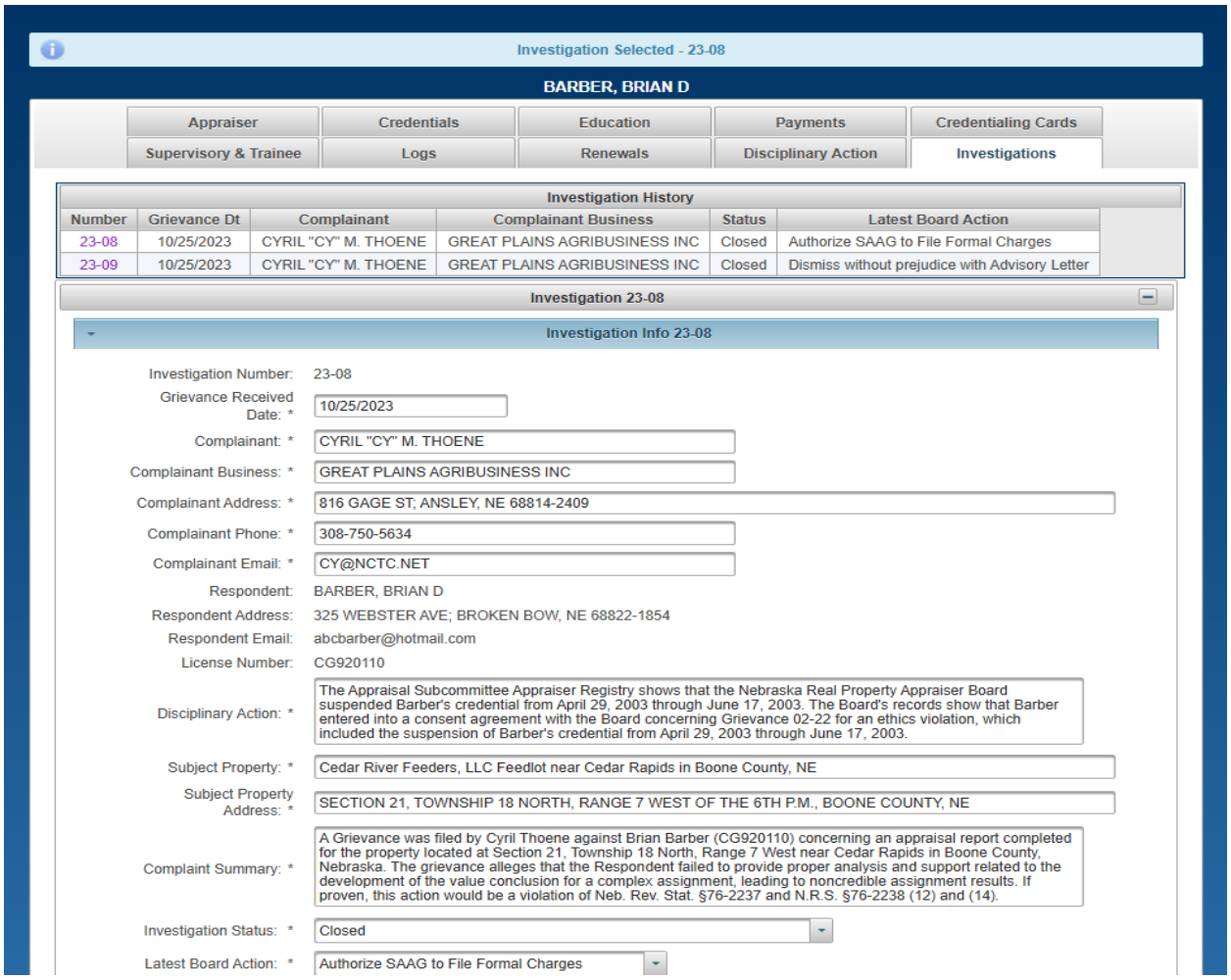
“Hovering” over the summary will display the full summary of the action. Clicking the investigation number will provide a detailed description of the Investigation along with any public documentation, if applicable.

To view any current investigations or past investigations, click on the "Investigations" tab (same information as the "Search Investigations" drop down).



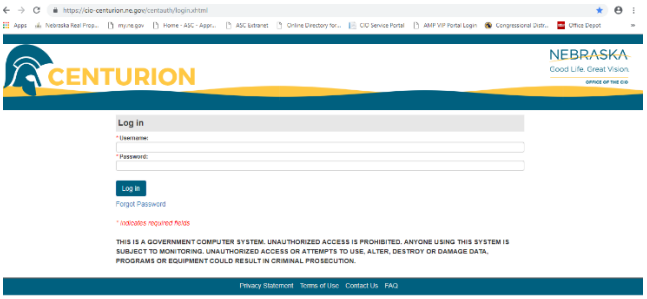
The appraiser or AMC's Investigation History will show on the top of the page. Click on the Investigation Number hyperlink to access the Investigation details and, below that, the communication and documentation log.



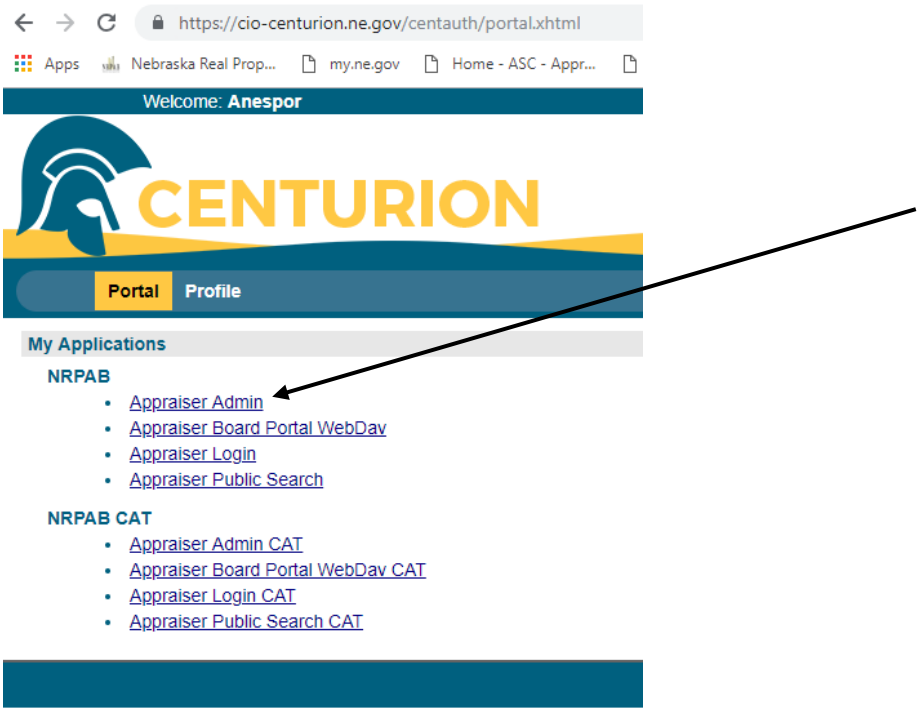

Investigation Selected - 23-08
BARBER, BRIAN D
Appraiser
Credentials
Education
Payments
Credentialing Cards
Supervisory & Trainee
Logs
Renewals
Disciplinary Action
Investigations
Investigation History
Number
Grievance Dt
Complainant
Complainant Business
Status
Latest Board Action
23-08
10/25/2023
CYRIL "CY" M. THOENE
GREAT PLAINS AGRIBUSINESS INC
Closed
Authorize SAAG to File Formal Charges
23-09
10/25/2023
CYRIL "CY" M. THOENE
GREAT PLAINS AGRIBUSINESS INC
Closed
Dismiss without prejudice with Advisory Letter
Investigation 23-08
Investigation Info 23-08
Investigation Number: 23-08
Grievance Received Date: * 10/25/2023
Complainant: * CYRIL "CY" M. THOENE
Complainant Business: * GREAT PLAINS AGRIBUSINESS INC
Complainant Address: * 816 GAGE ST; ANSLEY, NE 68814-2409
Complainant Phone: * 308-750-5634
Complainant Email: * CY@NCTC.NET
Respondent: BARBER, BRIAN D
Respondent Address: 325 WEBSTER AVE; BROKEN BOW, NE 68822-1854
Respondent Email: abcbarber@hotmail.com
License Number: CG920110
Disciplinary Action: * The Appraisal Subcommittee Appraiser Registry shows that the Nebraska Real Property Appraiser Board suspended Barber's credential from April 29, 2003 through June 17, 2003. The Board's records show that Barber entered into a consent agreement with the Board concerning Grievance 02-22 for an ethics violation, which included the suspension of Barber's credential from April 29, 2003 through June 17, 2003.
Subject Property: * Cedar River Feeders, LLC Feedlot near Cedar Rapids in Boone County, NE
Subject Property Address: * SECTION 21, TOWNSHIP 18 NORTH, RANGE 7 WEST OF THE 6TH P.M., BOONE COUNTY, NE
Complaint Summary: * A Grievance was filed by Cyril Thoene against Brian Barber (CG920110) concerning an appraisal report completed for the property located at Section 21, Township 18 North, Range 7 West near Cedar Rapids in Boone County, Nebraska. The grievance alleges that the Respondent failed to provide proper analysis and support related to the development of the value conclusion for a complex assignment, leading to noncredible assignment results. If proven, this action would be a violation of Neb. Rev. Stat. §76-2237 and N.R.S. §76-2238 (12) and (14).
Investigation Status: * Closed
Latest Board Action: * Authorize SAAG to File Formal Charges
Investigation Costs: $2,805.55
All required fields(*) need values to add Investigation
Add Investigation
Update Investigation
Investigation Communication and Documentation Log 23-08
Add Log 23-08
Date: *
Time: *
Contact Name: *
Cost: $ * $0.00
Contact Organization: *
Board Report? Yes No
Contact Information: *
Inv. Entry Type: * Choose One
Notes: *
Hold Ctrl button and select files to upload multiple files
Choose File
Add Log
Cancel
Clear All Important
Log History 23-08
(1 of 11)
1 2 3 4 5 6 7 8 9 10
Log Date
Contact Name
Entry Type
Documents
Notes
Cost
01/21/2025
SAAG Blake
Letter Sent
SAAG Blake (Investigation
EPM Sims sent a letter to S...
$0.00

VIEWING APPRAISER LOGS IN THE NRPAB DATABASE

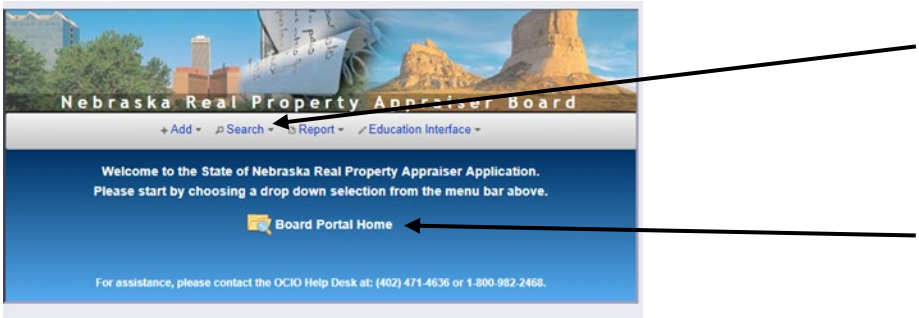
Log into Centurion https://cio-centurion.ne.gov/centauth/login.xhtml.



Under NRPAB, Select Appraiser Admin



The initial page allows you to search for appraisers or AMCs, or go to the folders in the Board Portal.



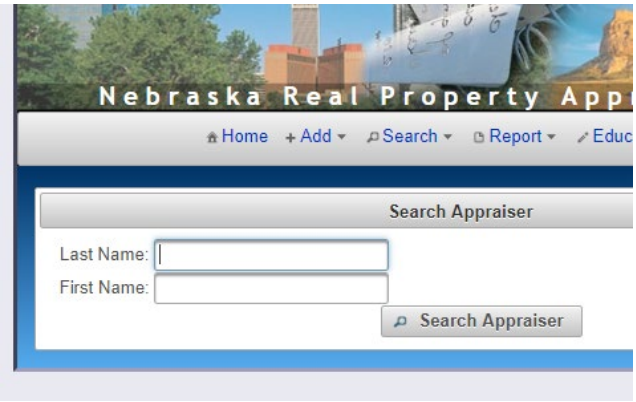
Search Appraiser – the dropdown menu appears when you mouse over “Search” – if you click on Search, it disappears, but reappears if you click Search a second time, or mouse off of it and back over it.



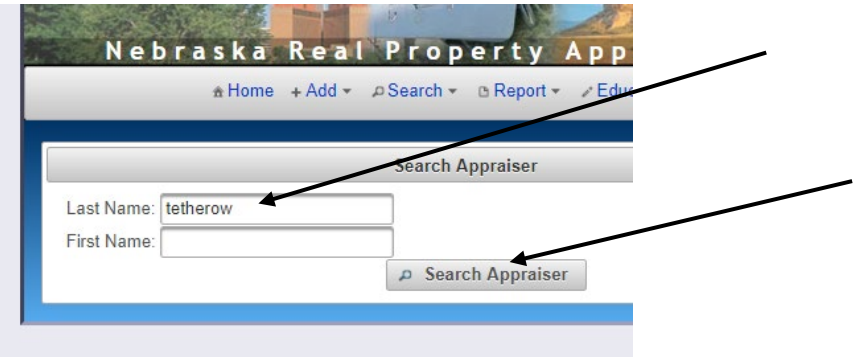
Click on Search Appraiser.



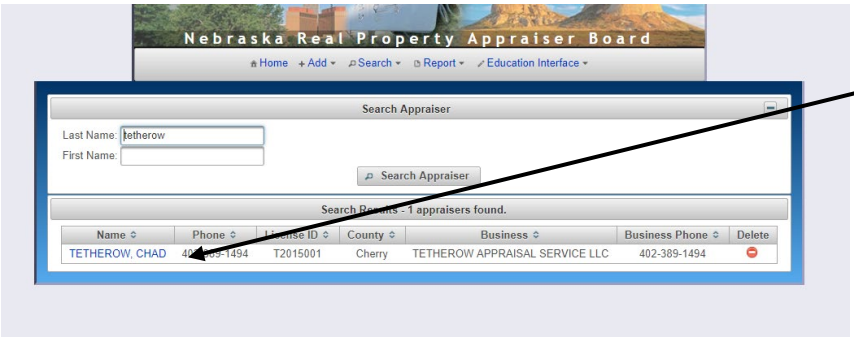
The search window appears.



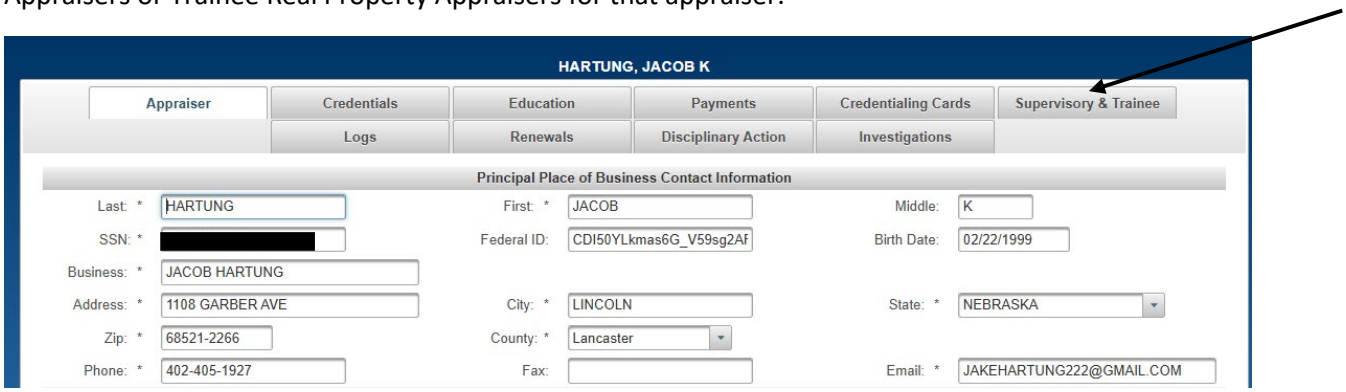
Type all or part of the last and/or first name(s), then click Search Appraiser button.



Click the name of the appraiser you want. Sometimes there's a glitch and this takes you back to the search window. Type the name and click Search Appraiser again; usually it works on the second try.



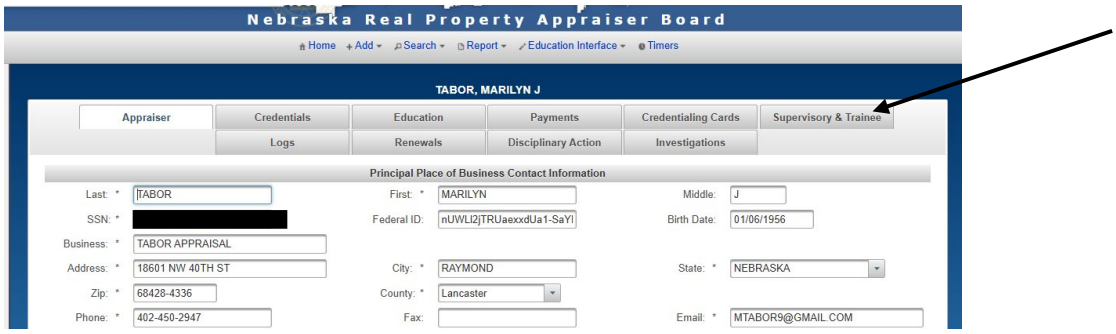
On the individual appraiser's screen, click on the Supervisory & Trainee tab to view any Supervisory Appraisers or Trainee Real Property Appraisers for that appraiser.



If the appraiser has a Supervisory Real Property Appraiser, that section should open automatically. If it doesn't click on the + on the right side of the "Supervisory Real Property Appraisers assigned to:" bar to view all Supervisory Real Property Appraisers for that appraiser. You can click on any name to take you to the account for that appraiser.



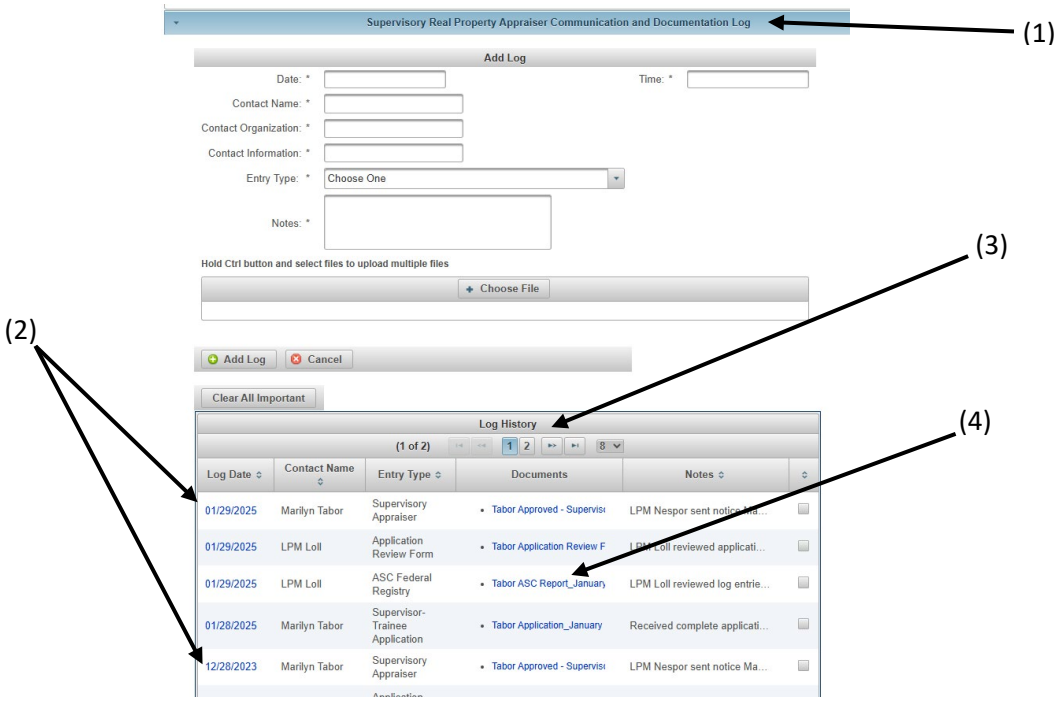
Again, click on the Supervisory & Trainee tab to view any Trainee Real Property Appraisers for that appraiser.



If the appraiser has a Trainee Real Property Appraiser, that section should open automatically. If it doesn't click on the + on the right side of the Click on the + on the "Trainee Real Property Appraisers assigned to:" bar to view all trainee real property appraisers for that appraiser.



To view log entries for Supervisory Real Property Appraisers under the Supervisory or Trainee tab, go to the Supervisory Real Property Appraiser's landing page, click the Supervisory & Trainee tab and scroll to the bottom of the page. Click on the Supervisory Real Property Appraiser Communication and Documentation Log bar to open it (1). Log entries appear in order from most recent to earliest (2). Navigation buttons for log pages are below the words "Log History" (3). Click the name of a document to see the pdf of that document (4). If a log entry has several documents attached, you may also see a set of buttons in the documents section of that entry to navigate the list of documents.


Supervisory Real Property Appraiser Communication and Documentation Log
(1)
Add Log
Date: *
Time: *
Contact Name: *
Contact Organization: *
Contact Information: *
Entry Type: *
Choose One
Notes: *
Hold Ctrl button and select files to upload multiple files
Choose File
(2)
(3)
Add Log
Cancel
Clear All Important
Log History
(1 of 2)
1 2
8
Log Date
Contact Name
Entry Type
Documents
Notes
01/29/2025
Marilyn Tabor
Supervisory Appraiser
Tabor Approved - Supervisi
LPM Nespor sent notice Ma...
01/29/2025
LPM Loll
Application Review Form
Tabor Application Review F
LPM Loll reviewed applicati...
01/29/2025
LPM Loll
ASC Federal Registry
Tabor ASC Report_January
LPM Loll reviewed log entrie...
(4)
01/28/2025
Marilyn Tabor
Supervisor-Trainee Application
Tabor Application_January
Received complete applicati...
12/28/2023
Marilyn Tabor
Supervisory Appraiser
Tabor Approved - Supervisi
LPM Nespor sent notice Ma...

State of Nebraska Expense Reimbursement Policies

Effective March 20, 2025

Substantiation of Expenses

Under the State's accountable plan, the Internal Revenue Service requires employee or board members to substantiate the cost for travel, lodging, meals, and other expenses. To be reimbursed, the expense must be a necessary expense, incurred in the line of duty, reason/purpose of the expense must be clearly stated, all start/stop dates and times must be recorded, and the amount of the expense must be substantiated.

Adequate accounting generally requires the use of a documentation record such as an account book, expense diary or log, or similar record near the time of incurrence of the expense. Such log should list the date, amount, place (e.g. city) or description, and purpose for **each** expense. A combination of receipts and detailed itemization is permitted. Meals and incidental expenses are deemed to be substantiated under per diem allowances, and eliminate the need for substantiating actual costs. To satisfy the requirement of the accountable plan, the employee or board member should complete the Expense Reimbursement Document correctly or utilize a documentation record to transfer cost information to the expense reimbursement form so reimbursement can be made.

A request for reimbursement (on an approved expense reimbursement document) for the incurred expense must be submitted by the employee or board member to the appropriate agency office (business office, accounting office). To document that this requirement is met, the agency office will need to have an effective method of recording when the expense document was received.

Such request must be made not later than sixty days after the final day on which the expenses were incurred for which reimbursement is sought. This means that if travel occurs June 15-June 18 and again on June 22-June 25, the request for reimbursement may include both trips, but the request for reimbursement for the first travel period must be submitted no later than 60 days after June 18.

If an employee or board member typically requests reimbursement for non-travel expenses and accumulates the receipts for which reimbursement is sought, each expense will have its own 60 day limit for reimbursement. (Travel is defined as being away from headquarter city longer than one day.)

When a receipt does not provide the essential character of the expense, such as rate or period of use, the agency may require a copy of the rental contract or other billing as supporting documentation to substantiate the expense. For instance, vehicle rental receipts with only an amount would require additional documentation. Screen prints or other support of online purchases should be provided, if possible, to document purchases being made via the internet.

Receipts

Receipts - Detailed receipts are required as support for all expenditures except per diem meals and immaterial items identified by the Director of Administrative Services. Common expenses requiring detailed receipts include, but are not limited to, lodging, car rental, commercial travel, and registration fees.

Detailed receipt is defined as a receipt that identifies the date, time, city, state, itemization of item(s) claimed, and the cost.

Immaterial items are anything less than $10.00; however, you are required to substantiate immaterial items in a log, as described under Travel Expense Policy # 5, Substantiation of Expense in the Nebraska State Accounting Manual.

In the absence of detailed receipts supporting an employee's claim, State Accounting requires a signed written explanation including one of the following:

- Copy of a cancelled check with purchase details;
- Charge card slip with purchase details; or
- Subsequently acquired receipt with purchase details.

If one of the above options cannot be provided, or where a receipt was not provided, the employee must create and provide a signed affidavit. This policy is for the convenience of the agency and the employee. The absence of documentation may necessitate the discontinuation of this process and the subsequent inability to reimburse employees when detailed receipts are not available.

Employee or Board Member Signatures

The employee or board member claiming reimbursement of expenses must provide an original signature on the expense document or submit the document through their Nebraska government assigned e-mail account (or agency approved email account if no Nebraska government email account is assigned). Supporting documentation must be maintained by the agency for those documents submitted via email.

Air Travel

Air travel shall only be authorized when it is more economical than surface transportation. Reimbursement for commercial air travel will be limited to "coach" fare, if such seating is available at the time of ticket purchase. If an agency chooses to calculate productive time saved, the employee or board member's actual salary shall be used. For board members, or others who do not receive a salary, the State average annual salary, as published in the Personnel Almanac, shall be used. Whenever reimbursement of air travel is made separate from the employee or board member expense reimbursement document, a cross reference shall be made from the employee or board member expense reimbursement document to the air travel reimbursement document.

Travel by privately-owned airplane or personally-rented airplane shall have the prior approval of the agency director. Such approval shall be provided with the payment documents.

a. Privately-owned – An employee or board member will be reimbursed at the prevailing standard rate as established by the Internal Revenue Service through its Revenue Procedures. This milage rate is established in Travel Expense Policy #1 (Air Travel) in the Nebraska State Accounting Manual. DAS will not differentiate between "travel at the convenience of the agency or employee or board member". This mileage rate is effective for all employee or board members not covered under a collective bargaining agreement, or in which the bargaining agreement does not specify a mileage rate.

b. Personally-rented – Employee or board members shall be reimbursed for the actual expense of personally renting an airplane unless the expense is paid directly by the agency involved.

c. Charter flight – Agencies should contact the Department of Aeronautics to make arrangements for charter flights.

Conference (Attendance by State Employee or board members)

State employee or board member expenses – Expenses incurred by a State officer, employee or board member, or member of any commission, council, committee or board of the State while attending a non-State agency sponsored conference may be paid. Payment may be made directly to a vendor or as reimbursement to an employee or board member for expenses incurred on behalf of the agency. Original invoices/receipts and a document, or statement, showing the date, purpose and agenda of the conference must be attached to the payment document. Expenses should be coded to the appropriate object code. For example, travel expenses should be coded to the appropriate travel expenditure account and the registration fee to Conference Registration Expense.

The payment of meals and nonalcoholic beverages for State employee or board members attending a non-State agency sponsored conference is allowable if the employee or board member is in travel status or the meal is included in the overall conference pricing.

Lodging

Lodging is booked by agencies through Engine, an online booking platform and Statewide contract. Lodging may be booked when an employee or board member is "away from home overnight". The Internal Revenue Service states: "You are away from home overnight if your duties require you to be away from the general area of employment for a period substantially longer than an ordinary day's work and, during released time while away, it is reasonable for you to need and to get sleep or rest to meet the demands of your employment or business. The absence must be of such duration that you cannot reasonably leave and return to that location before and after each day's work." Meals should not be charged to a hotel room and will only be reimbursed through the per diem process.

Sales to the State of Nebraska and its agencies are exempt from Nebraska sales, use and lodging tax. Therefore, if in-state lodging expenses are directly billed to the agency, the agency should present a completed copy of Form 13 (Nebraska Resale or Exempt Sale Certificate) to the lodging establishment.

It is State Accounting policy that a person generally be more than 60 miles from his or her workplace in order to be eligible for lodging. We realize there may be reasons to pay for lodging for distances less than 60 miles. Such reasons include, but are not limited to work requirements, medical conditions or weather; in those instances the reason must be clearly stated on the disbursement document.

Parking charges and resort fees incurred at a lodging site may be reimbursed to an employee or board member who completes an Expense Reimbursement Document.

Meals

Meal expenses incurred during travel shall be reimbursed on a per diem basis pursuant to Neb. Rev. Stat. § 81-1174, based on the destination of the travel. The State per diem rates shall be 70% of the relevant federal rates (General Services Administration for travel within the contiguous United States). Travel start and stop times must be included (IRS requirements). Meals will be reimbursed for full day regardless of start and stop time. The Expense Reimbursement Document (ERD) will calculate the full reimbursement for each day based on the following:

- The Per Diem Rate shall be based on the original Destination City. (GSA Per Diem Rates)
- The first and last day of travel will be prorated at 75% of the State Per Diem Rate.
- Any meal that is provided shall be deducted from the daily Per Diem Rate. Examples include:
    - Meals included in Conference fee
    - Meals provided by Hotel
    - Meals purchased by 3rd Party
- Meals expense charged directly to and paid for by the State of Nebraska
- At the agency head's discretion, one-day travel meal expenses (breakfast and dinner only) may be reimbursed using State per diem rates when it is deemed necessary for the working conditions of the employee.
    - Breakfast - When an employee or board member leaves for one-day travel at or before 0630 or 1 1/2 hours before the employee's shift begins, whichever is earlier, breakfast rate may be reimbursed.
    - Lunch - Noon meals for one-day travel are not reimbursable.
    - Dinner - When an employee or board member returns from one-day travel at or after 1900 or 2 hours after the employee's shift ends, whichever is later, the evening meal rate may be reimbursed.
        * NOTE: The time limitations set forth do not include the time taken for the meal. *Incidental per diem expenses should not be reimbursed unless the employee is approved for one-day travel meal expenses*.

- Meal expenses incurred in the city or town in which the residence or primary work location of such employee is located, are not reimbursable, except as discussed in General Policy #22, State Employee Expenses While Not in Travel Status and Travel Expense Policy #3, Conference (attendance by State Employees) in the Nebraska State Accounting Manual.

- One-day travel will be prorated at 75% of the State Per Diem Rate. (Must check the box for 1st or Last Day)

- Actual expenses for group meals incurred by an agency on a purchasing card are allowable for official functions, conferences, or hearings; not to include normal day-to-day operations of the agency, commission, committee, or board.

- The IRS has taken the position that reimbursement for meal expenses incurred on one-day travel is taxable income to the employee unless such reimbursements are deemed "occasional". In order to monitor this provision, all such reimbursements for one-day travel shall be coded to account 571600 (meals – one day travel). When reimbursements for meals for one-day travel exceed $200 per employee in any one year (December 1 through November 30), the entire amount of such reimbursements will be considered taxable income. If reimbursements for an employee are $200 or more for any one year, the agency will enter a payroll one-time override using DBA 1005 for the total amount coded to object code 571600. This should be processed during the calendar year payroll. The reimbursements will be added to the employee's gross wages and payroll taxes will be withheld accordingly. Reimbursement to one employee for two or more employee's expenses will not be allowed for meals because of this provision. (Travel Expense Policy #9. Reimbursement to One Employee for Two or More Employee's Expenses)

If the lodging site claimed on an employee's or board member's expense reimbursement request, or paid for by the State, includes one or more meals in the cost paid as part of the lodging costs, reimbursement is not permitted for such meal(s) as described below:

1) Breakfast - If a continental breakfast is served by the lodging site in the morning after the date on which the lodging expense is incurred, which includes offerings greater than bread, bagels, muffins, fruit, milk, juice, and coffee (i.e., eggs, bacon, sausage, pancakes, waffles, etc.).

2) Dinner - A meal is served by the lodging site in the evening on the date on which the lodging expense is incurred, which includes offerings greater than soups, salads, snacks, hors d'oeuvres, or appetizers.

Personal Automobiles

An employee or board member will be reimbursed for use of a personal vehicle while on State business (this does not include commuting miles) at the prevailing standard rate as established by the Internal Revenue Service through its Revenue Procedures. This mileage rate, as established in Travel Expense Policy #7 (Personal Automobiles) in the Nebraska State Accounting Manual, is effective for all employee or board members not covered under a collective bargaining agreement, or in which the bargaining agreement does not specify a mileage rate. All contract employee or board members currently use the IRS rate. However, agencies may, at their determination, require employee or board members to utilize state-owned vehicles (as opposed to personal vehicles) if the use of the state-owned vehicle would be more economical from both an auto rental rate and the time involved in renting the state-owned vehicle. If after such agency determination, an employee or board member still wants to drive their personal vehicle, the agency is not required to reimburse the employee or board member any more than it would have cost the agency to rent the state-owned vehicle.

Motorcycles – An employee or board member will be reimbursed for the use of a motorcycle while on State business (this does not include commuting miles) at the prevailing standard rate as established in Travel Expense Policy #7 (Personal Automobiles) in the Nebraska State Accounting Manual.

Rental Cars - Insurance - An employee or board member should decline rental agency insurance coverages. Please refer to your agency's annual letter from Risk Management. There is a section on rental cars. Under Section III B, it states that you should NOT accept the coverages because the car rental is covered by the State's insurance.

Reimbursement to One Employee or Board Member for Two or More Employee or Board Member's Expenses

One employee or board member may be reimbursed for actual expenses incurred on behalf of another State employee or board member, such as when two employee or board members sharing a motel room are billed jointly and one employee or board member pays the bill. The employee or board member to be reimbursed must provide the same detailed information that would have been required of each State employee or board member had they been billed individually. In all cases when one employee or board member is requesting reimbursement for expenses of more than one State employee or board member, detailed receipt policies must be adhered to, employee or board members' names listed and documents cross-referenced, when applicable. If two employee or board members are billed jointly, but each pays half and each requests reimbursement separately, the documents must be cross-referenced, since one employee or board member usually may not have a detailed receipt. An employee may not be reimbursed for another employee's meal per diem.

Long Distance Telephone Calls

Charges for long distance telephone calls are not an allowable expense.

Personal Cellular Telephone Expenses

Charges for personal cellular telephone calls are not an allowable expense.

Entertainment Expenses

Entertainment expenses are not allowed to be reimbursed absent specific statutory authority.

Payments for State Employee Wages

In accordance with §81-1117.05, payments for wages for all state employees will be by electronic funds transfer (EFT/Direct Deposit). Such EFT payments may be made to any financial institution of the employee's choosing or to a state authorized debit card. State employees include all officers or employees of the state or any state agency and pursuant to §81-1178 shall include duly appointed committee, board and commission members.

NRPAB
Nebraska Real Property Appraiser Board

301 Centennial Mall South, First Floor
PO Box 94963
Lincoln, NE 68509-4963
www.appraiser.ne.gov
402-471-9015

CONFIDENTIALITY WAIVER

I, _____ , hereby confirm that the Real Property Appraiser Board of the State of Nebraska may release and receive documentation/information material to my credential, application, or investigation number _____ to the following individual(s): _____ , _____ , _____ , _____

NEBRASKA REAL PROPERTY APPRAISER BOARD

_____ _____
Signature Date

NRPAB
Nebraska Real Property Appraiser Board

301 Centennial Mall South, First Floor
PO Box 94963
Lincoln, NE 68509-4963
https://appraiser.ne.gov/
402-471-9015

Check Number:
Receipt Number:
For Board Use Only

NEBRASKA REAL PROPERTY APPRAISER
LETTER OF GOOD STANDING AND CORPORATE CERTIFICATE REQUEST FORM

DOCUMENT REQUESTED

☐ **LETTER OF GOOD STANDING (FREE)** ☐ **CORPORATE CERTIFICATE FOR NEBRASKA SECRETARY OF STATE ($25)**

LETTER OF GOOD STANDING OR CORPORATE CERTIFICATE REQUESTED FOR:

Nebraska Real Property Appraiser Credential Number: _____ Request Date: _____

Name: _____ (Last) _____ (First) _____ (Middle)

Business Name: _____

Principal Place of Business Address: _____ (PO Box or Street Number) _____ (City) _____ (State) _____ (Zip Code + 4)

If you would like your document mailed or emailed to someone other than you, please provide a mailing or email address below:

Name: _____ (Last) _____ (First) _____ (Middle)

Business Name: _____

Business Address: _____ (PO Box or Street Number) _____ (City) _____ (State) _____ (Zip Code + 4)

Email Address: _____

DIRECTIONS

1. Indicate which type of document you are requesting, and complete the form.
2. Along with the form, the following documentation may also be included:
   a. Check or money order for non-refundable $25.00 corporate certificate fee. *(Letter of Good Standing is free.)*
3. Mail application, fee (if required), and supporting documentation to:
   NEBRASKA REAL PROPERTY APPRAISER BOARD
   PO BOX 94963
   LINCOLN, NE 68509-4963
   Street address for FedEx or UPS is NEBRASKA REAL PROPERTY APPRAISER BOARD, 301 CENTENNIAL MALL SOUTH, FIRST FLOOR, LINCOLN NE 68508.
   Letter of Good Standing/License History request may be emailed to nrpab.credentialing@nebraska.gov
4. Questions or concerns may be directed to NRPAB staff at 402-471-9015 or nrpab.questions@nebraska.gov

NRPAB
Nebraska Real Property Appraiser Board

301 Centennial Mall South, First Floor
PO Box 94963
Lincoln, NE 68509-4963
https://appraiser.ne.gov/
402-471-9015

REAL PROPERTY APPRAISER INFORMATION CHANGE FORM

CHANGE TYPE (check all applicable)

- ☐ **LEGAL NAME (include supporting documentation)**
- ☐ **BUSINESS NAME**
- ☐ **COUNTY OF BUSINESS**
- ☐ **PRINCIPAL PLACE OF BUSINESS ADDRESS**
- ☐ **PRINCIPAL BUSINESS EMAIL ADDRESS**
- ☐ **PRINCIPAL BUSINESS PHONE NUMBER**
- ☐ **SECONDARY OR RESIDENTIAL ADDRESS**
- ☐ **SECONDARY EMAIL ADDRESS**
- ☐ **SECONDARY PHONE NUMBER**
- ☐ **OTHER**

CURRENT NEBRASKA CREDENTIAL INFORMATION

Nebraska Real Property Appraiser Credential Number: _____

Name as currently shown in Board records: _____ (Last) _____ (First) _____ (Middle)

CHANGES TO NEBRASKA CREDENTIAL INFORMATION

Legal Name: _____ (Last) _____ (First) _____ (Middle)

Business Name: _____

County of Business (List only one Nebraska county for the Appraiser Listing and its search results on the Board's website at https://appraiser.ne.gov/.) _____

Principal Place of Business Address: _____ (PO Box or Street Number) _____ (City) _____ (State) _____ (Zip Code + 4)

Principal Business Email Address: _____

Business Area Code + Phone Number: _____

Secondary or Residential Address: _____ (PO Box or Street Number) _____ (City) _____ (State) _____ (Zip Code + 4)

Secondary Email Address: _____

Secondary Phone Number: _____

Other: _____

I CERTIFY THAT THE STATEMENTS MADE IN THIS FORM AND ALL ATTACHMENTS ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

Applicant's Signature

Date

DIRECTIONS

1. Complete form. In the Changes to Nebraska Credential Information section, fill in all items that are changing. If you are not sure what information the Board currently has for you, fill in all items.
2. If you are making a legal name change (i.e. due to marriage, divorce, etc.), include a copy of supporting documentation, such as a marriage certificate, court decree, or new driver's license.
3. Email form to nrpab.credentialing@nebraska.gov, or mail form to :
   NEBRASKA REAL PROPERTY APPRAISER BOARD
   PO BOX 94963
   LINCOLN, NE 68509-4963
   Street address for FedEx or UPS is NEBRASKA REAL PROPERTY APPRAISER BOARD, 301 CENTENNIAL MALL SOUTH, FIRST FLOOR, LINCOLN NE 68508
4. Questions or concerns may be directed to NRPAB staff at 402-471-9015 or nrpab.credentialing@nebraska.gov

NRPAB
Nebraska Real Property Appraiser Board
301 Centennial Mall South, 1st Floor
PO Box 94963
Lincoln, NE 68509-4963
https://appraiser.ne.gov/
402-471-9015

AMC/Appraiser Identification Number:	
Photo ID Type:	
Photo ID Identification Number:	
Is CHRI Available (Yes/No):	
Processed By:	Date:
For Board Use Only	

Request for Criminal History Record Information

I am requesting a copy of my personal Criminal History Record Information ("CHRI"). In order to obtain my CHRI from the Nebraska Real Property Appraiser Board ("Board"), I acknowledge and agree to the following:

1. The Board, through its authority Nebraska Real Property Appraiser Act (Neb. Rev. Stat. §§ 76-2201 through 76-2250), and/or the Nebraska Appraisal Management Company Registration Act (Neb. Rev. Stat. §§ 76-3201 through 76-3220), has performed a National Criminal History Record Check through the State Patrol and the Federal Bureau of Investigation upon my application made under the Board's statues and rules and regulations.

2. The CHRI is retained by the Board for two years after the date on which an application is withdrawn, denied, or approved.

3. The Board found cause under Title 298 of the Nebraska Administrative Code to deny my application based upon the results of my CHRI. I am requesting a copy of my CHRI received by the Board solely for my own purposes.

4. Procedures for obtaining a change, correction, or updating a CHRI are set forth in Title 28, C.F.R., § 16.34.

5. I shall hold the Board, and its members and employees, harmless from all actions, proceedings, claims, demands, costs, injuries, damages, attorney's fees, and all other liabilities and expenses of any kind from any source which may arise out of the release of my CHRI to me.

SIGN HERE: _____ _____
Requestor's Signature Date

DIRECTIONS

1. Sign and date the release form.
2. Contact the Board's office by phone at 402-471-9015 or by email at nrpab.credentialing@nebraska.gov or nrpab.amc@nebraska.gov to schedule a time and date to obtain a certified copy of the CHRI (if available).
3. Along with the form, one form of photo identification (e.g., State driver's license, State identification card, U.S. Passport) must be presented to the Nebraska Real Property Appraiser Board in person in order to obtain CHRI.

NRPAB
Nebraska Real Property Appraiser Board
301 Centennial Mall South, First Floor
PO Box 94963
Lincoln, NE 68509-4963
https://appraiser.ne.gov/
402-471-9015

NEBRASKA REAL PROPERTY APPRAISER BOARD SERVICES AGREEMENT AMENDMENT REQUEST FORM

TYPE OF CONTRACT

☐ Nebraska Real Property Appraiser Credentialing Applicant Appraisal Review Services Agreement (AARS)

☐ Subject Matter Expert Services Agreement (SME)

☐ Hearing Officer Services Agreement

CURRENT CONTRACT INFORMATION

Contractor Name: _____ _____ _____
Last First Middle

Contract Number: _____

AMENDMENT REQUEST

Section Number: _____ Subsection: _____

Reason for Amendment Request:

I CERTIFY THAT THE STATEMENTS MADE IN THIS FORM ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

_____ _____
Contractor's Signature Date

DIRECTIONS

1. Complete form in its entirety.

2. In the Reason for Amendment Request, please refrain from using any sensitive information (e.g., applicant name, applicant number, respondent name, grievance number) as this document must be considered by the Board at a public meeting.

3. Email form to nrpab.credentialing@nebraska.gov, or

   Mail to:
   NEBRASKA REAL PROPERTY APPRAISER BOARD
   PO BOX 94963
   LINCOLN, NE 68509-4963

   Deliver to (FedEx or UPS):
   NEBRASKA REAL PROPERTY APPRAISER BOARD
   301 CENTENNIAL MALL SOUTH, FIRST FLOOR
   LINCOLN NE 68508

4. Questions or concerns may be directed to NRPAB staff at 402-471-9015 or nrpab.questions@nebraska.gov

NRPAB
Nebraska Real Property Appraiser Board

301 Centennial Mall South, First Floor
PO Box 94963
Lincoln, NE 68509-4963
https://appraiser.ne.gov/
402-471-9015

APPRAISAL MANAGEMENT COMPANY DOCUMENT OF GOOD STANDING REQUEST FORM

AMC INFORMATION

Nebraska AMC Registration Number: _____

Employer Identification Number (EIN): _____

Date: _____

AMC Name: _____

Contact Person: _____ (Last) _____ (First) _____ (Middle)

Business Address: _____ (PO Box or Street Number) _____ (City) _____ (State) _____ (Zip Code + 4)

If you would like your document mailed to someone other than the Contact Person, please provide a name and mailing address below:

Name: _____ (Last) _____ (First) _____ (Middle)

Business Name: _____

Business Address: _____ (PO Box or Street Number) _____ (City) _____ (State) _____ (Zip Code + 4)

DIRECTIONS

1. Complete form.
2. Email form to nrpab.amc@nebraska.gov or mail form to:
   NEBRASKA REAL PROPERTY APPRAISER BOARD
   PO BOX 94963
   LINCOLN NE 68509-4963
   Street address for FedEx or UPS is 301 CENTENNIAL MALL SOUTH, FIRST FLOOR, LINCOLN NE 68508
3. Questions or concerns may be directed to NRPAB staff at 402-471-9015 or nrpab.amc@nebraska.gov

NRPAB
Nebraska Real Property Appraiser Board

301 Centennial Mall South, First Floor
PO Box 94963
Lincoln, NE 68509-4963
https://appraiser.ne.gov/
402-471-9015

NEBRASKA APPRAISAL MANAGEMENT COMPANY INFORMATION CHANGE FORM

APPRAISAL MANAGEMENT COMPANY INFORMATION

Nebraska AMC Registration Number: _____

Initial Date of Registration in Nebraska: _____

Legal Name (before change): _____

CHANGE TO APPRAISAL MANAGEMENT COMPANY INFORMATION

New Legal Name: _____

Employer Identification Number (EIN): _____

AMC Type:

☐ AMC oversees a panel of 16 or more AMC appraisers in Nebraska within a given year that have been recruited, selected and retained to perform appraisals in connection with a covered transaction.

☐ AMC oversees a panel of 25 or more AMC appraisers in two or more States within a given year that have been recruited, selected and retained to perform appraisals in connection with a covered transaction.

Federally Regulated*: ☐ YES ☐ NO

*Federally regulated appraisal management company means an appraisal management company that is: (a) Owned and controlled by an insured depository institution as defined in 12 U.S.C. 1813, as such section existed on January 1, 2018; and (b) Regulated by the Office of the Comptroller of the Currency, the Board of Governors of the Federal Reserve System, the Federal Deposit Insurance Corporation, or the successor of any such agencies.

Business Address: _____ (PO Box or Street Number) _____ (City) _____ (State) _____ (Zip Code + 4)

_____ (E-Mail Address) _____ (Area Code + Phone Number)

CHANGE IN STATE OF DOMICILE/DESIGNATED AGENT

If corporation is not domiciled in Nebraska, a designated agent for service within Nebraska must be named.

State of domicile: _____

Name of designated agent in Nebraska for service of process: _____

Address: _____ (PO Box or Street Number) _____ (City) _____ (State) _____ (Zip Code + 4)

_____ (E-Mail Address) _____ (Area Code + Phone Number)

CHANGE IN TRADE NAME

If the applicant will be doing business in Nebraska under any other name(s), then all such names must be stated, with address and telephone number. *(Use a separate sheet if necessary)*

Other name: _____

Business Address: _____ (PO Box or Street Number) _____ (City) _____ (State) _____ (Zip Code + 4)

_____ (E-Mail Address) _____ (Area Code + Phone Number)

CHANGE IN OWNERSHIP

All persons/entities owning 10% or more of the applicant must be listed. *(Use a separate sheet if necessary)*

If the appraisal management company is owned by a corporation or corporations, does any individual own shares in a parent corporation or corporations where said shares amount to owning more than 10% of the applicant?

☐ YES ☐ NO If the answer is yes, provide shareholder names and contact information on a separate sheet.

If more than 10% of the appraisal management company is held in trust, directly or by virtue of holding shares in a parent corporation or corporations, provide trustee name(s) and contact information on a separate sheet.

Entity or Person Name: _____ (Entity or Last, First, Middle) Percentage Owned: _____

Address: _____ (PO Box or Street Number) _____ (City) _____ (State) _____ (Zip Code + 4)

_____ (E-Mail Address) _____ (Area Code + Phone Number)

Entity or Person Name: _____ (Entity or Last, First, Middle) Percentage Owned: _____

Address: _____ (PO Box or Street Number) _____ (City) _____ (State) _____ (Zip Code + 4)

_____ (E-Mail Address) _____ (Area Code + Phone Number)

Entity or Person Name: _____ (Entity or Last, First, Middle) Percentage Owned: _____

Address: _____ (PO Box or Street Number) _____ (City) _____ (State) _____ (Zip Code + 4)

_____ (E-Mail Address) _____ (Area Code + Phone Number)

CHANGE IN CONTACT PERSON

Contact person to serve as main contact for all communication with the Nebraska Real Property Appraiser Board.

Name: _____ (Last) _____ (First) _____ (Middle)

Address: _____ (PO Box or Street Number) _____ (City) _____ (State) _____ (Zip Code + 4)

_____ (E-Mail Address) _____ (Area Code + Phone Number)

DISCIPLINARY QUESTIONS

Responses to these questions are required if any of the following are changed: Legal Name, Trade Name, Ownership.

1. Has any person or entity listed above been engaged in any lawsuit(s) involving real estate, either as Plaintiff or Defendant? This does not include Small Claims Court, Domestic Relations Court, automobile cases, or traffic court cases.

   ☐ YES ☐ NO

   If your answer to No. 1 above is yes, provide a brief statement of all significant details on a separate sheet, including the nature of the suit, location, date filed, court of jurisdiction, and the names of any persons involved.

2. Is the appraisal management company, in whole or in part, directly or indirectly, owned by any person who has had a real property appraiser credential or equivalent refused, denied, canceled, or revoked or any person who has surrendered a real property appraiser credential or equivalent in lieu of revocation in any jurisdiction?

   ☐ YES ☐ NO

   If your answer to No. 2 above is yes, provide a brief statement of all significant details on a separate sheet, including the nature of the matter, location, date(s), and the names of such persons. Include copies of all final orders or consent agreements.

3. Has any person who owns more than 10% of the appraisal management company ever been convicted of, or entered a plea of nolo contendere to, a felony related to real property appraisal practice or any crime involving fraud, misrepresentation, or moral turpitude?

   ☐ YES ☐ NO

   If your answer to No. 3 above is yes, provide a brief statement of all significant details on a separate sheet, including the nature of the matter, location, date filed, court of jurisdiction, and the names of any persons involved.

The Board reserves the right to take any action, including but not limited to requesting additional information, denying change to appraisal management company, or suspending appraisal management company's registration.

I CERTIFY THAT THE STATEMENTS MADE IN THIS APPRAISAL MANAGEMENT COMPANY INFORMATION CHANGE FORM AND ALL ATTACHMENTS ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF AND THAT I HAVE NOT SUPPRESSED ANY INFORMATION THAT MIGHT HAVE A BEARING ON THIS DOCUMENT'S PROCESSING.

I, _____ (Name), of _____ (City, State), do hereby irrevocably consent that service of process upon the applicant may be made by delivery of the process to the Nebraska Real Property Appraiser Board if plaintiff cannot, in the exercise of due diligence, effect personal service on the applicant in an action against the applicant in a court of this state arising out of the appraisal management company's activities in this state.

_____ (Signature) _____ (Date)

NOTES

- AMC appraiser means a person who holds a valid credential or equivalent to appraise real estate and real property under the laws of this state or another jurisdiction, and holds the status of active on the ASC Appraiser Registry in one or more jurisdictions.

- If any new owner/entity owning more than 10% of the applicant is reported on this form, submit two copies of legible, ink-rolled fingerprint cards for each new owner/entity owning more than 10% of the applicant who has not previously had a Criminal History Record Check Completed by the Board through the Nebraska State Patrol and the Federal Bureau of Investigation for the purpose of appraisal management company ownership. This requirement applies to trustees of trusts owning more than 10% of the applicant and individuals owning shares in a corporation or corporations where said shares amount to owning more than 10% of the applicant. **The Nebraska State Patrol will not process cards if the information at the top of the cards is not completed or if the cards are more than one (1) year old. The cards must be signed by the person being fingerprinted and also by the official taking the fingerprints. Once signed by the person being fingerprinted, the fingerprint card becomes a legal document. Please review the information included on the fingerprint cards very carefully during the fingerprint appointment, as this is the final chance the person being fingerprinted will have to ensure all information is correct prior signing and certifying the information contained on these legal documents. If the date, signatures, or any identifying information is missing, the Nebraska State Patrol will not process the cards and they will be returned to you.**

  With the fingerprint cards, submit a signed Authorization to Use Fingerprints for National Criminal History Record Check through the Nebraska State Patrol and The Federal Bureau of Investigation. To download the form, go to the Board's website, https://appraiser.ne.gov/, select the AMC Registration link in the box on the right side of the page, then select the link to the PDF Form.

DIRECTIONS

1. Complete first section with appraisal management company information as it currently appears, followed by the items of information that have changed and are to be updated in the Board's records.
2. If you are making a legal name change, include a copy of the forms indicating the legal name change.
3. If you are reporting one or more new owners of more than 10% of the appraisal management company, include two fingerprint cards and a signed Authorization to Use Fingerprints form for each new owner reported.
4. Email form to nrpab.amc@nebraska.gov or mail form to: NEBRASKA REAL PROPERTY APPRAISER BOARD, PO BOX 94963, LINCOLN, NE 68509-4963 (street address for FedEx and UPS: 301 CENTENNIAL MALL SOUTH, FIRST FLOOR; LINCOLN NE 68508).
5. Questions or concerns may be directed to NRPAB Staff at 402-471-9015 or nrpab.amc@nebraska.gov.

Schedule 71

REAL PROPERTY APPRAISER BOARD

June 23, 2020

Nebraska Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508
(402) 471-2559

REQUEST FOR APPROVAL OF RECORDS RETENTION AND DISPOSITION SCHEDULE	SCHEDULE 71
	AGENCY, BOARD OR COMMISSION **Real Property Appraiser Board**
TO: STATE RECORDS ADMINISTRATOR STATE OF NEBRASKA	DIVISION, BUREAU OR OTHER UNIT
	Supersedes Edition of July 29, 2015

PART I – AGENCY STATEMENT:

In accordance with Section 84-1212.01, R.R.S. 1943, approval of the attached records retention and disposition schedule by the State Records Administrator is hereby requested. Retention periods and dispositions have been recommended by this agency after a careful evaluation of all factors listed in Section 84-1212.01, R.R.S. 1943.

SIGNATURE	
TITLE: DIRECTOR	DATE: 6/10/20

PART II – APPROVAL OF STATE ARCHIVES:

The attached schedule has been analyzed, all archival and historical material has been properly identified, no disposition except by transfer to the State Archives has been recommended for such material, and this schedule is approved as submitted.

SIGNATURE	DATE
	6/19/2020

PART III – APPROVAL OF AUDITOR OF PUBLIC ACCOUNTS:

The attached schedule has been reviewed, all audit material has been properly identified, and this schedule is approved as submitted.

SIGNATURE	DATE
	6/19/20

PART IV – APPROVAL OF STATE RECORDS ADMINISTRATOR:

The attached schedule has been reviewed in accordance with Section 84-1212.01, R.R.S. 1943, and is approved as submitted.

SIGNATURE	DATE
	6/23/2020

RMA 01005D

INSTRUCTIONS FOR USING THIS SCHEDULE

Records retention and disposition schedules are designed to serve as your records management guideline for storing and disposing of agency records, ***regardless of the media on which they reside***, including paper, microfilm, diskettes, optical disks, CDs, DVDs, servers, computer hard drives, etc. This schedule was written specifically for records unique to your office and the State Agencies General Records Schedule #124 contains those records common to most state government agencies. This retention schedule, which is approved by the State Records Administrator, provides your only ongoing authority to dispose of records. Listed below are some basic procedures to follow when applying your schedule.

DISPOSING OF RECORDS

1. Check your schedules to see what the retention period is**.** Note: Your agency's unique schedule will take precedence over State Agencies General Records Schedule #124 for any items which have differences in retention requirements.

2. Dispose of records that have met their retention periods.

3. For records requiring a review of, or transfer to the **NE State Historical Society (State Archives)**, your agency is required to contact the State Archives to negotiate the transfer. Additionally, **once the records are accessioned into their collection, they become the property of the State Archives** (Neb. Rev. Stat. §82-105). The State Archives may remove selected records in accordance with standard archival practices to ensure efficient access, organization and enduring historical value (Neb. Rev. Stat. §82-107). Please contact their office by calling (402) 471-4783.

4. Complete a Records Disposition Report for the records you dispose. The Records Disposition Report form is located on the Secretary of State Records Management website. **http://www.sos.ne.gov/dyindex.html.** This report establishes that the destruction was performed in your normal course of business.

NON-SCHEDULED RECORDS

Contact a Records Management Specialist in Records Management to see whether the records will fit under an item already on the schedule. If they do not, they must be retained until they are added to the next revision of your schedule.

SCHEDULE UPDATE

It is the responsibility of each agency to periodically update their schedule. A Records Management Specialist in Records Management can assist you with the schedule update, which may involve adding new records series and making revisions to existing items. Keeping your schedule current will ensure you have the ongoing authority to discard records when their useful life has ended.

QUESTIONS

If you have any questions about these procedures, please contact your agency Records Officer or the Records Management Specialist in Records Management. They will help you with any questions the schedule may present, including: transferring records to the State Records Center or microfilming records, scanning records, etc.

Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508-2294
402-471-2559

SCHEDULE 71
REAL PROPERTY APPRAISER BOARD

June 23, 2020

Retention requirements are for all records, regardless of the media on which they reside, unless otherwise noted.

Supersedes Edition of July 29, 2015

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
71-3	**ALPHA OR NUMERICAL LISTING OF ENTITIES, INDIVIDUALS AND COMPANIES**	Reports and lists of all licensees and/or applicants that include, but are not limited to: individual, company and entity identification number, name and address, date, license type and status, business identification, and business name.	**Superseded**	
71-5	**APPRAISAL MANAGEMENT COMPANY FILES**	Files of Appraisal Management Companies that include, but are not limited to: applications, renewals, surety bonds, and correspondence.	**5 years after expiration**	•Contains Confidential Information - Neb. Rev. Stat. 84-712.05 •Secure disposal required
71-6	**APPRAISAL REPORTS-PROOF OF EXPERIENCE**	Real estate appraisals submitted with applications for Licensure and Certification.	**APPROVED APPLICATIONS:** 5 years after active credential expires **REJECTED/WITHDRAWN/INCOMPLETE APPLICATIONS:** 5 years	•Contains Confidential Information - Neb. Rev. Stat. 84-712.05 •Secure disposal required
71-7	**APPRAISER FILES**	Records of each trainee, licensed, and certified appraiser. Files are renewed annually and may include, but are not limited to: applications, renewals, correspondence, proof of appraiser experience,Uniform Standards of Professional Appraisal Practice (USPAP) compliance review reports, certificates of completion of educational activities, credentialing cards, and investigative data.	**5 years after expiration**	•Contains Confidential Information - Neb. Rev. Stat 84-712.05 •Secure disposal required
71-26	**AUDIT REPORTS AND FILES**	Reports of audits of the agency, including, but not limited to audits performed by the Auditor of Public Accounts, Appraisal Subcommitee of the Federal Financial Institutions Examination Council, the Nebraska State Patrol, the Federal Bureau of Investigation, and the files prepared to assist the auditors.	**10 years**	
71-8	**BOARD MEMBER FILES**	Documentation on the appointment of Board members and applicants that includes, but is not limited to: business interests, appointment letters, resume, pictures, signed Oath to perform duties according to law, copy of certificate from Governor, appointment application.	**10 years after no longer serving**	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
71-9	**COMPLIANCE FILES**	Files of investigations and inquiries that include, but are not limited to: appraiser's name, address, business identification, business name, email address, reason for investigation/inquiry, and correspondence.	**80 years**	
71-10	**CRIMINAL BACKGROUND CHECK REPORTS**	Criminal background reports. Including, but not limited to: complete check on each appraiser applicant, including an FBI check received from the Nebraska State Patrol.	**2 years after application withdrawn, denied, or approved**	•Confidential Record - Neb. Rev. Stat. 84-712.05 •Secure disposal required
71-12	**EDUCATION PROVIDER AND INSTRUCTOR FILES**	Files of providers and instructors providing pre-licensing and continuing education training activities for real property appraisers. Supplementary information that may include, but is not limited to: supplementary information, training course materials, and exams.	**5 years after no longer approved to provide educational instructions**	
71-13	**ENFORCEMENT ACTIONS LISTING**	Enforcement actions.	**Superseded**	
71-14	**EXAMINATION RESULTS MATERIAL**	Information supplied by contracted examination provider after each administration of examinations. Materials may include, but are not limited to: pass/fail roster, summary results of examination, and appropriate examination evaluation reports.	**INDIVIDUAL PASSING SCORE REPORTS:** 5 years after active credential expires **ALL OTHER MATERIAL:** 5 years	•Confidential record - Neb. Rev. Stat 84-712.05 •Secure disposal required
71-15	**INCOMPLETE, WITHDRAWN, OR DENIED EDUCATION/INSTRUCTOR APPLICATIONS**	Files of incomplete, withdrawn, or denied education/instructor applications.	**5 years**	
71-16	**PENDING APPLICATION AND FILE**	Applications to become a trainee, licensed, or certified appraiser, or for registration as an appraisal management company and files including, but not limited to, communications, education, proof of experience, USPAP compliance review reports, examination score reports, surety bond, transcripts, registration verification information, corporate and/or business information.	**APPROVED:** File with AMC or appraiser applicant files, unless otherwise specified on this schedule. **NOT APPROVED:** 5 years after denial, withdrawal, or last correspondence.	•Confidential Record - Neb. Rev. Stat. 84-712.05 •Secure disposal required
71-19	**QUALIFYING/CONTINUING EDUCATION**	Education activity files that include but are not limited to: provider information, course name, instructor name(s), instructor information, detailed course information, class rosters, and approval/denial letters.	**5 years after no longer approved**	
71-20	**RECEIPT BOOKS**			See Receipts in Schedule124

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
71-22	**TEMPORARY CREDENTIAL FILES**	All temporary credential applications; approved, withdawn and denied; and reports, that include, but are not limited to: identification number, name, license type, address, business identification, business name, social security number, email address, assignment information, communication, education, transcripts, credentialing verification information, examination, and license history.	**5 years**	•Contains Confidential Information - Neb. Rev. Stat. 84-712.05 •Secure disposal required
71-25	**W-9's**	W-9s received from companies and individuals for voucher processing purposes.	**Superseded**	•Contains Confidential Information - Neb. Rev. Stat. 84-712.05 •Secure disposal required

NRPAB
Nebraska Real Property Appraiser Board

Guidance Document 17-04

Adopted June 15, 2017

This guidance document is advisory in nature but is binding on the Nebraska Real Property Appraiser Board ("Board") until amended or repealed by the Board. A guidance document does not include internal procedural documents that only affect the internal operations of the Board and does not impose additional requirements or penalties on regulated parties or include confidential information or rules and regulations made in accordance with the Administrative Procedure Act. If you believe that this guidance document imposes additional requirements or penalties on regulated parties, you may request a review of the document (Neb. Rev. Stat. § 84-901.03 (2)).

SUBJECT: Public Records Policy

LEGAL REFERENCE: Neb. Rev. Stat. §§ 84-712 to 84-712.09 (Cum. Supp. 2016)

SUMMARY OF ACTION

Approved by the Board at its September 21, 2006 meeting as Board Policy 06-10. Board Policy 06-10 was retired by the Board on May 24, 2017. Guidance Document 17-04 was adopted by the Board at its June 15, 2017 meeting as presented.

BACKGROUND

Excerpt from September 21, 2006 meeting of the Nebraska Real Property Appraiser Board: *Director Ekstein explained the public records policy was provided by the attorneys who believed the board needed to adopt a policy. Requests have been received for documents contained in enforcement files. Investigatory information contained in the enforcement files is not considered public records. The policy is intended to specifically state which records are considered public information and which records are considered investigatory.*

Director Ekstein read the proposed public records policy to those in attendance.

Vice Chair Newell moved to adopt the public records policy:

The Board shall comply fully with all applicable federal and state statutes and regulations which govern public records, including but not limited to Neb. Rev. Stat. Sections 84-712, and 84-712-03 to 84-712.09. Absent exceptional circumstances consistent with its duties as determined by the Board, the Board shall withhold from the public those records specified in Section 84-712.05 to the fullest extent permitted by law. "Exceptional circumstances" shall normal be limited to requests from other public entities, such as the board's counterparts in other states, which demonstrate a need for the information contained in such records and which commit to the Board that they shall not further disclose the requested information except in open court, open administrative proceedings, or in enforcement proceedings.

Board Member Wilson seconded the motion.

Discussion ensued regarding the public records policy.

Vice Chair Newell moved to amend her motion by adding 84-712.01 and changing 84-712-03 to 84-712.03. Board Member Wilson seconded the amendment.

Discussion continued regarding the policy.

Board Member Wilson called for the question. Board Members Bain, Kalkowski, Wilson, Newell and Kroeger voted aye.

Board Members Bain, Kalkowski, Wilson, Newell and Kroeger voted aye on the amendment.

Board Members Bain, Kalkowski, Wilson, Newell and Kroeger voted aye on the motion to adopt the Public Records Policy.

LB 867, enacted by the Legislature in 2016, makes a number of changes to the rulemaking provisions of the Administrative Procedure Act ["APA"], Neb. Rev. Stat. §§ 84-901 to 84-918 (2014, and Cum. Supp. 2016). Agencies are authorized to issue "guidance documents," which are defined to "mean any statement developed by an agency which lacks the force of law but provides information or direction of general application to the public to interpret or implement statutes or such agency's rules or regulations." Guidance documents are binding on an agency until amended by the agency, and shall not give rise to any legal right or duty or be treated as authority for any standard, requirement, or policy. Guidance documents replace the Nebraska Real Property Appraiser Board's prior use of board policies to provide direction to the public, and to interpret or implement statutes and rules.

ANALYSIS

Board Policy 06-10, which was adopted by the Board on September 21, 2006, was retired by the Board on May 24, 2017 to implement the former board policy as a guidance document. Neb. Rev. Stat. §§ 84-712 to 84-712.09 includes all public records laws that each state agency must comply with; except for Neb. Rev. Stat. § § 84-712.05, the need to cite individual sections in the guidance does not exist. N.R.S. § 84-712.05 is the basis for a specific guidance on interpretation of this law, which is why it is specifically included in this guidance. All other statutory references are removed in the guidance.

The reference to "regulations" in Board Policy 06-10 is ambiguous. There was no mention of any specific provision of the Nebraska Administrative Code during the discussion that lead to adoption of Board Policy 06-10, and no known regulations pertaining to public records that binds the Board exists. Due to the possibility of binding the Board to unknown regulations, the reference to "regulations" is removed in the guidance.

Finally, there was no mention of any specific federal statutes during the initial discussion that lead to adoption of Board Policy 06-10. Many federal laws pertaining to public records exist; the most well-known being the Freedom of Information Act ("FOIA"). FOIA was signed into law by President Lyndon B. Johnson on July 4, 1966 as 5 USC § 522. FOIA is a federal law that allows for disclosure of previously unreleased information controlled by the United States Government, and defines what federal information and to what extent that documentation should be made available to the public. FOIA does not apply to state governments. Due to the possibility of binding the Board to FOIA and other federal public records statutes, the reference to "federal" statutes is removed in the guidance.

For the purpose of this guidance, the following language changes are made to Board Policy 06-10:

The Board shall comply fully with all applicable ~~federal and~~ state statutes ~~and regulations~~ which govern public records~~, including but not limited to Neb. Rev. Stat. §§ 84-712, 84-712.01, and 84-712.03, 84-712.09~~.

GUIDANCE

The Board shall comply fully with all applicable state statutes which govern public records. Absent exceptional circumstances consistent with its duties as determined by the Board, the Board shall withhold from the public those records specified in N.R.S. § 84-712.05 to the fullest extent permitted by law. "Exceptional circumstances" shall normally be limited to requests from other public entities, such as the Board's counterparts in other states, which demonstrate a need for the information contained in such records and which commit to the board that they shall not further disclose the requested information except in open court, open administrative proceedings, or in enforcement proceedings.



NEBRASKA REAL PROPERTY APPRAISER CREDENTIALING APPLICANT APPRAISAL REVIEW SERVICES AGREEMENT

This Nebraska Real Property Appraiser Credentialing Applicant Appraisal Review Services Agreement ("Agreement") is entered into between the Nebraska Real Property Appraiser Board ("Agency") and ("Contractor"), who holds credential number issued by the Nebraska Real Property Appraiser Board.

Contractor shall complete appraisal review report in accordance with Standards 3 and 4 of the National Uniform Standards of Professional Appraisal Practice ("USPAP"), and provide technical expertise to the Agency as needed to assist the Board with its evaluation of the listed applicant's experience for credentialing as a real property appraiser in the State of Nebraska.

Applicant Number:

Credential Applied For:

Appraisal Report: ( )

THE PARTIES MUTUALLY AGREE AS FOLLOWS:

SECTION 1. QUALIFICATIONS

A. Contractor shall meet the following qualifications at the time this Agreement between Contractor and the Agency is executed:

1. Contractor shall possess an active credential as a certified residential or certified general real property appraiser in the State of Nebraska, or obtain a temporary credential as a certified residential or certified general real property appraiser prior to engaging in real property appraisal activity in this state.

2. Contractor's real property appraiser credential, or appraiser credential, license, registration, or certification issued by any other jurisdiction, shall not have been disciplined, revoked, suspended, or surrendered in lieu of disciplinary action pending or threatened within the immediate two-year period preceding the date of this contract.

3. Disciplinary proceedings pending against Contractor's real property appraiser credential, or appraiser credential, license, registration, or certification issued by any other jurisdiction shall be disclosed.

4. Contractor's real property appraiser credential, or appraiser credential, license, registration, or certification issued by any other jurisdiction shall not be under investigation.

5. Contractor shall not have been convicted of any crime of fraud, dishonesty, breach of trust, money laundering, misrepresentation, or deceit, including a conviction based upon a plea of guilty or nolo contendere involving real estate, financial services, or in the making of an appraisal.

6. Contractor shall possess the ability necessary to communicate effectively, concisely, and objectively with Board staff and as an expert witness if required.

7. Contractor shall possess a reputation for honesty, trustworthiness, and producing quality work within the appraiser industry.

8. Contractor shall have completed the Seven-hour National Uniform Standards of Professional Appraisal Practice Update Course as approved by the Appraiser Qualifications Board applicable to the development and reporting of the appraisal report(s) subject to review under this agreement.

B. The Nebraska Real Property Appraiser Board shall be notified immediately in writing if Contractor no longer meets the qualifications in place at the time this Agreement between Contractor and the Agency is executed. If any party makes such request, Contractor must promptly disqualify themselves.

SECTION 2. SCOPE OF SERVICE

A. Contractor shall become familiar with the appropriate federal requirements, including but not limited to USPAP, state statutes, and regulations relevant to this assignment.

B. If necessary, Contractor shall become familiar with the procedures generally applicable to administrative hearings, and become familiar with appropriate state statutes and regulations relevant to administrative hearings.

C. Contractor shall be competent and available to perform the services required in this contract in an ethical manner, and must discern those cases in which they may be disqualified from proceeding and must promptly disqualify themselves, regardless of whether there is a request to do so.

D. Contractor shall comply with all applicable federal, state, and local laws, statutes, codes, ordinances, standards, policies, regulations, and rules in effect during the term of this Agreement. Contractor shall also not discriminate, in any way, against any person on the basis of race, color, religious creed, national origin, ancestry, sex, age, physical handicap, medical condition, or marital status in connection with or related to the performance of this Agreement.

E. Contractor shall maintain all information, documentation, and records required to perform services. In addition, Contractor shall provide all information, documentation, and records to the Agency at the Agency's request.

F. The services provided are deemed personal services and shall be performed only by Contractor and may not be assigned in any manner.

G. Contractor shall work in their own home and office, except when required otherwise by the Agency for purposes pertaining to this matter, or to attend an administrative hearing concerning this matter.

H. Unless otherwise agreed to by the Agency in writing, Contractor shall complete review of the subject report for compliance with the Ethics Rule, Competency Rule, Scope of Work Rule, Jurisdictional Exception Rule, Standards Rule , and Standards Rule ; and shall develop and communicate conclusions of compliance or noncompliance in accordance with Standards 3 and 4 of USPAP for the subject report within 30 days for a residential property, 45 days for agricultural property, or 60 days for any other type of property. All conclusions shall be clear, concise, unremittingly impartial, professional, and ethical.

   1. Contractor shall communicate their findings for each specific rule in writing and shall not report only that the rule was met or not met. Where applicable, Contractor shall communicate their analysis of the methods and techniques employed that are necessary to produce a credible report. Contractor shall state specific violations of USPAP, reference the proper rule, and include appropriate documentation and/or information to substantiate each finding.

2. Contractor shall obtain any necessary data, documentation, and/or information required to substantiate each finding. If physical evidence or additional background information is required to substantiate a finding that cannot be obtained in Contractor's everyday course of business, Contractor shall contact the Agency for determination of methodology or person best suited to obtain such physical evidence or background information.

3. The Agency reserves the right to require clarification on any findings, and may also require additional documentation and/or information for substantiation of any findings.

4. The effective date of Contractor's review report is the date of the subject report under review. Certification date of Contractor's review report is the actual date the review report was completed.

5. The client, and only intended user, is the Nebraska Real Property Appraiser Board.

6. The intended use of the review report is to assist the Agency in establishing compliance or noncompliance with the minimum standards of USPAP for the purpose of the Board's evaluation of qualifications for credentialing.

7. Contractor shall not offer their opinion concerning the overall state of the subject report reviewed by them regarding compliance or noncompliance with USPAP.

8. Contractor shall not offer their opinion concerning analysis, conclusions, practices, or techniques not related or pertinent to the minimum standards in USPAP.

9. Contractor shall not advocate for a specific result or conclusion concerning this matter, and shall not develop and communicate a conclusion with the intent to favor unduly the Nebraska Real Property Appraiser Board or the applicant.

10. Contractor shall not use inflammatory language in the development or communication of their conclusions.

K. This matter may proceed to an administrative hearing. During the litigation process, Contractor may be requested to defend any findings as a witness for the Nebraska Real Property Appraiser Board.

SECTION 3. COMPENSATION

A. Subject to any limitations set forth in the Agreement, the Nebraska Real Property Appraiser Board shall pay the Contractor $125.00 per hour for such services provided. The total compensation for services provided shall not exceed $. In the case of extenuating circumstances, or if the matter proceeds to hearing, the Board reserves the right to renegotiate the total compensation or hourly rate set forth in this Agreement. Upon completion of the services, Contractor shall provide an invoice to the Agency, which outlines applicant number, appraisal reports reviewed, services performed, hours billed, and total amount billed.

B. Contractor shall only be reimbursed for the cost of travel and lodging expenses pre-approved by the Agency's Director. No other expenses are reimbursable. Costs for travel and lodging shall be claimed, and reimbursements shall be made, in accordance with the Nebraska Real Property Appraiser Board and the State of Nebraska policies.

C. Contractor is an independent contractor and is not an employee of the State of Nebraska. Consequently, Contractor is not entitled to any fringe benefits or remuneration not specified in this Agreement.

SECTION 4. CONFLICTS OF INTEREST

A. Contractor covenants that they have not acquired any interest, directly or indirectly, which would conflict in any manner with the interests of the Nebraska Real Property Appraiser Board or the applicant, or which would in any way hinder Contractor's performance of services under this Agreement.

B. Contractor agrees to avoid at all times conflicts of interest or the appearance of any conflicts of interest with the interests of the Nebraska Real Property Appraiser Board or applicant in the performance of this Agreement. If conflicts of interest or the appearance of any conflicts of interests develop, all parties relevant to the matter shall be notified immediately in writing. If any party makes such request, Contractor must promptly disqualify themselves.

SECTION 5. CONFIDENTIALITY

A. All information gained or work product produced by Contractor in performance of this Agreement shall be considered confidential unless such information is in the public domain or already known to Contractor. Contractor shall not release, disclose, or discuss any such information or work product to persons or entities other than the Agency or its legal representative without prior written authorization from the Agency's Director, except as may be required by law.

B. Contractor shall promptly notify Agency should Contractor be served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for admissions, or other discovery request, court order, or subpoena from any party regarding this Agreement and work performed thereunder. The Nebraska Real Property

Appraiser Board has no obligation to represent Contractor or be present at any deposition, hearing, or similar proceeding.

C. Contractor is not authorized by the Nebraska Real Property Appraiser Board to comment publicly on Nebraska Real Property Appraiser Board matters. All such inquiries should be directed to the Nebraska Real Property Appraiser Board's Director.

D. If Contractor provides any information or work product in violation of this Agreement, the Nebraska Real Property Appraiser Board shall have the right to reimbursement and indemnity from Contractor for any damages, costs, and fees, including attorney's fees, caused by or incurred as a result of Contractor's conduct.

SECTION 6. INDEMNIFICATION

A. Contractor shall indemnify, defend, and hold the Nebraska Real Property Appraiser Board harmless from all actions, proceedings, claims, demands, costs, damages, attorney's fees, and all other liabilities and expenses of any kind from any source which may arise out of performance of this Agreement, if caused by the tortious acts or omissions of Contractor.

SECTION 7. TERMINATION; DEFAULT

A. If either Contractor or Nebraska Real Property Appraiser Board fails to perform any material obligation under this Agreement, then, in addition to any other remedies, either Contractor or Nebraska Real Property Appraiser Board may terminate this Agreement immediately upon written notice.

B. Either party shall have the right to terminate this Agreement upon thirty (30) days' notice to the other party.

C. Upon termination of the Agreement by either Contractor or Nebraska Real Property Appraiser Board, Contractor shall furnish to Agency a final invoice for work performed under this agreement.

D. In the event that Contractor is in default under the terms of this Agreement, Nebraska Real Property Appraiser Board shall not have any obligation or duty to continue compensating Contractor for any work performed after the date of default and may terminate this Agreement immediately by written notice to the Contractor. It shall constitute an event in default if Contractor, due to death, disability or other unforeseen circumstance is unable to perform services for ten (10) or more days.

SECTION 8. MODIFICATION; WAIVER

A. No amendment to or modification of this Agreement shall be valid unless made in writing and approved by Contractor and Agency.

B. Waiver by any party to this Agreement of any term, condition, or covenant shall not constitute a waiver of any other term, condition, or covenant. Waiver by any party of any breach of the provisions of this Agreement shall not constitute a waiver of any other provision, nor a waiver of any subsequent breach or violation of any provision of this

Agreement. Acceptance by Agency of any work or services by Contractor shall not constitute a waiver of any of the provisions of this Agreement.

SECTION 9. LAW TO GOVERN; SEVERABILITY

A. This Agreement shall be interpreted, construed and governed according to the laws of the State of Nebraska.

B. If a term, condition, or covenant of this Agreement is declared or determined by any court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions of this Agreement shall not be affected thereby and the Agreement shall be read and construed without the invalid, void, or unenforceable provision(s).

SECTION 10. EXECUTION

Contractor represents and warrants that they have the qualifications, experience, and facilities necessary to perform properly the services required under this Agreement in an objective, independent, ethical, thorough, competent, and professional manner. Contractor shall at all times faithfully, competently, and to the best of their ability, experience, and talent, perform all services described herein. In meeting their obligations under this Agreement, Contractor shall employ, at a minimum, generally accepted standards and practices utilized by persons engaged in providing services similar to those required of Contractor under this Agreement. Contractor agrees to perform all services in an expeditious manner and without unnecessary delay. Contractor shall comply with all laws and court rules and comply when laws or rules are repealed, amended, or newly chaptered or adopted, including qualification standards required for the performance of the services.

IT IS THEREFORE AGREED that the parties hereto have caused this Agreement between Contractor and the Agency to be executed for three years or until final disposition of the application in question by the signature of the Director on:

THIS _____ day of _____, _____.

CONTRACTOR

_____ _____ _____

, Contractor Credential Number Date

NEBRASKA REAL PROPERTY APPRAISER BOARD

_____ _____

Tyler N. Kohtz, Director Date



NEBRASKA REAL PROPERTY APPRAISER CREDENTIALING APPLICANT APPRAISAL REVIEW SERVICES AGREEMENT

This Nebraska Real Property Appraiser Credentialing Applicant Appraisal Review Services Agreement ("Agreement") is entered into between the Nebraska Real Property Appraiser Board ("Agency") and ("Contractor"), who holds credential number issued by the Nebraska Real Property Appraiser Board, and is an employee of located at , whose Employer Identification Number (EIN) is .

Contractor shall complete appraisal review report in accordance with Standards 3 and 4 of the National Uniform Standards of Professional Appraisal Practice ("USPAP"), and provide technical expertise to the Agency as needed to assist the Board with its evaluation of the listed applicant's experience for credentialing as a real property appraiser in the State of Nebraska.

Applicant Number:

Credential Applied For:

Appraisal Report: ( )

THE PARTIES MUTUALLY AGREE AS FOLLOWS:

SECTION 1. QUALIFICATIONS

A. Contractor shall meet the following qualifications at the time this Agreement between Contractor and the Agency is executed:

1. Contractor shall possess an active credential as a certified residential or certified general real property appraiser in the State of Nebraska, or obtain a temporary credential as a certified residential or certified general real property appraiser prior to engaging in real property appraisal activity in this state.

2. Contractor's real property appraiser credential, or appraiser credential, license, registration, or certification issued by any other jurisdiction, shall not have been disciplined, revoked, suspended, or surrendered in lieu of disciplinary action pending or threatened within the immediate two-year period preceding the date of this contract.

3. Disciplinary proceedings pending against Contractor's real property appraiser credential, or appraiser credential, license, registration, or certification issued by any other jurisdiction shall be disclosed.

4. Contractor's real property appraiser credential, or appraiser credential, license, registration, or certification issued by any other jurisdiction shall not be under investigation.

5. Contractor shall not have been convicted of any crime of fraud, dishonesty, breach of trust, money laundering, misrepresentation, or deceit, including a conviction based upon a plea of guilty or nolo contendere involving real estate, financial services, or in the making of an appraisal.

6. Contractor shall possess the ability necessary to communicate effectively, concisely, and objectively with Board staff and as an expert witness if required.

7. Contractor shall possess a reputation for honesty, trustworthiness, and producing quality work within the appraiser industry.

8. Contractor shall have completed the Seven-hour National Uniform Standards of Professional Appraisal Practice Update Course as approved by the Appraiser Qualifications Board applicable to the development and reporting of the appraisal report(s) subject to review under this agreement.

B. The Nebraska Real Property Appraiser Board shall be notified immediately in writing if Contractor no longer meets the qualifications in place at the time this Agreement between Contractor and the Agency is executed. If any party makes such request, Contractor must promptly disqualify themselves.

SECTION 2. SCOPE OF SERVICE

A. Contractor shall become familiar with the appropriate federal requirements, including but not limited to USPAP, state statutes, and regulations relevant to this assignment.

B. If necessary, Contractor shall become familiar with the procedures generally applicable to administrative hearings, and become familiar with appropriate state statutes and regulations relevant to administrative hearings.

C. Contractor shall be competent and available to perform the services required in this contract in an ethical manner, and must discern those cases in which they may be disqualified from proceeding and must promptly disqualify themselves, regardless of whether there is a request to do so.

D. Contractor shall comply with all applicable federal, state, and local laws, statutes, codes, ordinances, standards, policies, regulations, and rules in effect during the term of this Agreement. Contractor shall also not discriminate, in any way, against any person on the basis of race, color, religious creed, national origin, ancestry, sex, age, physical handicap, medical condition, or marital status in connection with or related to the performance of this Agreement.

E. Contractor shall maintain all information, documentation, and records required to perform services. In addition, Contractor shall provide all information, documentation, and records to the Agency at the Agency's request.

F. The services provided are deemed personal services and shall be performed only by Contractor and may not be assigned in any manner.

G. Contractor shall work in their own home and office, except when required otherwise by the Agency for purposes pertaining to this matter, or to attend an administrative hearing concerning this matter.

H. Unless otherwise agreed to by the Agency in writing, Contractor shall complete review of the subject report for compliance with the Ethics Rule, Competency Rule, Scope of Work Rule, Jurisdictional Exception Rule, Standards Rule , and Standards Rule ; and shall develop and communicate conclusions of compliance or noncompliance in accordance with Standards 3 and 4 of USPAP for the subject report within 30 days for a residential property, 45 days for agricultural property, or 60 days for any other type of property. All conclusions shall be clear, concise, unremittingly impartial, professional, and ethical.

   1. Contractor shall communicate their findings for each specific rule in writing and shall not report only that the rule was met or not met. Where applicable, Contractor shall communicate their analysis of the methods and techniques employed that are necessary to produce a credible report. Contractor shall state specific violations of USPAP, reference the proper rule, and include appropriate documentation and/or information to substantiate each finding.

2. Contractor shall obtain any necessary data, documentation, and/or information required to substantiate each finding. If physical evidence or additional background information is required to substantiate a finding that cannot be obtained in Contractor's everyday course of business, Contractor shall contact the Agency for determination of methodology or person best suited to obtain such physical evidence or background information.

3. The Agency reserves the right to require clarification on any findings, and may also require additional documentation and/or information for substantiation of any findings.

4. The effective date of Contractor's review report is the date of the subject report under review. Certification date of Contractor's review report is the actual date the review report was completed.

5. The client, and only intended user, is the Nebraska Real Property Appraiser Board.

6. The intended use of the review report is to assist the Agency in establishing compliance or noncompliance with the minimum standards of USPAP for the purpose of the Board's evaluation of qualifications for credentialing.

7. Contractor shall not offer their opinion concerning the overall state of the subject report reviewed by them regarding compliance or noncompliance with USPAP.

8. Contractor shall not offer their opinion concerning analysis, conclusions, practices, or techniques not related or pertinent to the minimum standards in USPAP.

9. Contractor shall not advocate for a specific result or conclusion concerning this matter, and shall not develop and communicate a conclusion with the intent to favor unduly the Nebraska Real Property Appraiser Board or the applicant.

10. Contractor shall not use inflammatory language in the development or communication of their conclusions.

K. This matter may proceed to an administrative hearing. During the litigation process, Contractor may be requested to defend any findings as a witness for the Nebraska Real Property Appraiser Board.

SECTION 3. COMPENSATION

A. Subject to any limitations set forth in the Agreement, the Nebraska Real Property Appraiser Board shall pay the Contractor $125.00 per hour for such services provided. Payment may be made to Contractor's Employer identified on Page 1 of this Agreement. The total compensation for services provided shall not exceed $. In the case of extenuating circumstances, or if the matter proceeds to hearing, the Board reserves the right to renegotiate the total compensation or hourly rate set forth in this Agreement. Upon completion of the services, Contractor shall provide an invoice to the Agency, which outlines applicant number, appraisal reports reviewed, services performed, hours billed, and total amount billed.

B. Contractor shall only be reimbursed for the cost of travel and lodging expenses pre-approved by the Agency's Director. No other expenses are reimbursable. Costs for travel and lodging shall be claimed, and reimbursements shall be made, in accordance with the Nebraska Real Property Appraiser Board and the State of Nebraska policies.

C. Contractor is an independent contractor and is not an employee of the State of Nebraska. Consequently, Contractor is not entitled to any fringe benefits or remuneration not specified in this Agreement.

SECTION 4. CONFLICTS OF INTEREST

A. Contractor covenants that they have not acquired any interest, directly or indirectly, which would conflict in any manner with the interests of the Nebraska Real Property Appraiser Board or the applicant, or which would in any way hinder Contractor's performance of services under this Agreement.

B. Contractor agrees to avoid at all times conflicts of interest or the appearance of any conflicts of interest with the interests of the Nebraska Real Property Appraiser Board or applicant in the performance of this Agreement. If conflicts of interest or the appearance of any conflicts of interests develop, all parties relevant to the matter shall be notified immediately in writing. If any party makes such request, Contractor must promptly disqualify themselves.

SECTION 5. CONFIDENTIALITY

A. All information gained or work product produced by Contractor in performance of this Agreement shall be considered confidential unless such information is in the public domain or already known to Contractor. Contractor shall not release, disclose, or discuss any such information or work product to persons or entities other than the Agency or its legal representative without prior written authorization from the Agency's Director, except as may be required by law.

B. Contractor shall promptly notify Agency should Contractor be served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for admissions or other discovery request, court order, or subpoena from any party regarding this Agreement and work performed thereunder. The Nebraska Real Property Appraiser Board has no obligation to represent Contractor or be present at any deposition, hearing, or similar proceeding.

C. Contractor is not authorized by the Nebraska Real Property Appraiser Board to comment publicly on Nebraska Real Property Appraiser Board matters. All such inquiries should be directed to the Nebraska Real Property Appraiser Board's Director.

D. If Contractor provides any information or work product in violation of this Agreement, the Nebraska Real Property Appraiser Board shall have the right to reimbursement and indemnity from Contractor for any damages, costs, and fees, including attorney's fees, caused by or incurred as a result of Contractor's conduct.

SECTION 6. INDEMNIFICATION

A. Contractor shall indemnify, defend, and hold the Nebraska Real Property Appraiser Board harmless from all actions, proceedings, claims, demands, costs, damages, attorney's fees, and all other liabilities and expenses of any kind from any source which may arise out of performance of this Agreement, if caused by the tortious acts or omissions of Contractor.

SECTION 7. TERMINATION; DEFAULT

A. If either Contractor or Nebraska Real Property Appraiser Board fails to perform any material obligation under this Agreement, then, in addition to any other remedies, either Contractor or Nebraska Real Property Appraiser Board may terminate this Agreement immediately upon written notice.

B. Either party shall have the right to terminate this Agreement upon thirty (30) days' notice to the other party.

C. Upon termination of the Agreement by either Contractor or Nebraska Real Property Appraiser Board, Contractor shall furnish to Agency a final invoice for work performed under this agreement.

D. In the event that Contractor is in default under the terms of this Agreement, Nebraska Real Property Appraiser Board shall not have any obligation or duty to continue compensating Contractor for any work performed after the date of default and may terminate this Agreement immediately by written notice to the Contractor. It shall constitute an event in default if Contractor, due to death, disability, or other unforeseen circumstance is unable to perform services for ten (10) or more days.

SECTION 8. MODIFICATION; WAIVER

A. No amendment to or modification of this Agreement shall be valid unless made in writing and approved by Contractor and Agency.

B. Waiver by any party to this Agreement of any term, condition, or covenant shall not constitute a waiver of any other term, condition, or covenant. Waiver by any party of any breach of the provisions of this Agreement shall not constitute a waiver of any other provision, nor a waiver of any subsequent breach or violation of any provision of this Agreement. Acceptance by Agency of any work or services by Contractor shall not constitute a waiver of any of the provisions of this Agreement.

SECTION 9. LAW TO GOVERN; SEVERABILITY

A. This Agreement shall be interpreted, construed, and governed according to the laws of the State of Nebraska.

B. If a term, condition, or covenant of this Agreement is declared or determined by any court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions of this Agreement shall not be affected thereby and the Agreement shall be read and construed without the invalid, void, or unenforceable provision(s).

SECTION 10. EXECUTION

Contractor represents and warrants that they have the qualifications, experience, and facilities necessary to perform properly the services required under this Agreement in an objective, independent, ethical, thorough, competent, and professional manner. Contractor shall at all times faithfully, competently, and to the best of their ability, experience, and talent, perform all services described herein. In meeting their obligations under this Agreement, Contractor shall employ, at a minimum, generally accepted standards and practices utilized by persons engaged in providing services similar to those required of Contractor under this Agreement. Contractor agrees to perform all services in an expeditious manner and without unnecessary delay. Contractor shall comply with all laws and court rules and comply when laws or rules are repealed, amended, or newly chaptered or adopted, including qualification standards required for the performance of the services.

IT IS THEREFORE AGREED that the parties hereto have caused this Agreement between Contractor and the Agency to be executed for three years or until final disposition of the application in question by the signature of the Director on:

THIS _____ day of _____, _____.

CONTRACTOR

_____ _____ _____

, Contractor Credential Number Date

NEBRASKA REAL PROPERTY APPRAISER BOARD

_____ _____

Tyler N. Kohtz, Director Date

AMENDMENT
Contract Number

Between
The State of Nebraska Real Property Appraiser Board
And

THIS AMENDMENT is entered into by and between the State of Nebraska Real Property Appraiser Board ("NRPAB") and
.

WHEREAS, the NRPAB has a contract with Vendor identified as for applicant appraisal review services.

WHEREAS, the terms of the contract specifically state that no amendment to or modification of the contract shall be valid unless made in writing and approved by Contractor and NRPAB.

WHEREAS, this Amendment and any attachments hereto will become part of the Contract. Except as set forth in this Amendment, the Contract is unaffected and shall continue in full force and effect in accordance with its terms. If there is conflict between this Amendment and the Contract or any earlier amendment, the terms of this Amendment will prevail.

NOW, THEREFORE, it is agreed by the parties to amend the contract as follows:

IN WITNESS WHEREOF, this amendment is entered into as of the last signature date below (the "Effective Date").

State of Nebraska Real Property Appraiser Board

By: _____ By: _____

Name: _____ Name: _____

Title: _____ Title: _____

Date: _____ Date: _____

SUBJECT MATTER EXPERT SERVICES AGREEMENT

This Subject Matter Expert Services Agreement ("Agreement") is entered into between the Nebraska Real Property Appraiser Board ("Agency") and _____ ("Contractor"), who holds credential number _____ issued by the Nebraska Real Property Appraiser Board.

Contractor shall complete appraisal review report(s) in accordance with Standards 3 and 4 of the National Uniform Standards of Professional Appraisal Practice ("USPAP"), and provide technical assistance to the Agency as the Subject Matter Expert for the matter of the Nebraska Real Property Appraiser Board v. _____, Investigation #_____, as authorized by Neb. Rev. Stat. § 76-2239.

THE PARTIES MUTUALLY AGREE AS FOLLOWS:

SECTION 1. QUALIFICATIONS

A. Contractor shall meet the following qualifications at the time this Agreement between Contractor and the Agency is executed:

1. Contractor shall possess an active credential as a certified residential or certified general real property appraiser in the State of Nebraska, or obtain a temporary credential as a certified residential or certified general real property appraiser prior to engaging in real property appraisal activity in this state.

2. Contractor's real property appraiser credential, or appraiser credential, license, registration, or certification issued by any other jurisdiction, shall not have been disciplined, revoked, suspended, or surrendered in lieu of disciplinary action pending or threatened within the immediate two-year period preceding the date of this contract.

3. Disciplinary proceedings pending against Contractor's real property appraiser credential, or appraiser credential, license, registration, or certification issued by any other jurisdiction shall be disclosed.

4. Contractor's real property appraiser credential, or appraiser credential, license, registration, or certification issued by any other jurisdiction shall not be under investigation.

5. Contractor shall not have been convicted of any crime of fraud, dishonesty, breach of trust, money laundering, misrepresentation, or deceit, including a conviction based upon a plea of guilty or nolo contendere involving real estate, financial services, or in the making of an appraisal.

6. Contractor shall possess the ability necessary to communicate effectively, concisely, and objectively with Board staff and as an expert witness if required.

7. Contractor shall possess a reputation for honesty, trustworthiness, and producing quality work within the appraiser industry.

8. Contractor shall have completed the Seven-hour National Uniform Standards of Professional Appraisal Practice Update Course as approved by the Appraiser Qualifications Board applicable to the development and reporting of the appraisal report(s) subject to review under this agreement.

B. The Nebraska Real Property Appraiser Board shall be notified immediately in writing if Contractor no longer meets the qualifications in place at the time this Agreement between Contractor and the Agency is executed. If any party makes such request, Contractor must promptly disqualify themselves.

SECTION 2. SCOPE OF SERVICE

A. Contractor shall become familiar with the procedures generally applicable to Agency investigations, and become familiar with the appropriate federal requirements, including but not limited to USPAP, state statutes, and regulations relevant to this investigation.

B. If necessary, Contractor shall become familiar with the procedures generally applicable to administrative hearings, and become familiar with appropriate state statutes and regulations relevant to administrative hearings.

C. Contractor shall be competent and available to perform the services required in this contract in an ethical manner, and must discern those cases in which they may be disqualified from proceeding and must promptly disqualify themselves, regardless of whether there is a request to do so.

D. Contractor shall comply with all applicable federal, state, and local laws, statutes, codes, ordinances, standards, policies, regulations, and rules in effect during the term of this Agreement. Contractor shall also not discriminate, in any way, against any person on the basis of race, color, religious creed, national origin, ancestry, sex, age, physical handicap, medical condition, or marital status in connection with or related to the performance of this Agreement.

E. Contractor shall maintain all information, documentation and records required to perform services. In addition, Contractor shall provide all information, documentation, and records to the Agency at the Agency's request.

F. The services provided are deemed personal services and shall be performed only by Contractor and may not be assigned in any manner.

G. Contractor shall work in their own home and office, except when required otherwise by the Agency for investigative purposes pertaining to this matter, or to attend an administrative hearing as the Agency's Subject Matter Expert concerning this matter.

H. After completion of an introductory phone call with the Agency, Contractor shall complete review of the subject report(s) for compliance with the Ethics Rule, Competency Rule, Scope of Work Rule, Jurisdictional Exception Rule, Standards Rule ___, and Standards Rule ___; and shall develop and communicate conclusions of compliance or noncompliance in accordance with Standards 3 and 4 of USPAP for subject report(s) within 30 days for a residential property, 45 days for agricultural property, or 60 days for any other type of property. All conclusions shall be clear, concise, unremittingly impartial, professional, and ethical, and shall address only the minimum standards of USPAP.

1. Contractor shall communicate specific violations of USPAP, reference the proper rule, and include appropriate documentation and/or information to substantiate each finding. Contractor shall not report only that the rule was not met.

2. Contractor shall obtain any necessary data, documentation, and/or information required to substantiate each finding. If physical evidence or additional background information is required to substantiate a finding that cannot be obtained in Contractor's everyday course of business, Contractor shall contact the Agency for determination of methodology or person best suited to obtain such physical evidence or background information.

3. The Agency reserves the right to require clarification on any findings, and may also require additional documentation and/or information for substantiation of any findings.

4. The effective date of Contractor's review report is the date of the subject report(s) under review. Certification date of Contractor's review report is the actual date the review report was completed.

5. The client, and only intended user, is the Nebraska Real Property Appraiser Board.

6. The intended use of review report is to assist the Agency in establishing compliance or noncompliance with the minimum standards of USPAP.

7. Contractor shall not offer their opinion concerning the overall state of any subject report(s) reviewed by them regarding compliance or noncompliance with USPAP.

8. Contractor shall not offer their opinion concerning analysis, conclusions, practices, or techniques not related or pertinent to the minimum standards in USPAP.

9. Contractor shall not advocate for a specific result or conclusion concerning this matter, and shall not develop and communicate a conclusion with the intent to favor unduly the Nebraska Real Property Appraiser Board or the Respondent.

10. Contractor shall not use inflammatory language in the development or communication of their conclusions.

I. Upon the Agency's request, Contractor shall analyze any additional information relative to this matter that may require technical expertise, and develop and communicate conclusions in a manner determined by the Agency; all conclusions shall be clear, concise, unremittingly impartial, professional, and ethical.

1. Contractor shall obtain any necessary data, documentation, and/or information required to substantiate their conclusion. If physical evidence or additional background information is required to substantiate a conclusion that cannot be obtained in Contractor's everyday course of business, Contractor shall contact the Agency for determination of methodology or person best suited to obtain such physical evidence or background information.

2. The Agency reserves the right to require clarification on any conclusions, and may also require additional documentation and/or information for substantiation of any conclusions.

J. If this matter is not dismissed, or terms of a Consent Agreement cannot be reached between the Nebraska Real Property Appraiser Board and the Respondent, this matter may proceed to a formal hearing. During the litigation process, Contractor may be requested to defend any findings as a witness for the Nebraska Real Property Appraiser Board.

SECTION 3. COMPENSATION

A. Subject to any limitations set forth in the Agreement, the Nebraska Real Property Appraiser Board shall pay the Contractor $125.00 per hour for such services provided. The total compensation for services provided shall not exceed _____. In the case of extenuating circumstances, or if the matter proceeds to hearing, the Board reserves the right to renegotiate the total compensation or hourly rate set forth in this Agreement. Contractor shall provide an invoice to the Agency each month, which outlines services performed, hours billed, and total amount billed for each month.

B. Contractor shall only be reimbursed for the cost of travel and lodging expenses pre-approved by the Agency's Director. No other expenses are reimbursable. Costs for travel and lodging shall be claimed, and reimbursements shall be made, in accordance with the Nebraska Real Property Appraiser Board and the State of Nebraska policies.

C. Contractor is an independent contractor and is not an employee of the State of Nebraska. Consequently, Contractor is not entitled to any fringe benefits or remuneration not specified in this Agreement.

SECTION 4. CONFLICTS OF INTEREST

A. Contractor covenants that they have not acquired any interest, directly or indirectly, which would conflict in any manner with the interests of the Nebraska Real Property Appraiser Board or the applicant, or which would in any way hinder Contractor's performance of services under this Agreement.

B. Contractor agrees to avoid at all times conflicts of interest or the appearance of any conflicts of interest with the interests of the Nebraska Real Property Appraiser Board or Respondent in the performance of this Agreement. If conflicts of interest or the appearance of any conflicts of interests develop, all parties relevant to the matter shall be notified immediately in writing. If any party makes such request, Contractor must promptly disqualify themselves.

SECTION 5. CONFIDENTIALITY

A. All information gained or work product produced by Contractor in performance of this Agreement shall be considered confidential unless such information is in the public domain or already known to Contractor. Contractor shall not release, disclose, or discuss any such information or work product to persons or entities other than the Agency or its legal representative without prior written authorization from the Agency's Director, except as may be required by law.

B. Contractor shall promptly notify Agency should Contractor be served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for admissions, or other discovery request, court order, or subpoena from any party regarding this Agreement and work performed thereunder. The Nebraska Real Property Appraiser Board has no obligation to represent Contractor or be present at any deposition, hearing, or similar proceeding.

C. Contractor is not authorized by the Nebraska Real Property Appraiser Board to comment publicly on Nebraska Real Property Appraiser Board matters. All such inquiries should be directed to the Nebraska Real Property Appraiser Board's Director.

D. If Contractor provides any information or work product in violation of this Agreement, the Nebraska Real Property Appraiser Board shall have the right to reimbursement and indemnity from Contractor for any damages, costs, and fees, including attorney's fees, caused by, or incurred as a result of Contractor's conduct.

SECTION 6. CIVIL AND CRIMINAL IMMUNITY

A. Contractor shall be immune from any civil action or criminal prosecution for initiating or assisting in any lawful investigation of the actions of a person, or any disciplinary proceeding concerning a person, pursuant to Neb. Rev. Stat. § 76-2225, if such action is taken without malicious intent and in the reasonable belief that it was taken pursuant to the powers vested in Contractor.

SECTION 7. INDEMNIFICATION

A. Contractor shall indemnify, defend, and hold the Nebraska Real Property Appraiser Board harmless from all actions, proceedings, claims, demands, costs, damages, attorney's fees and all other liabilities and expenses of any kind from any source which may arise out of performance of this Agreement, if caused by the tortious acts or omissions of Contractor.

SECTION 8. TERMINATION; DEFAULT

A. If either Contractor or Nebraska Real Property Appraiser Board fails to perform any material obligation under this Agreement, then, in addition to any other remedies, either Contractor or Nebraska Real Property Appraiser Board may terminate this Agreement immediately upon written notice.

B. Either party shall have the right to terminate this Agreement upon thirty (30) days' notice to the other party.

C. Upon termination of the Agreement by either Contractor or Nebraska Real Property Appraiser Board, Contractor shall furnish to Agency a final invoice for work performed under this agreement.

D. In the event that Contractor is in default under the terms of this Agreement, Nebraska Real Property Appraiser Board shall not have any obligation or duty to continue compensating Contractor for any work performed after the date of default and may terminate this Agreement immediately by written notice to the Contractor. It shall constitute an event in default if Contractor, due to death, disability, or other unforeseen circumstance is unable to perform services for ten (10) or more days.

SECTION 9. MODIFICATION; WAIVER

A. No amendment to or modification of this Agreement shall be valid unless made in writing and approved by Contractor and Agency.

B. Waiver by any party to this Agreement of any term, condition, or covenant shall not constitute a waiver of any other term, condition, or covenant. Waiver by any party of any breach of the provisions of this Agreement shall not constitute a waiver of any other provision, nor a waiver of any subsequent breach or violation of any provision of this Agreement. Acceptance by Agency of any work or services by Contractor shall not constitute a waiver of any of the provisions of this Agreement.

SECTION 10. LAW TO GOVERN; SEVERABILITY

A. This Agreement shall be interpreted, construed, and governed according to the laws of the State of Nebraska.

B. If a term, condition, or covenant of this Agreement is declared or determined by any court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions of this Agreement shall not be affected thereby and the Agreement shall be read and construed without the invalid, void, or unenforceable provision(s).

SECTION 11. EXECUTION

Contractor represents and warrants that they have the qualifications, experience, and facilities necessary to perform properly the services required under this Agreement in an objective, independent, ethical, thorough, competent, and professional manner. Contractor shall at all times faithfully, competently, and to the best of their ability, experience, and talent, perform all services described herein. In meeting their obligations under this Agreement, Contractor shall employ, at a minimum, generally accepted standards and practices utilized by persons engaged in providing services similar to those required of Contractor under this Agreement. Contractor agrees to perform all services in an expeditious manner and without unnecessary delay. Contractor shall comply with all laws and court rules and comply when laws or rules are repealed, amended, or newly chaptered or adopted, including qualification standards required for the performance of the services.

IT IS THEREFORE AGREED that the parties hereto have caused this Agreement between Contractor and the Agency to be executed for three years or until final disposition of any judicial proceeding by the signature of the Director on:

THIS _____ day of _____, _____.

CONTRACTOR

_____	_____	_____
(name here), Contractor	Credential Number	Date

NEBRASKA REAL PROPERTY APPRAISER BOARD

_____	_____
Tyler N. Kohtz, Director	Date

SUBJECT MATTER EXPERT SERVICES AGREEMENT

This Subject Matter Expert Services Agreement ("Agreement") is entered into between the Nebraska Real Property Appraiser Board ("Agency") and _____ ("Contractor"), who holds credential number _____ issued by the Nebraska Real Property Appraiser Board, and is an employee of _____ located at _____, whose Employer Identification Number (EIN) is _____.

Contractor shall complete appraisal review report(s) in accordance with Standards 3 and 4 of the National Uniform Standards of Professional Appraisal Practice ("USPAP"), and provide technical assistance to the Agency as the Subject Matter Expert for the matter of the Nebraska Real Property Appraiser Board v. _____, Investigation #_____, as authorized by Neb. Rev. Stat. § 76-2239.

THE PARTIES MUTUALLY AGREE AS FOLLOWS:

SECTION 1. QUALIFICATIONS

A. Contractor shall meet the following qualifications at the time this Agreement between Contractor and the Agency is executed:

1. Contractor shall possess an active credential as a certified residential or certified general real property appraiser in the State of Nebraska, or obtain a temporary credential as a certified residential or certified general real property appraiser prior to engaging in real property appraisal activity in this state.

2. Contractor's real property appraiser credential, or appraiser credential, license, registration, or certification issued by any other jurisdiction, shall not have been disciplined, revoked, suspended, or surrendered in lieu of disciplinary action pending or threatened within the immediate two-year period preceding the date of this contract.

3. Disciplinary proceedings pending against Contractor's real property appraiser credential, or appraiser credential, license, registration, or certification issued by any other jurisdiction shall be disclosed.

4. Contractor's real property appraiser credential, or appraiser credential, license, registration, or certification issued by any other jurisdiction shall not be under investigation.

5. Contractor shall not have been convicted of any crime of fraud, dishonesty, breach of trust, money laundering, misrepresentation, or deceit, including a conviction based upon a plea of guilty or nolo contendere involving real estate, financial services, or in the making of an appraisal.

6. Contractor shall possess the ability necessary to communicate effectively, concisely, and objectively with Board staff and as an expert witness if required.

7. Contractor shall possess a reputation for honesty, trustworthiness, and producing quality work within the appraiser industry.

8. Contractor shall have completed the Seven-hour National Uniform Standards of Professional Appraisal Practice Update Course as approved by the Appraiser Qualifications Board applicable to the development and reporting of the appraisal report(s) subject to review under this agreement.

B. The Nebraska Real Property Appraiser Board shall be notified immediately in writing if Contractor no longer meets the qualifications in place at the time this Agreement between Contractor and the Agency is executed. If any party makes such request, Contractor must promptly disqualify themselves.

SECTION 2. SCOPE OF SERVICE

A. Contractor shall become familiar with the procedures generally applicable to Agency investigations, and become familiar with the appropriate federal requirements, including but not limited to USPAP, state statutes, and regulations relevant to this investigation.

B. If necessary, Contractor shall become familiar with the procedures generally applicable to administrative hearings, and become familiar with appropriate state statutes and regulations relevant to administrative hearings.

C. Contractor shall be competent and available to perform the services required in this contract in an ethical manner, and must discern those cases in which they may be disqualified from proceeding and must promptly disqualify themselves, regardless of whether there is a request to do so.

D. Contractor shall comply with all applicable federal, state, and local laws, statutes, codes, ordinances, standards, policies, regulations, and rules in effect during the term of this Agreement. Contractor shall also not discriminate, in any way, against any person on the basis of race, color, religious creed, national origin, ancestry, sex, age, physical handicap, medical condition, or marital status in connection with or related to the performance of this Agreement.

E. Contractor shall maintain all information, documentation, and records required to perform services. In addition, Contractor shall provide all information, documentation, and records to the Agency at the Agency's request.

F. The services provided are deemed personal services and shall be performed only by Contractor and may not be assigned in any manner.

G. Contractor shall work in their own home and office, except when required otherwise by the Agency for investigative purposes pertaining to this matter, or to attend an administrative hearing as the Agency's Subject Matter Expert concerning this matter.

H. After completion of an introductory phone call with the Agency, Contractor shall complete review of the subject report(s) for compliance with the Ethics Rule, Competency Rule, Scope of Work Rule, Jurisdictional Exception Rule, Standards Rule ___, and Standards Rule ___; and shall develop and communicate conclusions of compliance or noncompliance in accordance with Standards 3 and 4 of USPAP for subject report(s) within 30 days for a residential property, 45 days for agricultural property, or 60 days for any other type of property. All conclusions shall be clear, concise, unremittingly impartial, professional, and ethical, and shall address only the minimum standards of USPAP.

1. Contractor shall communicate specific violations of USPAP, reference the proper rule, and include appropriate documentation and/or information to substantiate each finding. Contractor shall not report only that the rule was not met.

2. Contractor shall obtain any necessary data, documentation, and/or information required to substantiate each finding. If physical evidence or additional background information is required to substantiate a finding that cannot be obtained in Contractor's everyday course of business, Contractor shall contact the Agency for determination of methodology or person best suited to obtain such physical evidence or background information.

3. The Agency reserves the right to require clarification on any findings, and may also require additional documentation and/or information for substantiation of any findings.

4. The effective date of Contractor's review report is the date of the subject report(s) under review. Certification date of Contractor's review report is the actual date the review report was completed.

5. The client, and only intended user, is the Nebraska Real Property Appraiser Board.

6. The intended use of review report is to assist the Agency in establishing compliance or noncompliance with the minimum standards of USPAP.

7. Contractor shall not offer their opinion concerning the overall state of any subject report(s) reviewed by them regarding compliance or noncompliance with USPAP.

8. Contractor shall not offer their opinion concerning analysis, conclusions, practices, or techniques not related or pertinent to the minimum standards in USPAP.

9. Contractor shall not advocate for a specific result or conclusion concerning this matter, and shall not develop and communicate a conclusion with the intent to favor unduly the Nebraska Real Property Appraiser Board or the Respondent.

10. Contractor shall not use inflammatory language in the development or communication of their conclusions.

I. Upon the Agency's request, Contractor shall analyze any additional information relative to this matter that may require technical expertise, and develop and communicate conclusions in a manner determined by the Agency; all conclusions shall be clear, concise, unremittingly impartial, professional, and ethical.

1. Contractor shall obtain any necessary data, documentation, and/or information required to substantiate their conclusion. If physical evidence or additional background information is required to substantiate a conclusion that cannot be obtained in Contractor's everyday course of business, Contractor shall contact the Agency for determination of methodology or person best suited to obtain such physical evidence or background information.

2. The Agency reserves the right to require clarification on any conclusions, and may also require additional documentation and/or information for substantiation of any conclusions.

J. If this matter is not dismissed, or terms of a Consent Agreement cannot be reached between the Nebraska Real Property Appraiser Board and the Respondent, this matter may proceed to a formal hearing. During the litigation process, Contractor may be requested to defend any findings as a witness for the Nebraska Real Property Appraiser Board.

SECTION 3. COMPENSATION

A. Subject to any limitations set forth in the Agreement, the Nebraska Real Property Appraiser Board shall pay the Contractor $125.00 per hour for such services provided. Payment may be made to Contractor's Employer identified on Page 1 of this Agreement. The total compensation for services provided shall not exceed _____. In the case of extenuating circumstances, or if the matter proceeds to hearing, the Board reserves the right to renegotiate the total compensation or hourly rate set forth in this Agreement. Contractor shall provide an invoice to the Agency each month, which outlines services performed, hours billed, and total amount billed for each month.

B. Contractor shall only be reimbursed for the cost of travel and lodging expenses pre-approved by the Agency's Director. No other expenses are reimbursable. Costs for travel and lodging shall be claimed, and reimbursements shall be made, in accordance with the Nebraska Real Property Appraiser Board and the State of Nebraska policies.

C. Contractor is an independent contractor and is not an employee of the State of Nebraska. Consequently, Contractor is not entitled to any fringe benefits or remuneration not specified in this Agreement.

SECTION 4. CONFLICTS OF INTEREST

A. Contractor covenants that they have not acquired any interest, directly or indirectly, which would conflict in any manner with the interests of the Nebraska Real Property Appraiser Board or the applicant, or which would in any way hinder Contractor's performance of services under this Agreement.

B. Contractor agrees to avoid at all times conflicts of interest or the appearance of any conflicts of interest with the interests of the Nebraska Real Property Appraiser Board or Respondent in the performance of this Agreement. If conflicts of interest or the appearance of any conflicts of interests develop, all parties relevant to the matter shall be notified immediately in writing. If any party makes such request, Contractor must promptly disqualify themselves.

SECTION 5. CONFIDENTIALITY

A. All information gained or work product produced by Contractor in performance of this Agreement shall be considered confidential unless such information is in the public domain or already known to Contractor. Contractor shall not release, disclose, or discuss any such information or work product to persons or entities other than the Agency or its legal representative without prior written authorization from the Agency's Director, except as may be required by law.

B. Contractor shall promptly notify Agency should Contractor be served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for admissions, or other discovery request, court order, or subpoena from any party regarding this Agreement and work performed thereunder. The Nebraska Real Property Appraiser Board has no obligation to represent Contractor or be present at any deposition, hearing, or similar proceeding.

C. Contractor is not authorized by the Nebraska Real Property Appraiser Board to comment publicly on Nebraska Real Property Appraiser Board matters. All such inquiries should be directed to the Nebraska Real Property Appraiser Board's Director.

D. If Contractor provides any information or work product in violation of this Agreement, the Nebraska Real Property Appraiser Board shall have the right to reimbursement and indemnity from Contractor for any damages, costs, and fees, including attorney's fees, caused by, or incurred as a result of Contractor's conduct.

SECTION 6. CIVIL AND CRIMINAL IMMUNITY

A. Contractor shall be immune from any civil action or criminal prosecution for initiating or assisting in any lawful investigation of the actions of a person, or any disciplinary proceeding concerning a person, pursuant to Neb. Rev. Stat. § 76-2225, if such action is taken without malicious intent and in the reasonable belief that it was taken pursuant to the powers vested in Contractor.

SECTION 7. INDEMNIFICATION

A. Contractor shall indemnify, defend, and hold the Nebraska Real Property Appraiser Board harmless from all actions, proceedings, claims, demands, costs, damages, attorney's fees and all other liabilities and expenses of any kind from any source which may arise out of performance of this Agreement, if caused by the tortious acts or omissions of Contractor.

SECTION 8. TERMINATION; DEFAULT

A. If either Contractor or Nebraska Real Property Appraiser Board fails to perform any material obligation under this Agreement, then, in addition to any other remedies, either Contractor or Nebraska Real Property Appraiser Board may terminate this Agreement immediately upon written notice.

B. Either party shall have the right to terminate this Agreement upon thirty (30) days' notice to the other party.

C. Upon termination of the Agreement by either Contractor or Nebraska Real Property Appraiser Board, Contractor shall furnish to Agency a final invoice for work performed under this agreement.

D. In the event that Contractor is in default under the terms of this Agreement, Nebraska Real Property Appraiser Board shall not have any obligation or duty to continue compensating Contractor for any work performed after the date of default and may terminate this Agreement immediately by written notice to the Contractor. It shall constitute an event in default if Contractor, due to death, disability or other unforeseen circumstance is unable to perform services for ten (10) or more days.

SECTION 9. MODIFICATION; WAIVER

A. No amendment to or modification of this Agreement shall be valid unless made in writing and approved by Contractor and Agency.

B. Waiver by any party to this Agreement of any term, condition, or covenant shall not constitute a waiver of any other term, condition, or covenant. Waiver by any party of any breach of the provisions of this Agreement shall not constitute a waiver of any other provision, nor a waiver of any subsequent breach or violation of any provision of this Agreement. Acceptance by Agency of any work or services by Contractor shall not constitute a waiver of any of the provisions of this Agreement.

SECTION 10. LAW TO GOVERN; SEVERABILITY

A. This Agreement shall be interpreted, construed, and governed according to the laws of the State of Nebraska.

B. If a term, condition, or covenant of this Agreement is declared or determined by any court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions of this Agreement shall not be affected thereby and the Agreement shall be read and construed without the invalid, void, or unenforceable provision(s).

SECTION 11. EXECUTION

Contractor represents and warrants that they have the qualifications, experience, and facilities necessary to perform properly the services required under this Agreement in an objective, independent, ethical, thorough, competent, and professional manner. Contractor shall at all times faithfully, competently, and to the best of their ability, experience, and talent, perform all services described herein. In meeting their obligations under this Agreement, Contractor shall employ, at a minimum, generally accepted standards and practices utilized by persons engaged in providing services similar to those required of Contractor under this Agreement. Contractor agrees to perform all services in an expeditious manner and without unnecessary delay. Contractor shall comply with all laws and court rules and comply when laws or rules are repealed, amended, or newly chaptered or adopted, including qualification standards required for the performance of the services.

IT IS THEREFORE AGREED that the parties hereto have caused this Agreement between Contractor and the Agency to be executed for three years or until final disposition of any judicial proceeding by the signature of the Director on:

THIS _____ day of _____, _____.

CONTRACTOR

_____	_____	_____
(name here), Contractor	Credential Number	Date

NEBRASKA REAL PROPERTY APPRAISER BOARD

_____	_____
Tyler N. Kohtz, Director	Date



HEARING OFFICER SERVICES AGREEMENT

This Hearing Officer Services Agreement ("Agreement"), is entered into between the Nebraska Real Property Appraiser Board ("Board") and _____ ("Contractor").

THE PARTIES MUTUALLY AGREE AS FOLLOWS:

SECTION 1. SCOPE OF SERVICE

A. Contractor shall conduct and regulate an administrative hearing as the hearing officer for the matter of the Nebraska Real Property Appraiser Board v. _____, as authorized by Neb. Rev. Stat. § _____.

B. Contractor shall become familiar with the rules of procedure and evidence generally applicable to administrative hearings, and become familiar with appropriate state statutes and rules relevant to this complaint.

C. Contractor shall control the conduct of the hearings with firmness, fairness, and respect for all parties. Contractor must discern those cases in which he or she may be disqualified from proceeding and must promptly disqualify him or herself, regardless of whether there is a request to do so.

D. Contractor shall comply with all applicable federal, state, and local laws, statutes, codes, ordinances, regulations and rules in effect during the term of this Agreement. Contractor shall also not discriminate, in any way, against any person on the basis of race, color, religious creed, national origin, ancestry, sex, age, physical handicap, medical condition or marital status in connection with or related to the performance of this Agreement.

E. Contractor shall maintain all information, records, and exhibits required to perform services.

F. The services provided are deemed personal services and shall be performed only by Contractor, and may not be assigned in any manner.

G. Contractor shall work in his own home and office, except when conducting hearings and attending deliberations.

SECTION 2. COMPENSATION

A. Subject to any limitations set forth in the Agreement, the Board shall pay the Contractor $150.00 per hour for such services provided.

B. Contractor shall only be reimbursed for the cost of travel and lodging expenses pre-approved by the Agency's Director. No other expenses are reimbursable.

C. Contractor is an independent contractor and is not an employee of the State of Nebraska. Consequently, Contractor is not entitled to any fringe benefits or remuneration not specified in this Agreement

SECTION 3. CONFLICTS OF INTEREST

A. Contractor covenants that he or she has not acquired any interest, directly or indirectly, which would conflict in any manner with the interests of the Board, or which would in any way hinder Contractor's performance of services under this Agreement.

B. Contractor agrees to at all times avoid conflicts of interest or the appearance of any conflicts of interest with the interests of the Board in the performance of this Agreement. If conflicts of interest or the appearance of any conflicts of interests develop, all parties relevant to the matter shall be notified immediately in writing. If any party makes such request, Contractor must promptly disqualify him or herself.

SECTION 4. CONFIDENTIAL INFORMATION; RELEASE OF INFORMATION

A. All information gained or work product produced by Contractor in performance of this Agreement shall be considered confidential, unless such information is in the public domain or already known to Contractor. Contractor shall not release or disclose any such information or work product to persons or entities other than the Board without prior written authorization from the Board's Director, except as may be required by law.

B. Contractor shall promptly notify Board should Contractor be served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for admissions or other discovery request, court order or subpoena from any party regarding this Agreement and work performed thereunder. The Board has no obligation to represent Contractor or be present at any deposition, hearing or similar proceeding.

C. Contractor is not authorized by the Board to comment publicly on Board matters. All media inquiries should be directed to the Board's Director.

D. If Contractor provides any information or work project in violation of this Agreement, then Board shall have the right to reimbursement and indemnity from Contractor for any damages, costs and fees, including attorney's fees, caused by or incurred as a result of Contractor's conduct.

SECTION 5. INDEMNIFICATION

A. Contractor shall indemnify, defend and hold the Board harmless from all actions, proceedings, claims, demands, costs, damages, attorney's fees and all other liabilities and expenses of any kind from any source which may arise out of performance of this Agreement, if caused by the tortuous acts or omissions of Contractor.

SECTION 6. TERMINATION; DEFAULT

A. If either Contractor or Board fails to perform any material obligation under this Agreement, then, in addition to any other remedies, either Contractor or Board may terminate this Agreement immediately upon written notice.

B. Either party shall have the right to terminate this Agreement upon thirty (30) day notice to the other party.

C. Upon termination of the Agreement by either Contractor or Board, Contractor shall furnish to Board a final invoice for work performed under this agreement.

D. In the event that Contractor is in default under the terms of this Agreement, Board shall not have any obligation or duty to continue compensating Contractor for any work performed after the date of default and may terminate this Agreement immediately by written notice to the Contractor. It shall constitute an event in default if Contractor, due to death, disability or other unforeseen circumstance is unable to perform services for ten (10) days or greater.

SECTION 7. MODIFICATION; WAIVER

A. No amendment to or modification of this Agreement shall be valid unless made in writing and approved by Contractor and Board.

B. Waiver by any party to this Agreement of any term, condition, or covenant shall not constitute a waiver of any other term, condition, or covenant. Waiver by any party of any breach of the provisions of this Agreement shall not constitute a waiver of any other provision, nor a waiver of any subsequent breach or violation of any provision of this Agreement. Acceptance by Board of any work or services by Contractor shall not constitute a waiver of any of the provisions of this Agreement.

SECTION 8. LAW TO GOVERN; SEVERABILITY

A. This Agreement shall be interpreted, construed and governed according to the laws of the State of Nebraska.

B. If a term, condition or covenant of this Agreement is declared or determined by any court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions of this Agreement shall not be affected thereby and the Agreement shall be read and construed without the invalid, void or unenforceable provision(s).

SECTION 9. MISCELLANEOUS

A. The Board will provide a court reporter and/or appropriate recording equipment and hearing room for all public hearings when required.

Contractor represents and warrants that he has the qualifications, experience and facilities necessary to properly perform the services required under this Agreement in a thorough, competent and professional manner. Contractor shall at all times faithfully, competently and to the best of his or her ability, experience and talent, perform all services described herein. In meeting its obligations under this Agreement, Contractor shall employ, at a minimum, generally accepted standards and practices utilized by persons engaged in providing services similar to those required of Contractor under this Agreement. Contractor agrees to perform all services in an expeditious manner and without unnecessary delay. Contractor shall comply with all laws and court rules and comply when laws or rules are repealed, amended, or newly chaptered or adopted, including qualification standards required for the performance of the services.

IT IS THEREFORE AGREED that the parties hereto have caused this Agreement between Contractor and the Board to be executed by a majority vote of the Nebraska Real Property Appraiser Board on:

THIS _____ day of _____, 2018.

CONTRACTOR

_____ _____

_____, Contractor Date

NEBRASKA REAL PROPERTY APPRAISER BOARD

_____ _____

_____, Chairman Date

NEBRASKA REAL PROPERTY APPRAISER BOARD
SUBJECT MATTER EXPERT (SME) SERVICES CONTRACTOR
USPAP COMPLIANCE REVIEW REPORT SUMMARY

Grievance Number:
Subject Property:
Subject Property Assignment Result Report Date:
SME Services Contractor:
SME Services Contract Date:
SME Services Contract Amount:
State of Nebraska Contract Number:
Date USPAP Compliance Review Report Received:
SME Services Contractor Invoice Number:
Invoice Amount for SME Services:
USPAP Compliance Review Report Date:
Version of USPAP Utilized for Standard 3-4 Review of Assignment Results Report:
Version of USPAP Utilized for USPAP Compliance Review Report Development:
Staff USPAP Compliance Review Report/Review Services Contractor Comments:
USPAP Compliance Review Report Meets Pre-Board Review Contract Requirements:
▣ Yes **□ No**

If the Board determines that a notification shall be sent to the SME Services Contractor in accordance with the State of Nebraska Vendor Performance Program upon completion of the Board's review of the USPAP Compliance Review Report, such determination shall be included in a motion and recorded in the meeting minutes.

NEBRASKA REAL PROPERTY APPRAISER BOARD
APPLICANT APPRAISAL REVIEW SERVICES CONTRACTOR
USPAP COMPLIANCE REVIEW REPORT SUMMARY

Applicant Number:
Subject Property:
Subject Property Assignment Result Report Date:
Applicant Appraisal Review Services Contractor:
Applicant Appraisal Review Services Contract Date:
Applicant Appraisal Review Services Contract Amount:
State of Nebraska Contract Number:
Date USPAP Compliance Review Report Received:
Applicant Appraisal Review Services Contractor Invoice Number:
Invoice Amount for Applicant Appraisal Review Services:
USPAP Compliance Review Report Date:
Version of USPAP Utilized for Standard 3-4 Review of Assignment Results Report:
Version of USPAP Utilized for USPAP Compliance Review Report Development:
Staff summary of USPAP Compliance Review Report:
Staff comments on Contractor performance:
Does the Review Report meet contract requirements? ☐ **Yes** ☐ **No**

If the Board determines that a notification shall be sent to the Applicant Appraisal Review Services Contractor in accordance with the State of Nebraska Vendor Performance Program upon completion of the Board's review of the USPAP Compliance Review Report, such determination shall be included in a motion and recorded in the meeting minutes.

NRPAB
Nebraska Real Property Appraiser Board
301 Centennial Mall South, First Floor
PO Box 94963
Lincoln, NE 68509-4963
https://appraiser.ne.gov/
402-471-9015

NRPAB USPAP COMPLIANCE REVIEW REPORT

For use on appraisal reports dated on or after January 1, 2024
If additional space is required, add supplemental pages

Date of work under review:	
Effective date of the opinions or conclusions in the work:	

Complete the NRPAB USPAP Review Report in its entirety. Attach any evidence/documentation to the back of the NRPAB USPAP Review Report necessary to support your conclusions. Do not include any references to "best practices" in the NRPAB USPAP Review Report (attach separate document if needed to report on any "best practices" issues), and do not provide an opinion as to the subject report's overall compliance or non-compliance with the Uniform Standards of Professional Appraisal Practice.

REVIEW APPRAISER INFORMATION

Review Appraiser Name:	
Nebraska Credential Number:	
Business Name:	
Business Address:	
Telephone Number:	

CLIENT INFORMATION

Client and Sole Intended User:	Nebraska Real Property Appraiser Board
Intended Use:	☐ To assist the Nebraska Real Property Appraiser Board with the evaluation of qualifications for credentialing for applicant number _____.
	OR
	☐ To determine if compliance with the Uniform Standards of Professional Appraisal Practice exists within the subject appraisal report in Board investigation number_____. The Board may pursue disciplinary action.
Purpose of Review:	

APPRAISAL REVIEW DEVELOPMENT AND REPORTING

Appraiser(s) on subject report under review (unless the identity is withheld by the client):

Address or legal description of property appraised in subject report:

Identify any ownership interest in the property that is the subject of the work under review:

Identify the work under review and the characteristics of that work which are relevant to the intended use and purpose of the review:

Identify the physical, legal, and economic characteristics of the property, property type(s), or market area in the work under review:

Identify any extraordinary assumptions and/or hypothetical conditions necessary in the review assignment, and identify if and/or how their use may affect the assignment results:

State the scope of work used to develop the appraisal review:

EXECUTIVE SUMMARY

Provide a brief description of the detailed conclusions found in the “Detailed Explanation of Findings.” If additional space is necessary, please include additional pages clearly identified as “Executive Summary.”

USPAP MATRIX

Compliance			USPAP Rules and Standards	
Yes	No	N/A		
			ETHICS RULE	
			RECORD KEEPING RULE	
			COMPETENCY RULE	
			SCOPE OF WORK RULE	
			JURISDICTIONAL EXCEPTION RULE	
			STANDARD 1:	
			In developing a real property appraisal, an appraiser must identify the problem to be solved, determine the scope of work necessary to solve the problem, and correctly complete research and analyses necessary to produce a credible appraisal.	
			Standards Rule 1-1: In developing a real property appraisal, an appraiser must:	
			1-1(a)	be aware of, understand, and correctly employ those recognized methods and techniques that are necessary to produce a credible appraisal;
			1-1(b)	not commit a substantial error of omission or commission that significantly affects an appraisal; and
			1-1(c)	not render appraisal services in a careless or negligent manner, such as by making a series of errors that, although individually might not significantly affect the results of an appraisal, in the aggregate affects the credibility of those results.
			Standards Rule 1-2: In developing a real property appraisal, an appraiser must:	
			1-2(a)	identify the client and other intended users;
			1-2(b)	identify the intended use of the appraiser's opinions and conclusions;
			1-2(c)	identify the type and definition of value, and ascertain whether the value is to be the most probable price: (i) in terms of cash; or (ii) in terms of financial arrangements equivalent to cash; or (iii) in other precisely defined terms; and (iv) if the opinion of value is to be based on non-market financing or financing with unusual conditions or incentives, identify the terms of such financing and any influences on value;
			1-2(d)	identify the effective date of the appraiser's opinions and conclusions;
			1-2(e)	identify, from sources the appraiser reasonably believes to be reliable, the characteristics of the property that are relevant to the type and definition of value and intended use of the appraisal, including: (i) its location and physical, legal, and economic characteristics; (ii) the real property interest to be valued; (iii) any personal property, trade fixtures, or intangible assets that are not real property but are included in the appraisal; (iv) any known easements, restrictions, encumbrances, leases, reservations, covenants, contracts, declarations, special assessments, ordinances, or other items of a similar nature; and (v) whether the subject property is a fractional interest, physical segment, or partial holding;
			1-2(f)	identify any extraordinary assumptions necessary in the assignment. An extraordinary assumption may be used in an assignment only if: (i) the extraordinary assumption is required to properly develop credible opinions and conclusions; (ii) the appraiser has a reasonable basis for the extraordinary assumption; and (iii) use of the extraordinary assumption results in a credible analysis;
			1-2(g)	identify any hypothetical conditions necessary in the assignment. A hypothetical condition may be used in an assignment only if: (i) use of the hypothetical condition is clearly required for legal purposes, for purposes of reasonable analysis, or for purposes of comparison; and

				(ii) use of the hypothetical condition results in a credible analysis; and
			1-2(h)	determine the scope of work necessary to produce credible assignment results in accordance with the SCOPE OF WORK RULE.
			Standards Rule 1-3: When necessary for credible assignment results in developing a market value opinion, an appraiser must:	
			1-3(a)	identify and analyze the effect on use and value of: (i) existing land use regulations; (ii) reasonably probable modifications of such land use regulations; (iii) economic supply and demand; (iv) the physical adaptability of the real estate; and (v) market area trends; and
			1-3(b)	develop an opinion of the highest and best use of the real estate.
			Standards Rule 1-4: In developing a real property appraisal, an appraiser must collect, verify, and analyze all information necessary for credible assignment results.	
			1-4(a)	When a sales comparison approach is necessary for credible assignment results, an appraiser must analyze such comparable sales data as are available to indicate a value conclusion.
			1-4(b)	When a cost approach is necessary for credible assignment results, an appraiser must: (i) develop an opinion of site value by an appropriate appraisal method or technique; (ii) analyze such comparable cost data as are available to estimate the cost new of the improvements (if any); and (iii) analyze such comparable data as are available to estimate the difference between the cost new and the present worth of the improvements (depreciation).
			1-4(c)	When an income approach is necessary for credible assignment results, an appraiser must: (i) analyze such comparable rental data as are available and/or the potential earnings capacity of the property to estimate the gross income potential of the property; (ii) analyze such comparable operating expense data as are available to estimate the operating expenses of the property; (iii) analyze such comparable data as are available to estimate rates of capitalization and/or rates of discount; (iv) base projections of future rent and/or income potential and expenses on reasonably clear and appropriate evidence; and (v) weigh historical information and trends, current supply and demand factors affecting such trends, and anticipated events such as competition from developments under construction, when developing income and expense statements and cash flow projections.
			1-4(d)	When developing an opinion of the value of a leased fee estate or a leasehold estate, an appraiser must analyze the effect on value, if any, of the terms and conditions of the lease(s).
			1-4(e)	When analyzing the assemblage of the various estates or component parts of a property, an appraiser must analyze the effect on value, if any, of the assemblage. An appraiser must refrain from valuing the whole solely by adding together the individual values of the various estates or component parts.
			1-4(f)	When analyzing anticipated public or private improvements, located on or off the site, an appraiser must analyze the effect on value, if any, of such anticipated improvements to the extent they are reflected in market actions.
			1-4(g)	When personal property, trade fixtures, or intangible assets are included in the appraisal, the appraiser must analyze the effect on value of such non-real property assets.
			Standards Rule 1-5: When the value opinion to be developed is market value, an appraiser must, if such information is available to the appraiser in the normal course of business:	

			1-5(a)	analyze all agreements of sale, options, and listings of the subject property current as of the effective date of the appraisal; and
			1-5(b)	analyze all sales and other transfers of the subject property that occurred within the three (3) years prior to the effective date of the appraisal.
			Standards Rule 1-6: In developing a real property appraisal, an appraiser must:	
			1-6(a)	reconcile the quality and quantity of data available and analyzed within the approaches used; and
			1-6(b)	reconcile the applicability and relevance of the approaches, methods and techniques used to arrive at the value conclusion(s).
			STANDARD 2:	
			In reporting the results of a real property appraisal, an appraiser must communicate each analysis, opinion, and conclusion in a manner that is not misleading.	
			Standards Rule 2-1: Each written or oral real property appraisal report must:	
			2-1(a)	clearly and accurately set forth the appraisal in a manner that will not be misleading;
			2-1(b)	contain sufficient information to enable the intended user(s) of the appraisal to understand the report properly; and
			2-1(c)	clearly and accurately disclose all assumptions, extraordinary assumptions, hypothetical conditions, and limiting conditions used in the assignment.
			Standards Rule 2-2: Each written real property appraisal report must be prepared under one of the following options and prominently state which option is used: Appraisal Report or Restricted Appraisal Report. An appraiser may use any other label in addition to, but not in place of, the labels set forth in the Standards Rule for the type of report provided. The use of additional labels such as analysis, consultation, evaluation, study, or valuation does not exempt an appraiser from adherence to USPAP. The report content and level of information requirements in the Standards Rule are minimums for each type of report. An appraiser must supplement a report form, when necessary, to ensure that any intended user of the appraisal is not misled and that the report complies with the applicable content requirements.	
			2-2 (a)(b)	The content of an **(a)** Appraisal Report and **(b)** Restricted Appraisal Report must be appropriate for the intended use of the appraisal and, at a minimum:
			(i)	Both **(a)** and **(b)** state the identity of the client, or if the client requested anonymity, state that the identity is withheld at the client's request but is retained in the appraiser's workfile;
			(ii)	**(a)** state the identity of any other intended user(s) by name or type; **(b)** state the identity of any other intended user(s) by name;
			(iii)	**(a)** state the intended use of the appraisal; **(b)** clearly and conspicuously state a restriction that limits use of the report to the client and the names intended user(s);
			(iv)	**(a)** contain information, documents, and/or exhibits sufficient to identify the real estate involved in the appraisal, including the physical, legal, and economic property characteristics relevant to the assignment; **(b)** clearly and conspicuously warn that the report may not contain supporting rationale for all of the opinions and conclusions set forth in the report;
			(v)	**(a)** state the real property interest appraised; **(b)** state the intended use of the appraisal;
			(vi)	**(a)** state the type and definition of value and cite the source of the definition; **(b)** state information sufficient to identify the real estate involved in the appraisal;
			(vii)	**(a)** state the effective date of the appraisal and the date of the report; **(b)** state the real property interest appraised;
			(viii)	**(a)** summarize the scope of work used to develop the appraisal; **(b)** state the type of value and cite the source of its definition;
			(ix)	**(a)** summarize the extent of any significant real property appraisal assistance;

				(b) state the effective date of the appraisal and the date of the report;
			(x)	**(a)** provide sufficient information to indicate that the appraiser complied with the requirements of STANDARD 1 by: (1) summarizing the appraisal methods and techniques employed; (2) stating the reasons for excluding the sales comparison, cost, or income approach(es) if any have not been developed; (3) summarizing the results of analyzing the subject sales and other transfers, agreements of sale, options, and listing in accordance with Standards Rule 1-5; (4) stating the value opinion(s) and conclusion(s); and (5) summarizing the information analyzed and the reasoning that supports the analyses, opinions, and conclusions, including reconciliation of the data and approaches; **(b)** state the scope of work used to develop the appraisal;
			(xi)	**(a)** state the use of the real estate existing as of the effective date and the use of the real estate reflected in the appraisal; **(b)** state the extent of any significant real property appraisal assistance;
			(xii)	**(a)** when an opinion of highest and best use was developed by the appraiser, state that opinion and summarize the support and rationale for that opinion; **(b)** provide sufficient information to indicate that the appraiser complied with the requirements of STANDARD 1 by: (1) stating the appraisal methods and techniques employed; (2) stating the reasons for excluding the sales comparison, cost, or income approach(es) if any have not been developed; (3) summarizing the results of analyzing the subject sales and other transfers, agreements of sale, options, and listings in accordance with Standards Rule 1-5; and (4) stating the value opinion(s) and conclusion(s);
			(xiii)	**(a)** clearly and conspicuously: state all extraordinary assumptions and hypothetical conditions; and state that their use might have affected the assignment results; and **(b)** state the use of the real estate existing as of the effective date and the use of the real estate reflected in the appraisal;
			(xiv)	**(a)** include a signed certification in accordance with Standards Rule 2-3. **(b)** when an opinion of highest and best use was developed by the appraiser, state that opinion;
			(xv)	**(b)** clearly and conspicuously: state all extraordinary assumptions and hypothetical conditions; and state that their use might have affected the assignment results; and
			(xvi)	**(b)** include a signed certification in accordance with Standards Rule 2-3.
			Standards Rule 2-3: A signed certification is an integral part of the appraisal report.	
			2-3(a)	Each of the elements in the sample certification in 2-3(a) must be addressed.
			2-3(b)	An appraiser who signs any part of the appraisal report, including a letter of transmittal, must also sign a certification.
			2-3(c)	When a signing appraiser has relied on work done by appraisers and others who do not sign the certification, the signing appraiser is responsible for the decision to rely on their work. (i) The signing appraiser is required to have a reasonable basis for believing that those individuals performing the work are competent; and (ii) The signing appraiser must have no reason to doubt that the work of those individuals is credible.
			2-3(d)	When an assignment requires the use of a certification that does not include all of the certification elements in this Standards Rule, the appraisal report must contain a supplemental certification, which includes the remaining required certification elements.
			Standards Rule 2-4: To the extent that it is both possible and appropriate, an oral real property appraisal report must address the substantive matters set forth in Standards Rule 2-2(a).	

DETAILED EXPLANATION OF FINDINGS

State specific rule(s) or standard(s) in which the minimum requirements of the Uniform Standards of Professional Appraisal Practice were not met, if any, and include your evidence-based conclusions on the work under review, including any reason(s) for disagreement. All written conclusions must be factual, complete, concise, and detailed. If additional space is needed please attach additional pages clearly identified as “Detailed Explanation of Findings.”

CERTIFICATION

I certify that, to the best of my knowledge and belief:

- I have performed this assignment in accordance with the appraisal services agreement entered into between the Nebraska Real Property Appraiser Board and myself on _____ (date).
- The statements of fact contained in this report are true and correct.
- The reported analyses, opinions, and conclusions are limited only by the reported assumptions and limiting conditions, and are my personal, impartial, and unbiased professional analyses, opinions, and conclusions.
- I have performed no (or the specified) services, as an appraiser or in any other capacity, regarding the property that is the subject of the work under review within the three-year period immediately preceding the agreement to perform this assignment, or have disclosed these services to the NRPAB.
- I have no (or the specified) present or prospective interest in the property that is the subject of the work under review and no (or the specified) personal interest with respect to the parties involved, or have disclosed such prospective interest or personal interest to the NRPAB.
- I have no bias with respect to the property that is the subject of the work under review or to the parties involved with this assignment.
- My compensation for completing this assignment is not contingent upon the development or reporting of predetermined value or direction in value that favors the cause of the client, subsequent event directly related to the intended use of this appraisal.
- My engagement in this assignment was not contingent upon developing or reporting predetermined results.
- My compensation is not contingent on an action or event resulting from the analyses, opinions, or conclusions in this review or from its use.
- My analyses, opinions, and conclusions were developed, and this review report was prepared, in conformity with the Uniform Standards of Professional Appraisal Practice.
- I □ have **OR** □ have not made a personal inspection of the subject of the work under review.
- No one provided significant appraisal, appraisal review, or appraisal consulting assistance to the person signing this certification.

NEBRASKA REAL PROPERTY APPRAISER BOARD

_____
Signature

_____ _____
State Credential Number Date

NRPAB
Nebraska Real Property Appraiser Board

301 Centennial Mall South, First Floor
PO Box 94963
Lincoln, NE 68509-4963
https://appraiser.ne.gov/
402-471-9015

2020-2021 NRPAB USPAP REVIEW REPORT

For use on appraisal reports dated January 1, 2020 to December 31, 2023
If additional space is required, add supplemental pages

Date of work under review:	
Effective date of the opinions or conclusions in the work:	

Complete the NRPAB USPAP Review Report in its entirety. Attach any evidence/documentation to the back of the NRPAB USPAP Review Report necessary to support your conclusions. Do not include any references to "best practices" in the NRPAB USPAP Review Report (attach separate document if needed to report on any "best practices" issues), and do not provide an opinion as to the subject report's overall compliance or non-compliance with the Uniform Standards of Professional Appraisal Practice.

REVIEW APPRAISER INFORMATION

Review Appraiser Name:	
Nebraska Credential Number:	
Business Name:	
Business Address:	
Telephone Number:	

CLIENT INFORMATION

Client and Sole Intended User:	Nebraska Real Property Appraiser Board
Intended Use:	☐ To assist the Nebraska Real Property Appraiser Board with the evaluation of qualifications for credentialing for applicant number _____.
	OR
	☐ To determine if compliance with the Uniform Standards of Professional Appraisal Practice exists within the subject appraisal report in Board investigation number _____. The Board may pursue disciplinary action.
Purpose of Review:	

APPRAISAL REVIEW DEVELOPMENT AND REPORTING

Appraiser(s) on subject report under review (unless the identity is withheld by the client):

Address or legal description of property appraised in subject report:

Identify any ownership interest in the property that is the subject of the work under review:

Identify the work under review and the characteristics of that work which are relevant to the intended use and purpose of the review:

Identify the physical, legal, and economic characteristics of the property, property type(s), or market area in the work under review:

Identify any extraordinary assumptions and/or hypothetical conditions necessary in the review assignment, and identify if and/or how their use may affect the assignment results:

State the scope of work used to develop the appraisal review:

EXECUTIVE SUMMARY

Provide a brief description of the detailed conclusions found in the “Detailed Explanation of Findings.” If additional space is necessary, please include additional pages clearly identified as “Executive Summary.”

USPAP MATRIX

Compliance			USPAP Rules and Standards	
Yes	No	N/A		
			ETHICS RULE	
			RECORD KEEPING RULE	
			COMPETENCY RULE	
			SCOPE OF WORK RULE	
			JURISDICTIONAL EXCEPTION RULE	
			STANDARD 1:	
			In developing a real property appraisal, an appraiser must identify the problem to be solved, determine the scope of work necessary to solve the problem, and correctly complete research and analyses necessary to produce a credible appraisal.	
			Standards Rule 1-1: In developing a real property appraisal, an appraiser must:	
			1-1(a)	be aware of, understand, and correctly employ those recognized methods and techniques that are necessary to produce a credible appraisal;
			1-1(b)	not commit a substantial error of omission or commission that significantly affects an appraisal; and
			1-1(c)	not render appraisal services in a careless or negligent manner, such as by making a series of errors that, although individually might not significantly affect the results of an appraisal, in the aggregate affects the credibility of those results.
			Standards Rule 1-2: In developing a real property appraisal, an appraiser must:	
			1-2(a)	identify the client and other intended users;
			1-2(b)	identify the intended use of the appraiser's opinions and conclusions;
			1-2(c)	identify the type and definition of value, and ascertain whether the value is to be the most probable price: (i) in terms of cash; or (ii) in terms of financial arrangements equivalent to cash; or (iii) in other precisely defined terms; and (iv) if the opinion of value is to be based on non-market financing or financing with unusual conditions or incentives, identify the terms of such financing and any influences on value;
			1-2(d)	identify the effective date of the appraiser's opinions and conclusions;
			1-2(e)	Identify, from sources the appraiser reasonably believes to be reliable, the characteristics of the property that are relevant to the type and definition of value and intended use of the appraisal, including: (i) its location and physical, legal, and economic characteristics; (ii) the real property interest to be valued; (iii) any personal property, trade fixtures, or intangible assets that are not real property but are included in the appraisal; (iv) any known easements, restrictions, encumbrances, leases, reservations, covenants, contracts, declarations, special assessments, ordinances, or other items of a similar nature; and (v) whether the subject property is a fractional interest, physical segment, or partial holding;
			1-2(f)	identify any extraordinary assumptions necessary in the assignment. An extraordinary assumption may be used in an assignment only if: (i) the extraordinary assumption is required to properly develop credible opinions and conclusions; (ii) the appraiser has a reasonable basis for the extraordinary assumption; and (iii) use of the extraordinary assumption results in a credible analysis;
			1-2(g)	identify any hypothetical conditions necessary in the assignment. A hypothetical condition may be used in an assignment only if: (i) use of the hypothetical condition is clearly required for legal purposes, for purposes of reasonable analysis, or for purposes of comparison; and

				(ii) use of the hypothetical condition results in a credible analysis; and
			1-2(h)	determine the scope of work necessary to produce credible assignment results in accordance with the SCOPE OF WORK RULE.
			Standards Rule 1-3: When necessary for credible assignment results in developing a market value opinion, an appraiser must:	
			1-3(a)	identify and analyze the effect on use and value of: (i) existing land use regulations; (ii) reasonably probable modifications of such land use regulations; (iii) economic supply and demand; (iv) the physical adaptability of the real estate; and (v) market area trends; and
			1-3(b)	develop an opinion of the highest and best use of the real estate.
			Standards Rule 1-4: In developing a real property appraisal, an appraiser must collect, verify, and analyze all information necessary for credible assignment results.	
			1-4(a)	When a sales comparison approach is necessary for credible assignment results, an appraiser must analyze such comparable sales data as are available to indicate a value conclusion.
			1-4(b)	When a cost approach is necessary for credible assignment results, an appraiser must: (i) develop an opinion of site value by an appropriate appraisal method or technique; (ii) analyze such comparable cost data as are available to estimate the cost new of the improvements (if any); and (iii) analyze such comparable data as are available to estimate the difference between the cost new and the present worth of the improvements (depreciation).
			1-4(c)	When an income approach is necessary for credible assignment results, an appraiser must: (i) analyze such comparable rental data as are available and/or the potential earnings capacity of the property to estimate the gross income potential of the property; (ii) analyze such comparable operating expense data as are available to estimate the operating expenses of the property; (iii) analyze such comparable data as are available to estimate rates of capitalization and/or rates of discount; (iv) base projections of future rent and/or income potential and expenses on reasonably clear and appropriate evidence; and (v) weigh historical information and trends, current supply and demand factors affecting such trends, and anticipated events such as competition from developments under construction, when developing income and expense statements and cash flow projections.
			1-4(d)	When developing an opinion of the value of a leased fee estate or a leasehold estate, an appraiser must analyze the effect on value, if any, of the terms and conditions of the lease(s).
			1-4(e)	When analyzing the assemblage of the various estates or component parts of a property, an appraiser must analyze the effect on value, if any, of the assemblage. An appraiser must refrain from valuing the whole solely by adding together the individual values of the various estates or component parts.
			1-4(f)	When analyzing anticipated public or private improvements, located on or off the site, an appraiser must analyze the effect on value, if any, of such anticipated improvements to the extent they are reflected in market actions.
			1-4(g)	When personal property, trade fixtures, or intangible assets are included in the appraisal, the appraiser must analyze the effect on value of such non-real property assets.
			Standards Rule 1-5: When the value opinion to be developed is market value, an appraiser must, if such information is available to the appraiser in the normal course of business:	

			1-5(a)	analyze all agreements of sale, options, and listings of the subject property current as of the effective date of the appraisal; and
			1-5(b)	analyze all sales of the subject property that occurred within the three (3) years prior to the effective date of the appraisal.
			Standards Rule 1-6: In developing a real property appraisal, an appraiser must:	
			1-6(a)	reconcile the quality and quantity of data available and analyzed within the approaches used; and
			1-6(b)	reconcile the applicability and relevance of the approaches, methods and techniques used to arrive at the value conclusion(s).
			STANDARD 2:	
			In reporting the results of a real property appraisal, an appraiser must communicate each analysis, opinion, and conclusion in a manner that is not misleading.	
			Standards Rule 2-1: Each written or oral real property appraisal report must:	
			2-1(a)	clearly and accurately set forth the appraisal in a manner that will not be misleading;
			2-1(b)	contain sufficient information to enable the intended user(s) of the appraisal to understand the report properly; and
			2-1(c)	clearly and accurately disclose all assumptions, extraordinary assumptions, hypothetical conditions, and limiting conditions used in the assignment.
			Standards Rule 2-2: Each written real property appraisal report must be prepared under one of the following options and prominently state which option is used: Appraisal Report or Restricted Appraisal Report. An appraiser may use any other label in addition to, but not in place of, the labels set forth in the Standards Rule for the type of report provided. The use of additional labels such as analysis, consultation, evaluation, study, or valuation does not exempt an appraiser from adherence to USPAP. The report content and level of information requirements in the Standards Rule are minimums for each type of report. An appraiser must supplement a report form, when necessary, to ensure that any intended user of the appraisal is not misled and that the report complies with the applicable content requirements.	
			2-2 (a)(b)	The content of an **(a)** Appraisal Report and **(b)** Restricted Appraisal Report must be appropriate for the intended use of the appraisal and, at a minimum:
			(i)	Both **(a)** and **(b)** state the identity of the client, or if the client requested anonymity, state that the identity is withheld at the client's request but is retained in the appraiser's workfile;
			(ii)	**(a)** state the identity of any other intended user(s) by name or type; **(b)** state the identity of any other intended user(s) by name;
			(iii)	**(a)** state the intended use of the appraisal; **(b)** clearly and conspicuously state a restriction that limits use of the report to the client and the names intended user(s);
			(iv)	**(a)** contain information, documents, and/or exhibits sufficient to identify the real estate involved in the appraisal, including the physical, legal, and economic property characteristics relevant to the assignment; **(b)** clearly and conspicuously warn that the report may not contain supporting rationale for all of the opinions and conclusions set forth in the report;
			(v)	**(a)** state the real property interest appraised; **(b)** state the intended use of the appraisal;
			(vi)	**(a)** state the type and definition of value and cite the source of the definition; **(b)** state information sufficient to identify the real estate involved in the appraisal;
			(vii)	**(a)** state the effective date of the appraisal and the date of the report; **(b)** state the real property interest appraised;
			(viii)	**(a)** summarize the scope of work used to develop the appraisal; **(b)** state the type of value and cite the source of its definition;
			(ix)	**(a)** summarize the extent of any significant real property appraisal assistance;

				(b) state the effective date of the appraisal and the date of the report;
			(x)	**(a)** provide sufficient information to indicate that the appraiser complied with the requirements of STANDARD 1 by: (1) summarizing the appraisal methods and techniques employed; (2) stating the reasons for excluding the sales comparison, cost, or income approach(es) if any have not been developed; (3) summarizing the results of analyzing the subject sales, agreements of sale, options, and listing in accordance with Standards Rule 1-5; (4) stating the value opinion(s) and conclusion(s); and (5) summarizing the information analyzed and the reasoning that supports the analyses, opinions, and conclusions, including reconciliation of the data and approaches; **(b)** state the scope of work used to develop the appraisal;
			(xi)	**(a)** state the use of the real estate existing as of the effective date and the use of the real estate reflected in the appraisal; **(b)** state the extent of any significant real property appraisal assistance;
			(xii)	**(a)** when an opinion of highest and best use was developed by the appraiser, state that opinion and summarize the support and rationale for that opinion; **(b)** provide sufficient information to indicate that the appraiser complied with the requirements of STANDARD 1 by: (1) stating the appraisal methods and techniques employed; (2) stating the reasons for excluding the sales comparison, cost, or income approach(es) if any have not been developed; (3) summarizing the results of analyzing the subject sales, agreements of sale, options, and listings in accordance with Standards Rule 1-5; and (4) stating the value opinion(s) and conclusion(s);
			(xiii)	**(a)** clearly and conspicuously: state all extraordinary assumptions and hypothetical conditions; and state that their use might have affected the assignment results; and **(b)** state the use of the real estate existing as of the effective date and the use of the real estate reflected in the appraisal;
			(xiv)	**(a)** include a signed certification in accordance with Standards Rule 2-3. **(b)** when an opinion of highest and best use was developed by the appraiser, state that opinion;
			(xv)	**(b)** clearly and conspicuously: state all extraordinary assumptions and hypothetical conditions; and state that their use might have affected the assignment results; and
			(xvi)	**(b)** include a signed certification in accordance with Standards Rule 2-3.
			Standards Rule 2-3: A signed certification is an integral part of the appraisal report.	
			2-3(a)	Each of the elements in the sample certification in 2-3(a) must be addressed.
			2-3(b)	An appraiser who signs any part of the appraisal report, including a letter of transmittal, must also sign a certification.
			2-3(c)	When a signing appraiser has relied on work done by appraisers and others who do not sign the certification, the signing appraiser is responsible for the decision to rely on their work. (i) The signing appraiser is required to have a reasonable basis for believing that those individuals performing the work are competent; and (ii) The signing appraiser must have no reason to doubt that the work of those individuals is credible.
			2-3(d)	When an assignment requires the use of a certification that does not include all of the certification elements in this Standards Rule, the appraisal report must contain a supplemental certification, which includes the remaining required certification elements.
			Standards Rule 2-4: To the extent that it is both possible and appropriate, an oral real property appraisal report must address the substantive matters set forth in Standards Rule 2-2(a).	

DETAILED EXPLANATION OF FINDINGS

State specific rule(s) or standard(s) in which the minimum requirements of the Uniform Standards of Professional Appraisal Practice were not met, if any, and include your evidence based conclusions on the work under review, including any reason(s) for disagreement. All written conclusions must be factual, complete, concise, and detailed. If additional space is needed please attach additional pages clearly identified as “Detailed Explanation of Findings.”

CERTIFICATION

I certify that, to the best of my knowledge and belief:

- I have performed this assignment in accordance with the appraisal services agreement entered into between the Nebraska Real Property Appraiser Board and myself on _____(date).
- The statements of fact contained in this report are true and correct.
- The reported analyses, opinions, and conclusions are limited only by the reported assumptions and limiting conditions, and are my personal, impartial, and unbiased professional analyses, opinions, and conclusions.
- I have performed no (or the specified) services, as an appraiser or in any other capacity, regarding the property that is the subject of the work under review within the three-year period immediately preceding the agreement to perform this assignment, or have disclosed these services to the NRPAB.
- I have no (or the specified) present or prospective interest in the property that is the subject of the work under review and no (or the specified) personal interest with respect to the parties involved, or have disclosed such prospective interest or personal interest to the NRPAB.
- I have no bias with respect to the property that is the subject of the work under review or to the parties involved with this assignment.
- My compensation for completing this assignment is not contingent upon the development or reporting of predetermined assignment results or assignment results that favors the cause of the client, the attainment of a stipulated result, or the occurrence of a subsequent event directly related to the intended use of this appraisal review.
- My engagement in this assignment was not contingent upon developing or reporting predetermined results.
- My compensation is not contingent on an action or event resulting from the analyses, opinions, or conclusions in this review or from its use.
- My analyses, opinions, and conclusions were developed, and this review report was prepared, in conformity with the Uniform Standards of Professional Appraisal Practice.
- I □ have **OR** □ have not made a personal inspection of the subject of the work under review.
- No one provided significant appraisal, appraisal review, or appraisal consulting assistance to the person signing this certification.

NEBRASKA REAL PROPERTY APPRAISER BOARD

_____
Signature

_____ _____
State Credential Number Date

301 Centennial Mall South, First Floor
PO Box 94963
Lincoln, NE 68509-4963
www.appraiser.ne.gov
402-471-9015

2018-2019 NRPAB USPAP REVIEW REPORT

For use on appraisal reports dated January 1, 2018 to December 31, 2019
If additional space is required, add supplemental pages

Date of work under review:	
Effective date of the opinions or conclusions in the work:	

Complete the NRPAB USPAP Review Report in its entirety. Attach any evidence/documentation to the back of the NRPAB USPAP Review Report necessary to support your conclusions. Do not include any references to "best practices" in the NRPAB USPAP Review Report (attach separate document if needed to report on any "best practices" issues), and do not provide an opinion as to the subject report's overall compliance or non-compliance with the Uniform Standards of Professional Appraisal Practice.

REVIEW APPRAISER INFORMATION

Review Appraiser Name:	
Nebraska Credential Number:	
Business Name:	
Business Address:	
Telephone Number:	

CLIENT INFORMATION

Client and Sole Intended User:	Nebraska Real Property Appraiser Board
Intended Use:	☐ To assist the Nebraska Real Property Appraiser Board with the evaluation of qualifications for credentialing for applicant number _____. **OR** ☐ To determine if compliance with the Uniform Standards of Professional Appraisal Practice exists within the subject appraisal report in Board investigation number _____. The Board may pursue disciplinary action.
Purpose of Review:	

APPRAISAL REVIEW DEVELOPMENT AND REPORTING

Appraiser(s) on subject report under review (unless the identity is withheld by the client):

Address or legal description of property appraised in subject report:

Identify any ownership interest in the property appraised in the subject report:

Identify the work under review and the characteristics of that work which are relevant to the intended use and purpose of the review:

Identify the physical, legal, and economic characteristics of the property, property type(s), or market area in the work under review:

Identify any extraordinary assumptions and/or hypothetical conditions necessary in the review assignment, and identify if and/or how their use may affect the assignment results:

State the scope of work used to develop the appraisal review:

EXECUTIVE SUMMARY

Provide a brief description of the detailed conclusions found in the “Detailed Explanation of Findings.” If additional space is necessary, please include additional pages clearly identified as “Executive Summary.”

USPAP MATRIX

Compliance			USPAP Rules and Standards	
Yes	No	N/A		
			ETHICS RULE	
			RECORD KEEPING RULE	
			COMPETENCY RULE	
			SCOPE OF WORK RULE	
			JURISDICTIONAL EXCEPTION RULE	
			STANDARD 1:	
			In developing a real property appraisal, an appraiser must identify the problem to be solved, determine the scope of work necessary to solve the problem, and correctly complete research and analyses necessary to produce a credible appraisal.	
			Standards Rule 1-1: In developing a real property appraisal, an appraiser must:	
			1-1(a)	be aware of, understand, and correctly employ those recognized methods and techniques that are necessary to produce a credible appraisal;
			1-1(b)	not commit a substantial error of omission or commission that significantly affects an appraisal; and
			1-1(c)	not render appraisal services in a careless or negligent manner, such as by making a series of errors that, although individually might not significantly affect the results of an appraisal, in the aggregate affects the credibility of those results.
			Standards Rule 1-2: In developing a real property appraisal, an appraiser must:	
			1-2(a)	identify the client and other intended users;
			1-2(b)	identify the intended use of the appraiser's opinions and conclusions;
			1-2(c)	identify the type and definition of value, and, if the value opinion to be developed is market value, ascertain whether the value is to be the most probable price: (i) in terms of cash; or (ii) in terms of financial arrangements equivalent to cash; or (iii) in other precisely defined terms; and (iv) if the opinion of value is to be based on non-market financing or financing with unusual conditions or incentives, the terms of such financing must be clearly identified and the appraiser's opinion of their contributions to or negative influence on value must be developed by analysis of relevant market data;
			1-2(d)	identify the effective date of the appraiser's opinions and conclusions;
			1-2(e)	identify the characteristics of the property that are relevant to the type and definition of value and intended use of the appraisal, including: (i) its location and physical, legal, and economic attributes; (ii) the real property interest to be valued; (iii) any personal property, trade fixtures, or intangible items that are not real property but are included in the appraisal; (iv) any known easements, restrictions, encumbrances, leases, reservations, covenants, contracts, declarations, special assessments, ordinances, or other items of a similar nature; and (v) whether the subject property is a fractional interest, physical segment, or partial holding;
			1-2(f)	identify any extraordinary assumptions necessary in the assignment;
			1-2(g)	identify any hypothetical conditions necessary in the assignment; and
			1-2(h)	determine the scope of work necessary to produce credible assignment results in accordance with the SCOPE OF WORK RULE.
			Standards Rule 1-3: When necessary for credible assignment results in developing a market value opinion, an appraiser must:	
			1-3(a)	identify and analyze the effect on use and value of existing land use regulations, reasonably probable modifications of such land use regulations, economic supply and demand, the physical adaptability of the real estate, and market area trends; and
			1-3(b)	develop an opinion of the highest and best use of the real estate.

			Standards Rule 1-4: In developing a real property appraisal, an appraiser must collect, verify, and analyze all information necessary for credible assignment results.	
			1-4(a)	When a sales comparison approach is necessary for credible assignment results, an appraiser must analyze such comparable sales data as are available to indicate a value conclusion.
			1-4(b)	When a cost approach is necessary for credible assignment results, an appraiser must: (i) develop an opinion of site value by an appropriate appraisal method or technique; (ii) analyze such comparable cost data as are available to estimate the cost new of the improvements (if any); and (iii) analyze such comparable data as are available to estimate the difference between the cost new and the present worth of the improvements (depreciation).
			1-4(c)	When an income approach is necessary for credible assignment results, an appraiser must: (i) analyze such comparable rental data as are available and/or the potential earnings capacity of the property to estimate the gross income potential of the property; (ii) analyze such comparable operating expense data as are available to estimate the operating expenses of the property; (iii) analyze such comparable data as are available to estimate rates of capitalization and/or rates of discount; and (iv) base projections of future rent and/or income potential and expenses on reasonably clear and appropriate evidence.
			1-4(d)	When developing an opinion of the value of a leased fee estate or a leasehold estate, an appraiser must analyze the effect on value, if any, of the terms and conditions of the lease(s).
			1-4(e)	When analyzing the assemblage of the various estates or component parts of a property, an appraiser must analyze the effect on value, if any, of the assemblage. An appraiser must refrain from valuing the whole solely by adding together the individual values of the various estates or component parts.
			1-4(f)	When analyzing anticipated public or private improvements, located on or off the site, an appraiser must analyze the effect on value, if any, of such anticipated improvements to the extent they are reflected in market actions.
			1-4(g)	When personal property, trade fixtures, or intangible items are included in the appraisal, the appraiser must analyze the effect on value of such non-real property items.
			Standards Rule 1-5: When the value opinion to be developed is market value, an appraiser must, if such information is available to the appraiser in the normal course of business:	
			1-5(a)	analyze all agreements of sale, options, and listings of the subject property current as of the effective date of the appraisal; and
			1-5(b)	analyze all sales of the subject property that occurred within the three (3) years prior to the effective date of the appraisal.
			Standards Rule 1-6: In developing a real property appraisal, an appraiser must:	
			1-6(a)	reconcile the quality and quantity of data available and analyzed within the approaches used; and
			1-6(b)	reconcile the applicability and relevance of the approaches, methods and techniques used to arrive at the value conclusion(s).
			STANDARD 2:	
			In reporting the results of a real property appraisal, an appraiser must communicate each analysis, opinion, and conclusion in a manner that is not misleading.	
			Standards Rule 2-1: Each written or oral real property appraisal report must:	
			2-1(a)	clearly and accurately set forth the appraisal in a manner that will not be misleading;
			2-1(b)	contain sufficient information to enable the intended users of the appraisal to understand the report properly; and

			2-1(c)	clearly and accurately disclose all assumptions, extraordinary assumptions, hypothetical conditions, and limiting conditions used in the assignment.
			Standards Rule 2-2: Each written real property appraisal report must be prepared under one of the following options and prominently state which option is used: Appraisal Report or Restricted Appraisal Report.	
			2-2 (a)(b)	The content of the **(a)** Appraisal Report and **(b)** Restricted Appraisal Report must be consistent with the intended use of the appraisal and, at a minimum:
			(i)	**(a)** state the identity of the client, unless the client has specifically requested otherwise; state the identity of any intended users by name or type; **(b)** state the identity of the client, unless the client has specifically requested otherwise; and state a prominent use restriction that limits use of the report to the client and warns that the rationale for how the appraiser arrived at the opinions and conclusions set forth in the report may not be understood properly without additional information in the appraiser's workfile;
			(ii)	Both **(a)** and **(b)** state the intended use of the appraisal;
			(iii)	**(a)** summarize information sufficient to identify the real estate involved in the appraisal, including the physical, legal, and economic property characteristics relevant to the assignment; **(b)** state information sufficient to identify the real estate involved in the appraisal;
			(iv)	Both **(a)** and **(b)** state the real property interest appraised;
			(v)	**(a)** state the type and definition of value and cite the source of the definition; **(b)** state the type of value and cite the source of the definition;
			(vi)	Both **(a)** and **(b)** state the effective date of the appraisal and the date of the report;
			(vii)	**(a)** summarize the scope of work used to develop the appraisal; **(b)** state the scope of work used to develop the appraisal;
			(viii)	**(a)** summarize the information analyzed, the appraisal methods and techniques employed, and the reasoning that supports the analyses, opinions, and conclusions; exclusion of the sales comparison approach, cost approach, or income approach must be explained; **(b)** state the appraisal methods and techniques employed, state the value opinion(s) and conclusion(s) reached, and reference the workfile; exclusion of the sales comparison approach, cost approach, or income approach must be explained;
			(ix)	Both **(a)** and **(b)** state the use of the real estate existing as of the date of value and the use of the real estate reflected in the appraisal;
			(x)	**(a)** when an opinion of highest and best use was developed by the appraiser, summarize the support and rationale for that opinion; **(b)** when an opinion of highest and best use was developed by the appraiser, state that opinion;
			(xi)	Both **(a)** and **(b)** clearly and conspicuously: state all extraordinary assumptions and hypothetical conditions; and state that their use might have affected the assignment results; and
			(xii)	Both **(a)** and **(b)** include a signed certification in accordance with Standards Rule 2-3.
			Standards Rule 2-3: Each written real property appraisal report must contain a signed certification that is similar in content to Standards Rule 2-3.	
			Standards Rule 2-4: To the extent that it is both possible and appropriate, an oral real property appraisal report must address the substantive matters set forth in Standards Rule 2-2(a).	

DETAILED EXPLANATION OF FINDINGS

State specific rule(s) or standard(s) in which the minimum requirements of the Uniform Standards of Professional Appraisal Practice were not met, if any, and include your evidence based conclusions on the work under review, including any reason(s) for disagreement. All written conclusions must be factual, complete, concise, and detailed. If additional space is needed please attach additional pages clearly identified as “Detailed Explanation of Findings.”

CERTIFICATION

I certify that, to the best of my knowledge and belief:

- I have performed this assignment in accordance with the appraisal services agreement entered into between the Nebraska Real Property Appraiser Board and myself on _____(date).
- The statements of fact contained in this report are true and correct.
- The reported analyses, opinions, and conclusions are limited only by the reported assumptions and limiting conditions, and are my personal, impartial, and unbiased professional analyses, opinions, and conclusions.
- I have performed no (or the specified) services, as an appraiser or in any other capacity, regarding the property that is the subject of the work under review within the three-year period immediately preceding acceptance of this assignment, or have disclosed these services to the NRPAB.
- I have no (or the specified) present or prospective interest in the property that is the subject of the work under review and no (or the specified) personal interest with respect to the parties involved, or have disclosed such prospective interest or personal interest to the NRPAB.
- I have no bias with respect to the property that is the subject of the work under review or to the parties involved with this assignment.
- My compensation for completing this assignment is not contingent upon the development or reporting of predetermined assignment results or assignment results that favors the cause of the client, the attainment of a stipulated result, or the occurrence of a subsequent event directly related to the intended use of this appraisal review.
- My engagement in this assignment was not contingent upon developing or reporting predetermined results.
- My compensation is not contingent on an action or event resulting from the analyses, opinions, or conclusions in this review or from its use.
- My analyses, opinions, and conclusions were developed, and this review report was prepared, in conformity with the Uniform Standards of Professional Appraisal Practice.
- I ☐ have **OR** ☐ have not made a personal inspection of the subject of the work under review.
- No one provided significant appraisal, appraisal review, or appraisal consulting assistance to the person signing this certification.

NEBRASKA REAL PROPERTY APPRAISER BOARD

_____
Signature

_____ _____
State Credential Number Date

301 Centennial Mall South, First Floor
PO Box 94963
Lincoln, NE 68509-4963
www.appraiser.ne.gov
402-471-9015

2016-2017 NRPAB USPAP REVIEW REPORT

For use on appraisal reports dated January 1, 2016 to December 31, 2017
If additional space is required, add supplemental pages

Date of work under review:	
Effective date of the opinions or conclusions in the work:	

Complete the NRPAB USPAP Review Report in its entirety. Attach any evidence/documentation to the back of the NRPAB USPAP Review Report necessary to support your conclusions. Do not include any references to "best practices" in the NRPAB USPAP Review Report (attach separate document if needed to report on any "best practices" issues), and do not provide an opinion as to the subject report's overall compliance or non-compliance with the Uniform Standards of Professional Appraisal Practice.

REVIEW APPRAISER INFORMATION

Review Appraiser Name:	
Nebraska Credential Number:	
Business Name:	
Business Address:	
Telephone Number:	

CLIENT INFORMATION

Client and Sole Intended User:	Nebraska Real Property Appraiser Board
Intended Use:	☐ To assist the Nebraska Real Property Appraiser Board with the evaluation of qualifications for credentialing for applicant number _____.
	OR
	☐ To determine if compliance with the Uniform Standards of Professional Appraisal Practice exists within the subject appraisal report in Board investigation number _____. The Board may pursue disciplinary action.
Purpose of Review:	

APPRAISAL REVIEW DEVELOPMENT AND REPORTING

Appraiser(s) on subject report under review (unless the identity is withheld by the client):

Address or legal description of property appraised in subject report:

Identify any ownership interest in the property appraised in the subject report:

Identify the work under review and the characteristics of that work which are relevant to the intended use and purpose of the review:

Identify the physical, legal, and economic characteristics of the property, property type(s), or market area in the work under review:

Identify any extraordinary assumptions and/or hypothetical conditions necessary in the review assignment, and identify if and/or how their use may affect the assignment results:

State the scope of work used to develop the appraisal review:

EXECUTIVE SUMMARY

Provide a brief description of the detailed conclusions found in the “Detailed Explanation of Findings.” If additional space is necessary, please include additional pages clearly identified as “Executive Summary.”

USPAP MATRIX

Compliance			USPAP Rules and Standards	
Yes	No	N/A		
			ETHICS RULE	
			RECORD KEEPING RULE	
			COMPETENCY RULE	
			SCOPE OF WORK RULE	
			JURISDICTIONAL EXCEPTION RULE	
			STANDARD 1:	
			In developing a real property appraisal, an appraiser must identify the problem to be solved, determine the scope of work necessary to solve the problem, and correctly complete research and analyses necessary to produce a credible appraisal.	
			Standards Rule 1-1: In developing a real property appraisal, an appraiser must:	
			1-1(a)	be aware of, understand, and correctly employ those recognized methods and techniques that are necessary to produce a credible appraisal;
			1-1(b)	not commit a substantial error of omission or commission that significantly affects an appraisal; and
			1-1(c)	not render appraisal services in a careless or negligent manner, such as by making a series of errors that, although individually might not significantly affect the results of an appraisal, in the aggregate affects the credibility of those results.
			Standards Rule 1-2: In developing a real property appraisal, an appraiser must:	
			1-2(a)	identify the client and other intended users;
			1-2(b)	identify the intended use of the appraiser's opinions and conclusions;
			1-2(c)	identify the type and definition of value and, if the value opinion to be developed is market value, ascertain whether the value is to be the most probable price: (i) in terms of cash; or (ii) in terms of financial arrangements equivalent to cash; or (iii) in other precisely defined terms; and (iv) if the opinion of value is to be based on non-market financing or financing with unusual conditions or incentives, the terms of such financing must be clearly identified and the appraisers opinion of their contributions to or negative influence on value must be developed by analysis of relevant market data;
			1-2(d)	identify the effective date of the appraiser's opinions and conclusions;
			1-2(e)	identify the characteristics of the property that are relevant to the type and definition of value and intended use of the appraisal, including: (i) its location and physical, legal, and economic attributes; (ii) the real property interest to be valued; (iii) any personal property, trade fixtures, or intangible items that are not real property but are included in the appraisal; (iv) any known easements, restrictions, encumbrances, leases, reservations, covenants, contracts, declarations, special assessments, ordinances, or other items of a similar nature; and (v) whether the subject property is a fractional interest, physical segment, or partial holding;
			1-2(f)	identify any extraordinary assumptions necessary in the assignment;
			1-2(g)	identify any hypothetical conditions necessary in the assignment; and
			1-2(h)	determine the scope of work necessary to produce credible assignment results in accordance with the SCOPE OF WORK RULE.
			Standards Rule 1-3: When necessary for credible assignment results in developing a market value opinion, an appraiser must:	
			1-3(a)	identify and analyze the effect on use and value of existing land use regulations, reasonably probable modifications of such land use regulations, economic supply and demand, the physical adaptability of the real estate, and market area trends; and
			1-3(b)	develop an opinion of the highest and best use of the real estate.

				Standards Rule 1-4: In developing a real property appraisal, an appraiser must collect, verify, and analyze all information necessary for credible assignment results.
			1-4(a)	When a sales comparison approach is necessary for credible assignment results, an appraiser must analyze such comparable sales data as are available to indicate a value conclusion.
			1-4(b)	When a cost approach is necessary for credible assignment results, an appraiser must: (i) develop an opinion of site value by an appropriate appraisal method or technique; (ii) analyze such comparable cost data as are available to estimate the cost new of the improvements (if any); and (iii) analyze such comparable data as are available to estimate the difference between the cost new and the present worth of the improvements (accrued depreciation).
			1-4(c)	When an income approach is necessary for credible assignment results, an appraiser must: (i) analyze such comparable rental data as are available and/or the potential earnings capacity of the property to estimate the gross income potential of the property; (ii) analyze such comparable operating expense data as are available to estimate the operating expenses of the property; (iii) analyze such comparable data as are available to estimate rates of capitalization and/or rates of discount; and (iv) base projections of future rent and/or income potential and expenses on reasonably clear and appropriate evidence.
			1-4(d)	When developing an opinion of the value of a leased fee estate or a leasehold estate, an appraiser must analyze the effect on value, if any, of the terms and conditions of the lease(s).
			1-4(e)	When analyzing the assemblage of the various estates or component parts of a property, an appraiser must analyze the effect on value, if any, of the assemblage. An appraiser must refrain from valuing the whole solely by adding together the individual values of the various estates or component parts.
			1-4(f)	When analyzing anticipated public or private improvements, located on or off the site, an appraiser must analyze the effect on value, if any, of such anticipated improvements to the extent they are reflected in market actions.
			1-4(g)	When personal property, trade fixtures, or intangible items are included in the appraisal, the appraiser must analyze the effect on value of such non-real property items.
				Standards Rule 1-5: When the value opinion to be developed is market value, an appraiser must, if such information is available to the appraiser in the normal course of business:
			1-5(a)	analyze all agreements of sale, options, or listings of the subject property current as of the effective date of the appraisal; and
			1-5(b)	analyze all sales of the subject property that occurred within the three (3) years prior to the effective date of the appraisal.
				Standards Rule 1-6: In developing a real property appraisal, an appraiser must:
			1-6(a)	reconcile the quality and quantity of data available and analyzed within the approaches used; and
			1-6(b)	reconcile the applicability and relevance of the approaches, methods and techniques used to arrive at the value conclusion(s).
				STANDARD 2:
				In reporting the results of a real property appraisal, an appraiser must communicate each analysis, opinion, and conclusion in a manner that is not misleading.
				Standards Rule 2-1: Each written or oral real property appraisal report must:
			2-1(a)	clearly and accurately set forth the appraisal in a manner that will not be misleading;
			2-1(b)	contain sufficient information to enable the intended users of the appraisal to understand the report properly; and

			2-1(c)	clearly and accurately disclose all assumptions, extraordinary assumptions, hypothetical conditions, and limiting conditions used in the assignment.
			Standards Rule 2-2: Each written real property appraisal report must be prepared under one of the following options and prominently state which option is used: Appraisal Report or Restricted Appraisal Report	
			2-2 (a)(b)	The content of the **(a)** Appraisal Report and **(b)** Restricted Appraisal Report must be consistent with the intended use of the appraisal and, at a minimum:
			(i)	**(a)** state the identity of the client, unless the client has specifically requested otherwise; state the identity of any intended users, by name or type; **(b)** state the identity of the client, unless the client has specifically requested otherwise; and state a prominent use restriction that limits use of the report to the client and warns that the rationale for how the appraiser arrived at the opinions and conclusions set forth in the report may not be understood properly without additional information in the appraiser's workfile.
			(ii)	**(a)** and **(b)** state the intended use of the appraisal;
			(iii)	**(a)** summarize information sufficient to identify the real estate involved in the appraisal, including the physical, legal, and economic property characteristics relevant to the assignment; **(b)** state information sufficient to identify the real estate involved in the appraisal:
			(iv)	**(a)** and **(b)** state the real property interest appraised;
			(v)	**(a)** and **(b)** state the type and definition of value and cite the source of its definition;
			(vi)	**(a)** and **(b)** state the effective date of the appraisal and the date of the report;
			(vii)	**(a)** summarize or **(b)** state the scope of work used to develop the appraisal;
			(viii)	**(a)** summarize the information analyzed, the appraisal methods and techniques employed, and the reasoning that supports the analyses, opinions, and conclusions; exclusion of the sales comparison approach, cost approach, or income approach must be explained; or **(b)** state the appraisal methods and techniques employed, state the value opinion(s) and conclusion(s) reached, and reference the workfile; exclusion of the sales comparison approach, cost approach, or income approach must be explained;
			(ix)	**(a)** and **(b)** state the use of the real estate existing as of the date of value and the use of the real estate reflected in the appraisal;
			(x)	**(a)** when an opinion of highest and best use was developed by the appraiser, summarize the support and rationale for that opinion; **(b)** when an opinion of highest and best use was developed by the appraiser, state that opinion;
			(xi)	**(a)** and **(b)** clearly and conspicuously: state all extraordinary assumptions and hypothetical conditions; and state that their use might have affected the assignment results; and
			Standards Rule 2-3: Each written real property appraisal report must contain a signed certification that is similar in content to Standards Rule 2-3.	
			Standards Rule 2-4: To the extent that it is both possible and appropriate, an oral real property appraisal report must address the substantive matters set forth in Standards Rule 2-2(a).	

DETAILED EXPLANATION OF FINDINGS

State specific rule(s) or standard(s) in which the minimum requirements of the Uniform Standards of Professional Appraisal Practice were not met, if any, and include your evidence based conclusions on the work under review, including any reason(s) for disagreement. All written conclusions must be factual, complete, concise, and detailed. If additional space is needed please attach additional pages clearly identified as “Detailed Explanation of Findings.”

CERTIFICATION

I certify that, to the best of my knowledge and belief:

- I have performed this assignment in accordance with the appraisal services agreement entered into between the Nebraska Real Property Appraiser Board and myself on _____(date).
- The statements of fact contained in this report are true and correct.
- The reported analyses, opinions, and conclusions are limited only by the reported assumptions and limiting conditions, and are my personal, impartial, and unbiased professional analyses, opinions, and conclusions.
- I have performed no (or the specified) services, as an appraiser or in any other capacity, regarding the property that is the subject of the work under review within the three-year period immediately preceding acceptance of this assignment, or have disclosed these services to the NRPAB.
- I have no (or the specified) present or prospective interest in the property that is the subject of the work under review and no (or the specified) personal interest with respect to the parties involved, or have disclosed such prospective interest or personal interest to the NRPAB.
- I have no bias with respect to the property that is the subject of the work under review or to the parties involved with this assignment.
- My compensation for completing this assignment is not contingent upon the development or reporting of predetermined assignment results or assignment results that favors the cause of the client, the attainment of a stipulated result, or the occurrence of a subsequent event directly related to the intended use of this appraisal review.
- My engagement in this assignment was not contingent upon developing or reporting predetermined results.
- My compensation is not contingent on an action or event resulting from the analyses, opinions, or conclusions in this review or from its use.
- My analyses, opinions, and conclusions were developed, and this review report was prepared, in conformity with the Uniform Standards of Professional Appraisal Practice.
- I ☐ have **OR** ☐ have not made a personal inspection of the subject of the work under review.
- No one provided significant appraisal, appraisal review, or appraisal consulting assistance to the person signing this certification.

NEBRASKA REAL PROPERTY APPRAISER BOARD

_____
Signature

_____ _____
State Credential Number Date

301 Centennial Mall South, First Floor
PO Box 94963
Lincoln, NE 68509-4963
www.appraiser.ne.gov
402-471-9015

2014-2015 NRPAB USPAP REVIEW REPORT

For use on appraisal reports dated January 1, 2014 to December 31, 2015
If additional space is required, add supplemental pages

Date of work under review:	
Effective date of the opinions or conclusions in the work:	

Complete the NRPAB USPAP Review Report in its entirety. Attach any evidence/documentation to the back of the NRPAB USPAP Review Report necessary to support your conclusions. Do not include any references to "best practices" in the NRPAB USPAP Review Report (attach separate document if needed to report on any "best practices" issues), and do not provide an opinion as to the subject report's overall compliance or non-compliance with the Uniform Standards of Professional Appraisal Practice.

REVIEW APPRAISER INFORMATION

Review Appraiser Name:	
Nebraska Credential Number:	
Business Name:	
Business Address:	
Telephone Number:	

CLIENT INFORMATION

Client and Sole Intended User:	Nebraska Real Property Appraiser Board
Intended Use:	☐ To assist the Nebraska Real Property Appraiser Board with the evaluation of qualifications for credentialing for applicant number _____. **OR** ☐ To determine if compliance with the Uniform Standards of Professional Appraisal Practice exists within the subject appraisal report in Board investigation number _____. The Board may pursue disciplinary action.
Purpose of Review:	

APPRAISAL REVIEW DEVELOPMENT AND REPORTING

Appraiser(s) on subject report under review (unless the identity is withheld by the client):

Address or legal description of property appraised in subject report:

Identify any ownership interest in the property appraised in the subject report:

Identify the work under review and the characteristics of that work which are relevant to the intended use and purpose of the review:

Identify the physical, legal, and economic characteristics of the property, property type(s), or market area in the work under review:

Identify any extraordinary assumptions and/or hypothetical conditions necessary in the review assignment, and identify if and/or how their use may affect the assignment results:

State the scope of work used to develop the appraisal review:

EXECUTIVE SUMMARY

Provide a brief description of the detailed conclusions found in the “Detailed Explanation of Findings.” If additional space is necessary, please include additional pages clearly identified as “Executive Summary.”

USPAP MATRIX

Compliance			USPAP Rules and Standards	
Yes	No	N/A		
			ETHICS RULE	
			RECORD KEEPING RULE	
			COMPETENCY RULE	
			SCOPE OF WORK RULE	
			JURISDICTIONAL EXCEPTION RULE	
			STANDARD 1:	
			In developing a real property appraisal, an appraiser must identify the problem to be solved, determine the scope of work necessary to solve the problem, and correctly complete research and analyses necessary to produce a credible appraisal.	
			Standards Rule 1-1: In developing a real property appraisal, an appraiser must:	
			1-1(a)	be aware of, understand, and correctly employ those recognized methods and techniques that are necessary to produce a credible appraisal;
			1-1(b)	not commit a substantial error of omission or commission that significantly affects an appraisal; and
			1-1(c)	not render appraisal services in a careless or negligent manner, such as by making a series of errors that, although individually might not significantly affect the results of an appraisal, in the aggregate affects the credibility of those results.
			Standards Rule 1-2: In developing a real property appraisal, an appraiser must:	
			1-2(a)	identify the client and other intended users;
			1-2(b)	identify the intended use of the appraiser's opinions and conclusions;
			1-2(c)	identify the type and definition of value, and, if the value opinion to be developed is market value, ascertain whether the value is to be the most probable price: (i) in terms of cash; or (ii) in terms of financial arrangements equivalent to cash; or (iii) in other precisely defined terms; and (iv) if the opinion of value is to be based on non-market financing or financing with unusual conditions or incentives, the terms of such financing must be clearly identified and the appraiser's opinion of their contributions to or negative influence on value must be developed by analysis of relevant market data;
			1-2(d)	identify the effective date of the appraiser's opinions and conclusions;
			1-2(e)	identify the characteristics of the property that are relevant to the type and definition of value and intended use of the appraisal, including: (i) its location and physical, legal, and economic attributes; (ii) the real property interest to be valued; (iii) any personal property, trade fixtures, or intangible items that are not real property but are included in the appraisal; (iv) any known easements, restrictions, encumbrances, leases, reservations, covenants, contracts, declarations, special assessments, ordinances, or other items of a similar nature; and (v) whether the subject property is a fractional interest, physical segment, or partial holding;
			1-2(f)	identify any extraordinary assumptions necessary in the assignment;
			1-2(g)	identify any hypothetical conditions necessary in the assignment; and
			1-2(h)	determine the scope of work necessary to produce credible assignment results in accordance with the SCOPE OF WORK RULE.
			Standards Rule 1-3: When necessary for credible assignment results in developing a market value opinion, an appraiser must:	
			1-3(a)	identify and analyze the effect on use and value of existing land use regulations, reasonably probable modifications of such land use regulations, economic supply and demand, the physical adaptability of the real estate, and market area trends; and
			1-3(b)	develop an opinion of the highest and best use of the real estate.

USPAP MATRIX

			Standards Rule 1-4: In developing a real property appraisal, an appraiser must collect, verify, and analyze all information necessary for credible assignment results.	
			1-4(a)	When a sales comparison approach is necessary for credible assignment results, an appraiser must analyze such comparable sales data as are available to indicate a value conclusion.
			1-4(b)	When a cost approach is necessary for credible assignment results, an appraiser must: (i) develop an opinion of site value by an appropriate appraisal method or technique; (ii) analyze such comparable cost data as are available to estimate the cost new of the improvements (if any); and (iii) analyze such comparable data as are available to estimate the difference between the cost new and the present worth of the improvements (accrued depreciation).
			1-4(c)	When an income approach is necessary for credible assignment results, an appraiser must: (i) analyze such comparable rental data as are available and/or the potential earnings capacity of the property to estimate the gross income potential of the property; (ii) analyze such comparable operating expense data as are available to estimate the operating expenses of the property; (iii) analyze such comparable data as are available to estimate rates of capitalization and/or rates of discount; and (iv) base projections of future rent and/or income potential and expenses on reasonably clear and appropriate evidence.
			1-4(d)	When developing an opinion of the value of a leased fee estate or a leasehold estate, an appraiser must analyze the effect on value, if any, of the terms and conditions of the lease(s).
			1-4(e)	When analyzing the assemblage of the various estates or component parts of a property, an appraiser must analyze the effect on value, if any, of the assemblage. An appraiser must refrain from valuing the whole solely by adding together the individual values of the various estates or component parts.
			1-4(f)	When analyzing anticipated public or private improvements, located on or off the site, an appraiser must analyze the effect on value, if any, of such anticipated improvements to the extent they are reflected in market actions.
			1-4(g)	When personal property, trade fixtures, or intangible items are included in the appraisal, the appraiser must analyze the effect on value of such non-real property items.
			Standards Rule 1-5: When the value opinion to be developed is market value, an appraiser must, if such information is available to the appraiser in the normal course of business:	
			1-5(a)	analyze all agreements of sale, options, and listings of the subject property current as of the effective date of the appraisal; and
			1-5(b)	analyze all sales of the subject property that occurred within the three (3) years prior to the effective date of the appraisal.
			Standards Rule 1-6: In developing a real property appraisal, an appraiser must:	
			1-6(a)	reconcile the quality and quantity of data available and analyzed within the approaches used; and
			1-6(b)	reconcile the applicability and relevance of the approaches, methods and techniques used to arrive at the value conclusion(s).
			STANDARD 2:	
			In reporting the results of a real property appraisal, an appraiser must communicate each analysis, opinion, and conclusion in a manner that is not misleading.	
			Standards Rule 2-1: Each written or oral real property appraisal report must:	
			2-1(a)	clearly and accurately set forth the appraisal in a manner that will not be misleading;
			2-1(b)	contain sufficient information to enable the intended users of the appraisal to understand the report properly; and

			2-1(c)	clearly and accurately disclose all assumptions, extraordinary assumptions, hypothetical conditions, and limiting conditions used in the assignment.
			Standards Rule 2-2: Each written real property appraisal report must be prepared under one of the following options and prominently state which option is used: Appraisal Report or Restricted Appraisal Report.	
			2-2 (a)(b)	The content of the **(a)** Appraisal Report and **(b)** Restricted Appraisal Report must be consistent with the intended use of the appraisal and, at a minimum:
			(i)	**(a)** state the identity of the client and any intended users, by name or type; **(b)** state the identity of the client, by name or type; and state a prominent use restriction that limits use of the report to the client and warns that the rationale for how the appraiser arrived at the opinions and conclusions set forth in the report may not be understood properly without additional information in the appraiser's workfile;
			(ii)	Both **(a)** and **(b)** state the intended use of the appraisal;
			(iii)	**(a)** summarize information sufficient to identify the real estate involved in the appraisal, including the physical, legal, and economic property characteristics relevant to the assignment; **(b)** state information sufficient to identify the real estate involved in the appraisal;
			(iv)	Both **(a)** and **(b)** state the real property interest appraised;
			(v)	**(a)** state the type and definition of value and cite the source of the definition; **(b)** state the type of value and cite the source of its definition;
			(vi)	Both **(a)** and **(b)** state the effective date of the appraisal and the date of the report;
			(vii)	**(a)** summarize the scope of work used to develop the appraisal; **(b)** state the scope of work used to develop the appraisal;
			(viii)	**(a)** summarize the information analyzed, the appraisal methods and techniques employed, and the reasoning that supports the analyses, opinions, and conclusions; exclusion of the sales comparison approach, cost approach, or income approach must be explained; **(b)** state the appraisal methods and techniques employed, state the value opinion(s) and conclusion(s) reached, and reference the workfile; exclusion of the sales comparison approach, cost approach, or income approach must be explained;
			(ix)	Both **(a)** and **(b)** state the use of the real estate existing as of the date of value and the use of the real estate reflected in the appraisal;
			(x)	**(a)** when an opinion of highest and best use was developed by the appraiser, summarize the support and rationale for that opinion; **(b)** when an opinion of highest and best use was developed by the appraiser, state that opinion;
			(xi)	Both **(a)** and **(b)** clearly and conspicuously: state all extraordinary assumptions and hypothetical conditions; and state that their use might have affected the assignment results; and
			(xii)	Both **(a)** and **(b)** include a signed certification in accordance with Standards Rule 2-3.
			Standards Rule 2-3: Each written real property appraisal report must contain a signed certification that is similar in content to Standards Rule 2-3.	
			Standards Rule 2-4: To the extent that it is both possible and appropriate, an oral real property appraisal report must address the substantive matters set forth in Standards Rule 2-2(a).	

DETAILED EXPLANATION OF FINDINGS

State specific rule(s) or standard(s) in which the minimum requirements of the Uniform Standards of Professional Appraisal Practice were not met, if any, and include your evidence based conclusions on the work under review, including any reason(s) for disagreement. All written conclusions must be factual, complete, concise, and detailed. If additional space is needed please attach additional pages clearly identified as “Detailed Explanation of Findings.”

CERTIFICATION

I certify that, to the best of my knowledge and belief:

- I have performed this assignment in accordance with the appraisal services agreement entered into between the Nebraska Real Property Appraiser Board and myself on _____(date).
- The statements of fact contained in this report are true and correct.
- The reported analyses, opinions, and conclusions are limited only by the reported assumptions and limiting conditions, and are my personal, impartial, and unbiased professional analyses, opinions, and conclusions.
- I have performed no (or the specified) services, as an appraiser or in any other capacity, regarding the property that is the subject of the work under review within the three-year period immediately preceding acceptance of this assignment, or have disclosed these services to the NRPAB.
- I have no (or the specified) present or prospective interest in the property that is the subject of the work under review and no (or the specified) personal interest with respect to the parties involved, or have disclosed such prospective interest or personal interest to the NRPAB.
- I have no bias with respect to the property that is the subject of the work under review or to the parties involved with this assignment.
- My compensation for completing this assignment is not contingent upon the development or reporting of predetermined assignment results or assignment results that favors the cause of the client, the attainment of a stipulated result, or the occurrence of a subsequent event directly related to the intended use of this appraisal review.
- My engagement in this assignment was not contingent upon developing or reporting predetermined results.
- My compensation is not contingent on an action or event resulting from the analyses, opinions, or conclusions in this review or from its use.
- My analyses, opinions, and conclusions were developed, and this review report was prepared, in conformity with the Uniform Standards of Professional Appraisal Practice.
- I ☐ have **OR** ☐ have not made a personal inspection of the subject of the work under review.
- No one provided significant appraisal, appraisal review, or appraisal consulting assistance to the person signing this certification.

NEBRASKA REAL PROPERTY APPRAISER BOARD

_____
Signature

_____ _____
State Credential Number Date

NRPAB
Nebraska Real Property Appraiser Board

APPLICANT APPRAISAL REVIEW SERVICES CONTRACTOR USPAP COMPLIANCE REVIEW REPORT CHECK SHEET

To be completed by Applicant Appraisal Review Services Contractors who use a
USPAP Compliance Review Report format other than the form made available by the Board

Applicant Number: _____	
Contractor completed review of the subject report for compliance with the National Uniform Standards of Professional Appraisal Practice ("USPAP"), including the Ethics Rule, Record Keeping Rule, Competency Rule, Scope of Work Rule, Jurisdictional Exception Rule, and any applicable Standards Rule.	☐
Contractor communicated their findings for each specific rule in writing and did not report only that the rule was met or not met. Where applicable, Contractor communicated their analysis of the methods and techniques employed that are necessary to produce a credible report. Contractor stated specific violations of USPAP (if applicable), referenced the proper rule, and included appropriate documentation and/or information to substantiate each finding.	☐
Contractor obtained, and included in the USPAP compliance review report, any necessary data, documentation, and/or information required to substantiate each finding.	☐
The effective date of Contractor's USPAP compliance review report is the date of the subject report under review, and the certification date of Contractor's UPSAP compliance review report is the actual date the report was completed.	☐
The USPAP compliance review report states that the Nebraska Real Property Appraiser Board is the Client and that the Intended Use of the USPAP compliance review report is to assist the Board in establishing compliance or noncompliance with the minimum standards of USPAP for the purpose of the Board's evaluation of qualifications for credentialing.	☐
Contractor did not offer their opinion concerning the overall state of the subject report regarding compliance or noncompliance with USPAP.	☐
Contractor did not offer their opinion concerning analysis, conclusions, practices, or techniques not related or pertinent to the minimum standards in USPAP; or offered such opinions only after discussing the reporting of this content with board staff.	☐
Contractor did not advocate for a specific result or conclusion concerning this matter, and did not develop and communicate a conclusion with the intent to favor unduly the Board or the Respondent.	☐
Contractor was competent to perform the assignment or acquired the necessary competency prior to completion of the assignment.	☐
Contractor complied with all applicable federal, state and local laws, statutes, codes, ordinances, standards, policies, regulations and rules in effect during the performance of this assignment.	☐
Contractor did not discriminate, in any way, against any person on the basis of race, color, religious creed, national origin, ancestry, sex, age, physical handicap, medical condition or marital status during performance of this assignment.	☐

I hereby attest that I developed and communicated a conclusion of compliance or noncompliance in accordance with Standards 3 and 4 of USPAP. All conclusions are clear, concise, unremittingly impartial, professional and ethical, and address only the minimum standards of USPAP.

Print Name: _____ (Last) _____ (First) _____ (Middle)

_____ (Contractor's Signature) _____ (Date)

NRPAB
Nebraska Real Property Appraiser Board

SUBJECT MATTER EXPERT (SME) SERVICES CONTRACTOR USPAP COMPLIANCE REVIEW REPORT CHECK SHEET

To be completed by SME Contractors who use a USPAP Compliance Review Report format other than the form made available by the Board

Grievance Number: _____	
Contractor completed review of the subject report for compliance with the National Uniform Standards of Professional Appraisal Practice ("USPAP"), including the Ethics Rule, Record Keeping Rule, Competency Rule, Scope of Work Rule, Jurisdictional Exception Rule, and any applicable Standards Rule.	☐
Contractor communicated specific violations of USPAP in writing, referenced the proper rule, and included appropriate documentation and/or information to substantiate each finding. Contractor did not report only that the rule was not met.	☐
Contractor obtained, and included in the USPAP compliance review report, any necessary data, documentation, and/or information required to substantiate each finding.	☐
The effective date of Contractor's USPAP compliance review report is the date of the subject report under review, and the certification date of Contractor's UPSAP compliance review report is the actual date the report was completed.	☐
The USPAP compliance review report states that the Nebraska Real Property Appraiser Board is the Client and that the Intended Use of the USPAP compliance review report is to assist the Board in establishing compliance or noncompliance with the minimum standards of USPAP.	☐
Contractor did not offer their opinion concerning the overall state of the subject report regarding compliance or noncompliance with USPAP.	☐
Contractor did not offer their opinion concerning analysis, conclusions, practices, or techniques not related or pertinent to the minimum standards in USPAP.	☐
Contractor did not advocate for a specific result or conclusion concerning this matter, and did not develop and communicate a conclusion with the intent to favor unduly the Board or the Respondent.	☐
Contractor was competent to perform the assignment or acquired the necessary competency prior to completion of the assignment.	☐
Contractor complied with all applicable federal, state and local laws, statutes, codes, ordinances, standards, policies, regulations and rules in effect during the performance of this assignment.	☐
Contractor did not discriminate, in any way, against any person on the basis of race, color, religious creed, national origin, ancestry, sex, age, physical handicap, medical condition or marital status during performance of this assignment.	☐

I hereby attest that I developed and communicated a conclusion of compliance or noncompliance in accordance with Standards 3 and 4 of USPAP for the subject report. All conclusions are clear, concise, unremittingly impartial, professional and ethical, and address only the minimum standards of USPAP.

Print Name: _____ (Last) _____ (First) _____ (Middle)

_____ (Contractor's Signature) _____ (Date)

76-2201. Act, how cited.

Sections 76-2201 to 76-2250 shall be known and may be cited as the Real Property Appraiser Act.

Source: Laws 1990, LB 1153, § 1; Laws 1991, LB 203, § 6; Laws 1994, LB 1107, § 6; Laws 1999, LB 618, § 1; Laws 2001, LB 162, § 1; Laws 2006, LB 778, § 13; Laws 2014, LB717, § 1; Laws 2015, LB139, § 1; Laws 2016, LB729, § 1; Laws 2018, LB741, § 1; Laws 2022, LB707, § 47; Laws 2024, LB992, § 1.
Effective Date: March 13, 2024

76-2202. Legislative findings.

The Legislature finds that as a result of the enactment of the Dodd-Frank Wall Street Reform and Consumer Protection Act and the Financial Institutions Reform, Recovery, and Enforcement Act of 1989, Nebraska's laws providing for regulation of real property appraisers require restructuring and updating in order to comply with such acts. Compliance with the acts is necessary to ensure an adequate number of real property appraisers in Nebraska to conduct appraisals of real estate involved in federally related transactions as defined in such acts.

Source: Laws 1990, LB 1153, § 2; Laws 1991, LB 203, § 7; Laws 1994, LB 1107, § 7; Laws 2006, LB 778, § 14; Laws 2010, LB931, § 1; Laws 2012, LB714, § 1; Laws 2014, LB717, § 2; Laws 2015, LB139, § 2; Laws 2016, LB731, § 1; Laws 2018, LB741, § 2; Laws 2020, LB808, § 53.

76-2203. Definitions, where found.

For purposes of the Real Property Appraiser Act, the definitions found in sections 76-2203.01 to 76-2219.02 shall be used.

Source: Laws 1990, LB 1153, § 3; Laws 1991, LB 203, § 8; Laws 1994, LB 1107, § 8; Laws 1999, LB 618, § 2; Laws 2001, LB 162, § 2; Laws 2006, LB 778, § 15; Laws 2014, LB717, § 3; Laws 2015, LB139, § 3; Laws 2018, LB741, § 3; Laws 2022, LB707, § 48; Laws 2024, LB992, § 2.
Effective Date: March 13, 2024

76-2203.01. Accredited degree-awarding community college, college, or university, defined.

Accredited degree-awarding community college, college, or university means an institution that is approved or accredited by an accreditation association or agency recognized by the United States Secretary of Education.

Source: Laws 2014, LB717, § 4; Laws 2021, LB528, § 17.

76-2204. Appraisal, defined.

Appraisal means (1) as a noun, an opinion of value or the act or process of developing an opinion of value or (2) as an adjective, pertaining to appraising and related functions such as real property appraisal practice. An appraisal is numerically expressed as a specific amount, as a range of numbers, or as a relationship to a previous value opinion or numerical benchmark.

Source: Laws 1990, LB 1153, § 4; Laws 2001, LB 162, § 3; Laws 2006, LB 778, § 16; Laws 2015, LB139, § 4; Laws 2020, LB808, § 54.

76-2205. Appraisal Foundation, defined.

Appraisal Foundation means The Appraisal Foundation that was incorporated as an Illinois not-for-profit corporation on November 30, 1987.

Source: Laws 1990, LB 1153, § 5; Laws 2006, LB 778, § 17; Laws 2015, LB139, § 5.

76-2205.01. Repealed. Laws 2020, LB808, § 101.

76-2205.02. Appraisal review, defined.

Appraisal review means (1) as a noun, the act or process of developing an opinion about the quality of a real property appraiser's work that was performed as part of real property appraisal practice or (2) as an adjective, of or pertaining to an opinion about the quality of another real property appraiser's work that was performed as part of real property appraisal practice.

Source: Laws 2015, LB139, § 7; Laws 2018, LB741, § 4; Laws 2020, LB808, § 55.

76-2205.03. Appraiser Qualifications Board, defined.

Appraiser Qualifications Board means the Appraiser Qualifications Board of the Appraisal Foundation.

Source: Laws 2015, LB139, § 8.

76-2206. Transferred to section 76-2216.02.

76-2207. Repealed. Laws 2010, LB 931, § 30.

76-2207.01. Assignment, defined.

Assignment means a valuation service that is performed by a real property appraiser as a consequence of an agreement with a client.

Source: Laws 2015, LB139, § 9; Laws 2018, LB741, § 5; Laws 2020, LB808, § 56.

76-2207.02. Transferred to section 76-2207.18.

76-2207.03. Transferred to section 76-2207.19.

76-2207.04. Transferred to section 76-2207.20.

76-2207.05. Transferred to section 76-2207.21.

76-2207.06. Transferred to section 76-2207.22.

76-2207.07. Transferred to section 76-2207.23.

76-2207.08. Transferred to section 76-2207.24.

76-2207.09. Transferred to section 76-2207.25.

76-2207.10. Transferred to section 76-2207.26.

76-2207.11. Transferred to section 76-2207.27.

76-2207.12. Transferred to section 76-2207.28.

76-2207.13. Transferred to section 76-2207.29.

76-2207.14. Transferred to section 76-2207.30.

76-2207.15. Transferred to section 76-2207.31.

76-2207.16. Transferred to section 76-2207.32.

76-2207.17. Assignment results, defined.

Assignment results means the opinions or conclusions, not limited to value, developed by a real property appraiser when performing valuation services specific to real property appraisal practice.

Source: Laws 2018, LB741, § 6; Laws 2020, LB808, § 57.

76-2207.18. Board, defined.

Board means the Real Property Appraiser Board.

Source: Laws 1990, LB 1153, § 8; Laws 1991, LB 203, § 11; Laws 2006, LB 778, § 21; R.S.1943, (2009), § 76-2208; Laws 2015, LB139, § 10;

R.S.Supp.,2016, § 76-2207.02; Laws 2018, LB741, § 7.

76-2207.19. Certified general real property appraiser, defined.

Certified general real property appraiser means a person who holds a valid credential as a certified general real property appraiser issued under the Real Property Appraiser Act.

Source: Laws 1990, LB 1153, § 10; Laws 1991, LB 203, § 13; Laws 1994, LB 1107, § 10; Laws 2006, LB 778, § 23; Laws 2007, LB186, § 1; R.S.1943, (2009), § 76-2210; Laws 2015, LB139, § 11; R.S.Supp.,2016, § 76-2207.03; Laws 2018, LB741, § 8.

76-2207.20. Certified real property appraiser, defined.

Certified real property appraiser means a person who holds a valid credential as a certified general real property appraiser or a valid credential as a certified residential real property appraiser issued under the Real Property Appraiser Act.

Source: Laws 1994, LB 1107, § 11; Laws 2006, LB 778, § 24; Laws 2007, LB186, § 2; R.S.1943, (2009), § 76-2210.01; Laws 2015, LB139, § 12; R.S.Supp.,2016, § 76-2207.04; Laws 2018, LB741, § 9.

76-2207.21. Certified residential real property appraiser, defined.

Certified residential real property appraiser means a person who holds a valid credential as a certified residential real property appraiser issued under the Real Property Appraiser Act.

Source: Laws 1994, LB 1107, § 12; Laws 2006, LB 778, § 25; Laws 2007, LB186, § 3; R.S.1943, (2009), § 76-2210.02; Laws 2015, LB139, § 13; R.S.Supp.,2016, § 76-2207.05; Laws 2018, LB741, § 10.

76-2207.22. Client, defined.

Client means the person or persons who engage a real property appraiser by employment or contract in a specific assignment whether directly or through an agent.

Source: Laws 2015, LB139, § 14; R.S.Supp.,2016, § 76-2207.06; Laws 2018, LB741, § 11; Laws 2020, LB808, § 58.

76-2207.23. Completed application, defined.

Completed application means an application for credentialing has been processed, all statutory requirements for a credential to be issued have been met by the applicant, and all required documentation is submitted to the board for final consideration.

Source: Laws 2014, LB717, § 5; R.S.Supp.,2014, § 76-2210.03; Laws 2015, LB139, § 15; R.S.Supp.,2016, § 76-2207.07; Laws 2018, LB741, § 12; Laws 2022, LB707, § 49.

76-2207.24. Complex residential real property, defined.

Complex residential real property means residential property in which the property to be appraised, the form of ownership, or the market conditions are complicated or atypical.

Source: Laws 2014, LB717, § 6; R.S.Supp.,2014, § 76-2211; Laws 2015, LB139, § 16; R.S.Supp.,2016, § 76-2207.08; Laws 2018, LB741, § 13.

76-2207.25. Credential, defined.

Credential means a registration, license, or certificate.

Source: Laws 2001, LB 162, § 6; Laws 2006, LB 778, § 28; R.S.1943, (2009), § 76-2211.02; Laws 2015, LB139, § 17; R.S.Supp.,2016, § 76-2207.09; Laws 2018,

LB741, § 14.

76-2207.26. Credential holder, defined.

Credential holder means (1) any person who holds a valid credential as a trainee real property appraiser, licensed real property appraiser, certified residential real property appraiser, or certified general real property appraiser and (2) any person who holds a temporary credential to engage in real property appraisal practice within this state.

Source: Laws 2015, LB139, § 18; R.S.Supp.,2016, § 76-2207.10; Laws 2018, LB741, § 15; Laws 2020, LB808, § 59.

76-2207.27. Education provider, defined.

Education provider means: Any real property appraisal or real-estate-related organization; proprietary school; accredited degree-awarding community college, college, or university; state or federal agency; or such other provider that may be approved by the board that provides real property appraiser training or education.

Source: Laws 2015, LB139, § 19; R.S.Supp.,2016, § 76-2207.11; Laws 2018, LB741, § 16; Laws 2019, LB77, § 1; Laws 2020, LB808, § 60.

76-2207.28. Evaluation assignment, defined.

Evaluation assignment means an assignment that relates to the nature, quality, or utility of identified real estate or identified real property and typically does not include an opinion of value. Evaluation assignment does not include reports prepared by experts from professional disciplines other than real property appraisal such as: A soil test or soil analysis of identified real estate prepared by a civil engineer; a title opinion or zoning analysis of identified real estate prepared by a lawyer; an architectural analysis of identified improved real estate prepared by an architect; and a property management analysis of identified improved real estate prepared by a property manager or property management consultant.

Source: Laws 1990, LB 1153, § 12; Laws 1991, LB 203, § 15; Laws 1994, LB 1107, § 13; Laws 2006, LB 778, § 29; R.S.1943, (2009), § 76-2212; Laws 2015, LB139, § 20; R.S.Supp.,2016, § 76-2207.12; Laws 2018, LB741, § 17.

76-2207.29. Fifteen-hour National Uniform Standards of Professional Appraisal Practice Course, defined.

Fifteen-hour National Uniform Standards of Professional Appraisal Practice Course means the course as approved by the Appraiser Qualifications Board.

Source: Laws 2014, LB717, § 7; R.S.Supp.,2014, § 76-2212.01; Laws 2015, LB139, § 21; Laws 2016, LB731, § 2; R.S.Supp.,2016, § 76-2207.13; Laws 2018, LB741, § 18.

76-2207.30. Financial Institutions Reform, Recovery, and Enforcement Act of 1989, defined.

Financial Institutions Reform, Recovery, and Enforcement Act of 1989 means the act as it existed on January 1, 2024.

Source: Laws 2014, LB717, § 8; R.S.Supp.,2014, § 76-2212.02; Laws 2015, LB139, § 22; Laws 2016, LB731, § 3; R.S.Supp.,2016, § 76-2207.14; Laws 2018, LB741, § 19; Laws 2019, LB77, § 2; Laws 2020, LB808, § 61; Laws 2021, LB23, § 1; Laws 2022, LB707, § 50; Laws 2024, LB992, § 3.

Effective Date: March 13, 2024

76-2207.31. Instructor, defined.

Instructor means a person approved by the board that meets or exceeds the instructor requirements specified in the Real Property Appraiser Act and rules and regulations of the board and is responsible for ensuring that the education activity content is communicated to the activity's audience as presented to the board for approval and that the education activity contributes to the quality of real property valuation services provided to the public. A person that communicates assigned materials or a portion of the education activity content under the authorization of the education provider, but is not responsible for the education activity content, is not an instructor.

Source: Laws 2015, LB139, § 23; R.S.Supp.,2016, § 76-2207.15; Laws 2018, LB741, § 20.

76-2207.32. Jurisdiction, defined.

Jurisdiction means a state of the United States, the District of Columbia, Puerto Rico, the United States Virgin Islands, or any territory or insular possession subject to the jurisdiction of the United States.

Source: Laws 2015, LB139, § 24; R.S.Supp.,2016, § 76-2207.16; Laws 2018, LB741, § 21.

76-2208. Transferred to section 76-2207.02.
76-2209. Repealed. Laws 2010, LB 931, § 30.
76-2210. Transferred to section 76-2207.03.
76-2210.01. Transferred to section 76-2207.04.
76-2210.02. Transferred to section 76-2207.05.
76-2210.03. Transferred to section 76-2207.07.
76-2211. Transferred to section 76-2207.08.
76-2211.01. Repealed. Laws 2015, LB 139, § 78.
76-2211.02. Transferred to section 76-2207.09.
76-2212. Transferred to section 76-2207.12.
76-2212.01. Transferred to section 76-2207.13.
76-2212.02. Transferred to section 76-2207.14.
76-2212.03. Jurisdiction of practice, defined.

Jurisdiction of practice means any jurisdiction in which an appraiser devotes his or her time engaged in real property appraisal practice.

Source: Laws 2014, LB717, § 9; Laws 2015, LB139, § 25; Laws 2020, LB808, § 62.

76-2213. Licensed residential real property appraiser, defined.

Licensed residential real property appraiser means a person who holds a valid credential as a licensed residential real property appraiser issued under the Real Property Appraiser Act.

Source: Laws 1990, LB 1153, § 13; Laws 1991, LB 203, § 16; Laws 2006, LB 778, § 30; Laws 2007, LB186, § 4; Laws 2010, LB931, § 3; Laws 2015, LB139, § 26.

76-2213.01. Transferred to section 76-2218.02.
76-2213.02. Person, defined.

Person means an individual or a firm, a partnership, a limited partnership, a limited liability company, an association, a corporation, or any other group engaged in joint business activities, however organized.

Source: Laws 2015, LB139, § 27.

76-2213.03. PAREA program, defined.

PAREA program means a practical applications of real estate appraisal program approved by the Appraiser Qualifications Board as prescribed by rules and regulations of the Real Property Appraiser Board.

Source: Laws 2022, LB707, § 51.

76-2213.04. Personal inspection, defined.

Personal inspection means a real property appraiser's in-person observation of identified real estate or real property without the use of special testing or special equipment performed as part of an evaluation assignment, valuation assignment, or appraisal review assignment.

Source: Laws 2024, LB992, § 4.
Effective Date: March 13, 2024

76-2214. Real estate, defined.

Real estate means a parcel or tract of land, including improvements, if any.

Source: Laws 1990, LB 1153, § 14; Laws 2006, LB 778, § 32.

76-2214.01. Real property, defined.

Real property means one or more defined interests, benefits, or rights inherent in the ownership of real estate.

Source: Laws 1990, LB 1153, § 17; Laws 2006, LB 778, § 35; R.S.1943, (2009), § 76-2217; Laws 2015, LB139, § 28.

76-2215. Real property appraisal practice, defined.

Real property appraisal practice means any act or process performed by a real property appraiser involved in developing and reporting an analysis, opinion, or conclusion relating to the specified interests in or aspects of identified real estate or real property or an appraisal review. Real property appraisal practice includes, but is not limited to, evaluation assignments, valuation assignments, and appraisal review assignments.

Source: Laws 1990, LB 1153, § 15; Laws 2001, LB 162, § 7; Laws 2006, LB 778, § 33; Laws 2015, LB139, § 29; Laws 2018, LB741, § 22; Laws 2020, LB808, § 63.

76-2216. Real property appraiser, defined.

Real property appraiser means a person who is a credential holder.

Source: Laws 1990, LB 1153, § 16; Laws 2001, LB 162, § 8; Laws 2006, LB 778, § 34; Laws 2010, LB931, § 5; Laws 2015, LB139, § 30; Laws 2020, LB808, § 64.

76-2216.01. Repealed. Laws 2018, LB741, § 39.

76-2216.02. Report, defined.

Report means any communication, written, oral, or by electronic means, of assignment results transmitted to the client or a party authorized by the client upon completion of an assignment. Testimony related to assignment results is deemed to be an oral report.

Source: Laws 1990, LB 1153, § 6; Laws 2006, LB 778, § 19; Laws 2010, LB931, § 2; R.S.Supp.,2014, § 76-2206; Laws 2015, LB139, § 32; Laws 2018, LB741, § 23; Laws 2020, LB808, § 65.

76-2216.03. Repealed. Laws 2020, LB808, § 101.

76-2217. Transferred to section 76-2214.01.

76-2217.01. Repealed. Laws 2015, LB 139, § 78.
76-2217.02. Transferred to section 76-2217.04.
76-2217.03. Signature, defined.

Signature means personalized evidence indicating authentication of the work performed by the real property appraiser and the acceptance of the responsibility for content, analyses, conclusions, and compliance with the Uniform Standards of Professional Appraisal Practice in a report.

Source: Laws 2014, LB717, § 11; Laws 2016, LB731, § 5.

76-2217.04. Trainee real property appraiser, defined.

Trainee real property appraiser means a person who holds a valid credential as a trainee real property appraiser issued under the Real Property Appraiser Act.

Source: Laws 2006, LB 778, § 37; Laws 2008, LB1011, § 3; R.S.1943, (2009), § 76-2217.02; Laws 2014, LB717, § 12; Laws 2015, LB139, § 34.

76-2218. Two-year continuing education period, defined.

(1) Except as provided in subsections (2) through (6) of this section, two-year continuing education period means the period of twenty-four months commencing on January 1 and completed on December 31 of the following year.

(2) For a new real property appraiser credentialed prior to July 1 pursuant to section 76-2228.01, 76-2230, 76-2231.01, or 76-2232, two-year continuing education period means the period commencing on the date of initial credentialing and completed on December 31 of the following year.

(3) For a new real property appraiser credentialed on or after July 1 pursuant to section 76-2228.01, 76-2230, 76-2231.01, or 76-2232, two-year continuing education period means the period of twenty-four months commencing on January 1 of the year following the date of initial credentialing.

(4) For a new real property appraiser credentialed pursuant to section 76-2233 who held a valid credential of the same class to engage in real property appraisal practice under the laws of another jurisdiction on January 1 of the year in which the credential was issued by the board, two-year continuing education period means the period of twenty-four months commencing on January 1 of the year in which the credential was issued by the board.

(5) For a new real property appraiser credentialed pursuant to section 76-2233 who (a) did not hold a valid credential of the same class to engage in real property appraisal practice under the laws of another jurisdiction on January 1 of the year in which the credential was issued by the board and (b) was credentialed pursuant to section 76-2233 prior to July 1, two-year continuing education period means the period commencing on the date of initial credentialing and completed on December 31 of the following year.

(6) For a new real property appraiser credentialed pursuant to section 76-2233 who (a) did not hold a valid credential of the same class to engage in real property appraisal practice under the laws of another jurisdiction on January 1 of the year in which the credential was issued by the board and (b) was credentialed pursuant to section 76-2233 on or after July 1, two-year continuing education period means the period of twenty-four months commencing on January 1 of the year following the date of initial credentialing.

Source: Laws 1990, LB 1153, § 18; Laws 1991, LB 203, § 19; Laws 1994, LB 1107, § 15; Laws 2001, LB 162, § 10; Laws 2006, LB 778, § 38; Laws 2015,

LB139, § 35; Laws 2022, LB707, § 52.

76-2218.01. Transferred to section 76-2213.01

76-2218.02. Uniform Standards of Professional Appraisal Practice, defined.

Uniform Standards of Professional Appraisal Practice means the standards adopted and promulgated by The Appraisal Foundation as the standards existed on January 1, 2024.

Source: Laws 2001, LB 162, § 11; R.S.1943, (2003), § 76-2218.01; Laws 2006, LB 778, § 31; Laws 2007, LB186, § 5; Laws 2008, LB1011, § 2; Laws 2010, LB931, § 4; Laws 2012, LB714, § 2; Laws 2014, LB717, § 10; R.S.Supp.,2014, § 76-2213.01; Laws 2015, LB139, § 36; Laws 2016, LB731, § 6; Laws 2018, LB741, § 24; Laws 2020, LB808, § 66; Laws 2021, LB23, § 2; Laws 2024, LB992, § 5.

Effective Date: March 13, 2024

76-2219. Valuation assignment, defined.

Valuation assignment means:

(1) An appraisal that estimates the value of identified real estate or identified real property at a particular point in time; or

(2) A valuation service performed as a consequence of an agreement between a real property appraiser and a client.

Source: Laws 1990, LB 1153, § 19; Laws 1991, LB 203, § 20; Laws 2006, LB 778, § 39; Laws 2007, LB186, § 7; Laws 2015, LB139, § 37.

76-2219.01. Valuation services, defined.

Valuation services means services pertaining to an aspect of property value, including a service performed by real property appraisers.

Source: Laws 2015, LB139, § 38; Laws 2018, LB741, § 25; Laws 2020, LB808, § 67.

76-2219.02. Workfile, defined.

Workfile means documentation necessary to support a real property appraiser's analysis, opinions, and conclusions.

Source: Laws 2015, LB139, § 39; Laws 2020, LB808, § 68; Laws 2024, LB992, § 6.

Effective Date: March 13, 2024

76-2220. Proper credentialing required; violation of act; cease and desist order.

(1) Except as provided in section 76-2221, it shall be unlawful for anyone to act as a real property appraiser in this state without first obtaining proper credentialing as required under the Real Property Appraiser Act.

(2) Except as provided in section 76-2221, any person who, directly or indirectly for another, offers, attempts, agrees to engage, or engages in real property appraisal practice, or who advertises or holds himself or herself out to the general public as a real property appraiser, shall be deemed a real property appraiser within the meaning of the Real Property Appraiser Act, and such action shall constitute sufficient contact with this state for the exercise of personal jurisdiction over such person in any action arising out of such act. Committing a single act described in this section by a person required to be credentialed under the Real Property Appraiser Act and not so credentialed shall constitute a violation of the act for which the board

may impose sanctions pursuant to this section for the protection of the public health, safety, or welfare.

(3) The board may issue a cease and desist order against any person who violates this section. Such order shall be final ten days after issuance unless such person requests a hearing pursuant to section 76-2240. The board may, through the Attorney General, obtain an order from the district court for the enforcement of the cease and desist order.

Source: Laws 1990, LB 1153, § 20; Laws 1991, LB 203, § 21; Laws 1994, LB 1107, § 16; Laws 2001, LB 162, § 12; Laws 2006, LB 778, § 40; Laws 2015, LB139, § 40; Laws 2018, LB741, § 26; Laws 2020, LB808, § 69.

76-2221. Act; exemptions.

The Real Property Appraiser Act shall not apply to:

(1) Any person who is a salaried employee of (a) the federal government, (b) any agency of the state government or a political subdivision which appraises real estate, (c) any insurance company authorized to do business in this state, or (d) any bank, savings bank, savings and loan association, building and loan association, credit union, or small loan company licensed by this state or supervised or regulated by or through federal enactments covering financial institutions who renders an estimate or opinion of value of real estate or any interest in real estate when such estimate or opinion is rendered in connection with the salaried employee's employment for an entity listed in subdivisions (a) through (d) of this subdivision, except that any salaried employee of the entities listed in subdivisions (a) through (d) of this subdivision who signs a report as a credentialed real property appraiser shall be subject to the act and the Uniform Standards of Professional Appraisal Practice. Any salaried employee of the entities listed in subdivisions (a) through (d) of this subdivision who is a credentialed real property appraiser and who does not sign a report as a credentialed real property appraiser shall include the following disclosure prominently with such report: This opinion of value may not meet the minimum standards contained in the Uniform Standards of Professional Appraisal Practice and is not governed by the Real Property Appraiser Act;

(2) A person referred to in subsection (1) of section 81-885.16;

(3) Any person who provides assistance (a) in obtaining the data upon which assignment results are based, (b) in the physical preparation of a report, such as taking photographs, preparing charts, maps, or graphs, or typing or printing the report, or (c) that does not directly involve the exercise of judgment in arriving at the assignment results set forth in the report;

(4) Any owner of real estate, employee of the owner, or attorney licensed to practice law in this state representing the owner who renders an estimate or opinion of value of the real estate or any interest in the real estate when such estimate or opinion is for the purpose of real estate taxation, or any other person who renders such an estimate or opinion of value when that estimate or opinion requires a specialized knowledge that a real property appraiser would not have;

(5) Any owner of real estate, employee of the owner, or attorney licensed to practice law in this state representing the owner who renders an estimate or opinion of value of real estate or any interest in real estate or damages thereto when such estimate or opinion is offered as testimony in any condemnation proceeding, or any other person who renders such an estimate or opinion when that estimate or opinion requires a specialized knowledge that a real property appraiser would not have;

(6) Any owner of real estate, employee of the owner, or attorney licensed to practice law in this state representing the owner who renders an estimate or opinion of value of the real estate or

any interest in the real estate when such estimate or opinion is offered in connection with a legal matter involving real property;

(7) Any person appointed by a county board of equalization to act as a referee pursuant to section 77-1502.01, except that any person who also practices as an independent real property appraiser for others shall be subject to the Real Property Appraiser Act and shall be credentialed prior to engaging in such other real property appraisal practice. Any real property appraiser appointed to act as a referee pursuant to section 77-1502.01 and who prepares a report for the county board of equalization shall not sign such report as a credentialed real property appraiser and shall include the following disclosure prominently with such report: This opinion of value may not meet the minimum standards contained in the Uniform Standards of Professional Appraisal Practice and is not governed by the Real Property Appraiser Act;

(8) Any person who is appointed to serve as an appraiser pursuant to section 76-706, except that if such person is a credential holder, he or she shall (a) be subject to the scope of real property appraisal practice applicable to his or her classification of credential and (b) comply with the Uniform Standards of Professional Appraisal Practice, excluding standards 1 through 10; or

(9) Any person, including an independent contractor, retained by a county to assist in the appraisal of real property as performed by the county assessor of such county subject to the standards established by the Tax Commissioner pursuant to section 77-1301.01. A person so retained shall be under the direction and responsibility of the county assessor.

Source: Laws 1990, LB 1153, § 21; Laws 1991, LB 203, § 22; Laws 1994, LB 1107, § 17; Laws 1999, LB 618, § 5; Laws 2001, LB 162, § 13; Laws 2003, LB 131, § 35; Laws 2005, LB 676, § 1; Laws 2006, LB 778, § 41; Laws 2008, LB1011, § 4; Laws 2010, LB931, § 6; Laws 2015, LB139, § 41; Laws 2016, LB729, § 2; Laws 2016, LB731, § 7; Laws 2018, LB741, § 27; Laws 2020, LB808, § 70; Laws 2021, LB23, § 3; Laws 2022, LB707, § 53; Laws 2024, LB992, § 7.

Effective Date: March 13, 2024

76-2222. Real Property Appraiser Board; created; members; terms; compensation; expenses.

(1) The Real Property Appraiser Board is hereby created. The board shall consist of five members. One member who is a certified real property appraiser shall be selected from each of the three congressional districts, and two members shall be selected at large. The two members selected at large shall include one representative of financial institutions and one licensed real estate broker. The Governor shall appoint the members of the board.

(2) The term of each member of the board shall be five years. Upon the expiration of his or her term, a member of the board shall continue to hold office until the appointment and qualification of his or her successor. No person shall serve as a member of the board for consecutive terms. Any vacancy shall be filled in the same manner as the original appointment. The Governor may remove a member for cause.

(3) The members of the board shall elect a chairperson during the first meeting of each year from among the members.

(4) Three members of the board, at least two of whom are real property appraisers, shall constitute a quorum.

(5) Each member of the board shall receive a per diem of one hundred dollars per day (a) for each scheduled meeting of the board or a committee of the board at which the member is present

and (b) actually spent in traveling to and from and attending meetings and conferences of the Association of Appraiser Regulatory Officials and its committees and subcommittees or of The Appraisal Foundation and its committees and subcommittees, board committee meetings, or other business as authorized by the board.

(6) Each member of the board shall be reimbursed for expenses incident to the performance of his or her duties under the Real Property Appraiser Act and Nebraska Appraisal Management Company Registration Act as provided in sections 81-1174 to 81-1177.

Source: Laws 1990, LB 1153, § 22; Laws 1991, LB 203, § 23; Laws 1994, LB 1107, § 18; Laws 2001, LB 162, § 14; Laws 2006, LB 778, § 42; Laws 2008, LB1011, § 5; Laws 2015, LB139, § 42; Laws 2016, LB731, § 8; Laws 2018, LB741, § 28; Laws 2019, LB77, § 3; Laws 2020, LB381, § 83.

Cross References

- **Nebraska Appraisal Management Company Registration Act,** see section 76-3201.

76-2223. Real Property Appraiser Board; powers and duties; rules and regulations.

(1) The Real Property Appraiser Board shall administer and enforce the Real Property Appraiser Act and may:

(a) Receive applications for credentialing under the act, process such applications and regulate the issuance of credentials to qualified applicants, and maintain a directory of the names and addresses of persons who receive credentials under the act;

(b) Hold meetings, public hearings, informal conferences, and administrative hearings, prepare or cause to be prepared specifications for all real property appraiser classifications, solicit bids and enter into contracts with one or more testing services, and administer or contract for the administration of examinations approved by the Appraiser Qualifications Board in such places and at such times as deemed appropriate;

(c) Develop the specifications for credentialing examinations, including timing, location, and security necessary to maintain the integrity of the examinations;

(d) Review the procedures and criteria of a contracted testing service to ensure that the testing meets with the approval of the Appraiser Qualifications Board;

(e) Collect all fees required or permitted by the act. The Real Property Appraiser Board shall remit all such receipts to the State Treasurer for credit to the Real Property Appraiser Fund. In addition, the board may collect and transmit to the appropriate federal authority any fees established under the Financial Institutions Reform, Recovery, and Enforcement Act of 1989;

(f) Establish appropriate administrative procedures for disciplinary proceedings conducted pursuant to the Real Property Appraiser Act;

(g) Issue subpoenas to compel the attendance of witnesses and the production of books, documents, records, and other papers, administer oaths, and take testimony and require submission of and receive evidence concerning all matters within its jurisdiction. In case of disobedience of a subpoena, the Real Property Appraiser Board may make application to the district court of Lancaster County to require the attendance and testimony of witnesses and the production of documentary evidence. If any person fails to obey an order of the court, he or she may be punished by the court as for contempt thereof;

(h) Deny an application or censure, suspend, or revoke a credential if it finds that the applicant or credential holder has committed any of the acts or omissions set forth in section 76-2238 or otherwise violated the act. Any disciplinary matter may be resolved through informal disposition pursuant to section 84-913;

(i) Take appropriate disciplinary action against a credential holder if the Real Property Appraiser Board determines that a credential holder has violated any provision of the act or the Uniform Standards of Professional Appraisal Practice;

(j) Enter into consent decrees and issue cease and desist orders upon a determination that a violation of the act has occurred;

(k) Promote research and conduct studies relating to the profession of real property appraisal, sponsor real property appraisal educational activities, and incur, collect fees for, and pay the necessary expenses in connection with activities which shall be open to all credential holders;

(l) Establish and adopt minimum standards for appraisals as required under section 76-2237;

(m) Adopt and promulgate rules and regulations to carry out the act. The rules and regulations may include provisions establishing minimum standards for education providers, courses, and instructors. The rules and regulations shall be adopted and promulgated pursuant to the Administrative Procedure Act; and

(n) Do all other things necessary to carry out the Real Property Appraiser Act.

(2) The Real Property Appraiser Board shall also administer and enforce the Nebraska Appraisal Management Company Registration Act.

Source: Laws 1990, LB 1153, § 23; Laws 1991, LB 203, § 24; Laws 1994, LB 1107, § 19; Laws 2001, LB 162, § 15; Laws 2006, LB 778, § 43; Laws 2007, LB186, § 8; Laws 2008, LB1011, § 6; Laws 2010, LB931, § 7; Laws 2011, LB410, § 21; Laws 2012, LB714, § 3; Laws 2014, LB717, § 13; Laws 2015, LB139, § 43; Laws 2020, LB808, § 71.

Cross References

- **Administrative Procedure Act,** see section 84-920.
- **Nebraska Appraisal Management Company Registration Act,** see section 76-3201.

76-2224. Board; personnel, facilities, and equipment.

In order to administer and enforce the Real Property Appraiser Act, the board may hire a director and other staff, rent office space, and acquire other facilities and equipment. The board may contract for administrative assistance, including facilities, equipment, supplies, and personnel that are required by the board to carry out its responsibilities under the act.

Source: Laws 1990, LB 1153, § 24; Laws 1991, LB 203, § 25; Laws 1994, LB 1107, § 20; Laws 2006, LB 778, § 44.

76-2225. Civil and criminal immunity.

The members of the board and the board's employees or persons under contract with the board shall be immune from any civil action or criminal prosecution for initiating or assisting in any lawful investigation of the actions of or any disciplinary proceeding concerning a credential holder pursuant to the Real Property Appraiser Act if such action is taken without malicious

intent and in the reasonable belief that it was taken pursuant to the powers vested in the members of the board or such employees or persons.

Source: Laws 1990, LB 1153, § 25; Laws 1991, LB 203, § 26; Laws 1994, LB 1107, § 21; Laws 2001, LB 162, § 16; Laws 2006, LB 778, § 45; Laws 2010, LB931, § 8.

76-2226. Real Property Appraiser Fund; created; use; investment.

There is hereby created the Real Property Appraiser Fund. The board may use the fund for the administration and enforcement of the Real Property Appraiser Act and to meet the necessary expenditures of the board. The fund shall include a sufficient cash fund balance as determined by the board. The expense of administering and enforcing the act shall not exceed the money collected by the board under the act. Transfers may be made from the fund to the General Fund at the direction of the Legislature. Any money in the Real Property Appraiser Fund available for investment shall be invested by the state investment officer pursuant to the Nebraska Capital Expansion Act and the Nebraska State Funds Investment Act.

Source: Laws 1990, LB 1153, § 26; Laws 1991, LB 203, § 27; Laws 1994, LB 1066, § 78; Laws 1994, LB 1107, § 22; Laws 2001, LB 162, § 17; Laws 2006, LB 778, § 46; Laws 2007, LB186, § 9; Laws 2009, First Spec. Sess., LB3, § 53.

Cross References

- **Nebraska Capital Expansion Act,** see section 72-1269.
- **Nebraska State Funds Investment Act,** see section 72-1260.

76-2227. Credentials; application; requirements.

(1) Applications for initial credentials, upgrade of credentials, credentials through reciprocity, temporary credentials, and renewal of credentials, including authorization to take the appropriate examination, shall be made in writing to the board on forms approved by the board. The payment of the appropriate fee in an amount established by the board pursuant to section 76-2241 shall accompany all applications.

(2) Applications for credentials shall include the applicant's social security number and such other information as the board may require.

(3) At the time of filing an application for a credential, the applicant shall sign a pledge that he or she has read and will comply with the Uniform Standards of Professional Appraisal Practice. Each applicant shall also certify that he or she understands the types of misconduct for which disciplinary proceedings may be initiated.

(4) To qualify for an initial credential, an upgrade of a credential, a credential through reciprocity, a temporary credential, or a renewal of a credential, an applicant shall:

(a) Certify that disciplinary proceedings are not pending against him or her in any jurisdiction or state the nature of any pending disciplinary proceedings;

(b) Certify that he or she has not surrendered an appraiser credential, or any other registration, license, or certification, issued by any other regulatory agency or held in any other jurisdiction, in lieu of disciplinary action pending or threatened within the five-year period immediately preceding the date of application;

(c) Certify that his or her appraiser credential, or any other registration, license, or certification, issued by any other regulatory agency or held in any other jurisdiction, has not been

revoked or suspended within the five-year period immediately preceding the date of application;

(d) Not have been convicted of, including a conviction based upon a plea of guilty or nolo contendere:

(i) Any felony or, if so convicted, has had his or her civil rights restored;

(ii) Any crime of fraud, dishonesty, breach of trust, money laundering, misrepresentation, or deceit involving real estate, financial services, or in the making of an appraisal within the five-year period immediately preceding the date of application; or

(iii) Any other crime which is related to the qualifications, functions, or duties of a real property appraiser within the five-year period immediately preceding the date of application;

(e) Certify that no civil judicial actions, including dismissal with settlement, in connection with real estate, financial services, or in the making of an appraisal have been brought against him or her within the five-year period immediately preceding the date of application;

(f) Demonstrate character and general fitness such as to command the confidence and trust of the public; and

(g) Not possess a background that would call into question public trust or a credential holder's fitness for credentialing.

(5) Credentials shall be issued only to persons who have a good reputation for honesty, trustworthiness, integrity, and competence to perform real property appraisal practice assignments in such manner as to safeguard the interest of the public and only after satisfactory proof of such qualification has been presented to the board upon request and a completed application has been approved.

(6) No credential shall be issued to a person other than an individual.

Source: Laws 1990, LB 1153, § 27; Laws 1991, LB 203, § 28; Laws 1993, LB 121, § 490; Laws 1994, LB 1107, § 23; Laws 2001, LB 162, § 18; Laws 2006, LB 778, § 47; Laws 2007, LB186, § 10; Laws 2014, LB717, § 14; Laws 2015, LB139, § 44; Laws 2016, LB731, § 9; Laws 2018, LB741, § 29; Laws 2020, LB808, § 72.

76-2227.01. Repealed. Laws 2018, LB741, § 39.

76-2228. Appraisers; classification.

There shall be four classes of credentials issued to real property appraisers as follows:

(1) Trainee real property appraiser, which classification shall consist of those persons who meet the requirements set forth in section 76-2228.01;

(2) Licensed residential real property appraiser, which classification shall consist of those persons who meet the requirements set forth in section 76-2230;

(3) Certified residential real property appraiser, which classification shall consist of those persons who meet the requirements set forth in section 76-2231.01; and

(4) Certified general real property appraiser, which classification shall consist of those persons who meet the requirements set forth in section 76-2232.

Source: Laws 1990, LB 1153, § 28; Laws 1991, LB 203, § 29; Laws 1994, LB 1107, § 24; Laws 2001, LB 162, § 19; Laws 2006, LB 778, § 48; Laws 2007,

LB186, § 11; Laws 2008, LB1011, § 7; Laws 2010, LB931, § 9; Laws 2015, LB139, § 46.

76-2228.01. Trainee real property appraiser; applicant; qualifications; fingerprints; national criminal history record check; upgraded credential; requirements; scope of practice.

(1) To qualify for a credential as a trainee real property appraiser, an applicant shall:

(a) Be at least nineteen years of age;

(b)(i)(A) If submitting an application on or before December 31, 2025, have successfully completed and passed examination for no fewer than seventy-five class hours in Real Property Appraiser Board-approved qualifying education courses conducted by education providers as prescribed by rules and regulations of the Real Property Appraiser Board. Each course shall include a proctored, closed-book examination pertinent to the material presented. Except for the fifteen-hour National Uniform Standards of Professional Appraisal Practice Course, which shall be completed within the two-year period immediately preceding submission of the application, all class hours shall be completed within the five-year period immediately preceding submission of the application; or

(B) If submitting an application after December 31, 2025, have successfully completed and passed examination for no fewer than eighty-three class hours in Real Property Appraiser Board-approved qualifying education courses conducted by education providers as prescribed by rules and regulations of the Real Property Appraiser Board. Each course shall include a proctored, closed-book examination pertinent to the material presented. Except for the fifteen-hour National Uniform Standards of Professional Appraisal Practice Course, which shall be completed within the two-year period immediately preceding submission of the application, all class hours shall be completed within the five-year period immediately preceding submission of the application; or

(ii) Hold a degree in real estate from an accredited degree-awarding college or university that has had all or part of its curriculum approved by the Appraiser Qualifications Board as required core curriculum or the equivalent as determined by the Appraiser Qualifications Board. The degree shall be conferred within the five-year period immediately preceding submission of the application. If the degree in real estate or equivalent as approved by the Appraiser Qualifications Board does not satisfy all required qualifying education for credentialing, the remaining class hours shall be completed in Real Property Appraiser Board-approved qualifying education pursuant to subdivision (b)(i) of this subsection;

(c) As prescribed by rules and regulations of the Real Property Appraiser Board, successfully complete a Real Property Appraiser Board-approved supervisory real property appraiser and trainee course within one year immediately preceding the date of application; and

(d) Submit two copies of legible ink-rolled fingerprint cards or equivalent electronic fingerprint submissions to the Real Property Appraiser Board for delivery to the Nebraska State Patrol in a form approved by both the Nebraska State Patrol and the Federal Bureau of Investigation. A fingerprint-based national criminal history record check shall be conducted through the Nebraska State Patrol and the Federal Bureau of Investigation with such record check to be carried out by the Real Property Appraiser Board.

(2) Prior to engaging in real property appraisal practice, a trainee real property appraiser shall submit a written request for supervisory real property appraiser approval on a form approved by the board. The request for supervisory real property appraiser approval may be made at the time of application or any time after approval as a trainee real property appraiser.

(3) To qualify for an upgraded credential, a trainee real property appraiser shall satisfy the appropriate requirements as follows:

(a) Submit two copies of legible ink-rolled fingerprint cards or equivalent electronic fingerprint submissions to the Real Property Appraiser Board for delivery to the Nebraska State Patrol in a form approved by both the Nebraska State Patrol and the Federal Bureau of Investigation. A fingerprint-based national criminal history record check shall be conducted through the Nebraska State Patrol and the Federal Bureau of Investigation with such record check to be carried out by the Real Property Appraiser Board; and

(b) Within the twenty-four months following approval of the applicant's education and experience by the Real Property Appraiser Board for an upgraded credential, pass an appropriate examination approved by the Appraiser Qualifications Board for that upgraded credential, prescribed by rules and regulations of the Real Property Appraiser Board, and administered by a contracted testing service. Successful completion of examination shall be valid for twenty-four months.

(4) To qualify for a credential as a licensed residential real property appraiser, a trainee real property appraiser shall:

(a) Successfully complete and pass proctored, closed-book examinations for no fewer than seventy-five additional class hours in board-approved qualifying education courses conducted by education providers as prescribed by rules and regulations of the board, or hold a degree in real estate from an accredited degree-awarding college or university or equivalent pursuant to subdivision (1)(b)(ii) of section 76-2230; and

(b) Meet the experience requirements pursuant to subdivision (1)(c) of section 76-2230.

(5) To qualify for a credential as a certified residential real property appraiser, a trainee real property appraiser shall:

(a) Meet the postsecondary educational requirements pursuant to subdivisions (1)(b) and (c) of section 76-2231.01;

(b)(i) If submitting an application on or before December 31, 2025, successfully complete and pass proctored, closed-book examinations for no fewer than one hundred twenty-five additional class hours in board-approved qualifying education courses conducted by education providers as prescribed by rules and regulations of the board, or hold a degree in real estate from an accredited degree-awarding college or university or equivalent pursuant to subdivision (1)(d)(ii) of section 76-2231.01; or

(ii) If submitting an application after December 31, 2025, successfully complete and pass proctored, closed-book examinations for no fewer than one hundred seventeen additional class hours in board-approved qualifying education courses conducted by education providers as prescribed by rules and regulations of the board, or hold a degree in real estate from an accredited degree-awarding college or university or equivalent pursuant to subdivision (1)(d)(ii) of section 76-2231.01; and

(c) Meet the experience requirements pursuant to subdivision (1)(e) of section 76-2231.01.

(6) To qualify for a credential as a certified general real property appraiser, a trainee real property appraiser shall:

(a) Meet the postsecondary educational requirements pursuant to subdivisions (1)(b) and (c) of section 76-2232;

(b)(i) If submitting an application on or before December 31, 2025, successfully complete and pass proctored, closed-book examinations for no fewer than two hundred twenty-five additional class hours in board-approved qualifying education courses conducted by education providers as prescribed by rules and regulations of the board, or hold a degree in real estate from an accredited degree-awarding college or university or equivalent pursuant to subdivision (1)(d)(ii) of section 76-2232; or

(ii) If submitting an application after December 31, 2025, successfully complete and pass proctored, closed-book examinations for no fewer than two hundred seventeen additional class hours in board-approved qualifying education courses conducted by education providers as prescribed by rules and regulations of the board, or hold a degree in real estate from an accredited degree-awarding college or university or equivalent pursuant to subdivision (1)(d)(ii) of section 76-2232; and

(c) Meet the experience requirements pursuant to subdivision (1)(e) of section 76-2232.

(7) The scope of real property appraisal practice for the trainee real property appraiser shall be limited to real property appraisal practice assignments that the supervisory certified real property appraiser is permitted to engage in by his or her current credential and that the supervisory real property appraiser is competent to engage in.

Source: Laws 2006, LB 778, § 49; Laws 2007, LB186, § 12; Laws 2010, LB931, § 10; Laws 2012, LB714, § 4; Laws 2014, LB717, § 15; Laws 2015, LB139, § 47; Laws 2016, LB731, § 11; Laws 2019, LB77, § 4; Laws 2020, LB808, § 73; Laws 2021, LB23, § 4; Laws 2024, LB992, § 8.
Effective Date: March 13, 2024

76-2228.02. Trainee real property appraiser; direct supervision; supervisory real property appraiser; qualifications; disciplinary action; effect; appraisal experience log.

(1) Each trainee real property appraiser's experience shall be subject to direct supervision by a supervisory real property appraiser. To qualify as a supervisory real property appraiser, a real property appraiser shall:

(a) Be a certified residential real property appraiser or certified general real property appraiser in good standing;

(b) Have held a certified real property appraiser credential in this state, or the equivalent in any other jurisdiction, for a minimum of three years immediately preceding the date of the written request for approval as supervisory real property appraiser;

(c) Have not successfully completed disciplinary action by the board or any other jurisdiction, which action limited the real property appraiser's legal eligibility to engage in real property appraisal practice within three years immediately preceding the date the written request for approval as supervisory real property appraiser is submitted by the applicant or trainee real property appraiser on a form approved by the board;

(d) As prescribed by rules and regulations of the board, have successfully completed a board-approved supervisory real property appraiser and trainee course preceding the date the written request for approval as supervisory real property appraiser is submitted by the applicant or trainee real property appraiser on a form approved by the board; and

(e) Certify that he or she understands his or her responsibilities and obligations under the Real Property Appraiser Act as a supervisory real property appraiser and applies his or her signature to the written request for approval as supervisory real property appraiser submitted by the applicant or trainee real property appraiser.

(2) The supervisory real property appraiser shall be responsible for the training and direct supervision of the trainee real property appraiser's experience by:

(a) Accepting responsibility for the report by applying his or her signature and certifying that the report is in compliance with the Uniform Standards of Professional Appraisal Practice;

(b) Reviewing the trainee real property appraiser reports; and

(c) Conducting a personal inspection with the trainee real property appraiser as is consistent with his or her scope of real property appraisal practice until the supervisory real property appraiser determines that the trainee real property appraiser is competent in accordance with the competency rule of the Uniform Standards of Professional Appraisal Practice.

(3) A certified real property appraiser disciplined by the board or any other appraiser regulatory agency in another jurisdiction, which discipline may or may not have limited the real property appraiser's legal eligibility to engage in real property appraisal practice, shall not be eligible as a supervisory real property appraiser as of the date disciplinary action was imposed against the appraiser by the board or any other appraiser regulatory agency. The certified real property appraiser shall be considered to be in good standing and eligible as a supervisory real property appraiser upon the successful completion of disciplinary action that does not limit the real property appraiser's legal eligibility to engage in real property appraisal practice, or three years after the successful completion of disciplinary action that limits the real property appraiser's legal eligibility to engage in real property appraisal practice. Any action taken by the board or any other appraiser regulatory agency in another jurisdiction, which may or may not limit the real property appraiser's legal eligibility to engage in real property appraisal practice, involving any jurisdiction's isolated administrative responsibilities including, but not limited to, late payment of fees related to credentialing, failure to timely renew a credential, or failure to provide notification of a change in contact information, is not disciplinary action for the purpose of this subsection.

(4) The trainee real property appraiser may have more than one supervisory real property appraiser, but a supervisory real property appraiser may not supervise more than three trainee real property appraisers at one time.

(5) As prescribed by rules and regulations of the board, an appraisal experience log shall be maintained jointly by the supervisory real property appraiser and the trainee real property appraiser.

Source: Laws 2014, LB717, § 16; Laws 2015, LB139, § 48; Laws 2018, LB17, § 1; Laws 2019, LB77, § 5; Laws 2020, LB808, § 74; Laws 2021, LB23, § 5; Laws 2024, LB992, § 9.

Effective Date: March 13, 2024

76-2229. Transferred to section 76-2236.01.

76-2229.01. Repealed. Laws 2015, LB 139, § 78.

76-2229.02. Repealed. Laws 2001, LB 162, § 44.

76-2230. Credential as a licensed residential real property appraiser; applicant; qualifications; fingerprints; national criminal history record check; upgraded credential; requirements; scope of practice.

(1) To qualify for a credential as a licensed residential real property appraiser, an applicant shall:

(a) Be at least nineteen years of age;

(b)(i)(A) If submitting an application on or before December 31, 2025, have successfully completed and passed examination for no fewer than one hundred fifty class hours in Real Property Appraiser Board-approved qualifying education courses conducted by education providers as prescribed by rules and regulations of the Real Property Appraiser Board. Each course shall include a proctored, closed-book examination pertinent to the material presented; or

(B) If submitting an application after December 31, 2025, have successfully completed and passed examination for no fewer than one hundred fifty-eight class hours in Real Property Appraiser Board-approved qualifying education courses conducted by education providers as prescribed by rules and regulations of the Real Property Appraiser Board. Each course shall include a proctored, closed-book examination pertinent to the material presented; or

(ii) Hold a degree in real estate from an accredited degree-awarding college or university that has had all or part of its curriculum approved by the Appraiser Qualifications Board as required core curriculum or the equivalent as determined by the Appraiser Qualifications Board. If the degree in real estate or equivalent as approved by the Appraiser Qualifications Board does not satisfy all required qualifying education for credentialing, the remaining class hours shall be completed in Real Property Appraiser Board-approved qualifying education pursuant to subdivision (b)(i) of this subsection;

(c)(i) Have no fewer than one thousand hours of experience as prescribed by rules and regulations of the Real Property Appraiser Board. The required experience shall be acceptable to the Real Property Appraiser Board and subject to review and determination as to conformity with the Uniform Standards of Professional Appraisal Practice. The experience shall have occurred during a period of no fewer than six months; or

(ii) Successfully complete a PAREA program. If the PAREA program does not satisfy all required experience for credentialing, the remaining experience hours shall be completed pursuant to subdivision (c)(i) of this subsection;

(d) Submit two copies of legible ink-rolled fingerprint cards or equivalent electronic fingerprint submissions to the Real Property Appraiser Board for delivery to the Nebraska State Patrol in a form approved by both the Nebraska State Patrol and the Federal Bureau of Investigation. A fingerprint-based national criminal history record check shall be conducted through the Nebraska State Patrol and the Federal Bureau of Investigation with such record check to be carried out by the Real Property Appraiser Board; and

(e) Within the twenty-four months following approval of the applicant's education and experience by the Real Property Appraiser Board, pass a licensed residential real property appraiser examination, certified residential real property appraiser examination, or certified general real property appraiser examination, approved by the Appraiser Qualifications Board, prescribed by rules and regulations of the Real Property Appraiser Board, and administered by a contracted testing service. Successful completion of examination shall be valid for twenty-four months.

(2) To qualify for an upgraded credential, a licensed residential real property appraiser shall satisfy the appropriate requirements as follows:

(a) Submit two copies of legible ink-rolled fingerprint cards or equivalent electronic fingerprint submissions to the Real Property Appraiser Board for delivery to the Nebraska State Patrol in a form approved by both the Nebraska State Patrol and the Federal Bureau of Investigation. A fingerprint-based national criminal history record check shall be conducted through the Nebraska State Patrol and the Federal Bureau of Investigation with such record check to be carried out by the Real Property Appraiser Board; and

(b) Within the twenty-four months following approval of the applicant's education and experience by the Real Property Appraiser Board for an upgraded credential, pass an appropriate examination approved by the Appraiser Qualifications Board for that upgraded credential, prescribed by rules and regulations of the Real Property Appraiser Board, and administered by a contracted testing service. Successful completion of examination shall be valid for twenty-four months.

(3) To qualify for a credential as a certified residential real property appraiser, a licensed residential real property appraiser shall:

(a)(i) Meet the postsecondary educational requirements pursuant to subdivisions (1)(b) and (c) of section 76-2231.01; or

(ii)(A) Have held a credential as a licensed residential real property appraiser for a minimum of five years; and

(B) Not have been subject to a nonappealable disciplinary action by the board or any other jurisdiction, which action limited the real property appraiser's legal eligibility to engage in real property appraisal practice within five years immediately preceding the date of application for the certified residential real property appraiser credential;

(b)(i) If submitting an application on or before December 31, 2025, successfully complete and pass proctored, closed-book examinations for no fewer than fifty additional class hours in board-approved qualifying education courses conducted by education providers as prescribed by rules and regulations of the board, or hold a degree in real estate from an accredited degree-awarding college or university or equivalent pursuant to subdivision (1)(d)(ii) of section 76-2231.01; or

(ii) If submitting an application after December 31, 2025, successfully complete and pass proctored, closed-book examinations for no fewer than forty-two additional class hours in board-approved qualifying education courses conducted by education providers as prescribed by rules and regulations of the board, or hold a degree in real estate from an accredited degree-awarding college or university or equivalent pursuant to subdivision (1)(d)(ii) of section 76-2231.01; and

(c) Meet the experience requirements pursuant to subdivision (1)(e) of section 76-2231.01.

(4) To qualify for a credential as a certified general real property appraiser, a licensed residential real property appraiser shall:

(a) Meet the postsecondary educational requirements pursuant to subdivisions (1)(b) and (c) of section 76-2232;

(b)(i) If submitting an application on or before December 31, 2025, successfully complete and pass proctored, closed-book examinations for no fewer than one hundred fifty additional class hours in board-approved qualifying education courses conducted by education providers as prescribed by rules and regulations of the board, or hold a degree in real estate from an accredited degree-awarding college or university or equivalent pursuant to subdivision (1)(d)(ii) of section 76-2232; or

(ii) If submitting an application after December 31, 2025, successfully complete and pass proctored, closed-book examinations for no fewer than one hundred forty-two additional class hours in board-approved qualifying education courses conducted by education providers as prescribed by rules and regulations of the board, or hold a degree in real estate from an accredited degree-awarding college or university or equivalent pursuant to subdivision (1)(d)(ii) of section 76-2232; and

(c) Meet the experience requirements pursuant to subdivision (1)(e) of section 76-2232.

(5) An appraiser holding a valid licensed residential real property appraiser credential shall satisfy the requirements for the trainee real property appraiser credential for a downgraded credential.

(6) The scope of real property appraisal practice for a licensed residential real property appraiser shall be limited to noncomplex residential real property or real estate having no more than four units, if any, with a transaction value, or market value if no transaction takes place, of less than one million dollars and complex residential real property or real estate having no more than four units, if any, with a transaction value, or market value if no transaction takes place, of less than four hundred thousand dollars. Subdivisions for which a development analysis or appraisal is necessary are not included in the scope of real property appraisal practice for a licensed residential real property appraiser.

Source: Laws 1990, LB 1153, § 30; Laws 1991, LB 203, § 33; Laws 1994, LB 1107, § 28; Laws 1997, LB 29, § 1; Laws 1997, LB 752, § 205; Laws 2001, LB 162, § 22; Laws 2006, LB 778, § 52; Laws 2007, LB186, § 15; Laws 2008, LB1011, § 10; Laws 2010, LB931, § 13; Laws 2012, LB714, § 6; Laws 2014, LB717, § 17; Laws 2015, LB139, § 49; Laws 2016, LB731, § 12; Laws 2019, LB77, § 6; Laws 2020, LB808, § 75; Laws 2021, LB23, § 6; Laws 2022, LB707, § 54; Laws 2024, LB992, § 10.

Effective Date: March 13, 2024

76-2231. Repealed. Laws 1991, LB 203, § 58.

76-2231.01. Credential as a certified residential real property appraiser; applicant; qualifications; fingerprints; national criminal history record check; upgraded credential; requirements; scope of practice.

(1) To qualify for a credential as a certified residential real property appraiser, an applicant shall:

(a) Be at least nineteen years of age;

(b)(i) Hold a bachelor's degree, or higher, from an accredited degree-awarding college or university;

(ii) Hold an associate's degree from an accredited degree-awarding community college, college, or university in the study of business administration, accounting, finance, economics, or real estate;

(iii) Successfully complete thirty semester hours of college-level education from an accredited degree-awarding community college, college, or university that includes:

(A) Three semester hours in each of the following: English composition; microeconomics; macroeconomics; finance; algebra, geometry, or higher mathematics; statistics; computer science; and business law or real estate law; and

(B) Three semester hours each in two elective courses in any of the topics listed in subdivision (b)(iii)(A) of this subsection, or in accounting, geography, agricultural economics, business management, or real estate;

(iv) Successfully complete thirty semester hours of the College-Level Examination Program that includes:

(A) Three semester hours in each of the following subject matter areas: College algebra; college composition modular; principles of macroeconomics; principles of microeconomics; introductory business law; and information systems; and

(B) Six semester hours in each of the following subject matter areas: College composition; and college mathematics; or

(v) Successfully complete any combination of subdivisions (b)(iii) and (iv) of this subsection that ensures coverage of all topics and hours identified in subdivision (b)(iii) of this subsection;

(c) Have his or her education evaluated for equivalency by one of the following if the college degree is from a foreign country:

(i) An accredited degree-awarding college or university;

(ii) A foreign degree credential evaluation service company that is a member of the National Association of Credential Evaluation Services; or

(iii) A foreign degree credential evaluation service company that provides equivalency evaluation reports accepted by an accredited degree-awarding college or university;

(d)(i) Have successfully completed and passed examination for no fewer than two hundred class hours in Real Property Appraiser Board-approved qualifying education courses conducted by education providers as prescribed by rules and regulations of the Real Property Appraiser Board. Each course shall include a proctored, closed-book examination pertinent to the material presented; or

(ii) Hold a degree in real estate from an accredited degree-awarding college or university that has had all or part of its curriculum approved by the Appraiser Qualifications Board as required core curriculum or the equivalent as determined by the Appraiser Qualifications Board. If the degree in real estate or equivalent as approved by the Appraiser Qualifications Board does not satisfy all required qualifying education for credentialing, the remaining class hours shall be completed in Real Property Appraiser Board-approved qualifying education pursuant to subdivision (d)(i) of this subsection;

(e)(i) Have no fewer than one thousand five hundred hours of experience as prescribed by rules and regulations of the Real Property Appraiser Board. The required experience shall be acceptable to the Real Property Appraiser Board and subject to review and determination as to conformity with the Uniform Standards of Professional Appraisal Practice. The experience shall have occurred during a period of no fewer than twelve months; or

(ii) Successfully complete a PAREA program. If the PAREA program does not satisfy all required experience for credentialing, the remaining experience hours shall be completed pursuant to subdivision (e)(i) of this subsection;

(f) Submit two copies of legible ink-rolled fingerprint cards or equivalent electronic fingerprint submissions to the Real Property Appraiser Board for delivery to the Nebraska State Patrol in a form approved by both the Nebraska State Patrol and the Federal Bureau of Investigation. A fingerprint-based national criminal history record check shall be conducted through the Nebraska State Patrol and the Federal Bureau of Investigation with such record check to be carried out by the Real Property Appraiser Board; and

(g) Within the twenty-four months following approval of the applicant's education and experience by the Real Property Appraiser Board, pass a certified residential real property appraiser examination or certified general real property appraiser examination, approved by the

Appraiser Qualifications Board, prescribed by rules and regulations of the Real Property Appraiser Board, and administered by a contracted testing service. Successful completion of examination shall be valid for twenty-four months.

(2) To qualify for an upgraded credential, a certified residential real property appraiser shall satisfy the following requirements:

(a) Submit two copies of legible ink-rolled fingerprint cards or equivalent electronic fingerprint submissions to the Real Property Appraiser Board for delivery to the Nebraska State Patrol in a form approved by both the Nebraska State Patrol and the Federal Bureau of Investigation. A fingerprint-based national criminal history record check shall be conducted through the Nebraska State Patrol and the Federal Bureau of Investigation with such record check to be carried out by the Real Property Appraiser Board; and

(b) Within the twenty-four months following approval of the applicant's education and experience by the Real Property Appraiser Board for an upgrade to a certified general real property appraiser credential, pass a certified general real property appraiser examination approved by the Appraiser Qualifications Board, prescribed by rules and regulations of the Real Property Appraiser Board, and administered by a contracted testing service. Successful completion of examination shall be valid for twenty-four months.

(3) To qualify for a credential as a certified general real property appraiser, a certified residential real property appraiser shall:

(a) Meet the postsecondary educational requirements pursuant to subdivisions (1)(b) and (c) of section 76-2232;

(b) Successfully complete and pass proctored, closed-book examinations for no fewer than one hundred additional class hours in board-approved qualifying education courses conducted by education providers as prescribed by rules and regulations of the board, or hold a degree in real estate from an accredited degree-awarding college or university or equivalent pursuant to subdivision (1)(d)(ii) of section 76-2232; and

(c) Meet the experience requirements pursuant to subdivision (1)(e) of section 76-2232.

(4) A certified residential real property appraiser shall satisfy the requirements for the trainee real property appraiser credential and licensed residential real property appraiser credential for a downgraded credential. If requested, evidence acceptable to the Real Property Appraiser Board concerning the experience shall be presented along with an application in the form of written reports or file memoranda.

(5) The scope of real property appraisal practice for a certified residential real property appraiser shall be limited to residential real property or real estate having no more than four residential units, if any, without regard to transaction value or complexity. Subdivisions for which a development analysis or appraisal is necessary are not included in the scope of real property appraisal practice for a certified residential real property appraiser.

Source: Laws 1994, LB 1107, § 29; Laws 1997, LB 29, § 2; Laws 1997, LB 752, § 206; Laws 2001, LB 162, § 23; Laws 2006, LB 778, § 53; Laws 2007, LB186, § 16; Laws 2008, LB1011, § 11; Laws 2010, LB931, § 14; Laws 2012, LB714, § 7; Laws 2014, LB717, § 18; Laws 2015, LB139, § 50; Laws 2016, LB731, § 13; Laws 2019, LB77, § 7; Laws 2020, LB808, § 76; Laws 2021, LB23, § 7; Laws 2022, LB707, § 55; Laws 2024, LB992, § 11.
Effective Date: March 13, 2024

76-2232. Credential as a certified general real property appraiser; applicant; qualifications; fingerprints; national criminal history record check; scope of practice.

(1) To qualify for a credential as a certified general real property appraiser, an applicant shall:

(a) Be at least nineteen years of age;

(b) Hold a bachelor's degree, or higher, from an accredited degree-awarding college or university;

(c) Have his or her education evaluated for equivalency by one of the following if the college degree is from a foreign country:

(i) An accredited degree-awarding college or university;

(ii) A foreign degree credential evaluation service company that is a member of the National Association of Credential Evaluation Services; or

(iii) A foreign degree credential evaluation service company that provides equivalency evaluation reports accepted by an accredited degree-awarding college or university;

(d)(i) Have successfully completed and passed examination for no fewer than three hundred class hours in Real Property Appraiser Board-approved qualifying education courses conducted by education providers as prescribed by rules and regulations of the Real Property Appraiser Board. Each course shall include a proctored, closed-book examination pertinent to the material presented; or

(ii) Hold a degree in real estate from an accredited degree-awarding college or university that has had all or part of its curriculum approved by the Appraiser Qualifications Board as required core curriculum or the equivalent as determined by the Appraiser Qualifications Board. If the degree in real estate or equivalent as approved by the Appraiser Qualifications Board does not satisfy all required qualifying education for credentialing, the remaining class hours shall be completed in Real Property Appraiser Board-approved qualifying education pursuant to subdivision (d)(i) of this subsection;

(e)(i) Have no fewer than three thousand hours of experience, of which one thousand five hundred hours shall be in nonresidential appraisal work, as prescribed by rules and regulations of the Real Property Appraiser Board. The required experience shall be acceptable to the Real Property Appraiser Board and subject to review and determination as to conformity with the Uniform Standards of Professional Appraisal Practice. The experience shall have occurred during a period of no fewer than eighteen months; or

(ii) Successfully complete a PAREA program. If the PAREA program does not satisfy all required experience for credentialing, the remaining experience hours shall be completed pursuant to subdivision (e)(i) of this subsection;

(f) Submit two copies of legible ink-rolled fingerprint cards or equivalent electronic fingerprint submissions to the Real Property Appraiser Board for delivery to the Nebraska State Patrol in a form approved by both the Nebraska State Patrol and the Federal Bureau of Investigation. A fingerprint-based national criminal history record check shall be conducted through the Nebraska State Patrol and the Federal Bureau of Investigation with such record check to be carried out by the Real Property Appraiser Board; and

(g) Within the twenty-four months following approval of the applicant's education and experience by the Real Property Appraiser Board, pass a certified general real property appraiser

examination, approved by the Appraiser Qualifications Board, prescribed by rules and regulations of the Real Property Appraiser Board, and administered by a contracted testing service. Successful completion of examination shall be valid for twenty-four months.

(2) A certified general real property appraiser shall satisfy the requirements for the trainee real property appraiser credential, licensed residential real property appraiser credential, and certified residential real property appraiser credential for a downgraded credential. If requested, evidence acceptable to the Real Property Appraiser Board concerning the experience shall be presented along with an application in the form of written reports or file memoranda.

(3) The scope of real property appraisal practice for the certified general real property appraiser shall include all types of real property or real estate that the real property appraiser is competent to engage in.

Source: Laws 1990, LB 1153, § 32; Laws 1991, LB 203, § 34; Laws 1994, LB 1107, § 30; Laws 1997, LB 29, § 3; Laws 1997, LB 752, § 207; Laws 2001, LB 162, § 24; Laws 2006, LB 778, § 54; Laws 2007, LB186, § 17; Laws 2008, LB1011, § 12; Laws 2010, LB931, § 15; Laws 2012, LB714, § 8; Laws 2014, LB717, § 19; Laws 2015, LB139, § 51; Laws 2016, LB731, § 14; Laws 2019, LB77, § 8; Laws 2020, LB808, § 77; Laws 2021, LB23, § 8; Laws 2022, LB707, § 56; Laws 2024, LB992, § 12.

Effective Date: March 13, 2024

76-2233. Reciprocity; credential; issuance; when; applicant; duties; fingerprints; national criminal history record check; verification of status.

(1) A person currently credentialed to engage in real property appraisal practice concerning real estate and real property under the laws of another jurisdiction may qualify for a credential through reciprocity as a licensed residential real property appraiser, a certified residential real property appraiser, or a certified general real property appraiser by complying with all of the provisions of the Real Property Appraiser Act relating to the appropriate classification of credentialing.

(2) An applicant under this section may qualify for a credential if, in the determination of the board:

(a) The requirements for credentialing in the applicant's jurisdiction of practice specified in an application for credentialing meet or exceed the minimum requirements of the Real Property Appraiser Qualification Criteria as adopted and promulgated by the Appraiser Qualifications Board of The Appraisal Foundation; and

(b) The regulatory program of the applicant's jurisdiction of practice specified in an application for credentialing is determined to be effective in accordance with Title XI of the Financial Institutions Reform, Recovery, and Enforcement Act of 1989 by the Appraisal Subcommittee of the Federal Financial Institutions Examination Council.

(3) The status of an applicant's jurisdiction of practice specified in an application for credentialing through reciprocity shall be verified through the most recent Compliance Review Report issued by the Appraisal Subcommittee of the Federal Financial Institutions Examination Council. In the case that findings pertaining to the adoption or implementation of the Real Property Appraiser Qualification Criteria indicate that one or more credentialing requirements do not meet or exceed the Real Property Appraiser Qualification Criteria as promulgated by the Appraiser Qualifications Board of The Appraisal Foundation, the board may request evidence from the jurisdiction of practice or the Appraisal Subcommittee of the Federal Financial Institutions Examination Council showing that progress has been made to mitigate the findings in the Compliance Review Report.

(4) To qualify for a credential through reciprocity, the applicant shall:

(a) Submit two copies of legible ink-rolled fingerprint cards or equivalent electronic fingerprint submissions to the board for delivery to the Nebraska State Patrol in a form approved by both the Nebraska State Patrol and the Federal Bureau of Investigation. A fingerprint-based national criminal history record check shall be conducted through the Nebraska State Patrol and the Federal Bureau of Investigation with such record check to be carried out by the board;

(b) Submit an irrevocable consent that service of process upon him or her may be made by delivery of the process to the director of the board if the plaintiff cannot, in the exercise of due diligence, effect personal service upon the applicant in an action against the applicant in a court of this state arising out of the applicant's activities as a real property appraiser in this state; and

(c) Comply with such other terms and conditions as may be determined by the board.

(5) The credential status of an applicant under this section, including current standing and any disciplinary action imposed against his or her credentials, shall be verified through the Appraiser Registry of the Appraisal Subcommittee of the Federal Financial Institutions Examination Council.

Source: Laws 1990, LB 1153, § 33; Laws 1991, LB 203, § 35; Laws 1994, LB 1107, § 31; Laws 1997, LB 752, § 208; Laws 2001, LB 162, § 25; Laws 2006, LB 778, § 55; Laws 2007, LB186, § 18; Laws 2008, LB1011, § 13; Laws 2010, LB931, § 16; Laws 2014, LB717, § 20; Laws 2015, LB139, § 52; Laws 2016, LB731, § 15; Laws 2018, LB741, § 30; Laws 2020, LB808, § 78; Laws 2024, LB989, § 1; Laws 2024, LB992, § 13.
Note: The Revisor of Statutes has pursuant to section 49-769 correlated LB989, section 1, with LB992, section 13, to reflect all amendments.
Note: Changes made by LB989 became effective July 19, 2024. Changes made by LB992 became effective March 13, 2024.

76-2233.01. Nonresident; temporary credential; issuance; when; investigation of violations.

(1) A nonresident currently credentialed to engage in real property appraisal practice concerning real estate and real property under the laws of another jurisdiction may obtain a temporary credential as a licensed residential real property appraiser, a certified residential real property appraiser, or a certified general real property appraiser to engage in real property appraisal practice in this state.

(2) To qualify for the issuance of a temporary credential, an applicant shall:

(a) Submit an application on a form approved by the board;

(b) Submit a letter of engagement or a contract indicating the location of the real property appraisal practice assignment;

(c) Submit an irrevocable consent that service of process upon him or her may be made by delivery of the process to the director of the board if the plaintiff cannot, in the exercise of due diligence, effect personal service upon the applicant in an action against the applicant in a court of this state arising out of the applicant's activities in this state; and

(d) Pay the appropriate application fee in an amount established by the board pursuant to section 76-2241.

(3) The credential status of an applicant under this section, including current standing and any disciplinary action imposed against his or her credentials, shall be verified through the

Appraiser Registry of the Appraisal Subcommittee of the Federal Financial Institutions Examination Council.

(4) Application for a temporary credential is valid for one year from the date application is made to the board or upon the expiration of the assignment specified in the letter of engagement, whichever occurs first.

(5) A temporary credential issued under this section shall be expressly limited to a grant of authority to engage in real property appraisal practice required for an assignment in this state. Each temporary credential shall expire upon the completion of the assignment or upon the expiration of a period of six months from the date of issuance, whichever occurs first. A temporary credential may be renewed for one additional six-month period.

(6) Any person issued a temporary credential to engage in real property appraisal practice in this state shall comply with all of the provisions of the Real Property Appraiser Act relating to the appropriate classification of credentialing. The board may, upon its own motion, and shall, upon the written complaint of any aggrieved person, cause an investigation to be made with respect to an alleged violation of the act by a person who is engaged in, or who has engaged in, real property appraisal practice as a temporary credential holder, and that person shall be deemed a real property appraiser within the meaning of the act.

Source: Laws 1991, LB 203, § 36; Laws 1994, LB 1107, § 32; Laws 1997, LB 752, § 209; Laws 2001, LB 162, § 26; Laws 2006, LB 778, § 56; Laws 2007, LB186, § 19; Laws 2010, LB931, § 17; Laws 2015, LB139, § 53; Laws 2016, LB731, § 16; Laws 2020, LB808, § 79; Laws 2022, LB707, § 57; Laws 2024, LB989, § 2; Laws 2024, LB992, § 14.
Note: The Revisor of Statutes has pursuant to section 49-769 correlated LB989, section 2, with LB992, section 14, to reflect all amendments.
Note: Changes made by LB989 became effective July 19, 2024. Changes made by LB992 became effective March 13, 2024.

76-2233.02. Credential; expiration; renewal; fees.

(1) A credential issued under the Real Property Appraiser Act other than a temporary credential shall remain in effect until December 31 of the designated year unless surrendered, revoked, suspended, or canceled prior to such date. To renew a valid credential, the credential holder shall file an application on a form approved by the board and pay the appropriate renewal fee in an amount established by the board pursuant to section 76-2241. A credential may be renewed for one year or two years. In every second year of the two-year continuing education period, as specified in section 76-2236, evidence of completion of continuing education requirements shall accompany renewal application or be on file with the board prior to renewal.

(2) If a credential holder fails to apply and meet the requirements for renewal by November 30 of the designated year, such credential holder may obtain a renewal of such credential by satisfying all of the requirements for renewal and paying the appropriate late processing fee in an amount established by the board pursuant to section 76-2241 if such late renewal takes place prior to July 1 of the following year. If a credential holder that first obtained his or her credential at the current level on or after November 1 fails to apply and meet the requirements for renewal by December 31 of the designated year, such credential holder may obtain a renewal of such credential by satisfying all the requirements for renewal and paying a late processing fee if such late renewal takes place prior to July 1 of the following year. The board may refuse to renew any credential if the credential holder has continued to, directly or indirectly for another, offer, attempt, agree to engage in, or engage in real property appraisal practice in this state following the expiration of his or her credential. If a credential is not renewed prior to July 1, a credential holder shall reapply for credentialing and meet the current requirements in place at the time of application, except as provided in section 76-2233.03.

Source: Laws 1991, LB 203, § 37; Laws 1994, LB 1107, § 33; Laws 2001, LB 162, § 27; Laws 2006, LB 778, § 57; Laws 2010, LB931, § 18; Laws 2014, LB717, § 21; Laws 2015, LB139, § 54; Laws 2020, LB808, § 80; Laws 2024, LB992, § 15.

Effective Date: March 13, 2024

76-2233.03. Credential; inactive status; application; prohibited acts; reinstatement; expiration; reapplication.

(1) A credential holder may request that his or her credential be placed on inactive status for a period not to exceed two years. Such requests shall be submitted to the board on an application form prescribed by the board. The payment of the appropriate fee in an amount established by the board pursuant to section 76-2241 shall accompany all applications for requests of inactive status.

(2) A credential holder whose credential is placed on inactive status shall not:

(a) Assume or use any title, designation, or abbreviation likely to create the impression that such person holds an active credential issued by the board; or

(b) Engage in real property appraisal practice or act as a credentialed real property appraiser.

(3) A credential holder whose credential is placed on inactive status may make a request to the board that such credential be reinstated to active status on an application form prescribed by the board. The payment of the appropriate fee in an amount established by the board pursuant to section 76-2241 shall accompany all applications for reinstatement of a credential.

(4) A credential holder's application for reinstatement shall include evidence that he or she has met the continuing education requirements as specified in section 76-2236 while the credential was on inactive status.

(5) If a credential holder's credential expires during the inactive period, an application for renewal of the credential shall accompany the application for reinstatement. All requirements for renewal specified in section 76-2233.02 shall be met, except for the requirement to pay a late processing fee for applications received after November 30 of the designated year.

(6) If a credential holder fails to reinstate his or her credential to active status prior to the completion of the two-year period, his or her credential will return to the status as if the credential was not placed on inactive status. If a credential holder's credential is expired at the completion of the two-year period, the credential holder shall reapply for credentialing and meet the current requirements in place at the time of application.

Source: Laws 2015, LB139, § 55; Laws 2018, LB741, § 31; Laws 2020, LB808, § 81.

76-2234. Repealed. Laws 2001, LB 162, § 44.

76-2234.01. Repealed. Laws 2001, LB 162, § 44.

76-2235. Repealed. Laws 2001, LB 162, § 44.

76-2236. Continuing education; requirements.

(1) Every credential holder shall furnish evidence to the board that he or she has satisfactorily completed no fewer than twenty-eight hours of approved continuing education activities in each two-year continuing education period. Hours of satisfactorily completed approved continuing education activities cannot be carried over from one two-year continuing education period to another. Evidence of successful completion of such continuing education activities for the two-year continuing education period, including passing examination if applicable, shall be submitted to the board in the manner prescribed by the board. No continuing education activity shall be less

than two hours in duration. A person who holds a temporary credential does not have to meet any continuing education requirements in the Real Property Appraiser Act.

(2) As prescribed by rules and regulations of the Real Property Appraiser Board and at least once every two years, the seven-hour National Uniform Standards of Professional Appraisal Practice Continuing Education Course as approved by the Appraiser Qualifications Board or the equivalent of the course as approved by the Real Property Appraiser Board, shall be included in the continuing education requirement of each credential holder. An instructor certified by the Appraiser Qualifications Board satisfies this requirement by successfully completing an instructor recertification course and examination, if applicable, as approved by the Appraiser Qualifications Board.

(3) A continuing education activity conducted in another jurisdiction in which the activity is approved to meet the continuing education requirements for renewal of a credential in such other jurisdiction shall be accepted by the board if that jurisdiction has adopted and enforces standards for such continuing education activity that meet or exceed the standards established by the Real Property Appraiser Act and the rules and regulations of the board.

(4) The board may adopt a program of continuing education for individual credentials as long as the program is compliant with the Appraiser Qualifications Board's criteria specific to continuing education.

(5) No more than fourteen hours may be approved by the Real Property Appraiser Board as continuing education in each two-year continuing education period for participation, other than as a student, in appraisal educational processes and programs, which includes teaching, program development, authorship of textbooks, or similar activities that are determined by the board to be equivalent to obtaining continuing education. Evidence of participation shall be submitted to the board upon completion of the appraisal educational process or program. No preapproval will be granted for participation in appraisal educational processes or programs.

(6) As prescribed by rules and regulations of the Real Property Appraiser Board, qualifying education, as approved by the board, successfully completed by a credential holder shall be approved by the board as continuing education.

(7) Beginning January 1, 2026, as prescribed by rules and regulations of the Real Property Appraiser Board and at least once every two years, a successfully completed board-approved valuation bias and fair housing laws course shall be included in the continuing education requirement of each credential holder.

(8) A board-approved supervisory real property appraiser and trainee course successfully completed by a certified real property appraiser shall be approved by the board as continuing education no more than once during each two-year continuing education period.

(9) The Real Property Appraiser Board shall approve continuing education activities and instructors which it determines would protect the public by improving the competency of credential holders.

Source: Laws 1990, LB 1153, § 36; Laws 1991, LB 203, § 40; Laws 1994, LB 1107, § 37; Laws 1997, LB 29, § 4; Laws 2001, LB 162, § 28; Laws 2006, LB 778, § 58; Laws 2007, LB186, § 20; Laws 2010, LB931, § 19; Laws 2012, LB714, § 9; Laws 2014, LB717, § 22; Laws 2015, LB139, § 56; Laws 2016, LB731, § 17; Laws 2018, LB741, § 32; Laws 2019, LB77, § 9; Laws 2020, LB808, § 82; Laws 2022, LB707, § 58; Laws 2024, LB992, § 16.

Effective Date: March 13, 2024

76-2236.01. Use of titles; restrictions.

(1)(a) No person other than a licensed residential real property appraiser shall assume or use the title licensed residential real property appraiser or any title, designation, or abbreviation likely to create the impression of credentialing as a licensed residential real property appraiser by this state.

(b) No person other than a certified residential real property appraiser shall assume or use the title certified residential real property appraiser or any title, designation, or abbreviation likely to create the impression of credentialing as a certified residential real property appraiser by this state.

(c) No person other than a certified general real property appraiser shall assume or use the title certified general real property appraiser or any title, designation, or abbreviation likely to create the impression of credentialing as a certified general real property appraiser by this state.

(d) No person other than a trainee real property appraiser shall assume or use the title trainee real property appraiser or any title, designation, or abbreviation likely to create the impression of credentialing as a trainee real property appraiser by this state.

(2) A real property appraiser shall state whether he or she is a licensed residential real property appraiser, certified residential real property appraiser, certified general real property appraiser, or trainee real property appraiser and include his or her board-issued credential number whenever he or she identifies himself or herself as a real property appraiser, including on all reports which are signed individually or as cosigner.

(3) The terms licensed residential real property appraiser, certified residential real property appraiser, certified general real property appraiser, and trainee real property appraiser may only be used to refer to a person who is credentialed as such under the Real Property Appraiser Act and may not be used following or immediately in connection with the name or signature of a corporation, partnership, limited partnership, limited liability company, firm, or group or in such manner that it might be interpreted as referring to a corporation, partnership, limited partnership, limited liability company, firm, or group or to anyone other than the credential holder. This subsection shall not be construed to prevent a credential holder from signing a report on behalf of a corporation, partnership, limited partnership, limited liability company, firm, or group if it is clear that only the person holds the credential and that the corporation, partnership, limited partnership, limited liability company, firm, or group does not.

Source: Laws 1990, LB 1153, § 29; Laws 1991, LB 203, § 30; Laws 1993, LB 121, § 491; Laws 1994, LB 1107, § 25; Laws 2001, LB 162, § 20; Laws 2006, LB 778, § 50; Laws 2007, LB186, § 13; Laws 2008, LB1011, § 8; Laws 2010, LB931, § 11; R.S.Supp.,2014, § 76-2229; Laws 2015, LB139, § 57; Laws 2018, LB741, § 33.

76-2237. Uniform Standards of Professional Appraisal Practice; rules and regulations.

Each credential holder shall comply with the Uniform Standards of Professional Appraisal Practice. The board may adopt and promulgate rules and regulations to assist in the enforcement of the Uniform Standards of Professional Appraisal Practice.

Source: Laws 1990, LB 1153, § 37; Laws 1991, LB 203, § 41; Laws 1994, LB 1107, § 38; Laws 2001, LB 162, § 29; Laws 2006, LB 778, § 59; Laws 2007, LB186, § 21; Laws 2010, LB931, § 20; Laws 2015, LB139, § 58.

76-2238. Disciplinary action; denial of application; grounds.

The following acts and omissions shall be considered grounds for disciplinary action or denial of an application by the board:

(1) Failure to meet the minimum qualifications for credentialing established by or pursuant to the Real Property Appraiser Act;

(2) Procuring or attempting to procure a credential under the act by knowingly making a false statement, submitting false information, or making a material misrepresentation in an application filed with the board or procuring or attempting to procure a credential through fraud or misrepresentation;

(3) Paying money or other valuable consideration other than the fees provided for by the act to any member or employee of the board to procure a credential;

(4) An act or omission involving real estate or real property appraisal practice which constitutes dishonesty, fraud, or misrepresentation with or without the intent to substantially benefit the credential holder or another person or with the intent to substantially injure another person;

(5) Failure to demonstrate character and general fitness such as to command the confidence and trust of the public;

(6) Conviction, including a conviction based upon a plea of guilty or nolo contendere, of any felony unless his or her civil rights have been restored;

(7) Entry of a final civil or criminal judgment, including dismissal with settlement, on grounds of fraud, dishonesty, breach of trust, money laundering, misrepresentation, or deceit involving real estate, financial services, or real property appraisal practice;

(8) Conviction, including a conviction based upon a plea of guilty or nolo contendere, of a crime which is related to the qualifications, functions, or duties of a real property appraiser;

(9) Performing valuation services as a credentialed real property appraiser under an assumed or fictitious name;

(10) Paying a finder's fee or a referral fee to any person in connection with a real property appraisal practice assignment, except that an intracompany payment for business development shall not be considered to be unethical or a violation of this subdivision;

(11) Making a false or misleading statement in that portion of a written report that deals with professional qualifications or in any testimony concerning professional qualifications;

(12) Any violation of the act or any rules and regulations adopted and promulgated pursuant to the act;

(13) Failure to maintain, or to make available for inspection and copying, records required by the board;

(14) Demonstrating negligence, incompetence, or unworthiness to act as a real property appraiser, whether of the same or of a different character as otherwise specified in this section;

(15) Suspension or revocation of an appraisal credential or a license in another regulated occupation, trade, or profession in this or any other jurisdiction or disciplinary action taken by another jurisdiction that limits the real property appraiser's ability to engage in real property appraisal practice;

(16) Failure to renew or surrendering an appraisal credential or any other registration, license, or certification issued by any other regulatory agency or held in any other jurisdiction in lieu of disciplinary action pending or threatened;

(17) Failure to report disciplinary action taken against an appraisal credential or any other registration, license, or certification issued by any other regulatory agency or held in any other jurisdiction within sixty days of receiving notice of such disciplinary action;

(18) Failure to comply with terms of a consent agreement or settlement agreement;

(19) Failure to submit or produce books, records, documents, workfiles, reports, or other materials requested by the board concerning any matter under investigation;

(20) Failure of an education provider to produce records, documents, reports, or other materials, including, but not limited to, required student attendance reports, to the board;

(21) Knowingly offering or attempting to offer a qualifying or continuing education course or activity as being approved by the board to a real property appraiser or an applicant, without first obtaining approval of the activity from the board, except for courses required by an accredited degree-awarding college or university for completion of a degree in real estate, if the college or university had its curriculum approved by the Appraiser Qualifications Board as qualifying education;

(22) Presentation to the Real Property Appraiser Board of any check which is returned to the State Treasurer unpaid, whether payment of fee is for an initial or renewal credential or for examination; and

(23) Failure to pass the examination.

Source: Laws 1990, LB 1153, § 38; Laws 1991, LB 203, § 42; Laws 1994, LB 1107, § 39; Laws 2001, LB 162, § 30; Laws 2006, LB 778, § 60; Laws 2010, LB931, § 21; Laws 2014, LB717, § 23; Laws 2015, LB139, § 59; Laws 2016, LB731, § 18; Laws 2018, LB741, § 34; Laws 2019, LB77, § 10; Laws 2020, LB808, § 83.

76-2239. Investigations; authorized; disciplinary action; cease and desist order; complaint; procedure; hearing.

(1) The board may, upon its own motion, and shall, upon the written complaint of any aggrieved person, cause an investigation to be made with respect to an alleged violation of the Real Property Appraiser Act. The board may revoke or suspend the credential or otherwise discipline a credential holder, revoke or suspend a qualifying or continuing education course or activity, deny any application, or issue a cease and desist order for any violation of the Real Property Appraiser Act. Any disciplinary action taken against a credentialed real property appraiser, including any action that limits a credentialed real property appraiser's ability to engage in real property appraisal practice, shall be reported to federal authorities as required by Title XI of the Financial Institutions Reform, Recovery, and Enforcement Act of 1989. Upon receipt of information indicating that a person may have violated any provision of the Real Property Appraiser Act, the board shall make an investigation of the facts to determine whether or not there is evidence of a violation. If technical assistance is required, the board may contract with or use qualified persons.

(2)(a) If an investigation indicates that a person may have violated a provision of the act, the board may offer the person an opportunity to voluntarily and informally discuss the alleged violation before the board. The board may enter into consent agreements or negotiate settlements.

(b) If an investigation indicates that a person not holding a credential under the act has violated a provision of the act, the board may issue a cease and desist order or refer the investigation to the appropriate county attorney for the consideration of formal charges.

(c) If an investigation indicates that a credential holder has violated a provision of the act, a formal complaint shall be prepared by the board and served upon the credential holder. The complaint shall require the credential holder to file an answer within thirty days of the date of service. In responding to a complaint, the credential holder may admit the allegations of the complaint, deny the allegations of the complaint, or plead otherwise. Failure to make a timely response shall be deemed an admission of the allegations of the complaint. Upon receipt of an answer to the complaint, the director or chairperson of the board shall set a date, time, and place for an administrative hearing on the complaint. The date of the hearing shall not be less than thirty nor more than one hundred twenty days from the date that the answer is filed unless such date is extended for good cause.

Source: Laws 1990, LB 1153, § 39; Laws 1991, LB 203, § 43; Laws 1994, LB 1107, § 40; Laws 2001, LB 162, § 31; Laws 2006, LB 778, § 61; Laws 2015, LB139, § 60; Laws 2020, LB808, § 84.

76-2240. Complaints; hearing; decision; order; appeal.

(1) The administrative hearing on the allegations in the complaint filed pursuant to section 76-2239 shall be heard by a hearing officer at the time and place prescribed by the board and in accordance with the Administrative Procedure Act. If, at the conclusion of the hearing, the hearing officer determines that the credential holder is guilty of the violation, the board shall take such disciplinary action as the board deems appropriate. Disciplinary actions which may be taken shall include, but not be limited to, revocation, suspension, probation, admonishment, letter of reprimand, and formal censure, with publication, of the credential holder and may or may not include an education requirement. Costs incurred for an administrative hearing, including fees of counsel, the hearing officer, court reporters, investigators, and witnesses, shall be taxed as costs in such action as the board may direct.

(2) The decision and order of the board shall be final. Any decision or order of the board may be appealed. The appeal shall be on questions of law only and otherwise shall be in accordance with the Administrative Procedure Act.

Source: Laws 1990, LB 1153, § 40; Laws 1991, LB 203, § 44; Laws 1994, LB 1107, § 41; Laws 2001, LB 162, § 32; Laws 2010, LB931, § 22.

Cross References

- **Administrative Procedure Act,** see section 84-920.

76-2241. Fees.

(1) The board shall charge and collect appropriate fees for its services under the Real Property Appraiser Act as follows:

(a) A credential application fee of no more than two hundred dollars;

(b) An examination fee of no more than three hundred dollars. The board may direct applicants to pay the fee directly to a third party who has contracted to administer the examination;

(c) An initial and renewal credentialing fee, other than temporary credentialing, of no more than three hundred fifty dollars;

(d) A late processing fee of no more than twenty-five dollars for each month or portion of a month the fee is late;

(e) A temporary credential application fee for a licensed residential real property appraiser, a certified residential real property appraiser, or a certified general real property appraiser of no more than one hundred fifty dollars;

(f) A temporary credentialing fee of no more than one hundred dollars for a licensed residential real property appraiser, certified residential real property appraiser, or certified general real property appraiser holding a temporary credential under the act;

(g) An inactive credential application fee of no more than one hundred dollars;

(h) An inactive credentialing fee of no more than three hundred dollars;

(i) A duplicate proof of credentialing fee of no more than twenty-five dollars;

(j) A certificate of good standing fee of no more than ten dollars; and

(k) A criminal history record check fee of no more than one hundred dollars.

(2) All fees for credentialing through reciprocity shall be the same as those paid by others pursuant to this section.

(3) In addition to the fees set forth in this section, the board may collect and transmit to the appropriate federal authority any fees established under the provisions of the Financial Institutions Reform, Recovery, and Enforcement Act of 1989. The board may establish such fees as it deems appropriate for special examinations and other services provided by the board.

(4) All fees and other revenue collected pursuant to the Real Property Appraiser Act shall be remitted by the board to the State Treasurer for credit to the Real Property Appraiser Fund.

Source: Laws 1990, LB 1153, § 41; Laws 1991, LB 203, § 45; Laws 1994, LB 1107, § 42; Laws 2001, LB 162, § 33; Laws 2006, LB 778, § 62; Laws 2007, LB186, § 22; Laws 2008, LB1011, § 14; Laws 2010, LB931, § 23; Laws 2012, LB714, § 10; Laws 2014, LB717, § 24; Laws 2015, LB139, § 61; Laws 2016, LB731, § 19; Laws 2024, LB992, § 17.
Effective Date: March 13, 2024

76-2242. Credential holder; proof of credentials; issuance; duplicate proof.

(1) The board shall provide to each credential holder proof that such person has been credentialed under the Real Property Appraiser Act for the classification requirements set forth in the act. The board may also issue a credentialing card in such size and form as it may approve.

(2) The board may, upon payment of the appropriate fee in an amount established by the board pursuant to section 76-2241, issue duplicate proof that such person has been credentialed under the act.

Source: Laws 1990, LB 1153, § 42; Laws 1991, LB 203, § 46; Laws 1994, LB 1107, § 43; Laws 2001, LB 162, § 34; Laws 2006, LB 778, § 63; Laws 2007, LB186, § 23; Laws 2015, LB139, § 62.

76-2243. Professional corporation; real property appraisal practice.

Nothing contained in the Real Property Appraiser Act shall be deemed to prohibit any credential holder under the act from engaging in real property appraisal practice as a professional corporation in accordance with the Nebraska Professional Corporation Act.

Source: Laws 1990, LB 1153, § 43; Laws 1991, LB 203, § 47; Laws 2001, LB 162, § 35; Laws 2006, LB 778, § 64; Laws 2015, LB139, § 63; Laws 2020,

LB808, § 85.

Cross References

- **Nebraska Professional Corporation Act,** see section 21-2201.

76-2244. Principal place of business; requirements.

Each credential holder shall designate in the manner prescribed by the board a principal place of business. Upon any change of his or her principal place of business, a credential holder shall promptly give notice thereof in writing to the board and the board shall issue a new proof of credentialing for the unexpired term.

Source: Laws 1990, LB 1153, § 44; Laws 1991, LB 203, § 48; Laws 2001, LB 162, § 36; Laws 2008, LB1011, § 15; Laws 2015, LB139, § 64.

76-2245. Action for compensation; conditions.

No person engaged in real property appraisal practice in this state or acting in the capacity of a real property appraiser in this state may bring or maintain any action in any court of this state to collect compensation for the performance of valuation services for which credentialing is required by the Real Property Appraiser Act without alleging and proving that he or she was duly credentialed under the act in this state at all times during the performance of such services.

Source: Laws 1990, LB 1153, § 45; Laws 1991, LB 203, § 49; Laws 2001, LB 162, § 37; Laws 2006, LB 778, § 65; Laws 2015, LB139, § 65; Laws 2018, LB741, § 35; Laws 2020, LB808, § 86.

76-2246. Appraisal without credentials; penalty.

Any person required to be credentialed by the Real Property Appraiser Act who, directly or indirectly for another, offers, attempts, agrees to engage in, or engages in real property appraisal practice or who advertises or holds himself or herself out to the general public as a real property appraiser 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.

Source: Laws 1990, LB 1153, § 46; Laws 1991, LB 203, § 50; Laws 1994, LB 1107, § 44; Laws 2001, LB 162, § 38; Laws 2006, LB 778, § 66; Laws 2015, LB139, § 66; Laws 2018, LB741, § 36; Laws 2020, LB808, § 87.

76-2247. Repealed. Laws 1991, LB 203, § 58.

76-2247.01. Services; authorized; standards applicable.

(1) A person may retain or employ a real property appraiser credentialed under the Real Property Appraiser Act to perform valuation services. In each case, the valuation services specific to real property appraisal practice, including any report, shall comply with the Real Property Appraiser Act and the Uniform Standards of Professional Appraisal Practice.

(2) In a valuation assignment, the real property appraiser shall remain an impartial, disinterested third party. When providing an evaluation assignment, the real property appraiser may respond to a client's stated objective but shall also remain an impartial, disinterested third party.

Source: Laws 1991, LB 203, § 51; Laws 1994, LB 1107, § 45; Laws 2001, LB 162, § 39; Laws 2006, LB 778, § 67; Laws 2007, LB186, § 24; Laws 2015, LB139, § 67; Laws 2018, LB741, § 37; Laws 2020, LB808, § 88.

76-2248. Attorney General; powers and duties.

At the request of the board, the Attorney General shall render to the board an opinion with respect to all questions of law arising in connection with the administration of the Real Property Appraiser Act and shall act as attorney for the board in all actions and proceedings brought by or against the board under or pursuant to the act. All fees and expenses of the Attorney General arising out of such duties shall be paid out of the Real Property Appraiser Fund. The Attorney General may appoint special counsel to prosecute such action, and all fees and expenses of such counsel allowed shall be taxed as costs in the action as the court may direct.

Source: Laws 1990, LB 1153, § 48; Laws 1991, LB 203, § 52; Laws 2001, LB 162, § 40; Laws 2006, LB 778, § 68.

76-2248.01. Violations of act; action by Attorney General.

Whenever, in the judgment of the board, any person has engaged or is about to engage in any acts or practices which constitute or will constitute a violation of the Real Property Appraiser Act, the Attorney General may maintain an action in the name of the State of Nebraska, in the district court of the county in which such violation or threatened violation occurred, to abate and temporarily and permanently enjoin such acts and practices and to enforce compliance with the act. The plaintiff shall not be required to give any bond nor shall any court costs be adjudged against the plaintiff.

Source: Laws 2015, LB139, § 68.

76-2249. Directory of appraisers; information; distribution.

(1) The board may prepare a directory showing the name, place of business, and effective and expiration dates for credentials of credential holders under the Real Property Appraiser Act which may be made available on the board's website. Printed copies of the directory shall be made available to the public at such reasonable price per copy as may be fixed by the board. The directory shall be provided to federal authorities as required by the Financial Institutions Reform, Recovery, and Enforcement Act of 1989.

(2) The board shall provide without charge to any credential holder under the Real Property Appraiser Act a set of rules and regulations adopted and promulgated by the board and any other information which the board deems important in the area of real property appraisal in this state. The information may be made available electronically or printed in a booklet, a pamphlet, or any other form the board determines appropriate. The board may update such material as often as it deems necessary. The board may provide such material to any other person upon request and may charge a fee for the material. The fee shall be reasonable and shall not exceed any reasonable or necessary costs of producing the material for distribution.

Source: Laws 1990, LB 1153, § 49; Laws 1991, LB 203, § 53; Laws 1993, LB 842, § 1; Laws 1994, LB 1107, § 46; Laws 2001, LB 162, § 41; Laws 2006, LB 778, § 69; Laws 2008, LB1011, § 16; Laws 2010, LB931, § 24; Laws 2012, LB714, § 11; Laws 2014, LB717, § 25; Laws 2015, LB139, § 69; Laws 2024, LB992, § 18.

Effective Date: March 13, 2024

76-2250. Certificate of good standing.

The board may, upon payment of the appropriate fee in an amount established by the board pursuant to section 76-2241, issue a certificate of good standing to any credential holder under the Real Property Appraiser Act who is in good standing in this state.

Source: Laws 1990, LB 1153, § 50; Laws 1991, LB 203, § 54; Laws 1994, LB 1107, § 47; Laws 2001, LB 162, § 42; Laws 2006, LB 778, § 70; Laws 2015, LB139, § 70.

76-3201. Act, how cited.

Sections 76-3201 to 76-3223 shall be known and may be cited as the Nebraska Appraisal Management Company Registration Act.

Source: Laws 2011, LB410, § 1; Laws 2018, LB17, § 2; Laws 2024, LB989, § 3.
Effective Date: July 19, 2024

76-3202. Terms, defined.

For purposes of the Nebraska Appraisal Management Company Registration Act:

(1) Affiliate means any person that controls, is controlled by, or is under common control with, another person;

(2) AMC appraiser means a person who holds a valid credential or equivalent to appraise real estate and real property under the laws of this state or another jurisdiction, and holds the status of active on the Appraiser Registry of the Appraisal Subcommittee of the Federal Financial Institutions Examination Council in one or more jurisdictions;

(3) AMC Registry means the registry of appraisal management companies that hold a registration as an appraisal management company issued by the board or the equivalent issued in another jurisdiction, and federally regulated appraisal management companies, maintained by the Appraisal Subcommittee;

(4) AMC rule means, collectively, the rules adopted by the federal agencies as required in section 1124 of the Financial Institutions Reform, Recovery, and Enforcement Act of 1989, as such rules existed on January 1, 2024;

(5) Appraisal has the same meaning as in section 76-2204;

(6) Appraisal management company means a person that:

(a) Provides appraisal management services to creditors or to secondary mortgage market participants, including affiliates;

(b) Provides appraisal management services in connection with valuing a consumer's principal dwelling as security for a consumer credit transaction or incorporating such transactions into securitizations; and

(c) Within a twelve-month period, oversees an appraiser panel of:

(i) More than fifteen AMC appraisers in this state; or

(ii) Twenty-five or more AMC appraisers in two or more jurisdictions;

(7) Appraisal management services means one or more of the following:

(a) To recruit, select, and retain AMC appraisers;

(b) To contract with AMC appraisers to perform assignments;

(c) To manage the process of having an appraisal performed, including providing administrative services such as receiving appraisal orders and reports, submitting completed reports to creditors and secondary mortgage market participants, collecting fees from creditors and secondary mortgage market participants for services provided, and paying AMC appraisers for valuation services performed; or

(d) To review and verify the work of AMC appraisers;

(8) Appraisal Subcommittee means the Appraisal Subcommittee of the Federal Financial Institutions Examination Council;

(9) Appraiser panel means a network, list, or roster of AMC appraisers approved by an appraisal management company to perform appraisals as independent contractors for the appraisal management company;

(10) Assignment has the same meaning as in section 76-2207.01;

(11) Board has the same meaning as in section 76-2207.18;

(12) Consumer credit means credit offered or extended to a consumer primarily for personal, family, or household purposes;

(13) Contact person means a person designated by the appraisal management company as the main contact for all communication between the appraisal management company and the board;

(14) Covered transaction means any consumer credit transaction secured by the consumer's principal dwelling;

(15) Credential has the same meaning as in section 76-2207.25;

(16) Creditor means a person who regularly extends consumer credit that is subject to a finance charge or is payable by written agreement in more than four installments, not including a downpayment, and to whom the obligation is initially payable, either on the face of the note or contract or by agreement when there is no note or contract. A person regularly extends consumer credit if:

(a) The person extended credit, other than credit subject to the requirements of 12 C.F.R. 1026.32, as such regulation existed on January 1, 2019, more than five times for transactions secured by a dwelling in the preceding calendar year, or in the current calendar year if a person did not meet these standards in the preceding calendar year; and

(b) In any twelve-month period, the person originates more than one credit extension that is subject to the requirements of 12 C.F.R. 1026.32, as such regulation existed on January 1, 2019, or one or more such credit extensions through a mortgage broker;

(17) Dwelling means a residential structure that contains one to four units, whether or not that structure is attached to real property, including an individual condominium unit, cooperative unit, mobile home, or trailer if used as a residence. With respect to a dwelling:

(a) A consumer may have only one principal dwelling at a time;

(b) A vacation or secondary dwelling is not a principal dwelling; and

(c) A dwelling bought or built by a consumer with the intention of that dwelling becoming the consumer's principal dwelling within one year, or upon completion of construction, is considered to be the consumer's principal dwelling for the purpose of the Nebraska Appraisal Management Company Registration Act;

(18) Federally regulated appraisal management company means an appraisal management company that is:

(a) Owned and controlled by an insured depository institution as defined in 12 U.S.C. 1813, as such section existed on January 1, 2024; and

(b) Regulated by the Office of the Comptroller of the Currency, the Board of Governors of the Federal Reserve System, the Federal Deposit Insurance Corporation, or the successor of any such agencies;

(19) Federal agencies means the Board of Governors of the Federal Reserve System, the Federal Deposit Insurance Corporation, the Office of the Comptroller of the Currency, the National Credit Union Administration, the Consumer Financial Protection Bureau, the Federal Housing Finance Agency, or the successor of any of such agencies;

(20) Financial Institutions Reform, Recovery, and Enforcement Act of 1989 has the same meaning as in section 76-2207.30;

(21) Independent contractor means a person established as an independent contractor by the appraisal management company for the purpose of federal income taxation;

(22) Jurisdiction has the same meaning as in section 76-2207.32;

(23) Person has the same meaning as in section 76-2213.02;

(24) Real estate has the same meaning as in section 76-2214;

(25) Real property has the same meaning as in section 76-2214.01;

(26) Real property appraisal practice has the same meaning as in section 76-2215;

(27) Real property appraiser has the same meaning as in section 76-2216;

(28) Registration means a registration as an appraisal management company in this state issued by the board if all requirements for approval as an appraisal management company required in the Nebraska Appraisal Management Company Registration Act have been met by a person making application to the board, including the submission of all required fees, and the board has granted all rights to the person to operate as an appraisal management company in this state as allowed under the act;

(29) Report has the same meaning as in section 76-2216.02;

(30) Secondary mortgage market participant means a guarantor or insurer of mortgage-backed securities, or an underwriter or issuer of mortgage-backed securities, and only includes an individual investor in a mortgage-backed security if that investor also serves in the capacity of a guarantor, insurer, underwriter, or issuer for the mortgage-backed security;

(31) Uniform Standards of Professional Appraisal Practice has the same meaning as in section 76-2218.02; and

(32) Valuation services has the same meaning as in section 76-2219.01.

Source: Laws 2011, LB410, § 2; Laws 2015, LB139, § 72; Laws 2018, LB17, § 3; Laws 2019, LB77, § 11; Laws 2020, LB808, § 89; Laws 2024, LB989, § 4.
Effective Date: July 19, 2024

76-3203. Registration; application; contents; form; surety bond; qualifications; renewal.

(1) An application for issuance of a registration shall be made in writing to the board on forms approved by the board, which includes, but is not limited to, all information required by

the board necessary to administer and enforce the Nebraska Appraisal Management Company Registration Act, and the name of the contact person for the appraisal management company.

(2) An applicant for issuance of a registration shall furnish to the board, at the time of making application, a surety bond in the amount of twenty-five thousand dollars. The surety bond required under this subsection shall be issued by a bonding company or insurance company authorized to do business in this state, and a copy of the bond shall be filed with the board. The bond shall be in favor of the state for the benefit of any person who is damaged by any violation of the Nebraska Appraisal Management Company Registration Act. The bond shall also be in favor of any person damaged by such a violation. Any person claiming against the bond for a violation of the act may maintain an action at law against the appraisal management company and against the surety. The aggregate liability of the surety to all persons damaged by a violation of the act by an appraisal management company shall not exceed the amount of the bond. The bond shall be maintained until one year after the date that the appraisal management company ceases operation in this state.

(3) A registration shall be issued only to persons who:

(a) Meet the requirements for issuance of a registration;

(b) Have a good reputation for honesty, trustworthiness, integrity, and competence to perform appraisal management services in such manner as to safeguard the interest of the public as determined by the board; and

(c) Have not had a final civil or criminal judgment entered against them for fraud, dishonesty, breach of trust, or misrepresentation involving real estate, financial services, or appraisal management services within a five-year period immediately preceding the date of application.

(4) A registration shall be valid for a period of twelve months beginning on the date which the registration was issued or renewed unless canceled, revoked, or surrendered.

(5) All information related to an appraisal management company's registration shall be reported to the Appraisal Subcommittee as required by Title XI of the Financial Institutions Reform, Recovery, and Enforcement Act of 1989, the AMC rule, and any policy or rule established by the Appraisal Subcommittee.

(6) The renewal of a registration includes the same requirements found in subsections (1) through (5) of this section. An application for renewal of a registration shall be furnished to the board no later than sixty days prior to the date of expiration of the registration.

(7) For the purpose of subdivision (6) of section 76-3202, the twelve-month period for renewal of a registration shall consist of the twelve months pursuant to subsection (4) of this section.

Source: Laws 2011, LB410, § 3; Laws 2018, LB17, § 4; Laws 2019, LB77, § 12; Laws 2024, LB989, § 5.
Effective Date: July 19, 2024

76-3203.01. Appraiser panel; removal; notice; reconsideration of removal.

(1) Only AMC appraisers considered to be in good standing in all jurisdictions in which an active credential is held shall be included on an appraisal management company's appraiser panel.

(2) An appraisal management company shall remove any AMC appraiser from its appraiser panel within thirty days after receiving notice that the AMC appraiser:

(a) Is no longer considered to be in good standing in one or more jurisdictions in which he or she holds an active credential or equivalent;

(b) The AMC appraiser's credential or equivalent has been refused, denied, canceled, or revoked; or

(c) The AMC appraiser has surrendered his or her credential or equivalent in lieu of revocation.

(3) Pursuant to subdivision (6)(c) of section 76-3202, an appraiser panel shall include each AMC appraiser as of the earliest date on which such person was accepted by the appraisal management company:

(a) For consideration for future assignments in covered transactions or for secondary mortgage market participants in connection with covered transactions; or

(b) For engagement to perform one or more appraisals on behalf of a creditor for a covered transaction or for a secondary mortgage market participant in connection with covered transactions.

(4) Any AMC appraiser included on an appraisal management company's appraiser panel pursuant to subsection (3) of this section shall remain on such appraiser panel until the date on which the appraisal management company:

(a) Sends written notice to the AMC appraiser removing him or her from the appraiser panel. Such written notice shall include an explanation of the action taken by the appraisal management company;

(b) Receives written notice from the AMC appraiser requesting that he or she be removed from the appraiser panel. Such written notice shall include an explanation of the action requested by the AMC appraiser; or

(c) Receives written notice on behalf of the AMC appraiser of the death or incapacity of the AMC appraiser. Such written notice shall include an explanation on behalf of the AMC appraiser.

(5) Upon receipt of notice that he or she has been removed from the appraisal management company's appraiser panel, an AMC appraiser shall have thirty days to provide a response to the appraisal management company that removed the AMC appraiser from its appraiser panel. Upon receipt of the AMC appraiser's response, the appraisal management company shall have thirty days to reconsider the removal and provide a written response to the AMC appraiser.

(6) If an AMC appraiser is removed from an appraisal management company's appraiser panel pursuant to subsection (4) of this section, nothing shall prevent the appraisal management company at any time during the twelve months after removal from the appraiser panel from considering such person for future assignments in covered transactions or for secondary mortgage market participants in connection with covered transactions, or for engagement to perform one or more appraisals on behalf of a creditor for a covered transaction or for a secondary mortgage market participant in connection with covered transactions. If such consideration or engagement takes place, the removal shall be deemed not to have occurred and such person shall be deemed to have been included on the appraiser panel without interruption.

(7) Any AMC appraiser included on an appraisal management company's appraiser panel engaged in real property appraisal practice as a result of an assignment provided by an appraisal management company shall be free from inappropriate influence and coercion as required by the appraisal independence standards established under section 129E of the federal Truth in Lending

Act, as such section existed on January 1, 2018, including the requirements for payment of a reasonable and customary fee to AMC appraisers when the appraisal management company is engaged in providing appraisal management services.

(8) An appraisal management company shall select an AMC appraiser from its appraiser panel for an assignment who is independent of the transaction and who has the requisite education, expertise, and experience necessary to competently complete the assignment for the particular market and property type.

Source: Laws 2018, LB17, § 5; Laws 2019, LB77, § 13; Laws 2020, LB808, § 90.

76-3203.02. Federally regulated appraisal management company; report; board; fees; powers.

(1) A federally regulated appraisal management company must report all information required to be submitted to the Appraisal Subcommittee pursuant to Title XI of the Financial Institutions Reform, Recovery, and Enforcement Act of 1989, the AMC rule, and any policy or rule established by the Appraisal Subcommittee related to its operation in this state, including, but not limited to, the collection of information related to ownership limitations.

(2) The board may collect and transmit to the Appraisal Subcommittee any fees established by the Appraisal Subcommittee pursuant to Title XI of the Financial Institutions Reform, Recovery, and Enforcement Act of 1989, the AMC rule, and any policy or rule established by the Appraisal Subcommittee required for inclusion on the AMC Registry, and collect any fees as deemed appropriate by the board for services provided as related to a federally regulated appraisal management company's operation in this state.

(3) Nothing in the Nebraska Appraisal Management Company Registration Act shall prevent issuance by the board of a registration to a federally regulated appraisal management company.

(4) Except for a federally regulated appraisal management company that holds a registration issued by the board, section 76-3202, and this section, a federally regulated appraisal management company is exempt from the Nebraska Appraisal Management Company Registration Act.

Source: Laws 2018, LB17, § 6; Laws 2024, LB989, § 6.
Effective Date: July 19, 2024

76-3204. Act; exemptions.

The Nebraska Appraisal Management Company Registration Act does not apply to:

(1) A department or division of a person that provides appraisal management services only to itself; or

(2) A person that provides appraisal management services but does not meet the requirement established by subdivision (6)(c) of section 76-3202.

Source: Laws 2011, LB410, § 4; Laws 2015, LB139, § 73; Laws 2018, LB17, § 7; Laws 2019, LB77, § 14.

76-3205. Company not domiciled in state; service of process.

Each appraisal management company that holds a registration but is not domiciled in this state shall submit an irrevocable consent that service of process upon such person may be made by delivery of the process to the director of the board if the plaintiff cannot, in the exercise of

due diligence, effect personal service upon the person in an action against the applicant in a court of this state arising out of the person's activities in this state.

Source: Laws 2011, LB410, § 5; Laws 2018, LB17, § 8.

76-3206. Board; fees.

(1) The board shall charge and collect fees for its services under the Nebraska Appraisal Management Company Registration Act as follows:

(a) An application fee of no more than three hundred fifty dollars;

(b) An initial registration fee of no more than two thousand dollars;

(c) A renewal registration fee of no more than two thousand dollars; and

(d) A late renewal processing fee of twenty-five dollars for each month or portion of a month the renewal registration fee is late.

(2) The board may collect and transmit to the Appraisal Subcommittee any fees established by the Appraisal Subcommittee under Title XI of the Financial Institutions Reform, Recovery, and Enforcement Act of 1989, the AMC rule, and any policy or rule established by the Appraisal Subcommittee required for inclusion on the AMC Registry.

Source: Laws 2011, LB410, § 6; Laws 2018, LB17, § 9; Laws 2024, LB989, § 7.
Effective Date: July 19, 2024

76-3207. Applicant for registration or renewal; ownership restrictions; fingerprint submission; criminal history record check; costs.

(1) A person applying for issuance of a registration or renewal of a registration shall not:

(a) In whole or in part, directly or indirectly, be owned by any person who has had a real property appraiser credential or equivalent refused, denied, canceled, or revoked or who has surrendered a real property appraiser credential or equivalent in lieu of revocation in any jurisdiction for a substantive cause as determined by the board; and

(b) Be more than ten percent owned by a person who is not of good moral character, which for purposes of this section shall require that such person has not been convicted of, or entered a plea of nolo contendere to, a felony relating to the real property appraisal practice or any crime involving fraud, misrepresentation, or moral turpitude or failed to submit to a criminal history record check through the Nebraska State Patrol and the Federal Bureau of Investigation.

(2) For purposes of subdivision (1)(b) of this section, each individual owner of more than ten percent of an appraisal management company shall:

(a) At the time an application for issuance of a registration is made, submit two copies of legible ink-rolled fingerprint cards or equivalent electronic fingerprint submissions to the board for delivery to the Nebraska State Patrol in a form approved by both the Nebraska State Patrol and the Federal Bureau of Investigation;

(b) At the time an application for renewal of a registration is made, submit two copies of legible ink-rolled fingerprint cards or equivalent electronic fingerprint submissions to the board for delivery to the Nebraska State Patrol in a form approved by both the Nebraska State Patrol and the Federal Bureau of Investigation if a fingerprint-based national criminal history records check has not been completed pursuant to subdivision (2)(a) of this section; and

(c) At the time an individual owner of more than ten percent of an appraisal management company is identified by the board, submit two copies of legible ink-rolled fingerprint cards or equivalent electronic fingerprint submissions to the board for delivery to the Nebraska State Patrol in a form approved by both the Nebraska State Patrol and the Federal Bureau of Investigation if a fingerprint-based national criminal history records check has not been completed pursuant to subdivision (2)(a) or (2)(b) of this section.

(3) The board shall pay the Nebraska State Patrol the costs associated with conducting a fingerprint-based national criminal history record check through the Nebraska State Patrol and the Federal Bureau of Investigation with such record check to be carried out by the board.

(4) For the purpose of subdivision (1)(a) of this section, a person is not barred from issuance of a registration if the real property appraiser credential or equivalent of the person with an ownership interest was not refused, denied, canceled, revoked, or surrendered in lieu of revocation for a substantive cause as determined by the board and has been reinstated by the jurisdiction in which the action was taken.

Source: Laws 2011, LB410, § 7; Laws 2018, LB17, § 10; Laws 2020, LB808, § 91; Laws 2024, LB989, § 8.
Effective Date: July 19, 2024

76-3208. Prohibited acts.

(1) An appraisal management company shall not prohibit an AMC appraiser from including within the body of a report that is submitted by the AMC appraiser to the appraisal management company or its assignee the fee agreed upon between the appraisal management company and the AMC appraiser at the time of engagement for the performance of the appraisal.

(2) An appraisal management company shall not directly or indirectly engage in or attempt to engage in business as an appraisal management company or advertise or hold itself out as engaging in or conducting business as an appraisal management company in this state under any legal name or trade name not included in the application for issuance of a registration, or renewal of a registration, as approved by the board.

(3) An appraisal management company shall not require an AMC appraiser to indemnify an appraisal management company or hold an appraisal management company harmless for any liability, damage, losses, or claims arising out of the appraisal management services provided by the appraisal management company.

Source: Laws 2011, LB410, § 8; Laws 2015, LB139, § 74; Laws 2018, LB17, § 11.

76-3209. Repealed. Laws 2024, LB989, § 13.

76-3210. Compliance with Real Property Appraiser Act.

Any employee of or independent contractor to an appraisal management company that holds a registration, including any AMC appraiser included on an appraisal management company's appraiser panel engaged in real property appraisal practice, shall comply with the Real Property Appraiser Act, including the Uniform Standards of Professional Appraisal Practice.

Source: Laws 2011, LB410, § 10; Laws 2018, LB17, § 12; Laws 2020, LB808, § 92.

Cross References

- **Real Property Appraiser Act,** see section 76-2201.

76-3211. Repealed. Laws 2024, LB989, § 13.

76-3212. Records; retention.

Each appraisal management company that holds a registration shall maintain a detailed record of appraisal management services provided under its registration, and upon request shall submit to the board all books, records, reports, documents, and other information as deemed appropriate by the board to administer and enforce the Nebraska Appraisal Management Company Registration Act. Record retention requirements are for a period of five years after appraisal management services are completed or two years after final disposition of a judicial proceeding related to the appraisal management services, whichever period expires later.

Source: Laws 2011, LB410, § 12; Laws 2018, LB17, § 13.

76-3213. Completed report; limit on change.

An appraisal management company that holds a registration may not alter, modify, or otherwise change a completed report submitted by an AMC appraiser without his or her written consent.

Source: Laws 2011, LB410, § 13; Laws 2015, LB139, § 75; Laws 2018, LB17, § 14.

76-3214. Board; issue registration number; maintain list; disclosure on engagement documents.

(1) The board shall issue a unique registration number to each appraisal management company that holds a registration.

(2) The board shall maintain a published list of the appraisal management companies that hold registrations and have been issued a registration number pursuant to subsection (1) of this section.

(3) An appraisal management company that holds a registration shall disclose the registration number provided to it by the board on the engagement documents presented to the AMC appraiser.

Source: Laws 2011, LB410, § 14; Laws 2018, LB17, § 15.

76-3215. Payment of fees.

Each appraisal management company that holds a registration, except in cases of noncompliance with the conditions of the engagement, shall make payment of fees to an AMC appraiser engaged by the appraisal management company to perform one or more appraisals on behalf of a creditor for a covered transaction or for a secondary mortgage market participant in connection with covered transactions within sixty days after the date on which the AMC appraiser transmits or otherwise provides the report to the appraisal management company or its assignee.

Source: Laws 2011, LB410, § 15; Laws 2015, LB139, § 76; Laws 2018, LB17, § 16.

76-3216. Prohibited acts; board; violations; enforcement actions; fine; considerations; report required.

(1) It is unlawful for a person to directly or indirectly engage in or attempt to engage in business as an appraisal management company or to advertise or hold itself out as engaging in or conducting business as an appraisal management company in this state without first obtaining a registration or by meeting the requirements as a federally regulated appraisal management company.

(2) Except as provided in section 76-3204, any person who, directly or indirectly for another, offers, attempts, or agrees to perform all actions described in subdivision (6) of section 76-3202 or any action described in subdivision (7) of such section, shall be deemed an appraisal management company within the meaning of the Nebraska Appraisal Management Company Registration Act, and such action shall constitute sufficient contact with this state for the exercise of personal jurisdiction over such person in any action arising out of the act.

(3) The board may issue a cease and desist order against any person who violates this section by performing any action described in subdivision (6) or (7) of section 76-3202 without the appropriate registration. Such order shall be final ten days after issuance unless such person requests a hearing pursuant to section 76-3217. The board may, through the Attorney General, obtain an order from the district court for the enforcement of the cease and desist order.

(4) To the extent permitted by any applicable federal legislation or regulation, the board may censure an appraisal management company, conditionally or unconditionally suspend or revoke its registration, or levy fines or impose civil penalties not to exceed five thousand dollars for a first offense and not to exceed ten thousand dollars for a second or subsequent offense, if the board determines that an appraisal management company is attempting to perform, has performed, or has attempted to perform any of the following:

(a) A material violation of the act;

(b) A violation of any rule or regulation adopted and promulgated by the board; or

(c) Procurement of a registration for itself or any other person by fraud, misrepresentation, or deceit.

(5) In order to promote voluntary compliance, encourage appraisal management companies to correct errors promptly, and ensure a fair and consistent approach to enforcement, the board shall endeavor to impose fines or civil penalties that are reasonable in light of the nature, extent, and severity of the violation. The board shall also take action against an appraisal management company's registration only after less severe sanctions have proven insufficient to ensure behavior consistent with the Nebraska Appraisal Management Company Registration Act. When deciding whether to impose a sanction permitted by subsection (4) of this section, determining the sanction that is most appropriate in a specific instance, or making any other discretionary decision regarding the enforcement of the act, the board shall consider whether an appraisal management company:

(a) Has an effective program reasonably designed to ensure compliance with the act;

(b) Has taken prompt and appropriate steps to correct and prevent the recurrence of any detected violations; and

(c) Has independently reported to the board any significant violations or potential violations of the act prior to an imminent threat of disclosure or investigation and within a reasonably prompt time after becoming aware of the occurrence of such violations.

(6) Any violation of appraisal-related laws or rules and regulations, and disciplinary action taken against an appraisal management company, shall be reported to the Appraisal Subcommittee as required by Title XI of the Financial Institutions Reform, Recovery, and Enforcement Act of 1989, the AMC rule, and any policy or rule established by the Appraisal Subcommittee.

Source: Laws 2011, LB410, § 16; Laws 2018, LB17, § 17; Laws 2019, LB77, § 15; Laws 2024, LB989, § 9.

Effective Date: July 19, 2024

76-3217. Violations; disciplinary hearings; notice; procedure; costs.

(1) The board shall conduct disciplinary hearings for any violation of the Nebraska Appraisal Management Company Registration Act in accordance with the Administrative Procedure Act.

(2) Before the board may censure, suspend, or revoke the registration of, or levy a fine or civil penalty against, an appraisal management company, the board shall notify the appraisal management company in writing of any charges made under the Nebraska Appraisal Management Company Registration Act at least twenty days prior to the date set for the hearing and shall permit the appraisal management company an opportunity to be heard in person or by counsel. The notice shall be satisfied by personal service on the contact person of the appraisal management company or agent for service of process in this state or by sending the notice by certified mail, return receipt requested, to the address of the contact person of the appraisal management company that is on file with the board.

(3) Any hearing pursuant to this section shall be heard by a hearing officer at a time and place prescribed by the board. The hearing officer may make findings of fact and shall deliver such findings to the board. The board shall take such disciplinary action as it deems appropriate, subject to the limitations contained within section 76-3216. Costs incurred for an administrative hearing, including fees of counsel, the hearing officer, court reporters, investigators, and witnesses, shall be taxed as costs in such action as the board may direct.

Source: Laws 2011, LB410, § 17; Laws 2018, LB17, § 18.

Cross References

- **Administrative Procedure Act,** see section 84-920.

76-3218. Rules and regulations.

The board may adopt and promulgate rules and regulations not inconsistent with the Nebraska Appraisal Management Company Registration Act which may be reasonably necessary to implement, administer, and enforce the provisions of the act.

Source: Laws 2011, LB410, § 18.

76-3219. Appraisal Management Company Fund; created; use; investment.

The board shall collect all fees and other revenue pursuant to the Nebraska Appraisal Management Company Registration Act and shall remit such fees and revenue to the State Treasurer for credit to the Appraisal Management Company Fund, which is hereby created. The fund shall be used to implement, administer, and enforce the act. Any money in the fund available for investment shall be invested by the state investment officer pursuant to the Nebraska Capital Expansion Act and the Nebraska State Funds Investment Act.

Source: Laws 2011, LB410, § 19.

Cross References

- **Nebraska Capital Expansion Act,** see section 72-1269.
- **Nebraska State Funds Investment Act,** see section 72-1260.

76-3220. Material noncompliance; referral to board.

An appraisal management company that has a reasonable basis to believe that an AMC appraiser has failed to comply with applicable laws or the Uniform Standards of Professional Appraisal Practice shall refer the matter to the board if the failure to comply is material.

Source: Laws 2011, LB410, § 20; Laws 2024, LB989, § 10.
Effective Date: July 19, 2024

76-3221. Attorney General; duties.

At the request of the board, the Attorney General shall render an opinion with respect to all questions of law arising in connection with the administration of the Nebraska Appraisal Management Company Registration Act and shall act as attorney for the board in all actions and proceedings brought by or against the board under or pursuant to the act. All fees and expenses of the Attorney General arising out of such duties shall be paid out of the Appraisal Management Company Fund. The Attorney General may appoint special counsel to prosecute such action, and all allowed fees and expenses of such counsel shall be taxed as costs in the action as the court may direct.

Source: Laws 2018, LB17, § 19.

76-3222. Violations of act; enforcement actions.

Whenever, in the judgment of the board, any person has engaged in or is about to engage in any acts or practices which constitute or will constitute a violation of the Nebraska Appraisal Management Company Registration Act, the Attorney General may maintain an action in the name of the State of Nebraska in the district court of the county in which such violation or threatened violation occurred to abate and temporarily and permanently enjoin such acts and practices and to enforce compliance with the act. The Attorney General shall not be required to give any bond nor shall any court costs be adjudged against the Attorney General.

Source: Laws 2018, LB17, § 20.

REAL PROPERTY APPRAISER BOARD

TITLE 297, PROCEDURES FOR NEGOTIATED RULEMAKING, PETITIONS FOR RULEMAKING, AGENCY DECLARATORY ORDERS, AND HEARINGS

EFFECTIVE 05-20-2012

Table of Contents

CHAPTER 1, PROCEDURES FOR NEGOTIATED RULEMAKING.....3
CHAPTER 2, PETITIONING FOR RULE MAKING.....22
CHAPTER 3, Regulations and Procedures Governing Agency Declaratory Orders.....24
CHAPTER 4, RULES OF PRACTICE AND PROCEDURE FOR HEARINGS IN CONTESTED CASES BEFORE AN AGENCY.....36

TITLE 297 - NEBRASKA REAL PROPERTY APPRAISER BOARD

CHAPTER 1 - Rules of Practice and Procedure for Negotiated Rulemaking

001 General Information

001.01 Application of Rules. These rules are promulgated pursuant to Neb. Laws 1994, LB 446, and 53 Nebraska Administrative Code, Chapter 1.

002 Negotiated rulemaking generally. The purpose of these regulations is to establish a framework for the conduct of negotiated rulemaking consistent with the Administrative Procedure Act and the Negotiated Rulemaking Act. The negotiated rulemaking process can be used by the Real Property Appraiser Board, whenever appropriate, to resolve controversial issues prior to the commencement of formal rulemaking. Negotiated rulemaking is not a substitute for the requirements of the Administrative Procedure Act, but may be used as a supplemental procedure to permit the direct participation of affected interests in the development of new rules or the amendment or repeal of existing rules. The negotiated rulemaking process also does not preclude other Appraiser Board efforts or processes designed to reach consensus with affected or interested persons concerning the content of rules or regulations. A consensus agreement on a proposed rule reached by a negotiated rulemaking committee may be modified by the Appraiser Board as a result of a subsequent formal rulemaking process.

003 Definitions. For purposes of this Chapter of these model procedural rules:

003.01 APA shall mean the Administrative Procedure Act, Neb. Rev. Stat. §§ 84-901 through 84-920.

003.02 Agency shall mean the Appraiser Board, including the Director and staff. Agency shall not include those entities exempted in Neb. Rev. Stat. § 84-901 (1).

003.03 Board shall mean the Nebraska Real Property Appraiser Board the governing board of state government which is promulgating these procedural rules.

003.04 Consensus shall mean unanimous concurrence among the interests represented on a negotiated rulemaking committee unless the committee agrees upon another specified definition.

003.05 Convenor shall mean a person who impartially assists the Board in determining whether establishment of a negotiated rulemaking committee is feasible and appropriate for a particular rulemaking procedure.

003.06 Facilitator shall mean a person who impartially aids in the discussion and negotiations among the members of a negotiated rulemaking committee to develop a proposed rule. A facilitator shall not have decision-making authority.

003.07 Director shall mean the person appointed as the Director of the Board by the Board pursuant to NEB. REV. STAT. §76-2224.

003.08 Interest shall mean, with respect to an issue or matter, multiple parties that have a similar point of view or that are likely to be affected in a similar manner.

003.09 Negotiated rulemaking shall mean rulemaking through the use of a negotiated rulemaking committee.

003.10 Negotiated rulemaking committee or committee shall mean an advisory committee established to consider and discuss issues for the purpose of reaching a consensus in the development of a proposed rule.

003.11 Person shall mean an individual, partnership, limited liability company, corporation, association, governmental subdivision, agency, or public or private organization of any character.

003.12 Rule or regulation shall mean any rule, regulation, or standard issued by the Board, including the amendment or repeal thereof whether with or without prior hearing and designed to implement, interpret, or make specific the law enforced or administered by it or governing its organization or procedure, but not including rules and regulations concerning the internal management of the Board not affecting private rights, private interests, or procedures available to the public, and any rules of interpretation thereof, and for the purpose of the APA, every rule and regulation which shall prescribe a penalty shall be presumed to have general applicability or to affect private rights and interests.

004 Establishment of a Negotiated Rulemaking Committee; criteria. The Board may establish a negotiated rulemaking committee to negotiate and develop a proposed rule if the Board determines that the use of the negotiated rulemaking procedure is in the public interest. In making that determination, the Board shall consider whether:

004.01 There is a need for the rule.

004.02 There are a limited number of identifiable interests that will be significantly affected by the rule.

004.03 There is a reasonable likelihood that a committee can be convened with a balanced representation of persons who:

004.03A Can adequately represent the interests identified; and

004.03B Are willing to negotiate in good faith to reach a consensus on the proposed rule.

004.04 There is a reasonable likelihood that a committee will reach a consensus on the proposed rule within a fixed period of time.

004.05 The negotiated rulemaking procedure will not unreasonably delay the notice of proposed formal rulemaking and the issuance of the final rule pursuant to the APA.

004.06 The Board has adequate resources and is willing to commit those resources, including technical assistance, to the committee.

004.07 The Board, to the maximum extent possible consistent with the legal obligations of the Board, will use the consensus of the committee as the basis of the rule proposed by the Board in the formal rulemaking process of the APA.

005 Convenors; selection; duties. The Board, at its discretion, may use the services of a convenor.

005.01 The Board may employ or contract for an organization or an individual to serve as a convenor, or may use the services of a state employee to act as a convenor. A convenor shall not have a financial or other interest that would preclude him or her from serving in an impartial and independent manner. The Board shall determine whether a person under consideration as a convenor has such an interest. A person disqualified under this criterion shall be dropped from further consideration.

005.02 The convenor may assist the Board in making the determination of need for a negotiated rulemaking process discussed in section 004 above. The convenor may also assist the agency in:

005.02A Identifying persons who will be significantly affected by a proposed rule.

005.02B Conducting discussions with affected persons on the issues of concern and ascertaining whether the establishment of a negotiated rulemaking committee is feasible and appropriate for the particular rulemaking.

005.03 The convenor shall report findings and make recommendations to the Board. Upon request of the Board, the convenor shall ascertain the names of persons who are willing and qualified to represent the interests that will be significantly affected by the proposed rule. That report by the convenor and any recommendations of the convenor shall be public records and made available to the public for review upon request.

006 Petitions for the use of a negotiated rulemaking committee. Any person may petition the Board to request the use of a negotiated rulemaking committee in the development or revision of a rule, as provided below.

006.01 A negotiated rulemaking process may be requested on any topic appropriate for a rule or regulation by the agency.

006.01A A negotiated rulemaking process may be requested only to develop or revise rules which carry out statutes that are within the authority of the Board to implement.

006.01B A negotiated rulemaking process may not be requested to develop a rule or regulation to vary or change the specific terms of a statute.

006.01C A negotiated rulemaking process may not be requested to negotiate a rule on a matter which is not within the definition of a rule or regulation as set forth in subsection 003.12 above.

006.02 A request for the use of a negotiated rulemaking procedure shall be made by a petition that meets the requirements of form set out in this subsection. In the event that it does not, the Board may refuse to accept it.

006.02A A petition may be in the form of a pleading that contains a caption, heading, and name as set forth on Attachment 1, which is attached to these model rules and made a part of them by reference.

006.02B A petition may also be made in the form of a letter so long as the letter contains all of the information required by these regulations and is clearly delineated as a petition for negotiated rulemaking.

006.02C All petitions must be on white, letter sized paper (8 1/2 by 11) of standard weight.

006.02D Petitions must be legible, and may be typewritten, photostatically reproduced, printed, or handwritten. If handwritten, petitions must be in ink. Only one side of a page of a petition shall contain any writing.

006.02E Any documents that are intended to accompany a petition shall be securely fastened, clearly marked as attachments to the petition, and meet the other requirements of this section as to size, print and legibility.

006.03 A petition for a negotiated rulemaking procedure shall meet the following requirements for content and substance. In the event that it does not, the Board may refuse to accept it.

006.03A The petition must identify the general subject matter about which the negotiated rulemaking procedure is requested, including the statutes or legislative bill(s) which provide authority for the desired regulation, and, if amendments to existing regulations are sought, identification of the regulations by title, chapter and name.

006.03B The petition must identify the specific issue(s) proposed for inclusion in the negotiated rulemaking process.

006.03C The petition must discuss the facts surrounding each problem or issue proposed for inclusion in the negotiated rulemaking process.

006.03D The petition must discuss why a negotiated rulemaking process is in the public interest, including information on each of the criteria set out in subsections 004.01 through 004.05 above. The petition may also include information on the criteria included in subsections 004.06 and 004.07 above, to the extent such information is available to the petitioner. The petitioner may also submit such other information as may assist the Board in making a decision.

006.03E The petition must identify persons who will be significantly affected by any rule which might result from the proposed negotiated rulemaking process, to the extent known by the petitioner. The petitioner may also suggest the names of persons who are willing and qualified to represent the interests that will be significantly affected by the negotiated rulemaking process and the proposed rule.

006.04 A petition for a negotiated rulemaking process shall be filed with the agency director. Filing may be made by personal delivery during regular Agency office hours or by mail.

006.05 Upon the filing of a petition for a negotiated rulemaking procedure, the agency director or convenor designated by the Board may recommend to the Board whether a negotiated rulemaking process should be initiated.

006.06 Within sixty (60) days after submission of a petition for a negotiated rule making procedure, the Board shall:

006.06A Deny the petition in writing, stating the reason(s) for denial; or

006.06B Initiate the negotiated rulemaking process as provided in these rules.

006.07 The decision of the Board with respect to a petition for a negotiated rule making procedure may be made in the form of a pleading or a letter clearly designated as the decision on the petition. The petitioner shall be served with a copy of the Board's final decision by certified mail, return receipt requested.

006.08 A decision by the Board with respect to a petition for a negotiated rulemaking procedure is not subject to judicial review, although nothing herein shall bar a judicial review if such is otherwise provided by law.

007 Notice of a Negotiated Rulemaking Committee; Comment; Applications for Membership. If the Board decides to go forward with the establishment of a negotiated rulemaking committee, the Board shall proceed with the following process. The Agency shall give notice to the Secretary of State, publish notice in a newspaper having general circulation in the state, and, as appropriate, publish notice in other newspapers and publications. The notice shall include:

007.01A An announcement that the Board intends to establish a negotiated rulemaking committee to negotiate and develop a proposed rule.

007.01B A description of the subject and scope of the rule to be developed and the issues to be considered.

007.01C A list of interests likely to be significantly affected by the proposed rule.

007.01D A list of the persons proposed to represent the affected interests and the Board.

007.01E A proposed schedule for completing the work of the committee.

007.01F An explanation of how a person may apply for or nominate another person for membership on the committee.

007.02 Persons interested in making comments upon the formation of a particular proposed negotiated rulemaking committee shall have thirty (30) days from the date of publication of the notice concerning that committee to do so. Such comments shall be in writing, and shall either be personally delivered or mailed to the Agency at its business office.

007.03 Persons interested in applying for membership on a particular proposed negotiated rulemaking committee or in nominating other persons for such membership shall have thirty (30) days from the date of publication of the notice concerning that committee to do so. Persons making application for membership or nominations for membership shall do so on Attachment 2 which is attached to these regulations and made a part of these regulations by reference, and which shall be provided by the Agency. Persons making application for membership or nominations for member-ship may also do so by letter, so long as the letter contains all of the information set out in Attachment 2 and is clearly delineated as an application or nomination for membership on a specific negotiated rulemaking committee.

008 Establishment of a Negotiated Rulemaking Committee; Procedure. After publication of notice and termination of the comment and membership application period, the Board will consider the comments and membership applications for a particular negotiated rulemaking committee and determine whether such a committee can adequately represent the interests of the persons that will be significantly affected by a proposed rule, and whether such a committee is feasible and appropriate in the particular rulemaking. In making the final determination as to creation of a negotiated rulemaking committee, the Board may use the services of a convenor as set out in Section 005 above. In making the final determination as to creation of a negotiated rulemaking committee, the Board and its agency director will apply the criteria set out in 004 above.

008.01 If, after such a determination, the Board decides that a negotiated rulemaking procedure is feasible, it shall establish a negotiated rulemaking committee as provided in these regulations. The committee will negotiate issues and develop proposed rules for use by the Board in formal rulemaking.

008.02 If, after such a determination, the Board decides not to establish a negotiated rulemaking committee, the Agency shall:

008.02A Notify the persons who commented on, applied for membership on or nominated persons for membership on the particular negotiated rulemaking committee of the reasons for the decision not to establish such a committee.

008.02B Publish notice of the decision not to establish the particular negotiated rulemaking committee in a newspaper having general circulation in the state, and, as appropriate, in other newspapers and publications.

009 Negotiated Rulemaking Committee; membership. All members of a negotiated rulemaking committee shall participate in the deliberations of the committee with the same rights and responsibilities as other members.

009.01 Members of a negotiated rulemaking committee may include:

009.01A A Board member, employee of the Agency, or person designated by the Board to represent the Agency. This person shall be authorized to fully represent the Agency in the discussions and negotiations of the committee.

009.01B Persons selected by the Board as willing and qualified to represent the interests that will be significantly affected by the proposed rule.

009.01C Persons contacted and recruited by the negotiated rulemaking committee itself by consensus as essential to the success of the negotiated rulemaking process.

009.01D Persons selected by the negotiated rulemaking committee by consensus upon committee review of a petition for membership or nomination as set out in subsection 009.02 below.

009.02 Persons who will be significantly affected by a proposed rule and who believe that their interests will not be adequately represented by any person on a negotiated rulemaking committee may petition for or nominate another person for membership on the negotiated rulemaking committee.

009.02A Each petition or nomination for committee membership shall be in writing and be submitted to the negotiated rulemaking committee by delivering or mailing the same to the Agency. All such petitions or nominations shall include:

009.02A1 Identification of the applicable negotiated rulemaking proceeding.

009.02A2 The name of the petitioner or nominee, and a description of the interests the person represents.

009.02A3 Evidence that the petitioner or nominee is authorized to represent parties related to the interests the person proposes to represent.

009.02A4 A written commitment that the petitioner or nominee will actively participate in good faith in the development of the rule under consideration.

009.02A5 An explanation of reasons that the persons already on the negotiated rulemaking committee do not adequately represent the interests of the person submitting the petition or nomination.

009.02B Persons wishing to file such a petition for membership or nomination to a negotiated rulemaking committee may use the form attached hereto as Attachment 3. Attachment 3 is made a part of these regulations by reference. Persons wishing to file such a petition for membership or nomination to a negotiated rulemaking committee may also do so by letter, provided that the letter contains the information set forth above.

009.02C Upon receiving a petition for membership on or nomination to a particular negotiated rulemaking committee, the committee in question shall decide, by consensus at its next meeting, whether or not to expand its membership.

010 Negotiated rulemaking committee; operation. A negotiated rulemaking committee established under these rules shall consider the matter proposed by the Board for consideration and shall attempt to reach consensus concerning a proposed rule and any other matter the committee determines is relevant to the proposed rule.

010.01 A negotiated rulemaking committee may adopt procedures or ground rules for the operation of the committee consistent with these rules and the pertinent Nebraska statutes.

010.02 The Agency shall provide appropriate administrative support to a negotiated rulemaking committee including technical assistance and support.

010.03 The person representing the Agency on a negotiated rulemaking committee shall participate in the deliberations of the committee with the same rights and responsibilities as other members of the committee and shall be authorized to fully represent the Agency in the discussions and negotiations of the committee.

010.04 If a negotiated rule making committee achieves consensus on a proposed rule at the conclusion of the negotiations, the committee shall transmit to the Board a report containing the proposed rule.

010.05 If a negotiated rulemaking committee does not reach a consensus on the proposed rule, the committee shall transmit to the Board a report specifying areas in which the committee reached consensus and the issues that remain unresolved. The committee may include in the report any other information, recommendations, or materials that the committee considers appropriate. Any member of the committee may include as an addendum to the report additional information, recommendations or materials.

011 Facilitators; selection; duties. A facilitator shall be selected to assist a negotiated rulemaking committee with its duties.

011.01 The Agency may nominate a person to serve as a facilitator for the negotiations of a negotiated rulemaking committee, subject to the approval of the committee by consensus. If the committee does not approve the Agency's nomination for facilitator, the Agency shall submit a substitute nomination. If the committee does not approve the substitute nomination of the Agency for facilitator, the committee shall select, by consensus, a person to serve as facilitator.

011.02 The Agency may employ or contract for an organization or an individual to serve as a facilitator for a negotiated rulemaking committee, or the Agency may use the services of a state employee to act as a facilitator. A person designated by the Agency to represent it on a negotiated rulemaking committee with respect to substantive issues may not serve as the facilitator. A facilitator shall not have a financial or other interest that would preclude him or her from serving in an impartial and independent manner. The Agency shall determine whether a person under consideration for facilitator has such an interest. A person disqualified under this criterion shall be dropped from further consideration.

011.03 A facilitator approved or selected by a committee shall:

011.03A Preside at the meetings of the committee in an impartial manner.

011.03B Impartially assist members in conducting discussions and negotiations and achieving consensus.

011.03C Manage the keeping of minutes and records.

012 Negotiated rulemaking committee; expenses. Members of a negotiated rulemaking committee shall be responsible for their own expenses of participation. However, the Agency may pay for a committee member's actual and necessary expenses incurred in serving on the committee as provided in Neb. Rev. Stat. §§ 81-1174 through 81-1177 and a reasonable per diem rate of compensation if:

012.01 The committee member certifies a lack of adequate financial resources to participate on the committee using the form at Attachment 4 which is attached to these regulations and made a part of them by reference; and,

012.02 The Agency determines that the committee member's participation is necessary to assure an adequate representation of the interests of the members.

013 Grants or gifts. The Agency may accept grants or gifts from any source to fund a negotiated rulemaking process if:

013.01 Information on the name of the person giving the grant or gift and the amount of the grant or gift is available to the public.

013.02 The grant or gift is given to and accepted by the Agency without placing any condition on the membership of a committee or the outcome of the negotiated rulemaking process.

013.03 There is a consensus among the members of the negotiated rulemaking committee that the acceptance of the grant or gift will not diminish the integrity of the negotiated rulemaking process.

014 Negotiated rulemaking committee; termination. A negotiated rulemaking committee shall terminate upon the adoption of the final rule under consideration by the Board pursuant to the APA, unless the Board, after consulting the committee, or the committee itself specifies an earlier termination date.

015 Negotiated rulemaking procedure; judicial review. Any action of the Board relating to establishing, assisting or terminating a negotiated rulemaking committee under the Negotiated Rulemaking Act shall not be subject to judicial review, except that nothing in this section shall bar judicial review if such judicial review is otherwise provided by law.

297 NAC 1 - ATTACHMENT 1
SAMPLE

BEFORE THE NEBRASKA REAL PROPERTY APPRAISER BOARD
STATE OF NEBRASKA

In the Matter of [insert statute number or name]	)	
by [insert name of Petitioner]	)	Petition for Negotiated
	)	Rulemaking

COMES NOW the petitioner, [insert name of Petitioner], according to the Nebraska Negotiated Rulemaking Act and according to the [insert name of agency] rules and regulations for Petitions for Negotiated Rulemaking, and requests that the Nebraska Real Property Appraiser Board establish a negotiated rulemaking committee as set forth in this Petition.

In support of this request, the Petitioner states as follows:

1. The Nebraska Real Property Appraiser Board administers the provisions of [insert sections of the statutes or legislative bill numbers for which negotiated rulemaking is sought], and is responsible for development of rules and regulations to implement these statutes.

2. Petitioner seeks a negotiated rulemaking procedure to [check one]:

( ) develop new rules
( ) amend existing rules, specifically ____ NAC ____, entitled _____.
( ) repeal certain existing rules, specifically ____ NAC ____, entitled _____.

3. A negotiated rulemaking committee should be established to negotiate and develop rules on each of the following issues concerning the statute(s), legislative bill(s) or regulation(s) identified above [identify each issue as to each statute, legislative bill or regulation and the general scope of the rulemaking proposed]:

4. The facts surrounding each of the issues listed in paragraph 3 above are as follows:

5. Establishment of a negotiated rulemaking committee would be in the public interest under each of the following criteria based upon the information the Petitioner hereby submits.

A. There is a need for rulemaking on the issue(s) identified above because:

B. There are a limited number of identifiable interests that will be significantly affected by the rule, including the following interests:

C. There is a reasonable likelihood that a negotiated rulemaking committee can be convened with a balanced representation of people (1) who can adequately represent the interests identified above and (2) are willing to negotiate in good faith to reach a consensus on the proposed rule, as shown by the following:

D. There is a reasonable likelihood that a committee will reach a consensus on the proposed rule within a fixed period of time because:

E. The use of this procedure will not unreasonably delay formal rulemaking and issuance of a final rule because:

F. [Optional for response by Petitioner] The Nebraska Real Property Appraiser Board should commit its resources, including technical assistance, to such a committee because:

G. [Optional for response by Petitioner] The Nebraska Real Property Appraiser Board should, to the maximum extent possible consistent with its legal obligations, use a consensus of such a committee as the basis for a rule to be adopted under the Administrative Procedure Act because:

6. The following persons will be significantly affected by any rule which might result from the negotiated rulemaking procedure which is the subject of this Petition [identify such persons by name and address where possible]:

7. The following persons may be willing and qualified to represent the interests that will be significantly affected by any rule which might result from the negotiated rulemaking procedure which is the subject of this Petition [identify such persons by name and address where possible]:

8. Petitioner offers the following additional information for use by this agency in consideration of this request [if any]:

9. Petitioner has attached the following documents in support of this request [list all documents attached]:

Dated this _____ day of _____, _____ .

_____
Signature of Petitioner

List Petitioner's name [typed or printed]
List Petitioner's full mailing address
List Petitioner's telephone number [including area code]

297 NAC - ATTACHMENT 2
SAMPLE

BEFORE THE NEBRASKA REAL PROPERTY APPRAISER BOARD
STATE OF NEBRASKA

In the Matter of the Negotiated	)	
Rulemaking Committee for	)	Application/Nomination
[Insert name of the proposed	)	for membership
Negotiated Rulemaking Committee],	)	on the committee.
____ NAC ____	)	

APPLICATION FOR MEMBERSHIP
(complete if applicable)

1. The undersigned person (the applicant) hereby applies for membership on the above-referenced negotiated rulemaking committee proposed by this agency.

_____
Name of applicant (typed or printed)

_____
Full address of applicant

_____
Applicant's telephone number (including area code)

2. The applicant represents the following identifiable interest which will be significantly affected by the proposed administrative rule to be considered by the above-referenced negotiating rulemaking committee:

3. The applicant is authorized to represent parties related to the interest listed above because:

4. The applicant can adequately represent the parties and interest listed above because:

5. In support of his or her application, the applicant has attached the following documents to this petition (list all attachments):

6. By signing this application, the applicant hereby certifies that he or she will represent the interest identified above to the best of his or her ability in the negotiation process, and that he or she is willing to actively negotiate in good faith to reach a consensus on the proposed rule to be considered by the above-referenced negotiated rulemaking committee.

_____ Date _____
Signature of Applicant

NOMINATION FOR MEMBERSHIP
(complete if applicable)

1. The undersigned person (the nominating party) hereby nominates the following person (the nominee) for membership on the above-referenced negotiated rulemaking committee proposed by this agency.

_____
Name of nominee (typed or printed)

_____
Full address of nominee

_____
Nominee's telephone number (including area code)

2. The nominee represents the following identifiable interest which will be significantly affected by the proposed administrative rule to be considered by the above-referenced negotiated rulemaking committee:

3. The nominee is authorized to represent parties related to the interest listed above because:

4. The nominee can adequately represent the interest and parties listed above because:

5. In support of the nomination of the nominee, the nominating party has attached the following documents to this petition (list attachments):

6. The nominating party believes that the nominee will represent the interest identified above to the best of his or her ability and that the nominee is willing to negotiate in good faith to reach a consensus on the proposed rule to be considered by the above-referenced negotiated rule making committee because:

_____ Date _____
Signature of Nominating Party

_____
Name of nominating party (typed or printed)

_____
Full address of nominating party

_____
Telephone number of nominating party (including area code)

297 NAC - ATTACHMENT 3
SAMPLE

BEFORE THE NEBRASKA REAL PROPERTY APPRAISER BOARD
STATE OF NEBRASKA

In the Matter of the Negotiated	) Application/Nomination
Rulemaking Committee for	) for membership
[Insert name of the proposed	) on the committee
Negotiated Rulemaking Committee],)	(interest inadequately
____ NAC ____ .	) represented)

APPLICATION FOR MEMBERSHIP
(complete if applicable)

1. The undersigned person (the applicant) hereby applies for membership on the above-referenced negotiated rulemaking committee.

_____
Name of applicant (typed or printed)

_____
Full address of applicant

_____
Applicant's telephone number (including area code)

2. The applicant represents the following identifiable interest which will be significantly affected by the proposed administrative rule being considered by the above-referenced negotiating rulemaking committee:

3. The applicant is authorized to represent parties related to the interest listed above because:

4. The applicant can adequately represent the parties and interest listed above because:

5. Reasons that persons already serving on the above-referenced negotiated rule making committee do not adequately represent the interest listed in paragraph 2 above include:

6. In support of his or her application, the applicant has attached the following documents to this petition (list all attachments):

7. By signing this application, the applicant hereby certifies that he or she will represent the interest identified above to the best of his or her ability in the negotiation process, and that he or she is willing to actively negotiate in good faith to reach a consensus on the proposed rule being considered by the above-referenced negotiated rulemaking committee.

_____ Date _____
Signature of Applicant

NOMINATION FOR MEMBERSHIP
(complete if applicable)

1. The undersigned person (the nominating party) hereby nominates the following person (the nominee) for membership on the above-referenced negotiated rulemaking committee.

_____
Name of nominee (typed or printed)

_____
Full address of nominee

_____
Nominee's telephone number (including area code)

2. The nominee represents the following identifiable interest which will be significantly affected by the proposed administrative rule being considered by the above-referenced negotiated rulemaking committee:

3. The nominee is authorized to represent parties related to the interest listed above because:

4. The nominee can adequately represent the interest listed above because:

5. Reasons that persons already serving on the above-referenced negotiated rule making committee do not adequately represent the interest listed in paragraph 2 above include:

6. In support of the nomination of the nominee, the nominating party has attached the following documents to this petition (list all attachments):

7. The nominating party believes that the nominee will represent the interest identified above to the best of his or her ability and that the nominee is willing to actively negotiate in good faith to reach a consensus on the proposed rule to be considered by the above-referenced negotiated rule making committee because:

_____ Date _____
Signature of Nominating Party

_____
Name of nominating party (printed or typed)

_____
Full address of nominating party

_____
Telephone number of nominating party (including area code)

297 NAC - ATTACHMENT 4
SAMPLE

BEFORE THE NEBRASKA REAL PROPERTY APPRAISER BOARD
STATE OF NEBRASKA

In the matter of the Negotiated Rulemaking Committee for [Insert name of the proposed Negotiated Rulemaking Committee],) ____ NAC ____.	) Certification of) Financial) Need

STATE OF NEBRASKA)

) ss.
COUNTY OF _____)

COMES NOW the undersigned, being first duly sworn, and hereby states and certifies as follows:

1. I am a member of the above-referenced negotiated rulemaking committee created by the Nebraska Real Property Appraiser Board.

2. In connection with my duties on that committee, I represent [insert the name of the appropriate identified interest].

3. In connection with my duties on that committee, I have incurred or will incur expenses and/or other costs.

4. I certify that I have a lack of adequate financial resources to serve on the above-referenced negotiated rulemaking committee, and that I need financial assistance from this agency in order to serve.

_____

Signature of Affiant

Subscribed and sworn to before me this _____ day of _____, _____.

_____

Notary Public

TITLE 297 NEBRASKA REAL PROPERTY APPRAISER BOARD

CHAPTER 2 PETITIONING FOR RULE MAKING

001 General information.

001.01 Application of Rules. These rules are promulgated pursuant to Neb. Laws 1994, LB 446, and 53 Nebraska Administrative Code, Chapter 2.

002 Rule Making Petition.

002.01 Petition. Any person may petition the Nebraska Real Property Appraiser Board requesting the promulgation, amendment, or repeal of a rule or regulation.

002.02 Form. The petition shall:

002.02A. Be clearly designated as a petition for a rules change;

002.02B. In the case of a proposed new rule or amendment of an existing rule, shall set forth the desired rule in its entirety;

002.02C. In the case of a petition for the repeal of an existing rule, such shall be stated and the rule proposed to be repealed shall either be set forth in full or shall be referred to by Nebraska Real Property Appraiser Board rule number;

002.02D. Describe the reason for the rules change

002.02E. Include an address and telephone where the petitioner can be reached during regular work hours; and

002.02F. Be signed by:

002.02F(1). The petitioner or his or her attorney in which case the attorney shall also state his or her address and telephone number;

002.02F(2). A duly authorized officer of the petitioner, if petitioner is a corporation or other legal entity.

003 Petition Consideration and Disposition.

003.01. Within sixty (60) days after submission of a petition, the Nebraska Real Property Appraiser Board shall:

003.01A. Deny the petition in writing, stating its reasons therefor;

003.01B. Initiate rulemaking or regulation-making proceedings in accordance with the Administrative Procedure Act;

003.01C. If otherwise lawful, adopt a rule or regulation.

TITLE 297 - NEBRASKA REAL PROPERTY APPRAISER BOARD

CHAPTER 3 - Regulations and Procedures Governing Agency Declaratory Orders

001 General Information

001.01 Application of these Model Rules. These rules are promulgated pursuant to Neb. Laws 1994, LB 446, and 53 Nebraska Administrative Code Chapter 3. They shall apply to all contested cases within the jurisdiction of the Appraiser Board.

001.02 Scope of this Chapter. This chapter pertains solely to the procedures to be used by any person or entity seeking issuance of a declaratory order by the Appraiser Board.

001.03 Related Regulations. In addition to this Chapter, related regulations pertaining to administrative procedures before agencies are: 53 NAC Chapter 1, Model Procedures for Negotiated Rulemaking, 53 NAC Chapter 2, Petitioning for Rulemaking, and 53 NAC Chapter 4, Rules of Practice and Procedure for Hearings in Contested Cases Before an Agency.

002 Definitions. As used in this chapter:

002.01 Agency shall mean the Appraiser Board, and its employees, including the Director and staff.

002.02 Agency director shall mean the person appointed as Director of the Real Property Appraiser Board pursuant to §76-2224, Revised Statutes of Nebraska 1991, as amended.

002.03 Argument shall mean the oral statement of the petitioner or any other party which explains his or her view of the facts and issue to be decided, the law applicable to the question presented, and the reasoning that connects the facts and law.

002.04 Board shall mean the Real Property Appraiser Board of Nebraska.

002.05 Contested case shall mean a proceeding before the Board in which the legal rights, duties, or privileges of specific parties are required by law or constitutional right to be determined after hearing before the Board.

002.06 Declaratory order proceeding shall mean a proceeding initiated by a petitioner seeking issuance of a binding order by the Board as to the applicability of specified circumstances to a statute, rule, regulation, or order within the primary jurisdiction of the Board.

002.07 Hearing officer shall mean the person or persons conducting a declaratory order proceeding pursuant to the Administrative Procedure Act, whether designated as the presiding officer, administrative law judge, or some other title.

002.08 Intervenor(s) shall mean persons, political subdivisions, corporations, organizations, or other entities who have or claim to have any interest, legal right, duty, privilege, or immunity, which would be directly affected by the Board's issuance of a binding declaratory order.

002.09 Necessary Party shall mean a person who or an entity which has a specific interest in the applicability of the statute, rule, regulation, or order, as distinguished from a general interest such as may be the concern of the public at large. A necessary party is one which is or would be adversely affected in a legally cognizable way by the uncertainty sought to be resolved.

002.10 Parties shall mean persons, political subdivisions, corporations, organizations, or other entities subject to the jurisdiction of the Board who are involved in a declaratory order proceeding according to the procedures set forth in this chapter.

002.11 Petition shall mean the document filed in accordance with section 003 of this chapter to initiate a declaratory order proceeding.

002.12 Petitioner(s) shall mean a party or parties who have filed a petition with the Board seeking issuance of a declaratory order.

002.13 Pleading shall mean any written petition, answer, or motion used in any declaratory order proceeding before the Board as set forth in this chapter.

003 Petition for Declaratory Order.

003.01 Generally. A request for a declaratory order must be made by a petition that meets the requirements of section 003.

003.02 Who May File. Any person may petition the agency for issuance of a declaratory order as to the applicability to specified circumstances of a statute, rule, regulation, or order which is within the primary jurisdiction of the Board.

003.03 When Orders Appropriate. A declaratory order may be requested on the applicability of a statute, rule, regulation, or order enforced by the Board. “Applicability” refers to the appropriate-ness of the relation of the law to the person, property, or state of facts, or its relevance under the circumstances given. It may include such questions as whether the law applies at all, to whom it applies, when it applies, how it applies, or which law applies. Considerations as to whether issuance of a declaratory order is appropriate include:

003.03A A declaratory order may be requested only on the applicability of existing statutes and rules and regulations.

003.03B A declaratory order may be requested to obtain a determination of proposed conduct, not to obtain a determination of the

effect of conduct that has already occurred.

003.03C A declaratory order is not a mechanism for review or appeal of a decision made by the Board in a contested case.

003.03D A declaratory order may not be requested to obtain a declaration by the Board that a statute or regulation is unconstitutional or that a regulation of the agency is invalid.

003.03E A declaratory order may not be issued by the Board that would substantially prejudice the rights of a person who would be a necessary party and who does not consent in writing to the determination of the matter by a declaratory order proceeding.

003.04 Form of Petition. A petition for declaratory order shall be in the form of either a pleading or letter which shall contain each of the following:

003.04A A caption, which shall include:

003.04A1 The venue: BEFORE THE REAL PROPERTY APPRAISER BOARD, STATE OF NEBRASKA;

003.04A2 A heading specifying the subject matter and the name of the petitioner; and

003.04A3 The name of the pleading: PETITION FOR DECLARATORY ORDER.

003.04B The statements required in subsection 003.05 of this chapter.

003.04C The signature of the petitioner, or when represented by an attorney, the signature of the attorney.

003.04D The name and address of the petitioner, and when represented by an attorney, the name, address, telephone number, and bar number of the attorney.

003.04E Size and Paper. The petition shall be made on white, letter-sized (8-1/2" x 11") paper.

003.04F Print. The petition shall be legibly typewritten, photostatically reproduced, printed, or handwritten. If handwritten, the petition must be written in ink. Only one side of a page shall contain any writing.

003.04G Attachments. Any documents attached to a petition shall be securely fastened to the pleading and shall meet the requirements of 003.04E and 003.04F and, when possible, be reproduced on 8-1/2" x 11" paper or placed in an 8-1/2" x 11" envelope and clearly marked as an attachment to the petition.

003.05 Contents of Petition. To be considered, the petition shall include the following:

003.05A The name and address of the petitioner;

003.05B The name and address of all persons or entities, known to the petitioner, who may have a specific interest in the applicability of the statute, rule, regulation, or order or who may be adversely affected by the issue sought to be resolved by the petitioner.

003.05C The statute, rule, regulation, or order upon which the petitioner seeks issuance of a declaratory order;

003.05D A detailed statement of all of the material facts and specific circumstances which apply to petitioner's request for issuance of a declaratory order;

003.05E All propositions of law or contentions asserted by the petitioner;

003.05F A demand for the relief to which the petitioner alleges entitlement. The petition shall state the petitioner's position as to how the Board should rule and why the Board should rule in the manner requested; and

003.05G Any documents pertinent to the petition that the petitioner wishes to be considered by the Board.

003.06 The petition shall be subscribed and verified by the petitioner. If the petitioner is a corporation, political subdivision, or other entity, then the petition shall be subscribed and verified by a duly authorized agent of the petitioning entity.

003.07 Sample Petition. The petitioner may use the sample form of a petition which is attached as "Appendix A" and incorporated within this chapter. The petitioner may also prepare a reasonable facsimile of "Appendix A" so long as the requirements of subsections 003.04, 003.05, and 003.06 of this chapter are satisfied.

003.08 Written Consents. The petitioner shall also attach to the petition any written consents obtained from any necessary party that the petition may be determined by use of a declaratory order proceeding.

004 Submission and Service of Declaratory Order Petition.

004.01 The original petition for declaratory order shall be filed with the agency director by mail or in person during the agency's normal business hours.

004.02 The petition shall be deemed as filed when it is actually received by the agency. The agency shall date stamp all petitions upon receipt.

004.03 At the same time the petition is filed with the agency, the petitioner shall serve a copy of the petition, by certified mail, return receipt requested, on all necessary parties, including all persons, political subdivisions,

corporations, organizations, or other entities who are known to have or claim any interest, legal right, duty, privilege, or immunity which would be directly affected by issuance of a declaratory order in this matter by the Board.

005 Disposition of the Petition.

005.01 Generally. Upon the filing of a petition, the agency director, acting on behalf of the Board, may consider the petition, refer the petition to the agency attorney, and recommend a decision to the Board. In reviewing the petition, the Board may, in its discretion, do one or more of the following:

005.01A Require that additional information be submitted before the petition will be further considered;

005.01B Require a petitioner to provide notice to persons or entities who may be necessary parties and other persons that a request for a declaratory order has been filed with the agency;

005.01C On behalf of the Board schedule a date, time, and location at which the petitioner and any other parties to the proceeding may make an oral presentation on the petition as set forth in subsection 005.01 of this Chapter;

005.01D Consider the petition and any attachments without oral presentation.

Within thirty (30) days after the petition is filed, the Board shall, in writing:

005.02A Issue an order declaring the applicability of the statute, regulation, rule, or order in question to the specified circumstances; or

005.02B Agree to issue an order by a specified time declaring the applicability of the statute, regulation, rule, or order in question to the specified circumstances; or

005.02C Set the matter for specified proceedings as set forth in subsection 005.01 of this Chapter; or

005.02D Decline to issue a declaratory ruling, stating the reasons for the Board's decision.

005.03 Notwithstanding section 005.02 of this rule, the Board may determine at any time that it will not issue a declaratory order if issuance of an order under the circumstances would be contrary to any provisions of section 009 of this Chapter. The Board shall notify the petitioner and, if applicable, any intervenor or necessary party in writing when the Board determines not to issue a declaratory order.

006 Intervention in Declaratory Order Proceeding.

006.01 Intervention by any person or entity in a declaratory order proceeding shall be allowed when the following requirements are met:

006.01A. A petition for intervention must be submitted in writing to the agency. Copies must be mailed by the petitioner for intervention to all parties to the proceeding.

006.01B. The contents of the petition must be as specified in 006.02.

006.01C. The Board must determine that the interests of justice and the orderly and prompt conduct of the proceedings will not be impaired by allowing the intervention.

006.01D. The petition in intervention must be filed with the Agency and copies mailed to all parties named in any notice of hearing at least five days before the hearing.

006.02 Contents of Petition. The petition for intervention shall be submitted to the agency, in writing, on 8 ½" x 11" white paper, and shall include each of the following:

006.02A The statute, regulation, rule, or order that may apply to or effect the person, property, entity, or facts at issue in the matter;

006.02B A statement of facts sufficient to show the intervenor's interest;

006.02C A statement of facts which demonstrates that the intervenor's legal rights, duties, privileges, immunities, or other legal interests may be substantially affected by the proceeding or that the intervenor may intervene pursuant to a provision of law;

006.02D All propositions of law or contentions asserted by the intervenor; and

006.02E A statement of the specific relief requested by the intervenor.

006.03 The agency may, at its discretion, invite any person or entity to file a petition for intervention.

006.04 The Board shall grant a petition for intervention if the requirements of § 006.01 and § 006.02 are satisfied.

006.05 The Board shall deny a petition for intervention upon determining that the interests of justice or the orderly and prompt conduct of the proceedings would be impaired by allowing the intervention.

006.06 The Board's decision to grant or deny a petition for intervention shall be in writing and served upon all parties.

007 Declaratory Order Proceedings.

007.01 Oral Argument, When. Oral argument shall be had only on specific order of the Board, the Director, or the designated hearing officer. A petitioner, intervenor, necessary party, or the Board may submit a motion for oral argument to the agency director. If opportunity for oral argument is granted, then argument shall be scheduled to be conducted not more than forty-five (45) days after filing of the petition. Petitioner and all other parties or, when represented, their attorneys, shall be served by the agency with a notice of the date, time, and location for oral argument. The agency shall provide each of the parties with notice of the proceeding not less than seven (7) days in advance of the scheduled date. Service shall be made by certified mail, return receipt requested.

007.02 Oral Argument, Procedure. Oral argument will be made before a hearing officer or the Board or any representative of the agency who is authorized to render or to recommend a decision to the Board. The hearing officer, the Board, or agency representative shall be in control of the proceeding and shall:

007.02A Identify the proceeding and introduce himself or herself and identify each party for the record;

007.02B Hear the oral argument of the petitioner, intervenor, or necessary parties;

007.02C Close the proceedings.

007.03 At the declaratory order proceeding, agency staff, including legal counsel, shall have the right to present oral argument.

007.04 The hearing officer or representative may impose reasonable time limits on the amount of time allocated to each party for oral argument.

007.05 The parties and agency staff, including legal counsel, may file briefs in support of their respective positions. The hearing officer or Board may fix the time and order of filing briefs and may direct that briefs be submitted prior to the date of oral argument.

007.06 The oral argument may be conducted either in person or by telephone conference call.

008 Issuance of Declaratory Order.

008.01 The Board shall issue its declaratory order within sixty (60) days of the date on which the petition was filed.

008.02 The declaratory order shall be in writing and shall include the following:

008.02A The names of all parties to the proceeding upon which the order is based;

008.02B The facts upon which the order is based;

008.02C The statute, regulation, rule, or order at issue in the matter;

008.02D The Board's conclusion as to the applicability of the statute, regulation, rule, or order to the facts;

008.02E The Board's conclusion as to the legal effect or result of applying the statute, regulation, rule, or order to the facts; and

008.02F The reasons relied upon by the Board to support its conclusions.

008.03 A copy of the declaratory order shall be served upon each party by certified mail, return receipt requested.

008.04 Effect of Declaratory Order. A declaratory order shall have the same status and binding effect as any other order issued in a contested case.

008.05 No Response within 60 Days. If the Board has not issued a declaratory order within sixty (60) days after the petition has been filed, then the petition shall be deemed to have been denied by the agency.

009 Circumstances Under Which Board will not Issue Declaratory Orders.

009.01 Grounds upon which the Board shall refuse to issue a declaratory order include, but are not limited to, the following:

009.01A The petition requests a declaratory order on a matter that is outside the scope of authority of the Board;

009.01B The petition requests review or appeal of a decision made by the Board in a contested case;

009.01C The petition requests a declaratory order on the effect of past conduct;

009.01D An investigation for purposes of a formal adjudication, a contested case, or a petition to issue, amend, or repeal regulations is pending before the Board involving the petitioner on substantially the same or similar facts or issues raised in the petition;

009.01E The petition seeks a declaration that a statute or rule or regulation is unconstitutional or invalid;

009.01F The issue raised in the petition has been settled by a change in circumstances or other means so as to render moot the need for a declaratory order;

009.01G An order would substantially prejudice the rights of a person or entity who would be a necessary party and who does not consent in writing to the determination of the matter by a declaratory order

proceeding;

009.01H An order would not resolve the controversy or uncertainty; or

009.01I The question posed or facts presented are insufficiently specific, overly broad, or are otherwise inappropriate as a basis upon which to decide the matter.

009.02 Grounds upon which the Board may determine to refuse to issue a declaratory order include, but are not limited to, the following:

009.02A Refusal is necessary to assure adequate allocation of Board resources are available for issuing rulings on petitions raising questions of greater urgency or significance;

009.02B The question presented is of such complexity that the Board has had insufficient opportunity or resources to develop a fully matured ruling;

009.02C The petitioner fails to submit any additional information requested by the Board, hearing officer, or agency director or submits such information after the date established in the request;

010 Appeal. A declaratory order is subject to review in the manner provided for review of contested cases by the Administrative Procedure Act, Neb. Rev. Stat. § 84-901 - § 84-920. Specific procedures for appeal are set forth in Neb. Rev. Stat. § 84-917.

BEFORE THE REAL PROPERTY APPRAISER BOARD, STATE OF NEBRASKA

In the matter of	)	
the application of [name]	)	PETITION FOR
	)	DECLARATORY ORDER
	)	

1. Petitioner's name and address;

2. The name and address of all persons who or entities which may have a specific interest in the applicability of the statute, rule, regulation, or order, or who may be adversely affected by the issue sought to be resolved;

3. All material facts and specific circumstances;

4. All rules of law which apply;

5. Petitioner's demand for relief;

DATED on this _____ day of _____, _____.

VERIFICATION

STATE OF	_____	)
		) ss.

COUNTY OF _____)

_____[name]_____, being first duly sworn, states that he/she is the petitioner/petitioner's agent in the above entitled matter; that he/she has read the foregoing **Petition For Declaratory Order**; and that the allegations of fact therein are true.

_____
[Petitioner's signature]

SUBSCRIBED and sworn to before me on this _____ day of _____, ____.

NOTARY SEAL _____
[Notary signature]

TITLE 297 - NEBRASKA REAL PROPERTY APPRAISER BOARD

CHAPTER 4 - RULES OF PRACTICE AND PROCEDURE FOR HEARINGS IN CONTESTED CASES BEFORE AN AGENCY

Application of Model Rules. Pursuant to Neb. Laws 1994, LB446, the Attorney General shall promulgate model rules of procedure appropriate for use by as many agencies as possible. These regulations are adopted from model rules of the Attorney General promulgated pursuant to Neb. Rev. Stat. §§84-913 and 84-909.01, as practicable under the circumstances, and apply to all contested cases before the Nebraska Real Property Appraiser Board except to the extent that statutes or regulations require a different procedure or standard in a particular case. These regulations shall not create a right of appeal or right to contest a Board action which is not specifically authorized by statute or these regulations.

001. Definitions. The following definitions shall apply as used throughout this Chapter:

001.01. Agency shall mean the Nebraska Real Property Appraiser Board.

001.02. Contested case shall mean a proceeding before an agency in which the legal rights, duties, or privileges of specific parties are required by law or constitutional right to be determined after an agency hearing.

001.03. Ex parte communication shall mean an oral or written communication which is not on the record in a contested case with respect to which reasonable notice to all parties was not given. Ex parte communication shall not include:

001.03A. Communications which do not pertain to the merits of a contested case;

001.03B. Communications required for the disposition of ex parte matters as authorized by law;

001.02C. Communications in a ratemaking or rulemaking proceeding; and

001.02D. Communications to which all parties have given consent.

001.04. Hearing officer shall mean the person or persons conducting a hearing, contested case, or other proceeding pursuant to the Administrative Procedure Act, whether designated as the presiding officer, administrative law judge, or some other title designation.

001.05. Party means the person by or against whom a contested case is brought or a person allowed to intervene in a contested case.

001.06. Petition means the initial document filed by or with an agency that sets forth a claim and request for agency action.

002. Prohibitions against ex parte communications.

002.01. Prohibitions; when applicable. The prohibitions found in this section shall apply beginning at the time notice for hearing is given.

002.02. Prohibitions; to whom applicable.

002.02A. Parties and public. No party in a contested case or other person outside the agency having an interest in the contested case shall make or knowingly cause to be made an ex parte communication to the hearing officer or to an agency head or employee who is or may reasonably be expected to be involved in the decision making process of the contested case.

002.02B. Persons in decision making roles. No hearing officer or agency head or employee who is or may reasonably be expected to be involved in the decision making process of the contested case shall make or knowingly cause to be made an ex parte communication to any party in a contested case or other person outside the agency having an interest in the contested case.

002.02C. Investigators. No agency head or employee engaged in the investigation or enforcement of a contested case shall make or knowingly cause to be made an ex parte communication to a hearing officer or agency head or employee who is or may reasonably be expected to be involved in the decision making process of the contested case.

002.03. Disclosure of contacts. The hearing officer or agency head or employee who is or may reasonably be expected to be involved in the decision making process of the contested case who receives or who makes or knowingly causes to be made an ex parte communication set forth in subsections 002.02A through 002.02C shall file in the record of the contested case:

002.03A. All such written communications;

002.03B. Memoranda stating the substance of all such oral communications; and

002.03C. All written responses and memoranda stating the substance of all oral responses to all the ex parte communications.

002.03D. The filing shall be made within two working days of the receipt or making of the ex parte communication. Notice of the filing, with an opportunity to respond, shall be given to all parties of record.

002.03E. Filing and notice of filing provided under subsection 002.03D shall not be considered on the record and reasonable notice for purposes of the definition of ex parte communication.

003. Intervention in a contested case.

003.01. Intervention in a contested case shall be allowed when the following requirements are met:

003.01A. A petition for intervention must be submitted in writing to the hearing officer or designee at least five days before the hearing. Copies must be mailed by the petitioner for intervention to all parties named in the hearing officer's notice of the hearing;

003.01B. The petition must state facts demonstrating that the petitioner's legal rights, duties, privileges, immunities, or other legal interests may be substantially affected by the proceeding or that the petitioner qualifies as an intervenor under any provision of law; and

003.01C. The hearing officer or designee must determine that the interests of justice and the orderly and prompt conduct of the proceedings will not be impaired by allowing the intervention.

003.02. The hearing officer or designee may grant a petition for intervention at any time upon determining that the intervention sought is in the interests of justice and will not impair the orderly and prompt conduct of the proceedings.

003.03. If a petitioner qualifies for intervention, the hearing officer or designee may impose conditions upon the intervenor's participation in the proceedings, either at the time that intervention is granted or at any subsequent time. Those conditions may include:

003.03A. Limiting the intervenor's participation to designated issues in which the intervenor has a particular interest demonstrated by the petition;

003.03B. Limiting the intervenor'ss use of discovery, cross examination, and other procedures so as to promote the orderly and prompt conduct of the proceedings; and

003.03C. Requiring two or more intervenors to combine their presentation of evidence and argument, cross-examination, discovery, and other participation in the proceedings.

003.04. The hearing officer or designee, at least 24 hours before the hearing, shall issue an order granting or denying each pending petition for intervention, specifying any conditions and briefly stating the reasons for the order.

003.04A. The hearing officer or designee may modify the order at any time, stating the reasons for the modification.

003.04B. The hearing officer or designee shall promptly give notice of an order granting, denying, or modifying intervention to the petitioner for

intervention and to all parties.

004. Commencement of a contested case.

004.01. The contested case begins with the filing of a petition and request for hearing, if applicable, with the agency. The petition is the initial document filed by or with an agency that sets forth a claim and request for agency action.

004.02. The parties to a contested case shall be the petitioner or person by whom a contested case is brought and the respondent or person against whom a contested case is brought.

004.03. A party may appear on his or her own behalf in a contested case proceeding or may be represented by an attorney or other representative as permitted by law.

004.04. The pleadings in a contested case may include a petition, answer, reply, notice, motion, stipulation, objection or order or other formal written document filed in a proceeding before an agency. Any pleading filed in a contested case shall meet the following requirements:

004.04A. The pleading shall contain a heading specifying the name of the agency and the title or nature of the pleading, shall state material factual allegations and state concisely the action the agency is being requested to take, shall contain the name and address of the petitioner, and shall be signed by the party filing the pleading, or when represented by an attorney, the signature of that attorney.

004.04A1. Attorneys shall also include their address, telephone number and bar number.

004.04A2. The initial petition shall also contain the name and address of the respondent.

004.04B. All pleadings shall be made on white, lettersized (8½ x 11) paper and shall be legibly typewritten, photostatically reproduced, printed or handwritten. If handwritten, a pleading must be written in ink.

004.05. All pleadings shall be filed with the agency at its official office. Filing may be accomplished by personal delivery or mail and will be received during regular office hours of the agency.

004.06. The agency shall serve a copy of the petition on each respondent listed in the petition personally or by first class or certified mail. Written proof of such service shall be filed with the agency. Each respondent who chooses to file a responsive pleading must do so within 20 days from the date of personal service or the date of agency mailing of the petition.

004.07. All pleadings subsequent to the initial petition shall be served by the party filing such pleading upon all attorneys of record or other

representatives of record and upon all unrepresented parties. Service shall be made personally or by first-class or certified mail. Written proof of such service shall be filed with the agency.

004.08. Unless state law provides that a hearing is not required, a hearing date shall be set by the agency in accordance with statutory requirements. A written notice of the time and place of hearing and the name of the hearing officer, if known, shall be served by the agency upon all attorneys of record or other representatives of record and upon all unrepresented parties. The notice must include a proof of such service and will be filed with the agency.

004.09. In computing time prescribed or allowed by this chapter of these rules and regulations or by any applicable statute in which the method of computing time is not specifically provided, days will be computed by excluding the day of the act or event and including the last day of the period. If the last day of the period falls on a Saturday, Sunday, or state holiday, the period shall include the next working day.

005. Hearing officer; criteria.

005.01. The agency is authorized by law to delegate to a hearing officer other than the agency head or governing board the functions of conducting a prehearing conference and/or a hearing and submitting a recommended decision to the agency.

005.02. A person who has served as investigator, prosecutor, or advocate in a contested case or in its prehearing stage may not serve as hearing officer or assist or advise a hearing officer in the same proceeding except as provided in subsection 005.04.

005.03. A person who is subject to the authority, direction, or discretion of one who has served as investigator, prosecutor, or advocate in a contested case or in its prehearing stage may not serve as hearing officer or advise a hearing officer in the same proceeding except as provided in subsection 005.04.

005.04. If all parties consent, a person who has served as, or who is subject to the authority, direction, or discretion of one who has served as investigator, prosecutor, or advocate in a contested case or in its prehearing stage may assist a hearing officer in the preparation of orders.

005.05. A person who has participated in a determination of probable cause or other equivalent preliminary determination in a contested case may serve as hearing officer or assist or advise a hearing officer in the same proceeding.

005.06. A person may serve as hearing officer at successive stages of the same contested case.

006. Prehearing Procedures.

006.01. Prehearing conferences and orders. A hearing officer designated to conduct a hearing may determine, whether a prehearing conference will be conducted. If a prehearing conference is not held, a hearing officer for the hearing may issue a prehearing order, based on the pleadings, to regulate the conduct of the proceedings.

006.01A. If a prehearing conference is conducted:

006.01A1. The hearing officer shall promptly notify the agency of the determination that a prehearing conference will be conducted. The agency may assign another hearing officer for the prehearing conference; and

006.01A2. The hearing officer for the prehearing conference shall set the time and place of the conference and give reasonable written notice to all parties and to all persons who have filed written petitions to intervene in the matter. The agency shall give notice to other persons entitled to notice.

006.01A3. The notice referred to in subsection 006.01A2 shall include the following:

006.01A3(a). The names and mailing addresses of all parties and other persons to whom notice is being given by the hearing officer;

006.01A3(b). The name, official title, mailing address, and telephone number of any counsel or employee who has been designated to appear for the agency;

006.01A3(c). The official file or other reference number, the name of the proceeding, and a general description of the subject matter;

006.01A3(d). A statement of the time, place, and nature of the prehearing conference;

006.01A3(e). A statement of the legal authority and jurisdiction under which the prehearing conference and the hearing are to be held;

006.01A3(f). The name, official title, mailing address, and telephone number of the hearing officer for the prehearing conference;

006.01A3(g). A statement that a party who fails to attend or participate in a prehearing conference, hearing, or other stage of a contested case or who fails to make a good faith effort to comply with a prehearing order may be held in default under the Administrative Procedure Act; and

006.01A3(h). Any other matters that the hearing officer considers desirable to expedite the proceedings.

006.01B. The hearing officer shall conduct a prehearing conference, as may be appropriate, to deal with such matter as exploration of settlement possibilities, preparation of stipulations, clarification of issues, rulings on identity and limitation of the number of witnesses, objections to proffers of evidence, determination of the extent to which direct evidence, rebuttal evidence, or cross-examination will be presented in written form and the extent to which telephone, television, or other electronic means will be used as a substitute for proceedings in person, order of presentation of evidence and cross-examination, rulings regarding issuance of subpoenas, discovery orders, and protective orders, and such other matters as will promote the orderly and prompt conduct of the hearing. The hearing officer shall issue a prehearing order incorporating the matters determined at the prehearing conference.

006.01C. The hearing officer may conduct all or part of the prehearing conference by telephone, television, or other electronic means if each participant in the conference has an opportunity to participate in, to hear, and, if technically feasible, to see the entire proceeding while it is taking place.

006.02. Discovery in contested cases.

006.02A. The hearing officer or a designee, at the request of any party or upon the hearing officer's own motion, may issue subpoenas, discovery orders, and protective orders in accordance with the rules of civil procedure except as may otherwise be prescribed by law. Subpoenas and orders issued under this subsection may be enforced by the district court.

006.02B. Any prehearing motion to compel discovery, motion to quash, motion for protective order or other discovery-related motion shall:

006.02B1. Quote the interrogatory, request, question, or subpoena at issue, or be accompanied by a copy of the interrogatory, request, subpoena or excerpt of a deposition;

006.02B2. State the reasons supporting the motion;

006.02B3. Be accompanied by a statement setting forth the steps or efforts made by the moving party or his or her counsel to resolve by agreement the issues raised and that agreement has not been achieved; and

006.02B4. Be filed with the agency. The moving party must serve copies of all such motions to all parties to the contested case.

006.02C. Other than is provided in subsection 006.02B4 above, discovery materials need not be filed with the agency.

006.03. Continuances. The hearing officer may, in his or her discretion, grant extensions of time or continuances of hearings upon the hearing officer's own motion or at the timely request of any party for good cause shown. A party must file a written motion for continuance which states in detail the reasons why a continuance is necessary and serve a copy of the motion on all other parties.

006.03A. Good cause. Good cause for an extension of time or continuance may include, but is not limited to, the following:

006.03A1. Illness of the party, legal counsel or witness;

006.03A2. A change in legal representation; or

006.03A3. Settlement negotiations are underway.

006.04. Amendments.

006.04A. A petition may be amended at any time before an answer is filed or is due if notice is given to the respondent or his or her attorney. In all other cases, a petitioner must request permission to amend from the hearing officer.

006.04B. A hearing officer may also allow, in his or her discretion, the filing of supplemental pleadings alleging facts material to the case occurring after the original pleadings were filed. A hearing officer may also permit amendment of pleadings where a mistake appears or where amendment does not materially change a claim or defense.

006.05. Informal Disposition. Unless otherwise precluded by law, informal disposition may be made of any contested case by stipulation, agreed settlement, consent order, or default.

007. Conducting a contested case hearing.

007.01. Order. At the discretion of the hearing officer, the hearing may be conducted in the following order:

007.01A. The hearing is called to order by the hearing officer. Any preliminary motions, stipulations or agreed orders are entertained.

007.01B. Each party may be permitted to make an opening statement. Opening statements take place in the same order as the presentation of evidence.

007.01C. Presentation of evidence.

007.01C1. Evidence will be received in the following order:

007.01C1(a). Evidence is presented by the petitioner;

007.01C1(b). Evidence is presented by the respondent;

007.01C1(c). Rebuttal evidence is presented by the petitioner; and

007.01C1(d). Surrebuttal evidence is presented by the respondent.

007.01C2. With regard to each witness who testifies, the following examination may be conducted:

007.01C2(a). Direct examination conducted by the party who calls the witness;

007.01C2(b). Cross-examination by the opposing party;

007.01C2(c). Redirect examination by the party who called the witness; and

007.01C2(d). Recross-examination by the opposing party.

007.01D. After the evidence is presented, each party may have opportunity to make a closing argument. Closing arguments shall be made in the same order as the presentation of evidence. The hearing officer may request that the parties submit briefs in lieu of closing arguments.

007.02. Evidence.

007.02A. In contested cases an agency or hearing officer may admit and give probative effect to evidence which possesses probative value commonly accepted by reasonably prudent persons in the conduct of their affairs and may exclude incompetent, irrelevant, immaterial and unduly repetitious evidence.

007.02B. Any party to a formal hearing before an agency, from which a decision may be appealed to the courts of this state, may request that the agency be bound by the rules of evidence applicable in district court by delivering to the agency at least three days prior to the holding of the hearing a written request therefore. Such request shall include the requesting party’s agreement to be liable for the payment of costs incurred thereby and upon any appeal or review thereof, including the cost of court reporting services which the requesting party shall procure for the hearing.

007.02C. Documentary evidence may be received in the form of copies or excerpts or incorporated by reference.

007.02D. All evidence including records and documents in the possession of the agency of which it desires to avail itself shall be offered and made a part of the record in the case. No factual information or evidence other than the record shall be considered in the determination of the case.

007.02E. A hearing officer or designee may administer oaths and issue subpoenas in accordance with the rules of civil procedure except as may otherwise be prescribed by law. Subpoenas and orders issued under this subsection may be enforced by the district court.

007.02F. An agency shall give effect to the rules of privilege recognized by law.

007.02G. An agency may take official notice of cognizable facts and in addition may take official notice of general, technical, or scientific facts within its specialized knowledge and the rules and regulations adopted and promulgated by such agency.

007.02G1. Parties shall be notified either before or during the hearing or by reference in preliminary reports or otherwise of materials so noticed.

007.02G2. Parties shall be afforded an opportunity to contest facts so noticed.

007.02G3. The record shall contain a written record of everything officially noticed.

007.02H. An agency may utilize its experience, technical competence and specialized knowledge in the evaluation of the evidence presented to it.

007.03. Conducting the hearing by electronic means. The hearing officer may conduct all or part of the hearing by telephone, television, or other electronic means if each participant in the hearing has an opportunity to participate in, to hear, and, if technically feasible, to see the entire proceeding while it is taking place.

007.04. Official record.

007.04A. The agency shall prepare an official record, which shall include testimony and exhibits, in each contested case, but it shall not be necessary to transcribe the record of the proceedings unless requested for purpose of rehearing or appeal, in which event the transcript and record shall be furnished by the agency upon request and tender of the cost of preparation.

007.04B. An agency shall maintain an official record of each contested case under the Administrative Procedure Act for at least four years following the date of the final order.

007.04C. The agency record shall consist only of the following:

007.04C1. Notices of all proceedings;

007.04C2. Any pleadings, motions, requests, preliminary or intermediate rulings and orders, and similar correspondence to or from the agency pertaining to the contested case;

007.04C3. The record of the hearing before the agency, including all exhibits and evidence introduced during such hearing, a statement of matters officially noticed by the agency during the proceeding, and all proffers of proof and objections and rulings thereon; and

007.04C4. The final order.

007.04D. As provided in 297 NAC 4 Section 002.03 the hearing officer or agency head, or employee who is or may reasonably be expected to be involved in the decision making process of the contested case who receives or who makes or knowingly causes to be made an ex parte communication as set forth in that subsection shall make the appropriate filings which shall be included in the official record of the contested case.

007.04E. Except to the extent that the Administrative Procedure Act or another statute provides otherwise, the agency record shall constitute the exclusive basis for agency action in contested cases under the act and for judicial review thereof.

007.05. Costs. All costs of a formal hearing shall be paid by the party or parties against whom a final decision is rendered.

008. Decision and order in a contested case.

008.01. Every decision and order adverse to a party to the proceeding, rendered by an agency in a contested case, shall be in writing or stated in the record and shall be accompanied by findings of fact and conclusions of law.

008.02. The decision and order should include:

008.02A. The name of the agency and name of the proceeding;

008.02B. The time and place of the hearing;

008.02C. The names of all parties or their attorneys who entered an appearance at the hearing;

008.02D. The findings of fact consisting of a concise statement of the conclusions upon each contested issue of fact;

008.02E. The conclusions of law consisting of the applications of the controlling law to the facts found and the legal results arising therefrom; and

008.02F. The order consisting of the action taken by the agency as a result of the facts found and the legal conclusions arising therefrom.

008.03. Parties to the proceeding shall be notified of the decision and order in person or by mail. A copy of the decision and order and accompanying findings and conclusions shall be delivered or mailed upon request to each party or his or her attorney of record.

009. Appeals.

009.01. Any person aggrieved by a final decision in a contested case is entitled to judicial review under the Administrative Procedure Act or to resort to such other means of review as may be provided by law.

009.02. Parties desiring to appeal an agency decision must file a petition for review in the district court of the county where the agency action is taken within thirty days after the service of the final decision by the agency. The thirty day period for appeal commences to run from the date of mailing of the notice of order and decision to the parties or their attorneys of record. Service of the petition and summons must be made in accordance with Nebraska law.

009.03. Unless otherwise provided by statute, the procedures of Neb. Rev. Stat. § 84-917 govern the procedure for taking an appeal.

REAL PROPERTY APPRAISER BOARD

TITLE 298, RULES AND REGULATIONS FOR ADMINISTRATION AND ENFORCEMENT OF THE REAL PROPERTY APPRAISER ACT AND APPRAISAL MANAGEMENT COMPANY REGISTRATION ACT

EFFECTIVE 06-05-2023

Table of Contents

CHAPTER 1, GENERAL PROVISIONS.....3
CHAPTER 2, REAL PROPERTY APPRAISER CREDENTIAL.....9
CHAPTER 3, RECIPROCITY AND TEMPORARY REAL PROPERTY APPRAISER CREDENTIAL.....32
CHAPTER 4, RENEWAL OF REAL PROPERTY APPRAISER CREDENTIAL.....37
CHAPTER 5, REAL PROPERTY APPRAISER INACTIVE STATUS.....44
CHAPTER 6, EDUCATION PROVIDER ACTIVITY REQUIREMENTS.....47
CHAPTER 7, APPRAISAL MANAGEMENT COMPANY REGISTRATION.....74
CHAPTER 8, INVESTIGATIONS AND DISCIPLINARY PROCEEDINGS.....80

TITLE 298 NAC - NEBRASKA REAL PROPERTY APPRAISER BOARD

CHAPTER 1 - GENERAL PROVISIONS

001 Definitions of terms used in this Title, unless the context otherwise requires, are stated in the Real Property Appraiser Act, NEB. REV. STAT. § 76-2201 et. seq, (hereinafter referred to as "the Act"), the Appraisal Management Company Registration Act, NEB. REV. STAT. § 76-3201 et. seq. (hereinafter referred to as "the AMC Act"), and/or the Uniform Standards of Professional Appraisal Practice, and the definitions as follows:

001.01 Activity means any real property appraiser related education offering.

001.02 Automated Valuation Model means any computer software program that analyzes data using an automated process. The program may use regression, adaptive estimation, neural networking, expert reasoning, and/or artificial intelligence.

001.02A An automated valuation model is a tool that delivers an estimation or calculation, and is not in itself an appraisal under NEB. REV. STAT. § 76-2204, or by itself a report under NEB. REV. STAT. § 76-2216.02. If the output from an automated valuation model is communicated as an analysis, conclusion, or opinion of value concerning identified real estate or identified real property that implies the exercise of judgment to the client, intended user, or the public by any person not exempt under NEB. REV. STAT. § 76-2221, the analysis, conclusion, or opinion of value is an appraisal under NEB. REV. STAT. § 76-2204 and communication of the analysis, conclusion, or opinion of value is a report under NEB. REV. STAT. § 76-2216.02.

001.03 Broker's price opinion means an analysis, opinion, or conclusion prepared by a person licensed under the Nebraska Real Estate License Act in the ordinary course of his or her business relating to the price of specified interests in or aspects of identified real estate or identified real property for the purpose of (a) listing, purchase, or sale; (b) originating, extending, renewing, or modifying a loan in a transaction other than a federally related transaction; or (c) real property tax appeals.

001.04 Classroom education means any activity delivered in a setting where there is no geographical separation between the instructor(s) and student(s).

001.05 Continuing education means any real property appraisal practice related activity creditable towards the renewal of a credential issued under the Act.

001.06 Core curriculum means those qualifying education courses adopted in the Real Property Appraiser Qualification Criteria by the Appraiser Qualifications Board of The Appraisal Foundation as required core curriculum for credentialing as a real property appraiser. Core curriculum does not include appraisal subject matter electives.

001.07 Course means a qualifying education activity, continuing education activity, or supervisory real property appraiser and trainee activity that includes student material, instructor material, learning objectives, a timed outline, a matrix if applicable, and a final exam if applicable.

001.08 Distance education means any activity based on the geographical separation of student and instructor. Components of distance education include synchronous, asynchronous, and hybrid.

001.08A Synchronous means the instructor and students interact simultaneously online, similar to a phone call, video chat or live webinar, or web-based meeting.

001.08B Asynchronous means the instructor and student interaction is non-simultaneous; the student progresses at his or her own pace and follows a structured content and quiz/exam schedule.

001.08C Hybrid means the learning environment allows for classroom, synchronous, and/or asynchronous interaction.

001.09 Qualifying education means any real property appraisal practice related education activity creditable towards obtaining a credential as a real property appraiser.

001.10 Secondary provider means any education provider that purchases rights to, or otherwise lawfully acquires from another education provider, activity materials to deliver.

001.11 Real property appraiser-in-charge means the real property appraiser engaged in real property appraisal practice within the scope of practice for his or her classification, responsible for the significant real property appraisal practice assistance provided by an applicant in the case of a licensed residential real property appraiser or certified residential real property appraiser obtaining real property appraisal practice experience outside of the scope of practice of their current classification.

001.12 True copy of report and workfile means any report and/or workfile submitted to the Board is an exact duplicate of the report submitted to the client, as well as the exact duplicate of the workfile associated with such report, including the quality and clarity of the print, charts, graphs, examples, photos, and any information referenced by this Title, and including organization and presentation of materials.

002 This Title applies to all persons engaged in real property appraisal practice in the State of Nebraska, and all persons conducting business as an appraisal management company in the State of Nebraska.

003 The current edition of the Uniform Standards of Professional Appraisal Practice is adopted as the minimum standards governing real property appraisal practice in the State of Nebraska. A copy of such standards will be supplied with the issuance of each new real property appraiser credential, and with renewal of

each real property appraiser credential. A copy of the Uniform Standards of Professional Appraisal Practice is on file and available for public inspection in the office of the Real Property Appraiser Board and may be examined in the office of the Secretary of State.

004 Each credential holder is required to notify the Board in writing within ten (10) days of any change of his or her place of business, which includes business name, address, phone number, and electronic mail address.

005 No advertisement by a credential holder in the State of Nebraska may use a name of a credential holder, classification of credentialing, or credential holder identification number, other than as stated on the real property appraiser's credentialing card issued by the Board; and any advertisement stating an address is required to state the principal place of business as provided by the real property appraiser to the Board.

006 A certified real property appraiser who is approved by the Board as a supervisory real property appraiser, and is currently acting in a supervisory capacity for one or more trainee real property appraiser(s), may advertise him or herself as a supervisory real property appraiser, and may include the name of any trainee real property appraiser(s) that he or she is overseeing in a supervisory capacity, as long as the advertisement clearly identifies such person as a trainee real property appraiser. Trainee real property appraisers may not otherwise advertise.

007 Specialized knowledge means an advanced level of expertise obtained through education and experience with respect to a specific subject matter that includes an advanced understanding of the principles, practices, procedures and methods applicable to the subject matter, as well as the ability to apply such expertise to a problem requiring an expertise that a real property appraiser could only obtain through equivalent education and experience.

008 Salaried employee means any individual who is employed to perform services on behalf of an employer and whose compensation for the services is in the form of salary, or its equivalent, paid by the employer. Employee does not include an independent contractor.

009 Each appraisal management company shall maintain a detailed record of appraisal management services provided under its registration. The detailed record includes, at minimum, the following information as applicable:

(1) Copy of contract or agreement, which includes date of agreement with AMC appraiser to provide valuation services,

(2) Name of client and intended user(s),

(3) Name and credential number of AMC appraiser,

(4) Documentation verifying AMC appraiser's standing at the time of agreement,

(5) Address of the property(ies) that is/are the subject of the appraisal management services,

(6) Fees paid to the AMC appraiser,

(7) Date of service completion,

(8) Date payment-in-full was made to the AMC appraiser,

(9) Copy of all communication between AMC appraiser and appraisal management company,

(10) Proof that appraisal management company requires AMC appraiser to comply with USPAP,

(11) AMC appraiser's signed consent to any subsequent, specified report modifications made by the appraisal management company,

(12) Record of quality control or USPAP compliance, and

(13) All original or revised copies of subject report as submitted.

010 Any person who alleges damage by a violation of the AMC Act may file a claim against a surety bond held by an appraisal management company registered in Nebraska. Such request will be in writing, and address the following items:

(1) Name and contact information of requester,

(2) Name, contact information, and Nebraska registration number of appraisal management company,

(3) Address of property subject of request,

(4) Date real property appraisal practice assignment was offered,

(5) Date report was submitted,

(6) Amount owed for valuation services rendered, and

(7) Description of attempts to rectify the matter. Any documentation in support of the request may be submitted along with the written request.

011 Each appraisal management company shall furnish to the board, at the time of making application, a surety bond in the amount of twenty-five thousand dollars. The surety bond is required to be maintained until one year after the date that the appraisal management company ceases operation in this state, which is the date on which the registration expires or the date on which the appraisal management company's request to surrender its registration is formally accepted.

012 ADMINISTRATIVE FEES

012.01 The fee for a Certificate of Registration required under the Nebraska Professional Corporation Act is $25.00.

013 APPLICATION FOR PRELIMINARY CRIMINAL HISTORY REVIEW

013.01 Pursuant to NEB. REV. STAT. § 84-947, a preliminary criminal history review will be performed by the Board to determine whether an individual's criminal conviction(s) would disqualify the individual from obtaining a credential as a Nebraska Real Property Appraiser, or from being a more than 10% owner of an Appraisal Management Company (AMC).

013.02 Any applicant for the preliminary criminal history review must submit:

013.02A An application on a form approved by the Board;

013.02B A written statement that details information regarding individual’s current circumstances, including the time since the offense, completion of the criminal sentence, rehabilitation efforts, employment history, and employment aspirations;

013.02C Any documentation in support of individual’s written statement, including court records, communication and documentation related to the completion of the criminal sentence, evidence of rehabilitation, and testimonials; and

013.02D A non-refundable application fee of $50.00.

013.03 Only the information provided by the applicant will be reviewed by the Board. The preliminary criminal history review is not a criminal history record check, or an application for credentialing as a real property appraiser or for registration as an AMC.

013.04 A determination will be issued by the Board in writing within ninety days after receiving an application for preliminary criminal history review. If the Board determines that the individual's criminal conviction(s) would disqualify the individual, the Board may advise the individual of any action the individual may take to remedy the disqualification.

013.05 If the Board finds that the individual has been convicted of one or more subsequent criminal convictions, the Board may rescind a determination upon finding that the subsequent criminal conviction(s) would be disqualifying.

TITLE 298 - NEBRASKA REAL PROPERTY APPRAISER BOARD

CHAPTER 2 - REAL PROPERTY APPRAISER CREDENTIAL

001 EDUCATION

To qualify for a credential as a trainee real property appraiser, licensed residential real property appraiser, certified residential real property appraiser, or certified general real property appraiser, an applicant must complete post-secondary education and qualifying education requirements established for each classification.

001.01 Trainee real property appraiser/supervisory real property appraiser

001.01A Pursuant to NEB. REV. STAT. § 76-2228.01 (1) (c), an applicant for the trainee real property appraiser credential must:

001.01A.1 Successfully complete a minimum of 75 hours in board approved courses of study, which includes at least:

(1) The 15-hour National Uniform Standards of Professional Appraisal Practice Course,

(2) 30 hours of basic appraisal principles, and

(3) 30 hours of basic appraisal procedures; or

001.01A.2 Hold a degree in real estate from an accredited degree-awarding college or university that has had all or part of its curriculum approved by the Appraiser Qualifications Board as meeting qualifying education requirements, or the equivalent as determined by the Appraiser Qualifications Board. If said degree or equivalent does not satisfy all required qualifying education for credentialing, the remaining hours shall be completed in board-approved qualifying education.

001.01B An applicant for the trainee real property appraiser credential must provide a completion document evidencing that a board-approved supervisory real property appraiser and trainee course has been successfully completed within one year immediately preceding the date of application.

001.01C An applicant for approval as a supervisory real property appraiser must provide a completion document evidencing that a board-approved supervisory real property appraiser and trainee course has been successfully completed at the time the applicant was a certified real property appraiser. A certified real property appraiser disciplined by the Board or any other appraiser regulatory agency in another jurisdiction, which may or may not have limited the real property appraiser’s legal eligibility to engage in real property appraisal practice, is required to provide a completion document evidencing that a board-approved supervisory real property appraiser and trainee course was

successfully completed after the successful completion of the most recent disciplinary action. The board-approved supervisory real property appraiser and trainee course may be completed as a student or as an instructor.

001.01D Supervisory Real Property Appraiser and Trainee Course Completed in Another Jurisdiction

001.01D.1 The Board may accept a classroom education supervisory real property appraiser and trainee course completed in another jurisdiction if, at the time that the supervisory real property appraiser and trainee course was completed, the course:

001.01D.1a Is approved as a supervisory real property appraiser and trainee course by the jurisdiction in which it was completed; and

001.01D.1b Meets or exceeds the requirements for approval as a supervisory real property appraiser and trainee course as established in the Real Property Appraiser Qualifications Criteria adopted and promulgated by the Appraiser Qualifications Board of The Appraisal Foundation.

001.01D.2 The Board may accept a distance education supervisory real property appraiser and trainee course completed in another jurisdiction if, at the time the supervisory real property appraiser and trainee course was completed, the course:

001.01D.2a Is approved as a supervisory real property appraiser and trainee course by the jurisdiction in which the applicant is a legal resident, or is approved as a supervisory real property appraiser and trainee course by a jurisdiction in which the applicant is credentialed as verified through the Appraiser Registry of the Appraisal Subcommittee of the Federal Financial Institutions Examination Council; and

001.01D.2b Meets or exceeds the requirements for approval as a supervisory real property appraiser and trainee course as established in the Real Property Appraiser Qualifications Criteria adopted and promulgated by the Appraiser Qualifications Board of The Appraisal Foundation.

001.01E If a trainee real property appraiser applicant, or a supervisory real property appraiser applicant, submits a supervisory real property appraiser and trainee course completed in another jurisdiction for consideration of acceptance by the Board, the applicant is required to meet the requirements specified in Section 001.01B or 001.01C of this Chapter.

001.02 Licensed Residential Real Property Appraiser

001.02A Pursuant to NEB. REV. STAT. § 76-2230 (1) (c), an applicant for the licensed residential real property appraiser credential must:

001.02A.1 Successfully complete a minimum of 150 hours in board-approved courses of study, which includes at least:

(1) The 15-hour National Uniform Standards of Professional Appraisal Practice Course,

(2) 30 hours of basic appraisal principles,

(3) 30 hours of basic appraisal procedures,

(4) 15 hours of market analysis and highest and best use,

(5) 15 hours of appraiser site valuation and cost approach,

(6) 30 hours of sales comparison and income approaches, and

(7) 15 hours of report writing and case studies; or

001.02A.2 Hold a degree in real estate from an accredited degree-awarding college or university that has had all or part of its curriculum approved by the Appraiser Qualifications Board as meeting qualifying education requirements, or the equivalent as determined by the Appraiser Qualifications Board. If said degree or equivalent does not satisfy all required qualifying education for credentialing, the remaining hours shall be completed in board-approved qualifying education.

001.02B A real property appraiser may upgrade to the licensed residential real property appraiser credential by satisfying the appropriate qualifying education for the classification below:

001.02B.1 Pursuant to NEB. REV. STAT. § 76-2228.01 (4) (a), a trainee real property appraiser must successfully complete a minimum of 75 hours in the following board-approved courses of study, or hold a degree in real estate from an accredited degree-awarding college or university that has had all or part of its curriculum approved as meeting qualifying education requirements or the equivalent as determined by the Appraiser Qualifications Board. If said degree or equivalent does not satisfy all required qualifying education for credentialing, the remaining hours shall be completed in board-approved qualifying education:

(1) 15 hours of market analysis and highest and best use,

(2) 15 hours of appraiser site valuation and cost approach,

(3) 30 hours of sales comparison and income approaches, and

(4) 15 hours of report writing and case studies.

001.03 Certified Residential Real Property Appraiser

001.03A Pursuant to NEB. REV. STAT. § 76-2231.01 (1) (d), an applicant for the certified residential real property appraiser credential must:

001.03A.1 Successfully complete a minimum of 200 hours in board-approved courses of study, which includes at least:

(1) The 15-hour National Uniform Standards of Professional Appraisal Practice Course,

(2) 30 hours of basic appraisal principles,

(3) 30 hours of basic appraisal procedures,

(4) 15 hours of market analysis and highest and best use,

(5) 15 hours of appraiser site valuation and cost approach,

(6) 30 hours of sales comparison and income approaches,

(7) 15 hours of report writing and case studies,

(8) 15 hours of statistics, modeling, and finance,

(9) 15 hours of advanced applications and case studies, and

(10) 20 hours of appraisal subject matter electives; or

001.03A.2 Hold a degree in real estate from an accredited degree-awarding college or university that has had all or part of its curriculum approved as meeting qualifying education requirements or the equivalent as determined by the Appraiser Qualifications Board. If said degree or equivalent does not satisfy all required qualifying education for credentialing, the remaining hours shall be completed in board-approved qualifying education.

001.03B One quarter hour credit is equivalent to .67 semester credit hours for college-level courses taken in a quarterly system versus a semester system.

001.03C Pursuant to NEB. REV. STAT. § 76-2231.01 (1) (b), in order to assist the Board with its evaluation of the applicant’s college-level courses, the applicant may be required to submit copies of course related materials.

001.03D A trainee real property appraiser may upgrade to the certified residential real property appraiser credential by:

001.03D.1 Satisfying the post-secondary education requirements in NEB. REV. STAT. § 76-2231.01 (1) (b), or (1) (b) and (c) if applicable; and

001.03D.2 Pursuant to NEB. REV. STAT. § 76-2228.01 (5) (b), successfully completing a minimum of 125 hours in the following board-approved courses of study, or holding a degree in real estate from an accredited degree-awarding college or university that has had all or part of its curriculum approved as meeting qualifying education requirements or the equivalent as determined by the Appraiser Qualifications Board. If said degree or equivalent does not satisfy all required qualifying education for credentialing, the remaining hours shall be completed in board-approved qualifying education:

(1) 15 hours of market analysis and highest and best use,

(2) 15 hours of appraiser site valuation and cost approach,

(3) 30 hours of sales comparison and income approaches,

(4) 15 hours of report writing and case studies,

(5) 15 hours of statistics, modeling, and finance,

(6) 15 hours of advanced applications and case studies, and

(7) 20 hours of appraisal subject matter electives.

001.03E A licensed real property appraiser may upgrade to the certified residential real property appraiser credential by:

001.03E.1 Satisfying one of the following:

001.03E.1a Having held a credential as a licensed real property appraiser for a minimum of five years, and having not been subject to a nonappealable disciplinary action by the Board or any other jurisdiction as specified in NEB. REV. STAT. § 76-2230 (3) (a) (ii) (B); or

001.03E.1b The post-secondary education requirements in NEB. REV. STAT. § 76-2231.01 (1) (b), or (1) (b) and (c) if applicable; and

001.03E.2 Pursuant to NEB. REV. STAT. § 76-2230 (3) (b), successfully completing a minimum of 50 hours in the following board-approved courses of study, or holding a degree in real estate from an accredited degree-awarding college or university that has had all or part of its curriculum approved as meeting qualifying education requirements or the equivalent as determined by the Appraiser Qualifications Board. If said degree or equivalent does not satisfy all required qualifying education for credentialing, the remaining hours shall be completed in board-approved qualifying education:

(1) 15 hours of statistics, modeling, and finance;

(2) 15 hours of advanced applications and case studies; and

(3) 20 hours of appraisal subject matter electives.

001.04 Certified General Real Property Appraiser

001.04A Pursuant to NEB. REV. STAT. § 76-2232 (1) (d), an applicant for the certified general real property appraiser credential must:

001.04A.1 Successfully complete a minimum of 300 hours in board-approved courses of study, which includes at least:

(1) The 15-hour National Uniform Standards of Professional Appraisal Practice Course,

(2) 30 hours of basic appraisal principles,

(3) 30 hours of basic appraisal procedures,

(4) 30 hours of general appraiser market analysis and highest and best use,

(5) 30 hours of general appraiser site valuation and cost approach,

(6) 30 hours of general appraiser sales comparison approach,

(7) 60 hours of general appraiser income approach,

(8) 30 hours of general appraiser report writing and case studies,

(9) 15 hours of statistics, modeling, and finance, and

(10) 30 hours of appraisal subject matter electives; or

001.04A.2 Hold a degree in real estate from an accredited degree-awarding college or university that has had all or part of its curriculum approved by the Appraiser Qualifications Board as meeting qualifying education requirements, or the equivalent as determined by the Appraiser Qualifications Board. If said degree or equivalent does not satisfy all required qualifying education for credentialing, the remaining hours shall be completed in board-approved qualifying education.

001.04B A real property appraiser may upgrade to the certified general real property appraiser credential by satisfying the post-secondary education requirements in NEB. REV. STAT. § 76-2232 (1) (b), or (1) (b) and (c) if applicable, and the appropriate qualifying education for the classification below:

001.04B.1 Pursuant to NEB. REV. STAT. § 76-2228.01 (6) (b), a trainee real property appraiser must successfully complete a minimum of

225 hours in the following board-approved courses of study, or hold a degree in real estate from an accredited degree-awarding college or university that has had all or part of its curriculum approved as meeting qualifying education requirements or the equivalent as determined by the Appraiser Qualifications Board. If said degree or equivalent does not satisfy all required qualifying education for credentialing, the remaining hours shall be completed in board-approved qualifying education:

(1) 30 hours of general appraiser market analysis and highest and best use,

(2) 30 hours of general appraiser site valuation and cost approach,

(3) 30 hours of general appraiser sales comparison approach,

(4) 60 hours of general appraiser income approach,

(5) 30 hours of general appraiser report writing and case studies,

(6) 15 hours of statistics, modeling, and finance, and

(7) 30 hours of appraisal subject matter electives.

001.04B.2 Pursuant to NEB. REV. STAT. § 76-2230 (4) (b), a licensed residential real property appraiser must successfully complete a minimum of 150 hours in the following board-approved courses of study, or hold a degree in real estate from an accredited degree-awarding college or university that has had all or part of its curriculum approved as meeting qualifying education requirements or the equivalent as determined by the Appraiser Qualifications Board. If said degree or equivalent does not satisfy all required qualifying education for credentialing, the remaining hours shall be completed in board-approved qualifying education:

(1) 15 hours of general appraiser market analysis and highest and best use,

(2) 15 hours of general appraiser site valuation and cost approach,

(3) 15 hours of general appraiser sales comparison approach,

(4) 45 hours of general appraiser income approach,

(5) 15 hours of general appraiser report writing and case studies,

(6) 15 hours of statistics, modeling, and finance, and

(7) 30 hours of appraisal subject matter electives.

001.04B.3 Pursuant to NEB. REV. STAT. § 76-2231.01 (3) (b), a certified residential real property appraiser must successfully complete a minimum of 100 hours in the following board-approved courses of study, or hold a degree in real estate from an accredited degree-awarding college or university that has had all or part of its curriculum approved as meeting qualifying education requirements or the equivalent as determined by the Appraiser Qualifications Board. If said degree or equivalent does not satisfy all required qualifying education for credentialing, the remaining hours shall be completed in board-approved qualifying education:

(1) 15 hours of general appraiser market analysis and highest and best use,

(2) 15 hours of general appraiser site valuation and cost approach,

(3) 15 hours of general appraiser sales comparison approach,

(4) 45 hours of general appraiser income approach, and

(5) 10 hours of general appraiser report writing and case studies.

001.05 An applicant for the trainee, licensed residential, certified residential, or certified general real property appraiser credential must provide evidence that the required qualifying education has been successfully completed. Each applicant will be required to furnish:

001.05A A document of completion for each qualifying education course; and/or

001.05B An official transcript from the university or college at which the applicant obtained a degree in real estate that has had all or part of its curriculum approved by the Appraiser Qualifications Board as meeting qualifying education requirements, or the equivalent as determined by the Appraiser Qualifications Board. Transcripts may be submitted in paper, or electronically through a secure site if the transcript is marked as official and the Board is provided access directions directly from the school.

001.06 Qualifying Education Completed in Another Jurisdiction

001.06A The Board may accept a classroom education qualifying education activity completed in another jurisdiction if, at the time the activity was completed, the qualifying education activity:

001.06A.1 Is approved as qualifying education by the jurisdiction in which it was completed; and

001.06A.2 Meets or exceeds the requirements for approval as a qualifying education activity as established in the Real Property

Appraiser Qualifications Criteria adopted and promulgated by the Appraiser Qualifications Board of The Appraisal Foundation.

001.06B The Board may accept a distance education qualifying education activity completed in another jurisdiction if, at the time the activity was completed, the qualifying education activity:

001.06B.1 Is approved as qualifying education by the jurisdiction in which the applicant is a legal resident, or is approved as qualifying education by a jurisdiction in which the applicant is credentialed as verified through the Appraiser Registry of the Appraisal Subcommittee of the Federal Financial Institutions Examination Council; and

001.06B.2 Meets or exceeds the requirements for approval as qualifying education activity as established in the Real Property Appraiser Qualifications Criteria adopted and promulgated by the Appraiser Qualifications Board of The Appraisal Foundation.

001.06C If the applicant submits a qualifying education activity completed in another jurisdiction for consideration of acceptance by the Board, the applicant will furnish a document of completion for the activity.

001.07 An applicant for the certified residential or certified general real property appraiser credential shall furnish an official transcript from the university, college, or community college as proof that the post-secondary education requirements have been met. Transcripts may be submitted in paper, or electronically through a secure site if the transcript is marked as official and the Board is provided access directions directly from the school.

002 EXPERIENCE

002.01 After January 1, 2014, 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, certified residential real property appraiser, or certified general real property appraiser. This Section does not apply to participation in a PAREA program.

002.02 At the Board’s discretion, up to 50% 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 real property appraisal practice experience may be accepted by the Board if the real property appraisal practice experience is compliant with the laws of the jurisdiction in which it was obtained.

002.03 An applicant’s hours of real property appraisal practice experience submitted to the Board for review and determination of acceptability shall:

002.03A 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; and

002.03B Be completed in compliance with the Uniform Standards of Professional Appraisal Practice.

002.04 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 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; 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.

002.05 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 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, verifies that said real property appraisal practice experience is compliant with the Uniform Standards of Professional Appraisal Practice.

002.06 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. A practicum course approved by The Appraisal Foundation's Appraiser Qualifications Board's Course Approval Program may satisfy the non-traditional client real property appraisal practice experience requirement. 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.

002.07 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.

002.08 Pursuant to NEB. REV. STAT. §§ 76-2230 (1)(d), 76-2231.01 (1)(e), and 76-2232 (1)(e), an applicant for the licensed residential, certified residential, or certified general real property appraiser credential may provide a document of completion evidencing the successful completion of a PAREA program.

002.08A A document evidencing the successful completion of a PAREA program must include the name of PAREA program provider, evidence that PAREA program is approved by the Appraiser Qualifications Board, indicate that the type of PAREA program completed is either the licensed residential or the certified residential program, the name of the applicant, and a statement that the applicant successfully completed the PAREA program.

002.08B Except for hours of experience required to be in nonresidential appraisal work in NEB. REV. STAT. § 76-2232 (1)(e)(i), the following real property appraisal practice experience credit will be awarded for the successful completion of a PAREA program:

002.08B.1 For a licensed residential PAREA program, 100% of hours of experience required in NEB. REV. STAT. § 76-2230 (1)(d)(i); 67% of the hours of experience required in NEB. REV. STAT. § 76-2231.01 (1)(e)(i); and 33% of the hours of experience required in NEB. REV. STAT. § 76-2232 (1)(e)(i).

002.08B.2 For a certified residential PAREA program, 100% of hours of experience required in NEB. REV. STAT. § 76-2230 (1)(d)(i); 100% of the hours of experience required in NEB. REV. STAT. § 76-2231.01 (1)(e)(i); and 50% of the hours of experience required in NEB. REV. STAT. § 76-2232 (1)(e)(i).

002.09 Each applicant for the licensed residential, certified residential, or certified general real property appraiser credential will furnish a log of his or her most recent real property appraisal practice experience claimed on a form approved by the Board.

002.09A The real property appraisal practice experience must be in chronological order on the log, and include an applicant signature, and the signature of the supervisory real property appraiser in the case that the applicant is a trainee real property appraiser, or the signature of the real property appraiser-in-charge in the case that the applicant is a licensed residential real property appraiser or certified residential real property appraiser if applicable, on each page. At a minimum, the real property appraisal practice experience log shall identify the following:

(1) The date the assignment results report was signed,

(2) Name of client and property identification, which includes a legal description or address,

(3) Description of real property appraisal practice as performed by the applicant,

(4) Scope of supervisory real property appraiser review in the case that the applicant is a trainee real property appraiser, or the scope of review of the real property appraiser-in-charge in the case that the applicant is a licensed residential real property appraiser or certified residential real property appraiser if applicable,

(5) Type of property,

(6) Type of report,

(7) Approaches to value utilized,

(8) Verification that assignment results are compliant with the Uniform Standards of Professional Appraisal Practice,

(9) Verification that the assignment results report was for a traditional client or non-traditional client, and

(10) Number of hours worked by the applicant, and supervisory real property appraiser or real property appraiser-in-charge if applicable.

002.09B The real property appraisal practice experience log format in effect at the time application is made to the Board will be accepted, as well as any previously approved experience log formats in effect at the time the real property appraisal practice experience was obtained and recorded. All real property appraisal practice experience requirements in place at the time application is made to the Board are applicable regardless of the real property appraisal practice experience log format submitted.

002.09C A separate real property appraisal practice log shall be maintained by a trainee real property appraiser for each of his/her board-designated supervisory real property appraisers. It is the responsibility of both the supervisory real property appraiser and the trainee real property appraiser to ensure the log is accurate, current, and complies with the requirements of the Act and this Title. 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 for an assignment, each log shall reflect the specific number of hours and description of work performed in that real property appraisal practice assignment with each supervisory real property appraiser.

002.10 A trainee real property appraiser is entitled to obtain copies of reports he or she has prepared and workfiles for those reports. The supervisory real property appraiser shall keep copies of reports for a period of five years, or at least two years after the final disposition of any judicial proceedings in which the real property appraiser provided testimony related

to the real property appraisal practice assignment, whichever period expires last.

002.11 Pursuant to NEB. REV. STAT. §§ 76-2230 (1)(d)(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.

002.12 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 Act and this Chapter.

002.12A A minimum of three reports will be selected from the real property appraisal practice experience log for review to qualify the real property appraisal practice experience. The following additional criteria are applied to the report selection for each level of credential:

002.12A.1 To qualify the real property appraisal practice experience of an applicant for the licensed residential real property appraiser credential, a minimum of three reports related to residential property will be selected.

002.12A.2 To qualify the real property appraisal practice 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 0 to 20 years old, and one report related to a residential property 20 years or older will be selected. Two selected reports will include at least two approaches to value.

002.12A.3 To qualify the real property appraisal practice 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.

002.12B The applicant will be notified of the selected reports in writing, and will have 10 business days from the date of receipt of the notification to submit a true and accurate copy of each report to the Board’s office.

002.12C At least one of the three requested reports 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 real property appraiser for completion of an appraisal review assignment on any of the requested reports at no cost to the applicant.

002.13 Upon the receipt of appraisal review assignment results provided by one or more third party certified real property appraisers under contract with the Board, and the findings of the appraisal review assignment results are found to be null or insignificant by the director, an applicant's real property appraisal practice experience will be reviewed by a subcommittee consisting of two board members established by the Board for determination as to whether the applicant's real property appraisal practice experience is acceptable in accordance with the Act and this Chapter.

002.13A If the subcommittee finds that the applicant's real property appraisal practice experience meets the requirements of the Act and this Chapter, the subcommittee will notify the director of its decision. The subcommittee may authorize the director to notify the applicant of any appraisal review assignment results and issue a written advisory regarding any appraisal review assignment results.

002.13B If the subcommittee finds that the applicant may not meet one or more of the requirements of the Act or this Chapter, the application shall be placed before the Board for consideration.

002.14 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.

002.14A 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.

002.14A.1 If the Board requires the completion of additional education, the applicant will be notified of the conditions for the additional education in writing.

002.14A.2 If the Board requires the submission of one or more supplemental real property appraisal practice experience logs, the applicant will be notified of the conditions for the supplemental log(s) in writing. The Board may select a representative sampling of one or more additional report(s) for review from any supplemental log requested by the Board to qualify the real property appraisal practice experience. If the Board selects any additional report(s) from a supplemental log:

002.14A.2a The applicant will be notified of the Board selected report(s) in writing, and will have 10 business days from the date of receipt of the notification to submit a true copy of each report to the Board's office. The Board may require the applicant to submit additional details or to submit additional reports or file memoranda prepared by the applicant.

002.14A.2b Each additional report requested by the Board will be, at a minimum, reviewed for conformity with the Uniform Standards of Professional Appraisal Practice. At the Board's discretion, the Board may enter into a contract with a qualified disinterested third party certified real property appraiser for completion of an appraisal review assignment on any of the requested reports to assist the Board with its review. The applicant is responsible for any costs incurred by the Board for such review.

002.14A.3 If the Board requires submission of one or more additional reports, the applicant will be notified of the conditions for the additional report(s) in writing:

002.14A.3a Upon receipt of the requested report(s), the Board may require the applicant to submit additional details or to submit additional reports or file memoranda prepared by the applicant.

002.14A.3b Each additional report requested by the Board will be, at a minimum, reviewed for conformity with the Uniform Standards of Professional Appraisal Practice. At the Board's discretion, the Board may enter into a contract with a qualified disinterested third party certified real property appraiser for completion of an appraisal review assignment on any of the requested reports to assist the Board with its review. The applicant is responsible for any costs incurred by the Board for such review.

002.14B If the applicant's real property appraisal practice experience is not acceptable upon review of the additional education, supplemental real property appraisal practice experience log(s), and/or additional report(s), the Board may deny the application.

002.15 Verification of the applicant's real property appraisal practice experience may be obtained from other persons as needed, and the applicant may be required to submit additional details, reports or file memoranda.

002.16 When making a determination that an applicant may or may not meet the applicable real property appraisal practice experience requirements all information received will be considered, including but not limited to real property appraisal practice experience logs, appraisal 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 meeting between the Board or its representative(s) and the applicant. An appraisal 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.

003 EXAMINATION

Each applicant for the licensed residential, certified residential, or certified general real property appraiser credential shall pass the National Uniform Licensing and Certification Examination, as developed and approved by the Appraiser Qualifications Board of The Appraisal Foundation, prior to being issued a credential by the Board.

003.01 The Board may enter into contract with one or more Appraiser Qualifications Board-approved administrators for the National Uniform Licensing and Certification Examination. The format, content, method of administration of examinations, and passing standards, are determined by the Board. The date, time, and location for examinations are established by the test administrators.

003.02 Any applicant for the licensed residential, certified residential, or certified general real property appraiser credential may sit for the National Uniform Licensing and Certification Examination, as developed and approved by the Appraiser Qualifications Board of The Appraisal Foundation, in another jurisdiction if the applicant is approved by the Board to sit for examination, the examination is administered by a test administrator approved by the Appraiser Qualifications Board of The Appraisal Foundation, and the examination is administered and scored in accordance with the laws of that jurisdiction.

003.03 Upon approval of a processed application for credentialing as a licensed residential, certified residential, or certified general real property appraiser; approval of qualifying education; and approval and qualification of real property appraisal practice experience, an applicant may be approved to sit for examination. The applicant will be notified in writing or by electronic communication of the procedure for enrolling for the examination and examination site. The applicant will submit the required examination fee to the test administrator.

003.04 An applicant may have up to three attempts to successfully pass the National Uniform Licensing and Certification Examination within twelve months from the date the applicant was approved by the Board to sit for examination. If an applicant fails to pass the examination on the first or second attempt, he or she may notify the Board for approval to retake the examination. An applicant who does not pass the examination may submit any required fees to the test administrator for retesting.

003.05 An applicant who has successfully passed the National Uniform Licensing and Certification Examination may provide an official copy of the

test results to the Board's office within twelve months from the date the applicant was approved to sit for examination.

003.06 Each applicant shall follow the rules imposed by the administrator of the examination. No applicant may receive or give any assistance during an examination. Violation of these rules may be reason for denial of a credential.

003.07 In compliance with the Americans with Disabilities Act, reasonable accommodation will be provided to all applicants; and the Board may authorize an examination to be administered to an individual orally or by other technique.

004 APPLICATION

004.01 Trainee Real Property Appraiser and Supervisory Real Property Appraiser Requirements

004.01A Any applicant for the trainee real property appraiser credential must:

004.01A.1 Submit an application and required documentation on forms approved by the Board showing compliance by the applicant with all credentialing requirements established by the Act or by this Title;

004.01A.2 Pay a non-refundable application fee of $150.00; and

004.01A.3 Pay a non-refundable criminal history record check fee of $45.25.

004.01B Any application received at the Board's office considered to be incomplete will not be processed, and may be returned to the applicant as incomplete. Any application not considered to be incomplete will be processed.

004.01C If the Board's director finds that the applicant meets the general and education requirements in the Act and this Title, the application will be considered a completed application and a credential may be issued to the applicant. If the Board's director finds that the applicant may not meet one or more of the requirements in the Act and this Title, the application shall be placed before the Board for consideration. If the Board finds that the applicant meets the general and education requirements in the Act and this Title, the application will be considered a completed application and a credential may be issued to the applicant.

004.01D Upon the approval as a trainee real property appraiser, the applicant will be issued:

(1) A letter notifying him or her of his or her status as a Nebraska trainee real property appraiser,

(2) A wall certificate on a form approved by the Board, and

(3) Instructions to access his or her credentialing card.

004.01E 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 Act and/or this Title that pertain to credentialing. Before submitting a new application, the Applicant may be required by the Board to:

004.01E.1 Complete additional education; and/or

004.01E.2 Not reapply for the trainee real property appraiser classification for an amount of time to be determined by the Board.

004.01F If the Board denies an application for any reason excluding the national criminal history record check, the applicant may file a new application, and if so, meet the requirements in place at the time a new application is submitted to the Board.

004.01G If the fingerprint-based national criminal history record check result is the basis for denial, the applicant is entitled to a copy of his or her national criminal history record, and an opportunity to dispute the result.

004.01G.1 In order to receive a copy of such record, the applicant shall:

004.01G.1a In person, complete a form approved by the Board that relieves the Board from any liability related to the release of the national criminal history record; and

004.01G.1b Present a passport, driver’s license, or other government-issued identification card with a photograph to be copied by the Board.

004.01G.2 If the applicant provides evidence acceptable to the Board that the fingerprint-based national criminal history record check result that was the basis for denial is incorrect, the Board may reconsider the application.

004.01H A trainee real property appraiser may request approval for a supervisory real property appraiser at any time after he or she is issued a credential as a trainee real property appraiser by the Board provided the credential is current and active. The trainee real property appraiser is not required to submit an additional application for approval as a trainee real property appraiser, or pay any additional fees. Each request made by a trainee real property appraiser for approval of a supervisory real property appraiser will be submitted to the Board on a form approved by the Board.

004.01I Any applicant for approval as a supervisory real property appraiser must apply his or her signature on the application submitted by a trainee real property appraiser showing compliance by the applicant with all supervisory real property appraiser requirements established by the Act or by this Title. Along with the application, the trainee real property appraiser must submit any documentation required for supervisory real property appraiser approval.

004.01J Any application for approval as a supervisory real property appraiser received at the Board's office considered to be incomplete will not be processed, and may be returned to the trainee real property appraiser as incomplete. Any application for approval as a supervisory real property appraiser not considered to be incomplete will be processed.

004.01K If the Board's director finds that the applicant meets the requirements in the Act and this Title, and the certified real property appraiser is in good standing, the application will be considered a completed application and the applicant may be approved as a supervisory real property appraiser. If the Board's director finds that the applicant may not meet one or more of the requirements in the Act and this Title, the application shall be placed before the Board for consideration. If the Board finds that the applicant meets the requirements in the Act and this Title, and the certified real property appraiser is in good standing, the application will be considered a completed application and the applicant may be approved as a supervisory real property appraiser.

004.01L Upon approval of a supervisory real property appraiser, the supervisory real property appraiser and the trainee real property appraiser will each be issued a letter notifying them of the supervisory real property appraiser's approval.

004.01M The Board may deny an application for approval as a supervisory real property appraiser at any time during the process if the Board finds that the supervisory real property appraiser applicant, or the trainee real property appraiser, fails to meet the requirements in the Act and/or this Title that pertain to approval as a trainee real property appraiser and/or approval as a supervisory real property appraiser. Before submitting a new application, the supervisory real property appraiser applicant and/or the trainee real property appraiser may be required by the Board to:

004.01M.1 Complete additional education; and/or

004.01M.2 Not reapply for the trainee real property appraiser classification, and/or approval as a supervisory real property appraiser, for an amount of time to be determined by the Board.

004.01N If the Board denies an application for approval as a supervisory real property appraiser, the trainee real property appraiser may file a

new application for the supervisory real property appraiser applicant. The supervisory real property appraiser applicant must meet the requirements pertaining to approval as a supervisory real property appraiser in place at the time a new application is submitted to the Board.

004.01O If disciplinary action is taken against a supervisory real property appraiser by the Board, or any other appraiser regulatory agency in any other jurisdiction, the supervisory real property appraiser's approval will be revoked as of the date of action by the Board or other jurisdiction.

004.01P Any certified real property appraiser that has been approved by the Board as a supervisory real property appraiser, and is currently acting in a supervisory capacity for one or more trainee real property appraisers, may use the title supervisory real property appraiser or designation "S.A." in conjunction with his or her name.

004.02 Licensed Residential, Certified Residential, and Certified General Real Property Appraiser Credentialing

004.02A Any applicant for the licensed residential, certified residential, or certified general real property appraiser credential must:

004.02A.1 Submit an application and required documentation for the appropriate classification on forms approved by the Board showing compliance by the applicant with all credentialing requirements established by the Act or by this Title;

004.02A.2 Pay a non-refundable application fee of $150.00; and

004.02A.3 Pay a non-refundable criminal history record check fee of $45.25.

004.02B Any application received at the Board's office considered to be incomplete will not be processed, and may be returned to the applicant as incomplete. Any application not considered to be incomplete will be processed.

004.02C If the Board's director finds that the applicant meets the general, education, and experience requirements in the Act and this Title, the applicant may be approved to sit for the National Uniform Licensing and Certification Examination. If the Board's director finds that the applicant may not meet one or more of the requirements in the Act and this Title, the application shall be placed before the Board for consideration. If the Board finds that the applicant meets the requirements in the Act and this Title, the applicant may be approved to sit for the National Uniform Licensing and Certification Examination.

004.02D If an official copy of the test results is provided within twelve months from the date the applicant was approved to sit for examination showing that he or she has successfully passed the National Uniform

Licensing and Certification Examination, the application will be considered a completed application and the applicant is approved for issuance of a credential as a licensed residential, certified residential, or certified general real property appraiser.

004.02E Within thirty days of approval that the applicant may be issued a credential as a licensed residential, certified residential, or certified general real property appraiser, an applicant shall pay a non-refundable credentialing fee of $300.00 before the applicant is authorized to act as a real property appraiser within the applied for classification in this State.

004.02F Within thirty days of approval that the applicant may be issued a credential as a licensed residential, certified residential, or certified general real property appraiser, an applicant that does not hold a current licensed residential, certified residential, or certified general real property appraiser credential issued by the Board shall pay an annual Appraiser Registry fee of $40.00 before the applicant is authorized to act as a real property appraiser in this State.

004.02G If an applicant fails to provide the required fees as specified in Section 004.02E and Section 004.02F of this Chapter, the application will be placed before the Board for reconsideration.

004.02H Upon receipt of the required fees at the Board’s office, the applicant will be issued:

(1) A letter notifying him or her of his or her status as a Nebraska real property appraiser, and that his or her credential will be entered into the Appraisal Subcommittee’s Appraiser Registry,

(2) A wall certificate on a form approved by the Board, and

(3) Instructions to access his or her credentialing card.

004.02I The Board may deny an application at any time during the process if the applicant fails to meet the requirements in the Act and/or this Title that pertain to credentialing. Before submitting a new application, the applicant may be required by the Board to:

004.02I.1 Complete additional education;

004.02I.2 Obtain additional real property appraisal practice experience; and/or

004.02I.3 Not reapply for the same classification of credentialing for an amount of time to be determined by the Board.

004.02J If the Board denies an application for any reason excluding the national criminal history record check, the applicant may file a new application, and if so, meet the requirements in place at the time a new application is submitted to the Board. If a new application for

credentialing in the same classification is received within one year of the Board's denial of a previous application by the applicant, and one or more reports were reviewed for conformity with the Uniform Standards of Professional Appraisal Practice by a qualified disinterested third party certified real property appraiser to assist the Board with evaluation of the applicant's experience for that previous application, the applicant shall pay any cost(s) associated with any report(s) reviewed in accordance with Section 002 of this Chapter.

004.02K If the fingerprint-based national criminal history record check result is the basis for denial, the applicant is entitled to a copy of his or her national criminal history record, and an opportunity to dispute the result.

004.02K.1 In order to receive a copy of such record, the applicant shall:

004.02K.1a In person, complete a form approved by the Board that relieves the Board from any liability related to the release of the national criminal history record; and

004.02K.1b Present a passport, driver's license, or other government-issued identification card with a photograph to be copied by the Board.

004.02K.2 If the applicant provides evidence acceptable to the Board that the fingerprint-based national criminal history record check result that was the basis for denial is incorrect, the Board may reconsider the application.

TITLE 298 - NEBRASKA REAL PROPERTY APPRAISER BOARD

CHAPTER 3 - RECIPROCITY AND TEMPORARY REAL PROPERTY APPRAISER CREDENTIAL

001 RECIPROCITY

This Section applies to individuals currently credentialed in another jurisdiction who wish to obtain a non-temporary Nebraska credential. To qualify for a credential as a licensed residential real property appraiser, a certified residential real property appraiser, or a certified general real property appraiser through reciprocity, an applicant must be currently credentialed to appraise real estate and real property under the laws of another jurisdiction, and must comply with all of the provisions of the Real Property Appraiser Act and this Title relating to the appropriate classification of credentialing.

001.01 Any applicant for the licensed residential, certified residential, or certified general real property appraiser credential through reciprocity must:

001.01A Submit an application and required documentation for the appropriate classification on forms approved by the Board showing compliance by the applicant with all credentialing requirements established by the Act or by this Title;

001.01B Pay a non-refundable application fee of $150.00; and

001.01C Pay a non-refundable criminal history record check fee of $45.25.

001.02 Any application received at the Board's office considered to be incomplete will not be processed, and may be returned to the applicant as incomplete. Any application not considered to be incomplete will be processed.

001.03 The application will be considered a completed application and a credential may be issued to the applicant, if the Board's director finds that the applicant:

001.03A Meets the requirements in the Act and this Title;

001.03B The requirements of the applicant's jurisdiction of practice meet or exceed the minimum requirements of the Real Property Appraiser Qualification Criteria adopted and promulgated by the Appraiser Qualifications Board of The Appraisal Foundation; and

001.03C The regulatory program of the applicant's jurisdiction of practice specified in an application for credentialing is determined to be effective in accordance with Title XI of the Financial Institutions Reform, Recovery, and Enforcement Act of 1989 by the Appraisal Subcommittee of the Federal Financial Institutions Examination Council. An Appraisal Subcommittee finding of poor does not satisfy the requirement that the applicant's jurisdiction of practice is effective in accordance with Title XI

of the Financial Institutions Reform, Recovery, and Enforcement Act of 1989.

001.04 If the Board's director finds that the applicant may not meet one or more of the requirements specified in Section 001.03A, 001.03B, or 001.03C of this Chapter, the application shall be placed before the Board for consideration. If the Board finds that the applicant meets the requirements specified in Section 001.03A, 001.03B, and 001.03C of this Chapter, the application will be considered a completed application and a credential may be issued to the applicant.

001.05 Within thirty days of approval that the applicant may be issued a credential as a licensed residential, certified residential, or certified general real property appraiser, an applicant shall pay a non-refundable credentialing fee of $300.00 before the applicant is authorized to act as a real property appraiser within the applied for classification in this State.

001.06 Within thirty days of approval that the applicant may be issued a credential as a licensed residential, certified residential, or certified general real property appraiser, an applicant that does not hold a current licensed residential, certified residential, or certified general real property appraiser credential issued by the Board shall pay an annual Appraiser Registry fee of $40.00 before the applicant is authorized to act as a real property appraiser in this State.

001.07 If an applicant fails to provide the required fees as specified in Section 001.05 and Section 001.06 of this Chapter, the application will be placed before the Board for consideration.

001.08 Upon receipt of the required fees at the Board's office, the applicant will be issued:

(1) A letter notifying him or her of his or her status as a Nebraska real property appraiser, and that his or her credential will be entered into the Appraisal Subcommittee's Appraiser Registry,

(2) A wall certificate on a form approved by the Board, and

(3) Instructions to access his or her credentialing card.

001.09 The Board may deny an application at any time during the process if the applicant fails to meet the requirements in the Act and/or this Title that pertain to credentialing. Before submitting a new application, the applicant may be required by the Board to:

001.09A Complete additional education;

001.09B Obtain additional real property appraisal practice experience; and/or

001.09C Not reapply for the same classification of credentialing for an amount of time to be determined by the Board.

001.10 If the Board denies an application for any reason excluding the national criminal history record check, the applicant may file a new application, and if so, meet the requirements in place at the time a new application is submitted to the Board.

001.11 If the fingerprint-based national criminal history record check result is the basis for denial, the applicant is entitled to a copy of his or her national criminal history record, and an opportunity to dispute the result.

001.11A In order to receive a copy of such record, the applicant shall:

001.11A.1 In person, complete a form approved by the Board that relieves the Board from any liability related to the release of the national criminal history record; and

001.11A.2 Present a passport, driver's license, or other government-issued identification card with a photograph to be copied by the Board.

001.11B If the applicant provides evidence acceptable to the Board that the fingerprint-based national criminal history record check result that was the basis for denial is incorrect, the Board may reconsider the application.

002 TEMPORARY CREDENTIAL

For a nonresident to qualify for a temporary credential as a licensed residential real property appraiser, a certified residential real property appraiser, or a certified general real property appraiser, an applicant must be currently credentialed to engage in real property appraisal practice under the laws of another jurisdiction, and must comply with all of the provisions of the Act and this Title relating to temporary credentialing.

002.01 Any applicant for a temporary licensed residential, certified residential, or certified general real property appraiser credential must:

002.01A Submit an application and required documentation for the appropriate classification on forms approved by the Board showing compliance by the applicant with all temporary credentialing requirements established by the Act or by this Title;

002.01B Submit a letter of engagement or contract indicating the location(s) and property types of the real property appraisal practice assignment;

002.01C Pay a non-refundable temporary credential application fee of $100.00; and

002.01D Pay a non-refundable temporary credentialing fee of $50.00.

002.02 Any application received at the Board's office considered to be incomplete will not be processed, and may be returned to the applicant as incomplete. Any application not considered to be incomplete will be processed.

002.03 If the applicant meets the requirements in the Act and this Title, the application will be considered a completed application and a temporary credential may be issued to the applicant by Board staff. If the Board's director finds that the applicant may not meet one or more of the requirements in the Act and this Title, the application shall be placed before the Board for consideration. If the Board finds that the applicant meets the requirements in the Act and this Title, the application will be considered a completed application and a temporary credential may be issued to the applicant.

002.04 Upon approval of the application, the applicant will be issued:

002.04A A letter notifying him or her of his or her approval as a temporary credential holder, along with the terms of the temporary credential;

002.04B A credentialing card in a form approved by the Board; and

002.04C Instructions to access his or her credentialing card if needed.

002.05 An application may be denied at any time during the process if the applicant is found to not meet the requirements in the Act and this Title that pertain to temporary credentialing.

002.06 Any request for one additional six-month approval of a temporary credential shall be made to the Board on forms approved by the Board. The request will be denied if the reason for the request of the additional six-month approval is not directly related to the initial approval granted by the Board. Notice of the decision will be provided to the requestor in writing.

TITLE 298 NAC - NEBRASKA REAL PROPERTY APPRAISER BOARD

CHAPTER 4 - RENEWAL OF REAL PROPERTY APPRAISER CREDENTIAL

001 CONTINUING EDUCATION

Every credential holder other than a temporary credential holder must satisfactorily complete no fewer than twenty-eight hours of approved continuing education activities in each two-year continuing education period. The basic requirements for continuing education are found in NEB. REV. STAT. § 76-2236. Except for the seven-hour National Uniform Standards of Professional Appraisal Practice Update course, hours may be completed at any time during the two-year continuing education period.

001.01 The seven-hour National Uniform Standards of Professional Appraisal Practice Update course or the seven-hour Instructor Recertification course must be completed at least once every two calendar years. The two-year period for this course begins one day after the course was last completed, or one day after a new credential is issued by the Board. A document certifying completion of the seven-hour National Uniform Standards of Professional Appraisal Practice Update course, or evidence of instructor certification by the Appraiser Qualifications Board, shall be submitted by December 31 of the year in which the course is required.

001.02 Except for the seven-hour National Uniform Standards of Professional Appraisal Practice Update course, evidence of continuing education completion may be submitted to the Board’s office at any time during credential holder’s two-year continuing education period.

001.03 Except for the seven-hour National Uniform Standards of Professional Appraisal Practice Update course, and any activity approved by the Board on an annual basis in which the content changes on an annual basis, any education activity of the same content, or in the opinion of the Board indistinguishable in content, cannot be used toward meeting the continuing education requirements within the same two-year continuing education period.

001.04 Evidence of participation as a student in each board-approved education activity submitted for continuing education credit includes a document of completion from the education provider that affirms successful completion of each activity.

001.05 Evidence of attendance at an education activity sponsored or conducted by the Board submitted for continuing education credit includes a document of completion from the Board that affirms attendance of such activity. The document is required to include the name of credential holder, name of activity, location of activity, activity attendance date(s), number of hours completed, and signature of the Board’s director.

001.06 Evidence of participation, other than as a student, in real property appraisal practice education processes and programs includes a written description of the process or program and the credential holder’s

participation, along with any documents supporting the credential holder's participation. Evidence may include, but is not limited to, documentation showing hours of instruction and evidence of activity offering, program documents developed by the credential holder with evidence supporting credential holder's participation, and/or credit awarded for authorship or participation in publication.

001.07 Any education activity successfully completed to make up a deficiency of the continuing education requirements in a two-year continuing education period may not be used toward the continuing education requirements in the subsequent continuing education period.

001.08 Any education activity successfully completed as a result of disciplinary action taken by the Board may not be used toward the continuing education requirements.

001.09 Individual Program of Continuing Education

001.09A The Board may adopt an individual program of continuing education for a credential holder, that is compliant with Appraiser Qualifications Board criteria for continuing education, upon receipt of a written request from the credential holder explaining:

(1) The circumstances resulting in the request,

(2) Why an exception should be made,

(3) How an individual program of continuing education would benefit the credential holder, and

(4) The requested duration of such individual program of continuing education.

001.09B If an individual program of continuing education is adopted by the Board, the credential holder will be notified of the individual program adopted for him or her in writing. The written notice will contain all details, requirements, expectations, and the duration for which the individual program is in effect.

001.09C If an individual program of continuing education is denied by the Board, the credential holder will be notified of the decision in writing.

001.10 Continuing Education Completed in Another Jurisdiction

001.10A The Board may accept a classroom education continuing education activity completed in another jurisdiction if, at the time the activity was completed, the continuing education activity:

001.10A.1 Is approved as classroom continuing education by the jurisdiction in which it was completed; and

001.10A.2 Meets or exceeds the requirements for approval as a continuing education activity as established in the Real Property Appraiser Qualifications Criteria adopted and promulgated by the Appraiser Qualifications Board of The Appraisal Foundation.

001.10B The Board may accept a distance education continuing education activity completed in another jurisdiction if, at the time the activity was completed, the continuing education activity:

001.10B.1 Is approved as distance education for continuing education by the jurisdiction in which the credential holder is a legal resident, or is approved as continuing education by a jurisdiction in which the real property appraiser is credentialed as verified through the Appraiser Registry of the Appraisal Subcommittee of the Federal Financial Institutions Examination Council; and

001.10B.2 Meets or exceeds the requirements for approval as continuing education activity as established in the Real Property Appraiser Qualifications Criteria adopted and promulgated by the Appraiser Qualifications Board of The Appraisal Foundation.

001.10C If the real property appraiser submits a continuing education activity completed in another jurisdiction for consideration of acceptance by the Board, the real property appraiser will furnish a document of completion for the course that affirms successful completion of the activity.

001.11 Supervisory Real Property Appraiser Status

001.11A The supervisory real property appraiser status for any credential holder that fails to meet the requirements for renewal by December 31 of his or her designated year is immediately revoked as the credential holder no longer meets the requirements as a supervisory real property appraiser. Any trainee real property appraiser under the supervisory real property appraiser's supervision will be notified in writing that the supervisory real property appraiser is no longer eligible to engage in real property appraisal practice.

001.11B If the credential holder successfully completes the requirements for renewal prior to July 1, his or her supervisory real property appraiser status is reinstated. Both the supervisory real property appraiser and the trainee real property appraiser will be notified in writing of the reinstatement and of the period of time in which the trainee real property appraiser's experience is not acceptable for experience credit for credentialing as a real property appraiser.

001.11C If the credential holder fails to successfully complete the requirements for renewal prior to July 1, the trainee real property appraiser may submit a new application for the approval of the credential holder if he or she obtains a credential as a real property appraiser issued under the Real Property Appraiser Act after July 1.

002 CRIMINAL HISTORY RECORD CHECK

002.01 Any credential holder randomly selected to submit, along with the application for renewal, two copies of legible ink-rolled fingerprint cards or equivalent electronic fingerprint submissions to the Board will be notified by certified mail no later than June 30 of the year in which the credential holder was selected for the criminal history record check.

003 APPLICATION

A credential issued under the Real Property Appraiser Act other than a temporary credential remains in effect until December 31 of the designated year unless surrendered, revoked, suspended, or canceled prior to such date. A credential, other than a trainee real property appraiser credential, may be renewed for one or two years; the trainee real property appraiser credential remains in effect until December 31 of the second year of 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.

003.01 Any applicant for renewal of a trainee real property appraiser credential must:

003.01A Submit an application and required documentation on forms approved by the Board showing compliance by the applicant with all renewal and continuing education requirements established by the Act and by this Title; and

003.01B Pay a non-refundable criminal history record check fee of $5.00 for each year of renewal for maintenance of the random fingerprint audit program.

003.02 Except for the trainee real property appraiser credential and temporary credential, any applicant for renewal of a credential issued by the Board must:

003.02A Submit an application and required documentation for the appropriate classification on forms approved by the Board showing compliance by the applicant with all renewal and continuing education requirements established by the Act and by this Title;

003.02B Pay a non-refundable credentialing fee of $275.00 for each year of renewal;

003.02C Pay an annual Appraiser Registry fee of $40.00 for each year of renewal; and

003.02D Pay a non-refundable criminal history record check fee of $5.00 for each year of renewal for maintenance of the random fingerprint audit program.

003.03 Any application received at the Board's office considered to be incomplete will not be processed and may be returned to the applicant as incomplete. Any application not considered to be incomplete will be processed.

003.04 Any renewal application post-marked before November 30 will be reviewed by the Board's staff. If a credential holder meets all renewal requirements in the Act and this Title, the application will be considered a completed application and the applicant's credential may be renewed. If the Board's director finds that the applicant may not meet one or more of the renewal requirements in the Act and this Title, or the application is post-marked after November 30, the application shall be placed before the Board for consideration. If the Board finds that the applicant meets the renewal requirements in the Act and this Title, the application will be considered a completed application and the applicant's credential may be renewed.

003.05 If a criminal history record check report has not been returned to the Board's office by the State Patrol prior to December 31, and all other requirements for renewal in the Act and this Title are met prior to November 30, a credential may be renewed contingent upon the results of the criminal history record check report.

003.06 Upon renewal the credential holder will be issued:

(1) A notification informing him or her of his or her status as a Nebraska real property appraiser, and

(2) Instructions to access his or her credentialing card.

003.07 The renewal application may be denied at any time during the process if the applicant fails to meet the requirements in the Act and this Title that pertain to renewal of a credential. If a renewal application is denied for any reason excluding the national criminal history record check, the applicant may file a new application for credentialing, and if so, meet the credentialing requirements in place at the time the new application is submitted to the Board.

003.08 If the fingerprint-based national criminal history record check result is the basis for denial, the credential holder is entitled to a copy of his or her national criminal history record, and an opportunity to dispute the result.

003.08A In order to receive a copy of such record, the credential holder shall:

003.08A.1 In person, complete a form approved by the Board that relieves the Board from any liability related to the release of the national criminal history record; and

003.08A.2 Present a passport, driver's license, or other government-issued identification card with a photograph to be copied by the Board.

003.08B If the credential holder provides evidence acceptable to the Board that the fingerprint-based national criminal history record check result that was the basis for denial is incorrect, the Board may reconsider the application.

TITLE 298 NAC - NEBRASKA REAL PROPERTY APPRAISER BOARD

CHAPTER 5 - REAL PROPERTY APPRAISER INACTIVE STATUS

001 Every credential holder other than a holder of a temporary credential may request that his or her credential be placed on inactive status for a period not to exceed two years. If granted, the inactive status period begins on the date application was approved. If the credential holder's credential expires during the inactive period, and the credential holder fails to reinstate his or her credential prior to the completion of the two year period, the credential holder may reapply for credentialing, and if so, meet the current requirements in place at the time of application.

002 INACTIVE STATUS APPLICATION

002.01 Any credential holder making a request for a credential to be placed on inactive status must:

002.01A Submit an application on a form approved by the Board showing compliance by the applicant with all inactive status requirements established by the Act and by this Title;

002.01B Pay a non-refundable inactive credential application fee of $100.00; and

002.01C Pay a non-refundable inactive credentialing fee of $300.00.

002.02 Any application received at the Board's office considered to be incomplete will not be processed and may be returned to the applicant as incomplete. Any application not considered to be incomplete will be processed.

002.03 If the applicant meets the requirements in the Act and this Title for inactive status, his or her credential may be placed on inactive status.

002.04 Upon being placed on inactive status, the credential holder will be issued a letter notifying him or her of the inactive status, along with the requirements and instructions for reinstatement of his or her credential.

002.05 An application for inactive status may be denied at any time during the process if the applicant fails to meet the requirements in the Act and/or this Title that pertain to the placement of a credential on inactive status.

003 REINSTATEMENT APPLICATION

003.01 Any credential holder making a request for a credential to be reinstated to active status must:

003.01A Submit an application on a form approved by the Board and documentation showing compliance by the applicant with all reinstatement requirements established by the Act and by this Title; and

003.01B Pay a non-refundable inactive credential application fee of $100.00.

003.02 Any application received at the Board’s office considered to be incomplete will not be processed and may be returned to the applicant as incomplete. Any application not considered to be incomplete will be processed.

003.03 If the applicant meets the requirements in the Act and this Title for reinstatement of his or her credential, his or her credential may be removed from inactive status.

003.04 Upon credential being reinstated to active status, the credential holder will be issued a letter notifying him or her of reinstatement.

003.05 An application for reinstatement of a credential to active status may be denied at any time during the process if the applicant fails to meet the requirements in the Act and/or this Title that pertains to reinstatement of a credential to active status.

TITLE 298 NAC - NEBRASKA REAL PROPERTY APPRAISER BOARD

CHAPTER 6 - EDUCATION PROVIDER ACTIVITY REQUIRMENTS

001 GENERAL

001.01 The Board may at any time conduct an audit of any approved education activity to verify that the activity is being conducted in accordance with the Act and this Title as approved.

001.02 The Board may at any time review activity and instructor materials approved by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program to verify that the activity and/or instructor(s) meet the requirements of the Act and this Title as approved.

001.03 Approval of activities does not transfer from one education provider to another, unless one education provider obtains the legal rights to all activities of another education provider. The expiration date of any continuing education activity will remain the same as approved under the previous education provider.

001.04 Education providers and instructors will comply with the Nebraska Private Postsecondary Career Schools Act, NEB. REV. STAT § 85-1601, et seq. as applicable.

001.05 Nothing in this Chapter may be construed to preclude education activities sponsored or conducted by the Board from being accepted as qualifying education or continuing education.

001.06 The Board maintains a schedule of education activities on its website as a tool to notify future applicants and current credential holders of upcoming education activities. Although education providers may provide notice to the Board of upcoming qualifying education activities, continuing education activities, and supervisory real property appraiser and trainee courses for inclusion on the schedule, the education provider is responsible for scheduling and notifying future applicants and current credential holders of upcoming education activities offered by the education provider.

001.07 All activities shall contain current material, theory, methodologies, and Uniform Standards of Professional Appraisal Practice requirements. Activities that include Uniform Standards of Professional Appraisal Practice citations and references must be updated as necessary to reflect changes in the Uniform Standards of Professional Appraisal Practice.

001.08 All activities shall be conducted in conformance with the materials, presentation methodologies, and policies as approved.

001.09 No activity may rely upon a textbook as the primary instructional material. Textbooks are permitted to be used as a background reference for an activity; however, textbooks will not be reviewed as the activity. All activities must contain sufficient stand-alone instructional materials supporting the specific activity learning objectives.

001.10 Fifty minutes engaged in instruction equals one hour for all activities. The prescribed number of activity hours includes time for examinations.

001.11 Except for qualifying education included as curriculum in a degree program of an accredited college or university that has had all or part of its curriculum approved by the Appraiser Qualifications Board of The Appraisal Foundation, one semester credit hour received from an accredited college or university equals fifteen classroom hours of instruction.

001.12 A document certifying completion will be issued to each attendee upon completion of any activity. The document may be transmitted to the attendee in person, by mail, by email, or by any other electronic means that are secure. The document is required to include the name of education provider, signature of education provider and/or instructor, name of activity as approved, location at which activity was conducted or presentation method, date(s) activity was conducted, number of hours, pass or fail statement, and name of attendee, or be an official transcript from a university or college that includes the name of activity as approved, the number of credit hours awarded, and the name of the attendee.

001.13 Education providers shall maintain a record of attendance for each activity for a period of at least five years.

001.14 Secondary providers shall obtain written evidence that the rights to an activity have been purchased or lawfully acquired from the education provider that owns rights to activity materials.

001.15 Distance Education Activities

001.15A A distance education activity approved as qualifying education must include a written, closed-book final examination. The examination must be proctored in person or remotely proctored by an official approved by the education provider. Bio-metric proctoring is acceptable. The examination may be written on paper or administered electronically on a computer workstation or other device. Oral exams are not acceptable.

001.15B An asynchronous distance education activity, or a hybrid distance education activity in which the learning environment includes asynchronous interaction, approved as continuing education, must include at least one of the following:

001.15B.1 A written examination proctored by an official approved by the education provider. Remote proctoring, including bio-metric procedures, is acceptable. The examination may be written on paper, or administered electronically on a computer workstation or other device. Oral exams are not acceptable; or

001.15B.2 Successful completion of prescribed activity mechanisms required to demonstrate knowledge of the subject matter.

001.15C During evaluation, and at any time a distance education activity is offered to the public, electronic access is required to be provided to the Board at the Board's request. The electronic access must provide administrative rights that allow for access to the activity, quizzes, and examinations without having to take the distance education activity in sequential order and without having to take quizzes or examinations to proceed with the activity.

001.15D All website links must be valid and active for a distance education activity at the time such activity is offered to the public.

001.15E At the Board's request, a transcript of the distance education activity must be provided to the Board.

001.15F Sections 001.15G through 001.15I of this Chapter are not applicable to a synchronous distance education activity, or a hybrid distance education activity in which the learning environment includes synchronous interaction but not asynchronous interaction, as these distance education activities provide for instruction and interaction substantially the same as classroom education.

001.15G Delivery mechanism approval must be obtained from one of the following sources for an asynchronous distance education activity or a hybrid distance education activity in which the learning environment includes asynchronous interaction:

001.15G.1 The Appraiser Qualifications Board of The Appraisal Foundation;

001.15G.2 An organization approved by the Appraiser Qualifications Board of The Appraisal Foundation that provides approval of activity design and delivery; or

001.15G.3 An accredited degree-awarding community college, college, or university that:

001.15G.3a Offers distance education programs and is approved or accredited by the Commission on Colleges, a regional or national accreditation association, or by an accrediting agency that is recognized by the U.S. Secretary of Education, that awards academic credit for the distance education courses; or

001.15G.3b Maintains an education delivery program that approves activity design and delivery that incorporate interactivity.

001.15H Each asynchronous distance education activity, or hybrid distance education activity in which the learning environment includes asynchronous interaction, must provide interaction in a reciprocal environment where the student has verbal or written communication with the instructor.

001.15I For an asynchronous distance education activity or a hybrid distance education activity in which the learning environment includes asynchronous interaction, an education provider must provide documentation evidencing delivery mechanism approval by the Appraiser Qualifications Board of The Appraisal Foundation; an organization approved by the Appraiser Qualifications Board of The Appraisal Foundation that provides approval of activity design and delivery; or an accredited degree-awarding community college, college, or university. Acceptable documentation includes the official standard documentation issued to the education provider by the entity that approves the delivery mechanism, or in the case of a an accredited degree-awarding community college, college, or university that offers distance education programs and awards academic credit for the distance education courses, a written description evidencing that the delivery mechanism provides interaction in a reciprocal environment where the student has verbal or written communication with the instructor.

002 QUALIFYING EDUCATION

002.01 Requirements

002.01A All core curriculum courses shall be approved as qualifying education by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program, or be included as curriculum in a degree program of an accredited college or university that has had all or part of its curriculum approved by the Appraiser Qualifications Board of The Appraisal Foundation.

002.01B Any appraisal subject matter elective qualifying education activity must contribute to an attendee’s development of real property appraiser related competency in any one or more of the following subjects:

(1) Real property appraisal practice,

(2) Valuation methodology and/or techniques,

(3) Market fundamentals, characteristics, conditions, and analysis,

(4) Real property concepts, characteristics, and analysis,

(5) Real property appraiser and client communication,

(6) Computation, and/or

(7) Legal considerations.

002.01C Each qualifying education activity shall be at least 15 hours in length, not to exceed eight hours per day. At least a one-half hour break shall be given to attendee(s) by no later than the end of four hours of

class in any day.

002.02 Initial Application

002.02A Any education provider applying for approval of a qualifying education activity must:

002.02A.1 Submit an application for the activity on forms approved by the Board showing compliance by the education provider and the activity with all requirements established by the Act or by this Title;

002.02A.2 For an activity not approved by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program for qualifying education, submit the following:

002.02A.2a An activity description that clearly describes the content of the activity;

002.02A.2b An activity matrix reflecting hours of credit per topic;

002.02A.2c A timed outline that accounts for the general flow and recommended time spent on topics contained within the activity;

002.02A.2d Learning objectives that:

(1) Are appropriate for a qualifying education activity,

(2) Clearly state the specific knowledge and/or skills students are expected to acquire by completing the activity,

(3) Are consistent with the activity description,

(4) Are consistent with the textbook and other instructional materials,

(5) Are reasonably achievable within the number of hours allotted for the activity, and

(6) Include material to adequately cover the depth and breadth of the required topic area;

002.02A.2e Student and instructor materials used for the activity that:

(1) Cover the subject matter in sufficient depth to achieve the stated learning objectives,

(2) Provide appropriately balanced coverage of the subject matter in view of the stated learning objectives,

(3) Reflect current theory, methods, and techniques, and

(4) Not contain significant errors and/or deficiencies;

002.02A.2f A proctored closed-book final examination that complies with the following:

(1) The examination contains a sufficient number of questions to adequately test the subject matter covered,

(2) The amount of time devoted to examination must be appropriate for the activity,

(3) Examination questions must, individually and collectively, test at a difficulty level appropriate to measure student achievement of the stated learning objectives,

(4) Successful completion of the examination requires the student to answer a minimum of 70% of the examination questions correctly,

(5) Examination questions must be written in a clear and unambiguous manner, and

(6) If applicable, the Appraisal Foundation USPAP final examination is utilized for the fifteen-hour Uniform Standards of Professional Appraisal Practice course;

002.02A.2g A written instructor qualifications policy that requires the use of instructors who meet the requirements of the Act and Section 005 of this Chapter;

002.02A.2h An attendance policy that complies with the following:

(1) For a classroom education activity, a written attendance policy that requires student attendance to be verified in accordance with the Real Property Appraiser Qualifications Criteria as adopted and promulgated by the Appraiser Qualifications Board of The Appraisal Foundation, or

(2) For a distance education activity, a written attendance policy that ensures that student achievement of the class hour requirement is met in accordance with the Real Property Appraiser Qualifications Criteria as adopted and promulgated by the Appraiser Qualifications Board of The Appraisal Foundation; and

002.02A.2i A written record retention policy.

002.02A.3 Pay a non-refundable qualifying education activity application fee of $50.00;

002.02A.4 Submit a copy of the completion document;

002.02A.5 If applicable, submit evidence that distance education activity meets the requirements of Section 001.1 of this Chapter; and

002.02A.6 If applicable, submit written evidence that the rights to the activity have been purchased or lawfully acquired from the education provider that owns rights to activity materials.

002.02B An application received at the Board's office considered to be incomplete will not be processed and may be returned to the education provider as incomplete. Any application not considered to be incomplete will be processed.

002.02B.1 An activity identified by the education provider as approved by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program for qualifying education will be verified as such through The Appraisal Foundation's AQB Approved Courses list found on its website.

002.02B.2 Certification of an AQB Certified USPAP Instructor by the Appraiser Qualifications Board of The Appraisal Foundation will be verified through The Appraisal Foundation's Find an AQB Certified USPAP Instructor found on its website for the qualifying education fifteen-hour National Uniform Standards of Professional Appraisal Practice Course.

002.02C If the Board's director finds that the education provider and submitted activity meet the requirements in the Act and this Title, the application will be considered a completed application and the qualifying education activity may be approved by the director. If the Board's director finds that the education provider and submitted activity may not meet one or more of the requirements in the Act and this Title, the application shall be placed before the Board for consideration. If the Board finds that the education provider and submitted activity meet the requirements in the Act and this Title, the application will be considered a completed application and the qualifying education activity may be approved. The education provider will receive a written notification of approval that outlines the details, including the number of hours for which the activity is approved.

002.02D The application may be denied by the Board at any time during the process if the education provider, submitted activity, or instructor(s) for the submitted activity fail to meet the requirements in the Act and this Title. If an application is denied, the Board will provide written notice of denial to the education provider that includes a description of the deficiencies found by the Board. The education provider has 60 days from the date of denial to rectify the deficiencies. If the deficiencies are not rectified within 60 days, the education provider may file a new application for approval of qualifying education activity, and if so, meet

the requirements in place at the time a new application is submitted to the Board.

002.03 Resubmission of Approved Activity

002.03A An education provider shall resubmit a qualifying education activity for approval if:

(1) There is a change in the status of approval by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program,

(2) There is a change in the status of qualifications specified in Section 001.15 of this Chapter under which a distance education activity was approved,

(3) There is a substantial change to the materials, presentation, or policies,

(4) There is a change in the qualifications specified in Section 005 of this Chapter for any instructor,

(5) One or more instructors are added or removed by the education provider,

(6) The materials, theories, and/or methodologies are no longer current,

(7) The activity content and/or policies are no longer communicated or administered as approved, or

(8) There is a change to a secondary provider’s rights to the activity.

002.03B The process and requirements for resubmission of a qualifying education activity are the same as specified in Section 002.02 of this Chapter. If a qualifying education activity is not approved by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program, only the requirements under Section 002.02A.2 of this Chapter that have changed since approval was granted must be included for resubmission.

002.03C Any education provider resubmitting a qualifying education activity must provide a written explanation detailing what changes have been made to the activity since approval was granted.

002.04 Rescinding Approval

002.04A The Board may rescind approval of any qualifying education activity if the Board finds:

(1) Falsification of information submitted for activity approval,

(2) A change in approval by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program,

(3) A change in the status of the qualifications specified in Section 001.15 of this Chapter under which a distance education activity was approved,

(4) Substantial errors and/or deficiencies in the materials or presentation,

(5) The materials, theories, and/or methodologies are not current and/or practical,

(6) The activity has not been offered for a period of at least five years from the last date of completion or the approval date if activity has not been offered,

(7) The instructor(s) responsible for the activity content and presentation do not meet the qualifications specified in Section 005 of this Chapter,

(8) The activity content and/or policies are not communicated or administered as approved,

(9) A material violation of the Act or this Title by the education provider or instructor for the activity, or

(10) A change to a secondary provider's rights to the activity.

002.04B If the Board finds reason to rescind its approval of an activity, the Board will provide written notice to the education provider that includes a description of the reason(s) for rescinding approval found by the Board. The education provider has 60 days from the date of notice to provide a written response to the Board's notice. If the response is satisfactory to the Board, the Board will not rescind its approval. If the response is not satisfactory to the Board, the Board may rescind approval of the activity. If approval is rescinded, the education provider may file a new application for approval of the qualifying education activity, and if so, meet the requirements in place at the time a new application is submitted to the Board.

003 CONTINUING EDUCATION

003.01 Requirements

003.01A Any continuing education activity must contribute to a credential holder's development of real property appraiser related skill, knowledge, and competency in any one or more of the following subjects:

(1) Real property appraisal practice,

(2) Valuation methodology and/or techniques,

(3) Market fundamentals, characteristics, conditions, and analysis,

(4) Real property concepts, characteristics, and analysis,

(5) Communication,

(6) Arbitration, dispute resolution,

(7) Ethics and standards of professional practice, USPAP,

(8) Valuation bias, fair housing, and/or equal opportunity,

(9) Land use planning, zoning,

(10) Management, leasing, timesharing,

(11) Property development, partial interests,

(12) Real estate law, easements, and legal interests,

(13) Real estate litigation, damages, condemnation,

(14) Real estate financing and investment,

(15) Real property appraisal-related computer applications,

(16) Real estate securities and syndication,

(17) Seller concessions and impact on value, and/or

(18) Energy-efficient items and “green building” appraisals.

003.01B Each continuing education activity shall be at least two hours in length, not to exceed eight hours per day. At least a one-half hour break shall be given to credential holder(s) by no later than the end of four hours of class in any day.

003.01C The seven-hour Uniform Standards of Professional Practice Update course shall be approved by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program, or meet the Appraiser Qualifications Board’s requirements for approval of an equivalent seven-hour Uniform Standards of Professional Appraisal Practice Update course.

003.01D An activity in which the primary purpose is training in the use of a specific software, and not utilization of a software to improve competency in real property appraisal practice does not meet the requirements for approval as a continuing education activity.

003.02 Initial Application

003.02A Any education provider applying for approval of a continuing education activity must:

003.02A.1 Submit an application for the activity on forms approved by the Board showing compliance by the education provider and the activity with all requirements established by the Act or by this Title;

003.02A.2 For an activity not approved by The Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program for continuing education, submit the following:

003.02A.2a An activity description, which clearly describes the content of the activity;

003.02A.2b An activity matrix reflecting hours of credit per topic;

003.02A.2c A timed outline that accounts for the general flow and recommended time spent on topics contained within the activity;

003.02A.2d Learning objectives that:

(1) Are appropriate for a continuing education activity,

(2) Clearly state the specific knowledge and/or skills students are expected to acquire by completing the activity,

(3) Are consistent with the activity description,

(4) Are consistent with the textbook and other instructional materials,

(5) Are reasonably achievable within the number of hours allotted for the activity, and

(6) Include material to adequately cover the depth and breadth of the required topic area;

003.02A.2e Student and instructor materials used for the activity that:

(1) Cover the subject matter in sufficient depth to achieve the stated learning objectives,

(2) Provide appropriately balanced coverage of the subject matter in view of the stated learning objectives,

(3) Reflect current theory, methods, and techniques, and

(4) Not contain significant errors and/or deficiencies;

003.02A.2f If applicable, an examination that complies with the following:

(1) The examination contains a sufficient number of questions to adequately test the subject matter covered,

(2) The amount of time devoted to examination must be appropriate for the activity,

(3) Examination questions must, individually and collectively, test at a difficulty level appropriate to measure student achievement of the stated learning objectives,

(4) Successful completion of the examination requires the student to answer a minimum of 70% of the examination questions correctly, and

(5) Examination questions must be written in a clear and unambiguous manner;

003.02A.2g A written instructor qualifications policy that requires the use of instructors who meet the requirements of the Act and Section 005 of the Chapter;

003.02A.2h An attendance policy that complies with the following:

(1) For a classroom education activity, a written attendance policy that requires student attendance to be verified in accordance with the Real Property Appraiser Qualifications Criteria as adopted and promulgated by the Appraiser Qualifications Board of The Appraisal Foundation, or

(2) For a distance education activity, a written attendance policy that ensures that student achievement of the class hour requirement is met in accordance with the Real Property Appraiser Qualifications Criteria as adopted and promulgated by the Appraiser Qualifications Board of The Appraisal Foundation; ;

003.02A.2i A written record retention policy; and

003.02A.2j A completed 7-Hour USPAP Course Checklist for AQB Equivalency Approval as developed and published by The Appraisal Foundation for any seven-hour Uniform Standards of Appraisal Practice Update course not approved by the Appraiser Qualifications Board of The Appraisal Foundation;

003.02A.3 Submit a copy of the completion document;

003.02A.4 If applicable, submit written evidence that the rights to the activity have been purchased or lawfully acquired from the education provider that owns rights to activity materials;

003.02A.5 If applicable, submit evidence that distance education activity meets the requirements of Section 001.15 of this Chapter; and

003.02A.6 Pay a non-refundable continuing education activity application fee of $25.00.

003.02B An application received at the Board's office considered to be incomplete will not be processed and may be returned to the education provider as incomplete. Any application not considered to be incomplete will be processed.

003.02B.1 An activity identified by the education provider as approved by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program for continuing education will be verified as such through The Appraisal Foundation's AQB Approved Courses list found on its website.

003.02B.2 Certification of an AQB Certified USPAP Instructor by the Appraiser Qualifications Board of The Appraisal Foundation will be verified through The Appraisal Foundation's Find an AQB Certified USPAP Instructor found on its website for the continuing education seven-hour National Uniform Standards of Professional Appraisal Practice Update Course.

003.02C If the Board's director finds that the education provider and submitted activity meet the requirements in the Act and this Title, the application will be considered a completed application and the continuing education activity may be approved by the director. If the Board's director finds that the education provider and submitted activity may not meet one or more of the requirements in the Act and this Title, the application shall be placed before the Board for consideration. If the Board finds that the education provider and submitted activity meet the requirements in the Act and this Title, the application will be considered a completed application and the continuing education activity may be approved. The education provider will receive a written notification of approval, which outlines the details, including the number of hours for which the activity is approved.

003.02D The application may be denied by the Board at any time during the process if the education provider, submitted activity, or instructor(s) for the submitted activity fail to meet the requirements in the Act and this Title. If an application is denied, the Board will provide written notice of denial to the education provider that includes a description of the deficiencies found by the Board. The education provider has 60 days from the date of denial to rectify the deficiencies. If the deficiencies are not rectified within 60 days, the education provider may file a new

application for approval of continuing education activity, and if so, meet the requirements in place at the time a new application is submitted to the Board.

003.03 Resubmission of Approved Activity

003.03A An education provider shall resubmit a continuing education activity for approval if:

(1) There is a change in the status of approval by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program,

(2) There is a change in the status of qualifications specified in Section 001.15 of this Chapter under which a distance education activity was approved,

(3) There is a substantial change to the materials, presentation, or policies,

(4) There is a change in the qualifications specified in Section 005 of this Chapter for any instructor,

(5) One or more instructors are added or removed by the education provider,

(6) The materials, theories, and/or methodologies are no longer current,

(7) The activity content and/or policies are no longer communicated or administered as approved, or

(8) There is a change to a secondary provider’s rights to the activity.

003.03B The process and requirements for resubmission of a continuing education activity are the same as specified in Section 003.02 of this Chapter. If a continuing education activity is not approved by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program, only the requirements under Section 003.02A.2 of this Chapter that have changed since approval was granted must be included for resubmission.

003.03C Any education provider resubmitting a continuing education activity will provide a written explanation detailing what changes have been made to the activity since approval was granted.

003.04 Expiration and Rescinding Approval

003.04A Except for the seven-hour Uniform Standards of Professional Practice Update course, which expires on the date on which the approval by the Appraiser Qualifications Board expires, a continuing education activity expires on the date five years after the date of approval. An

education provider may renew a continuing education activity not required to be resubmitted as specified in Section 003.03A of this Chapter by:

003.04A.1 Submitting an application for the activity on forms approved by the Board showing compliance by the education provider and the activity with all requirements established by the Act or by this Title; and

003.04A.2 Paying a non-refundable continuing education activity renewal application fee of $10.00.

003.04B The Board may rescind approval of a continuing education activity if the Board finds:

(1) Falsification of information submitted for activity approval,

(2) A change in approval by Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program,

(3) A change in status of the qualifications specified in Section 001.15 of this Chapter under which a distance education activity was approved,

(4) Substantial errors and/or deficiencies in the materials or presentation,

(5) The materials, theories, and/or methodologies are not current and/or practical,

(6) The instructor(s) responsible for the activity content and presentation do not meet the qualifications specified in Section 005 of this Chapter,

(7) The activity content and/or policies are not communicated or administered as approved,

(8) A material violation of the Act or this Title by the education provider or instructor for the activity, or

(9) A change in the secondary provider’s rights to the activity.

003.04C If the Board finds reason to rescind its approval of an activity, the Board will provide written notice to the education provider that includes a description of the reasons for rescinding approval found by the Board. The education provider has 60 days from the date of notice to provide a written response to the Board’s notice. If the response is satisfactory to the Board, the Board will not rescind its prior approval. If the response is not satisfactory to the Board, the Board may rescind approval of the activity. If approval is rescinded, the education provider may file a new application for approval of the continuing education activity, and if so, meet the requirements in place at the time a new

application is submitted to the Board.

004 SUPERVISORY REAL PROPERTY APPRAISER AND TRAINEE COURSE

004.01 Requirements

004.01A Each supervisory real property appraiser and trainee course shall be at least two hours in length, not to exceed eight hours per day. At least a one-half hour break shall be given to attendee(s) by no later than the end of four hours of class in any day.

004.02 Course Objectives

004.02A The course must provide adequate information to ensure the supervisory real property appraiser understands the qualifications and responsibilities of that role. Specifically, that the attendee(s) understand:

(1) Minimum qualifications for becoming and remaining a supervisory real property appraiser,

(2) Jurisdictional credentialing requirements for both supervisory real property appraisers and trainee real property appraisers,

(3) Expectations and responsibilities of being a supervisory real property appraiser,

(4) Basics of the Uniform Standards of Professional Appraisal Practice,

(5) Responsibilities and requirements of a supervisory real property appraiser in maintaining and signing all appropriate trainee real property appraiser experience logs, and

(6) Expectations and responsibilities of the trainee real property appraiser.

004.02B The course must provide adequate information to ensure that a trainee real property appraiser understands the qualifications and responsibilities of that role. Specifically, that the attendee(s) understand:

(1) Minimum qualifications for becoming and remaining a trainee real property appraiser,

(2) Jurisdictional credentialing requirements for trainee real property appraisers,

(3) Minimum qualifications for becoming and remaining a supervisory real property appraiser,

(4) Processes and roles of the entities involved in establishing qualifications for real property appraisers,

(5) Expectations and responsibilities of the trainee real property appraiser,

(6) Qualifications to become a real property appraiser,

(7) Basics of the Uniform Standards of Professional Appraisal Practice, and

(8) Responsibilities and requirements of a trainee real property appraiser's role in maintaining and signing all appropriate trainee real property appraiser experience logs.

004.03 Course Content

004.03A The course must provide adequate information pertaining to qualification and credentialing entities. Specifically, the following shall be included:

(1) The role of The Appraisal Foundation,

(2) The role of the Appraiser Qualifications Board in establishing qualifications for real property appraisers,

(3) The jurisdiction's role in issuing real property appraiser credentials and disciplining real property appraisers,

(4) The typical structure of real property appraiser regulating bodies, and overview of the role of professional real property appraiser organizations.

004.03B The course must provide adequate information pertaining to qualifications for real property appraiser credentials. Specifically, the following shall be included:

(1) Minimum qualifications for each real property appraiser classification,

(2) Education, experience, and examination requirements for trainee, licensed residential, certified residential, and certified general real property appraiser credential, and

(3) Supervisory real property appraiser qualifications.

004.03C The course must provide an overview of the Uniform Standards of Professional Appraisal Practice relevant to trainee real property appraisers, which shall include the following topics:

(1) Ethics Rule,

(2) Competency Rule,

(3) Scope of Work Rule,

(4) Record Keeping Rule, and

(5) Standard 1 (Development) and Standard 2 (Reporting).

004.03D The course must provide adequate information pertaining to the requirements, expectations, and responsibilities of a supervisory real property appraiser, and at a minimum, include and discuss the following topics:

(1) The expectations and responsibilities of the supervisory real property appraiser to provide the trainee real property appraiser with a basic understanding of the Uniform Standards of Professional Appraisal Practice,

(2) The expectations and responsibilities of the supervisory real property appraiser to understand the minimum requirements of both the supervisory real property appraiser and trainee real property appraiser,

(3) The expectations and responsibilities of the supervisory real property appraiser to provide proper guidance to the trainee real property appraiser when he or she selects a specific credentialing path (i.e., licensed residential, certified residential, or certified general),

(4) The expectations and responsibilities of the supervisory real property appraiser to monitor the trainee real property appraiser’s progress in satisfying both the education and experience requirements necessary to achieve his or her selected credentialing path,

(5) The expectations and responsibilities of the supervisory real property appraiser to verify that the supervisory real property appraiser and trainee real property appraiser are properly documenting all appropriate experience logs,

(6) The expectations and responsibilities of the supervisory real property appraiser to accompany the trainee real property appraiser on all inspections until the trainee real property appraiser is competent to conduct inspections independently,

(7) The expectations and responsibilities of the supervisory real property appraiser to monitor and provide assignments and duties that ensure the trainee real property appraiser is developing an understanding and progression of knowledge and experience of valuation methodologies and approaches to value applicable to the level of credential to be obtained,

(8) The expectations and responsibilities of the supervisory real property appraiser to verify that the trainee real property appraiser is properly identified and acknowledged in the report in compliance

with the Uniform Standards of Professional Appraisal Practice, and

(9) The expectations and responsibilities of the supervisory real property appraiser to immediately notify the trainee real property appraiser if the supervisory real property appraiser is no longer qualified to supervise and/or sign the trainee real property appraiser's experience log.

004.03E The course must provide adequate information pertaining to the requirements, expectations, and responsibilities of a trainee real property appraiser, and at a minimum, include and discuss the following topics:

(1) The expectations and responsibilities of the trainee real property appraiser to have a basic understanding of the minimum requirements to become a trainee real property appraiser,

(2) The expectations and responsibilities of the trainee real property appraiser to have an understanding about the importance of selecting an appropriate supervisory real property appraiser. Points covered shall include:

a) Description of the supervisory real property appraiser-trainee real property appraiser relationship as a long-term commitment by both parties,

b) Information indicating that the supervisory real property appraiser-trainee real property appraiser relationship is inherently connected to the "good standing" of the supervisory real property appraiser,

c) Information regarding the importance of selecting a supervisory real property appraiser with the experience and competency that best matches the trainee real property appraiser's selected credentialing path, and

d) Options for a trainee real property appraiser if a supervisory real property appraiser is no longer qualified to serve as a supervisory real property appraiser.

(3) The expectations and responsibilities of the trainee real property appraiser to have an understanding of how to determine if a real property appraiser is qualified and in good standing to be a supervisory real property appraiser by searching the Appraisal Subcommittee Appraiser Registry and/or jurisdictional websites,

(4) The expectations and responsibilities of the trainee real property appraiser to understand it is the supervisory real property appraiser's responsibility to monitor the progression of the trainee real property appraiser's education and experience necessary to achieve the trainee real property appraiser's selected credentialing path,

(5) The expectations and responsibilities of the trainee real property appraiser to understand it is the supervisory real property appraiser's responsibility to provide assignments and duties that ensure the trainee real property appraiser is developing an understanding and progression of knowledge and experience of valuation methodologies and approaches to value applicable to the level of credential to be obtained,

(6) The expectations and responsibilities of the trainee real property appraiser to understand the responsibilities of both the trainee real property appraiser and the supervisory real property appraiser in properly documenting all appropriate trainee real property appraiser's experience logs, and

(7) The expectations and responsibilities of the trainee real property appraiser to understand the supervisory real property appraiser must accompany the trainee real property appraiser on all inspections until he or she is competent to conduct inspections independently.

004.03F The course shall include elective real property appraiser education as determined by the education provider. Education providers are strongly encouraged to address State law and regulations, and the effect of those laws and regulations on supervisory real property appraisers and trainee real property appraisers. This section may include the following topics:

(1) Overview of state laws, regulations, and policies pertaining to real property appraisal practice,

(2) Overview of the investigation process, including how it pertains to the following:

a) A grievance against a trainee real property appraiser,

b) A grievance against a supervisory real property appraiser,

c) Acts or omissions considered grounds for disciplinary action or denial of an application, and

d) Formal complaints, formal hearings, and administrative law.

004.04 Initial Application

004.04A Any education provider applying for approval of a supervisory real property appraiser and trainee course must:

004.04A.1 Submit an application for the course on forms approved by the Board showing compliance by the education provider and the course with all requirements established by the Act or by this Title;

004.04A.2 Submit the following:

004.04A.2a A course description that clearly describes the content of the course, and meets the requirements specified in Section 004.03 of this Chapter;

004.04A.2b A course matrix reflecting hours of credit per topic;

004.04A.2c A timed outline that accounts for the general flow and recommended time spent on topics contained within the course;

004.04A.2d Learning objectives that meet the requirements specified in Section 004.02 of this Chapter, and that:

(1) Clearly state the specific knowledge and/or skills students are expected to acquire by completing the activity,

(2) Are consistent with the activity description,

(3) Are consistent with the textbook and other instructional materials,

(4) Are reasonably achievable within the number of hours allotted for the activity, and

(5) Include material to adequately cover the depth and breadth of the required topic area;

004.04A.2e Student and instructor materials used for the course that:

(1) Cover the subject matter in sufficient depth to achieve the stated learning objectives,

(2) Provide appropriately balanced coverage of the subject matter in view of the stated learning objectives,

(3) Reflect current theory, methods, and techniques, and

(4) Not contain significant errors and/or deficiencies;

004.04A.2f A closed-book final examination that complies with the following:

(1) The examination contains a sufficient number of questions to adequately test the subject matter covered,

(2) The amount of time devoted to examination must be appropriate for the activity,

(3) Examination questions must, individually and collectively, test at a difficulty level appropriate to measure student achievement of the stated learning objectives, and

(4) Successful completion of the examination requires the student to answer a minimum of 70% of the examination questions correctly,

(5) Examination questions must be written in a clear and unambiguous manner;

004.04A.2g A written instructor qualifications policy that requires the use of instructors who meet the requirements of the Act and Section 005 of this Chapter;

004.04A.2h An attendance policy that complies with the following:

(1) For a classroom education course, a written attendance policy that requires student attendance to be verified in accordance with the Real Property Appraiser Qualifications Criteria as adopted and promulgated by the Appraiser Qualifications Board of The Appraisal Foundation, or

(2) For a distance education course, a written attendance policy that ensures that student achievement of the class hour requirement is met in accordance with the Real Property Appraiser Qualifications Criteria as adopted and promulgated by the Appraiser Qualifications Board of The Appraisal Foundation; and

004.04A.2i A written record retention policy.

004.04A.3 Pay a non-refundable new supervisory real property appraiser and trainee course application fee of $25.00;

004.04A.4 Submit a copy of the completion document;

004.04A.5 If applicable, submit evidence that online or correspondence activity meets the requirements of Section 001.15 of this Chapter; and

004.04A.6 If applicable, submit written evidence that the rights to the activity have been purchased or lawfully acquired from the education provider that owns rights to activity materials.

004.04B An application received at the Board’s office considered to be incomplete will not be processed and may be returned to the education provider as incomplete. Any application not considered to be incomplete will be processed.

004.04B.1 Certification of an AQB Certified USPAP Instructor by the Appraiser Qualifications Board of The Appraisal Foundation will be verified through The Appraisal Foundation's Find an AQB Certified USPAP Instructor found on its website for a supervisory real property appraiser and trainee course.

004.04C If the Board's director finds that the education provider and submitted course meet the requirements in the Act and this Title, the application will be considered a completed application and the supervisory real property appraiser and trainee course may be approved by the director. If the Board's director finds that the education provider and submitted course may not meet one or more of the requirements in the Act and this Title, the application shall be placed before the Board for consideration. If the Board finds that the education provider and submitted course meet the requirements in the Act and this Title, the application will be considered a completed application and the supervisory real property appraiser and trainee course may be approved. The education provider will receive a written notification of approval, which outlines the details, including the number of hours for which the course is approved.

004.04D The application may be denied by the Board at any time during the process if the education provider, submitted course, or instructor(s) for the submitted course fail to meet the requirements in the Act and this Title. If an application is denied, the Board will provide written notice of denial to the education provider that includes a description of the deficiencies found by the Board. The education provider has 60 days from the date of denial to rectify the deficiencies. If the deficiencies are not rectified within 60 days, the education provider may file a new application for approval of a supervisory real property appraiser and trainee course, and if so, meet the requirements in place at the time a new application is submitted to the Board.

004.05 Resubmission of Approved Supervisory Real Property Appraiser and Trainee Course

004.05A An education provider shall resubmit a supervisory real property appraiser and trainee course for approval if:

(1) There is a substantial change to the materials, presentation, or policies,

(2) There is a change in the qualifications as specified in Section 005 of this Chapter for any instructor,

(3) One or more instructors are added or removed by the education provider,

(4) The materials, theories, and/or methodologies are no longer current,

(5) The course content and/or policies are no longer communicated or administered as approved,

(6) There is a change in the status of qualifications specified in Section 001.1 of this Chapter under which a distance education activity was approved, or

(7) There is a change to a secondary provider's rights to the activity.

004.05B The process and requirements for resubmission of a supervisory real property appraiser and trainee course are the same as specified in Section 004.04 of this Chapter. Only the requirements under Section 004.04A.2 of this Chapter that have changed since approval was granted must be included for resubmission.

004.05C Any education provider resubmitting a supervisory real property appraiser and trainee course will provide a written explanation detailing what changes have been made to the course since approval was granted.

004.06 Rescinding of Approval

004.06A The Board may rescind approval of a supervisory real property appraiser and trainee course if the Board finds:

(1) Falsification of information submitted for activity approval,

(2) Substantial errors and/or deficiencies in the materials or presentation,

(3) The materials, theories, and/or methodologies are not current and/or practical,

(4) The instructor(s) responsible for the activity content and presentation do not meet the qualifications specified in Section 005 of this Chapter,

(5) The activity has not been offered for a period of at least five years from the last date of completion submitted to the Board or the approval date if activity has not been offered,

(6) The course content and/or policies are not communicated to the attendee(s) as approved,

(7) A material violation of the Act or this Title by the education provider or instructor for the activity,

(8) A change in the status of qualifications specified in Section 001.15 of this Chapter under which a distance education activity was approved, or

(9) A change to a secondary provider's rights to the activity.

004.06B If the Board finds reason to rescind its approval of a course, the Board will provide written notice to the education provider that includes a description of the reasons for rescinding approval found by the Board. The education provider has 60 days from the date of notice to provide a written response to the Board's notice. If the response is satisfactory to the Board, the Board will not rescind its prior approval. If the response is not satisfactory to the Board, the Board may rescind approval of the supervisory real property appraiser and trainee course. If approval is rescinded, the education provider may file a new application for approval of a supervisory real property appraiser and trainee course, and if so, meet the requirements in place at the time a new application is submitted to the Board.

005 INSTRUCTORS

Any instructor(s) that meet the education provider's instructor qualifications policy, who is responsible for ensuring that the activity content is communicated to the activity's audience as approved, must be identified on the education provider's application submitted for approval of the activity. Such identification must include first name, last name, email address, and phone number, and state the instructor's qualification as specified in Section 005.01 of this Chapter.

005.01 An instructor for any qualifying education activity, continuing education activity, or supervisory real property appraiser and trainee course, must satisfy at least one of the following qualifications:

005.01A Hold a bachelor's degree in any field and have at least three years of experience directly related to the subject matter to be taught;

005.01B Hold a master's degree or higher in any field and have at least one year of experience directly related to the subject matter to be taught;

005.01C Hold a master's degree or higher in a field that is directly related to the subject matter to be taught;

005.01D Have five years of real property appraisal practice teaching experience directly related to the subject matter to be taught; or

005.01E Have seven years of real property appraisal practice experience directly related to the subject matter to be taught.

005.02 An instructor for any qualifying education activity, continuing education activity, or supervisory real property appraiser and trainee course, must meet qualifications established pursuant to any other applicable law.

005.03 An instructor for any qualifying education activity, continuing education activity, or supervisory real property appraiser and trainee course, who holds a credential as a real property appraiser in Nebraska or

any other jurisdiction shall:

005.03A Maintain each credential in good standing in accordance with the laws of the jurisdiction in which each credential is held;

005.03B Not have had a credential revoked, suspended, or have surrendered a credential in lieu of disciplinary action within three years; and

005.03C Not have had disciplinary action taken against his or her credential that may constitute a violation of NEB. REV. STAT. § 76-2238 within three years.

005.04 An instructor for the qualifying education fifteen-hour National Uniform Standards of Professional Appraisal Practice Course, the continuing education seven-hour National Uniform Standards of Professional Appraisal Practice Update Course, and/or the supervisory real property appraiser and trainee course, must be an AQB Certified USPAP Instructor, certified by the Appraiser Qualifications Board of The Appraisal Foundation.

005.05 The standing of an instructor identified on an education provider’s application submitted for approval, who holds a credential as a real property appraiser in Nebraska or any other jurisdiction, may be verified through the Appraiser Registry of the Appraisal Subcommittee of the Federal Financial Institutions Examination Council.

TITLE 298 NAC - NEBRASKA REAL PROPERTY APPRAISER BOARD

CHAPTER 7 APPRAISAL MANAGEMENT COMPANY REGISTRATION

001 APPLICATION

To qualify for registration as an appraisal management company, an applicant must comply with all of the provisions of the AMC Act and this Title relating to registration.

001.01 Any applicant for registration as an appraisal management company must:

001.01A Submit an application and required documentation on forms approved by the Board showing compliance by the applicant with all registration requirements established by the AMC Act or by this Title; and

001.01B Pay a non-refundable application fee of $350.00.

001.02 Any application received at the Board's office considered to be incomplete will not be processed and may be returned to the applicant as incomplete. Any application not considered to be incomplete will be processed.

001.03 If the Board's director finds that the applicant meets the general requirements in the AMC Act and this Title, the application will be considered a completed application, and the applicant may be issued a registration as an appraisal management company. If the Board's director finds that the applicant may not meet one or more of the requirements in the AMC Act and this Title, the application shall be placed before the Board for consideration. If the Board finds that the applicant meets the general requirements in the AMC Act and this Title, the application will be considered a completed application and registration as an appraisal management company may be issued to the applicant.

001.04 Within sixty days of approval, the applicant may be issued registration as an appraisal management company, and before the applicant is authorized to conduct business as an appraisal management company in this State, the applicant shall:

001.04A Pay a non-refundable initial registration fee of $2000.00;

001.04B On a form approved by the Board, submit the following information for any AMC appraiser who has performed an appraisal of real property or real estate for the applicant in connection with a covered transaction in the State of Nebraska during the twelve-month period ending ninety days prior to the date on which issuance of a registration to the applicant was approved. This requirement does not apply to appraisal management services provided by the applicant exempt under NEB. REV. STAT. § 76-3204:

(1) First and last name,

(2) Credential number,

(3) Number of appraisals performed,

(4) Earliest appraisal submission date, and

(5) Latest appraisal submission date; and

001.04C Pay an annual AMC Registry fee in the amount of $25.00 for each AMC Appraiser reported pursuant to Section 004.01B of this Chapter.

001.05 If an applicant fails to provide the required fees as specified in Section 001.04 of this Chapter, the application will be placed before the Board for reconsideration.

001.06 Upon receipt of the required fees at the Board's office, the applicant will be issued:

001.06A A letter notifying the organization of their status as a Nebraska registered appraisal management company; and

001.06B A wall certificate on a form approved by the Board.

001.07 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 AMC Act and/or this Title that pertain to registration. If the Board denies an application for any reason excluding the criminal history record check, the applicant may file a new application, and if so, meet the requirements in place at the time a new application is submitted to the Board.

001.08 If the fingerprint-based national criminal history record check result is the basis for denial, the individual is entitled to a copy of his or her national criminal history record, and an opportunity to dispute the result.

001.08A In order to receive a copy of such record, the individual shall:

001.08A.1 In person, complete a form approved by the Board that relieves the Board from any liability related to the release of the national criminal history record; and

001.08A.2 Present a passport, driver's license, or other government-issued identification card with a photograph to be copied by the Board.

001.08B If the individual provides evidence acceptable to the Board that the fingerprint-based national criminal history record check result that was the basis for denial is incorrect, the Board may reconsider the application.

001.09 Every Appraisal Management Company registered in the State of Nebraska shall keep the Board informed of the organization's principal place of doing business and notify the Board in writing within ten (10) calendar days of any change of such address or telephone number.

002 RENEWAL

An applicant for renewal of an appraisal management company registration must comply with all of the provisions of the AMC Act and this Title relating to registration.

002.01 Any applicant for renewal of a registration as an appraisal management company must, no later than sixty days prior to the expiration of the current registration:

002.01A Submit an application and required documentation on forms approved by the Board showing compliance by the applicant with all registration and renewal requirements established by the AMC Act and by this Title, which includes the following information for any AMC appraiser who has performed an appraisal of real property or real estate for the applicant in connection with a covered transaction in the State of Nebraska during the twelve-month period ending ninety days prior to the expiration date of the current registration:

(1) First and last name,

(2) Credential number,

(3) Number of appraisals performed,

(4) Earliest appraisal submission date, and

(5) Latest appraisal submission date;

002.01B Pay a non-refundable renewal registration fee of $1500.00; and

002.01C Pay an annual AMC Registry fee in the amount of $25.00 for each AMC Appraiser reported pursuant to Section 002.01A of this Chapter.

002.02 Any application received at the Board's office considered to be incomplete will not be processed and may be returned to the applicant as incomplete. Any application not considered to be incomplete will be processed.

002.03 If the applicant meets the general requirements in the AMC Act and this Title, the application will be considered a completed application, and the registration may be renewed by board staff. If the Board's director finds that the applicant may not meet one or more of the requirements in the AMC Act and this Title, the application shall be placed before the Board for consideration. If the Board finds that the applicant meets the general

requirements in the AMC Act and this Title, the application will be considered a completed application and the registration may be renewed. Upon approval, the appraisal management company will receive a letter notifying the organization of their status as a Nebraska registered appraisal management company.

002.04 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 AMC Act and/or this Title that pertain to registration or renewal. If the Board denies renewal of a registration for any basis excluding the criminal history record check, the applicant may file a new application, and if so, meet the requirements in place at the time a new application is submitted to the Board.

002.05 If the fingerprint-based national criminal history record check result is the basis for denial, the individual is entitled to a copy of his or her national criminal history record, and an opportunity to dispute the result.

002.05A In order to receive a copy of such record, the individual shall:

002.05A.1 In person, complete a form approved by the Board that relieves the Board from any liability related to the release of the national criminal history record, and

002.05A.2 Present a passport, driver's license, or other government-issued identification card with a photograph to be copied by the Board.

002.05B If the individual provides evidence acceptable to the Board that the fingerprint-based national criminal history record check result that was the basis for denial is incorrect, the Board may reconsider the application.

002.06 Any appraisal management company who fails to meet the renewal application requirements specified in Section 002.01 of this Chapter may be eligible for renewal of a registration if, within six months of the registration expiration date, the requirements specified in Section 002.01A through Section 002.01C of this Chapter are met and a late processing fee of $25.00 for each month or portion of a month the renewal application requirements are not met is received at the Board's office.

002.07 Any appraisal management company who fails to meet the requirements in the AMC Act and this Title pertaining to the renewal of a registration is not eligible for renewal and may submit an application for a new registration.

002.08 Any person who continues to perform as an appraisal management company or related activities subject to the AMC Act following the date of expiration of a registration is in violation of the AMC Act and of this Title. Such person will be subject to any restrictions and penalties provided by the AMC Act or by this Title, and any application by such person for a registration shall be subject to all requirements for issuance of a new

registration.

003 FEDERALLY REGULATED APPRAISAL MANAGEMENT COMPANIES

A federally regulated appraisal management company must report all information required to be submitted to the Appraisal Subcommittee pursuant to Title XI of the Financial Institutions Reform, Recovery, and Enforcement Act of 1989, the AMC rule, and any policy or rule established by the Appraisal Subcommittee related to its operation in this state, including, but not limited to, the collection of information related to ownership.

003.01 Any federally regulated appraisal management company that does not hold a registration as an appraisal management company issued by the Board must submit the information required for the AMC Registry on a form approved by the Board.

003.02 Pay an annual AMC Registry fee in the amount of $25.00 for each AMC Appraiser reported pursuant to Section 003.01 of this Chapter; and

003.03 Pay a non-refundable reporting form processing fee of $350.00.

TITLE 298 NAC - NEBRASKA REAL PROPERTY APPRAISER BOARD

CHAPTER 8 INVESTIGATIONS AND DISCIPLINARY PROCEEDINGS

001 GENERAL

001.01 The Board will not enter into disputes that solely concern the valuation of any property.

001.02 Except for those filed by the Board, all grievances shall be in writing and signed, setting forth in clear and concise language the alleged violations of the Act, AMC Act, and/or the Rules and Regulations of the Board. Any documentation in support of the alleged violations shall be included with the grievance.

001.03 Nothing in this Chapter limits or precludes the Board in the performance of its investigatory duties under the Act or AMC Act.

001.04 All disciplinary hearings for any violation of the Act, AMC Act, and/or this Title will be governed by the Administrative Procedures Act and 297 NAC 4.

001.05 All investigations or disciplinary actions that are not formally dismissed are published on the Board's website for a period of ten years from the date of execution of a consent agreement or the date of order resulting in disciplinary action, and reported to the Appraisal Subcommittee of the Federal Financial Institutions Examination Council as required.

002 VIOLATION OF REAL PROPERTY APPRAISER ACT

002.01 Any person in the State of Nebraska is subject to the procedures established by this Chapter for any alleged violations of the Act, the standards established by this Title, or of this Title. Such procedure shall not suspend or preclude any other proceedings otherwise allowed by the Act or by other law.

002.02 If technical assistance is required to assist with the investigation and/or hearing, the Board may contract with or use a qualified person. A member of the Board may participate in the investigation; however, no board member may vote on any matter in which he or she is appointed by his or her fellow board members to participate in an investigation. Any person in contract with the Board to provide technical assistance for an investigation reports his or her findings to the Board's investigator as requested.

002.03 Upon receipt of a grievance not filed by the Board, the following steps are generally followed:

002.03A If applicable, the aggrieved person will be notified in writing that the grievance has been received, and provided the investigation number assigned to the grievance and directions to follow the matter through the minutes of the Board meetings in which the grievance is

discussed.

002.03B The person against whom the grievance is filed will be notified in writing of the grievance and the allegations, and may be requested to:

002.03B.1 Submit true copies of report(s) and workfile(s), within an appropriate period of time as determined by the investigator; and/or

002.03B.2 Answer the allegations in writing, electronically, or verbally as determined by the investigator.

002.03C The Board's investigator evaluates the grievance, along with any information obtained pursuant to Section 002.03B of this Chapter, to determine jurisdiction and make a preliminary determination as to whether any violations of the Act or this Title have been alleged. Upon conclusion of the evaluation, the investigator will make a presentation to the Board as to whether sufficient evidence exists to proceed with an investigation.

002.03D The Board reviews the evidence provided by the investigator and determines whether the allegation(s) should be dismissed, or whether the allegation(s) should be investigated.

002.03D.1 If the Board determines that the allegations(s) should be investigated, the person under investigation will be notified of the investigation and any alleged violations of the Act or this Title in writing; or

002.03D.2 If the Board determines that the allegation(s) should be dismissed, the person under investigation will be notified of dismissal in writing.

002.04 For a grievance filed by the Board, the following steps are generally followed:

002.04A The person against whom the Board is considering filing a grievance will be notified in writing of the Board's concerns, and may be requested to submit true copies of report(s) and workfile(s), along with other information, within an appropriate period of time as determined by the investigator.

002.04B The Board's investigator evaluates the matter, along with any information obtained pursuant to Section 002.04A of this Chapter, to determine jurisdiction and make a preliminary determination as to whether any violations of the Act or this Title have been alleged. Upon conclusion of the evaluation, the investigator will make a presentation to the Board as to whether sufficient evidence exists to proceed with an investigation.

002.04C The Board reviews the evidence provided by the investigator and determines whether the matter should be investigated.

002.04C.1 If the Board determines that the matter should be investigated, the Board files a grievance and notifies the person under investigation of grievance, including any alleged violations of the Act or this Title in writing; or

002.04C.2 If the Board determines that the matter should not be investigated, notice of such determination is provided to the person against whom the Board was considering filing a grievance.

002.05 If the Board determines to proceed with an investigation, the following steps are generally followed:

002.05A In conducting an investigation, and prior to filing a formal complaint on the grievance, the person who is under investigation may be requested to:

002.05A.1 Submit additional documentation within an appropriate period of time as determined by the investigator; and/or

002.05A.2 Provide a response to the results of one or more technical reviews, and/or provide any other information concerning the investigation, in writing, electronically, or verbally as determined by the investigator.

002.05B In conducting an investigation, the aggrieved person may be requested to:

002.05B.1 Submit documentation and other information as requested;

002.05B.2 Respond to any request for information in writing, electronically, or verbally as determined by the investigator; and/or,

002.05B.3 Discuss the allegations with the investigator.

002.05C In conducting an investigation, the investigator may interview or request information in writing, electronically, or verbally as determined by the investigator, from any other person.

002.05D Upon the conclusion of an investigation, the Board’s investigator may prepare an investigative report. The report includes documentation that supports the findings as needed to dismiss the allegation(s), or:

002.05D.1 In the case of a credential holder, file a formal complaint.

002.05D.2 In the case of a person not holding a credential under the Act, issue a cease and desist order or refer the investigation to the appropriate county attorney for the consideration of formal charges.

002.05E The Board may offer the person an opportunity to informally discuss the alleged violation(s) before the Board or with representative(s) of the Board, request further investigation, dismiss the allegation(s), or:

002.05E.1 In the case of a credential holder, file a formal complaint.

002.05E.2 In the case of a person not holding a credential under the Act, issue a cease and desist order or refer the investigation to the appropriate county attorney for the consideration of formal charges.

002.05F If the investigation reveals that there is not good cause to believe that the person under investigation has violated the Act or this Title, or the violation(s) is/are minor in nature as determined by the Board, the matter will be dismissed, and no formal complaint will be initiated by the Board, or cease and desist order issued by the Board. Upon dismissal, the Board may issue an advisory opinion, recommend a specific education activity, request to meet with the person under investigation to discuss the matter, or make any other recommendation that the Board deems beneficial to the person under investigation.

002.05G If the investigation discloses evidence that the actions of the person under investigation constitute a violation of the Act or this Title:

002.05G.1 A formal complaint is prepared by the Board and served upon the credential holder under investigation.

002.05G.2 A cease and desist order may be prepared by the Board and served upon the non-credential holder under investigation.

002.06 The Board may enter into a consent agreement or negotiated settlement at any time during an investigation, any time before a cease and desist order is issued in the case of a person not holding a credential under the Act, or any time after filing a formal complaint for any person credentialed under the Act. Voluntary surrender or nonrenewal of a credential or education activity to avoid or expedite enforcement or disciplinary action does not preclude any enforcement action or sanction for any alleged violation. In addition, voluntary surrender or nonrenewal of a credential will prohibit the credential holder from applying for subsequent reinstatement or credentialing.

002.07 Disciplinary action taken by the Board may include but is not limited to:

(1) Revocation of a credential or education activity,

(2) Suspension of a credential or education activity,

(3) Denial of any application,

(4) Probation,

(5) Admonishment,

(6) Censure,

(7) Reprimand,

(8) Advisement,

(9) Education,

(10) Examination,

(11) Real property appraisal practice experience,

(12) Limit or limitations on a credential holder or applicant, and/or upon the right to engage in real property appraisal practice and trainee real property appraiser supervision,

(13) Cease and desist order, and

(14) Costs associated with investigation.

002.08 Pursuant to NEB. REV. STAT. § 76-2248.01, at any time during or upon completion of an investigation, whenever in the judgement of the Board, any person has engaged or is about to engage in any acts or practices which constitute or will constitute a violation of the Act or this Title, the Board may request that Attorney General maintain an action in the name of the State of Nebraska to abate and temporarily and permanently enjoin such acts and practices and to enforce compliance with the Act or this Title.

002.09 Supervisory Real Property Appraiser

002.09A If any report submitted to the Board by a trainee real property appraiser for verification of experience as an applicant for credentialing is found to contain Uniform Standard of Professional Appraisal Practice deficiencies, the supervisory real property appraiser is notified of the Board's concerns, and is provided a redacted copy of any technical review of the subject report completed at the request of the Board.

002.09B The supervisory real property appraiser may be requested to:

002.09B.1 Submit documentation, including but not limited to, report(s) and workfile(s);

002.09B.2 Answer the results of a technical review in writing; and/or

002.09B.3 Voluntarily and informally discuss the results of a technical review with one or more board members.

002.09C If the Board finds that there is not good cause to believe that the supervisory real property appraiser has violated the Act or the Rules

and Regulations promulgated by the Board, no consideration will be given to the certified real property appraiser's future activity as a supervisory real property appraiser.

002.09D If the Board finds a probability that the actions of the supervisory real property appraiser constitute a violation of the Act or the Rules and Regulations, a written advisement may be issued, which may or may not include a recommendation for the supervisory real property appraiser to take additional action; or the Board may upon its own motion cause an investigation to be made. If the Board determines to proceed with an investigation, the steps in Section 002.05 of this Chapter are generally followed.

002.10 Education Provider

002.10A If the actions of an education provider constitute an alleged violation of the Act or this Title, the education provider is notified of the Board's concerns in writing.

002.10B The education provider may be requested to answer the allegations in writing, submit documentation as requested, and/or voluntarily and informally discuss the alleged violations with the Board or its investigator.

002.10C If the Board finds that there is not good cause to believe that the education provider has violated the Act or this Title, the education provider will be notified in writing, which may or may not include advisement.

002.10D If the Board finds a probability that the actions of the education provider constitute a violation of the Act or this Title, the Board may upon its own motion, cause an investigation to be made. If the Board determines to proceed with an investigation, the steps in Section 002.05 of this Chapter are generally followed. If applicable, the education provider is notified of the Board's intent to rescind approval of an activity and any actions that may mitigate the Board's concerns.

003 VIOLATION OF THE AMC REGISTRATION ACT

003.01 All registered appraisal management companies and all applicants for a registration in the State of Nebraska are subject to the complaint procedures established by this Chapter for any alleged violations of the AMC Act, the standards established by this Title, or of this Title. Such procedure shall not suspend or preclude any other proceedings otherwise allowed by the AMC Act or by other law.

003.02 If technical assistance is required to assist with the investigation and/or hearing, the Board may contract with or use qualified individuals or companies. A member of the Board may participate in the investigation; however, no board member may vote on any matter in which he or she was appointed by his or her fellow board members to participate in an investigation. Any person under contract with the Board to provide technical

assistance for an investigation reports his or her findings to the Board's investigator as requested.

003.03 Upon receipt of a grievance not filed by the Board, the following steps are generally followed:

003.03A If applicable, the aggrieved person is notified in writing that the grievance has been received, and provided the investigation number assigned to the grievance and directions to follow the matter through the minutes of the Board meetings in which the grievance is discussed.

003.03B The person against whom the grievance is filed is notified in writing of the grievance and the allegations, and may be requested to answer the allegations in writing, electronically, or verbally within an appropriate period of time as determined by the investigator.

003.03C The Board's investigator evaluates the grievance, along with any information obtained pursuant to Section 003.03B of this Chapter, to determine jurisdiction and to make a preliminary determination as to whether any violations of the AMC Act or this Title have been alleged. Upon conclusion of the evaluation, the investigator will make a presentation to the Board as to whether sufficient evidence exists to proceed with an investigation.

003.03D The Board reviews the evidence provided by the investigator and determines whether the allegation(s) should be dismissed, or whether the allegation(s) should be investigated.

003.03D.1 If the Board determines that the allegations(s) should be investigated, the person under investigation is notified of the investigation and any alleged violations of the AMC Act or this Title in writing; or

003.03D.2 If the Board determines that the allegation(s) should be dismissed, the person under investigation is notified of dismissal in writing.

003.04 For a grievance filed by the Board, the following steps are generally followed:

003.04A The person against whom the Board is considering filing a grievance is notified in writing of the Board's concerns, and may be requested to submit information within an appropriate period of time as determined by the investigator.

003.04B The Board's investigator evaluates the matter, along with any information obtained pursuant to Section 003.04A of this Chapter, to determine jurisdiction and make a preliminary determination as to whether any violations of the AMC Act or this Title have been alleged. Upon conclusion of the evaluation, the investigator will make a presentation to the Board as to whether sufficient evidence exists to proceed with an investigation.

003.04C The Board reviews the evidence provided by the investigator and determines whether the matter should be investigated.

003.04C.1 If the Board determines that the matter should be investigated, the Board files a grievance and notifies the person under investigation of grievance, including any alleged violations of the AMC Act or this Title in writing; or

003.04C.2 If the Board determines that the matter should not be investigated, notice of such determination is provided to the person against whom the Board was considering filing a grievance.

003.05 If the Board determines to proceed with an investigation, the following steps are generally followed:

003.05A In conducting an investigation, and prior to filing a formal complaint on the grievance, the person who is under investigation may be requested to:

003.05A.1 Submit documentation, including but not limited to, report(s) and workfile(s), appraisal review report(s), AMC appraiser panel information, Uniform Standards of Professional Appraisal Practice compliance, AMC appraiser fees, and record of AMC appraiser valuation services within an appropriate period of time as determined by the investigator; and/or

003.05A.2 Provide any other information concerning the investigation, in writing, electronically, or verbally as determined by the investigator.

003.05B In conducting an investigation, the aggrieved person may be requested to:

003.05B.1 Submit documentation as requested;

003.05B.2 Respond to any request for information in writing, electronically, or verbally as determined by the investigator; and/or,

003.05B.3 Discuss the allegations with the investigator.

003.05C In conducting an investigation, the investigator may interview or request information in writing, electronically, or verbally as determined by the investigator, from any other person.

003.05D Upon the conclusion of an investigation, the Board's investigator may prepare an investigative report. The report includes documentation that supports the findings as needed to dismiss the allegation(s) or file a formal complaint.

003.05E If the investigation reveals that there is not good cause to believe that the person under investigation has violated the AMC Act or

this Title, or the violation(s) is/are minor in nature as determined by the Board, the matter will be dismissed and no formal complaint will be initiated by the Board. Upon dismissal, the Board may issue an advisory opinion, or recommend a specific action that the Board deems beneficial to the person under investigation.

003.05F If the investigation discloses evidence that the actions of the person under investigation constitute a violation of the AMC Act or this Title, a formal complaint may be prepared by the Board.

003.06 The Board may enter into a consent agreement or negotiated settlement at any time before or after filing a formal complaint. Voluntary surrender or nonrenewal of a registration to avoid or expedite enforcement or disciplinary action does not preclude any enforcement action or sanction for any alleged violation and will prohibit the person under investigation from applying for subsequent reinstatement or registration.

003.07 Disciplinary action taken by the Board may include but is not limited to:

(1) Conditional or unconditional revocation,

(2) Conditional or unconditional suspension,

(3) Fine,

(4) Censure,

(5) Admonishment,

(6) Civil penalty not to exceed five thousand dollars for a first offense and not to exceed ten thousand dollars for a second or subsequent offense,

(7) Advisement,

(8) Cease and desist order, and/or

(9) Costs associated with investigation.

003.08 Pursuant to NEB. REV. STAT. § 76-3222, at any time during or upon completion of an investigation, whenever in the judgement of the Board, any person has engaged or is about to engage in any acts or practices which constitute or will constitute a violation of the AMC Act or this Title, the Board may request that Attorney General maintain an action in the name of the State of Nebraska to abate and temporarily and permanently enjoin such acts and practices and to enforce compliance with the AMC Act or this Title.

From: Jonathan Stewart
To: Kohtz, Tyler
Subject: Changes to Title 298 of the Nebraska Administrative Code
Date: Thursday, December 26, 2024 8:47:33 AM
Attachments: Outlook-signature .png
Outlook-A picture .png
Outlook-Logo Desc.png
Outlook-Icon Desc.png
Outlook-Icon Desc.png

Good morning, Tyler.

Hope everything is going well in Nebraska. I received your email about the notice of public hearing for your administrative code amendments. I took another look because of something that came up recently and confusion about how the 2026 Criteria was written.

On pages 21-26 of the 2026 Criteria, when it references hours needed to upgrade a credential, it assumes the applicant obtained their current credential after January 1, 2026, and had already taken and passed the 8-hour Valuation Bias and Fair Housing course. With this in mind, I wanted to point out the following in your proposed changes:

001.02B.1 - Trainee upgrading to licensed residential

This should be 83 hours, including the Valuation Bias and Fair Housing Course, unless they obtained their trainee credential after January 1, 2026, and had already taken the 8-hour course.

001.03D.2b - Trainee upgrading to certified residential

This should be 125 hours, including the Valuation Bias and Fair Housing Course, unless they obtained their trainee credential after January 1, 2026, and had already taken the 8-hour course.

001.03E.2b - Licensed real property appraiser upgrading to certified residential

This should be 50 hours, including the Valuation Bias and Fair Housing Course, unless they obtained their Licensed credential after January 1, 2026, and had already taken the 8-hour course.

001.04B.2b - Trainee upgrading to certified general

This should be 225 hours, including the Valuation Bias and Fair Housing Course, unless they obtained their trainee credential after January 1, 2026, and had already taken the 8-hour course.

001.04C.2b - Licensed real property appraiser upgrading to certified general

This should be 150 hours, including the Valuation Bias and Fair Housing Course, unless they obtained their licensed credential after January 1, 2026, and had already taken the 8-hour course.

001.04D.2 - Certified residential upgrading to certified general

This should be 108 hours, including the Valuation Bias and Fair Housing Course, unless they obtained their certified residential credential after January 1, 2026, and had already taken the 8-hour course.

This might be covered somewhere else in the document, but I wanted to bring it to your attention to make sure you knew about it before finalizing your proposed rules. Sorry I didn't catch this the first time I reviewed your proposal. Please let me know if you have any questions.

Thanks,

Jonny Stewart
Program Manager
O 202.792.1197
C 202.961.7293

1325 G St NW #500
Washington DC 20005



STATE OF NEBRASKA

Jim Pillen
Governor

NEBRASKA STATE PATROL
Colonel John A. Bolduc
Superintendent
P.O. Box 94907
Lincoln, NE 68509 -4907
Phone (402) 471 -4545

RECEIVED
MAY 1 9 2025
BY: CF KL

May 15, 2025

State of Nebraska Real Property Appraiser Board
Karen Loll
301 Centennial Mall South
Lincoln, Ne 68509

Re: National Fingerprint-Based Criminal History Background Check

To Our Community and Agency Partners:

The Nebraska State Patrol periodically reviews the fees charged for criminal record requests and other background check services. The last time this review occurred was 2016.

As a result of increased costs and careful analysis, affective **August 1, 2025**, the fees to complete a national fingerprint-based criminal history background check will increase to $55.00.

Please communicate this information to your clients and applicants as soon as is possible. Any payments received after August 1, 2025, for the incorrect amount will be returned to the payee.

We appreciate your patience and understanding as we make this transition. If you have any additional questions or concerns, please feel free to contact the Nebraska State Patrol, Criminal Identification Division at (402) 471-4545. Thank you.

Sincerely,

J. Lance Rogers

Captain J. Lance Rogers
Criminal Identification Division
Nebraska State Patrol

17-02 Software Specific Training
– Adopted June 15, 2017 (pdf)

17-03 Credentialing Applicant Advisory Meeting Information
– Adopted June 15, 2017 (pdf)

17-04 Public Records Policy
– Adopted June 15, 2017 (pdf)

20-01 Consideration of Disciplinary Action Imposed Against a Real Property Appraiser by Another Appraiser Regulator Agency
– Adopted October 15, 2020 (pdf)

21-03 Real Property Appraiser and AMC Applicant CHRC Carried Out by the Board
– Adopted July 15, 2021 (pdf)

23-01 CHRC Carried Out by the Board for Owners of More than 10% of an AMC at Renewal of Registration
– Adopted June 22, 2023 (pdf)

24-01 PAREA Program Real Property Appraisal Practice Experience Evaluation
– Adopted August 15, 2024 (pdf)

AMC Registration
Appraiser Credentialing
Board Meetings
Education
Enforcement
Laws, Rules and Regulations, and Guidance Documents
Public Information
Request Forms
USPAP Review Report Forms
2025 Nebraska Legislation of NRPAB Interest
2025-26 Renewal Applications



NRPAB
Nebraska Real Property Appraiser Board

Guidance Document 17-02

Adopted June 15, 2017

This guidance document is advisory in nature but is binding on the Nebraska Real Property Appraiser Board ("Board") until amended or repealed by the Board. A guidance document does not include internal procedural documents that only affect the internal operations of the Board and does not impose additional requirements or penalties on regulated parties or include confidential information or rules and regulations made in accordance with the Administrative Procedure Act. If you believe that this guidance document imposes additional requirements or penalties on regulated parties, you may request a review of the document (Neb. Rev. Stat. § 84-901.03 (2)).

SUBJECT: Software Specific Training

LEGAL REFERENCE: Neb. Rev. Stat. § 76-2236 (11) (Laws 2016, LB731, § 17);
298 NAC, Ch. 6, §§ 003.01A, 003.01N (2017)

SUMMARY OF ACTION

Approved by the Board at its July 19, 2016 meeting as Board Policy 16-01. Board Policy 16-01 was retired by the Board on May 24, 2017. Guidance Document 17-02 was adopted by the Board at its June 15, 2017 meeting as presented.

BACKGROUND

Excerpt from July 19, 2016 meeting of the Nebraska Real Property Appraiser Board: *Director Kohtz presented new Board Policy 16-01 concerning approval of software specific training as a continuing education activity to the Board for consideration. Attention was brought to the use of "meeting" on the second to last line. The Director acknowledged that this was a spelling error, and it should be "meet." The Director informed the Board that the error will be corrected. With no further discussion, Board Member Hynek made a motion to approve Board Policy 16-01 as amended. The motion was seconded by Langemeier, and carried with Bloxham, Hynek, Langemeier, Gutwein, and Woodle voting aye.*

LB 867, enacted by the Legislature in 2016, makes a number of changes to the rulemaking provisions of the Administrative Procedure Act ["APA"], Neb. Rev. Stat. §§ 84-901 to 84-918 (2014, and Cum. Supp. 2016). Agencies are authorized to issue "guidance documents," which are defined to "mean any statement developed by an agency which lacks the force of law but provides information or direction of general application to the public to interpret or implement statutes or such agency's rules or regulations." Guidance documents are binding on an agency until amended by the agency, and shall not give rise to any legal right or duty or be treated as authority for any standard, requirement, or policy. Guidance documents replace the Nebraska Real Property Appraiser Board's prior use of board policies to provide direction to the public, and to interpret or implement statutes and rules.

ANALYSIS

Board Policy 16-01, which was adopted by the Board on July 19, 2016, was retired by the Board on May 24, 2017 to implement the former board policy as a guidance document.

GUIDANCE

In accordance with Neb. Rev. Stat. § 76-2236 (11), any continuing education activity approved by the Board shall, as determined by the Board, protect the public and contribute to a credential holder's development of appraiser related competency. An activity in which the primary purpose is training in the use of a specific software, and not utilization of a software to improve competency in appraisal practice; valuation methodology and/or techniques; market fundamentals, characteristics, conditions and analysis; real property concepts, characteristics and analysis; communication; computation; and/or legal considerations, does not meet the requirements for approval as a continuing education activity.

NRPAB
Nebraska Real Property Appraiser Board

Guidance Document 17-03

Adopted June 15, 2017

This guidance document is advisory in nature but is binding on the Nebraska Real Property Appraiser Board ("Board") until amended or repealed by the Board. A guidance document does not include internal procedural documents that only affect the internal operations of the Board and does not impose additional requirements or penalties on regulated parties or include confidential information or rules and regulations made in accordance with the Administrative Procedure Act. If you believe that this guidance document imposes additional requirements or penalties on regulated parties, you may request a review of the document (Neb. Rev. Stat. § 84-901.03 (2)).

SUBJECT: Credentialing Applicant Advisory Meeting Information

LEGAL REFERENCE: Neb. Rev. Stat. § 84-712.05 (5) (Laws 2016, LB447, § 45; LB471, § 3; LB1109, § 1); 298 NAC, Ch. 8, § 002.09A (2017)

SUMMARY OF ACTION

Approved by the Board at its July 17, 2014 meeting as Board Policy 14-04. Board Policy 14-04 was retired by the Board on May 24, 2017. Guidance Document 17-03 was adopted by the Board at its June 15, 2017 meeting as presented.

BACKGROUND

Excerpt from July 17, 2014 meeting of the Nebraska Real Property Appraiser Board: *The Board reviewed drafted Board Policies 14-03 concerning supervisory appraiser notification of appraisal report found to not be in substantial compliance with USPAP, and 14-04 concerning credentialing applicant advisory meeting information. Director Kohtz informed the Board that after discussions with Chairman Barkley and Vice-Chairman Kubert, the language "not be in substantial compliance with USPAP" will be replaced with "contain USPAP deficiencies" in the first sentence. The Board agreed with this change. There was no discussion pertaining to drafted Board Policy 14-04. Board Member Kubert made a motion to approve Board Policy 14-03 as amended, and Board Policy 14-04 as presented. The motion was seconded by Woodle, and carried with Saxton, Langemeier, Woodle, Kubert and Barkley voting aye.*

LB 867, enacted by the Legislature in 2016, makes a number of changes to the rulemaking provisions of the Administrative Procedure Act ["APA"], Neb. Rev. Stat. §§ 84-901 to 84-918 (2014, and Cum. Supp. 2016). Agencies are authorized to issue "guidance documents," which are defined to "mean any statement developed by an agency which lacks the force of law but provides information or direction of general application to the public to interpret or implement statutes or such agency's rules or regulations." Guidance documents are binding on an agency until amended by the agency, and shall not give rise to any legal right or duty or be treated as authority for any standard, requirement, or policy. Guidance documents replace the Nebraska Real Property Appraiser Board's prior use of board policies to provide direction to the public, and to interpret or implement statutes and rules.

ANALYSIS

Board Policy 14-04, which was adopted by the Board on July 17, 2014, was retired by the Board on May 24, 2017 to implement the former board policy as a guidance document.

GUIDANCE

Any information obtained during an advisory meeting between a board member(s) and a trainee real property appraiser, held to discuss one or more appraisal reports and/or reviews of those appraisal reports for consideration of credentialing, shall be a part of the examination record for that credentialing applicant in accordance with Neb. Rev. Stat. § 84-712.05 (5). The board member(s) in attendance at the advisory meeting, and/or staff, may discuss information obtained during the meeting with the supervisory appraiser if permission is granted to do so by the Board.

NRPAB
Nebraska Real Property Appraiser Board

Guidance Document 17-04

Adopted June 15, 2017

This guidance document is advisory in nature but is binding on the Nebraska Real Property Appraiser Board ("Board") until amended or repealed by the Board. A guidance document does not include internal procedural documents that only affect the internal operations of the Board and does not impose additional requirements or penalties on regulated parties or include confidential information or rules and regulations made in accordance with the Administrative Procedure Act. If you believe that this guidance document imposes additional requirements or penalties on regulated parties, you may request a review of the document (Neb. Rev. Stat. § 84-901.03 (2)).

SUBJECT: Public Records Policy

LEGAL REFERENCE: Neb. Rev. Stat. §§ 84-712 to 84-712.09 (Cum. Supp. 2016)

SUMMARY OF ACTION

Approved by the Board at its September 21, 2006 meeting as Board Policy 06-10. Board Policy 06-10 was retired by the Board on May 24, 2017. Guidance Document 17-04 was adopted by the Board at its June 15, 2017 meeting as presented.

BACKGROUND

Excerpt from September 21, 2006 meeting of the Nebraska Real Property Appraiser Board: *Director Ekstein explained the public records policy was provided by the attorneys who believed the board needed to adopt a policy. Requests have been received for documents contained in enforcement files. Investigatory information contained in the enforcement files is not considered public records. The policy is intended to specifically state which records are considered public information and which records are considered investigatory.*

Director Ekstein read the proposed public records policy to those in attendance.

Vice Chair Newell moved to adopt the public records policy:

The Board shall comply fully with all applicable federal and state statutes and regulations which govern public records, including but not limited to Neb. Rev. Stat. Sections 84-712, and 84-712-03 to 84-712.09. Absent exceptional circumstances consistent with its duties as determined by the Board, the Board shall withhold from the public those records specified in Section 84-712.05 to the fullest extent permitted by law. "Exceptional circumstances" shall normal be limited to requests from other public entities, such as the board's counterparts in other states, which demonstrate a need for the information contained in such records and which commit to the Board that they shall not further disclose the requested information except in open court, open administrative proceedings, or in enforcement proceedings.

Board Member Wilson seconded the motion.

Discussion ensued regarding the public records policy.

Vice Chair Newell moved to amend her motion by adding 84-712.01 and changing 84-712-03 to 84-712.03. Board Member Wilson seconded the amendment.

Discussion continued regarding the policy.

Board Member Wilson called for the question. Board Members Bain, Kalkowski, Wilson, Newell and Kroeger voted aye.

Board Members Bain, Kalkowski, Wilson, Newell and Kroeger voted aye on the amendment.

Board Members Bain, Kalkowski, Wilson, Newell and Kroeger voted aye on the motion to adopt the Public Records Policy.

LB 867, enacted by the Legislature in 2016, makes a number of changes to the rulemaking provisions of the Administrative Procedure Act ["APA"], Neb. Rev. Stat. §§ 84-901 to 84-918 (2014, and Cum. Supp. 2016). Agencies are authorized to issue "guidance documents," which are defined to "mean any statement developed by an agency which lacks the force of law but provides information or direction of general application to the public to interpret or implement statutes or such agency's rules or regulations." Guidance documents are binding on an agency until amended by the agency, and shall not give rise to any legal right or duty or be treated as authority for any standard, requirement, or policy. Guidance documents replace the Nebraska Real Property Appraiser Board's prior use of board policies to provide direction to the public, and to interpret or implement statutes and rules.

ANALYSIS

Board Policy 06-10, which was adopted by the Board on September 21, 2006, was retired by the Board on May 24, 2017 to implement the former board policy as a guidance document. Neb. Rev. Stat. §§ 84-712 to 84-712.09 includes all public records laws that each state agency must comply with; except for Neb. Rev. Stat. § § 84-712.05, the need to cite individual sections in the guidance does not exist. N.R.S. § 84-712.05 is the basis for a specific guidance on interpretation of this law, which is why it is specifically included in this guidance. All other statutory references are removed in the guidance.

The reference to "regulations" in Board Policy 06-10 is ambiguous. There was no mention of any specific provision of the Nebraska Administrative Code during the discussion that lead to adoption of Board Policy 06-10, and no known regulations pertaining to public records that binds the Board exists. Due to the possibility of binding the Board to unknown regulations, the reference to "regulations" is removed in the guidance.

Finally, there was no mention of any specific federal statutes during the initial discussion that lead to adoption of Board Policy 06-10. Many federal laws pertaining to public records exist; the most well-known being the Freedom of Information Act ("FOIA"). FOIA was signed into law by President Lyndon B. Johnson on July 4, 1966 as 5 USC § 522. FOIA is a federal law that allows for disclosure of previously unreleased information controlled by the United States Government, and defines what federal information and to what extent that documentation should be made available to the public. FOIA does not apply to state governments. Due to the possibility of binding the Board to FOIA and other federal public records statutes, the reference to "federal" statutes is removed in the guidance.

For the purpose of this guidance, the following language changes are made to Board Policy 06-10:

The Board shall comply fully with all applicable ~~federal and~~ state statutes ~~and regulations~~ which govern public records~~, including but not limited to Neb. Rev. Stat. §§ 84-712, 84-712.01, and 84-712.03, 84-712.09~~.

GUIDANCE

The Board shall comply fully with all applicable state statutes which govern public records. Absent exceptional circumstances consistent with its duties as determined by the Board, the Board shall withhold from the public those records specified in N.R.S. § 84-712.05 to the fullest extent permitted by law. "Exceptional circumstances" shall normally be limited to requests from other public entities, such as the Board's counterparts in other states, which demonstrate a need for the information contained in such records and which commit to the board that they shall not further disclose the requested information except in open court, open administrative proceedings, or in enforcement proceedings.

NRPAB
Nebraska Real Property Appraiser Board

Guidance Document 20-01

Adopted October 15, 2020

This guidance document is advisory in nature but is binding on the Nebraska Real Property Appraiser Board ("Board") until amended or repealed by the Board. A guidance document does not include internal procedural documents that only affect the internal operations of the Board and does not impose additional requirements or penalties on regulated parties or include confidential information or rules and regulations made in accordance with the Administrative Procedure Act. If you believe that this guidance document imposes additional requirements or penalties on regulated parties, you may request a review of the document (Neb. Rev. Stat. § 84-901.03 (2)).

SUBJECT: Consideration of Disciplinary Action Imposed Against a Real Property Appraiser by Another Appraiser Regulator Agency

LEGAL REFERENCE: Neb. Rev. Stat. § 76-2227(4)(c), (5) (Laws 2016, LB731, § 9); Neb. Rev. Stat. § 76-2228.02(1)(c), (3) (Laws 2014, LB717, § 16); Neb. Rev. Stat. § 76-2230(3)(a)(ii)(B) (Laws 2019, LB77, § 6); Neb. Rev. Stat. § 76-2238(1), (2), (12), (19), (21) (Laws 2015, LB139, § 59); 298 NAC Chapter 6, § 005.01D.2 (2019)

SUMMARY OF ACTION

Adopted by the Board at its August 15, 2019 meeting.

BACKGROUND

The appraiser credential renewal laws and regulations of an appraiser regulatory agency in another jurisdiction ("Subject Appraiser Regulatory Agency") require that credentials be issued for a two-year period. However, the laws and regulations also require that the credential holder pay appraiser credentialing fees annually. This places an undue burden on the credential holder to pay the annual credentialing fee at the end of the first year of the two-year credentialing period. It is the practice of the Subject Appraiser Regulatory Agency to take disciplinary action against any credential holder who fails to pay the annual renewal fee in a timely manner, which includes suspension of his or her credential. The Subject Appraiser Regulatory Agency also reports this disciplinary action to the Appraisal Subcommittee as required in ASC Policy Statement #3, but may not be adequately informing the credential holder of the disciplinary action taken against him or her. This practice by the Subject Appraiser Regulatory Agency creates confusion for the credential holder as to how this disciplinary action must be reported to appraiser regulatory agencies in other jurisdictions. Many credential holders incorrectly report this disciplinary action, which often leads to additional actions by an appraiser regulatory agency.

The Appraisal Foundation addressed this very issue in its updated Real Property Appraiser Qualifications Criteria effective on January 1, 2020 ("2020 Criteria"). On page 13 of the 2020 Criteria, The Appraisal Foundation added a new interpretation that applies to the eligibility of supervisory appraisers who have received disciplinary sanctions for "administrative" reasons, as opposed to sanctions that were "practice-based." Specifically, sanctions imposed as a result of administrative actions not related to an individual's obligations of ethical and competent appraisal practice do not disqualify a credential holder from being a supervisory appraiser. According to the 2020 Criteria, examples may involve isolated administrative responsibilities including late payment of fees, failure to timely renew a credential, or failure to notify a regulatory office of a change in contact information. The above-mentioned interpretation was added to the 2020 Criteria in consideration of appraiser regulatory agencies denying supervisory appraiser applications or removing supervisory appraiser status because of the action taken by the Subject Appraiser Regulatory Agency.

ANALYSIS

The mission of the Nebraska Real Property Appraiser Board is to is to administer and enforce the Nebraska Real Property Appraiser Act and Nebraska Appraisal Management Company Registration Act with efficiency, equity, and integrity, to not only ensure that the citizens of Nebraska are protected and served, but also that the appraisal business community is highly qualified through education, experience, and examination. Furthermore, it is the Board's intent that its Enforcement Program is educational in nature when possible. The language in the Real Property Appraiser Act allows the Board to carry out its mission, and specific language pertains to qualifications for real property appraisers, or reasons for the Board to take disciplinary action, as related to applicants and credential holders.

In accordance with Neb. Rev. Stat. § 76-2227, applications for initial credentials, upgrade of credentials, credentials through reciprocity, temporary credentials, and renewal of credentials must: (4)(c) certify that the applicant's appraiser credential, or any other registration, license, or certification, issued by any other regulatory agency or held in any other jurisdiction, has not been revoked or suspended within the five-year period immediately preceding the date of application; and, (5) credentials shall be issued only to persons who have a good reputation for honesty, trustworthiness, integrity, and competence to perform assignments in such manner as to safeguard the interest of the public and only after satisfactory proof of such qualification has been presented to the board upon request and a completed application has been approved.

N.R.S § 76-2228.02(1)(c), (3); N.R.S. § 76-2230(3)(a)(ii)(B); and 298 NAC Chapter 6, § 005.01D.2 all establish specific criteria that would eliminate an applicant from being approved by the Board. In accordance with N.R.S § 76-2228.02(1)(c), an applicant to be a supervisory appraiser must have not successfully completed disciplinary action by the board or any other jurisdiction, which action limited the real property appraiser's legal eligibility to engage in real property appraisal activity within three years immediately preceding the date the written request for approval as supervisory appraiser is submitted by the applicant or trainee real property appraiser on a form approved by the board; and (3) says, that a certified real property appraiser disciplined by the board or any other appraiser regulatory agency in another jurisdiction, which discipline may or may not have limited the real property appraiser's legal eligibility to engage in real property appraisal activity, shall not be eligible as a supervisory appraiser as of the date disciplinary action was imposed against the appraiser by the board or any other appraiser regulatory agency.

298 NAC Chapter 6, § 005.01D.2 requires that an instructor applicant for an education activity that holds a credential as an appraiser, not have had a credential revoked, suspended, or have surrendered a credential in lieu of disciplinary action within three years.

N.R.S. § 76-2230(3)(a)(ii)(B) also requires that an applicant for the certified residential classification upgrading from the licensed classification must not have been subject to a nonappealable disciplinary action by the board or any other jurisdiction, which action limited the real property appraiser's legal eligibility to engage in real property appraisal activity within five years immediately preceding the date of application for the certified residential real property appraiser credential if he or she would like to upgrade without completing additional qualifying education.

Finally, N.R.S. § 76-2238 establishes the acts or omissions considered grounds for disciplinary action or denial of an application by the Board. The following specific statutes apply to this matter:

(1) Failure to meet the minimum qualifications for credentialing established by or pursuant to the Real Property Appraiser Act;
(2) Procuring or attempting to procure a credential under the act by knowingly making a false statement, submitting false information, or making a material misrepresentation in an application filed with the board or procuring or attempting to procure a credential through fraud or misrepresentation;
(12) Any violation of the act or any rules and regulations adopted and promulgated pursuant to the act;
(19) Suspension or revocation of an appraisal credential or a license in another regulated occupation, trade, or profession in this or any other jurisdiction or disciplinary action taken by another jurisdiction that limits the real property appraiser's ability to engage in real property appraisal activity;
(21) Failure to report disciplinary action taken against an appraisal credential or any other registration, license, or certification issued by any other regulatory agency or held in any other jurisdiction within sixty days of receiving notice of such disciplinary action;

Although it has been standard practice for the Board to not take adverse action on an application or against a credential holder for an action taken by another appraiser regulatory agency that would not be a violation of the Real Property Appraiser Act, the disciplinary action taken by the Subject Appraiser Regulatory Agency compromises the Board's ability to carry out its mission effectively due to the following:

(1) The Subject Appraiser Regulatory Agency's disciplinary action results in the suspension of the appraiser's credential, which has immediate ramifications according to the language found in N.R.S § 76-2228.02(1)(c), (3), N.R.S. § 76-2230(3)(a)(ii)(B), and 298 NAC Chapter 6, § 005.01D.2. Under certain conditions, the applicant is disqualified.
(2) Disciplinary action, with or without a suspension, taken by any appraiser regulatory agency requires additional background work and research by the Board's staff to gather information for the Board to make an informed decision regarding the application or the status of the credential holder. Given the unjust nature of the disciplinary action imposed by the Subject Appraiser Regulatory Agency for this matter, and the volume of such actions, the required background work and research has a negative impact on the Board's operational efficiency.

(3) The Subject Appraiser Regulator Agency many not be adequately informing the credential holder of the disciplinary action taken against him or her. This practice by the Subject Appraiser Regulatory Agency creates confusion for the credential holder as to how this disciplinary action must be reported, which may result in the Board denying the application for being untruthful.

The Appraisal Foundation is authorized by the U.S. Congress to develop the Real Property Appraiser Qualification Criteria through its Appraiser Qualifications Board. 12 U.S.C. § 3345 specifies the certification and licensing requirements for real property appraisers, which includes the following for the minimum qualifications for a trainee real property appraiser or supervisory appraiser:

(e) Minimum Qualification Requirements. Any requirements established for individuals in the position of 'Trainee Appraiser' and 'Supervisory Appraiser' shall meet or exceed the minimum qualification requirements of the Appraiser Qualifications Board of The Appraisal Foundation. The Appraisal Subcommittee shall have the authority to enforce these requirements.

As mentioned in the Background section, The Appraisal Foundation also addressed this very issue in its 2020 Criteria due to appraiser regulatory agencies denying supervisory appraiser applications or removing supervisory appraiser status because of the action taken by the Subject Appraiser Regulatory Agency.

GUIDANCE

Due to the unjust burden placed on a credential holder to accurately report such action, and compromise to the Board's ability to carry out its mission, the Board will no longer recognize any action taken by any appraiser regulatory agency, with or without suspension or revocation, as disciplinary action, if such action has been verified by the Director to involve an appraiser regulatory agency's isolated administrative responsibilities including, but not limited to, late payment of fees related to credentialing, failure to timely renew a credential, or failure to notify a regulatory office of a change in contact information; and such action is deemed by the Director to not be related to the credential holder's ethical behavior or competency as a real property appraiser, and no harm to the public is found.

NRPAB
Nebraska Real Property Appraiser Board

Guidance Document 21-03

Adopted July 15, 2021

This guidance document is advisory in nature but is binding on the Nebraska Real Property Appraiser Board ("Board") until amended or repealed by the Board. A guidance document does not include internal procedural documents that only affect the internal operations of the Board and does not impose additional requirements or penalties on regulated parties or include confidential information or rules and regulations made in accordance with the Administrative Procedure Act. If you believe that this guidance document imposes additional requirements or penalties on regulated parties, you may request a review of the document (Neb. Rev. Stat. § 84-901.03 (2)).

SUBJECT: Real Property Appraiser and AMC Applicant CHRC Carried Out by the Board

LEGAL REFERENCE: Neb. Rev. Stat. § 76-2223(1)(n) (Laws 2020, LB808, § 71); Neb. Rev. Stat. § 76-2224 (Laws 2006, LB 778, § 44); Neb. Rev. Stat. § 76-2227(4) (Laws 2020, LB808, § 72); Neb. Rev. Stat. § 76-2228.01(1)(e), (3)(a) (Laws 2021, LB23, § 4); Neb. Rev. Stat. § 76-2230(1)(e), (2)(a) (Laws 2021, LB23, § 6); Neb. Rev. Stat. § 76-2231.01(1)(f), (2)(a) (Laws 2021, LB23, § 7); Neb. Rev. Stat. § 76-2232(1)(f) (Laws 2021, LB23, § 8); Neb. Rev. Stat. § 76-2233(4)(a) (Laws 2020, LB808, § 78); Neb. Rev. Stat. § 76-2233.02(2) (Laws 2020, LB808, § 78); Neb. Rev. Stat. § 76-3207(1)(b), (2) (Laws 2020, LB808, § 91)

SUMMARY OF ACTION

Adopted by the Board at its July 15, 2021 meeting.

BACKGROUND

During a discussion between Director Kohtz and AAG Nigro regarding delegation of authority, Director Kohtz brought attention to the Board's procedure for real property appraiser applicant and AMC registration applicant criminal history record check ("CHRC") review. Director Kohtz informed AAG Nigro that the Board intends to provide more authority to the director to approve certain applications, and that the Board may not have any direct involvement in the CHRC review. Director Kohtz inquired about the potential for unlawful delegation of authority since the relevant statutes specifically state that such record check is to be carried out by the Real Property Appraiser Board. AAG Nigro indicated that Neb. Rev. Stat. § 76-2223(1)(n) says, the Board shall administer and enforce the Real Property Appraiser Act, and do all other things necessary to carry out the Real Property Appraiser Act. In addition, Neb. Rev. Stat. § 76-2224 states, "In order to administer and enforce the Real Property Appraiser Act, the board may hire a director and other staff, rent office space, and acquire other facilities and equipment. The board may contract for administrative assistance, including facilities, equipment, supplies, and personnel that are required by the board to carry out its responsibilities under the act." AAG Nigro recommended that the Board adopt a guidance document outlining the procedure used for CHRC reviews.

ANALYSIS

Regarding the qualifications for issuance, or upgrade, of a real property appraiser credential, Neb. Rev. Stat. § 76-2228.01(1)(e), (3)(a) (Trainee Real Property Appraisers); N.R.S. § 76-2230(1)(e), (2)(a) (Licensed Residential Real Property Appraisers); N.R.S. § 76-2231.01(1)(f), (2)(a) (Certified Residential Real Property Appraisers); N.R.S. § 76-2232(1)(f) (Certified General Real Property Appraisers); and N.R.S. § 76-2233(4)(a) (Real Property Appraisers through Reciprocity) state, "Submit two copies of legible ink-rolled fingerprint cards or equivalent electronic fingerprint submissions to the Real Property Appraiser Board for delivery to the Nebraska State Patrol in a form approved by both the Nebraska State Patrol and the Federal Bureau of Investigation. A fingerprint-based national criminal history record check shall be conducted through the Nebraska State Patrol and the Federal Bureau of Investigation with such record check to be carried out by the Real Property Appraiser Board."

Regarding the qualifications for renewal of a real property appraiser credential, N.R.S. § 76-2233.02(2) states, "The board shall establish a number of credential holders to be selected at random to submit, along with the application for renewal, two copies of legible ink-rolled fingerprint cards or equivalent electronic fingerprint submissions to the Real Property Appraiser Board for delivery to the Nebraska State Patrol in a form approved by both the Nebraska State Patrol and the Federal Bureau of Investigation. A fingerprint-based national criminal history record check shall be conducted through the Nebraska State Patrol and the Federal Bureau of Investigation with such record check to be carried out by the board."

In accordance with N.R.S. § 76-2227(4), to qualify for an initial credential, an upgrade of a credential, a credential through reciprocity, a temporary credential, or a renewal of a credential, an applicant shall not have been convicted of, including a conviction based upon a plea of guilty or nolo contendere of any felony (if so convicted, has had his or her civil rights restored); any crime of fraud, dishonesty, breach of trust, money laundering, misrepresentation, or deceit involving real estate, financial services, or in the making of an appraisal within the five-year period immediately preceding the date of application; or any other crime which is related to the qualifications, functions, or duties of a real property appraiser within the five-year period immediately preceding the date of application. An applicant must also demonstrate character and general fitness such as to command the confidence and trust of the public, and not possess a background that would call into question public trust or a credential holder's fitness for credentialing.

When referring to the appraisal management company ownership qualifications, N.R.S. § 76-3207(1)(b) declares that a person applying for issuance of a registration or renewal of a registration shall not, "Be more than ten percent owned by a person who is not of good moral character, which for purposes of this section shall require that such person has not been convicted of, or entered a plea of nolo contendere to, a felony relating to the real property appraisal practice or any crime involving fraud, misrepresentation, or moral turpitude or failed to submit to a criminal history record check through the Nebraska State Patrol and the Federal Bureau of Investigation."

In addition, N.R.S. § 76-3207(2) states, "For purposes of subdivision (1)(b) of this section, each individual owner of more than ten percent of an appraisal management company shall, at the time an application for issuance of a registration is made, submit two copies of legible ink-rolled fingerprint cards or equivalent electronic fingerprint submissions to the board for delivery to the Nebraska State Patrol in a form approved by both the Nebraska State Patrol and the Federal Bureau of Investigation. The board shall pay the Nebraska State Patrol the costs associated with conducting a fingerprint-based national criminal history record check through the Nebraska State Patrol and the Federal Bureau of Investigation with such record check to be carried out by the board."

Authority for carrying out such record check as required in N.R.S. § 76-2228.01(1)(e), (3)(a); N.R.S. § 76-2230(1)(e), (2)(a); N.R.S. § 76-2231.01(1)(f), (2)(a); N.R.S. § 76-2232(1)(f); N.R.S. § 76-2233(4)(a); N.R.S. § 76-2233.02(2); and N.R.S. § 76-3207(2) is dependent on the Board's ability to delegate administrative authority to its staff, and the interpretation of "Board" in N.R.S. § 76-2228.01(1)(e), (3)(a); N.R.S. § 76-2230(1)(e), (2)(a); N.R.S. § 76-2231.01(1)(f), (2)(a); N.R.S. § 76-2232(1)(f); N.R.S. § 76-2233(4)(a); N.R.S. § 76-2233.02(2); and N.R.S. § 76-3207(2).

In accordance with N.R.S. § 76-2223(1)(n), the Board shall administer and enforce the Real Property Appraiser Act, and do all other things necessary to carry out the Real Property Appraiser Act. N.R.S. § 76-2224 states, "In order to administer and enforce the Real Property Appraiser Act, the board may hire a director and other staff, rent office space, and acquire other facilities and equipment. The board may contract for administrative assistance, including facilities, equipment, supplies, and personnel that are required by the board to carry out its responsibilities under the act."

For the purpose of N.R.S. § 76-2228.01(1)(e), (3)(a); N.R.S. § 76-2230(1)(e), (2)(a); N.R.S. § 76-2231.01(1)(f), (2)(a); N.R.S. § 76-2232(1)(f); N.R.S. § 76-2233(4)(a); N.R.S. § 76-2233.02(2); and N.R.S. § 76-3207(2), Board means the Board or its staff as designated by the Board.

GUIDANCE

For the purpose of N.R.S. § 76-2228.01(1)(e), (3)(a); N.R.S. § 76-2230(1)(e), (2)(a); N.R.S. § 76-2231.01(1)(f), (2)(a); N.R.S. § 76-2232(1)(f); N.R.S. § 76-2233(4)(a); N.R.S. § 76-2233.02(2); and N.R.S. § 76-3207(2), the CHRC review will be carried out by the Board's staff. If staff finds that the applicant may be in violation of N.R.S. § 76-2227(4) or N.R.S. § 76-3207(1)(b), the application shall be presented to the Board for consideration.

NRPAB
Nebraska Real Property Appraiser Board

Guidance Document 23-01

Adopted June 22, 2023

This guidance document is advisory in nature but is binding on the Nebraska Real Property Appraiser Board ("Board") until amended or repealed by the Board. A guidance document does not include internal procedural documents that only affect the internal operations of the Board and does not impose additional requirements or penalties on regulated parties or include confidential information or rules and regulations made in accordance with the Administrative Procedure Act. If you believe that this guidance document imposes additional requirements or penalties on regulated parties, you may request a review of the document (Neb. Rev. Stat. § 84-901.03 (2)).

SUBJECT: CHRC Carried Out by the Board for Owners of More than 10% of an AMC at Renewal of Registration

LEGAL REFERENCE: Neb. Rev. Stat. § 76-3203 (Laws 2019, LB77, § 12); Neb. Rev. Stat. § 76-3207(1)(b), (2) (Laws 2020, LB808, § 91)

SUMMARY OF ACTION

Adopted by the Board at its June 22, 2023 meeting.

BACKGROUND

At its strategic planning meeting on June 15, 2022, the Nebraska Real Property Appraiser Board ("Board") set a goal to explore alternatives for verification of AMC owner AMC Rule background compliance related to AMC registration renewal. At its regular meeting on May 25, 2023, the Board reviewed a report titled, "Report on Change to CHRC Procedures for AMC Owners of 10 Percent or More at AMC Renewal" prepared by Director Kohtz. While reviewing information in preparation for drafting this report, it was discovered that many peer states only require a Criminal History Record Check ("CHRC") for new owners of 10% or more of an AMC after initial registration (CHRCs conducted for all owners of 10% or more of an AMC at initial registration). The Board agreed that annual CHRCs place a burden on an AMC and its owners.

ANALYSIS

When referring to renewal requirements for AMC registration, Neb. Rev. Stat. § 76-3203(6) states, "The renewal of a registration includes the same requirements found in subsections (1) through (5) of this section. An application for renewal of a registration shall be furnished to the board no later than sixty days prior to the date of expiration of the registration." In addition, N.R.S. § 76-3203(7) says, "For the purpose

of subdivision (6) of section 76-3202, the twelve-month period for renewal of a registration shall consist of the twelve months pursuant to subsection (4) of this section."
Although N.R.S. § 76-3203 establishes certain requirements for issuance of a registration as an appraisal management company, and those requirements found in subsections (1) through (5) are applicable to renewal of a registration of an appraisal management company, N.R.S. § 76-3203 is silent regarding requirements for owners of 10% or more of an appraisal management company. As such, N.R.S. § 76-3203(6) does not include CHRCs for owners of 10% or more of an appraisal management company as a condition of renewal of a registration as an appraisal management company by association to the requirements for issuance of a registration as an appraisal management company as found in subsections (1) through (5) of 76-3203.

When referring to a person applying for issuance of a registration or renewal of a registration, a person shall not, per N.R.S. § 76-3207(1)(b), "Be more than ten percent owned by a person who is not of good moral character, which for purposes of this section shall require that such person has not been convicted of, or entered a plea of nolo contendere to, a felony relating to the real property appraisal practice or any crime involving fraud, misrepresentation, or moral turpitude or failed to submit to a criminal history record check through the Nebraska State Patrol and the Federal Bureau of Investigation."

N.R.S. § 76-3207(2) states, "For purposes of subdivision (1)(b) of this section, each individual owner of more than ten percent of an appraisal management company shall, at the time an application for issuance of a registration is made, submit two copies of legible ink-rolled fingerprint cards or equivalent electronic fingerprint submissions to the board for delivery to the Nebraska State Patrol in a form approved by both the Nebraska State Patrol and the Federal Bureau of Investigation. The board shall pay the Nebraska State Patrol the costs associated with conducting a fingerprint-based national criminal history record check through the Nebraska State Patrol and the Federal Bureau of Investigation with such record check to be carried out by the board."

Although N.R.S. § 76-3207(1)(b) applies to a person applying for issuance of a registration or renewal of a registration, N.R.S. § 76-3207(2) clearly establishes the requirement for each individual owner of more than ten percent of an appraisal management company at the time an application for issuance of a registration is made. Throughout the Appraisal Management Company Registration Act the requirements for issuance of a registration are defined separately from the requirements for renewal of a registration. This is established by the use of specific phrasing "issuance of a registration" and "renewal of a registration." N.R.S. § 76-3207(2) does not establish that the CHRC requirements pertain to each individual owner of more than ten percent of an appraisal management company at the time an application for renewal of a registration is made.

Title XI of the Financial Institutions Reform, Recovery, and Enforcement Act of 1989 ("Title XI") was amended by the Dodd–Frank Wall Street Reform and Consumer Protection Act ("Dodd-Frank"), which was signed into law on July 21, 2010. Dodd-Frank required states to register and supervise the operations and activities of appraisal management companies. LB410 was approved by Governor Heineman on March 10, 2011, enacting the Appraisal Management Company Registration Act, which became effective on January 1, 2012. AM360 to LB410 was adopted by the Nebraska State Legislature on February 17, 2011, inserting the language found in N.R.S. § 76-3207(1)(b),(2) pertaining to CHRC requirements.

During floor discussion on February 17, 2011, Senator Utter introduced AM360 and stated, *"Thank you very much, Mr. President. Good morning, colleagues. This is a simple amendment that clarifies that all 10 percent, or more, owners of an appraisal management fee must undergo a vetting process that includes fingerprinting and a criminal records check through the national Federal Bureau of Investigation. And it...and this amendment also clarifies that the fees for this criminal records background check will be taken out of the application fees that the appraisal management company is paying. I urge your adoption of this amendment."* AM360 was adopted with no further discussion.

At its February 17, 2011 regular meeting, the Board discussed AM360. The following excerpt from the meeting minutes details this discussion (p.4): *"AM360 was not submitted with AM197 as we were awaiting approval from the FBI of language necessary to conduct a criminal background check. AM360 simply requests that each individual owner of more than ten percent of an appraisal management company must, at the time of application for registration, submit two copies of legible ink-rolled fingerprint cards or equivalent electronic fingerprint submissions to the board for delivery to the Nebraska State Patrol in a form approved by the Nebraska State Patrol and the Federal Bureau of Investigation. Enrollment and Review ER27 was adopted on February 17, 2011."*

Since N.R.S. § 76-3203(5) (2012) required that an application for the renewal of a registration includes substantially similar information required for the initial registration as provided in subsection (2) of the same section (through LB410), and N.R.S. § 76-3207(2) (2012) required each individual owner of more than ten percent of an appraisal management company to submit to a CHRC, at the time an application for registration as an appraisal management company was made, the requirement for renewal of an AMC registration was established as the same for AMC owners of 10 percent or more under N.R.S. § 76-3203(2)(m) (2012), which says, "Any other information required by the board which is reasonably necessary to implement the Nebraska Appraisal Management Company Registration Act." The AMC Rule was adopted on June 9, 2015, with an effective date of August 10, 2015, by the Board of Governors of the Federal Reserve System, the Federal Deposit Insurance Corporation, the Office of the Comptroller of the Currency, the National Credit Union Administration, the Consumer Financial Protection Bureau, and the Federal Housing Finance Agency to implement the minimum requirements in the Dodd-Frank Wall Street Reform and Consumer Protection Act, which added a new Section 1124 to Title XI, to be applied by participating States in the registration and supervision of appraisal management companies. LB17, approved by Governor Ricketts on March 21, 2018, updated the Appraisal Management Company Registration Act for compliance with the Title XI and the AMC Rule. LB17 simplified the language in N.R.S. § 76-3203 to better align with the language found in the AMC Rule. Thus, the language, "Any other information required by the board which is reasonably necessary to implement the Nebraska Appraisal Management Company Registration Act" was removed.

GUIDANCE

When referring to a person applying for issuance of a registration or renewal of a registration, a person shall not, per N.R.S. § 76-3207(1)(b), "Be more than ten percent owned by a person who is not of good moral character, which for purposes of this section shall require that such person has not been convicted of, or entered a plea of nolo contendere to, a felony relating to the real property appraisal practice or any

crime involving fraud, misrepresentation, or moral turpitude or failed to submit to a criminal history record check through the Nebraska State Patrol and the Federal Bureau of Investigation."

Although N.R.S. § 76-3207(2) establishes the CHRC requirement for each individual owner of more than ten percent of an appraisal management company at the time an application for issuance of a registration is made, for the purpose of N.R.S. § 76-3207(1)(b), no such CHRC requirement is established for each individual owner of more than ten percent of an appraisal management company at the time an application for renewal of a registration is made. However, it is the Nebraska State Legislature's intent that all individual owners of more than ten percent must undergo a vetting process that includes CHRC. Therefore, in order to reduce an unnecessary burden, as of July 1, 2023, the Board will no longer carry out a CHRC for any individual owner of more than ten percent of an appraisal management company that has had a CHRC previously completed. Any owner of more than ten percent of an appraisal management company that has previously completed a CHRC, as identified by the Board, will be evaluated for compliance with N.R.S. § 76-3207(1)(b) by the appraisal management company's response to the Application for Renewal of Nebraska Appraisal Management Company Registration question, "Has any individual owner of more than 10% of the Appraisal Management Company been convicted of, or entered a plea of nolo contendere to, a felony related to real property appraisal practice or any crime involving fraud, misrepresentation, or moral turpitude since the criminal history record check was carried out by the Board?" A CHRC is still carried out for any new owner of more than ten percent of an appraisal management company, as identified by the Board, at the time application for renewal of a registration as an appraisal management company is made. Rapback reports issued by the Nebraska State Patrol that identify criminal activity for those that have had a CHRC completed will be utilized by the Board as well.

NRPAB
Nebraska Real Property Appraiser Board

Guidance Document 24-01

Adopted August 15, 2024

This guidance document is advisory in nature but is binding on the Nebraska Real Property Appraiser Board ("Board") until amended or repealed by the Board. A guidance document does not include internal procedural documents that only affect the internal operations of the Board and does not impose additional requirements or penalties on regulated parties or include confidential information or rules and regulations made in accordance with the Administrative Procedure Act. If you believe that this guidance document imposes additional requirements or penalties on regulated parties, you may request a review of the document (Neb. Rev. Stat. § 84-901.03 (2)).

SUBJECT: PAREA Program Real Property Appraisal Practice Experience Evaluation

LEGAL REFERENCE: Neb. Rev. Stat. § 76-2213.03 (Laws 2022, LB707, § 51); Neb. Rev. Stat. § 76-2230(1)(c),(e) (Laws 2022, LB707, § 43); Neb. Rev. Stat. § 76-2231.01(1)(e),(g) (Laws 2022, LB707, § 55); Neb. Rev. Stat. § 76-2232(1)(e),(g) (Laws 2022, LB707, § 56); 298 NAC Chapter 2, § 002 (2023)

SUMMARY OF ACTION

Adopted by the Board at its August 15, 2024 meeting.

BACKGROUND

At its regular meeting on July 18, 2024, the Nebraska Real Property Appraiser Board ("Board") discussed the evaluation and acceptance of real property appraisal practice experience obtained through a PAREA program. It is not clear in Title 298 how or when the real property appraisal practice experience obtained through the completion of a PAREA program is evaluated and accepted by the Board. The Board agreed that the requirements for the review and acceptance of real property appraisal practice experience obtained through a PAREA program should be the same as experience obtained through the traditional trainee-supervisory real property appraiser method.

ANALYSIS

When referring to the real property appraisal practice experience hour and time requirements as prescribed by rules and regulations of the Board for each classification, Neb. Rev. Stat. § 76-2230(1)(c)(i); N.R.S. § 76-2231.01(1)(e)(i), and N.R.S.§ 76-2232(1)(e)(i) state in part, "The required experience shall be acceptable to the Real Property Appraiser Board and subject to review and determination as to conformity with the Uniform Standards of Professional Appraisal Practice." In accordance with Neb. Rev. Stat. § 76-2230(1)(c)(ii); N.R.S. § 76-2231.01(1)(e)(ii), and N.R.S.§ 76-2232(1)(e)(ii), if the PAREA program does not satisfy all required experience for credentialing, the remaining experience hours shall be completed pursuant to the experience requirements found in N.R.S. § 76-2230(1)(c)(i); N.R.S. § 76-2231.01(1)(e)(i), and N.R.S.§ 76-2232(1)(e)(i). When referring to qualifications to sit for examination, N.R.S § 76-2230(1)(e); N.R.S. § 76-2231.01(1)(g), and N.R.S.§ 76-2232(1)(g) state, "Within the twenty-four months following approval of the applicant's education and experience by the Real Property appraiser Board…" Finally, per N.R.S. § 76-2231.03, "PAREA program means a practical applications of real estate appraisal program approved by the Appraiser Qualifications Board as prescribed by rules and regulations of the Real Property Appraiser Board."

As established in the paragraph above, the Board must approve an applicant's experience to sit for examination. In addition, the real property appraisal practice experience hour and time requirements and the PAREA program requirements are prescribed in the rules and regulations of the Board. 298 NAC Chapter 2, § 002 establishes the procedures for accepting real property appraisal practice experience and the procedure for how an applicant may rectify any real property appraisal practice experience deficiencies as determined by the Board. 298 NAC Chapter 2, § 002.08B specifically, establishes what real property appraisal practice experience credit is awarded for the successful completion of a PAREA program. As previously mentioned, if the PAREA program does not satisfy all required experience for credentialing, the remaining experience hours shall be completed pursuant to the experience requirements found in N.R.S. § 76-2230(1)(c)(i); N.R.S. § 76-2231.01(1)(e)(i), and N.R.S.§ 76-2232(1)(e)(i). Finally, in order sit for examination, the real property appraisal practice experience must be approved by the Board. All real property appraisal practice experience, regardless of whether the experience is obtained through logged hours under a supervisory real property appraiser or an appraiser-in-charge, or obtained through the completion of a PAREA program, is subject to the Board's review and determination as to whether the experience is acceptable.

GUIDANCE

Any applicant for credentialing as a real property appraiser through education, experience, and examination, that submits a document evidencing the successful completion of a PAREA program, must submit a Real Property Appraisal Practice Experience Log that includes all real property appraisal practice experience obtained through participation in the PAREA program. No supervisory real property appraiser or appraiser-in-charge signature is required for a Real Property Appraisal Practice Experience Log that contains only real property appraisal practice experience obtained through participation in the PAREA program.

In accordance with 298 NAC Chapter 2, § 002.03, an applicant's hours of real property appraisal practice experience submitted to the Board for review and determination of acceptability 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; and be completed in compliance with the Uniform Standards of Professional Appraisal Practice. 298 NAC Chapter 2, § 002.012A states, "A minimum of three reports will be selected from the real property appraisal practice experience log for review to qualify the real property appraisal practice experience." If one or more of the report selection criteria in section 002.12A.2 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.

NRPAB

Nebraska Real Property Appraiser Board

Internal Procedural Document

Effective April 17, 2025

Number	Title	Internal Procedure	Board Action History
201701	Endorsement of an Appraiser	Withstanding any legal obligation, the Nebraska Real Property Appraiser Board will not make an endorsement for, referral of, or recommendation of, any appraiser of any classification for an assignment, appointment, membership, or recognition of, to any public or private person or entity. Any person or entity that makes such of a request shall be directed to available public information concerning credential holders.	Adopted by the Board on June 15, 2017
201702	Employee Recognition	An employee or board member may be recognized no more than once annually for his or her excellence through service (not "Years of Service"), contributions, and/or achievements with an award not to exceed $500.00 in value. An employee or board member may be nominated by any other employee or board member. A nomination must be made in writing, include the reason for the nomination, and a recommended award. The Director or Board Chair shall be responsible for evaluation and approval of the nomination and requested award. A recipient of an award will be recognized publicly by the Board at its next regularly scheduled meeting. An award is not the same as an employee bonus.	Adopted by the Board on June 15, 2017

201703	Employee Reimbursement of Training and Education Tuition	Any request for training or education made by an employee of the Board shall be submitted to the Director in writing. If approved by the Board, the training or education shall be at the Board's expense unless specified otherwise. Any tuition for training or education attended at the employee's request, and at the Board's expense, may be reimbursed to the Board if employee voluntarily leaves his or her position within one year of attending the training activity, or does not satisfactorily complete any portion of the training activity. Any exception to this policy shall be agreed to by both parties and documented in the appropriate board meeting minutes. In addition, the Board may request that an employee of the Board attend training or education applicable to his or her responsibilities. Any tuition for training or education attended at the Board's request shall be at the Board's expense unless specified otherwise. Such tuition may be reimbursed to the Board if employee does not satisfactorily complete any portion of the training activity. Any exception to this policy shall be agreed to by both parties and documented in the appropriate board meeting minutes.	Adopted by the Board on June 15, 2017
201704	AMC Fund Cash Balance	In accordance with Neb. Rev. Stat. § 76-3219, the appraisal management company fund shall be used to implement, administer, and enforce the AMC Registration Act. The agency must be properly funded to administer and enforce the act, meet the requirements as specified in Title XI of Financial Institutions Reform, Recovery, and Enforcement Act of 1989, and ensure that proper financial protection is in place to manage any issue that may arise. For the fiscal year 2024-25, the minimum fund balance for the AMC fund shall be $224,348.50. This balance includes the following: 1. An amount equal to half of the operating budget for the next fiscal year. If funds have not been appropriated for the next fiscal year, the current fiscal year may be substituted until appropriations are awarded for the next fiscal year. (FY 2024-25: $148,697.00/2 = $74,348.50). Justification for this amount includes:	Adopted by the Board on June 15, 2017 Amended April 18, 2019 Amended April 23, 2020 Amended June 17, 2021 Amended June 20, 2024

201704 *(Continued)*		a. The Board must be prepared to manage a sharp decline in revenues due to a loss in the number of appraisal management companies and applications for registration as appraisal management companies. There has been constant pressure at the federal level to make changes to appraiser and appraisal management company regulations; Implementation of the AMC Final Rule and deregulation may result in a drastic decrease in the number of appraisal management companies registered in this state. b. The Board must be prepared to manage all related to the costs associated with investigations. This includes both investigation costs and training costs. c. The Board must be prepared to purchase equipment and supplies as needed to administer and enforce the Act. Technology and methodology improvements may require upgraded equipment and/or supplies. d. The Board must be prepared for unexpected cost increases associated with employee benefits. Healthcare reform leaves many unanswered questions in the foreseeable future. 2. An amount specified for potential litigation. Legal expenses for the most recent matter under the Real Property Appraiser Act exceeded $50,000.00. The Board must be prepared to manage any costs of litigation that may arise. Legal expenses could potentially exceed $100,000.00, and as such, the AMC fund balance shall include this amount for potential legal expenses. 3. An amount specified for technology projects. Statute and rule changes, along with operation changes, require that the Board's database and website are upgraded regularly. Many projects, including complete overhauls are very expensive. The most recently completed database project cost more than $220,000.00. The Board must be prepared to address costs associated with technology upgrades needed to administer and enforce the Act in an effective and efficient manner. The AMC fund balance shall include $50,000.00 for technology projects.	

201705	Real Property Appraiser Fund Cash Balance	In accordance with Neb. Rev. Stat. § 76-2226, the real property appraiser fund shall include a sufficient cash fund balance as determined by the Board. The agency must be properly funded to administer and enforce the Real Property Appraiser Act, meet the requirements as specified in Title XI of Financial Institutions Reform, Recovery, and Enforcement Act of 1989, and ensure that proper financial protection is in place to manage any issue that may arise. For the fiscal year 2024-25, the minimum fund balance for the real property appraiser fund shall be $358,861.50. This balance includes the following: 1. An amount equal to half of the operating budget for the next fiscal year. If funds have not been appropriated for the next fiscal year, the current fiscal year may be substituted until appropriations are awarded for the next fiscal year. (FY 2024-25: $317,723.00/2 = $158,861.50). Justification for this amount includes: a. The Board must be prepared to manage a sharp decline in revenues due to a loss in the number of appraisers. According to the Appraisal Institute, the average age of an appraiser is 55 years old. Many appraisers will be retiring during the next ten years, and the number of new appraisers entering the profession does not meet market demand. b. The Board must be prepared to manage all related to the costs associated with investigations. This includes both investigation costs and training costs. c. The Board must be prepared to purchase equipment and supplies as needed to administer and enforce the Act. Technology and methodology improvements may require upgraded equipment and/or supplies. d. The Board must be prepared for unexpected cost increases associated with employee benefits. Healthcare reform leaves many unanswered questions in the foreseeable future.	Adopted by the Board on June 15, 2017 Amended April 18, 2019 Amended April 23, 2020 Amended June 17, 2021 Amended June 20, 2024

201705 *(Continued)*		e. Due to the Board's revenue structure, the majority of revenues are received during a two to four month period (November to February). The Board must have adequate funds to administer and enforce the Act during low revenue months. 2. An amount specified for potential litigation. Legal expenses for the most recent matter exceeded $50,000.00. The Board must be prepared to manage any costs of litigation that may arise. Legal expenses could potentially exceed $100,000.00, and as such, the real property appraiser fund balance shall include this amount for potential legal expenses. 3. An amount specified for technology projects. Statute and rule changes, along with operation changes, require that the Board's database and website are upgraded regularly. Many projects, including complete overhauls are very expensive. The most recently completed database project cost more than $220,000.00. The Board must be prepared to address costs associated with technology upgrades needed to administer and enforce the Act in an effective and efficient manner. The real property fund balance shall include $100,000.00 for technology projects.	
201706	Timeliness Requirements for Appraisal Reviews	Any appraiser requested to complete a review of an appraisal or appraisal review must complete the review within 30 days of the date of the contract letter for reviews related to residential properties, and 60 days of the date of the contract letter for reviews related to any other type of property. The postmarked date will be used to determine timeliness for reports returned by mail, and the email or fax date will be used for reports returned by email or fax.	Adopted by the Board on June 15, 2017
201707	Director's Performance Review	The Director's performance will be evaluated by the Board prior to the beginning of each fiscal year.	Adopted by the Board on June 15, 2017
201708	Board Staff Clothing Allowance	Upon hire, any full-time employee of the Board shall be granted an allowance of $100.00 for use on NRPAB promotional clothing. Current Board employees will receive this allowance upon Board approval of this policy for FY 12. After FY 12, this initial allowance is only applicable to newly hired employees, and in the fiscal year the new employee begins work. At the beginning of each fiscal year after an employee has been granted his or her initial allowance, each employee is granted an allowance of $75.00 for use on NRPAB promotional clothing. This allowance does not carry over from one fiscal year to another.	Adopted by the Board on June 15, 2017

201709	Appraisal Review Services Contractor Fees	NRPAB Subject Matter Expert ("SME") Services Contractors and NRPAB Applicant Appraisal Review Services ("AARS") Contactors shall be compensated according to the following schedule (compensation may be prorated on a quarter-hour basis): AARS Residential: 4 Hours x $125.00 = $500.00 2-4 Family: 5 Hours x $125.00 = $625.00 Agricultural: 7 Hours x $125.00 = $875.00 Commercial: 7 Hours X $125.00 = $875.00 SME Residential: 5 Hours x $125.00 = $625.00 2-4 Family: 5 Hours x $125.00 = $625.00 Agricultural: 12 Hours x $125.00 = $1500.00 Commercial: 12 Hours X $125.00 = $1500.00 In the case of extenuating circumstances, an unusually complex appraisal review assignment, or if the matter proceeds to hearing, the Board reserves the right to renegotiate the compensation rate and/or maximum amount, prior to the execution of, or agreed to in, the SME Services Agreement or the Credentialing Applicant Appraisal Review Services Agreement. If an SME contractor or AARS contractor determines that the compensation rate and/or maximum amount in the contract should be amended, such request, along for the reasons for making such request, must be made to the Board in writing. The Board will review the request and circumstances at its next regular meeting and make a determination to amend the contract or deny the request. Compensation will only be paid if terms of contractual agreement are successfully completed in full. If the contactor's performance is found to not be satisfactory in accordance with the Appraisal Review Services Contractor Program, the Board reserves the right to reduce the compensation, or not make payment due to breach of contract.	Adopted by the Board on June 15, 2017 Amended July 15, 2021

201710	Contracts for Work and Associated Fees	All work considered to be contractual in nature, along with the fees for that work, must be pre-approved by the Board unless the Board authorizes the Director to enter into contract negotiations for such work. In the case of an emergency, the Director may negotiate and enter into a contractual agreement on the Board's behalf and inform the Board of such contract and reasons for such contract at its next regular meeting. No charges for work considered to be contractual in nature will be paid by the Board unless pre-approved by the Board or agreed upon by the Director prior to the commencement of work. This policy does not include contracts for Standard 3 compliance reviews.	Adopted by the Board on June 15, 2017
201711	Requests for Non-NRPAB Information to be Placed on the Website	Any requests to the Director or NRPAB staff for information to be placed on the website that is not considered to be NRPAB business, made by individuals or entities not NRPAB personnel or board members, shall not be granted. Any exception to this policy shall be subject to Board approval unless an emergency situation is declared by the Director or Board Chair.	Adopted by the Board on June 15, 2017
201712	Blast Email Requests	Any requests to the Director or NRPAB staff for delivery of an electronic mail communication over the Internet not considered to be NRPAB business, meant to reach recipients, such as appraisers, local, state, and federal government employees or entities, members or employees of professional organizations, the general public, or any other entity or group, made by individuals or entities not NRPAB personnel or board members, shall not be granted. Any exception to this policy shall be subject to Board approval unless an emergency situation is declared by the Director or Board Chair.	Adopted by the Board on June 15, 2017

201713	Blast Email Policy	Any electronic mail communication delivered over the Internet by the Director or NRPAB staff, originating from a list and considered to be a "blast email", meant to reach recipients, such as appraisers, local, state, and federal government employees or entities, members or employees of professional organizations, the general public, or any other entity or group shall be established on NRPAB letterhead and reviewed by each member of the Board. Each member will have 24 hours to review and respond to the Director or NRPAB staff responsible for executing the electronic mail delivery. After consideration of the responses provided by each board member, 1) the Director will execute the delivery, or at the Director's discretion, hold the electronic mail communication for discussion and vote at the next board meeting; 2) the responsible NRPAB staff will, upon approval from the Director, or the Board Chair if the Director is not available, execute the delivery. The Director, or the Board Chair if the Director is not available, may stop the electronic mail communication from being delivered, or hold the electronic mail communication for discussion and vote at the next board meeting. Any exception to this policy shall be subject to Board approval unless an emergency situation is declared by the Director or Board Chair. *Electronic mail communications delivered to more than one recipient by the NRPAB Director, staff, or board members in the everyday course of business is not considered to be a "blast email."*	Adopted by the Board on June 15, 2017
201714	Renewal of Continuing Education Activities	In accordance with 298 NAC CH. 6, § 003.04A, the Director may grant renewal of any continuing education activity provided that the continuing education activity is not required to be resubmitted as specified in 298 NAC CH 6, § 003.03A. Any continuing education activity submitted for renewal that may meet any of the provisions listed under 298 NAC CH 6, § 003.04B, shall be submitted to the Board for consideration.	Adopted by the Board on June 15, 2017
201715	Violation of Time Requirements in Neb. Rev. Stat. § 76-2236 (2)	Any appraiser that failed to successfully complete the seven-hour National Uniform Standards of Professional Appraisal Practice Course within the time frame specified in Neb. Rev. Stat. § 76-2236 (2) shall be notified of such failure in an advisory letter for the first occurrence of failure. Any subsequent failures to complete the seven-hour National Uniform Standards of Professional Appraisal Practice Course shall be presented to the Board for consideration of a Board initiated grievance for violation of N.R.S. § 76-2238 (12).	Adopted by the Board on August 17, 2017 Amended June 21, 2018

201801	Application of Late Processing Fee for Renewal Application Mailed with Insufficient Postage	Any application for renewal of a real property appraiser credential, or renewal of an AMC registration, mailed with postage deemed insufficient by the U.S. Post Office, that is mailed with additional postage within three weeks of the initial postmark, will not be subject to $25.00 late processing fee for the month in which it is received by the Board if: 1) Postmark evidence includes the initial mailing date and the date the item was mailed with additional postage, and 2) All other requirements for renewal are met by the applicant.	Adopted by the Board on February 15, 2018
201802	NRPAB Employee Real Property Appraisal Activity	As stated in the NRPAB Employee Handbook under the Conflict of Interest section, "Employees must avoid any relationship or activity that might impair, or even appear to impair, their ability to make objective and fair decisions when performing their jobs." In order to avoid potential conflicts of interest, acts or conduct which adversely affects the Board's performance or function, or legal liability to the Board, any full-time regular employee of the Board is prohibited from engaging in real property appraisal activity as defined in Neb. Rev. Stat. § 76-2215. Any matter in which a regular full-time employee engages in real property appraisal activity will be addressed in accordance to the discipline policy found in the NRPAB Employee Handbook.	Adopted by the Board on May 17, 2018; effective June 1, 2018.
201901	NRPAB Board Member Investigation Guidelines	A grievance filed by a board member, in an individual capacity, must be in compliance with 298 NAC Chapter 8, § 001.02. If a board member files a grievance as an individual, or submits a report to the Board's office that becomes the subject of a grievance filed by the Board, he or she is strongly recommended to abstain from voting from the point of involvement forward. If any board member is unsure of the need to abstain from voting related to an investigation, no action shall be taken on the matter until the Director receives an opinion from the Attorney General's Office concerning the Respondent's due process rights. The Board will receive an update at each meeting concerning the progress of any matter under investigation. Examples of such updates include, but are not limited to, respondent has been notified of charges and appraisal report and workfile have been requested, SME is in process of completing standard 3-4 review, standard 3-4 review is being evaluated, Respondent is reviewing Standard 3-4 Review Report, evaluating Respondent's response with SME, requested clarification from Respondent related to response provided, and currently working on investigative report and preparing evidence.	Adopted by the Board on April 18, 2019

201902	NRPAB Consent Agreement Negotiation Guidelines	If an investigation discloses evidence that the actions of the person under investigation constitute a violation of the Real Property Appraiser Act, the Appraisal Management Company Registration Act, or Title 298 of the Nebraska Administrative Code, the Board will file a formal complaint through the Board's Special Assistant Attorney General (SAAG). Under the authorization of the Director, a consent agreement may be negotiated by the SAAG within sixty days from the date of the Board's decision. If negotiations have stalled, or terms of the consent agreement cannot be reached within sixty days of the Board's decision, the SAAG will serve the formal complaint upon the Respondent if it has not already been served (negotiations may continue throughout this process). If the terms of a consent agreement are reached, and the agreement is signed by the Respondent, the consent agreement will be submitted to the Board for review. If the Board accepts the consent agreement, the Board Chairperson shall sign the agreement for execution. If the matter is settled through the consent agreement process, no formal hearing will be conducted. The Director will monitor the Respondent's adherence to the terms specified in the consent agreement. If an issue arises, or a term is not completed, the Director will prepare a report for the Board outlining the matter. If the Board does not accept the terms of the consent agreement, the Board may choose to withdraw from consent agreement negotiations (proceed to formal hearing), or authorize further negotiations by the SAAG. If the Board allows additional negotiations, it may set parameters under which the negotiations may continue.	Adopted by the Board on April 18, 2019
201903	Intent of the NRPAB Regulatory Program	The intent of the Board's regulatory program is to be educational in practice when possible. In the cases where the evidence does not support the findings, or the findings are deemed minor in nature by the Board, the Board may dismiss the charges. Based on the educational nature of the process, a dismissal letter may include advisement explaining the Board's findings, or additional voluntary Board recommendations. Such voluntary Board recommendations may include suggested continuing education coursework, an informal conference with Board members, and/or any other course of action the Board deems beneficial to the Respondent.	Adopted by the Board on April 18, 2019

201904	NRPAB Special Assistant Attorney General Grievance Guidelines	If a grievance is filed by the Board's Special Assistant Attorney General, the Board must obtain separate legal counsel for this grievance. For any grievance not filed by the Board's Special Assistant Attorney General, he or she may be consulted by the agency at any time during the investigative process. If the Respondent obtains legal counsel, the Board's Special Assistant Attorney General will be the agency's primary source of communication with the Respondent. Upon completion of an investigation by the agency, the investigative report and documentation will be submitted to the Special Assistant Attorney General for review. The Special Assistant Attorney General will submit a summary report to the agency with recommendations as how to proceed. The agency will make changes to the investigative report to include the Special Assistant Attorney General's recommendations if needed. If, at the conclusion of an administrative hearing, the hearing officer determines that the Respondent is guilty of the violation(s), the Board shall take such disciplinary action as the Board deems appropriate. If, at the conclusion of the hearing, the hearing officer determines that no violation(s) occurred, the Board may dismiss the charges, or take any action the Board deems appropriate. Any action other than dismissal shall require consultation with the Special Assistant Attorney General. All consent agreements, final orders, cease and desist orders, formal complaints, administrative hearing motions, or notices/declarations concerning a grievance, shall be prepared by the Board's Special Assistant Attorney General as authorized by the Director.	Adopted by the Board on April 18, 2019
201905	Documentation Provided to a Respondent during an Investigation	Any document provided to a Respondent during the course of an investigation will have all sensitive or confidential information, as determined by the Director, redacted. Such documentation includes, but is not limited to, grievances, Standard 3-4 Review Reports, and items evidentiary in nature in which the Respondent is requested to provide comment or explanation.	Adopted by the Board on April 18, 2019

201906	NRPAB SME Investigation Guidelines	In accordance with Neb. Rev. Stat. § 76-2239 (1), the Board may contract with qualified persons if technical assistance is required during an investigation. Board's Director must approve a contract with Subject Matter Expert (SME) prior to proceeding with the investigation. If any additional contracts for technical assistance are required after the initial contract is approved, the Board's Director and Board Chair must approve the contract. An SME is different than the traditional "review appraiser." The SME is an integral part of the investigative team as the technical expert regarding appraiser practice and USPAP. The agency relationship with the SME will be interactive throughout the entire process. Upon the Board's motion to proceed with an investigation, the subject report, workfile, and other documentation as determined by the Director as relevant is provided to SME for Standard 3-4 review. The agency will hold an introductory phone conference with the SME to outline the expectations of the SME. SME is to conduct an evidence-based review of the subject report to determine compliance with USPAP, and must provide support to substantiate all findings of deficiencies stated in the Standard 3-4 review. If questions arise during the review, the SME will communicate those questions with the agency, who may request clarification from the Complainant, Respondent, or other party in writing or another form of communication if necessary, and provide the response back to the SME. SME may request that agency obtain additional information as needed to substantiate Standard 3-4 review findings.	Adopted by the Board on April 18, 2019
201907	Investigation of AMC that Ceases Operation and Fails to Maintain a Surety Bond for One Year	In accordance with Neb. Rev. Stat. § 76-3203 (2), a surety bond shall be maintained until one year after the date that an AMC ceases to operate in Nebraska. If notice is received from an insurer that the surety bond for a registered AMC has been or will be cancelled, and evidence is obtained confirming that the AMC has ceased operation (no longer in business) prior to the expiration of its registration, no grievance will be filed by the Board if no harm to the public has been alleged. If an AMC has resumed operation without providing evidence of surety coverage prior to the expiration of its registration, or the failure to maintain a surety bond has caused harm to the public, a grievance will be filed by the Board for violation of Neb. Rev. Stat. § 76-3202 (2).	Adopted by the Board on July 18, 2019

201908	NRPAB Personal Vehicle Use Policy	A completed NRPAB Personal Vehicle Use Authorization Form signed by the director, or in the case of the director, the Board's chairperson, must be on file at the Board's office prior to an employee or board member receiving reimbursement for use of a personal vehicle while on State business (this does not include commuting miles). This authorization may be revoked at any time by the director, or in the case of the director, the Board's chairperson, if the employee or board member violates any law, rule, policy or procedure as it relates to personal vehicle use. The Board reserves the right to amend or retire this policy at any time.	Adopted by the Board on September 19, 2019
202001	Appraiser-AMC Funds Allocation Procedure	In accordance with Neb. Rev. Stat. § 76-2226, the Board may use the real property appraiser fund for the administration and enforcement of the Real Property Appraiser Act and to meet the necessary expenditures of the Board, and in accordance with Neb. Rev. Stat. § 76-3219, the appraisal management company fund shall be used to implement, administer, and enforce the AMC Registration Act. The allocation between the two funds for expenditures that apply to both the Appraiser Program and the AMC Registration Program, or that are not cost effective to attempt to separate by program (e.g., payroll and benefits processing, general postage billing, general CIO network services billing, and general CIO IMS billing) is a percentage determined by the quarterly employee workload review from the previous fiscal year, and the budget analysis of the past, present, and projected numbers and trends for appraiser credentialing, AMC registrations, education activities, and compliance. The quarterly workload review for each employee will take place during the first full work week in July, October, January, and April. Each employee will report his or her time spent on appraiser-and AMC-related activities per day in quarter-hour increments (e.g., Monday: 3.25 hours AMC, 4.75 hours appraiser; Tuesday: 2 hours AMC, 6 hours appraiser) using a method determined by the Director. If the activity applies to both the appraiser and AMC programs (e.g., payroll, general office activities, general government functions, certain accounting functions, and technology projects), the employee will report the time spent at 50% for each program. The employee quarterly workload review will be the baseline for determining the allocation between the appraiser and AMC funds for the fiscal year. However, the allocation will also account for projected changes in the numbers and trends for appraiser credentialing, AMC registrations, education activities, and compliance as documented during the budget analysis for each fiscal year.	Adopted by the Board on June 18, 2020 Amended July 20, 2023

202101	Appraisal Review Services Contractor Program Management	In order to maintain an effective appraisal review services contractor program, and to build a history of contractor performance, the Board adopts use of the State of Nebraska Vendor Performance Program (VPP). The NRPAB Subject Matter Expert Services Contractor USPAP Compliance Review Report Summary (SME Report Summary), or if appropriate, the NRPAB Applicant Appraisal Review Services Contactor USPAP Compliance Review Report Summary (Applicant Appraisal Review Contactor Report Summary), will be provided to the Board for review with any USPAP Compliance Review Report obtained by the Board. The Board shall determine whether the contractor performance was satisfactory or not. If the Board determines that a contactor performance was unsatisfactory, the Board will send a notice of such unsatisfactory performance to the contactor in accordance with the procedures of the VPP plan. A copy of the contract; the USPAP Compliance Review Report; the SME Report Summary, or if appropriate, the Applicant Appraisal Review Contactor Report Summary; and any VPP notices will be maintained in a file for each contactor on the Board's W Drive. This contactor file, along with any additional information provided by the Board, shall be utilized to maintain the Board's active appraisal review services contractor list.	Adopted by the Board on June 17, 2021
202301	Real Property Appraiser Applicant Experience Review Subcommittees	For the purpose of 298 NAC Chapter 2, § 002.13, the Real Property Appraiser Applicant Experience Review Subcommittee ("Subcommittee") assignments will be established at the time any new board member is appointed by the Governor, or at the request of a board member or the Director. The number of Subcommittees established will be determined by the Board and a board member may participate on one or more Subcommittees. If applicable, the Director will assign a real property appraiser applicant to a Subcommittee based on that Subcommittee's experience and expertise. If a Subcommittee rejects a real property appraiser applicant experience review, the Director will assign the real property appraiser applicant to another Subcommittee utilizing the same criteria. If no Subcommittee accepts the real property appraiser applicant experience review, the Director will place the applicant before the Board for consideration. No board member per diem is received for participation on a Subcommittee.	Adopted by the Board on June 22, 2023

202501	Written Advisory Letters	A written advisory issued by a motion of the Board, at the request of a Real Property Appraiser Applicant Experience Review Subcommittee, or through an existing guidance document or internal procedural document, must explain the circumstances that result in the issuance of a written advisory; state the applicable laws, rules, guidance documents, internal procedural documents, USPAP rules and/or standard rules, and/or real property appraiser qualifications criteria; describe the expected outcome; and identify the repercussions for failure to meet the expected outcome. A written advisory will be separate from any other letter or document sent and will be sent by certified mail.	Adopted by the Board on April 17, 2025

Agency 053 REAL PROPERTY APPRAISER BD
Division
Program 079 APPRAISER LICENSING

Percent of Time Elapsed = 91.78

	ACCOUNT CODE DESCRIPTION	BUDGETED AMOUNT	CURRENT MONTH ACTIVITY	YEAR-TO-DATE ACTUALS	PERCENT OF BUDGET	ENCUMBERANCES	VARIANCE
BUDGETED FUND TYPES - EXPENDITURES							
510000 PERSONAL SERVICES							
511100	PERMANENT SALARIES-WAGES	209,719.34	16,154.28	182,531.90	87.04		27,187.44
511300	OVERTIME PAYMENTS			3,825.30			3,825.30-
511600	PER DIEM PAYMENTS	8,100.00	500.00	5,500.00	67.90		2,600.00
511700	EMPLOYEE BONUSES	2,000.00		1,500.00	75.00		500.00
511800	COMPENSATORY TIME PAID			72.68			72.68-
512100	VACATION LEAVE EXPENSE	17,796.97	413.84	12,604.47	70.82		5,192.50
512200	SICK LEAVE EXPENSE	2,591.66	87.21	7,261.31	280.18		4,669.65-
512300	HOLIDAY LEAVE EXPENSE	11,608.66	876.60	11,293.58	97.29		315.08
Personal Services Subtotal		251,816.63	18,031.93	224,589.24	89.19	0.00	27,227.39
515100	RETIREMENT PLANS EXPENSE	18,277.76	1,312.78	16,293.08	89.14		1,984.68
515200	FICA EXPENSE	19,188.36	1,231.85	15,603.08	81.32		3,585.28
515500	HEALTH INSURANCE EXPENSE	59,730.00	4,977.52	52,485.84	87.87		7,244.16
516500	WORKERS COMP PREMIUMS	1,546.00		1,546.00	100.00		
Major Account 510000 Total		350,558.75	25,554.08	310,517.24	88.58	0.00	40,041.51
520000 OPERATING EXPENSES							
521100	POSTAGE EXPENSE	2,588.65	134.37	2,246.00	86.76		342.65
521400	CIO CHARGES	55,544.81	222.15	23,452.21	42.22		32,092.60
521500	PUBLICATION & PRINT EXP	3,451.20	670.04	2,472.39	71.64		978.81
521900	AWARDS EXPENSE	50.00		36.12	72.24		13.88
522100	DUES & SUBSCRIPTION EXP	600.00		600.00	100.00		
524600	RENT EXPENSE-BUILDINGS	12,801.70	1,034.31	11,669.46	91.16		1,132.24
524900	RENT EXP-DEPR SURCHARGE	4,187.00	348.91	3,838.01	91.66		348.99
527100	REP & MAINT-OFFICE EQUIP	136.00		136.00	100.00		
531100	OFFICE SUPPLIES EXPENSE	2,077.59	49.49	448.02	21.56		1,629.57
532100	NON-CAPITALIZED EQUIP PU	1,830.00		1,830.00	100.00		
532260	VOICE EQUIP	28.25	28.25	28.25	100.00		
541100	ACCTG & AUDITING SERVICES	1,128.00		1,128.00	100.00		
541200	PURCHASING ASSESSMENT	39.00		39.00	100.00		
541500	LEGAL SERVICES EXPENSE	20,000.00		2,527.50	12.64		17,472.50
541700	LEGAL RELATED EXPENSE	3,000.00		30.00	1.00		2,970.00
542100	SOS TEMP SERV - PERSONNEL	6,200.00		4,867.85	78.51		1,332.15

Agency 053 REAL PROPERTY APPRAISER BD
Division
Program 079 APPRAISER LICENSING

Percent of Time Elapsed = 91.78

	ACCOUNT CODE DESCRIPTION	BUDGETED AMOUNT	CURRENT MONTH ACTIVITY	YEAR-TO-DATE ACTUALS	PERCENT OF BUDGET	ENCUMBERANCES	VARIANCE
547100	EDUCATIONAL SERVICES	788.00	360.00	411.00	52.16		377.00
554900	OTHER CONTRACTUAL SERVICES	27,090.50	3,698.25	18,654.04	68.86		8,436.46
556100	INSURANCE EXPENSE	53.00		52.57	99.19		.43
559100	OTHER OPERATING EXP	8,958.31		127.00	1.42		8,831.31
Major Account 520000 Total		150,552.01	6,545.77	74,593.42	49.55	0.00	75,958.59
570000 TRAVEL EXPENSES							
571100	LODGING	3,621.00	330.00	2,057.00	56.81		1,564.00
571800	MEALS - TRAVEL STATUS	2,045.88	214.20	1,252.76	61.23		793.12
573100	STATE-OWNED TRANSPORT	200.00					200.00
574500	PERSONAL VEHICLE MILEAGE	9,209.82	732.20	5,375.30	58.36		3,834.52
575100	MISC TRAVEL EXPENSE	437.50	45.35	234.85	53.68		202.65
Major Account 570000 Total		15,514.20	1,321.75	8,919.91	57.50	0.00	6,594.29
BUDGETED EXPENDITURES TOTAL		516,624.96	33,421.60	394,030.57	76.27	0.00	122,594.39
SUMMARY BY FUND TYPE - EXPENDITURES							
2	CASH FUNDS	516,624.96	33,421.60	394,030.57	76.27		122,594.39
BUDGETED EXPENDITURES TOTAL		516,624.96	33,421.60	394,030.57	76.27	0.00	122,594.39
BUDGETED FUND TYPES - REVENUES							
470000 REVENUE - SALES AND CHARGES							
471100	SALE OF SERVICES	450.00-	25.00-	375.00-	83.33		75.00-
471120	QUALIFYING ED COURSE FEES	1,600.00-	300.00-	850.00-	53.13		750.00-
471121	CONTINUING ED NEW FEES	2,500.00-	500.00-	1,825.00-	73.00		675.00-
471122	CONTINUING ED RENEWAL FEES	150.00-		70.00-	46.67		80.00-
475150	CERTIFIED GENERAL NEW FEES	9,300.00-	300.00	6,000.00-	64.52		3,300.00-
475151	LICENSED NEW FEES	300.00-	600.00-	900.00-	300.00		600.00
475152	FINGERPRINT FEES	2,760.25-	181.00-	2,217.25-	80.33		543.00-
475153	CERTIFIED RESIDENTIAL NEW	3,000.00-	495.25-	3,495.25-	116.51		495.25
475154	CERTIFIED GENERAL RENEWAL	116,050.00-	275.00-	123,200.00-	106.16		7,150.00
475155	LICENSED RENEWAL	12,100.00-		12,100.00-	100.00		
475156	FINGERPRINT AUDIT PROGRAM FEES			20.00-			20.00
475157	CERTIFIED RESIDENTIAL RENEWAL	62,700.00-		60,775.00-	96.93		1,925.00-

Agency 053 REAL PROPERTY APPRAISER BD
Division
Program 079 APPRAISER LICENSING

Percent of Time Elapsed = 91.78

	ACCOUNT CODE DESCRIPTION	BUDGETED AMOUNT	CURRENT MONTH ACTIVITY	YEAR-TO-DATE ACTUALS	PERCENT OF BUDGET	ENCUMBERANCES	VARIANCE
475161	TEMPORARY CERTIFIED GENERAL	8,250.00-	800.00-	7,350.00-	89.09		900.00-
475163	AMC REGISTERED NEW FEES	4,000.00-	2,000.00-	12,000.00-	300.00		8,000.00
475164	AMC APPLICATION FEES	700.00-		2,100.00-	300.00		1,400.00
475165	AMC REGISTERED RENEWAL	99,000.00-	9,000.00-	97,500.00-	98.48		1,500.00-
475166	FED REG AMC RPT FORM PROC FEES	700.00-		700.00-	100.00		
475167	CERTIFIED RESIDENTIAL INACTIVE	300.00-					300.00-
475168	CERTIFIED GENERAL INACTIVE	300.00-					300.00-
475234	APPLICATION FEES	25,650.00-	2,200.00-	22,050.00-	85.96		3,600.00-
476101	LATE PROCESSING FEES	4,175.00-	300.00-	3,550.00-	85.03		625.00-
Major Account 470000 Total		353,985.25-	16,376.25-	357,077.50-	100.87	0.00	3,092.25
480000 REVENUE - MISCELLANEOUS							
481100	INVESTMENT INCOME	21,000.00-	1,576.62-	22,007.23-	104.80		1,007.23
484500	REIMB NON-GOVT SOURCES	1,000.00-	20.00-	2,577.62-	257.76		1,577.62
Major Account 480000 Total		22,000.00-	1,596.62-	24,584.85-	111.75	0.00	2,584.85
490000 REVENUE - OTHER FINANCIAL SOURCES/U							
491300	SALE - SURP PROP/FIXED ASSET			92.00-			92.00
Major Account 490000 Total		0.00	0.00	92.00-	0.00	0.00	92.00
BUDGETED REVENUE TOTAL		375,985.25-	17,972.87-	381,754.35-	101.53	0.00	5,769.10

SUMMARY BY FUND TYPE - REVENUE

2	CASH FUNDS	375,985.25-	17,972.87-	381,754.35-	101.53		5,769.10
BUDGETED REVENUE TOTAL		375,985.25-	17,972.87-	381,754.35-	101.53	0.00	5,769.10

Agency 053 REAL PROPERTY APPRAISER BD
Division
Program 079 APPRAISER LICENSING

Percent of Time Elapsed = 91.78

	ACCOUNT CODE DESCRIPTION	BUDGETED AMOUNT	CURRENT MONTH ACTIVITY	YEAR-TO-DATE ACTUALS	PERCENT OF BUDGET	ENCUMBERANCES	VARIANCE
BUDGETED FUND TYPES - EXPENDITURES							
510000 PERSONAL SERVICES							
511100	PERMANENT SALARIES-WAGES	136,317.62	10,500.35	118,646.08	87.04		17,671.54
511300	OVERTIME PAYMENTS			2,486.14			2,486.14-
511600	PER DIEM PAYMENTS	5,265.00	325.00	3,575.00	67.90		1,690.00
511700	EMPLOYEE BONUSES	1,300.00		975.00	75.00		325.00
511800	COMPENSATORY TIME PAID			47.29			47.29-
512100	VACATION LEAVE EXPENSE	11,568.03	269.00	8,192.23	70.82		3,375.80
512200	SICK LEAVE EXPENSE	1,684.53	56.59	4,719.47	280.17		3,034.94-
512300	HOLIDAY LEAVE EXPENSE	7,545.63	569.79	7,340.83	97.29		204.80
Personal Services Subtotal		163,680.81	11,720.73	145,982.04	89.19	0.00	17,698.77
515100	RETIREMENT PLANS EXPENSE	11,880.56	853.31	10,590.45	89.14		1,290.11
515200	FICA EXPENSE	12,472.45	800.70	10,141.85	81.31		2,330.60
515500	HEALTH INSURANCE EXPENSE	38,824.50	3,235.35	34,115.43	87.87		4,709.07
516500	WORKERS COMP PREMIUMS	1,004.90		1,004.90	100.00		
Major Account 510000 Total		227,863.22	16,610.09	201,834.67	88.58	0.00	26,028.55
520000 OPERATING EXPENSES							
521100	POSTAGE EXPENSE	1,621.57	117.40	1,762.91	108.72		141.34-
521400	CIO CHARGES	36,104.13	144.40	14,596.32	40.43		21,507.81
521500	PUBLICATION & PRINT EXP	2,243.28	438.76	1,610.29	71.78		632.99
521900	AWARDS EXPENSE	32.50		23.48	72.25		9.02
522100	DUES & SUBSCRIPTION EXP	390.00		390.00	100.00		
524600	RENT EXPENSE-BUILDINGS	8,321.11	672.30	7,947.17	95.51	362.01-	735.95
524900	RENT EXP-DEPR SURCHARGE	2,721.55	226.79	2,616.81	96.15	122.12-	226.86
527100	REP & MAINT-OFFICE EQUIP	88.40		88.40	100.00		
531100	OFFICE SUPPLIES EXPENSE	1,350.43	32.17	291.21	21.56		1,059.22
532100	NON-CAPITALIZED EQUIP PU	1,189.50		1,189.50	100.00		
532260	VOICE EQUIP	18.36	18.36	18.36	100.00		
541100	ACCTG & AUDITING SERVICES	733.20		733.20	100.00		
541200	PURCHASING ASSESSMENT	25.35		25.35	100.00		
541500	LEGAL SERVICES EXPENSE	18,000.00		1,900.00	10.56		16,100.00
541700	LEGAL RELATED EXPENSE	2,700.00		30.00	1.11		2,670.00
542100	SOS TEMP SERV - PERSONNEL	4,030.00		3,164.10	78.51		865.90

Agency 053 REAL PROPERTY APPRAISER BD
Division
Program 079 APPRAISER LICENSING

Percent of Time Elapsed = 91.78

	ACCOUNT CODE DESCRIPTION	BUDGETED AMOUNT	CURRENT MONTH ACTIVITY	YEAR-TO-DATE ACTUALS	PERCENT OF BUDGET	ENCUMBERANCES	VARIANCE
547100	EDUCATIONAL SERVICES	764.20	360.00	393.15	51.45		371.05
554900	OTHER CONTRACTUAL SERVICES	26,395.25	3,653.00	18,246.14	69.13		8,149.11
556100	INSURANCE EXPENSE	34.45		34.18	99.22		.27
559100	OTHER OPERATING EXP	5,570.90		84.55	1.52		5,486.35
Major Account 520000 Total		112,334.18	5,663.18	55,145.12	49.09	484.13-	57,673.19
570000 TRAVEL EXPENSES							
571100	LODGING	2,353.65	214.50	1,337.05	56.81		1,016.60
571800	MEALS - TRAVEL STATUS	1,329.81	139.23	814.25	61.23		515.56
573100	STATE-OWNED TRANSPORT	130.00					130.00
574500	PERSONAL VEHICLE MILEAGE	5,986.39	475.93	3,493.97	58.37		2,492.42
575100	MISC TRAVEL EXPENSE	284.37	29.48	152.65	53.68		131.72
Major Account 570000 Total		10,084.22	859.14	5,797.92	57.49	0.00	4,286.30
BUDGETED EXPENDITURES TOTAL		350,281.62	23,132.41	262,777.71	75.02	484.13-	87,988.04
SUMMARY BY FUND TYPE - EXPENDITURES							
2	CASH FUNDS	350,281.62	23,132.41	262,777.71	75.02	484.13-	87,988.04
BUDGETED EXPENDITURES TOTAL		350,281.62	23,132.41	262,777.71	75.02	484.13-	87,988.04
BUDGETED FUND TYPES - REVENUES							
470000 REVENUE - SALES AND CHARGES							
471100	SALE OF SERVICES	450.00-	25.00-	375.00-	83.33		75.00-
471120	QUALIFYING ED COURSE FEES	1,600.00-	300.00-	850.00-	53.13		750.00-
471121	CONTINUING ED NEW FEES	2,500.00-	500.00-	1,825.00-	73.00		675.00-
471122	CONTINUING ED RENEWAL FEES	150.00-		70.00-	46.67		80.00-
475150	CERTIFIED GENERAL NEW FEES	9,300.00-	300.00	6,000.00-	64.52		3,300.00-
475151	LICENSED NEW FEES	300.00-	600.00-	900.00-	300.00		600.00
475152	FINGERPRINT FEES	2,760.25-	181.00-	2,217.25-	80.33		543.00-
475153	CERTIFIED RESIDENTIAL NEW	3,000.00-	495.25-	3,495.25-	116.51		495.25
475154	CERTIFIED GENERAL RENEWAL	116,050.00-	275.00-	123,200.00-	106.16		7,150.00
475155	LICENSED RENEWAL	12,100.00-		12,100.00-	100.00		
475156	FINGERPRINT AUDIT PROGRAM FEES			20.00-			20.00
475157	CERTIFIED RESIDENTIAL RENEWAL	62,700.00-		60,775.00-	96.93		1,925.00-

Agency 053 REAL PROPERTY APPRAISER BD
Division
Program 079 APPRAISER LICENSING

Percent of Time Elapsed = 91.78

	ACCOUNT CODE DESCRIPTION	BUDGETED AMOUNT	CURRENT MONTH ACTIVITY	YEAR-TO-DATE ACTUALS	PERCENT OF BUDGET	ENCUMBERANCES	VARIANCE
475161	TEMPORARY CERTIFIED GENERAL	8,250.00-	800.00-	7,350.00-	89.09		900.00-
475167	CERTIFIED RESIDENTIAL INACTIVE	300.00-					300.00-
475168	CERTIFIED GENERAL INACTIVE	300.00-					300.00-
475234	APPLICATION FEES	25,650.00-	2,200.00-	22,050.00-	85.96		3,600.00-
476101	LATE PROCESSING FEES	3,900.00-	300.00-	3,275.00-	83.97		625.00-
Major Account 470000 Total		249,310.25-	5,376.25-	244,502.50-	98.07	0.00	4,807.75-
480000 REVENUE - MISCELLANEOUS							
481100	INVESTMENT INCOME	12,000.00-	904.47-	12,559.11-	104.66		559.11
484500	REIMB NON-GOVT SOURCES	500.00-		2,013.20-	402.64		1,513.20
Major Account 480000 Total		12,500.00-	904.47-	14,572.31-	116.58	0.00	2,072.31
490000 REVENUE - OTHER FINANCIAL SOURCES/U							
491300	SALE - SURP PROP/FIXED ASSET			59.80-			59.80
Major Account 490000 Total		0.00	0.00	59.80-	0.00	0.00	59.80
BUDGETED REVENUE TOTAL		261,810.25-	6,280.72-	259,134.61-	98.98	0.00	2,675.64-

SUMMARY BY FUND TYPE - REVENUE

2	CASH FUNDS	261,810.25-	6,280.72-	259,134.61-	98.98		2,675.64-
BUDGETED REVENUE TOTAL		261,810.25-	6,280.72-	259,134.61-	98.98	0.00	2,675.64-

Agency 053 REAL PROPERTY APPRAISER BD
Division
Program 079 APPRAISER LICENSING

Percent of Time Elapsed = 91.78

	ACCOUNT CODE DESCRIPTION	BUDGETED AMOUNT	CURRENT MONTH ACTIVITY	YEAR-TO-DATE ACTUALS	PERCENT OF BUDGET	ENCUMBERANCES	VARIANCE
BUDGETED FUND TYPES - EXPENDITURES							
510000 PERSONAL SERVICES							
511100	PERMANENT SALARIES-WAGES	73,401.72	5,653.93	63,885.82	87.04		9,515.90
511300	OVERTIME PAYMENTS			1,339.16			1,339.16-
511600	PER DIEM PAYMENTS	2,835.00	175.00	1,925.00	67.90		910.00
511700	EMPLOYEE BONUSES	700.00		525.00	75.00		175.00
511800	COMPENSATORY TIME PAID			25.39			25.39-
512100	VACATION LEAVE EXPENSE	6,228.94	144.84	4,412.24	70.83		1,816.70
512200	SICK LEAVE EXPENSE	907.13	30.62	2,541.84	280.21		1,634.71-
512300	HOLIDAY LEAVE EXPENSE	4,063.03	306.81	3,952.75	97.29		110.28
Personal Services Subtotal		88,135.82	6,311.20	78,607.20	89.19	0.00	9,528.62
515100	RETIREMENT PLANS EXPENSE	6,397.20	459.47	5,702.63	89.14		694.57
515200	FICA EXPENSE	6,715.91	431.15	5,461.23	81.32		1,254.68
515500	HEALTH INSURANCE EXPENSE	20,905.50	1,742.17	18,370.41	87.87		2,535.09
516500	WORKERS COMP PREMIUMS	541.10		541.10	100.00		
Major Account 510000 Total		122,695.53	8,943.99	108,682.57	88.58	0.00	14,012.96
520000 OPERATING EXPENSES							
521100	POSTAGE EXPENSE	967.08	16.97	483.09	49.95		483.99
521400	CIO CHARGES	19,440.68	77.75	8,855.89	45.55		10,584.79
521500	PUBLICATION & PRINT EXP	1,207.92	231.28	862.10	71.37		345.82
521900	AWARDS EXPENSE	17.50		12.64	72.23		4.86
522100	DUES & SUBSCRIPTION EXP	210.00		210.00	100.00		
524600	RENT EXPENSE-BUILDINGS	4,480.59	362.01	3,722.29	83.08	362.01	396.29
524900	RENT EXP-DEPR SURCHARGE	1,465.45	122.12	1,221.20	83.33	122.12	122.13
527100	REP & MAINT-OFFICE EQUIP	47.60		47.60	100.00		
531100	OFFICE SUPPLIES EXPENSE	727.16	17.32	156.81	21.56		570.35
532100	NON-CAPITALIZED EQUIP PU	640.50		640.50	100.00		
532260	VOICE EQUIP	9.89	9.89	9.89	100.00		
541100	ACCTG & AUDITING SERVICES	394.80		394.80	100.00		
541200	PURCHASING ASSESSMENT	13.65		13.65	100.00		
541500	LEGAL SERVICES EXPENSE	2,000.00		627.50	31.38		1,372.50
541700	LEGAL RELATED EXPENSE	300.00					300.00
542100	SOS TEMP SERV - PERSONNEL	2,170.00		1,703.75	78.51		466.25

Agency 053 REAL PROPERTY APPRAISER BD
Division
Program 079 APPRAISER LICENSING

Percent of Time Elapsed = 91.78

	ACCOUNT CODE DESCRIPTION	BUDGETED AMOUNT	CURRENT MONTH ACTIVITY	YEAR-TO-DATE ACTUALS	PERCENT OF BUDGET	ENCUMBERANCES	VARIANCE
547100	EDUCATIONAL SERVICES	23.80		17.85	75.00		5.95
554900	OTHER CONTRACTUAL SERVICES	695.25	45.25	407.90	58.67		287.35
556100	INSURANCE EXPENSE	18.55		18.39	99.14		.16
559100	OTHER OPERATING EXP	3,387.41		42.45	1.25		3,344.96
Major Account 520000 Total		38,217.83	882.59	19,448.30	50.89	484.13	18,285.40
570000 TRAVEL EXPENSES							
571100	LODGING	1,267.35	115.50	719.95	56.81		547.40
571800	MEALS - TRAVEL STATUS	716.07	74.97	438.51	61.24		277.56
573100	STATE-OWNED TRANSPORT	70.00					70.00
574500	PERSONAL VEHICLE MILEAGE	3,223.43	256.27	1,881.33	58.36		1,342.10
575100	MISC TRAVEL EXPENSE	153.13	15.87	82.20	53.68		70.93
Major Account 570000 Total		5,429.98	462.61	3,121.99	57.50	0.00	2,307.99
BUDGETED EXPENDITURES TOTAL		166,343.34	10,289.19	131,252.86	78.90	484.13	34,606.35
SUMMARY BY FUND TYPE - EXPENDITURES							
2	CASH FUNDS	166,343.34	10,289.19	131,252.86	78.90	484.13	34,606.35
BUDGETED EXPENDITURES TOTAL		166,343.34	10,289.19	131,252.86	78.90	484.13	34,606.35
BUDGETED FUND TYPES - REVENUES							
470000 REVENUE - SALES AND CHARGES							
475163	AMC REGISTERED NEW FEES	4,000.00-	2,000.00-	12,000.00-	300.00		8,000.00
475164	AMC APPLICATION FEES	700.00-		2,100.00-	300.00		1,400.00
475165	AMC REGISTERED RENEWAL	99,000.00-	9,000.00-	97,500.00-	98.48		1,500.00-
475166	FED REG AMC RPT FORM PROC FEES	700.00-		700.00-	100.00		
476101	LATE PROCESSING FEES	275.00-		275.00-	100.00		
Major Account 470000 Total		104,675.00-	11,000.00-	112,575.00-	107.55	0.00	7,900.00
480000 REVENUE - MISCELLANEOUS							
481100	INVESTMENT INCOME	9,000.00-	672.15-	9,448.12-	104.98		448.12
484500	REIMB NON-GOVT SOURCES	500.00-	20.00-	564.42-	112.88		64.42

Agency 053 REAL PROPERTY APPRAISER BD
Division
Program 079 APPRAISER LICENSING

Percent of Time Elapsed = 91.78

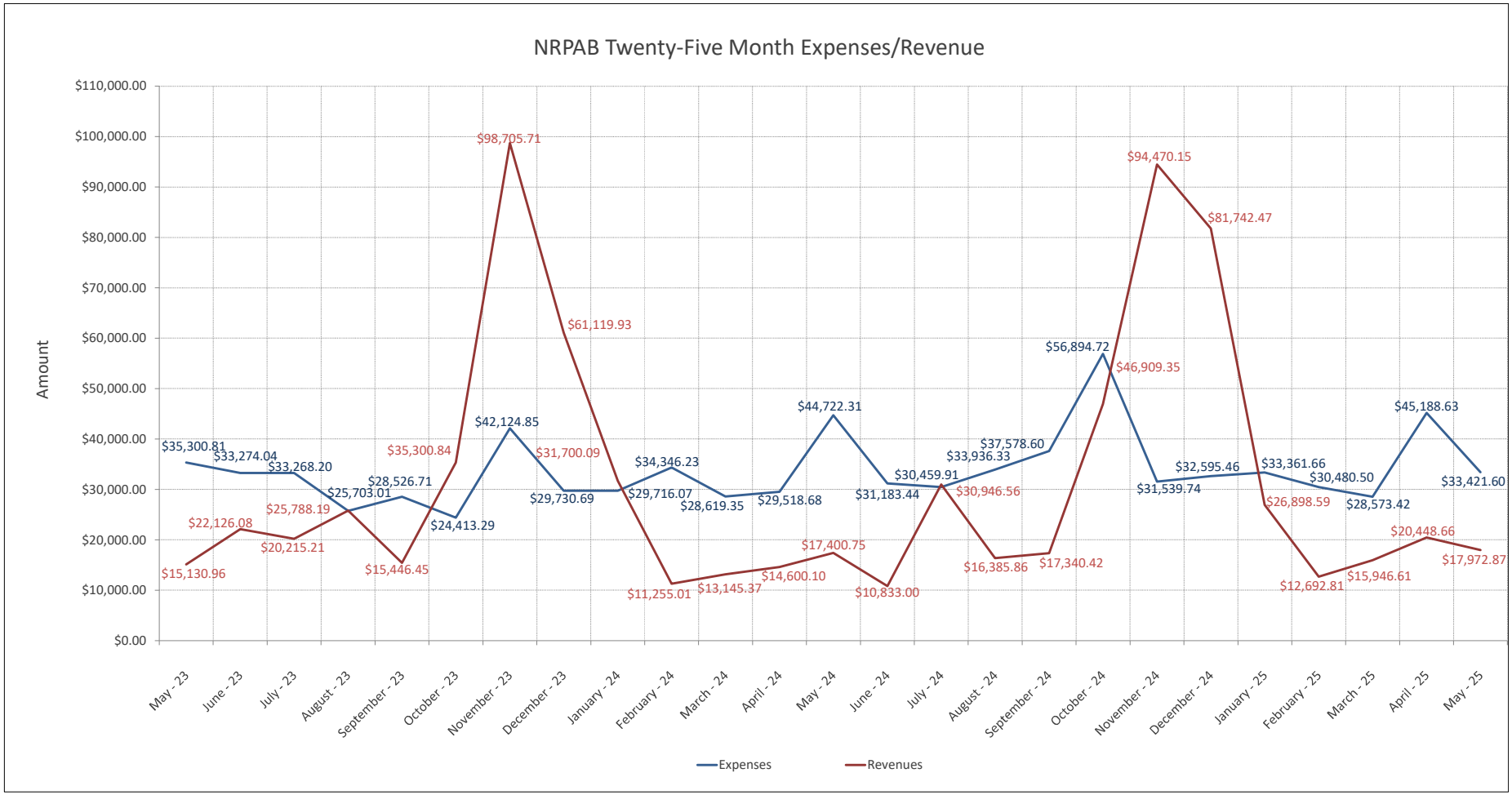
ACCOUNT CODE DESCRIPTION	BUDGETED AMOUNT	CURRENT MONTH ACTIVITY	YEAR-TO-DATE ACTUALS	PERCENT OF BUDGET	ENCUMBERANCES	VARIANCE
Major Account 480000 Total	9,500.00-	692.15-	10,012.54-	105.40	0.00	512.54
490000 REVENUE - OTHER FINANCIAL SOURCES/U						
491300 SALE - SURP PROP/FIXED ASSET			32.20-			32.20
Major Account 490000 Total	0.00	0.00	32.20-	0.00	0.00	32.20
BUDGETED REVENUE TOTAL	114,175.00-	11,692.15-	122,619.74-	107.40	0.00	8,444.74
SUMMARY BY FUND TYPE - REVENUE						
2 CASH FUNDS	114,175.00-	11,692.15-	122,619.74-	107.40		8,444.74
BUDGETED REVENUE TOTAL	114,175.00-	11,692.15-	122,619.74-	107.40	0.00	8,444.74

Agency 053 REAL PROPERTY APPRAISER BD
Division
Program 079 APPRAISER LICENSING

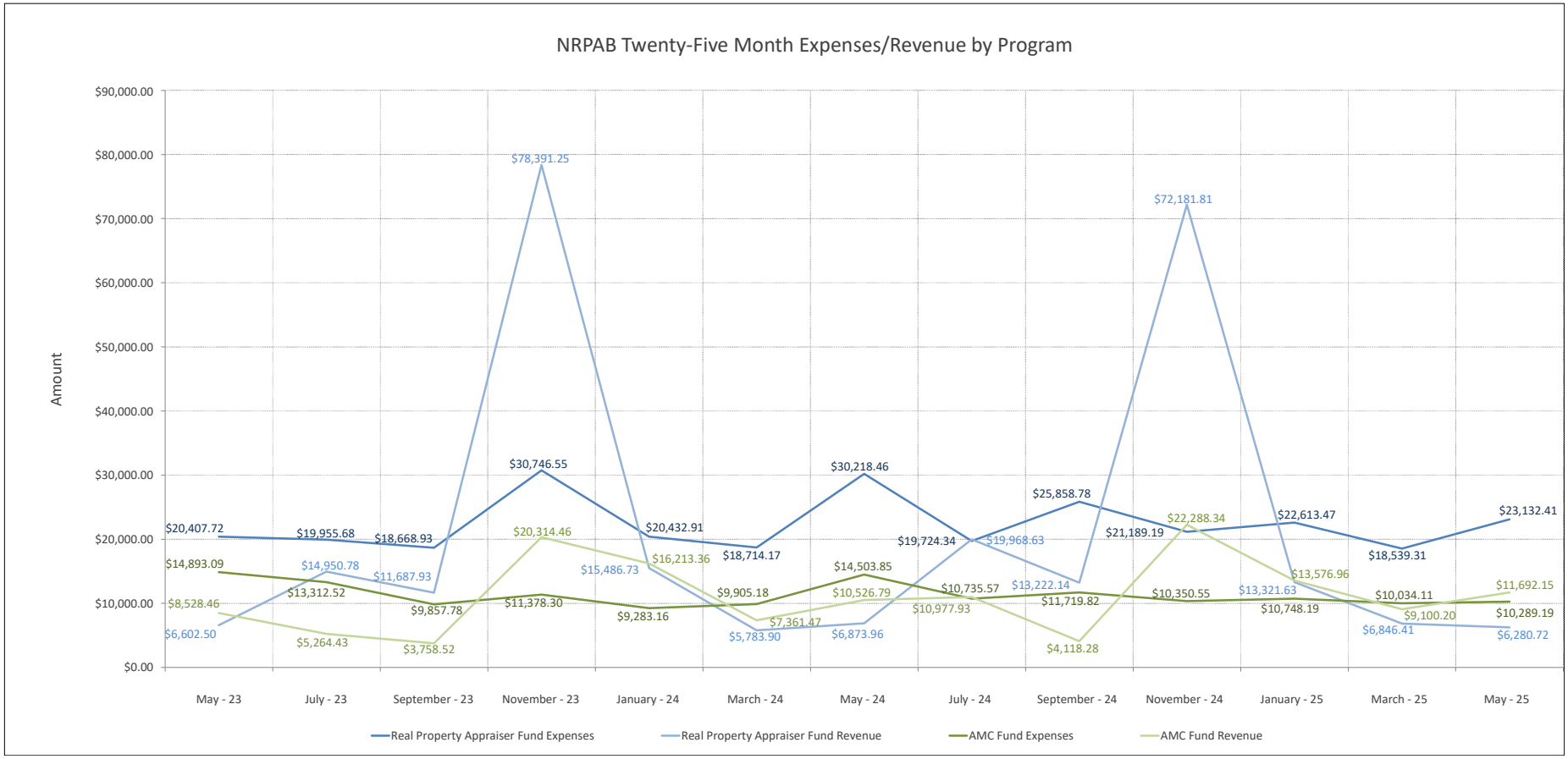
Percent of Time Elapsed = 91.78

ACCOUNT CODE	DESCRIPTION	BUDGETED AMOUNT	CURRENT MONTH ACTIVITY	YEAR-TO-DATE ACTUALS	PERCENT OF BUDGET	ENCUMBERANCES	VARIANCE
BUDGETED FUND TYPES - EXPENDITURES							
520000	**OPERATING EXPENSES**						
521400	CIO CHARGES	54,500.00		22,765.50	41.77		31,734.50
522200	CONFERENCE REGISTRATION	1,300.00		1,100.00	84.62		200.00
Major Account 520000 Total		55,800.00	0.00	23,865.50	42.77	0.00	31,934.50
570000	**TRAVEL EXPENSES**						
571100	LODGING	1,160.00		1,159.88	99.99		.12
571800	MEALS - TRAVEL STATUS	188.00		211.23	112.36		23.23-
574500	PERSONAL VEHICLE MILEAGE	885.00		885.07	100.01		.07-
Major Account 570000 Total		2,233.00	0.00	2,256.18	101.04	0.00	23.18-
BUDGETED EXPENDITURES TOTAL		58,033.00	0.00	26,121.68	45.01	0.00	31,911.32
SUMMARY BY FUND TYPE - EXPENDITURES							
4	FEDERAL FUNDS	58,033.00		26,121.68	45.01		31,911.32
BUDGETED EXPENDITURES TOTAL		58,033.00	0.00	26,121.68	45.01	0.00	31,911.32

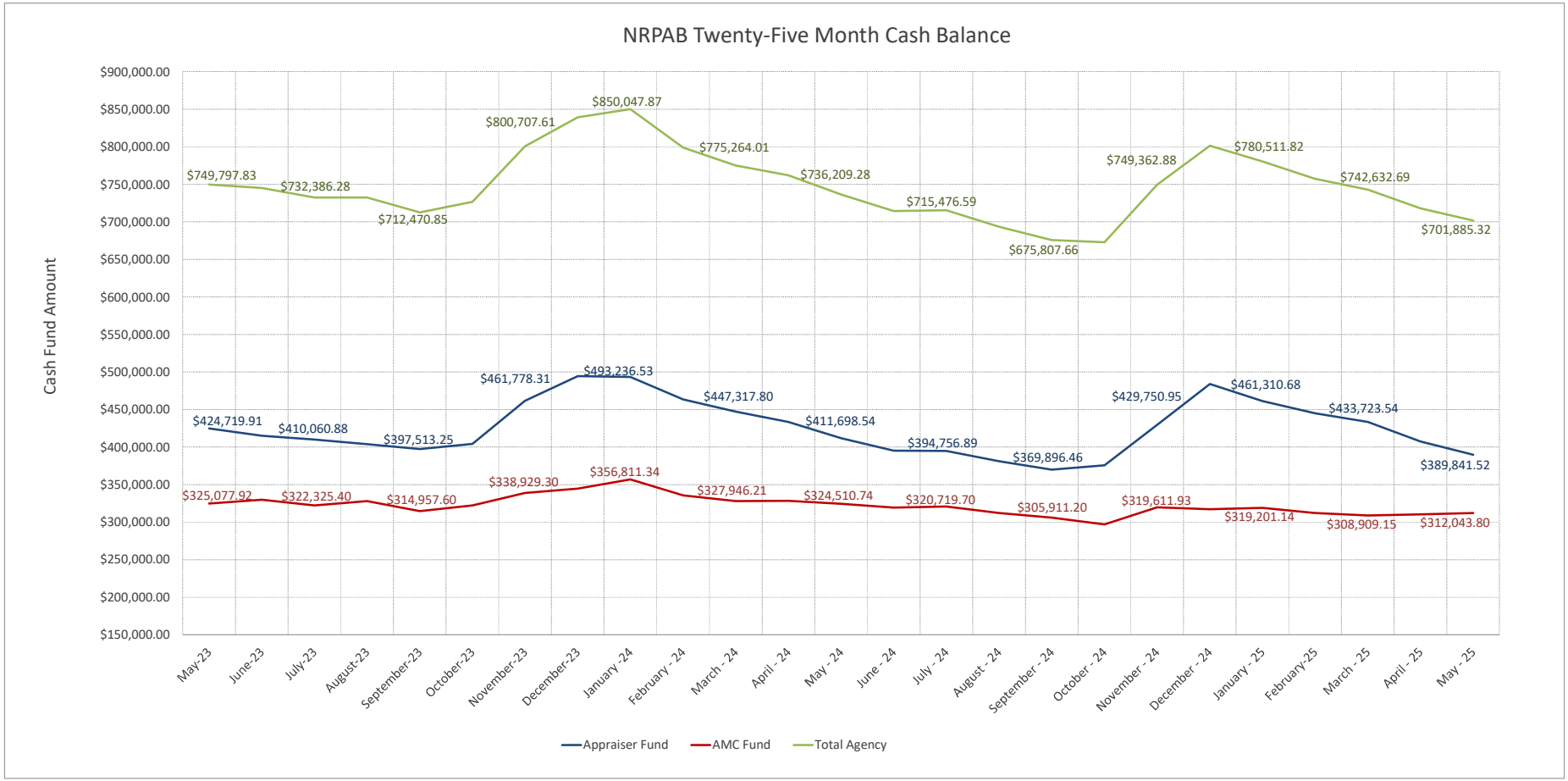
Financial Report and Considerations - Financial Charts



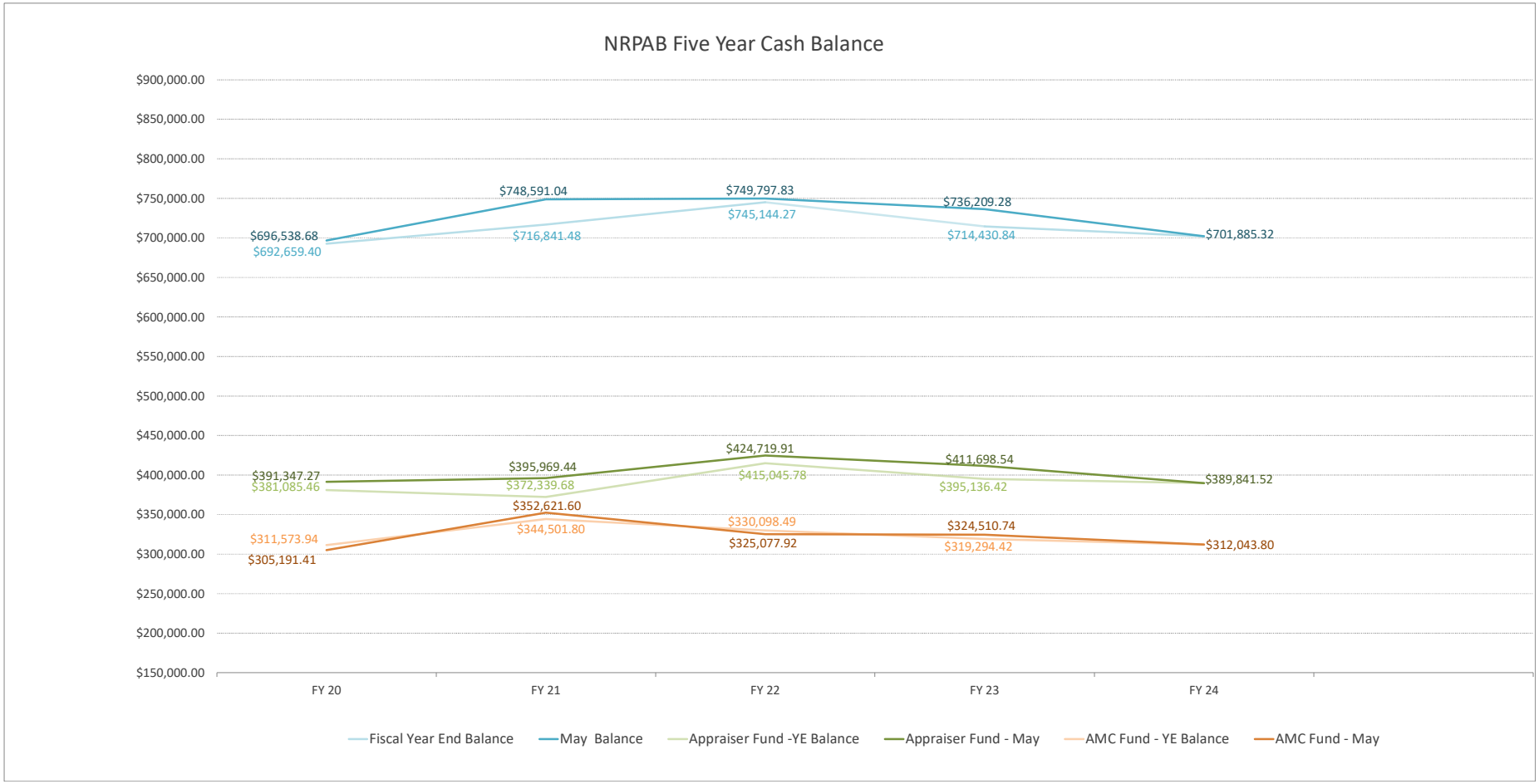
Financial Report and Considerations - Financial Charts



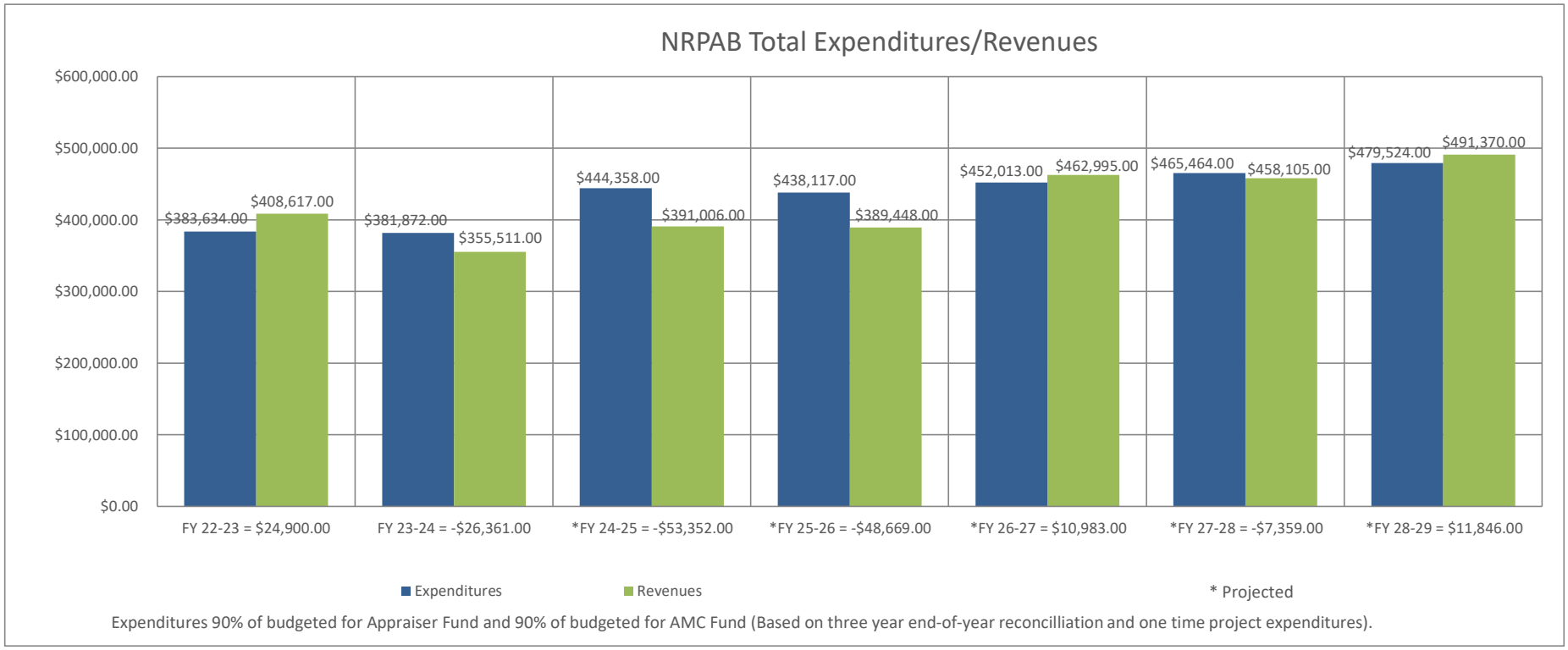
Financial Report and Considerations - Financial Charts



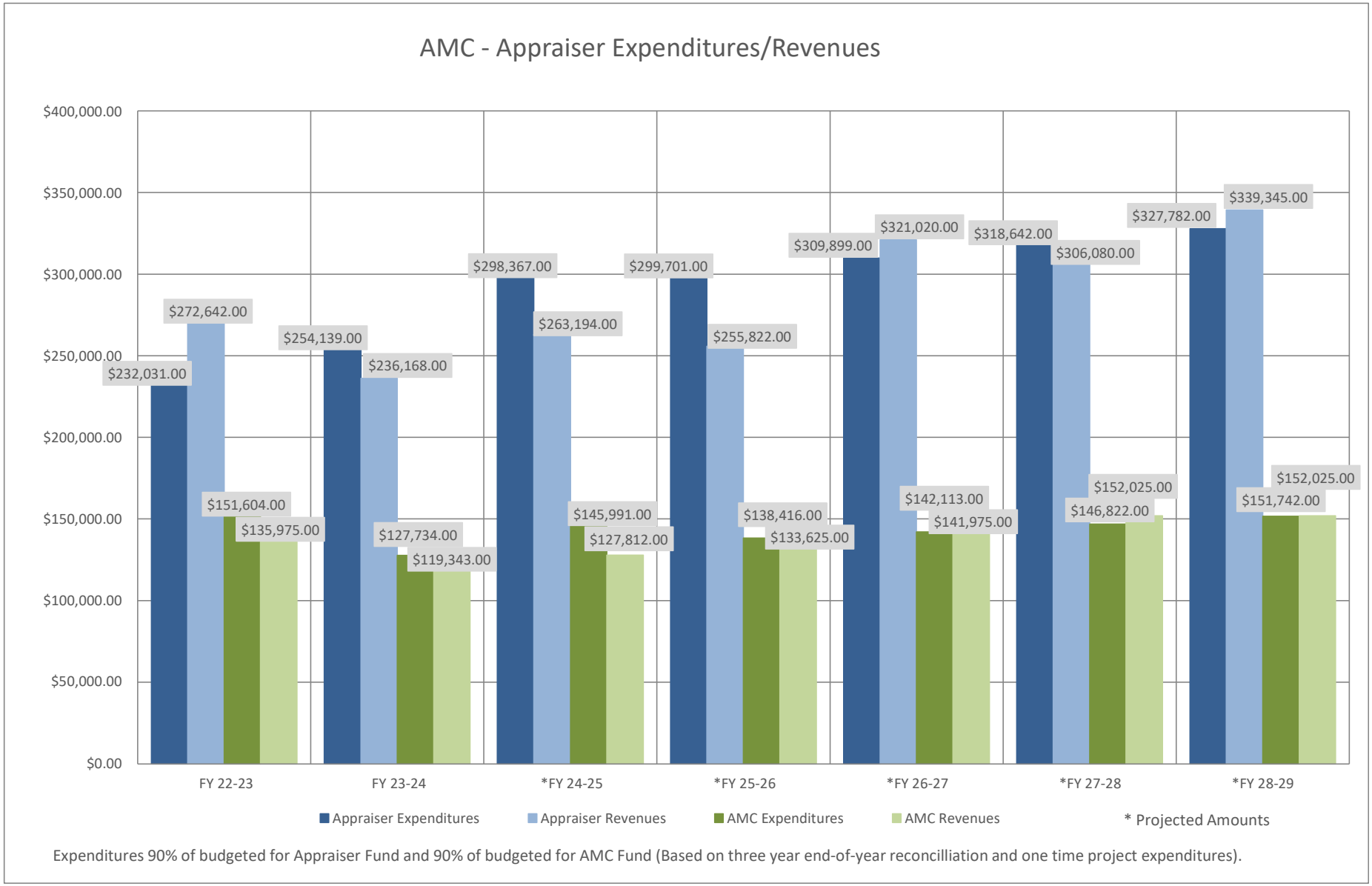
Financial Report and Considerations - Financial Charts



Appraiser/AMC Revenues

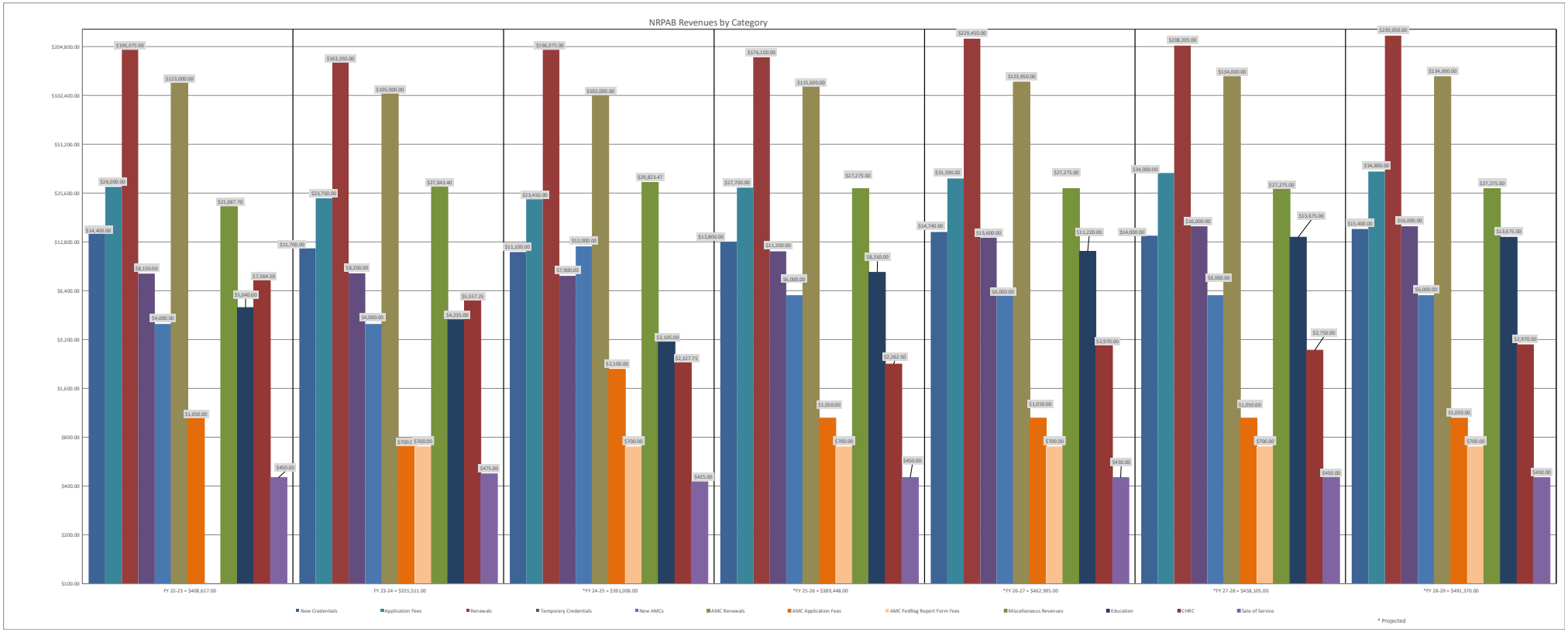


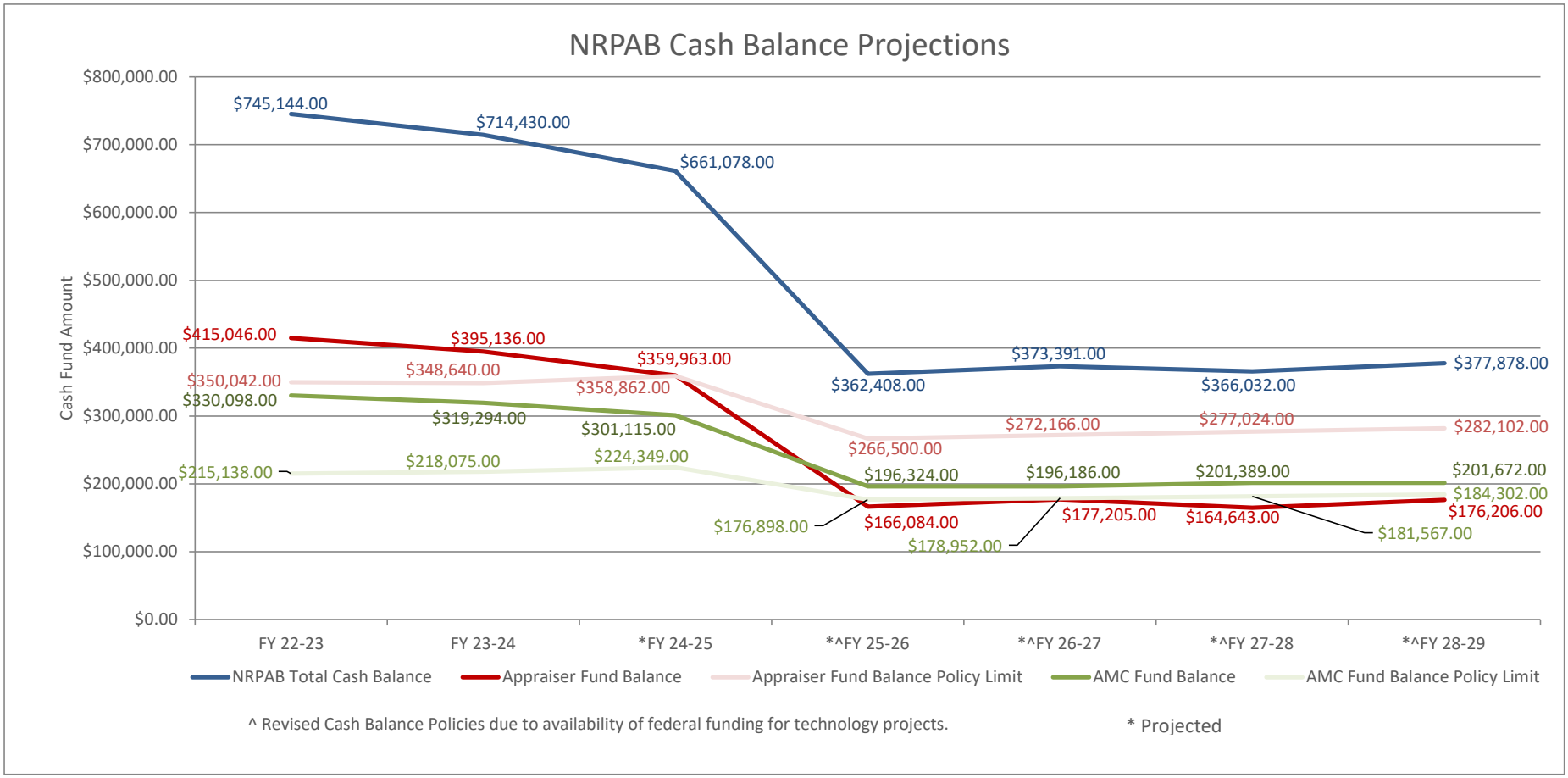
Expenditures 90% of budgeted for Appraiser Fund and 90% of budgeted for AMC Fund (Based on three year end-of-year reconcilliation and one time project expenditures).



Expenditures 90% of budgeted for Appraiser Fund and 90% of budgeted for AMC Fund (Based on three year end-of-year reconcilliation and one time project expenditures).

NRPAB Financial History/Projections




NRPAB Cash Balance Projections
Cash Fund Amount
$800,000.00
$700,000.00
$600,000.00
$500,000.00
$400,000.00
$300,000.00
$200,000.00
$100,000.00
$0.00
$745,144.00
$714,430.00
$661,078.00
$362,408.00
$373,391.00
$366,032.00
$377,878.00
$415,046.00
$395,136.00
$359,963.00
$166,084.00
$177,205.00
$164,643.00
$176,206.00
$350,042.00
$348,640.00
$358,862.00
$266,500.00
$272,166.00
$277,024.00
$282,102.00
$330,098.00
$319,294.00
$301,115.00
$196,324.00
$196,186.00
$201,389.00
$201,672.00
$215,138.00
$218,075.00
$224,349.00
$176,898.00
$178,952.00
$181,567.00
$184,302.00
FY 22-23
FY 23-24
*FY 24-25
*^FY 25-26
*^FY 26-27
*^FY 27-28
*^FY 28-29
NRPAB Total Cash Balance
Appraiser Fund Balance
Appraiser Fund Balance Policy Limit
AMC Fund Balance
AMC Fund Balance Policy Limit
^ Revised Cash Balance Policies due to availability of federal funding for technology projects.
* Projected

NRPAB
Nebraska Real Property Appraiser Board

FY 2025-26 Budget Highlights

Appropriations

	FY2025-26	FY2026-27
CASH FUND	486,797	502,236
PROGRAM TOTAL	486,797	502,236
SALARY LIMIT	254,355	262,040
EST. CARRYOVER ALLOCATION		48,680
TOTAL APPROPRIATION	486,797	550,916

Projected Expenditures and Revenues

- Appraiser and AMC Fund Expenditures: $438,117.00
  Appraiser and AMC Fund Revenues: $389,448.00

- Appraiser Fund Expenditures: $299,701.00
- Appraiser Fund Revenues: $255,823.00

- AMC Fund Expenditures: $138,416.00
  AMC Fund Revenues: $133,625.00

Projected Carryover Allocation Use

- None other than encumbered funds.

Proposed Budget Bullet Points

- Proposed Budget includes general expenditure allocation of 65% to Appraiser Fund and 35% to AMC Fund.
- Employee Salaries and Benefits ($348,775.00).
- Board Member Per Diem Payments ($7,500.00)
- NRPAB Employee Recognition Program ($2,000.00)
- Board Member Meeting Travel ($12,038.00)
- Legal Services ($20,000.00); Legal Related ($3,000.00)
- Other Contractual Services - CHRC and Appraisal Review Services ($31,023.00)
- CIO – IM Services expenditures, Network Services expenditures, and software ($33,264.00)
- Other Operating Expenses (overage coverage of $251.00)

Proposed Budget Changes

- Budget includes the following changes from the FY 2024-25 base:
  - Salary and Benefits ($17,847.00)
    - Permanent Salaries ($10,163.00), Per Diem Payments (-$100.00), Retirement Plan ($762.00), FICA ($770.00), Health Insurance ($6,432.00), Workers Comp Premiums (-$180.00)
  - Operating Expenses ($6,554.00)
    - CIO Charges ($1,100.00), Publication and Print Expense (-$250.00), Rent Expense ($939.00), Rent Depreciation ($477.00), Office Supplies (-$500.00), Accounting and Auditing ($1,858.00), Purchase Assessment ($2.00), Educational Services (-$17.00), Other Contractual Services ($4,023.00), Insurance Expense ($40.00), Other Operating Expenses (-$468.00).
  - Travel Expenses (-$2,097.00)

Applicant Standard 3 Reviewer Fees/SME Fees

Applicant Reviews
Residential: 4 Hours x $125.00 = $500.00
2-4 Family: 5 Hours x $125.00 = $625.00
Agricultural: 10 Hours x $125.00 = $1,250.00
Commercial: 10 Hours X $125.00 = $1,250.00

SME
Residential: 5 Hours x $125.00 = $625.00
2-4 Family: 5 Hours x $125.00 = $625.00
Agricultural: 12 Hours x $125.00 = $1500.00
Commercial: 12 Hours X $125.00 = $1500.00

Account	Object Code	Budgeted Fund Types	Budgeted Amount	FY 23 Encumbrances			New W/ Enc.	FY 22 Expenditures	FY 23 Expenditures	FY 24 Projected	Budgeted Amount	65.00%	35.00%		*Split based on time staff allocates to each act for combined expenses. All expenses specific to one fund or another will be applied only to that fund.
		Personal Service Expenditures	Original Budgeted	Total	Appraiser	AMC	Budgeted Amount	Budgeted Amount	Budgeted Amount	Budgeted Amount	FY 25-26 Budgeted Amount	Appraiser	AMC	Verification	Notes
25310	511100	Permanent Salaries - Wages	$202,636.00	$7,083.34	$4,604.22	$2,479.12	$209,719.34	*$145,560.64*	$176,403.71	$197,259.87	$213,238.00	$138,604.70	$74,633.30	$213,238.00	58.214 x 2080 hours = 121,085.12 (59,135.00) + LPM - 20.139 x 2080 hours = 41,889.12 (A01014 - 6% + 1 step) + EPM - 20.750 x 2080 = 43,160.00 (A01014 - 6% + 1 step) + BPM - 17.956 x 2080 = 37,348.48 (A19011 - 2.25% - No step increase due to probation period)== 249,482.72
25310	511200	Temporary Salaries - Wages	$0.00				$0.00	*$0.00*	$0.00	$0.00		$0.00	$0.00	$0.00	
25310	511300	Overtime Payments	$0.00				$0.00	*$4,156.16*	$3,522.82	$3,825.30		$0.00	$0.00	$0.00	
25310	511600	Per Diem Payments	$7,600.00	$500.00	$325.00	$175.00	$8,100.00	*$4,900.00*	$6,400.00	$5,500.00	$7,500.00	$4,875.00	$2,625.00	$7,500.00	13 meetings x 100 per meeting = 1,300.00 x 5 =6,500.00 + 1,000.00 for other per diems requests == 7,500.00
25310	511700	Employee Bonuses	$2,000.00				$2,000.00	*$500.00*	$2,000.00	$1,500.00	$2,000.00	$1,300.00	$700.00	$2,000.00	Board request for FY2025-26
25310	511800	Comp Time Payments	$0.00				$0.00	*$379.28*	$0.00	$72.68		$0.00	$0.00	$0.00	
25310	512100	Vacation Leave Expenses	$17,634.00	$162.97	$105.93	$57.04	$17,796.97	*$13,082.59*	$12,204.09	$14,444.59	$17,038.00	$11,074.70	$5,963.30	$17,038.00	58.414 x 200 hours= 11,682.80 + LPM - 20.139 x 91 hours = 1,832.65 + EPM - 20.750 x 91 = 1,888.25 + BPM - 17.956 x 91 = 1,634.00 == 17,037.70.
25310	512200	Sick Leave Expenses	$2,281.00	$310.66	$201.88	$108.78	$2,591.66	*$1,533.93*	$1,181.72	$7,348.52	$1,950.00	$1,267.50	$682.50	$1,950.00	58.414 x 10 hours= 538.22 + LPM - 20.139 x 24 hours = 483.34 + EPM - 20.750 x 24 = 498.00 + BPM - 17.956 x 24 = 430.94 == 1,950.50.
25310	512300	Holiday Leave Expenses	$10,769.00	$839.66	$545.78	$293.88	$11,608.66	*$8,551.88*	$9,908.10	$12,170.18	$11,257.00	$7,317.05	$3,939.95	$11,257.00	58.414 x 96 hours= 5,607.74 + LPM - 20.139 x 96 hours = 1,933.34 + EPM - 20.750 x 96 = 1,992.00 + BPM - 17.956 x 96 = 1,723.78 == 11,256.86.
25310	512500	Funeral Leave Expenses	$0.00				$0.00	$851.55	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	
		Personal Service Subtotals	$242,920.00	*$8,896.63*	*$5,782.81*	*$3,113.82*	$251,816.63	*$179,516.03*	$211,620.44	$242,121.14	$252,983.00	$164,438.95	$88,544.05	$252,983.00	
		Employee Benefit Expenditures	*Budgeted Amount*	*Budgeted Amount*	*Appraiser*	*AMC*	*Budgeted Amount*	*Expenses*	*Budgeted Amount*	*Budgeted Amount*					
25310	515100	Retirement Plan Expenses	$17,649.00	$628.76	$408.71	$220.05	$18,277.76	*$13,037.72*	$15,217.25	$17,608.86	$18,411.00	$11,967.15	$6,443.85	$18,411.00	State projected rate (7.5%) PSL total - Temporary Salaries - Per Diem Payments = 18,411.23
25310	515200	FICA Expenses	$18,583.00	$605.36	$393.50	$211.86	$19,188.36	*$12,654.76*	$14,834.59	$16,834.93	$19,353.00	$12,579.45	$6,773.55	$19,353.00	State projected rate (7.65%) for salaries under $142,200 PSL total - Temporary Salaries = 19,353.20
25310	515400	Life & Accident Ins Expenses	$0.00				$0.00	*$0.00*	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	
25310	515500	Health Insurance Expenses	$59,730.00				$59,730.00	*$35,139.70*	$43,891.16	$57,463.35	$66,162.00	$43,005.30	$23,156.70	$66,162.00	FY25 = TK - $2,233.14 x 12 = 26,798 + BPM - 629.06 x 12 = 7,549 + EPM - 418.08 x 12 = 5,017 + LPM - $2,233.14 x 12
25310	516300	Employee Assistance Pro	*$0.00*				$0.00	*$37.08*	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	
25310	516400	Unemployment Comp Ins Exp	*$0.00*				$0.00	*$0.00*	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	
25310	516500	Workers Comp Premiums	$1,546.00				$1,546.00	*$1,528.00*	$1,546.00	$1,546.00	$1,366.00	$887.90	$478.10	$1,366.00	State projected rate.
		Employee Benefit Subtotals	$97,508.00	*$1,234.12*	*802.21*	*431.91*	$98,742.12	*$62,397.26*	$75,489.00	$93,453.14	$105,292.00	$68,439.80	$36,852.20	$105,292.00	
		Operating Expenses	*Budgeted Amount*	*Budgeted Amount*	*Appraiser*	*AMC*	*Budgeted Amount*	*Expenses*	*Budgeted Amount*	*Budgeted Amount*					
25310	521100	Postage Expenses	$2,500.00	$88.65	$3.43	$92.08	$2,588.65	*$2,416.27*	$2,545.59	$2,380.37	$2,500.00	$2,250.00	$250.00	$2,500.00	Based on previous expenditures - 90 App /10 AMC allocation.
25310	521200	Comm Exp-Voice/Data	$0.00				$0.00	*$0.00*	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	
25310	521300	Freight	$0.00				$0.00	*$0.00*	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	
25320	521400	CIO Charges	$54,586.00	$958.81	$623.23	$335.58	$55,544.81	*$76,784.23*	$25,772.28	$34,304.51	$33,264.00	$21,621.60	$11,642.40	$33,264.00	IMI Services Monthly Base Expenditures projections = 1,000.00 per month for database maintenance and small projects - Special Board approved project expenses: 2,475.00 x 12 = 29,700.00 + Network Services (based average per month for FY23-24) 222 x 12 = 2,664.00 + 400.00 for new software + 500.00 for Dreamweaver renewal == 33,264.00.
25310	521500	Publication & Print Expense	$3,000.00	$451.20	$293.28	$157.92	$3,451.20	*$4,571.39*	$1,333.01	$2,472.39	$2,750.00	$1,787.50	$962.50	$2,750.00	Based on previous expenditures.
25310	521900	Awards Expense	$50.00				$50.00	*$28.00*	$28.00	$36.12	$50.00	$32.50	$17.50	$50.00	Based on previous expenditures.
25310	522100	Dues & Subscription Expense	$600.00				$600.00	*$600.00*	$600.00	$600.00	$600.00	$390.00	$210.00	$600.00	Based on previous expenditures.
25310	522200	Conference Registration	$0.00				$0.00	*$1,100.00*	$1,200.00	$0.00	$0.00	$0.00	$0.00	$0.00	
25310	539500	Purchasing Card Suspense	$0.00				$0.00	*$0.00*	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	
25320	524600	Rent Expense - Buildings	$12,772.00	$29.70	$19.31	$10.39	$12,801.70	*$11,716.86*	$12,803.00	$12,772.00	$13,711.00	$8,912.15	$4,798.85	$13,711.00	1490 Sq ft. x state projected rate of 8.96 per square ft for SOB = 13,351.00 + recoreds storage (30 x12 = 360.00) == 13,711.00
25310	532200	Personal Computing Equip	$0.00				$0.00	*$0.00*	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	
25320	524900	Rent Exp - Dupr Surcharge	$4,187.00				$4,187.00	*$3,859.08*	$4,186.92	$4,187.00	$4,664.00	$3,031.60	$1,632.40	$4,664.00	1490 Sq ft. x state projected estimated rate of 3.13 per square ft for SOB = 4,663.7
25310	527900	Personal Comput Equip R & M	$0.00				$0.00	*$0.00*	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	
25320	527100	Rep & Maint - Office Equip	$136.00				$136.00	*$0.00*	$0.00	$136.00	$0.00	$0.00	$0.00	$0.00	
25310	532260	Voice Equip	$28.25				$28.25	*$60.19*	$229.33	$28.25	$0.00	$0.00	$0.00	$0.00	
25310	532280	Video Equip	$0.00				$0.00	*$0.00*	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	
25310	531100	Office Supplies Expense	$2,000.00	$77.59	$50.43	$27.16	$2,077.59	*$732.53*	$3,632.06	$550.00	$1,500.00	$975.00	$525.00	$1,500.00	Based on previous expenditures.
25310	532100	Non-Capitalized Equip PU	$0.00	$1,830.00	$1,189.50	$640.50	$1,830.00	*$0.00*	$2,201.70	$1,830.00	$0.00	$0.00	$0.00	$0.00	
25310	533100	Household & Instit Expense	$0.00				$0.00	*$68.00*	$9.51	$0.00	$0.00	$0.00	$0.00	$0.00	
25310	534900	Misc Supplies Expense	$0.00				$0.00	*$0.00*	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	
25310	527960	Voice Equip Repair & Maint	$0.00				$0.00	*$0.00*	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	
25310	541100	Acctg & Auditing Services	$1,128.00				$1,128.00	*$1,037.00*	$1,128.00	$1,128.00	$2,986.00	$1,940.90	$1,045.10	$2,986.00	State projected rate.
25310	541200	Purchasing Assessment	$39.00				$39.00	*$83.00*	$39.00	$39.00	$41.00	$26.65	$14.35	$41.00	State projected rate.
25310	541400	HRMS Assessment	$0.00				$0.00	*$0.00*	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	
25310	541500	Legal Services Expense	$20,000.00				$20,000.00	*$80.00*	$1,189.00	$3,807.50	$20,000.00	$18,000.00	$2,000.00	$20,000.00	Base on standard allocation - 90 App/10 AMC allocation.
25310	541700	Legal Related Expense	$3,000.00				$3,000.00	*$45.00*	$1.00	$55.00	$3,000.00	$2,700.00	$300.00	$3,000.00	Base on standard allocation - 90 App/10 AMC allocation.
25310	541900	Settlements	$0.00				$0.00	*$0.00*	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	
25310	542100	SOS Temp Serv - Personnel	$6,200.00				$6,200.00	*$2,232.65*	$4,666.66	$4,867.85	$0.00	$0.00	$0.00	$0.00	
25310	547100	Educational Services	$788.00				$788.00	*$0.00*	$0.00	$771.00	$51.00	$33.15	$17.85	$51.00	
25310	554900	Other Contractual Service	$27,000.00	$90.50	$45.25	$45.25	$27,090.50	*$25,059.13*	$21,203.61	$28,727.29	$31,023.00	$30,373.00	$650.00	$31,023.00	New Appraiser CHRC - total number of projected applications - 50 x 55.00 = 2,750.00; AMC new CHRC (2 sumission @ 3 per application) x 55 = $330.00; AMC Fingerprint renew - 10 x 55 = 550.00 = 3,630.00 ------ 23,500.00 for applicant reviews --- 5 Grievances (1 Commercial; 1 Ag; 3 Residential) for SME = 4,875.00 == 32,005.00.
25310	555200	Non-Capitalized Software	$0.00				$0.00	*$0.00*	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	
25310	556100	Insurance Expense	$53.00				$53.00	*$48.34*	$52.51	$52.57	$93.00	$60.45	$32.55	$93.00	
25310	556300	Surety & Notary Bonds	$0.00				$0.00	*$0.00*	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	
25310	559100	Other Operating Expenses	$8,958.31				$8,958.31	*$80.00*	$200.00	$127.00	$251.00	$163.15	$87.85	$251.00	
		Operating Expenses Subtotals	$147,025.56	*$3,526.45*	*$2,217.57*	*$1,308.88*	$150,552.01	*$130,601.67*	$83,021.18	$98,871.35	$116,484.00	$92,297.65	$24,186.35	$116,484.00	
		Travel Expenses	*Budgeted Amount*	*Budgeted Amount*	*Appraiser*	*AMC*	*Budgeted Amount*	*Expenses*	*Budgeted Amount*	*Budgeted Amount*					
25310	571100	Lodging	$3,300.00	$321.00	$208.65	$112.35	$3,621.00	$3,672.84	$3,459.82	$2,057.00	$2,970.00	$1,930.50	$1,039.50	$2,970.00	Batie: 110.00 per night for 9 occurances = 990.00 + Johnson: 990.00 per night for 9 occurances = 990.00 + Minshull: 110.00 per night for 9 occurances= 990.00 == 2,970
25310	571600	Meals - Not Travel Status	$0.00				$0.00	*$0.00*	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	
											$1,928.00				Batie: State First and Last Day Travel Per Diem 35.70 x 2 = 71.40 x 9 = 642.60 + Johnson: State First and Last Day Travel Per Diem 35.70 x 2 = 71.40 x 9 = 642.60 + Minshull: State First and Last Day Travel Per Diem 35.70 x 2 = 71.40 x 9 = 642.60 == 1,928.00
25310	571800	Meals - Travel Status	$1,860.00	$185.88	$120.81	$65.07	$2,045.88	*$1,188.40*	$1,309.17	$1,466.90		$1,253.20	$674.80	$1,928.00	
25310	572100	Commercial Transportation	$0.00				$0.00	*$0.00*	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	
25310	573100	State-Owned Transportation	$200.00				$200.00	*$0.00*	$0.00	$0.00	$200.00	$130.00	$70.00	$200.00	
25310	574500	Personal Vehicle Mileage	$8,375.00	$834.82	$542.64	$292.18	$9,209.82	$6,056.66	$6,763.67	$6,107.50	$6,490.00	$4,218.50	$2,271.50	$6,490.00	Batie: 260 miles x .70 = 182.00 per round trip x 9 = 1,638.00; Johnson: 230 miles x .70 = 154.10 per round trip x 9 = 1,386.90; Minshull: 460 miles x .70 = 322.00 per round trip x 9 = 2,898.00; Hermsen: 90 miles x .70 = 63.00 per round trip x 9 = 567.00 == 6,490.00
25310	574600	Contractual Serv - Travel Exp	$0.00				$0.00	*$0.00*	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	
25310	575100	Misc Travel Expenses	$400.00	$37.50	$24.37	$13.13	$437.50	$201.55	$209.55	$280.10	$450.00	$292.50	$157.50	$450.00	Board meeting parking: 10 x 5 = 50 x 9 occurances = 450
		Travel Expenses Subtotals	$14,135.00	*$1,379.20*	*$896.47*	*$482.73*	$15,514.20	*$11,119.45*	$11,742.21	$9,911.60	$12,038.00	$7,824.70	$4,213.30	$12,038.00	
		Capital Outlay	*Budgeted Amount*				*Budgeted Amount*	*Expenses*	*Budgeted Amount*	*Budgeted Amount*					
25310	583000	Furniture & Office Equipment	$0.00				$0.00	*$0.00*	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	
25310	583300	Computer Equip & Software	$0.00				$0.00	*$0.00*	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	
		Capital Outlay Subtotals	$0.00	*$0.00*	*$0.00*	*$0.00*	$0.00	*$0.00*	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	
		Operating Expenditures Subtotals	$258,668.56	*$6,139.77*	*$3,916.25*	*$2,223.52*	$264,808.33	$204,118.38	$170,252.39	$202,236.59	$233,814.00				
		Expenditures Subtotals	$501,588.56	*$15,036.40*	*$9,699.06*	*$5,337.34*	$516,624.96	$383,634.41	$381,872.83	$444,357.73	$486,797.00	$333,001.10	$153,795.90	$486,797.00	
		Budget Funds Revenues	*Projected Amount*				*Projected Amount*	*Revenue*	*Revenues*	*Revenues*					
25310	471100	Sale of Services	$450.00					*$450.00*	$475.00	$425.00	$450.00	$450.00			Estimated revenue based on three year revenue history.
25310	472200	Reproduction & Publications	$0.00					*$0.00*	$0.00	$0.00	$0.00	$0.00			
25310	471120	Qualifying Ed Course Fees	$1,600.00					*$1,675.00*	$1,725.00	$1,000.00	$2,010.00	$2,010.00			Estimated 25 education activities - 200.00 x 2 (non-AQB Approved) + 70.00 x 23 (AQB Approved) = 2,010.00
25310	471121	Continuing Ed New Fees	$2,500.00					*$3,175.00*	$2,350.00	$2,025.00	$6,075.00	$6,075.00			Estimated 90 education activities - 100.00 x 45 (non-AQB Approved) + 35.00 x 45 (AQB Approved) = 6,075.00
25310	471122	Continuing Ed Renewal Fees	$150.00					*$190.00*	$160.00	$80.00	$225.00	$225.00			Estimated 15 education activities x 15.00 = 225.00
25310	475150	Certified General New Fees	$9,300.00					*$9,900.00*	$9,000.00	$6,300.00	$9,600.00	$9,600.00			24 new Reciprocal; 6 new E,E,&E x 320.00 = 9,600.00
25310	475151	Licensed New Fees	$300.00					*$900.00*	$300.00	$900.00	$640.00	$640.00			0 new Reciprocal; 2 new E,E,&E x 320 = 640.00
25310	475152	Fingerprint Fees	$2,760.25					$3,529.50	$2,217.25	$2,307.75	$2,262.50	$2,262.50			50 CHRC Fees for new appraiser applications x 45.25 = 2,262.50
25310	475153	Certified Residential New	$3,000.00					$3,600.00	$2,400.00	$3,900.00	$2,560.00	$2,560.00			2 new Reciprocal; 6 new E,E,&E x 320 = 2,560.00
25310	475154	Certified General Renewal	$116,050.00					*$118,525.00*	$99,275.00	$123,200.00	$103,800.00	$103,800.00			100 One Year CG renewals x 300.00 = 30,000.00; 123 Two Year CG Renewals x 600.00 = 73,800.00 == 103,800.00
25310	475155	Licensed Renewal	$12,100.00					*$14,025.00*	$9,900.00	$12,100.00	$9,600.00	$9,600.00			22 One Year LR renewals x 300.00 = 6,600.00; 5 Two Year LR Renewals x 600.00 = 3,000.00 == 9,600.00
25310	475156	Fingerprint Audit Program Fees	$0.00					*$3,835.00*	$3,340.00	$200.00	$0.00	$0.00			
25310	475157	Certified Residential Renewal	$62,700.00					*$63,525.00*	$54,175.00	$60,775.00	$62,700.00	$62,700.00			75 One Year CR renewals x 300.00 = 22,500.00; 67 Two Year CR Renewals x 600.00 = 40,200.00 == 62,700.00
25310	475159	Temporary Licensed Fees	$0.00					*$0.00*	$0.00	$0.00	$0.00	$0.00			
25310	475160	Temporary Cert Residential	$0.00					*$0.00*	$0.00	$0.00	$0.00	$0.00			
25310	475161	Temporary Certified General	$8,250.00					*$8,150.00*	$8,200.00	$7,900.00	$11,200.00	$11,200.00			160 new temporary credentials x 70.00 = 11,200.00
25310	475162	Appraiser Fee	$0.00					*$0.00*	$0.00	$0.00	$0.00	$0.00			
25310	475234	Application Fees	$25,650.00					*$28,000.00*	$23,750.00	$23,450.00	$27,700.00	$27,700.00			160 Tempoary credential applications x 120.00 = 19,200.00; 50 Appraiser credential applications x 170.00= 8,500.00 == 27,700.00.
25310	475166	Licensed Inactive	$0.00					*$0.00*	$0.00	$0.00	$0.00	$0.00			
25310	475167	Certified Residential Inactive	$300.00					*$0.00*	$0.00	$0.00	$0.00	$0.00			
25310	475168	Certified General Inactive	$300.00					*$0.00*	$0.00	$0.00	$0.00	$0.00			
25310	476101	App Late Processing Fees	$3,900.00					*$3,925.00*	$3,850.00	$3,275.00	$3,500.00	$3,500.00			Estimated revenue based on three year revenue history.
25320	475163	AMC Registered New Fees	$4,000.00					*$4,000.00*	$4,000.00	$12,000.00	$6,000.00		$6,000.00		3 new AMC registrations x 2,000.00 = 6,000.00
25320	475164	AMC Applications Fees	$700.00					*$1,050.00*	$700.00	$2,100.00	$1,050.00		$1,050.00		3 new AMC applications x 350.00 = 1,050.00
25320	475165	AMC Registered Renewal Fees	$99,000.00					*$123,000.00*	$105,000.00	$102,000.00	$115,600.00		$115,600.00		68/72 AMC renewals x 1,700.00 = 115,600.00
25320	475166	Fed Reg AMC Rpt Form Proc Fees	$700.00					*$0.00*	$700.00	$700.00	$700.00		$700.00		2 Federal AMC Report
25320	476101	AMC Late Processing Fees	$275.00					*$475.00*	$275.00	$275.00	$275.00		$275.00		Estimated revenue based on three year revenue history.
		Budget Fund Revenues Subtotals	$353,985.25				*$0.00*	*$391,929.50*	$331,792.25	$364,732.75	$365,947.50				
		Miscellaneous Revenues	*Projected Amount*				*Projected Amount*	*Revenue*	*Revenue*	*Projected Amount*					
25310	481100	Appraiser Investment Income	$12,000.00					*$8,758.07*	$11,365.44	$13,463.58	$12,000.00	$12,000.00			Estimated revenue based on three year revenue history. Fund tranfer to redue investment income amounts.
25320	481100	AMC Investment Income	$9,000.00					*$7,548.40*	$8,586.89	$10,120.27	$9,000.00	$0.00	$9,000.00		Estimated revenue based on three year revenue history. Fund tranfer to redue investment income amounts.
25310	485100	Appraiser Fines Forfeits & Penalties	$0.00					*$0.00*	$0.00	$0.00	$0.00	$0.00	$0.00		
25320	485101	AMC Fines Forfeits & Penalties	$0.00					*$0.00*	$0.00	$0.00	$0.00	$0.00	$0.00		
25310	484500	App Reimbursement Non-Govt Source	$500.00					*$381.23*	$3,644.17	$2,013.20	$1,500.00	$1,500.00	$0.00		Estimated revenue based on three year revenue history.
25320	484500	AMC Reimbursement Non-Govt Sourc	$500.00					*$0.00*	$58.42	$584.42	$1,000.00	$0.00	$1,000.00		Estimated revenue based on projections (two Cas include cost of investigation at $500.00 each).
25310	486500	Miscellaneous Adjustments	$0.00					*$0.00*	$0.00	$0.00	$0.00	$0.00	$0.00		
		Miscellaneous Revenues Subtotals	$22,000.00				*$0.00*	*$16,687.70*	$23,654.92	$26,181.47	$23,500.00				
		Other Financial Sources	*Projected Amount*				*Projected Amount*	*Revenue*	*Revenue*	*Projected Amount*					
25310	491300	Appraiser Sale of Surplus Property	$0.00				$0.00	*$0.00*	$41.27	$59.80	$0.00				
25320	491300	AMC Sale of Surplus Property	$0.00				$0.00	*$0.00*	$22.21	$32.20	$0.00				
25310	493200	Operating Transfers Out	$0.00				$0.00	*$0.00*	$0.00	$0.00	$0.00				
		Other Financial Sources Subtotals	$0.00				$0.00	*$0.00*	$63.48	$92.00	$0.00				
		Revenue Subtotals	$375,985.25				$0.00	*$408,617.20*	$355,510.65	$391,006.22	$389,447.50	$255,822.50	$133,625.00	$389,447.50	
		Operation Line Report	$0.00				$0.00	*$24,982.79*	-$26,362.18	-$53,351.51	$0.00	-$77,178.60	-$20,170.90	-$97,349.50	

App FY Expenditures/Revenue w/ Expenditures at 90% of Budgeted ($299,701.00):	-$43,878.50		
AMC FY Expenditures/Revenue w/ Expenditures at 90% of Budgeted ($138,416.00):		-$4,791.00	
Total FY Expenditures/Revenue w/ Expenditures (base expenditures only -$438,117.00):			-$48,669.50

Account	Object Code	Budgeted Fund Types	Budgeted Amount	65.00%	35.00%		*Split based on time staff allocates to each act for combined expenses. All expenses specific to one fund or another will be applied only to that fund.	Budgeted Amount	65.00%	35.00%		*Split based on time staff allocates to each act for combined expenses. All expenses specific to one fund or another will be applied only to that fund.	Budgeted Amount	65.00%	35.00%		*Split based on time staff allocates to each act for combined expenses. All expenses specific to one fund or another will be applied only to that fund.
		Personal Service Expenditures	FY 26-27 Budgeted Amount	Appraiser	AMC	Verification	Notes	FY 27-28 Budgeted Amount	Appraiser	AMC	Verification	Notes	FY 28-29 Budgeted Amount	Appraiser	AMC	Verification	Notes
							60.102 x 2080 hours = 125,012.16 (3.25%) + EPM - 21.429 x 2080 hours = 44,572.32 (A01014 -2.25% x 1 step) + LPM - 21.429 x 2080 = 41,889.12 (A01014 - 2.25% x 1 step) + BPM - 18.544 x 2080 = 38,571.52 (A19011 - 2.25% x 1 step)== 250,045.12									0.2027-28 salaries + 4% = 270,449.76
25310	511100	Permanent Salaries - Wages	$250,046.00	$162,529.90	$87,516.10	$250,046.00		$260,048.00	$169,031.20	$91,016.80	$260,048.00		$270,450.00	$175,792.50	$94,657.50	$270,450.00	
25310	511200	Temporary Salaries - Wages		$0.00	$0.00	$0.00			$0.00	$0.00	$0.00			$0.00	$0.00	$0.00	
25310	511300	Overtime Payments		$0.00	$0.00	$0.00			$0.00	$0.00	$0.00			$0.00	$0.00	$0.00	
							13 meetings x 100 per meeting = 1,300.00 x 5 =6,500.00 + 1,000.00 for other per diems requests == 7,500.00					13 meetings x 100 per meeting = 1,300.00 x 5 =6,500.00 + 1,000.00 for other per diems requests == 7,500.00					13 meetings x 100 per meeting = 1,300.00 x 5 =6,500.00 + 1,000.00 for other per diems requests == 7,500.00
25310	511600	Per Diem Payments	$7,500.00	$4,875.00	$2,625.00	$7,500.00		$7,500.00	$4,875.00	$2,625.00	$7,500.00		$7,500.00	$4,875.00	$2,625.00	$7,500.00	
25310	511700	Employee Bonuses	$2,000.00	$1,300.00	$700.00	$2,000.00	Board request for FY2025-26	$0.00	$0.00	$0.00	$0.00		$0.00	$0.00	$0.00	$0.00	
25310	511800	Comp Time Payments		$0.00	$0.00	$0.00			$0.00	$0.00	$0.00			$0.00	$0.00	$0.00	
25310	512100	Vacation Leave Expenses	$0.00	$0.00	$0.00	$0.00		$0.00	$0.00	$0.00	$0.00		$0.00	$0.00	$0.00	$0.00	
25310	512200	Sick Leave Expenses	$0.00	$0.00	$0.00	$0.00		$0.00	$0.00	$0.00	$0.00		$0.00	$0.00	$0.00	$0.00	
25310	512300	Holiday Leave Expenses	$0.00	$0.00	$0.00	$0.00		$0.00	$0.00	$0.00	$0.00		$0.00	$0.00	$0.00	$0.00	
25310	512500	Funeral Leave Expenses	$0.00	$0.00	$0.00	$0.00		$0.00	$0.00	$0.00	$0.00		$0.00	$0.00	$0.00	$0.00	
		Personal Service Subtotals	$259,546.00	$168,704.90	$90,841.10	$259,546.00		$267,548.00	$173,906.20	$93,641.80	$267,548.00		$277,950.00	$180,667.50	$97,282.50	$277,950.00	
		Employee Benefit Expenditures															
25310	515100	Retirement Plan Expenses	$18,903.00	$12,286.95	$6,616.05	$18,903.00	State projected rate (7.5%) PSL total - Temporary Salaries - Per Diem Payments = 18,903.45	$19,504.00	$12,677.60	$6,826.40	$19,504.00	State projected rate (7.5%) PSL total - Temporary Salaries - Per Diem Payments = 19,503.60	$20,284.00	$13,184.60	$7,099.40	$20,284.00	State projected rate (7.5%) PSL total - Temporary Salaries - Per Diem Payments = 20,283.75
25310	515200	FICA Expenses	$19,855.00	$12,905.75	$6,949.25	$19,855.00	State projected rate (7.65%) for salaries under $142,200 PSL total - Temporary Salaries = 19,855.27	$20,468.00	$13,304.20	$7,163.80	$20,468.00	State projected rate (7.65%) for salaries under $142,200 PSL Total - Temporary Salaries = 20,467.42	$21,263.00	$13,820.95	$7,442.05	$21,263.00	State projected rate (7.65%) for salaries under $142,200 PSL total - Temporary Salaries = 21,263.18
25310	515400	Life & Accident Ins Expenses	$0.00	$0.00	$0.00	$0.00		$0.00	$0.00	$0.00	$0.00		$0.00	$0.00	$0.00	$0.00	
25310	515500	Health Insurance Expenses	$69,470.00	$45,155.50	$24,314.50	$69,470.00	FY2025-26 Health Insurance costs + 5% increase = 69,470.10	$72,944.00	$47,413.60	$25,530.40	$72,944.00	FY2026-27 Health Insurance costs + 5% increase = 72,943.50	$76,591.00	$49,784.15	$26,806.85	$76,591.00	FY2027-28 Health Insurance costs + 5% increase = 76,590.68
25310	516300	Employee Assistance Pro	$0.00	$0.00	$0.00	$0.00		$0.00	$0.00	$0.00	$0.00		$0.00	$0.00	$0.00	$0.00	
25310	516400	Unemployment Comp Ins Exp	$0.00	$0.00	$0.00	$0.00		$0.00	$0.00	$0.00	$0.00		$0.00	$0.00	$0.00	$0.00	
25310	516500	Workers Comp Premiums	$1,366.00	$887.90	$478.10	$1,366.00	State projected rate.	$1,366.00	$887.90	$478.10	$1,366.00	State projected rate.	$1,366.00	$887.90	$478.10	$1,366.00	State projected rate.
		Employee Benefit Subtotals	$109,594.00	$71,236.10	$38,357.90	$109,594.00		$114,282.00	$74,283.30	$39,998.70	$114,282.00		$119,504.00	$77,677.60	$41,826.40	$119,504.00	
		Operating Expenses															
25310	521100	Postage Expenses	$2,500.00	$2,250.00	$250.00	$2,500.00	Based on previous expenditures - 90 App /10 AMC allocation.	$2,500.00	$2,250.00	$250.00	$2,500.00	Based on previous expenditures - 90 App /10 AMC allocation.	$2,500.00	$2,250.00	$250.00	$2,500.00	Based on previous expenditures - 90 App /10 AMC allocation.
25310	521200	Comm Exp-Voice/Data	$0.00	$0.00	$0.00	$0.00		$0.00	$0.00	$0.00	$0.00		$0.00	$0.00	$0.00	$0.00	
25310	521300	Freight	$0.00	$0.00	$0.00	$0.00		$0.00	$0.00	$0.00	$0.00		$0.00	$0.00	$0.00	$0.00	
							IM Services Monthly Base Expenditures projections + 1,000.00 per month for database maintenance and small projects - Special Board approved project expenses: 2,475.00 x 12 = 29,700.00 + Network Services (based average per month for FY23-24) 222 x 12 = 2,664.00 + 400.00 for new software + 500.00 for Dreamweaver renewal == 33,264.00.									FY2026-27 IM Series + 5% = 34,927.20
25320	521400	CIO Charges	$33,264.00	$21,621.60	$11,642.40	$33,264.00		$34,927.00	$22,702.55	$12,224.45	$34,927.00		$34,927.00	$22,702.55	$12,224.45	$34,927.00	FY2026-27 IM Series + 5% = 34,927.20
25310	521500	Publication & Print Expense	$2,750.00	$1,787.50	$962.50	$2,750.00	Based on previous expenditures.	$2,750.00	$1,787.50	$962.50	$2,750.00	Based on previous expenditures.	$2,750.00	$1,787.50	$962.50	$2,750.00	Based on previous expenditures.
25310	521900	Awards Expense	$50.00	$32.50	$17.50	$50.00	Based on previous expenditures.	$50.00	$32.50	$17.50	$50.00	Based on previous expenditures.	$50.00	$32.50	$17.50	$50.00	Based on previous expenditures.
25310	522100	Dues & Subscription Expense	$600.00	$390.00	$210.00	$600.00	Based on previous expenditures.	$600.00	$390.00	$210.00	$600.00	Based on previous expenditures.	$600.00	$390.00	$210.00	$600.00	Based on previous expenditures.
25310	522200	Conference Registration	$0.00	$0.00	$0.00	$0.00		$0.00	$0.00	$0.00	$0.00		$0.00	$0.00	$0.00	$0.00	
25310	539500	Purchasing Card Suspense	$0.00	$0.00	$0.00	$0.00		$0.00	$0.00	$0.00	$0.00		$0.00	$0.00	$0.00	$0.00	
							1400 Sq.ft. x state projected rate of 9.31 per square ft for SOB for FY 26-27 = $13,871.91 + recoreds storage (30 x12 = 360.00 == 14,231.90					FY2026-27 Rent + 5% = 14,943.60					FY2026-27 Rent + 5% = 14,943.60
25320	524600	Rent Expense - Buildings	$14,232.00	$9,250.80	$4,981.20	$14,232.00		$14,944.00	$9,713.60	$5,230.40	$14,944.00		$14,944.00	$9,713.60	$5,230.40	$14,944.00	
25310	532200	Personal Computing Equip	$0.00	$0.00	$0.00	$0.00		$0.00	$0.00	$0.00	$0.00		$0.00	$0.00	$0.00	$0.00	
25320	524900	Rent Exp - Dupr Surcharge	$4,664.00	$3,031.60	$1,632.40	$4,664.00	1400 Sq.Ft. x state projected estimated rate of 3.33 per square ft for SOB = 4,663.7	$4,897.00	$3,183.05	$1,713.95	$4,897.00	FY2026-27 Rent Dep + 5% = 4,897.20	$4,897.00	$3,183.05	$1,713.95	$4,897.00	FY2026-27 Rent Dep + 5% = 4,897.20
25310	527900	Personal Comput Equip R & M	$0.00	$0.00	$0.00	$0.00		$0.00	$0.00	$0.00	$0.00		$0.00	$0.00	$0.00	$0.00	
25320	527100	Rep & Maint - Office Equip	$0.00	$0.00	$0.00	$0.00		$0.00	$0.00	$0.00	$0.00		$0.00	$0.00	$0.00	$0.00	
25310	532200	Voice Equip	$0.00	$0.00	$0.00	$0.00		$0.00	$0.00	$0.00	$0.00		$0.00	$0.00	$0.00	$0.00	
25310	532280	Video Equip	$0.00	$0.00	$0.00	$0.00		$0.00	$0.00	$0.00	$0.00		$0.00	$0.00	$0.00	$0.00	
25310	533100	Office Supplies Expense	$1,500.00	$975.00	$525.00	$1,500.00	Based on previous expenditures.	$1,500.00	$975.00	$525.00	$1,500.00	Based on previous expenditures.	$1,500.00	$975.00	$525.00	$1,500.00	Based on previous expenditures.
25310	532100	Non-Capitalized Equip PU	$0.00	$0.00	$0.00	$0.00		$0.00	$0.00	$0.00	$0.00		$0.00	$0.00	$0.00	$0.00	
25310	533100	Household & Instit Expense	$0.00	$0.00	$0.00	$0.00		$0.00	$0.00	$0.00	$0.00		$0.00	$0.00	$0.00	$0.00	
25310	534900	Misc Supplies Expense	$0.00	$0.00	$0.00	$0.00		$0.00	$0.00	$0.00	$0.00		$0.00	$0.00	$0.00	$0.00	
25310	527900	Voice Equip Repair & Maint	$0.00	$0.00	$0.00	$0.00		$0.00	$0.00	$0.00	$0.00		$0.00	$0.00	$0.00	$0.00	
25310	541100	Acctg & Auditing Services	$2,986.00	$1,940.90	$1,045.10	$2,986.00	State projected rate.	$2,986.00	$1,940.90	$1,045.10	$2,986.00	State projected rate.	$2,986.00	$1,940.90	$1,045.10	$2,986.00	State projected rate.
25310	541200	Purchasing Assessment	$41.00	$26.65	$14.35	$41.00	State projected rate.	$41.00	$26.65	$14.35	$41.00	State projected rate.	$41.00	$26.65	$14.35	$41.00	State projected rate.
25310	541400	HRMS Assessment	$0.00	$0.00	$0.00	$0.00		$0.00	$0.00	$0.00	$0.00		$0.00	$0.00	$0.00	$0.00	
25310	541500	Legal Services Expense	$20,000.00	$18,000.00	$2,000.00	$20,000.00	Base on standard allocation - 90 App/10 AMC allocation.	$20,000.00	$18,000.00	$2,000.00	$20,000.00	Base on standard allocation - 90 App/10 AMC allocation.	$20,000.00	$18,000.00	$2,000.00	$20,000.00	Base on standard allocation - 90 App/10 AMC allocation.
25310	541700	Legal Related Expense	$3,000.00	$2,700.00	$300.00	$3,000.00	Base on standard allocation - 90 App/10 AMC allocation.	$3,000.00	$2,700.00	$300.00	$3,000.00	Base on standard allocation - 90 App/10 AMC allocation.	$3,000.00	$2,700.00	$300.00	$3,000.00	Base on standard allocation - 90 App/10 AMC allocation.
25310	541900	Settlements	$0.00	$0.00	$0.00	$0.00		$0.00	$0.00	$0.00	$0.00		$0.00	$0.00	$0.00	$0.00	
25310	542100	SOS Temp Serv - Personnel	$0.00	$0.00	$0.00	$0.00		$0.00	$0.00	$0.00	$0.00		$0.00	$0.00	$0.00	$0.00	
25310	547100	Educational Services	$51.00	$33.15	$17.85	$51.00		$51.00	$33.15	$17.85	$51.00		$51.00	$33.15	$17.85	$51.00	
							New Appriaser CHRC - total number of projected applications - 54 x 55.00 = 2,970.00; AMC new CHRC (2 submission @ 3 per application) x 55 = $330.00; AMC Fingerprint renew - 10 x 55 = 550.00 = 3,850.00 ---- 26,000.00 for applicant reviews --- 5 Grievances (1 Commercial; 1 Ag; 3 Residential) for SME = 4,875.00 == 34,725.00.									New Appriaser CHRC - total number of projected applications - 54 x 55.00 = 2,970.00; AMC new CHRC (2 submission @ 3 per application) x 55 = $330.00; AMC Fingerprint renew - 10 x 55 = 550.00 = 3,850.00 ---- 26,000.00 for applicant reviews --- 5 Grievances (1 Commercial; 1 Ag; 3 Residential) for SME = 4,875.00 == 34,725.00.
25310	554900	Other Contractual Service	$34,725.00	$34,075.00	$650.00	$34,725.00		$34,725.00	$34,075.00	$650.00	$34,725.00		$34,725.00	$34,075.00	$650.00	$34,725.00	
25310	555200	Non-Capitalized Software	$0.00	$0.00	$0.00	$0.00		$0.00	$0.00	$0.00	$0.00		$0.00	$0.00	$0.00	$0.00	
25310	556100	Insurance Expense	$93.00	$60.45	$32.55	$93.00		$93.00	$60.45	$32.55	$93.00		$93.00	$60.45	$32.55	$93.00	
25310	556300	Surety & Notary Bonds	$0.00	$0.00	$0.00	$0.00		$0.00	$0.00	$0.00	$0.00		$0.00	$0.00	$0.00	$0.00	
25310	559100	Other Operating Expenses	$602.00	$391.30	$210.70	$602.00		$250.00	$162.50	$87.50	$250.00		$250.00	$162.50	$87.50	$250.00	
		Operating Expenses Subtotals	$121,058.00	$96,566.45	$24,491.55	$121,058.00		$123,314.00	$98,032.85	$25,281.15	$123,314.00		$123,314.00	$98,032.85	$25,281.15	$123,314.00	
		Travel Expenses															
							Batte: 110.00 per night for 9 occurances = 990.00 + Johnson: 990.00 per night for 9 occurances = 990.00 + Minshull: 110.00 per night for 9 occurances= 990.00 == 2,970					Batte: 110.00 per night for 9 occurances = 990.00 + Johnson: 990.00 per night for 9 occurances = 990.00 + Minshull: 110.00 per night for 9 occurances= 990.00 == 2,970					Batte: 110.00 per night for 9 occurances = 990.00 + Johnson: 990.00 per night for 9 occurances = 990.00 + Minshull: 110.00 per night for 9 occurances= 990.00 == 2,970
25310	571100	Lodging	$2,970.00	$1,930.50	$1,039.50	$2,970.00		$2,970.00	$1,930.50	$1,039.50	$2,970.00		$2,970.00	$1,930.50	$1,039.50	$2,970.00	
25310	571600	Meals - Not Travel Status	$0.00	$0.00	$0.00	$0.00		$0.00	$0.00	$0.00	$0.00		$0.00	$0.00	$0.00	$0.00	
			$1,928.00				Batte: State First and Last Day Travel Per Diem 35.70 x 2 = 71.40 x 9 = 642.60 + Johnson: State First and Last Day Travel Per Diem 35.70 x 2 = 71.40 x 9 = 642.60 + Minshull: State First and Last Day Travel Per Diem 35.70 x 2 = 71.40 x 9 = 642.60 == 1,928.00

NRPAB
Nebraska Real Property Appraiser Board

Memo

To: Nebraska Real Property Appraiser Board

From: Tyler Kohtz

CC:

Date: 6/10/2025

Re: FY2025-26 Appraiser-AMC Funds Allocation

In accordance with Neb. Rev. Stat. § 76-2226, the Board may use the real property appraiser fund for the administration and enforcement of the Real Property Appraiser Act and to meet the necessary expenditures of the Board, and in accordance with Neb. Rev. Stat. § 76-3219, the appraisal management company fund shall be used to implement, administer, and enforce the AMC Registration Act. The allocation between the two funds for expenditures that apply to both the Appraiser Program and the AMC Registration Program, or that are not cost effective to attempt to separate by program (e.g., payroll and benefits processing, general CIO network services billing, and general CIO IMS billing), is a percentage determined by the quarterly employee workload review from the previous fiscal year, and the budget analysis of the past, present, and projected numbers and trends for appraiser credentialing, AMC registrations, education activities, and compliance.

AMC/Appraiser Time Breakdown

The quarterly workload review for each employee takes place during the first full work week in July, October, January, and April (At the Director's request, the Chairperson may move the workload review week). Each employee reported his or her time spent on appraiser- and AMC-related activities per day in quarter-hour increments (e.g., Monday: 3.25 hours AMC, 4.75 hours appraiser; Tuesday: 2.5 hours AMC, 5.5 hours appraiser). If the activity applies to both the appraiser and AMC programs (e.g., payroll, general office activities, general government functions, certain accounting functions, and technology projects), the employee reported the time spent at 50% for each program. The total number of full-time equivalent hours for the agency during the quarterly workload review is 640. The reported 613.25 total hours is the result of paid leave taken during the four weeks under review.

FY 2024-25 Final	AMC hours	Appraiser hours	General hours	Total hours
Director	6.25	15.75	153.25	
LPM	11.00	79.25	19.75	
EPM	8.00	104.75	47.25	
BPM	14.50	38.00	115.50	
Total	39.75	237.75	335.75	613.25
AMC/Appraiser Breakdown	207.63	405.63		
Percentage	34%	66%		

FY2025-26 AMC/Appraiser Funds Allocation Analysis

The quarterly workload review of the first full work week in July, October, January, and April for each employee indicates that 35% of time was spent AMC related functions, and 65% of time was spent on Appraiser related functions. During analysis of the proposed budget for FY2025-26, the past, present, and projected numbers and trends for appraiser credentialing, AMC registration, education activities, and compliance, were taken into consideration. The number of AMC registrations renewals have been stable since FY2023-24; however, the number new AMC registrations increased during FY24-25, resulting in a slight increase of reported hours for the AMC Registration Program for FY2024-25 compared to FY2023-24. 24 hours were reported in FY2023-24 compared to 39.75 in FY2024-25. Overall, the number of new real property appraiser credentials issued remains stable for the second fiscal year in a row after increases during FY2021-22 and FY2022-23 (new CG credentials issued declined, new CR and LR credentials issued increased). These numbers are expected to remain steady for FY2025-26. The number of real property appraiser credential renewals fell below projections in FY2025-26 but are projected to be consistent for the next few fiscal years. Because the numbers are stable for both the Real Property Appraiser Program and the AMC Registration Program, no additional consideration is given to determine the Appraiser Fund and AMC Fund allocation. Finally, there are no education or compliance program changes, or legislative or policy matters, that would affect the AMC/Appraiser Funds allocation for FY2025-26. The AMC/Appraiser Funds allocation for FY2025-26 will remain at 65% Appraiser Fund and 35% AMC Fund.

Department of Administrative Services – Director's Office

From the Director's Desk

NEBRASKA
Good Life. Great Mission.

Colleagues,

The State's medical and pharmacy plans have long been a strong point in our offerings as an employer, and the State has done all that it can in the last several years to make it as rich as possible. However, market cost trends and member claims have led the State to the point where change is necessary. A few points to outline some history:

- The fund balance grew beyond the target because of multiple below market claims trend years. The COVID lockdowns further increased the fund balance up to $90M as of 6/30/2021

- There was a concerted effort to reduce the fund balance through plan design enhancements, low (or no) premium increases, premium holidays, one-time wellness payments to members, etc. These strategies were effectively passing the surplus back to plan members and employer agencies

- Medical and pharmacy claims began running at or above market trends in this last biennium, accelerating and compounding the depletion of the fund

- These recognized trends were evaluated, and the decision was made to maintain low premiums for our public servants and agency budgets for that period. Unfortunately, those trends have continued and placed the plan in a position without the flexibility to meet the demands being placed upon it

Managing future costs will be key in returning the fund to a healthy state, and the State is taking steps to do so including bidding the medical and pharmacy contracts to push greater accountability with our medical and pharmacy vendor managers, evaluating plan changes and premium increases, and requiring greater involvement of members in the management of their health. The current contract has not been competitively bid in over 7 years.

The continued above market trajectory in usage and claims costs necessitate additional funding outside of the current funding rates to maintain the health of the plan as these changes are implemented. We will be collecting additional funds from agencies to assist in this endeavor. Members will not be required to pay more than what has been outlined previously. ***Agencies will be contributing an additional 18.5% to premiums for a total of 81.7% of the total premium costs to support the plan.*** The breakdown of this contribution by plan is outlined at the end of this document.

We appreciate your assistance in getting our plan back in good standing for our public servants. Updates will be provided routinely to keep you up to date with the fiscal health of the plan.

Regards,

Lee Will



Director, Nebraska Department of Administrative Services

State of Nebraska

PY 2026 Rate Surcharge Levels

With 18.5% Surcharge

Regular

EE	ER	Total	ER Cost Share
$ 196.51	$ 876.30	$ 1,072.81	81.7%
$ 520.75	$ 2,322.17	$ 2,842.92	81.7%
$ 402.85	$ 1,796.42	$ 2,199.26	81.7%
$ 697.61	$ 3,110.84	$ 3,808.45	81.7%

Wellness

EE	ER	Total	ER Cost Share
$ 167.22	$ 745.66	$ 912.88	81.7%
$ 443.13	$ 1,976.03	$ 2,419.16	81.7%
$ 342.79	$ 1,528.62	$ 1,871.41	81.7%
$ 593.61	$ 2,647.10	$ 3,240.72	81.7%

Consumer Focus

EE	ER	Total	ER Cost Share
$ 111.13	$ 495.58	$ 606.71	81.7%
$ 294.51	$ 1,313.29	$ 1,607.80	81.7%
$ 227.83	$ 1,015.96	$ 1,243.79	81.7%
$ 394.53	$ 1,759.33	$ 2,153.86	81.7%

NRPAB
Nebraska Real Property Appraiser Board

Fee Schedule

Effective July 1, 2025

Real Property Appraiser Credential Fees	
Real Property Appraiser Credential Application Fee	$170.00
Real Property Appraiser Criminal History Record Check Fee	$45.25
Licensed/ Certified Residential/ Certified General Real Property Appraiser Credentialing Fee	$320.00
Annual Licensed/ Certified Residential/ Certified General Real Property Appraiser Federal Registry Fee	$40.00
Annual Licensed/ Certified Residential/ Certified General Real Property Appraiser Renewal Fee	$300.00
Real Property Appraiser Renewal Late Processing Fee (For each month or portion of month application is late)	$25.00
Licensed/ Certified Residential/ Certified General Real Property Appraiser Inactive Credential Application Fee	$100.00
Licensed/ Certified Residential/ Certified General Real Property Appraiser Inactive Credentialing Fee	$300.00
Licensed/ Certified Residential/ Certified General Real Property Appraiser Examination Fee (Paid to testing service Provider)	
Temporary Real Property Appraiser Credential Fees	
Licensed/ Certified Residential/ Certified General Real Property Appraiser Temporary Credential Application Fee	$120.00
Licensed/ Certified Residential/ Certified General Real Property Appraiser Temporary Credentialing Fee	$70.00
Appraisal Management Company Registration Fees	
Appraisal Management Company Application Fee	$350.00
Appraisal Management Company Registration Fee	$2000.00
Appraisal Management Company Registration Renewal Fee	$1700.00
Appraisal Management Company Registration Renewal Late Processing Fee (For each month or portion of month application is late)	$25.00
Real Property Appraiser Education Fees	
New/Resubmission Qualifying Education Activity Fee (For activity(s) approved by The AQB of TAF through its Course Approval Program)	$70.00
New/Resubmission Qualifying Education Activity Fee (For activity(s) not approved by The AQB of TAF through its Course Approval Program)	$200.00
New/Resubmission Continuing Education Activity Fee (For activity(s) approved by The AQB of TAF through its Course Approval Program)	$35.00
New/Resubmission Continuing Education Activity Fee (For activity(s) not approved by The AQB of TAF through its Course Approval Program)	$100.00
Continuing Education Activity Renewal Fee	$15.00
New/Resubmission Supervisory Appraiser and Trainee Course Fee	$100.00
Miscellaneous Fees	
Appraiser Corporate Certificate Request/Duplicate Proof of Credentialing Fee	$25.00
Federally Regulated AMC Reporting Form Processing Fee	$350.00