PUBLIC MEETING OF THE NEBRASKA REAL PROPERTY APPRAISER BOARD
Wednesday, June 18, 2025, 9:00 a.m.
Nebraska Real Property Appraiser Board Office, First Floor, Nebraska State Office Building
301 Centennial Mall South, Lincoln, Nebraska

AGENDA

A. Opening 9:00 a.m.

B. Notice of Meeting (Adopt Agenda)

The Nebraska Real Property Appraiser Board will meet in executive session for the purpose of reviewing applicants for credentialing; applicants for appraisal management company registration; investigations; pending litigation, or litigation that is imminent as evidenced by communication of a claim or threat of litigation; and employee performance evaluation. The Board will exit executive session at 10:30 a.m. If needed, the Board will re-enter executive session at the conclusion of the public agenda items discussion to complete review of the above-mentioned items. The Board will not take action on agenda items C, D, E, and F until executive session is completed.

C. Credentialing as a Nebraska Real Property Appraiser 1-11
1. Pending Applications
   a. CR24007
   b. CG23033
   c. CG24020
2. Applicants for Renewal of Real Property Appraiser Credential
   a. CG212008R

D. Registration as an Appraisal Management Company
1. Applicants for Renewal of Appraisal Management Company Registration
   a. NE2012081 1-4

E. Compliance Matters 1
1. Post-Board Action Matters
   a. 25-03
   b. 25-04

F. Other Executive Session Items 1-7
1. General
   a. 2025.05
   b. 2025.08
2. Personnel

G. Welcome and Chair's Remarks (Public Agenda 10:30 a.m.)

H. Board Meeting Minutes
1. Approval of May 15, 2025 Meeting Minutes 1-19

I. Director's Report

1. Real Property Appraiser and AMC Counts and Trends
   a. Real Property Appraiser Report 1-4
   b. Temporary Real Property Appraiser Report 5
   c. Supervisory Real Property Appraiser Report 6
   d. Appraisal Management Company Report 7
2. Director Approval of Applicants
   a. Real Property Appraiser Report 8
   b. Education Activity and Instructor(s) Report 9

J. Financial Report and Considerations

1. May Financial Report
   a. Agency Budget Status Report 1-3
   b. Appraiser Program Budget Status Report 4-6
   c. AMC Program Budget Status Report 7-9
   d. MTD General Ledger Detail Report 10-16
   e. Financial Charts 17-20
2. ASC SARAS Grant Report
   a. Budget Status Report 21
   b. SARAS Federal Grant Continuation Request Submission
3. Per Diems

K. General Public Comments

L. Education 1-23

1. New Continuing Education Activities
   a. 2252426.10: Calypso Continuing Education – "Mold A Growing Concern"
   b. 2252427.10: Calypso Continuing Education – "Victorian Era Architecture for Real Estate Professionals"

M. Unfinished Business

N. New Business

1. State Harmonization Task Force at The Appraisal Foundation (appearance) 1-23
2. NSP National Fingerprint-Based Criminal History Background Check Fee Increase 24

O. Legislative Report and Business

1. Adopted Changes to Title 298 of the Administrative Code
3. Other Legislative Matters

P. Administrative Business

1. Guidance Documents
   a. 23-01 CHRC Carried Out by the Board for Owners of More than 10% of an AMC at Renewal of Registration (Retire) 1-4
2. Internal Procedural Documents
   a. 201704: AMC Fund Cash Balance 5-6
   b. 201705: Real Property Appraiser Fund Cash Balance 7-8
   c. 201708: Board Staff Clothing Allowance 9
   d. 201709: Appraisal Review Services Contractor Fees 10
   e. 201714: Renewal of Continuing Education Activities 11
3. Forms, Applications, and Procedures

Q. Other Business

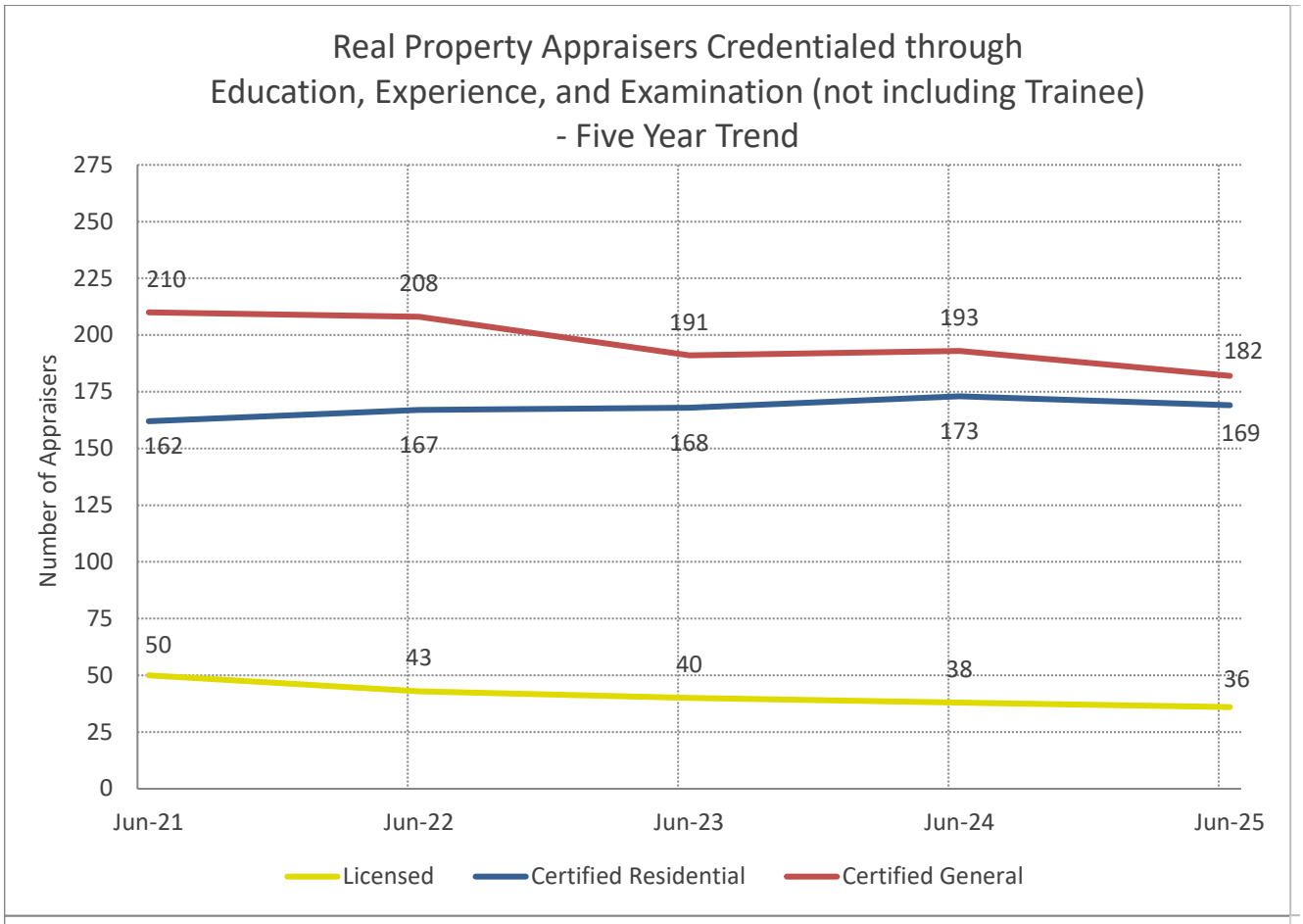
1. Board Meetings
2. Conferences/Education
3. Memos from the Board
3. Quarterly Newsletter
4. Appraisal Subcommittee
5. The Appraisal Foundation
    a. TAF June Newsletter 1-4
    b. Course Approval Program (CAP) Policy Update - Equivalent Asynchronous USPAP Update Course Requirements 5-6
    c. Course Approval Program Policies and Procedures_Effective June 1, 2025 7-56
6. Association of Appraiser Regulatory Officials
7. Government-Sponsored Enterprises
    a. Fannie Mae
        i. Fannie Mae June Appraiser Update 57-65
    b. Freddie Mac
        i. Freddie Mac Multifamily Seller/Servicer Guide Bulletin (M2025-3)_May 22, 2025 66-68
8. In the News

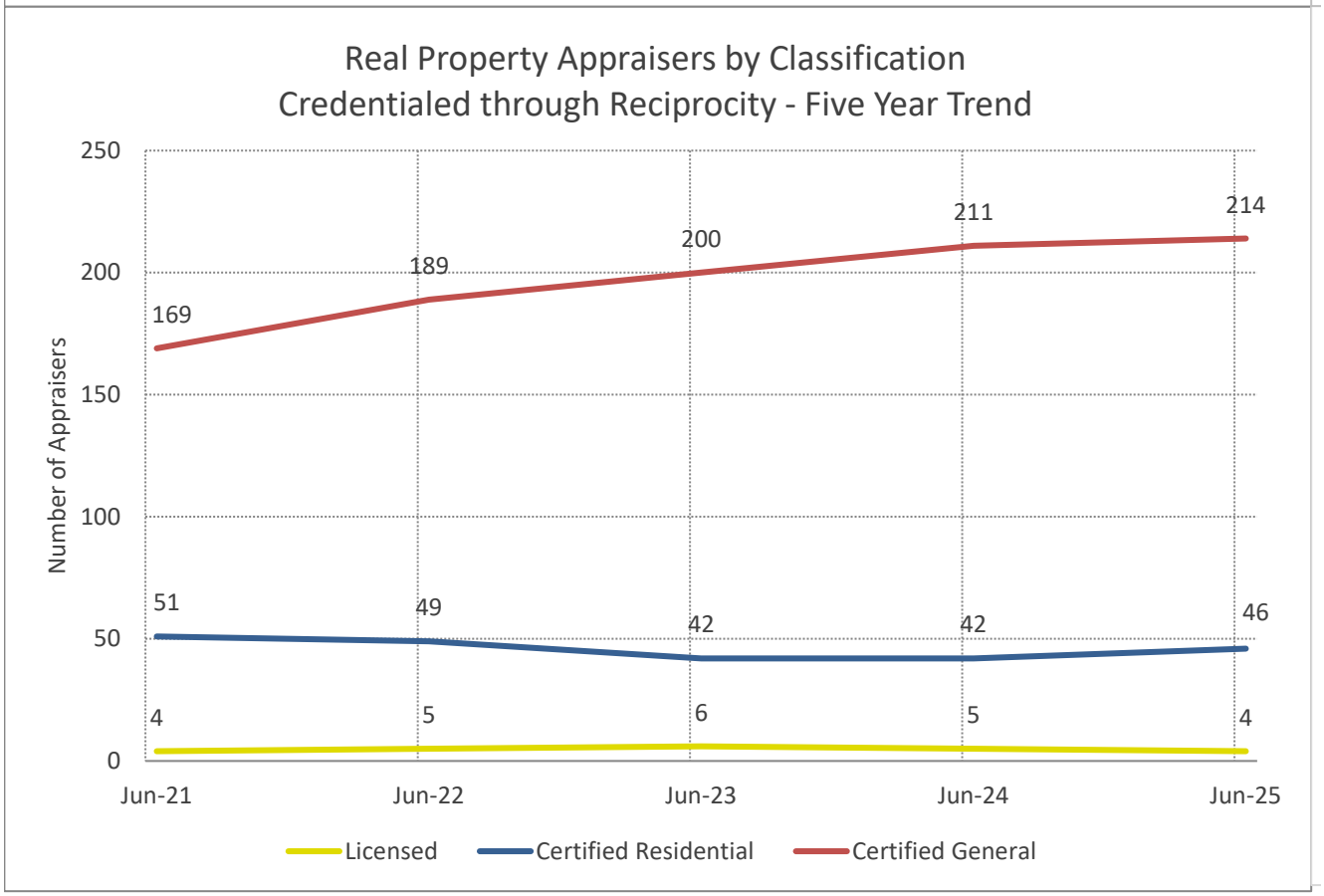
R. Adjourn

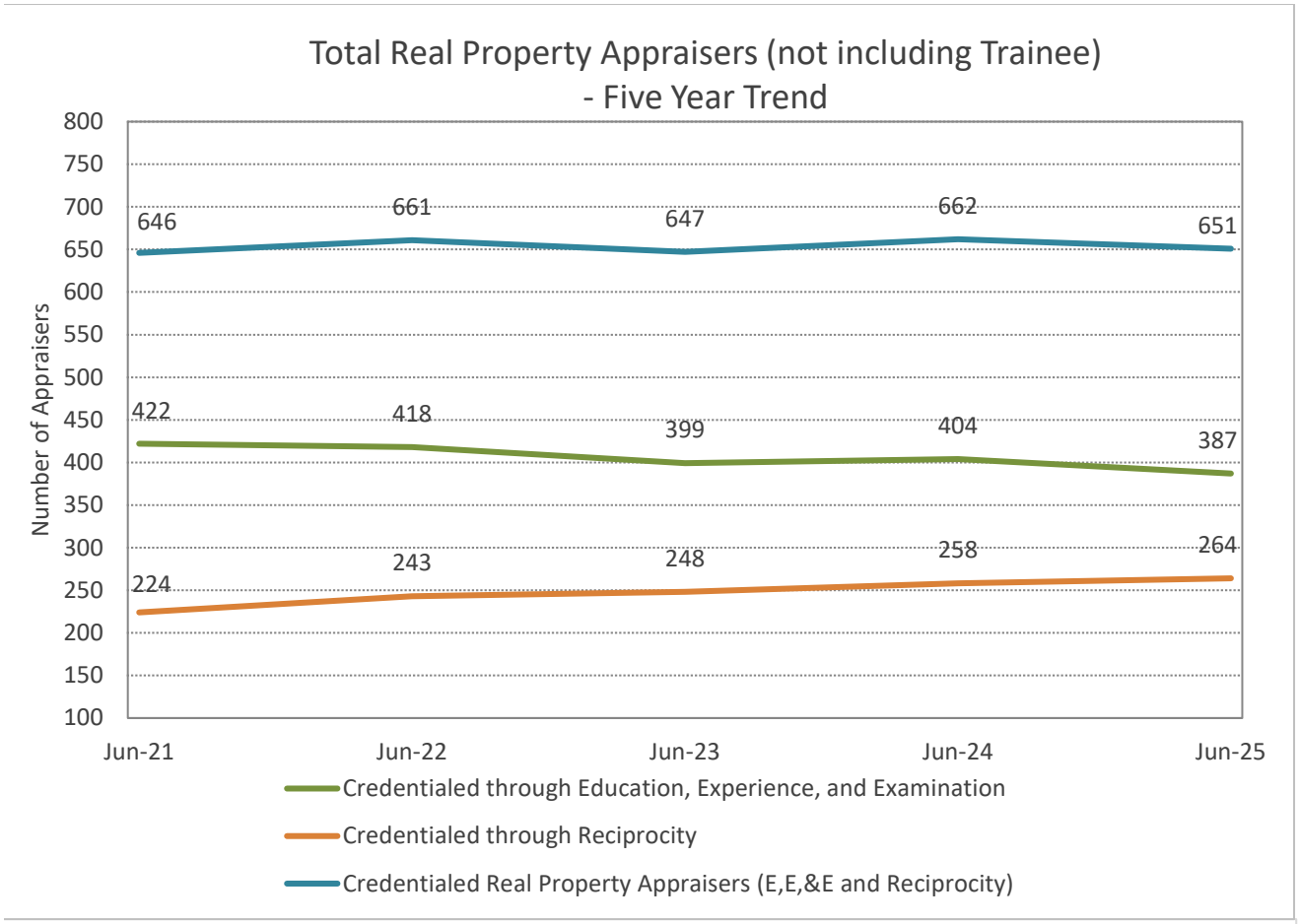
Scheduled Appearances:

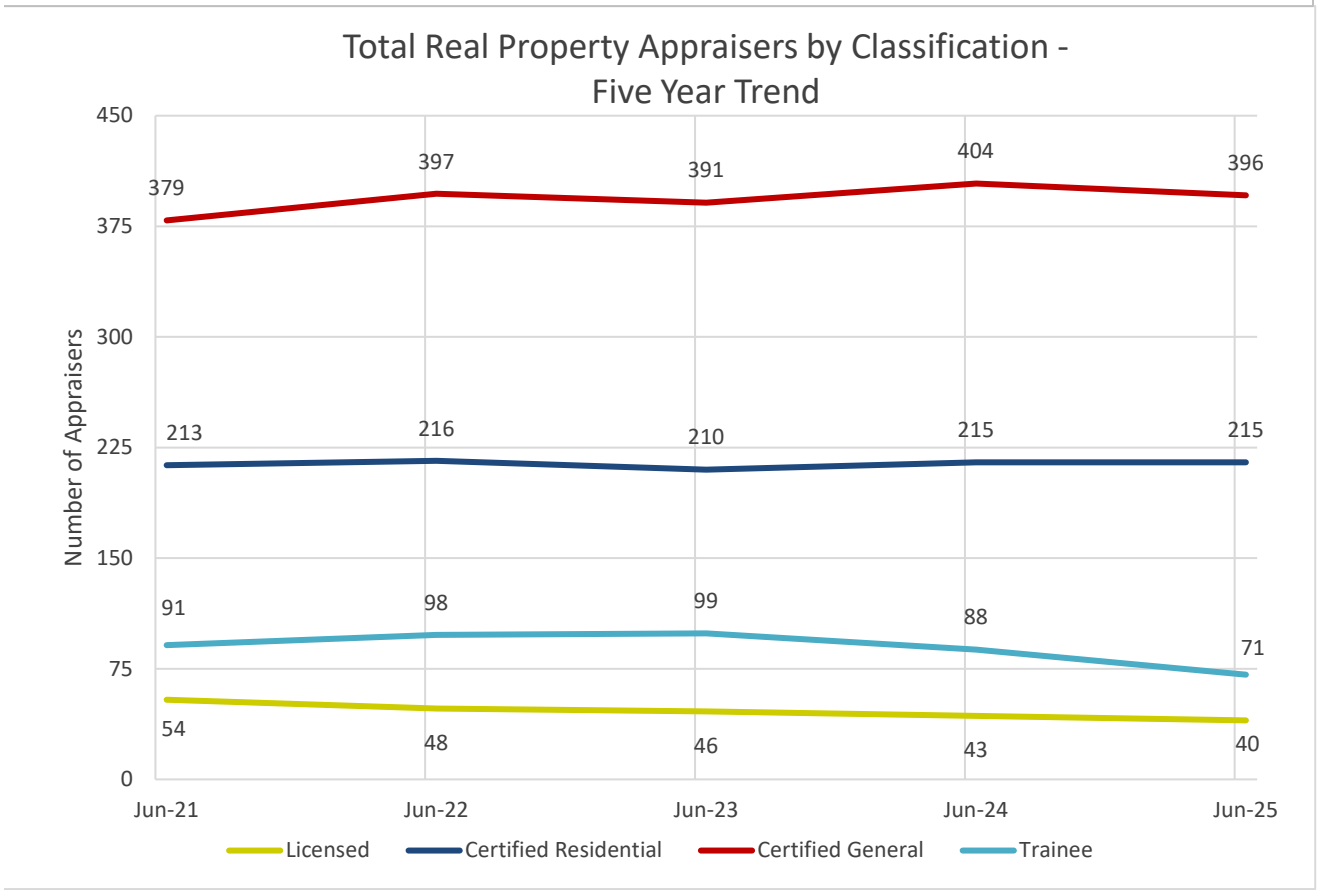
1. T.B.D. (New Business) – State Harmonization Task Force at The Appraisal Foundation

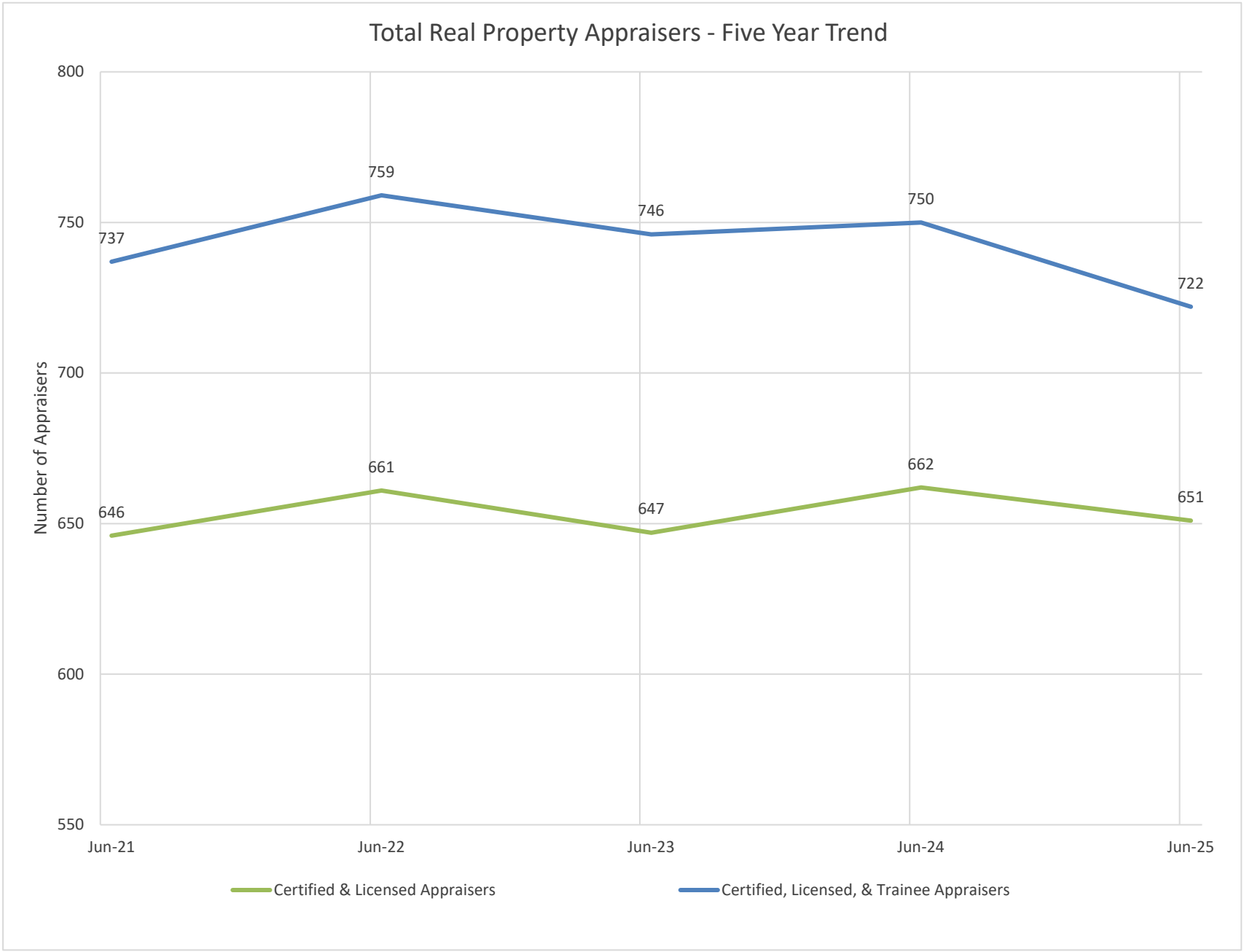
Real Property Appraiser Report

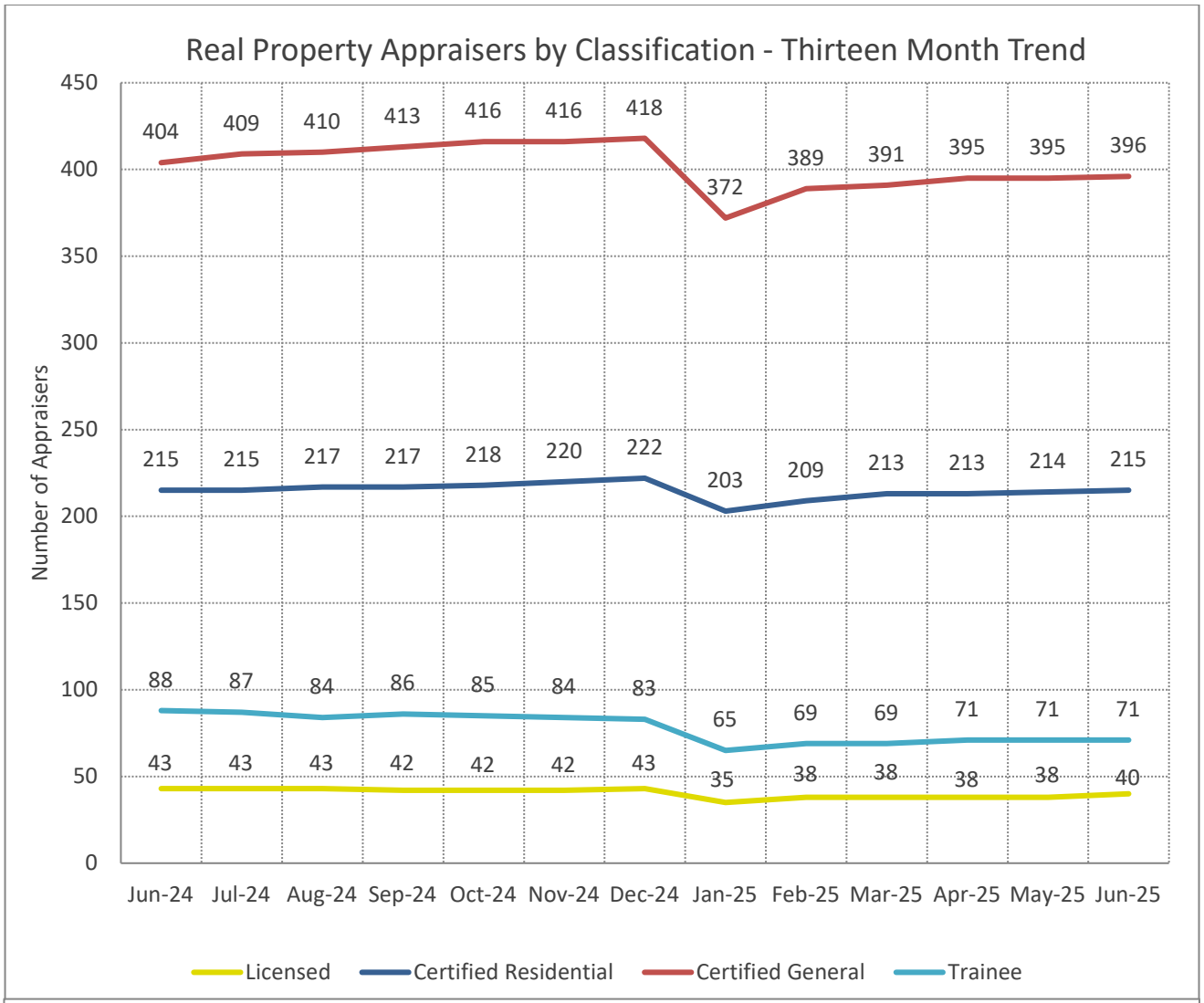


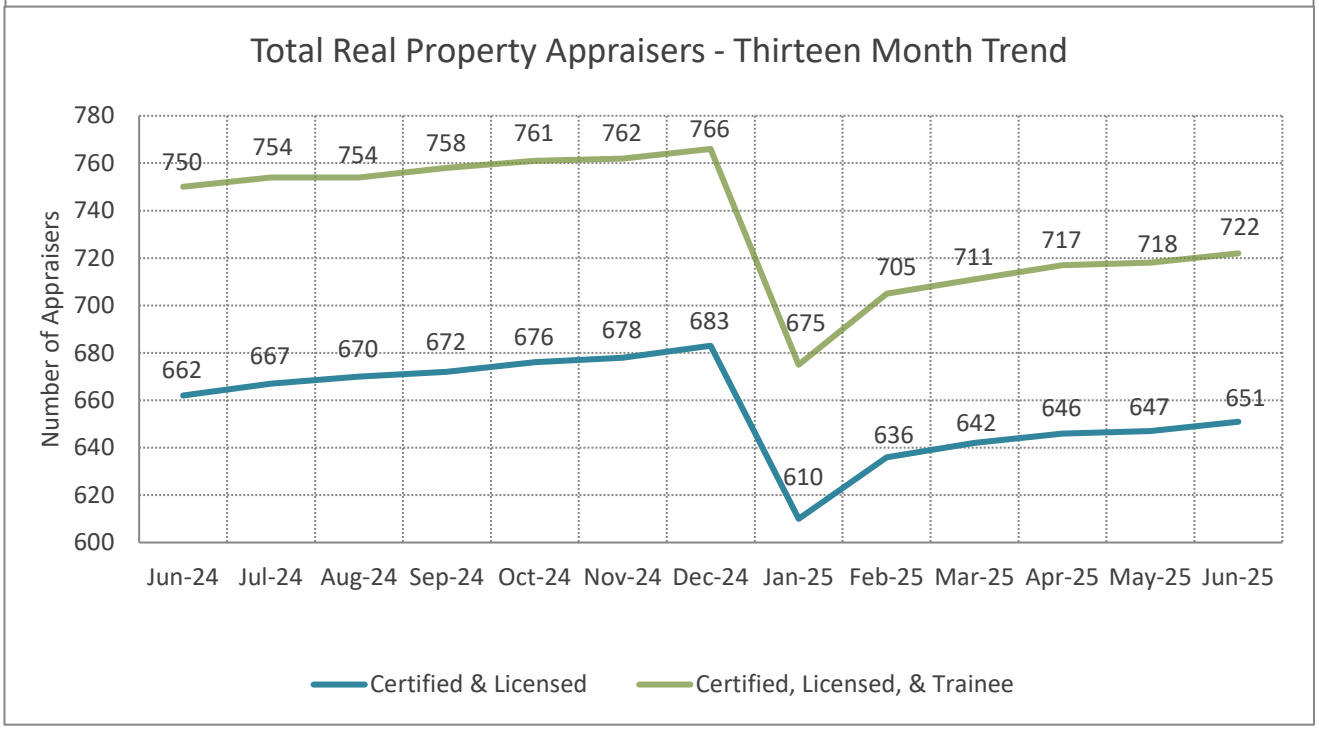



Total Real Property Appraisers (not including Trainee) - Five Year Trend
Number of Appraisers
800
750
700
650
600
550
500
450
400
350
300
250
200
150
100
646
661
647
662
651
422
418
399
404
387
224
243
248
258
264
Jun-21
Jun-22
Jun-23
Jun-24
Jun-25
Credentialed through Education, Experience, and Examination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

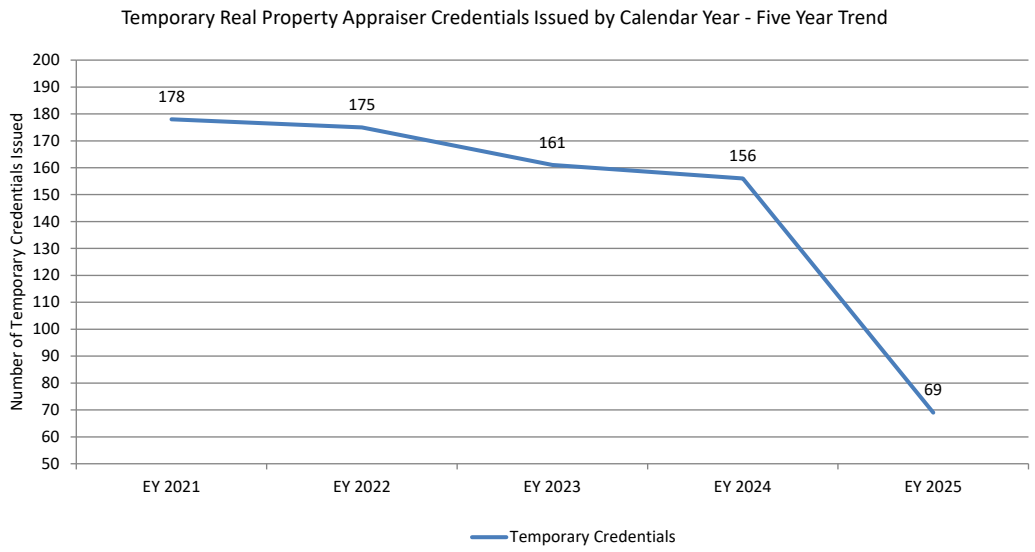

Total Real Property Appraisers by Classification - Five Year Trend
Number of Appraisers
450
375
300
225
150
75
0
379
397
391
404
396
213
216
210
215
215
91
98
99
88
71
54
48
46
43
40
Jun-21
Jun-22
Jun-23
Jun-24
Jun-25
Licensed
Certified Residential
Certified General
Trainee

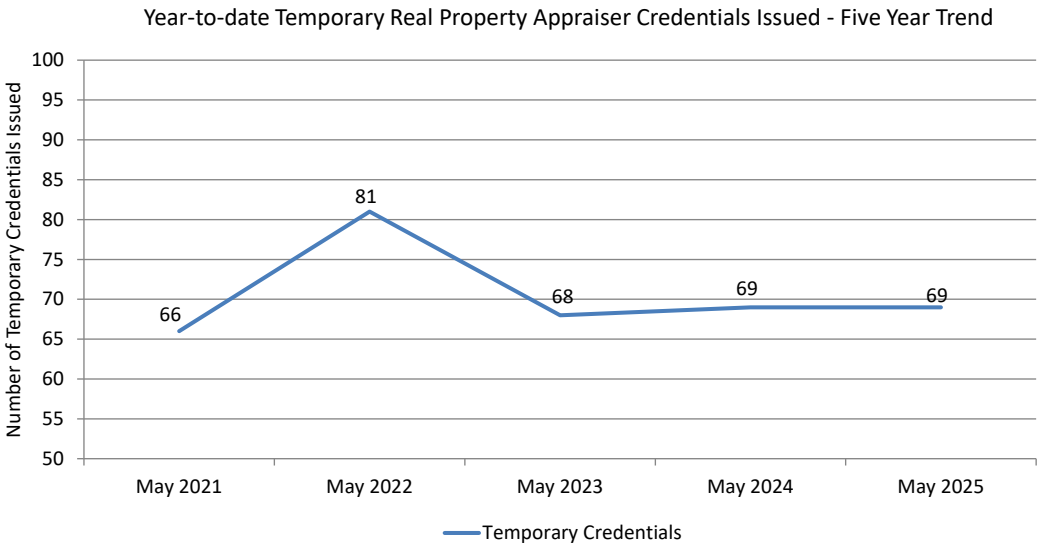

Total Real Property Appraisers - Five Year Trend
800
750
700
650
600
550
Number of Appraisers
759
746
750
737
722
661
662
646
647
651
Jun-21
Jun-22
Jun-23
Jun-24
Jun-25
Certified & Licensed Appraisers
Certified, Licensed, & Trainee Appraisers

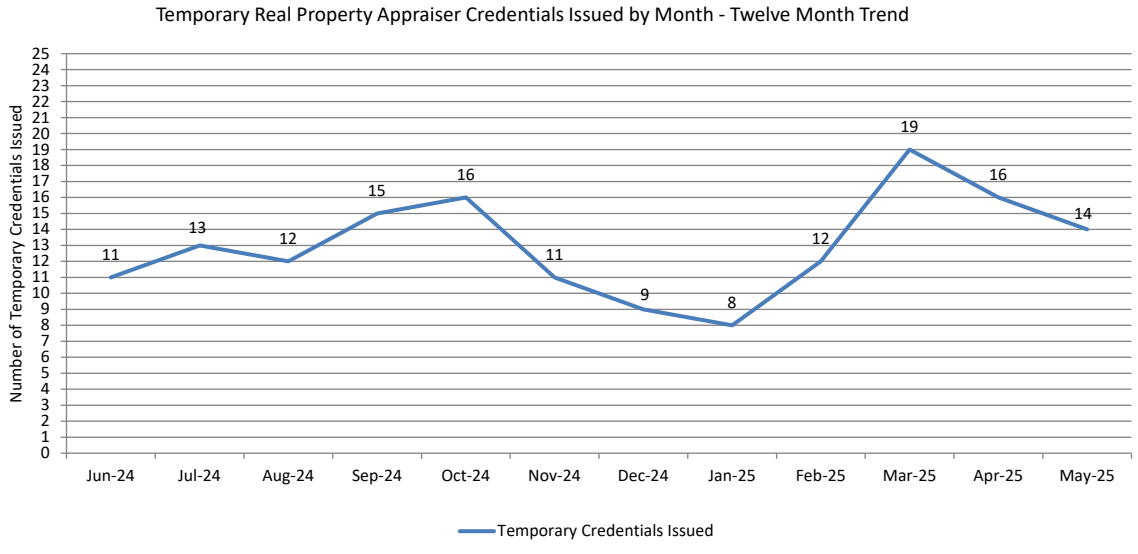

Real Property Appraisers by Classification - Thirteen Month Trend
Number of Appraisers
450
400
350
300
250
200
150
100
50
0
404 409 410 413 416 416 418 372 389 391 395 395 396
215 215 217 217 218 220 222 203 209 213 213 214 215
88 87 84 86 85 84 83 65 69 69 71 71 71
43 43 43 42 42 42 43 35 38 38 38 38 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

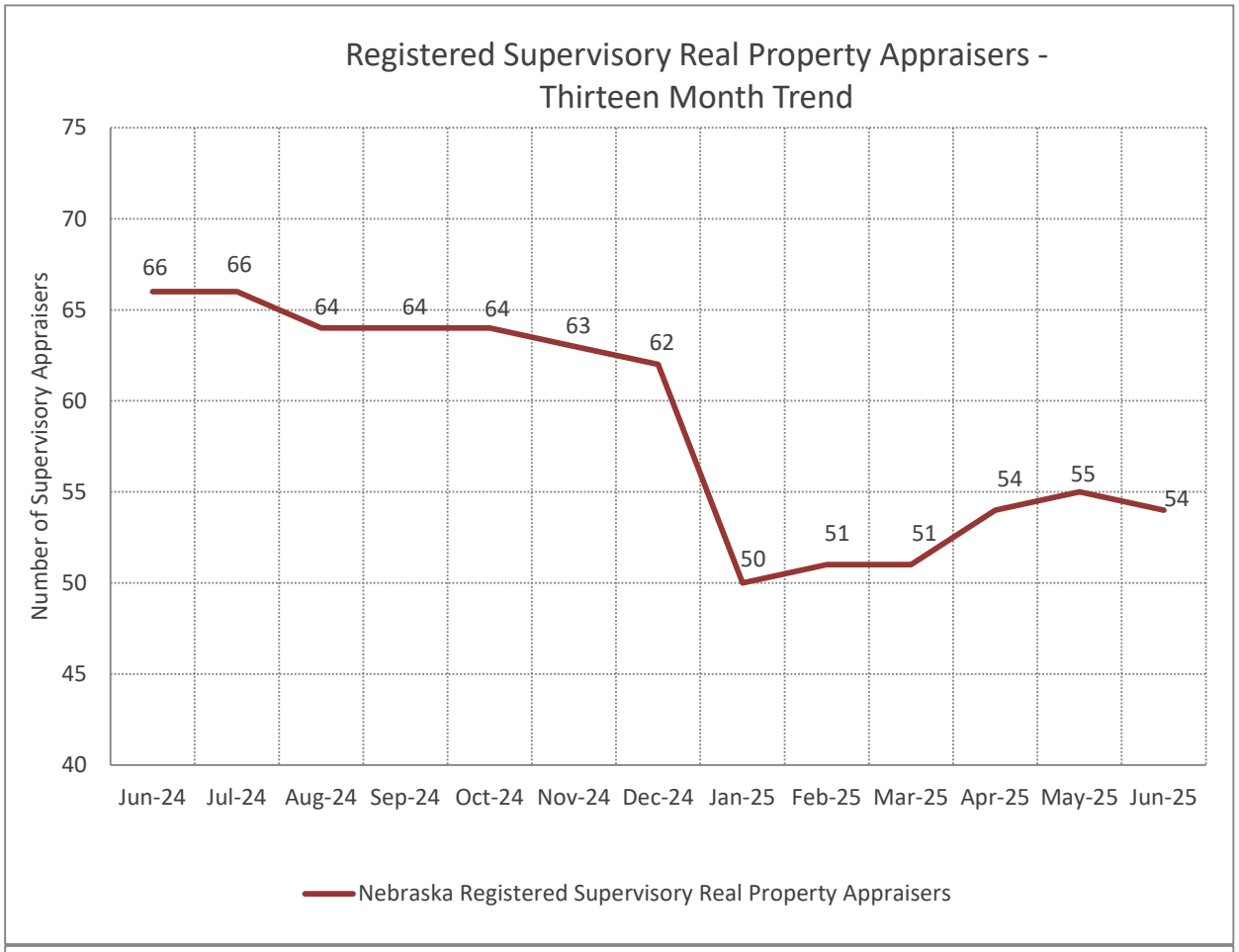
Temporary Real Property Appraiser Report

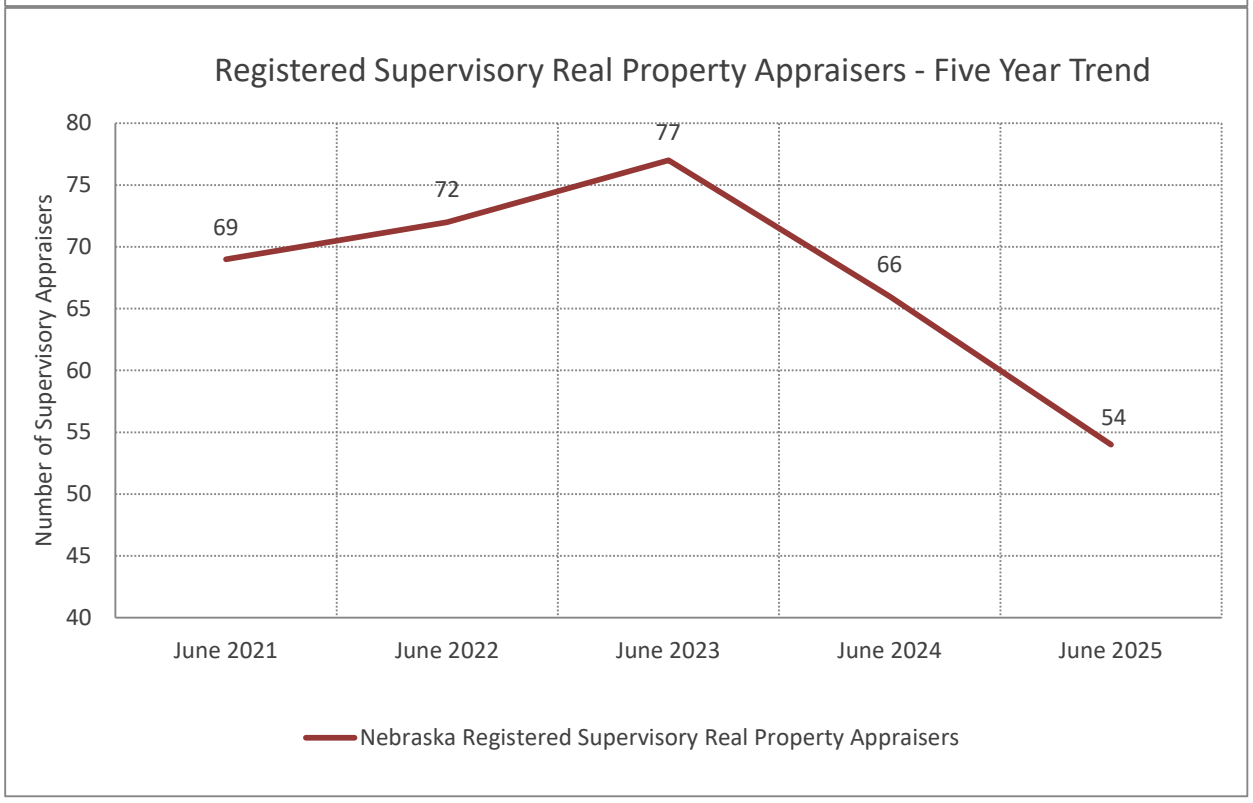




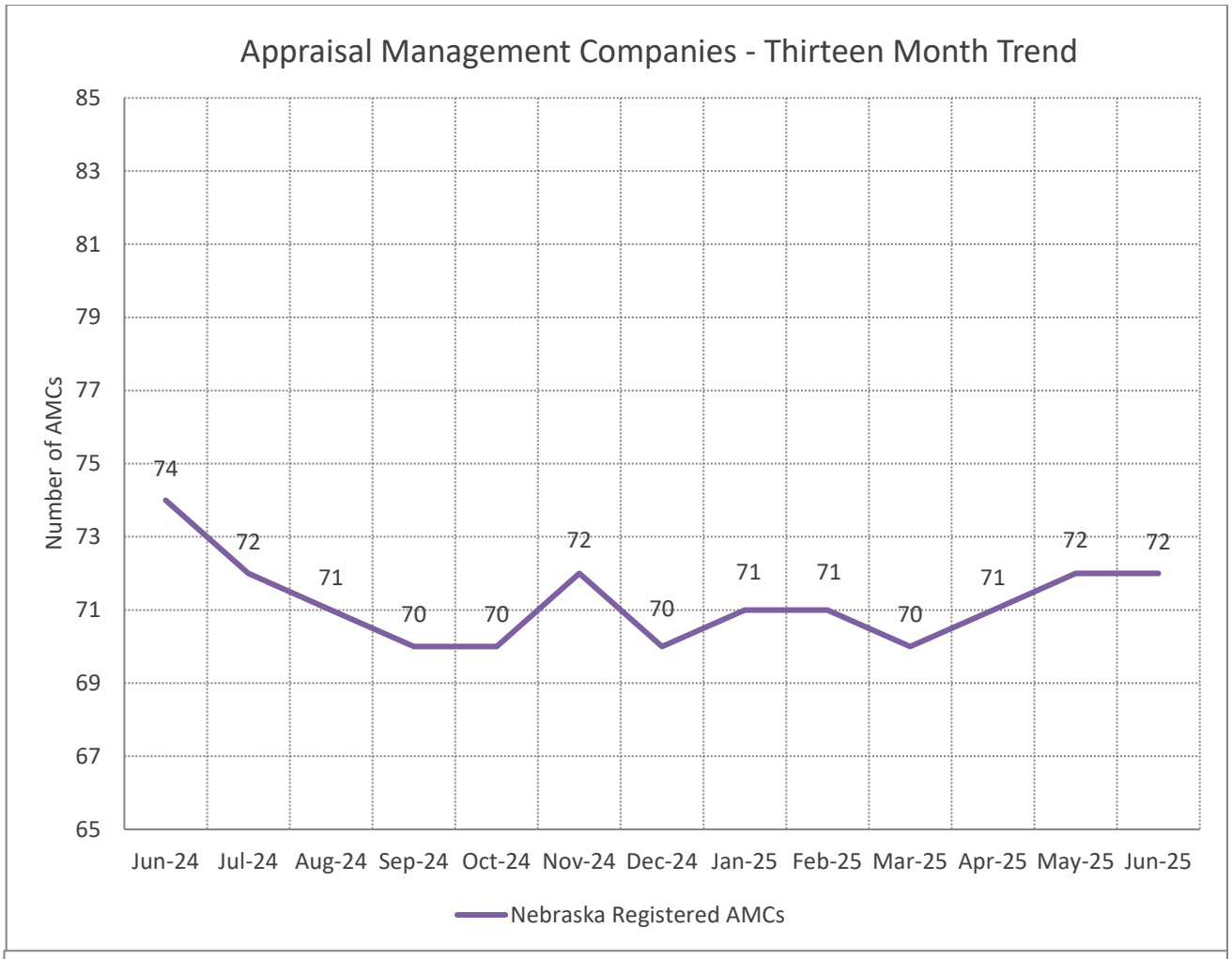


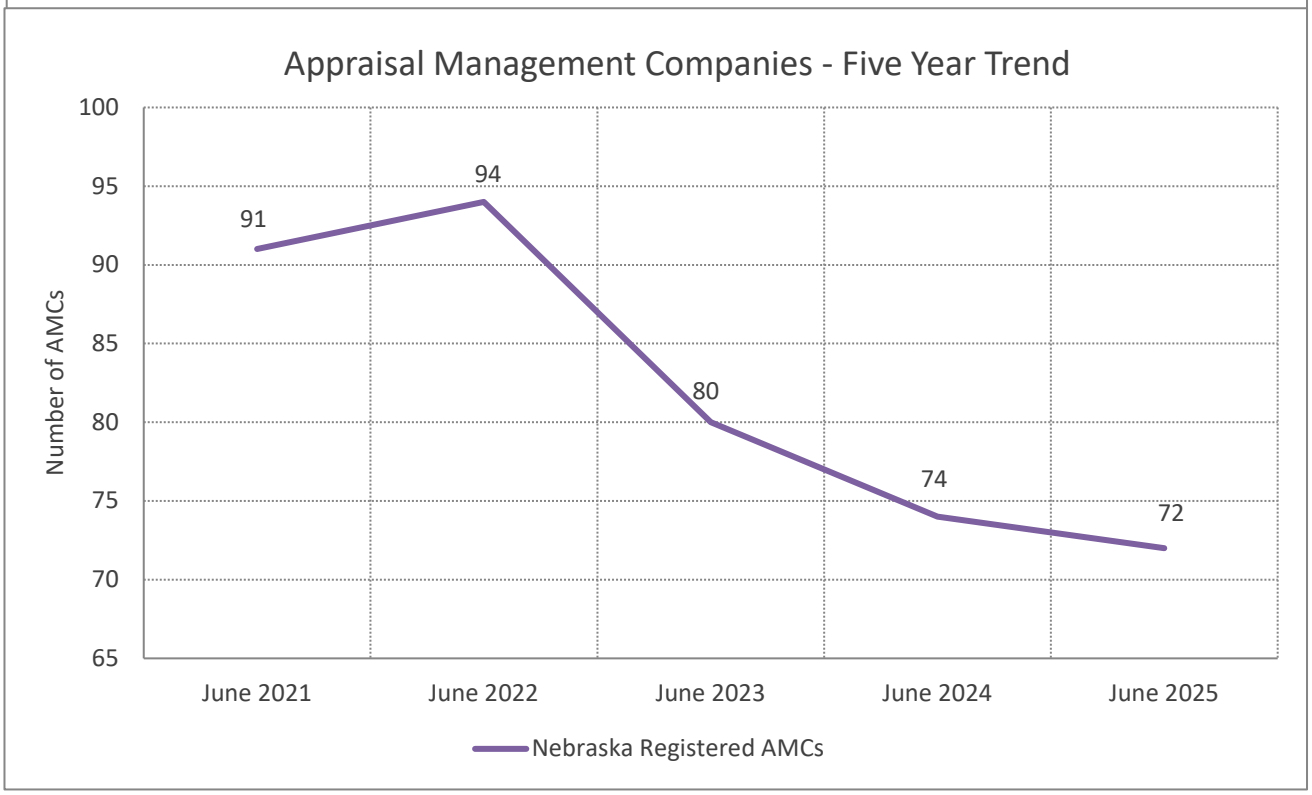
Supervisory Real Property Appraiser Report





Appraisal Management Company Report





NEBRASKA REAL PROPERTY APPRAISER BOARD

DIRECTOR APPROVAL OF REAL PROPERTY APPRAISER APPLICANTS

May 7, 2025 – June 10, 2025

New Certified Residential Real Property Appraisers through Reciprocity		
CR25006R	Colling, Rebecca	Approved June 2, 2025
New Certified General Real Property Appraisers through Reciprocity		
CG25008R	Chojar, Abby	Approved May 22, 2025
New Certified Residential Real Property Appraisers through Education, Experience, and Examination		
CR25002	Bruna, John	Approved May 23, 2025 to sit for exam
New Certified General Real Property Appraisers through Education, Experience, and Examination		
CG25007	Malcom, Michelle	Approved June 4, 2025 to sit for exam

NEBRASKA REAL PROPERTY APPRAISER BOARD

DIRECTOR APPROVAL OF EDUCATION ACTIVITY AND INSTRUCTOR(S) APPLICANTS

May 7, 2025 – June 10, 2025

Provider	Activity Number	Hours	Title	Instructor(s)	Approval Date
New Continuing Education Activities and Instructors					
Rocky Mountain Appraiser Association	2253424.88	2.00	The Impacts of Upzoning: The Identification & Analysis of Upzoning Potential in a Residential Appraisal Assignment	Denis DeSaix	05/14/2025
Rocky Mountain Appraiser Association	2253425.88	2.00	Leveraging the Role of Artificial Intelligence in the Future of Appraising	Jim Amorin	05/23/2025
Appraisal Institute	225435.02	7.00	Historic Preservation (Façade) Easements: Appraisal Techniques and Valuation Issues	John Underwood	5/23/2025
ASFMRA	2251418.01	8.00	Cost Approach Applications	Rebecca Stone	5/27/2025
ASFMRA	2253419.01	8.00	Cost Approach Applications	Rebecca Stone	5/27/2025

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 000 AGENCY DEFINED DIVISION
Grant

All Objects
As of 05/31/25

Fund	Program	Sub-Program	Account Number	Sub-ledger	Doc Number	Tran Date	Tran Type	Batch Type	Payee/Explanation	Batch Number	Posted Code	Month to Date
25310	079	000	53105018.471100.		620276	05/22/25	RC	RB	NRPAB DEPOSIT 250522	7854985		25.00-
Total for Object			471100 SALE OF SERVICES									25.00-
25310	079	000	53105018.471120.		617976	05/08/25	RC	RB	NRPAB DEPOSIT 250507	7839820		250.00-
25310	079	000	53105018.471120.		618879	05/14/25	RC	RB	NRPAB DEPOSIT 250514	7846179		50.00-
Total for Object			471120 QUALIFYING ED COURSE FEES									300.00-
25310	079	000	53105018.471121.		617119	05/02/25	RC	RB	NRPAB DEPOSIT 250501	7833187		25.00-
25310	079	000	53105018.471121.		617576	05/06/25	RC	RB	NRPAB DEPOSIT 250505	7836213		25.00-
25310	079	000	53105018.471121.		617976	05/08/25	RC	RB	NRPAB DEPOSIT 250507	7839820		200.00-
25310	079	000	53105018.471121.		620276	05/22/25	RC	RB	NRPAB DEPOSIT 250522	7854985		250.00-
Total for Object			471121 CONTINUING ED NEW FEES									500.00-
25310	079	000	53105018.475150.		25728342	05/08/25	JE	G	NRPAB CG TO CR DEPOSIT TRANSF	7842292		300.00
Total for Object			475150 CERTIFIED GENERAL NEW FEES									300.00
25310	079	000	53105018.475151.		618879	05/14/25	RC	RB	NRPAB DEPOSIT 250514	7846179		300.00-
25310	079	000	53105018.475151.		620276	05/22/25	RC	RB	NRPAB DEPOSIT 250522	7854985		300.00-
Total for Object			475151 LICENSED NEW FEES									600.00-
25310	079	000	53105018.475152.		617119	05/02/25	RC	RB	NRPAB DEPOSIT 250501	7833187		45.25-
25310	079	000	53105018.475152.		618879	05/14/25	RC	RB	NRPAB DEPOSIT 250514	7846179		45.25-
25310	079	000	53105018.475152.		619683	05/20/25	RC	RB	NRPAB DEPOSIT 250520	7852442		45.25-
25310	079	000	53105018.475152.		620276	05/22/25	RC	RB	NRPAB DEPOSIT 250522	7854985		45.25-
Total for Object			475152 FINGERPRINT FEES									181.00-
25310	079	000	53105018.475153.		25728342	05/08/25	JE	G	NRPAB CG TO CR DEPOSIT TRANSF	7842292		300.00-
25310	079	000	53105018.475153.		618879	05/14/25	RC	RB	NRPAB DEPOSIT 250514	7846179		195.25-
Total for Object			475153 CERTIFIED RESIDENTIAL NEW									495.25-
25310	079	000	53105018.475154.		620292	05/21/25	RC	RB	NRPAB APP REN EFW DEP 250521	7854687		275.00-
Total for Object			475154 CERTIFIED GENERAL RENEWAL									275.00-
25310	079	000	53105018.475161.		617119	05/02/25	RC	RB	NRPAB DEPOSIT 250501	7833187		100.00-
25310	079	000	53105018.475161.		617976	05/08/25	RC	RB	NRPAB DEPOSIT 250507	7839820		100.00-
25310	079	000	53105018.475161.		618879	05/14/25	RC	RB	NRPAB DEPOSIT 250514	7846179		50.00-
25310	079	000	53105018.475161.		619683	05/20/25	RC	RB	NRPAB DEPOSIT 250520	7852442		250.00-
25310	079	000	53105018.475161.		620276	05/22/25	RC	RB	NRPAB DEPOSIT 250522	7854985		200.00-
25310	079	000	53105018.475161.		620945	05/28/25	RC	RB	NRPAB DEPOSIT 250528	7858841		100.00-

Fund	Program	Sub-Program	Account Number	Sub-ledger	Doc Number	Tran Date	Tran Type	Batch Type	Payee/Explanation	Batch Number	Posted Code	Month to Date
Total for Object			475161 TEMPORARY CERTIFIED GENERAL									800.00-
25310	079	000	53105018.475234.		617119	05/02/25	RC	RB	NRPAB DEPOSIT 250501	7833187		350.00-
25310	079	000	53105018.475234.		617976	05/08/25	RC	RB	NRPAB DEPOSIT 250507	7839820		200.00-
25310	079	000	53105018.475234.		618879	05/14/25	RC	RB	NRPAB DEPOSIT 250514	7846179		250.00-
25310	079	000	53105018.475234.		619683	05/20/25	RC	RB	NRPAB DEPOSIT 250520	7852442		650.00-
25310	079	000	53105018.475234.		620276	05/22/25	RC	RB	NRPAB DEPOSIT 250522	7854985		550.00-
25310	079	000	53105018.475234.		620945	05/28/25	RC	RB	NRPAB DEPOSIT 250528	7858841		200.00-
Total for Object			475234 APPLICATION FEES									2,200.00-
25310	079	000	53105018.476101.		620292	05/21/25	RC	RB	NRPAB APP REN EFW DEP 250521	7854687		150.00-
25310	079	000	53105018.476101.		620989	05/27/25	RC	RB	NRPAB APP REN EFW DEP 250527	7858866		150.00-
Total for Object			476101 LATE PROCESSING FEES									300.00-
25310	079	000	53105018.481100.		25757701	05/13/25	JE	G	OIP Apr 25 2.62459%	7846496		904.47-
Total for Object			481100 INVESTMENT INCOME									904.47-
25310	079	000	53105018.511100.		3189323	05/14/25	T2	7	PAYROLL LABOR DISTRIBUTION	7839241		5,115.48
25310	079	000	53105018.511100.		3189431	05/28/25	T2	7	PAYROLL LABOR DISTRIBUTION	7853377		5,384.87
Total for Object			511100 PERMANENT SALARIES-WAGES									10,500.35
25310	079	000	53105018.511600.		3189431	05/28/25	T2	7	PAYROLL LABOR DISTRIBUTION	7853377		325.00
Total for Object			511600 PER DIEM PAYMENTS									325.00
25310	079	000	53105018.512100.		3189431	05/28/25	T2	7	PAYROLL LABOR DISTRIBUTION	7853377		269.00
Total for Object			512100 VACATION LEAVE EXPENSE									269.00
25310	079	000	53105018.512200.		3189323	05/14/25	T2	7	PAYROLL LABOR DISTRIBUTION	7839241		12.60
25310	079	000	53105018.512200.		3189431	05/28/25	T2	7	PAYROLL LABOR DISTRIBUTION	7853377		43.99
Total for Object			512200 SICK LEAVE EXPENSE									56.59
25310	079	000	53105018.512300.		3189323	05/14/25	T2	7	PAYROLL LABOR DISTRIBUTION	7839241		569.79
Total for Object			512300 HOLIDAY LEAVE EXPENSE									569.79
25310	079	000	53105018.515100.		3189324	05/14/25	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	7839241		426.66
25310	079	000	53105018.515100.		3189432	05/28/25	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	7853377		426.65
Total for Object			515100 RETIREMENT PLANS EXPENSE									853.31
25310	079	000	53105018.515200.		3189324	05/14/25	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	7839241		37.93

Fund	Program	Sub-Program	Account Number	Sub-ledger	Doc Number	Tran Date	Tran Type	Batch Type	Payee/Explanation	Batch Number	Posted Code	Month to Date
25310	079	000	53105018.515200.		3189432	05/28/25	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	7853377		412.77
Total for Object			515200 FICA EXPENSE									800.70
25310	079	000	53105018.515500.		3189324	05/14/25	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	7839241		1,617.67
25310	079	000	53105018.515500.		3189432	05/28/25	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	7853377		1,617.68
Total for Object			515500 HEALTH INSURANCE EXPENSE									3,235.35
25310	079	000	53105018.521100.		25633714	05/01/25	JE	G	NRPAB POSTAGE MAR 2025	7826094		15.74-
25310	079	000	53105018.521100.		25694601	05/01/25	JE	G	NRPAB POSTAGE MAR 2025 AMEND	7834409		1.23-
25310	079	000	53105018.521100.		25711609	05/12/25	JE	G	Postage 20250401 - 20250430	7838089		.66
25310	079	000	53105018.521100.		25765525	05/14/25	JE	G	POSTAGE DUE APR 2025	7847890		133.71
Total for Object			521100 POSTAGE EXPENSE									117.40
25310	079	000	53105018.521400.		57823207	05/01/25	PV	V	AS - OCIO - COMMUNICATIONS	7829648		144.40
Total for Object			521400 CIO CHARGES									144.40
25310	079	000	53105018.521500.		25527945	05/08/25	JE	G	COPY SERVICES JAN-MAR 2025	7809943		660.79
25310	079	000	53105018.521500.		25757673	05/13/25	JE	G	NRPAB COPY SERV JAN-MAR 2025	7846095		231.28-
25310	079	000	53105018.521500.		2216311	05/28/25	OV	O	CORRECTIONAL SERVICES, DEPARTM	7861004		9.25
Total for Object			521500 PUBLICATION & PRINT EXP									438.76
25310	079	000	53105018.524600.		25664316	05/07/25	JE	G	RENT & LB530 MAY 2025 - OTHER	7829696		1,034.31
25310	079	000	53105018.524600.		25728226	05/08/25	JE	G	NRPAB RENT MAY 2025	7841526		362.01-
Total for Object			524600 RENT EXPENSE-BUILDINGS									672.30
25310	079	000	53105018.524900.		25664316	05/07/25	JE	G	RENT & LB530 MAY 2025 - OTHER	7829696		348.91
25310	079	000	53105018.524900.		25728226	05/08/25	JE	G	NRPAB RENT MAY 2025	7841526		122.12-
Total for Object			524900 RENT EXP-DEPR SURCHARGE									226.79
25310	079	000	53105018.531100.		25489026	05/01/25	JE	G	OFFICE DEPOT MAR 2025	7802553		77.74
25310	079	000	53105018.531100.		25774770	05/15/25	JE	G	NRPAB ODP BUS SOL 3/2025	7849516		45.57-
Total for Object			531100 OFFICE SUPPLIES EXPENSE									32.17
25310	079	000	53105018.532260.		25774770	05/15/25	JE	G	NRPAB ODP BUS SOL 3/2025	7849516		18.36
Total for Object			532260 VOICE EQUIP									18.36
25310	079	000	53105018.539500.		57865770	05/02/25	PC	V	Purchase Card Offset	7834801		360.00
25310	079	000	53105018.539500.		25695295	05/02/25	J1	G	PURCHASE CARD TRANSACTION	7834897		360.00-
Total for Object			539500 PURCHASING CARD SUSPENSE									

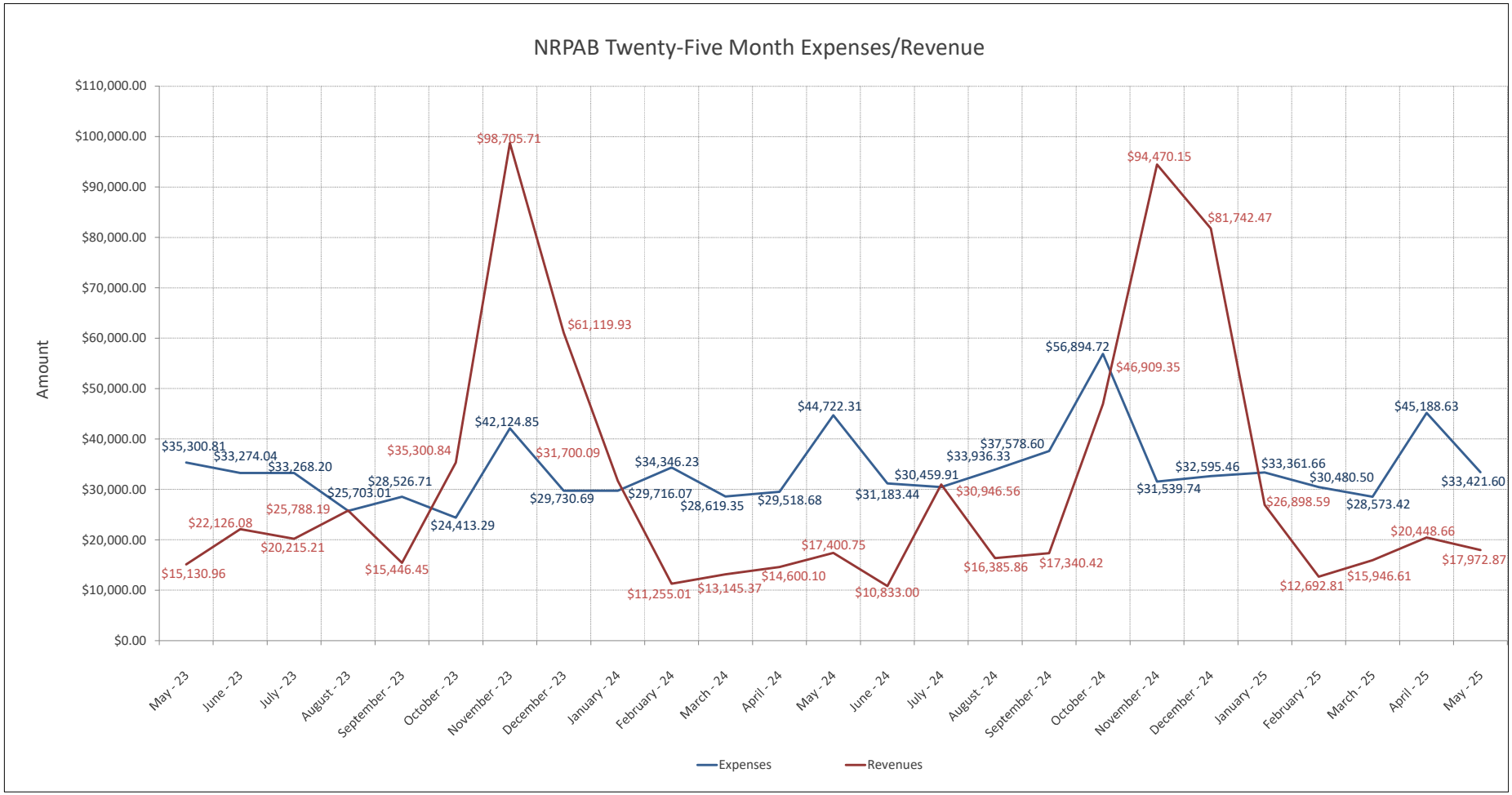
Fund	Program	Sub-Program	Account Number	Sub-ledger	Doc Number	Tran Date	Tran Type	Batch Type	Payee/Explanation	Batch Number	Posted Code	Month to Date
25310	079	000	53105018.547100.		25695295	05/02/25	J1	G	PURCHASE CARD TRANSACTION	7834897		360.00
Total for Object			547100 EDUCATIONAL SERVICES									360.00
25310	079	000	53105018.554900.		57767988	05/01/25	PV	V	REALCORP	7826316		625.00
25310	079	000	53105018.554900.		57853720	05/01/25	PV	V	SPRACKLING REAL ESTATE SOLUTIO	7833697		875.00
25310	079	000	53105018.554900.		57853720	05/01/25	PV	V	SPRACKLING REAL ESTATE SOLUTIO	7833697		1,625.00
25310	079	000	53105018.554900.		57880819	05/06/25	PV	V	NEBRASKA STATE PATROL	7839121		90.50
25310	079	000	53105018.554900.		57933555	05/14/25	PV	V	TABOR, MARILYN	7847960		437.50
Total for Object			554900 OTHER CONTRACTUAL SERVICES									3,653.00
25310	079	000	53105018.571100.		57923725	05/13/25	PV	V	CORNHUSKER HOTEL	7846141		214.50
Total for Object			571100 LODGING									214.50
25310	079	000	53105018.571800.		57905441	05/09/25	PV	V	MINSHULL, DEREK	7843330		46.41
25310	079	000	53105018.571800.		57905600	05/09/25	PV	V	JOHNSON, RODNEY D	7843519		46.41
25310	079	000	53105018.571800.		57905604	05/09/25	PV	V	BATIE, ADAM	7843528		46.41
Total for Object			571800 MEALS - TRAVEL STATUS									139.23
25310	079	000	53105018.574500.		57846311	05/01/25	PV	V	HERMSEN, KEVIN P	7832779		39.13
25310	079	000	53105018.574500.		57905441	05/09/25	PV	V	MINSHULL, DEREK	7843330		205.66
25310	079	000	53105018.574500.		57905600	05/09/25	PV	V	JOHNSON, RODNEY D	7843519		112.84
25310	079	000	53105018.574500.		57905604	05/09/25	PV	V	BATIE, ADAM	7843528		118.30
Total for Object			574500 PERSONAL VEHICLE MILEAGE									475.93
25310	079	000	53105018.575100.		57846311	05/01/25	PV	V	HERMSEN, KEVIN P	7832779		3.15
25310	079	000	53105018.575100.		57923725	05/13/25	PV	V	CORNHUSKER HOTEL	7846141		26.33
Total for Object			575100 MISC TRAVEL EXPENSE									29.48
Total for Business Unit		53105018	NE REAL PROPERTY APPRAISER									16,851.69
25320	079	000	53105200.475163.		617985	05/08/25	RC	RB	NRPAB AMC DEPOSIT 250507	7839845		2,000.00-
Total for Object			475163 AMC REGISTERED NEW FEES									2,000.00-
25320	079	000	53105200.475165.		617194	05/01/25	RC	RB	NRPAB AMC REN EFW DEP 250501	7833341		3,000.00-
25320	079	000	53105200.475165.		619684	05/20/25	RC	RB	NRPAB AMC DEPOSIT 250520	7852453		1,500.00-
25320	079	000	53105200.475165.		620275	05/22/25	RC	RB	NRPAB AMC DEPOSIT 250522	7854778		1,500.00-
25320	079	000	53105200.475165.		620990	05/27/25	RC	RB	NRPAB AMC REN EFW DEP 250527	7858896		1,500.00-
25320	079	000	53105200.475165.		621595	05/29/25	RC	RB	NRPAB AMC REN EFW DEP 250529	7861739		1,500.00-

Fund	Program	Sub-Program	Account Number	Sub-ledger	Doc Number	Tran Date	Tran Type	Batch Type	Payee/Explanation	Batch Number	Posted Code	Month to Date
Total for Object			475165 AMC REGISTERED RENEWAL									9,000.00-
25320	079	000	53105200.481100.		25757701	05/13/25	JE	G	OIP Apr 25 2.62459%	7846496		672.15-
Total for Object			481100 INVESTMENT INCOME									672.15-
25320	079	000	53105200.484500.		619684	05/20/25	RC	RB	NRPAB AMC DEPOSIT 250520	7852453		20.00-
Total for Object			484500 REIMB NON-GOVT SOURCES									20.00-
25320	079	000	53105200.511100.		3189323	05/14/25	T2	7	PAYROLL LABOR DISTRIBUTION	7839241		2,754.51
25320	079	000	53105200.511100.		3189431	05/28/25	T2	7	PAYROLL LABOR DISTRIBUTION	7853377		2,899.42
Total for Object			511100 PERMANENT SALARIES-WAGES									5,653.93
25320	079	000	53105200.511600.		3189431	05/28/25	T2	7	PAYROLL LABOR DISTRIBUTION	7853377		175.00
Total for Object			511600 PER DIEM PAYMENTS									175.00
25320	079	000	53105200.512100.		3189431	05/28/25	T2	7	PAYROLL LABOR DISTRIBUTION	7853377		144.84
Total for Object			512100 VACATION LEAVE EXPENSE									144.84
25320	079	000	53105200.512200.		3189323	05/14/25	T2	7	PAYROLL LABOR DISTRIBUTION	7839241		6.78
25320	079	000	53105200.512200.		3189431	05/28/25	T2	7	PAYROLL LABOR DISTRIBUTION	7853377		23.84
Total for Object			512200 SICK LEAVE EXPENSE									30.62
25320	079	000	53105200.512300.		3189323	05/14/25	T2	7	PAYROLL LABOR DISTRIBUTION	7839241		306.81
Total for Object			512300 HOLIDAY LEAVE EXPENSE									306.81
25320	079	000	53105200.515100.		3189324	05/14/25	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	7839241		229.73
25320	079	000	53105200.515100.		3189432	05/28/25	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	7853377		229.74
Total for Object			515100 RETIREMENT PLANS EXPENSE									459.47
25320	079	000	53105200.515200.		3189324	05/14/25	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	7839241		208.87
25320	079	000	53105200.515200.		3189432	05/28/25	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	7853377		222.28
Total for Object			515200 FICA EXPENSE									431.15
25320	079	000	53105200.515500.		3189324	05/14/25	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	7839241		871.09
25320	079	000	53105200.515500.		3189432	05/28/25	T3	7	ACTUAL BURDEN JOURNAL ENTRIES	7853377		871.08
Total for Object			515500 HEALTH INSURANCE EXPENSE									1,742.17
25320	079	000	53105200.521100.		25633714	05/01/25	JE	G	NRPAB POSTAGE MAR 2025	7826094		15.74
25320	079	000	53105200.521100.		25694601	05/01/25	JE	G	NRPAB POSTAGE MAR 2025 AMEND	7834409		1.13

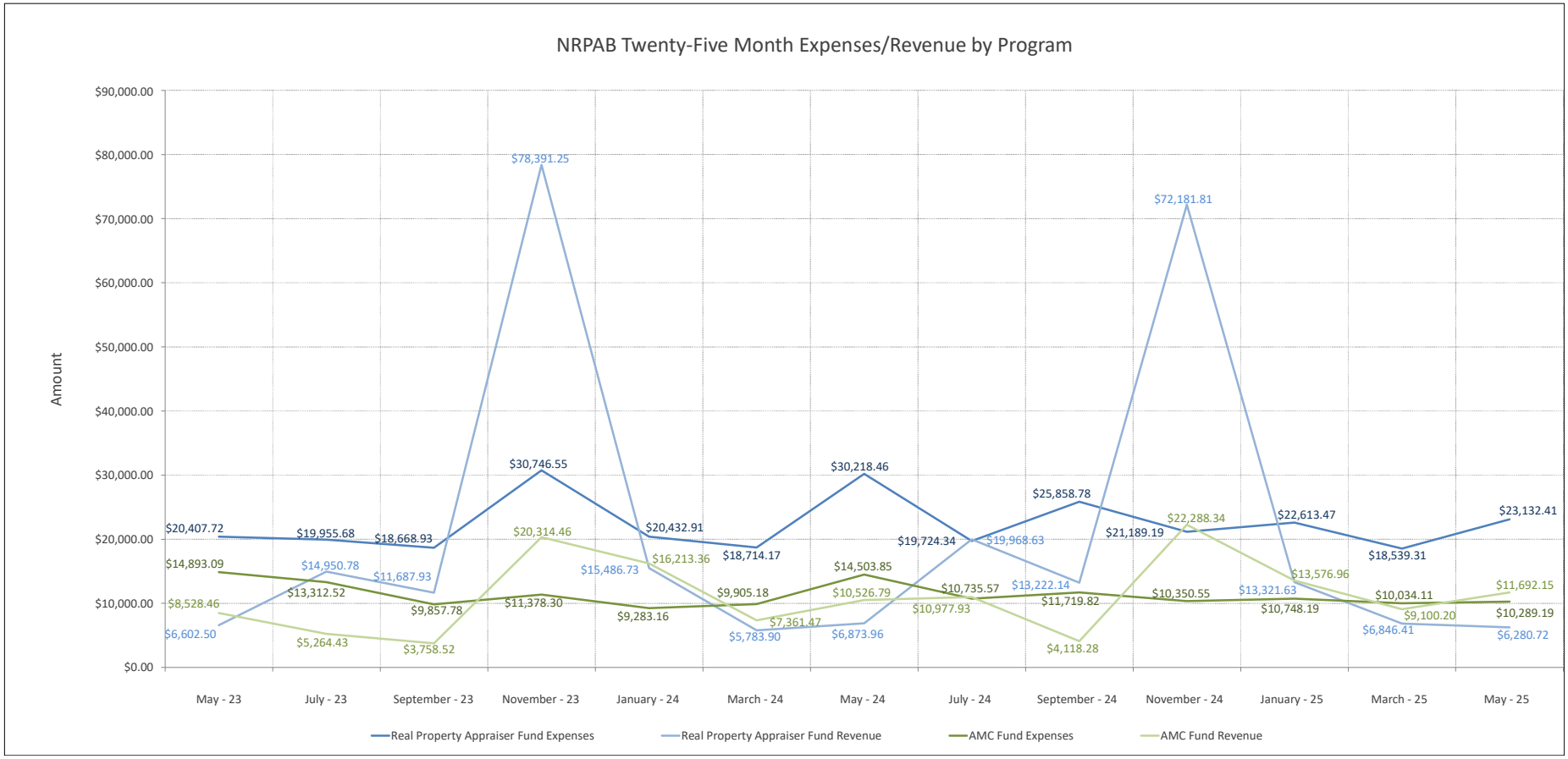
Fund	Program	Sub-Program	Account Number	Sub-ledger	Doc Number	Tran Date	Tran Type	Batch Type	Payee/Explanation	Batch Number	Posted Code	Month to Date
Total for Object			521100 POSTAGE EXPENSE									16.97
25320	079	000	53105200.521400.		57823207	05/01/25	PV	V	AS - OCIO - COMMUNICATIONS	7829648		77.75
Total for Object			521400 CIO CHARGES									77.75
25320	079	000	53105200.521500.		25757673	05/13/25	JE	G	NRPAB COPY SERV JAN-MAR 2025	7846095		231.28
Total for Object			521500 PUBLICATION & PRINT EXP									231.28
25320	079	000	53105200.524600.		25728226	05/08/25	JE	G	NRPAB RENT MAY 2025	7841526		362.01
Total for Object			524600 RENT EXPENSE-BUILDINGS									362.01
25320	079	000	53105200.524900.		25728226	05/08/25	JE	G	NRPAB RENT MAY 2025	7841526		122.12
Total for Object			524900 RENT EXP-DEPR SURCHARGE									122.12
25320	079	000	53105200.531100.		25774770	05/15/25	JE	G	NRPAB ODP BUS SOL 3/2025	7849516		17.32
Total for Object			531100 OFFICE SUPPLIES EXPENSE									17.32
25320	079	000	53105200.532260.		25774770	05/15/25	JE	G	NRPAB ODP BUS SOL 3/2025	7849516		9.89
Total for Object			532260 VOICE EQUIP									9.89
25320	079	000	53105200.554900.		57880819	05/06/25	PV	V	NEBRASKA STATE PATROL	7839121		45.25
Total for Object			554900 OTHER CONTRACTUAL SERVICES									45.25
25320	079	000	53105200.571100.		57923725	05/13/25	PV	V	CORNHUSKER HOTEL	7846141		115.50
Total for Object			571100 LODGING									115.50
25320	079	000	53105200.571800.		57905441	05/09/25	PV	V	MINSHULL, DEREK	7843330		24.99
25320	079	000	53105200.571800.		57905600	05/09/25	PV	V	JOHNSON, RODNEY D	7843519		24.99
25320	079	000	53105200.571800.		57905604	05/09/25	PV	V	BATIE, ADAM	7843528		24.99
Total for Object			571800 MEALS - TRAVEL STATUS									74.97
25320	079	000	53105200.574500.		57846311	05/01/25	PV	V	HERMSEN, KEVIN P	7832779		21.07
25320	079	000	53105200.574500.		57905441	05/09/25	PV	V	MINSHULL, DEREK	7843330		110.74
25320	079	000	53105200.574500.		57905600	05/09/25	PV	V	JOHNSON, RODNEY D	7843519		60.76
25320	079	000	53105200.574500.		57905604	05/09/25	PV	V	BATIE, ADAM	7843528		63.70
Total for Object			574500 PERSONAL VEHICLE MILEAGE									256.27
25320	079	000	53105200.575100.		57846311	05/01/25	PV	V	HERMSEN, KEVIN P	7832779		1.70
25320	079	000	53105200.575100.		57923725	05/13/25	PV	V	CORNHUSKER HOTEL	7846141		4.17

Fund	Program	Sub-Program	Account Number	Sub-ledger	Doc Number	Tran Date	Tran Type	Batch Type	Payee/Explanation	Batch Number	Posted Code	Month to Date
Total for Object			575100 MISC TRAVEL EXPENSE									15.87
Total for Business Unit		53105200	AMC LICENSING									1,402.96-
Total for Division		000										15,448.73
Total for Agency		053	REAL PROPERTY APPRAISER BD									15,448.73

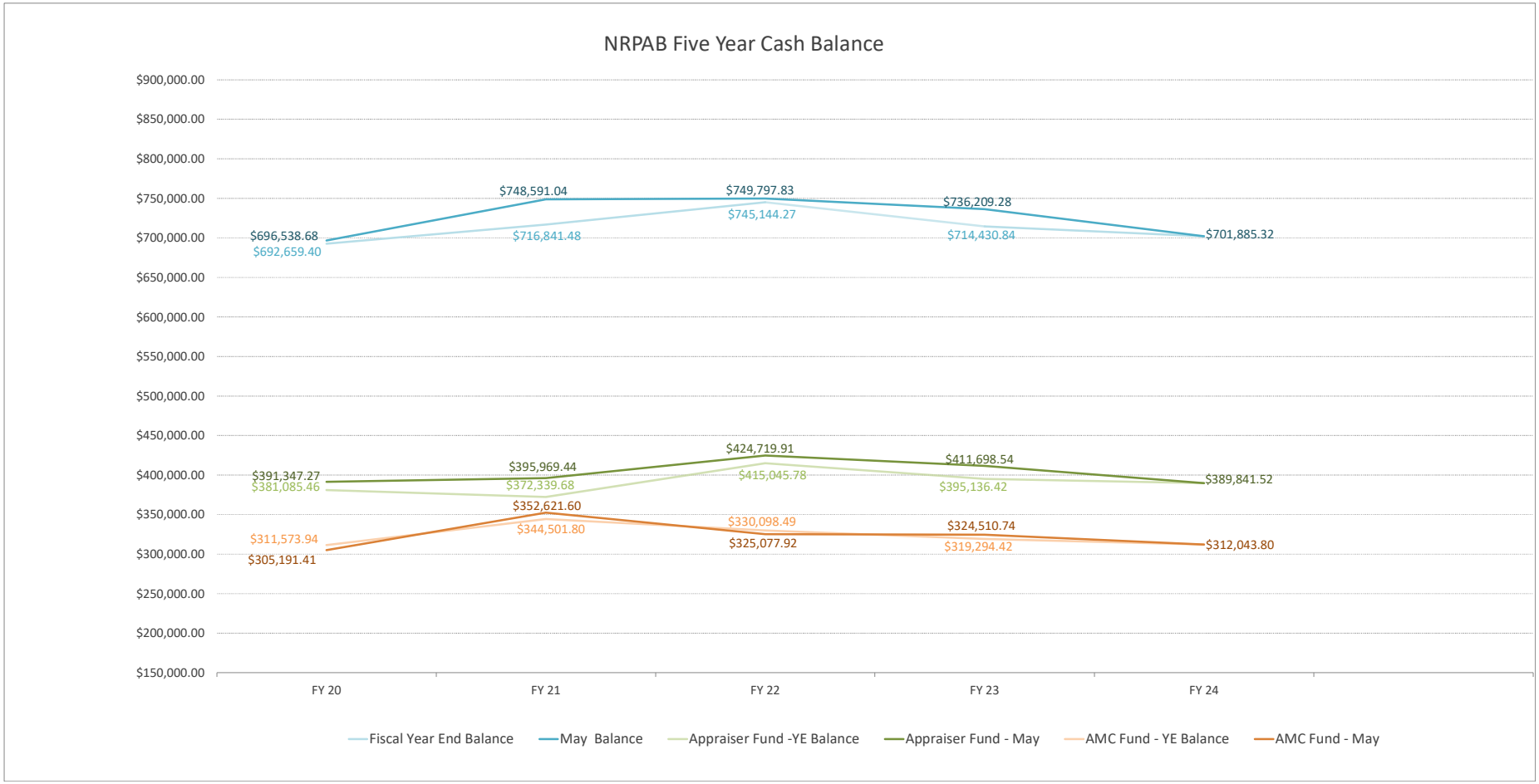
Financial Report and Considerations - Financial Charts



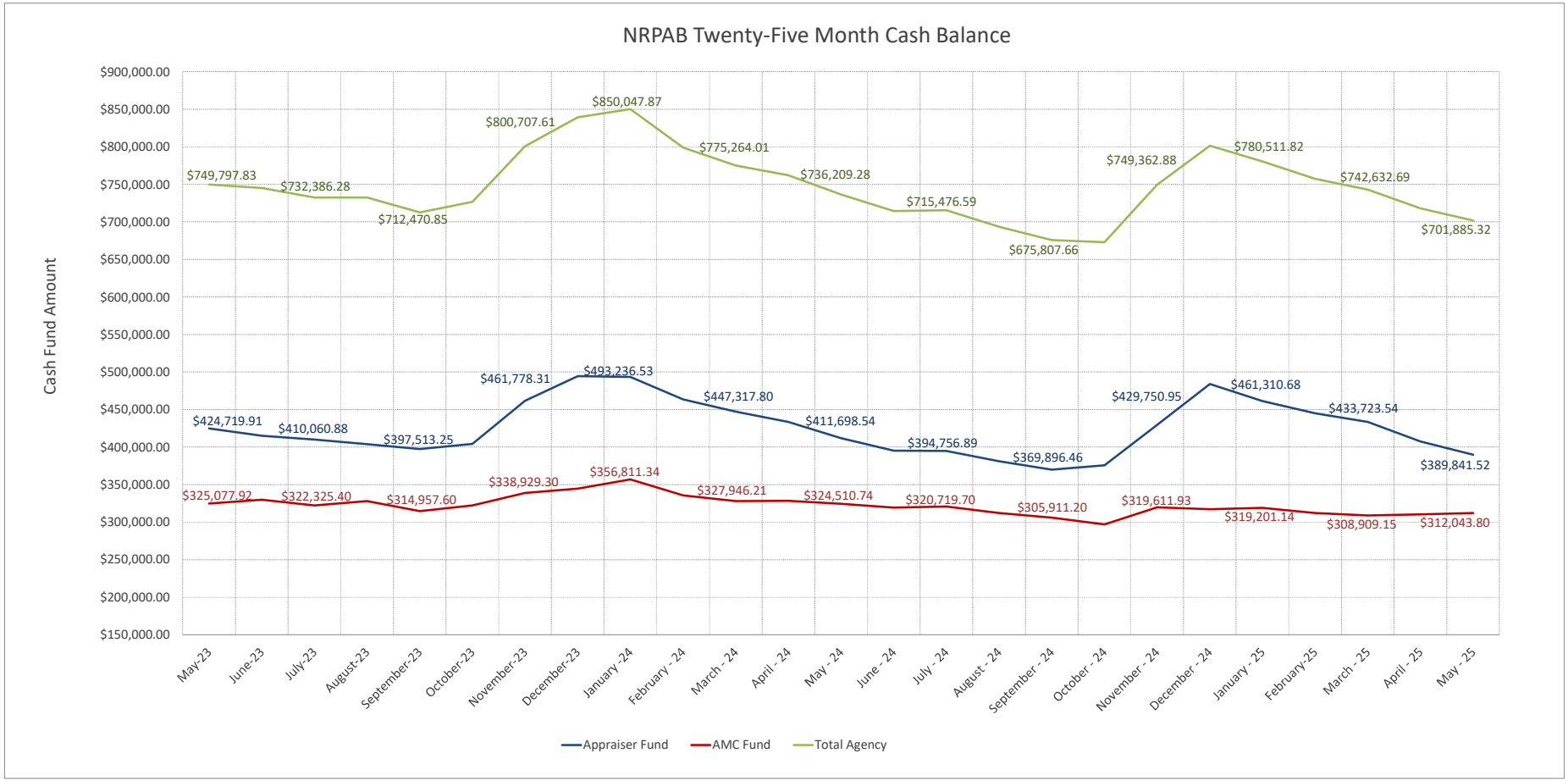
Financial Report and Considerations - Financial Charts



Financial Report and Considerations - Financial Charts



Financial Report and Considerations - Financial Charts



STATE OF NEBRASKA
Department of Administrative Services
Accounting Division
Budget Status Report
As of 05/31/25

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
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

NEBRASKA REAL PROPERTY APPRAISER BOARD

EDUCATION APPLICANTS

TABLE OF CONTENTS

June 18, 2025

New Continuing Education Activity Applications				
2252426.10	Calypso Continuing Education	Mold A Growing Concern	Asynchronous Delivery	2-12
2252427.10	Calypso Continuing Education	Victorian Era Architecture for Real Estate Professionals	Asynchronous Delivery	13-23

NRPAB
Nebraska Real Property Appraiser Board

Agenda Item Summary

Prepared By: Kashinda Sims **Title:** Education Program Manager **Date:** June 18, 2025

Agenda Section: L. Education

Agenda Item Identification Number: 2252426.10

Subject: Calypso Continuing Education Application for Approval as a Continuing Education Activity, "Mold A Growing Concern"

Description: Calypso Continuing Education Application for Approval as a Continuing Education Activity, "Mold A Growing Concern" does not meet the requirements under NAC Chapter 6, §003.02A.1.

SUMMARY

An Application for Approval as a Continuing Education Activity in Nebraska ("Application") was received for the activity, "Mold A Growing Concern," on May 1, 2025. Upon intial review, it was unclear as to whether the Application was intended to be submitted as a New Continuing Education Activity or a Resubmission of an Approved Education Activity. Staff requested clarification on the intent of the Application submission. Once sufficient information was received, payment was accepted [Exhibit 1]. Upon further review, the updated Application received did not meet the requirements for a completed application in accordance with 298 NAC Chapter 6, §003.02A.1 as it is not clear, based on the responses in the Application, if the education provider is a secondary provider or if the education provider owns the education activity outright. In addition, the Application, submitted as a resubmission of an approved education activity, failed to meet the requirements of 298 NAC Chapter 6, § 003.03B. The submission did not include the updated student and instructor materials (298 NAC Chapter 6 § 003.02A.2e). The purpose of resubmission identified in the application was "There is a substantial change to the materials, presentation, or policies." Finally, the education provider failed to include an updated document certifying completion of the education activity (298 NAC Chapter 6, § 003.02A.3).

The education provider was notified of the application's deficiencies in a May 27, 2025 letter, in which the education provider was requested to clarify its status as a secondary provider and to provider deficient materials prior to June 6, 2025 [Exhibit 2]. There was no response received to date.

RELEVANT LAWS/RULES/GUIDANCE DOCUMENTS/INTERNAL PROCEDURES

298 NAC Chapter 6, § 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.

298 NAC Chapter 6, § 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;

298 NAC Chapter 6, § 003.02A.3 - Submit a copy of the completion document.

298 NAC Chapter 6, § 003.03B - The process and requirements for resubmission of a continuing education activity as 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 Progam, only the requirements under Section 003.02A.2 of this Chapter that have changes since approved was granted must be included for resubmission.

DISCIPLINARY/WRITTEN ADVISORY HISTORY

There are no known disciplinary actions taken by the Board or written advisories issued by the Board.

EXHIBITS

[Exhibit 1] "Calypso (Mold a Growing Concern) CE Resub Updated App_May 2, 2025" located in the Database in the Education Interface in NRPAB Database (Education Interface Dropdown/ Select 'Search Education'/ Select 'Activity' in 'Search By Dropdown'/ Enter '2252426' for 'Activity Number')

[Exhibit 2] "Calypso (Mold A Growing Concern) Resubmission App Deficient_May 27, 2025" located in Database in the Education Interface in NRPAB Database (Education Interface Dropdown/ Select 'Search Education'/ Select 'Activity' in 'Search By Dropdown'/ Enter '2252426' for 'Activity Number')

Exhibit #1

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: 2252426.10
Date Received:

RECEIVED
MAY 0 1 2025
BY: CF

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: Calypso Continuing Education

Contact Person Name: Finigan (Last) Francis (First) X (Middle)

Address: PO Box 176 (PO Box or Street Number) Randolph (City) VT (State) 05060 (Zip Code + 4)

info@calypsoedu.com (Email Address) 8025658238 (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: Mold A Growing Concern

Activity Length (Hours): 4

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

L.4

Exhibit #1

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.

Exhibit #1

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.

Exhibit #1

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: Finigan (Last) Francis (First) X (Middle)

fxf@calypsoedu.com (Email Address) 8023108235 (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.

Exhibit #1

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.

Exhibit #1

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: Finigan (Last) Francis (First) X (Middle)

Signature

4/21/2025 (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.

Exhibit #1

RECEIPT

NEBRASKA REAL PROPERTY APPRAISER BOARD

No.: 23299 Date: 05/01/2025

Received from: ACEI LTD / Calypso Continuing Education

For: 1 CE New App

Check # 6211

Application Fee		
AMC Registration Fee: ___ new ___ renewal	$	
AMC ASC National Registry Fee: _____ appraisers @ $25		
Reporting Year ___/___/_____ to ___/___/_____		
Review of Courses: ___ QE 1 CE ___ CE renewal		25.00
Penalty Fees/Fines		
Fingerprint Processing		
Late Processing: _____ months @ $25		
Other: _____		
TOTAL	$	25.00

Received by: [signature]

FOR SECURITY PURPOSES, THE FACE OF THIS DOCUMENT CONTAINS A COLORED BACKGROUND AND MICROPRINTING IN THE BORDER

VOID VOID VOID

ACEI LTD
Calypso Continuing Education
PO Box 176
Randolph, VT 05060

Bar Harbor Bank & Trust
189 Vermont Route 12 South
Randolph, VT 05060

6211
58-175/112

4/22/2025

PAY TO THE ORDER OF NE

$ **25.00

Twenty-Five and 00/100********** DOLLARS

Nebraska RPAB
PO Box 94963
Lincoln NE 68509-4963

MEMO

[signature]
AUTHORIZED SIGNATURE

Exhibit #2

NRPAB
Nebraska Real Property Appraiser Board
301 Centennial Mall South, First Floor
PO Box 94963
Lincoln, NE 68509-4963

Jim Pillen, Governor
Tyler N. Kohtz, Director
Tyler.kohtz@nebraska.gov

Website: https://appraiser.ne.gov/
Facebook: www.facebook.com/nrpab
Phone: 402-471-9015
Fax: 402-471-9017

May 27, 2025

CONNIE COVEY
CALYPSO CE
28 N MAIN ST PO BOX 176
RANDOLPH VT 05060-0176

RE: Continuing Education Activity Submission Deficiencies

Dear Connie Covey,

The Nebraska Real Property Appraiser Board ("Board") has received an Application for Approval of Continuing Education Activity in Nebraska from Calypso Continuing Education for the following education activity:

- Mold A Growing Concern

In accordance with 298 NAC Chapter 6, § 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 (in part):

- A completed application.
  - The provider marked "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" located under "AND if *Yes* is selected for Continuing Education Activity Secondary Provider under CONTINUING EDUCATION ACTIVITY INFORMATION" on Page 2 of 6. On Page 1 of 6, the provider marked "no" to Continuing Education Activity Secondary Provider. Please submit an Application for Approval as a Continuing Education Activity as a Resubmission of an active approved Continuing Education Activity.

- 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
  - In the written explanation of changes submitted with the application, the provider states that the application is "for an updated version of a previously approved course…The revised course includes new, up-to-date, and relevant material designed to enhance the knowledge and skills or real estate professionals." The referenced material was not included in the application.

Chairperson of the Board
Cody Gerdes, Lincoln
Certified General Appraiser
1st District Representative
Term Expires: January 1, 2026

Vice-chairperson of the Board
Kevin P. Hermsen, Gretna
Certified General Appraiser
2nd District Representative
Term Expires: January 1, 2027

Board Member
Rodney Johnson, Norfolk
Certified General Appraiser
Licensed Real Estate Broker Rep
Term Expires: January 1, 2028

Board Member
Derek Minshull, North Platte
Financial Institutions
Representative
Term Expires: January 1, 2029

Board Member
Adam Batie, Kearney
Certified General Appraiser
3rd District Representative
Term Expires: January 1, 2030

- Document certifying completion
  - The Board's records show that the provider recently updated the documents certifying completion that are distributed to attendees. Please provide the provider's most up-to-date document certifying completion that meets the requirements of 298 NAC Chapter 6 § 001.12.

The continuing education activity submittals identified above are deficient the listed materials required in 298 NAC Chapter 6, § 003.02A.2. Please provide the deficient materials before the end of the day on June 6, 2025.

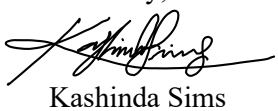
The materials may be sent via email to nrpab.education@nebraska.gov or by the address listed below.

NEBRASKA REAL PROPERTY APPRAISER BOARD
301 CENTENNIAL MALL SOUTH
PO BOX 94963
LINCOLN NE 68509-4963

If the requested materials are not received at the Board's office by the end of the day on June 6, 2025, the applications will go before the Board for consideration at its next scheduled meeting on June 18, 2025.

Please feel free to contact me with any questions or concerns by phone at 402-471-9015, or by email at kashinda.sims@nebraska.gov.

Sincerely,



Kashinda Sims
Education Program Manager

NRPAB
Nebraska Real Property Appraiser Board

Agenda Item Summary

Prepared By: Kashinda Sims **Title:** Education Program Manager **Date:** June 18, 2025

Agenda Section: L. Education

Agenda Item Identification Number: 2252427.10

Subject: Calypso Continuing Education Application for Approval as a Continuing Education Activity, "Victorian Era Architecture for Real Estate Professionals"

Description: Calypso Continuing Education Application for Approval as a Continuing Education Activity, "Victorian Era Architecture for Real Estate Professionals" does not meet the requirements under NAC Chapter 6, § 003.02A.1.

SUMMARY

An Application for Approval as a Continuing Education Activity in Nebraska ("Application") was received for the activity, "Victorian Era Architecture for Real Estate Professionals," on May 5, 2025 [Exhibit 1]. Upon review, the Application received did not meet the requirements for a completed application in accordance with 298 NAC Chapter 6, § 003.02A.1 as it is not clear, based on the responses in the Application, if the education provider is a secondary provider or if the education provider owns the education activity outright. In addtion, the Application, submitted as a resubmission of an approved education activity, failed to meet the requirements of 298 NAC Chapter 6, § 003.03B. The submission did not include the updated student and instructor materials (298 NAC Chapter 6, § 003.02A.2e). The purpose of resubmission identified in the Application was, "There is a substantial change to the materials, presentation, or policies." Finally, the education provider failed to include an updated document certifying completion of the education activity (298 NAC Chapter 6, § 003.02A.3). The education provider was notified of the Application's deficiencies in a May 27, 2025 letter, in which the education provider was requested to clarify its status as a secondary provider and provide the deficient material prior to June 6, 2025 [Exhibit 2]. There was no response received to date.

RELEVANT LAWS/RULES/GUIDANCE DOCUMENTS/INTERNAL PROCEDURES

298 NAC Chapter 6, § 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.

298 NAC Chapter 6, § 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;

298 NAC Chapter 6, 003.02A.3 - Submit a copy of the completion document.

298 NAC Chapter 6, § 003.03B - The process and requirement 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.

DISCIPLINARY/WRITTEN ADVISORY HISTORY

There are no known disciplinary actions taken by the Board or written advisories issued by the Board.

EXHIBITS

[Exhibit 1] "Calypso (Victorian Era Architecture for RE Professionals) CE Resub Initial App_May 5, 2025" located in the Database in the Education Interface in NRPAB Database (Education Interface Dropdown/ Select 'Search Education'/ Select 'Activity' in 'Search By Dropdown'/ Enter '2252427' for 'Activity Number')

[Exhibit 2] "Calypso (Victorian Era Architecture for RE Profs) Resubmission Deficiencies_May 27, 2025" located in Database in the Education Interface in NRPAB Database (Education Interface Dropdown/ Select 'Search Education'/ Select 'Activity' in 'Search By Dropdown'/ Enter '2252427' for 'Activity Number')

Exhibit #1

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: 2252427.10
Date Received:

RECEIVED
MAY 0 5 2025
BY: CF KL

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: Calypso Continuing Education

Contact Person Name: Finigan (Last) Francis (First) X (Middle)

Address: PO Box 176 (PO Box or Street Number) Randolph (City) VT (State) 05060 (Zip Code + 4)

info@calypsoedu.com (Email Address) 8025658238 (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: Victorian Era Architecture For Real Estate Professionals

Activity Length (Hours): 4

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

L.15

Exhibit #1

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.

Exhibit #1

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.

Exhibit #1

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: Finigan (Last) Francis (First) X (Middle)

fxf@calypsoedu.com (Email Address) 8023108235 (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.

Exhibit #1

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.

Exhibit #1

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: Finigan (Last) Francis (First) X (Middle)

Signature

4/23/2025 (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.

Exhibit #1

RECEIPT

NEBRASKA REAL PROPERTY APPRAISER BOARD

No.: 23303 Date: 05/05/2025

Received from: ACEI LTD | Calypso Continuing Education

For: 1 CE New App

Check # 6239

Application Fee	$	
AMC Registration Fee: ___ new ___ renewal		
AMC ASC National Registry Fee: _____ appraisers @ $25		
Reporting Year ____/____/_____ to ____/____/_____		
Review of Courses: ___ QE 1 CE ___ CE renewal		25.00
Penalty Fees/Fines		
Fingerprint Processing		
Late Processing: _____ months @ $25		
Other: _____		
TOTAL	$	25.00

Received by: Kathryn Farrell

FOR SECURITY PURPOSES, THE FACE OF THIS DOCUMENT CONTAINS A COLORED BACKGROUND AND MICROPRINTING IN THE BORDER

VOID VOID VOID

ACEI LTD
Calypso Continuing Education
PO Box 176
Randolph, VT 05060

Bar Harbor Bank & Trust
189 Vermont Route 12 South
Randolph, VT 05060

6239
58-175/112

4/28/25

PAY TO THE ORDER OF Nebraska Real Property Appraiser Board $ 25.00

twenty five dollars and 00/100 DOLLARS

Nebraska RPAB
Po Box 94963
Lincoln, NE 68509

MEMO

AUTHORIZED SIGNATURE

Exhibit #2

NRPAB
Nebraska Real Property Appraiser Board
301 Centennial Mall South, First Floor
PO Box 94963
Lincoln, NE 68509-4963

Jim Pillen, Governor
Tyler N. Kohtz, Director
Tyler.kohtz@nebraska.gov

Website: https://appraiser.ne.gov/
Facebook: www.facebook.com/nrpab
Phone: 402-471-9015
Fax: 402-471-9017

May 27, 2025

CONNIE COVEY
CALYPSO CE
28 N MAIN ST PO BOX 176
RANDOLPH VT 05060-0176

RE: Continuing Education Activity Submission Deficiencies

Dear Connie Covey,

The Nebraska Real Property Appraiser Board ("Board") has received an Application for Approval of Continuing Education Activity in Nebraska from Calypso Continuing Education for the following education activity:

- Victorian Era Architecture for Real Estate Professionals

In accordance with 298 NAC Chapter 6, § 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 (in part):

- A completed application.
  - The provider failed to answer whether the activity is being submitted for approval as a seven-hour National USPAP Update Course or Other.
  - The provider marked the application as a "New Continuing Education Activity" while answering questions designated for the "Resubmission of an Approved Continuing Education Activity" making it unclear whether the application is intended to be processed as "New" or "Resubmission."
  - The provider marked "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" located under, "…if *Yes* is selected for Continuing Education Secondary Provider under CONTINUING EDUCARION ACTIVITY INFORMATION" on Page 2 of 6. On Page 1 of 6, the provider marked "no" to Continuing Education Activity Secondary Provider.

- 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.

Chairperson of the Board
Cody Gerdes, Lincoln
Certified General Appraiser
1st District Representative
Term Expires: January 1, 2026

Vice-chairperson of the Board
Kevin P. Hermsen, Gretna
Certified General Appraiser
2nd District Representative
Term Expires: January 1, 2027

Board Member
Rodney Johnson, Norfolk
Certified General Appraiser
Licensed Real Estate Broker Rep
Term Expires: January 1, 2028

Board Member
Derek Minshull, North Platte
Financial Institutions
Representative
Term Expires: January 1, 2029

Board Member
Adam Batie, Kearney
Certified General Appraiser
3rd District Representative
Term Expires: January 1, 2030

  - In a cover letter received with the application, the provider states that the application is "…for a new course approved for an updated version of a previously approved course…The revised course includes new, up-to-date, and relevant material designed to enhance the knowledge and skills of real estate professionals." The referenced material was not included in the application.

- Document certifying completion
  - The following statement is included in the document certifying completion, "This distance course has been approved for three and one half hours of Real Estate Appraisal Continuing Education…" The provider requested four hours of continuing education in the application. Additionally, distance education is not clarified on whether it encompasses synchronous or asynchronous distance education requirements.

The continuing education activity submittals identified above are deficient the listed materials required in 298 NAC Chapter 6, § 003.02A.2. Please provide the deficient materials before the end of the day on June 6, 2025.

The materials may be sent via email to nrpab.education@nebraska.gov or by the address listed below.

NEBRASKA REAL PROPERTY APPRAISER BOARD
301 CENTENNIAL MALL SOUTH
PO BOX 94963
LINCOLN NE 68509-4963

If the requested materials are not received at the Board's office by the end of the day on June 6, 2025, the applications will go before the Board for consideration at its next scheduled meeting on June 18, 2025.

Please feel free to contact me with any questions or concerns by phone at 402-471-9015, or by email at kashinda.sims@nebraska.gov.

Sincerely,

Kashinda Sims
Education Program Manager

The Appraisal FOUNDATION

Authorized by Congress as the Source of Appraisal Standards and Appraiser Qualifications

April 15, 2025

Dear State Regulator Community,

As key partners in strengthening public trust and upholding standards of excellence in the appraisal profession, The Appraisal Foundation has consistently supported state regulators with tools to carry out their enforcement authority. Today, we're taking that commitment a step further.

We are pleased to announce the formation of a State Harmonization Task Force focused on identifying and assisting states in removing unnecessary regulatory overlays that may be creating unintended barriers to entry into the profession—particularly in the area of mass appraisal.

This initiative is rooted in the Foundation's strategic plan, which calls for building a strong new generation of appraisers to further public trust in the profession. By working together to streamline state-level requirements that exceed AQB criteria, the Task Force aims to:

- Expand access to licensure
- Increase the number of qualified appraisers
- Align with the evolving needs of the profession

We know many states—both large and small—are already leading the way. We want to share their successes, provide resources and tools, and help more states modernize their approaches.

While the State Harmonization Task Force will ultimately focus on all licensure requirements that exceed the criteria, we are beginning with ad valorem experience and mass appraisal pathways. These areas represent an existing pool of highly qualified applicants who are ready to join the profession—and we want to help states recognize and leverage this opportunity.

Mass appraisers bring skill sets that are well-aligned with the evolving demands of the profession—from the increased use of data and analytics to the technological fluency expected in modern valuation practice. These competencies are especially relevant as the profession adapts to new methodologies and changing expectations. This Task Force isn't just highlighting the issues—we're developing solutions and practical steps to help states take action.

We'll be sharing more during the AARO Virtual Conference on April 28th. In the

meantime, we encourage you to look for a follow-up communication that will include resources, graphics, and opportunities to engage.

Together, we can make the profession more accessible, better aligned with today's needs, and prepared for the future.

Sincerely,



Peter Fontana
Chair
State Harmonization Task Force

The Importance of Harmonizing State Qualification Criteria

Only nine states in the US accept the AQB's minimum criteria without overlays. Today these overlays are creating barriers to entry that could prevent a new generation of appraisers from joining this dynamic profession.

Losing key talent

By creating additional barriers to entry, states risk losing out on young, talented workers who may be perfectly suited to the appraisal profession as they pursue careers with fewer regulatory burdens

Shrinking appraisal workforce

As the appraiser workforce ages, more and more appraisers are retiring without new appraisers coming into the profession to fill that gap.

Economy at risk

Fewer entrants and more retirements means more chance of there being a shortage of appraisers who can provide independent, unbiased opinions of value on housing transactions, potentially putting the state's economy at risk

Difficult to administer programs

Overlays can make your state regulatory program more difficult to administer, creating challenges in applying regulatory tools and resources from the Foundation.

How We Can Help!

The Appraisal Foundation has created a State Harmonization Task Force aimed at assisting states in ensuring that their qualification criteria are in line with the AQB minimums and do not create unnecessary barriers to entry.

Mass Appraisal

Mass appraisal experience is already allowed under the AQB criteria. The task force can share examples of how this is implemented in other states.

Tools and Solutions

The task force is made up of Foundation representatives and stakeholders across the profession to offer innovative tools and solutions to assist states in their work and help them solve their unique regulatory challenges.

Model Approaches

As the task force continues its work, it can share model approaches that are working in other states and help tailor those approaches to meet the needs of each regulatory body.

The Appraisal Foundation

1155 15th Street NW, Suite 1111, Washington, DC 20005-3517

202.347.7722

info@appraisalfoundation.org

https://appraisalfoundation.org

N.3

FREQUENTLY ASKED QUESTIONS

What is mass appraisal?

A mass appraisal is an appraisal assignment in which the Scope of Work involves valuing a universe of properties, versus an individual or fee appraisal assignment that values a single subject property.

The seven steps in the mass appraisal and individual or fee appraisal process are the same:

- Identify the problem;
- Set the Scope of Work;
- Gather data;
- Analyze the data;
- Determine Highest and Best Use;
- Apply appropriate valuation conclusions; and,
- Reconcile value indicators and report opinions.

How does USPAP reference mass appraisal?

The Uniform Standards of Professional Appraisal Practices (USPAP) defines Mass Appraisal as the process of valuing a universe of properties as of a given date using standard methodology, employing common data, and allowing for statistical testing (USPAP 2024 Edition, page 5).

USPAP has two dedicated standards specifically for mass appraisal: Standard 5 – Mass Appraisal, Development and Standard 6 – Mass Appraisal, Reporting. Appraisers must adhere to USPAP Standards 5 and 6 in order to perform a credible and compliant mass appraisal assignment.

USPAP is produced by the Appraisal Standards Board (ASB) of The Appraisal Foundation (TAF). TAF not only recognizes mass appraisal but supports having mass appraisal experience accepted for state appraiser licensure and certification.

Does the ASC and AQB recognize mass appraisal experience?

Yes. Mass appraisal is a valid and recognized form of appraisal experience under the Appraisal Subcommittee (ASC) policies and Appraisal Qualifications Board (AQB) requirements. According to ASC Policy Statements, Section C (Minimum Criteria), "Title XI requires States to adopt and/or implement all relevant AQB Criteria."

The applicable AQB Real Property Qualification Criteria can be found in Section V (Generic Experience Criteria), Paragraph F, which explicitly recognizes mass appraisal as an acceptable appraisal practice for experience credit. It states:

> *"Acceptable real property appraisal practice for experience credit includes appraisal, appraisal review, appraisal consulting, and* mass appraisal."

Does mass appraisal experience count as AQB qualifying experience?

Yes. The AQB states that mass appraisal experience would count towards qualifying experience credit for becoming a certified real estate appraiser, A credited hour of experience is defined as verifiable time spent in performing tasks in accordance with acceptable appraisal practice. Acceptable real property appraisal practice for experience credit includes appraisal, appraisal review, appraisal consulting, and mass appraisal.

The AQB mandates that real property appraisers seeking state licensure or certification must meet certain minimum experience requirements, including experience in mass appraisal, which can be obtained through individual property appraisals (for example, new construction or mass appraisals).

All experience must be obtained after January 30, 1989, and must be USPAP compliant. An applicant's experience must be in appraisal work conforming to USPAP Standards 1, 2, 3, 4, 5, and/or 6, where the appraiser demonstrates proficiency in appraisal principles, methodology, procedures, development, and reporting conclusions.

Qualifying experience can be demonstrated by providing:

- A representative sample of the applicant's work product that is analyzed for USPAP compliance by a knowledgeable and qualified person;
- A verifiable experience log containing data which includes:
    - Type of property;
    - Date of report;
    - Address of appraised property;
    - Description of work performed by the applicant and scope of the review and supervision of the supervising appraiser, if applicable;
    - Number of actual work hours by the applicant on the assignment; and,
    - The signature and state certification number of the supervising appraiser if applicable. Separate appraisal logs shall be maintained for each supervising appraiser, if applicable.

(Source: Real Property Appraisal Qualification Criteria, Section V. -F. Generic Experience Criteria.)

Under the provisions of Title XI of the Financial Institutions Reform, Recovery and Enforcement Act of 1989 (FIRREA), the AQB establishes the Real Property Appraiser Qualification Criteria (Criteria), or the minimum education, experience and examination requirements for real property appraisers to obtain a state certification.

https://appraisalfoundation.org/imis/TAF/About_Us/TAF_Boards_and_Panels/Appraiser_Qualifications_Board/TAF/Appraiser_Qualifications_Board.aspx?hkey=e82a999c-c8bb-4118-af4d-3d15fd7f799c

Each state can choose to develop requirements that exceed the minimum requirements set by the AQB. For example, the Florida Administrative Code R. 61J1-6.001 includes language describing aspects of the mass appraisal process that qualify as experience such as: "Developing a model structure to determine the contribution of the individual characteristics affecting value;".

https://casetext.com/regulation/florida-administrative-code/department-61-department-of-business-and-professional-regulation/division-61j1-florida-real-estate-appraisal-board/chapter-61j1-6-experience-requirements/section-61j1-6001-experience-requirement

How do state boards confirm or verify qualifying experience hours?

Logged mass appraisal qualifying experience hours would be confirmed and verified in the same manner as individual or fee appraisal qualifying experience hours.

An experience log would be submitted by the applicant to the board. The experience log should capture minimum information, including:

- Effective date of appraisal;
- Type of property;
- Universe of properties appraised;
- A description of work;
- Scope of supervising appraiser's review;
- Scope of supervising appraiser's supervision;
- Total residential hours;
- Total non-residential hours; and,
- Total cumulative hours.

This log is signed by a supervisor or overseer in the same manner experience logs are signed by a supervisor for individual or fee appraisers. Examples of mass appraisal logs approved and currently being used by other states are available.

Once a signed log has been submitted, boards should proceed examining mass appraisal experience logs in the same manner used when evaluating single property experience logs.

How does a state board determine a reasonable number of qualifying experience hours for each phase of a mass appraisal assignment?

While the circumstances for each mass appraisal assignment will affect the result, the number of hours deemed reasonable for each phase (step) in the mass appraisal process should be determined by the Scope of Work for the assignment.

The suggestions below are predicated on the mass appraisal of a residential universe of properties; results may vary significantly for non-residential applications of mass appraisal. Ultimately, a state board should consider all relevant factors when awarding qualifying experience hours.

Factors that should be considered include, but are not limited to:

- The number of parcels within the universe of properties being appraised (how many residential properties within a particular market area or segmentation thereof, defining the universe to be appraised, identification of the problem to be solved)
    - 40 to 120 hours
- Locational and neighborhood delineation effort,
    - 40 to 160 hours - Technique dependent, can range from manual to Geographical Weighted Regression approaches
- The number of parcels requiring an inspection to ensure updated property characteristics
    - Exterior inspection only – 0.15 to 0.2 hours per property inspected
    - Interior and exterior inspection – 0.3 to 0.5 hours per property inspected
- The extent of market analysis required to be competent to complete the assignment and understand the empirical market forces that affect both the supply and demand of the universe of properties
    - 40 to 120 hours
- Determination of the Highest and Best Use for the universe (typically current use, and often controlled by a jurisdictional exception that limits other considerations of the highest and best use for the universe of parcels, i.e. “economic reality”)
    - 10 to 20 hours
- The application of the approaches to value - the Cost Approach and Sales Comparison Approach are typically considered, developed, and relied upon for mass appraisal purposes, the Income Approach may be relevant if certain market conditions exist, nuanced stratification might be necessary – i.e. is there an

adequate, statistically significant sample size for the market approach; how many special or complex residential parcels exist in the universe population
    - 20 to 40 hours
- Source information verified for conducting a Cost Approach - review and application of replacement cost data from nationally recognized cost publications or local construction data, adjusted for local modifiers, and ultimately matched against the property identification schema and property characteristics for the universe in question
    - 40 to 120 hours
- Source information verified for conducting a Sales Comparison Approach - sales file finalized with an appropriate study period (years) selected, adequate information at the time of sale for each occurrence that must match the associated property characteristics for the universe in question
    - 40 to 240 hours – determined by frequency level
- Model specification and calibration specific to each of the approaches
    - 80 to 240 hours - determined by frequency and level of difficulty
- Iterative process once the models are specified and calibrated must occur thereafter
    - 20 to 40 hours
- Statistical testing of a holdout sample including advanced tests for Multiple Regression Analysis should then be conducted (VIF, Multi-Collinearity, Mann-Whitney, etc.)
    - 20 to 40 hours
- Once the models have been set to meet the baseline industry or jurisdictional standards for sales ratios, a review of all parcels should occur to ensure accuracy and general reasonableness and ensure there is a level of conformity to the valuations within the defined market segment
    - 0.05 to 0.10 hours per property
- Mass appraisal experience in the context of filed appeals for ad valorem purposes should also be considered and would typically occur after the mass appraisal effort
    - 1 to 8 hours per appeal - hours for each component of an appeal assignment can vary but typically reflect fee appraisal time standards

Are there states currently accepting mass appraisal hours?

Yes, as of January 2025 there are currently 17 states accepting mass appraisal hours as work experience. Some of those states include Arizona, Arkansas, Colorado, Connecticut, Iowa, Michigan, Missouri, Montana, New Jersey, Oklahoma, Virginia, and Washington.

STANDARDS 5 & 6

Compliance Checklist

STANDARD 5 & 6 CHECKLIST

APPRAISAL ASSIGNMENT

Address/Market Area/Property Description: _____

_____

City: _____ County: _____ State: _____ Zip Code: _____

Legal Description: _____

Parcel Number: _____ Neighborhood ID: _____

Property Type: ☐ 1 unit ☐ 2 units ☐ 3-4 units ☐ 5+ units ☐ Commercial/Industrial

☐ Other (description): _____

Ownership: ☐ PUD ☐ Condo ☐ COOP ☐ Other: _____

ORIGINAL WORK PRODUCT UNDER REVIEW

Purpose of Work Product: ☐ Ad Valorem Appraisal ☐ Valuation Defense ☐ Other: _____

Date of Work Product: _____ Effective Date of Value(s): _____ Total Pages in Product: _____

Date of Inspection(s): _____ Value Conclusion(s): _____

Comments:

ORIGINAL APPRAISER INFORMATION

Name: _____ State Designation: _____

Certification/License #: _____ State: _____ Expiration Date: _____

Certification/License Issuing Agency: _____

Address: _____

Email Address: _____ Phone Number: _____

DRAFT

STANDARD 5 & 6 CHECKLIST

USE OF THIS CHECKLIST

This Standard 5 & 6 checklist will assist the _____ Board of Real Estate Appraisers with the evaluation of an ad valorem appraisal submission. The purpose of this evaluation is to identify and communicate any substantial errors or inadequacies where the submission does not meet the minimum requirements established within Standards 5 & 6 of the Uniform Standards of Professional Appraisal Practice.

EVALUATOR INFORMATION

Name: _____ State Designation: _____

Certification/License #: _____ State: _____ Expiration Date: _____

Certification/License Issuing Agency: _____

Address: _____

Email Address: _____ Phone Number: _____

#	Has the appraiser...	USPAP References	Response			Comment if No or N/A
			Yes	No	N/A	
1	identified and correctly interpreted the appraisal problem and scope of work?	5-1(a) SOW	○	○		
2	identified the intended use of the appraisal, as well as the intended users (by name or type)?	5-2(a)(b) 6-2(a)(b)	○	○		
3	identified the type of value, definition of value, and the source of the value definition?	5-2(c) 6-2(e) SOW	○	○		
4	stated the opinion of value in terms of cash, terms equivalent to cash, or other precisely defined terms (if market value)?	5-2(c) 6-2(e)	○	○		

DRAFT

STANDARD 5 & 6 CHECKLIST

#	Has the appraiser…	USPAP References	Response			Comment if No or N/A
			Yes	No	N/A	
5	identified and reported the effective date of the appraisal?	5-2(d) 6-2(d)	○	○		
6	identified and described the characteristics of the subject site and any improvements to the subject site?	5-2(e)(f)(g) 5-3 6-2(f)	○	○		
7	identified, analyzed, and reported on economic demand, physical, functional, and external market factors that may affect the appraisal?	5-2(f)(h) 5-3 5-4(a) 6-2 SOW	○	○		
8	identified the existing use of the real estate?	5-2(e)(f) 5-3	○	○		
9	identified and considered any personal property, trade fixtures, or intangible items that are not real property?	5-2(g) 5-3	○	○	○	
10	identified the real property interest to be appraised?	5-2g(iv)(v) 6-2(f)	○	○		
11	identified and stated all assumptions and limiting conditions (including extraordinary assumptions, hypothetical conditions) that affect the analysis and conclusions of appraisal?	5-2(i)(j) 6-1(b)(c) 6-2(c)	○	○		

DRAFT

STANDARD 5 & 6 CHECKLIST

#	Has the appraiser…	USPAP References	Response			Comment if No or N/A
			Yes	No	N/A	
12	considered any restrictions on the right to use the property?	5-2(e)(g) 5-3 6-2(f)	○	○		
13	considered the highest and best use of the real estate?	5-3 6-2(l)	○	○		
14	summarized the process of collecting, confirming, and reporting data?	5-2(k) 6-2(g)(j)	○	○		
15	employ recognized techniques for specifying and calibrating valuation models? (if applicable)	5-4(b)(c) 5-6 6-2(i)(k)	○	○		
16	when necessary for credible assignment results developed an opinion of value for the land and/or site?	5-3 5-5 a(iii) 5-6(b)(d)	○	○	○	
17	when necessary for credible assignment results collected, verified, analyzed, and reconciled the cost and depreciation of the improvements?	5-4 5-5 a(i) 5-6(a)(e) 5-7 6-2	○	○	○	
18	when necessary for credible assignment results collected, verified, analyzed, and reconciled sales of comparable properties to support the sales comparison approach?	5-4 5-5 a(iv) 5-6(a) 5-7 6-1 6-2	○	○	○	

DRAFT

STANDARD 5 & 6 CHECKLIST

#	Has the appraiser…	USPAP References	Response			Comment if No or N/A
			Yes	No	N/A	
19	when necessary for credible assignment results collected, verified, analyzed, and reconciled data from properties to support the income approach?	5-4 5-5 a(v) 5-5(c) 5-6(a)(c) 5-7 6-2	○	○	○	
20	summarized the process used to reconcile the applicability, suitability, quality and quantity of data in the approaches in order arrive at the value conclusion?	5-7 6-2(n)	○	○	○	
21	supported the exclusion of any approaches to value that have been excluded from analysis?	5-7 6-2(f)(g)	○	○	○	
22	summarized portion(s) of work that involved significant appraisal assistance?	6-2(h)	○	○	○	
23	provided a copy of a signed certification? **NOTE:** A certification signed by the County Appraiser/Assessor complies with this requirement.	6-3	○	○	○	

DRAFT

STANDARD 5 & 6 CHECKLIST

CHECKLIST & EVALUATOR'S SUMMARY

Do any of the "No" responses from the USPAP reference section indicate a violation of USPAP's Ethic's Rule, Record Keeping Rule, Competency Rule, or Scope of Work Rule? ☐ Yes* ☐ No

Which approaches to value were excluded from the report, if any? ☐ Income ☐ Cost ☐ Sales

Were any of the excluded approaches to value necessary for credible results? ☐ Yes* ☐ No

*** If you marked 'Yes' to any above question, please provide more information in the comment field below.**

Comments:

NOTE: This Standard 5 & 6 checklist is to be used in conjunction with the work product under review. Without the accompanying work product this analysis cannot be completely understood and should not be solely relied upon.

Additional comments:

Signature: _____ Date: _____

Name: _____

State Designation: _____

Certification or License #: _____

State: _____ Expiration Date: _____

DRAFT

Sample Experience Logs

WASHINGTON STATE DEPARTMENT OF LICENSING

Real Estate Appraisers Mass Appraisal Experience Log

[redacted]

27011-SUPPORTING

Experience hours awarded to appraiser trainees working in assessment or mass appraisal must be compliant with USPAP Standards 5 and 6, (in some cases, USPAP Standards 1 and 2). The Mass Appraisal Experience Log is to be used for USPAP Standard 5 and 6 work product. If an applicant is also seeking credit for USPAP Standard 1 and 2 work product, that experience must be applied for using a Real Estate Appraisers Applicant/Trainee Experience Log.

Quantitative experience requirements may only be satisfied by time spent on the appraisal process. This consists of:

- analyzing factors that affect value;
- defining the problem;
- gathering and analyzing data;
- applying the appropriate analysis and methodology; and
- arriving at an opinion and correctly reporting the opinion in compliance with USPAP.

The mass appraisal experience being submitted by the trainee and supervisor must be a part of, or the entirety of, a work product intended to be compliant with USPAP Standard 5 and 6.

Allowed hours are found in The Law Relating to Real Estate Appraisers under WAC 308-125-075. A link to the laws and rules can be found on the Department of Licensing Appraiser's webpage (www.dol.wa.gov/business/appraisers).

Check the following boxes as they apply to the office you worked in while gaining your experience; example, in the normal course of producing your mass appraisal work product and in connection with each property appraised, the following elements are part of your office's process:

1. Identification of the properties to be appraised. . . . . ☐ Yes ☐ No
2. Are market areas of consistent behavior that applies to properties defined? . . . . . ☐ Yes ☐ No
3. Is there clear identification of characteristics (supply and demand) that affect the creation of value in that market area? . . . . . ☐ Yes ☐ No
4. Is the model structure developed in such a way that it reflects the relationship among the characteristics affecting value in the market area? . . . . . ☐ Yes ☐ No
5. Is the model structure calibrated in a manner that determines the contribution of the individual characteristics affecting value? . . . . . ☐ Yes ☐ No
6. Are the conclusions reflected in the model applied to the characteristics of the properties being appraised? . . . . . ☐ Yes ☐ No
7. Is a review performed on the mass appraisal results? . . . . . ☐ Yes ☐ No

Entries must be chronological in order. If a trainee has multiple supervisors, separate appraisal logs shall be maintained and submitted for each supervisory appraiser.

Page ____ of ____ pages

WASHINGTON STATE DEPARTMENT OF LICENSING

Real Estate Appraisers
Mass Appraisal Experience Log

TYPE or PRINT Trainee name		Log date from	Log date to	Hours requested this page*
Trainee license number	Supervisor name	Supervisor license number	*Applicants must enter actual hours, subject to maximums state in RCWs and WACs	

1. **Trainee** must: Enter the hours worked under each task in the columns that apply. Total the hours in the final 2 columns.
2. **Trainee** must: Prepare a separate log for each Supervisor and have each Supervisor follow instruction #3 below.
3. **Supervisor**: For each parts of each assignment, Supervisor to indicate whether they: **P**-Had primary responsibility; **C**-Co-appraised; **R**-Reviewed and approved

Dates of appraisal task (mm/dd/yy)	Geographical area or project ID number	Type of appraisal task	Property types per WAC 308-125-075	Number of parcels	T=trainee S=supervisor	Exterior or site inspections	Land/Lot valuations	Interior inspections	Highest and best use analysis	Sales research and analysis	Nbhd description and analysis	Income analysis	Cost analysis	Model (CAMA) specification	Model (CAMA) calibration	Statistical analysic	Final review/reconcilliation	Comments on scope of review and level of supervision	Actual hours worked*	Allowed hours*
Sample 01/15/15 – 04/0515	Sample NBHD 120	Sample Subdivisions	Sample SFRs 1.(a)	Sample 500	T	50	100			300	200					100	75	Trained on processes and reviewed analysis and work		
					S	P	P			R	C					C/R	R		825	3,000
					T															
					S															
					T															
					S															
					T															
					S															
					T															
					S															
					T															
					S															
					T															
					S															

I declare under penalty of perjury under the law of Washington that the foregoing is true and correct.
I understand that any material misrepresentation shall be grounds for denial, suspension, revocation, and/or disciplinary action against my license.

Date and place signed

X **When you have completed this form, sign here.**
Trainee signature

Date and place signed

X **When you have completed this form, sign here.**
Supervisor signature

Montana Department of LABOR & INDUSTRY

Montana Board of Real Estate Appraisers

PO Box 200513
301 S Park, 4th Floor
Helena, MT 59620-0512
Phone: (406) 444-6880
Email: dlibsdhelp@mt.gov Website: realestateappraiser.mt.gov

Instructions for Ad Valorem Tax Appraiser Applicant

Below are the minimum requirements you must meet in order to be licensed in the state of Montana.

1. Submit a complete application – **24.207.502**(1)
2. Be of good moral character – **37-54-202(1)(a)**
3. Submit proof of required qualifying education – **http://boards.bsd.dli.mt.gov/rea#1** (Select the license level you wish to apply for. Click on the checklist for exam applicants for the qualifying education requirements).
4. Submit additional College level education for the license level you are applying for, if applicable - **Qualifying Education**
5. Submit the mass appraisal experience log, signed by your Montana DOR supervisor attesting that the experience you are claiming has been performed in compliance with USPAP Standards 5 and 6 -- **http://boards.bsd.dli.mt.gov/rea#1.**
6. Board staff will identify and direct you to submit 3 appraisal reports from the experience log for review for compliance with USPAP Standards 5 and 6.
7. Submit a demonstration report performed in compliance with USPAP Standards 1 and 2.
8. After your education and experience have been reviewed by Board staff you will be made eligible to test.
9. Successfully pass the AQB-approved Examination.
10. Submit fingerprints for the purpose of a fingerprint and background check – **37-54-202(3)**

Checklist of Required Documents to Submit

The following documents and additional forms are required in addition to the basic application. Some documents may be submitted directly by the applicant as part of the application. Others, such as transcripts, may need to be sent to the board directly from the source.

- ☐ Complete application
- ☐ Official license verification from states and jurisdictions in which the applicant holds or has ever held a professional license of any type
- ☐ Staff will check ASC Website (https://www.asc.gov/Home.aspx) for REA license verification
- ☐ Fingerprint Background Check
- ☐ Noncriminal Justice Applicants Rights form
- ☐ MT Mass Appraisal Experience log showing necessary hours for licensure
- ☐ Proof of completion of IAAO training and testing relevant to the category applied for
- ☐ Certificates of completion for required qualifying education courses
- ☐ Official transcript sent directly to the board from the college or university, if applicable
- ☐ Demonstration Report performed in compliance with USPAP Standards 1 and 2
- ☐ Examination score verified on national examination portal by staff
- ☐ Discipline Question "Yes" – Submit detailed explanation
- ☐ Discipline Question "Yes" – Submit discipline documents

Montana Department of LABOR & INDUSTRY

Application Fee(s)

The following fee(s) must be submitted with your application. Online applicants can pay using a credit card or e-check. If you submit a paper application you must submit a check. Do not mail cash.

☐ $515 application fee

You can apply for a license online at https://ebiz.mt.gov/POL/ or download a paper application from the website. Online application is recommended.

Please include a valid e-mail address with your application. E-mail is the department's primary form of communication.

If you have any questions about the application process or the licensing requirements please contact the Department of Labor and Industry Professional Licensing Bureau using the contact information at the top of this checklist.

Commonwealth of Virginia
Department of Professional and Occupational Regulation
9960 Mayland Drive, Suite 400
Richmond, Virginia 23233-1485
(804) 367-2039
www.dpor.virginia.gov

Department of Professional and Occupational Regulation

Real Estate Appraiser Board
EXPERIENCE LOG

- All experience must be acquired within the five-year period immediately preceding the date application is made.
- Any valuation that meets the definition of "evaluation" set forth in §54.1-2009 of the Code of Virginia **may not** be counted as experience toward licensure.

INSTRUCTIONS FOR COMPLETING EXPERIENCE LOG

Complete Property Address — Enter the complete address of the property being appraised.

Month & Year — Enter the month and year of completion for the assignment(s) listed in the second column.

Assignment Identification — Enter a description for the type of assignment separately (commonly used acronyms are acceptable).

Type of Property — Enter the appropriate **code number** for the type of property appraised.

1 Single family, residential with exterior inspection
2 Single family, residential with full inspection
3 Multi-family, 2 to 4 units
4 Vacant lots, 1 to 4
5 Farms (non-income producing)
6 Multi-family, 5 or more units
7 Commercial
8 Industrial
9 Hotel, mote
10 Office
11 Subdivision projects
12 Land
13 Other

Property Value — Enter the appropriate **code number** for the dollar value of the property appraised.

1 $ 0 - $ 100,000
2 $ 100,001 - $ 250,000
3 $ 250,001 - $1,000,000
4 $1,000,001 - $5,000,000
5 over - $5,000,000

Type of Involvement — Enter the appropriate **code number** that indicates your involvement on the appraisal assignment(s). Definitions of each category of involvement are printed in Part I of the Real Estate Appraiser Board Regulations.

1 Fee/staff appraiser, sole appraiser
2 Fee/staff appraiser trainee, co-signer
3 Ad valorem
4 Reviewer
5 Real estate consulting

Hours on Assignment(s) — Enter each appraisal assignment and the total number of hours spent on the assignment.

Total hours of Assignment — Enter the total number of assignment hours for each page on the bottom of each page.

Supervisor Signature/ License Number — **Supervisor's signature and license number must be on each page** (only required for trainee applications and upgrade applications if you are working for another appraiser).

Description of work Performed by the Trainee/ Applicant — All trainees applying for an appraiser license must complete columns I thru X.

Experience Log

Prior to entering information on this form, please make several photocopies of this blank form to ensure that you have additional forms to accommodate all your experience entries. Number the pages according to the total number submitted (i.e. 1 of 3, 2 of 3, etc.) in the right-hand corner

USE THE INFORMATION ON PAGES 1 & 2 TO COMPLETE THE FOLLOWING TABLE

1. Name _____ (Last) _____ (First) _____ (Middle) _____ (Generation)

2. Provide **one** of the following identification numbers.

   ☐ Social Security Number or ☐ Virginia DMV Control Number ✳ ☐☐☐ - ☐☐ - ☐☐☐☐

✳ State law requires every applicant for a license, certificate, registration or other authorization to engage in a business, trade, profession or occupation issued by the Commonwealth to provide a social security number or a control number issued by the Virginia Department of Motor Vehicles.

3. Type of License applying for (check only **one**)

   ☐ Certified General ☐ Certified Residential ☐ Licensed Residential

Complete Address of Property	Month & Year	Assignment Identification	Type of Property	Property Value	Type of Involvement	**A** - Applicant/Trainee **S**-Supervisor	I. Site Inspection & Descriptions	II. Bldg. Inspection & Descriptions	III. Nbhd Description & Analysis	IV. Highest & Best Use Analysis	V. Research of Comp Sales & Analysis	VI. Income Analysis	VII. Cost Analysis	VIII. Meaningful Sales Analysis	IX. Final Reconciliation	X. Other (please attache explanation)	Hours on Assignment(s)
Example: *2500 W. Main St., Richmond, VA 23221*	Sep-00	***URAR***	1	2	1	A	X	X	X		X						4
						S	C	C	R		R						
						A											
						S											
						A											
						S											
						A											
						S											
						A											
						S											
						A											
						S											
						A											
						S											

Total Hours of Assignment : _____ (per page 1)

By signing this page, the Supervisor certifies that the experience claimed on this log meets the relevant definition of experience in 18 VAC 130-20-10.

_____ Date _____ Supervisor's License No. 4 0 0 1 ☐☐☐☐☐☐

Supervisor's Signature (must sign each page)
(only required for trainees or licensed/certified appraisers who are working under a Certified Residential or Certified General Appraiser)

N.22

Applicant's Name: _____ Page _____ of _____

Complete Address of Property	Month & Year	Assignment Identification	Type of Property	Property Value	Type of Involvement	A/S	I.	II.	III.	IV.	V.	VI.	VII.	VIII.	IX.	X.	Hours on Assignment(s)
						A											
						S											
						A											
						S											
						A											
						S											
						A											
						S											
						A											
						S											
						A											
						S											
						A											
						S											
						A											
						S											
						A											
						S											
						A											
						S											
						A											
						S											

Total Hours of Assignment: _____

Appraiser applicants who are not Trainees, do not have to complete columns I thru X

Trainees only:

1. Indicate which portions of the assignment they contributed by putting an "x" in Columns I thru X.
2. Prepare a separate log for each month and have your supervisor follow instructions in item 3 below and sign where indicated.
3. For each portion of each assignment, Supervisors must indicate whether the supervisor(s): P - had Primary Responsibility; C - Co-appraised; or R - Reviewed and Approved.

By signing this page, the Supervisor certifies that the experience claimed on this log meets the relevant definition of experience in 18 VAC 130-20-10.

_____ Date _____ Supervisor's License No. | 4 | 0 | 0 | 1 | | | | | | |

Supervisor's Signature (must sign each page)
(only required for trainees or licensed/certified appraisers who are working under a Certified Residential or Certified General Appraiser)

N.23

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 19 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

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

INTERNAL PROCEDURE 201704

Proposed Amendment June 18, 2025

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 20245-256, the minimum fund balance for the AMC fund shall be $224,34176,897.50. 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 20245-256: $153,79648,697.00/2 = $76,898.004,348.50). 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 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 $~~50,00~~0.00 for technology projects due to the availability of federal funding for this purpose.

NRPAB
Nebraska Real Property Appraiser Board

INTERNAL PROCEDURE 201705

Proposed Amendment June 18, 2025

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 20245-256, the minimum fund balance for the real property appraiser fund shall be $~~358,861~~266,500.50. 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 20254-265: $333,001~~17,723~~.00/2 = $166,500~~58,861~~.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.

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 $~~100,00~~0.00 for technology projects due to the availability of federal funding for this purpose.

NRPAB
Nebraska Real Property Appraiser Board

INTERNAL PROCEDURE 201708

Proposed Retirement June 18, 2025

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.~~

NRPAB
Nebraska Real Property Appraiser Board

INTERNAL PROCEDURE 201709

Proposed Amendment June 18, 2025

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~~10 Hours x $125.00 = $~~87~~1,250.00
Commercial: ~~7~~10 Hours X $125.00 = $~~87~~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

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.

NRPAB
Nebraska Real Property Appraiser Board

INTERNAL PROCEDURE 201714

Proposed Retirement June 18, 2025

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.~~

From: The Appraisal Foundation
To: Kohtz, Tyler
Subject: JUNE NEWSLETTER: Improving the customer experience
Date: Monday, June 2, 2025 8:33:42 AM



Greetings!

You spoke. We listened. The Appraisal Foundation is pleased to announce the upcoming launch of our new website in early July, which will usher in a wide range of changes to enhance the customer experience. This will include a new and improved webstore, the ability to purchase course bundles, extended licensing offerings, and a new fulfillment center.

We look forward to delivering a better experience to you very soon, but as part of this transition, we will **be closing our webstore for a fifteen-day period from June 17th-30th**. If you have a course coming up or know that you will need any materials during this window, please order them now. The **store will be closed beginning June 17th** and will not reopen until **June 30th**.

If you have purchased any digital products through our current store, please log in to your account and ensure all digital products are downloaded to your computer as you will no longer be able to access them otherwise after store closure.

We are so excited about the reimagined customer experience you will be enjoying later this summer. Thank you for your patience as we work to improve our services to continue our mission to build public trust and advance standards of excellence in the appraisal profession.

Let's Make it a Great Month!
Kelly Davids
President

Thank you!

Thank you to everyone who has submitted comments to the open concept papers and the Job Analysis Survey over the last two months. The AQB and ASB could not do their work without your critical stakeholder feedback. We are grateful that so many of you took time out of your busy professional lives to share your thoughts with us. It will shape the future of the appraisal

In This Newsletter

From the President's Desk: Improving the customer experience

Thank you!

Introducing our newest trustees

SAVVY Award nominations are open

Partner Spotlight

Appraiser Talk

Upcoming Events

May 14-16: BOT Public Meeting

June 24: Joint Council Meeting

Contact Us

T 202-347-7722

info@appraisalfoundation.org

www.appraisalfoundation.org

Follow Us

Q.1

profession.

Introducing our newest trustees

At the Spring Board of Trustees meeting, the trustees appointed 8 trustees to new terms beginning January 1, 2026. Lutalo McGee was immediately seated as a trustee to fill a vacancy. We are pleased to share that both Randal Dawson and Meredith Meuwly have been reappointed for additional terms and extend a warm welcome to new trustees: Daniel Figurski, Randy Flowers, Jeff Morley, Lydia Pope, Russel Rice, and Mike Twitter. Please join us in congratulating them on this achievement!

SAVVY Award nominations are open

Nominations are now open for the SAVVY Award. The Spirited Achiever of Valuation Vision, the Yeomans (SAVVY) Award for Excellence honors the significant contributions of a woman in the valuation profession, reflecting Edie Yeomans' tireless quest for excellence.

If there is a woman you would like to nominate for this award, please do so **at this link** before the June 30th deadline.

Partner Spotlight

American Society of Appraisers (ASA)
Explore highlighted American Society of Appraiser Personal Property courses this June and July 2025, including:

- **PP451** Appraising Fine Arts Overview
- **PP201** Introduction to Personal Property Valuation
- **PP202** Development of a Personal Property Appraisal: Research Analysis

Additionally, the 2024-2025 15-Hour Personal Property USPAP Update Course is available for Personal Property, Gems & Jewelry, and Machinery & Technical Specialties. Looking ahead, registration is open for ASA's NEW Property Tax Valuation Conference on June 18!

Appraisal Institute (AI)
Get a jumpstart on the new URAR companion courses with the first two series at Val Expo!

- Supporting Adjustments and Reporting the Sales Comparison Approach in the New URAR
- Reporting Market Analysis and Better Understanding the New URAR

Click here to register:
https://www.valuationexpo.com/#register

Appraisers Association of America (AAA)
The Appraisers Association of America will hold its Comprehensive Appraisal Studies Program this July 2025. Twenty-four students from across the country and abroad

will attend our summer intensive appraisal course throughout the entire month with classes addressing the theory and methodology of appraising and onsite visits with conservators and galleries. Once the students have graduated from the program, they are eligible to become Associate members of the Association.

Appraisers Coalition of Washington (ACOW)
The Appraisers Coalition of Washington held its 2025 Spring Conference in Spokane, WA, welcoming a diverse and engaged group of appraisers, industry leaders, and policymakers from across the Pacific Northwest. Over two packed days, the conference delivered timely insights, practical tools, and fresh ideas to help appraisers thrive in a rapidly evolving profession. Please join us next year as we host ACTS in Seattle on April 11-14, 2026.

Collateral Risk Network (CRN)
The CRN is thrilled to announce its first meeting of the year. It promises to be one of the most important valuation and collateral risk meetings of 2025. It takes place August 6-7, 2025, at the National Association of Homebuilders headquarters in Washington, DC. Please visit https://collateralrisk.org/event/crn-2-0/ for more information and to register. Please feel free to reach out me at jpark@collateralrisk.org or (719) 473-8231 with questions about the upcoming meeting or membership.

International Association of Assessing Officers (IAAO)
IAAO member Mike Twitty, MAI, CFA, was selected for a seat on The Appraisal Foundation Board of Trustees (starting Jan. 1, 2026) during the recent board meeting in Cincinnati, OH. The IAAO Executive Committee also attended the meeting and IAAO representatives took part in the meeting of the State Harmonization Task Force, which is looking at licensure requirements for appraisers nationwide. Contact me if you have questions - Mike Ardis, ardis@iaao.org

International Society of Appraisers (ISA)
Mark your calendars for ISA's Summer Institute. A live in person, and hands-on event - July 23-25, 2025 at Brunk Auctions in Asheville, NC - A Two-day immersive experience into furniture, jewelry, silver, art and more! Register here: https://www.isa-appraisers.org/courses/connoisseurship-courses

National Association of Appraisers (NAA)
Over the past month, the National Association of Appraisers (NAA) has been actively supporting appraisers through education, advocacy, and industry collaboration. The organization has also been preparing for the upcoming Appraisal Summit; our fall event focused on professional development and networking. NAA is committed to providing valuable resources and training opportunities to help appraisers navigate the evolving industry standards ensuring they have the tools they need to succeed.

Appraiser Talk

Stay up to date on Appraiser Talk!

You can check out all episodes **here**.

You can subscribe to Appraiser Talk on Spotify, Apple Podcasts or wherever you get your podcasts. If you have a question you'd like to hear answered on the show, email it to Amy Kaufman at amy@appraisalfoundation.org.

About The Appraisal Foundation

The Appraisal Foundation is the nation's foremost authority on the valuation profession. The organization sets the Congressionally authorized standards and qualifications for real estate appraisers, and provides voluntary guidance on recognized valuation methods and techniques for all valuation professionals. This work advances the profession by ensuring appraisals are independent, consistent, and objective. More information on The Appraisal Foundation is available at www.appraisalfoundation.org.

Manage Your Subscription

This message was sent to **tyler.kohtz@nebraska.gov** from **news@appraisalfoundation.org**

The Appraisal Foundation
1155 15th Street NW STE 1111
Washington, DC 20005

iContact®
Engage, WOW, and grow your audience

From:	Olivia Chalakani
To:	Olivia Chalakani
Subject:	Course Approval Program (CAP) Policy Update - Equivalent Asynchronous USPAP Update Course Requirements
Date:	Friday, May 30, 2025 2:22:30 PM
Attachments:	image002.png image003.png image004.png image005.png Course Approval Program_Updated May 2025_Final.pdf USPAP 2022-2023 Functional Spec_FINAL.pdf

---

Hello,

I wanted to share an important update with you: the Appraiser Qualifications Board (AQB) has formally approved the retirement of the *Functional Specifications* document previously used in the development of equivalent asynchronous USPAP update courses (attached here only as a reference). This document previously provided an overview and top-level specification of the required features and functionality for any learning management system (LMS) used to deliver the USPAP update courses for asynchronous approval.

What this means:

- Equivalent USPAP providers are no longer required to follow the *Functional Specifications* in order to gain AQB CAP approval for equivalent asynchronous USPAP update courses.
- Going forward, all asynchronous USPAP update course development should align with the **CAP Policies**, which have been updated to include a brief section in the appendix of the document summarizing the **core instructional elements** the Board has elected to preserve from the Specifications.
    - Please see attached for the updated policies
        - Appendix VI: Functional Specifications and Requirements for becoming an Equivalent Provider of Asynchronous Delivery 15-Hour and the 7-Hour USPAP Courses: Core Requirements
    - The link to the updated CAP policy will be reflected on The Appraisal Foundation's website as of June 1, 2025

Please let me know if you have any questions about this change.

Thank you,

Olivia Chalakani
Engagement Coordinator
The Appraisal Foundation
1155 15th Street, NW, Suite 1111
Washington, DC
olivia@appraisalfoundation.org
Office Phone: 202.624.3052
My Zoom: https://us02web.zoom.us/j/2026243052
www.appraisalfoundation.org

The new edition of USPAP, Guidance and Reference Manual and 7 Hour National Update Course are NOW AVAILABLE. Click here to get your copies today.

Connect with Us!

This message and attachments, if any, are intended for use by the named addressee(s) only and contain information that is confidential or private according to state or federal laws. Publication, in any form, is strictly forbidden. If you have received this electronic message in error, please notify Olivia Chalakani at 202-624-3052 and/or via email, delete it completely from your computer, and maintain confidentiality of the message. Any unauthorized disclosure, distribution, or use of the contents of this message is prohibited and subject to penalty of law.

The Appraisal FOUNDATION

Authorized by Congress as the Source of Appraisal Standards and Appraiser Qualifications

APPRAISER QUALIFICATIONS BOARD

Course Approval Program Policies and Procedures

Effective June 1, 2025

Q.7

Table of Contents

Introduction **3**
Section 1: Program Purposes and Participation **4**
Section 2: Definitions **6**
Section 3: Course Approval Overview **9**
Section 4: Application for Initial Course Approval **11**
Content Approval 13
Delivery Mechanism Approval 14
Section 5: Asynchronous Education **17**
Section 6: Qualifying Education **19**
Section 7: Continuing Education **20**
Section 8: Equivalent USPAP Education **21**
Section 9: Valuation Bias and Fair Housing Laws and Regulations (VBFH) Course **22**
Section 10: Other Courses on Valuation Bias and Fair Housing **24**
Section 11: Course Renewal Requirements **25**
Section 12: Course Resubmission/Withdrawal Requirements **27**
Section 13: Course Owner/Joint Course Owners/Secondary Provider Responsibilities **28**
Section 14: Withdrawal of Approval by the AQB **30**
Section 15: Practicum Course Approval **31**
Section 16: Amendments to Policies and Procedures **34**
Appendices **35**
Appendix I: Course Fee Schedule 36
Appendix II: Matrix from Guide Note 1 38
Appendix III: Copyright/Reproduction Policy of Foundation Materials 43
Appendix IV: Secondary Providers Template 44
Appendix V: CAP Process 45
Appendix VI: Functional Specifications and Requirements for Gaining “Equivalency Rating” for Asynchronous Delivery for the 15-Hour and the 7-Hour USPAP Courses: Core Requirements 49

Introduction

The Appraiser Qualifications Board (AQB) of The Appraisal Foundation has established the Course Approval Program (CAP) at the request of and as a service to state appraiser regulatory agencies and providers of real estate appraisal education.

This voluntary program provides a minimum level of acceptance for real estate appraisal education courses meeting the *Real Property Appraiser Qualification Criteria (Criteria)* as established by the AQB. This approval will enable state regulators to uniformly grant educational hours to appraisers.

The AQB was assisted in the development of CAP by three special task forces consisting of persons with outstanding qualifications as appraisers, state regulators, education providers and/or appraisal educators. These individuals devoted many hours to this difficult task and we are deeply indebted to them for their efforts.

The adoption and implementation of the *Real Property Appraiser Qualification Criteria (Criteria)* created a need to better identify existing appraisal education content in light of the new criteria requirements. A course matrix was developed to help analyze what subject matter areas are addressed by existing education courses. This process will enable appraisers and state regulators to uniformly grant education hours to appraisers. In August 2021, the AQB/The Appraisal Foundation was added as an alternative delivery mechanism approval entity for asynchronous distance education.

In June 2023, the AQB adopted two distinct, and mutually exclusive continuing education and qualifying education requirements for valuation bias and fair housing laws and regulations education for the 2026 edition of the *Criteria* with an effective date of January 1, 2026.

CAP is not a static program and will evolve as the *Criteria* and technology evolve.

Section 1: Program Purposes and Participation

A. The AQB) of The Appraisal Foundation (the Foundation) established this Course Approval Program (CAP) to offer a voluntary national system for the approval of real property appraisal courses that satisfy the education criteria established by the AQB for the licensure and certification of real estate appraisers pursuant to Title XI of the Financial Institutions Recovery, Reform, and Enforcement Act (FIRREA).

B. The Delivery Mechanism Approval (DMA) is a part of the AQB CAP reviews and ensures an asynchronous course meets the following minimal requirements:

1. The number of hours being requested for approval reflects the number of hours expected to complete the course.

2. The Learning Management System (LMS) is sufficient

3. The course is optimized for students to be engaged and learn during the course.

C. Specific purposes of this Program are:

1. To assist state appraiser regulatory agencies in the task of reviewing and awarding credit for courses to be applied toward the education requirement for initial real estate appraiser licensure or certification (i.e., "Qualifying Education" [QE] requirements) and the education requirements for retention of real estate appraiser licensure or certification (i.e., "Continuing Education" [CE] requirements).

2. To encourage the development and availability of education programs for licensed and certified real estate appraisers.

3. To encourage the development and implementation of *consistent standards* for the approval or recognition of education for licensed and certified real estate appraisers among the various state appraiser regulatory agencies, and to thereby:

   a. Standardize the review of appraisal education and;

   b. Promote reciprocity among states with regard to appraiser education and licensure/certification.

4. To provide a secure website for posting approved courses for state regulatory agencies to review approved material and reduce paperwork for all participants of CAP.

5. To provide a course equivalency matrix that adheres to Guide Note 1 in the *Criteria*.

6. To encourage education provider innovation and technological advancement.

7. "Courses" of the Course Approval Program shall refer to Qualifying Education (QE) or Continuing Education (CE). "Courses" **do not** refer to Practicum Courses for the purposes of gaining experience, which are addressed in a separate section.

D. Participation in CAP by educational providers is not mandatory. Similarly, state appraiser regulatory agencies are not obligated to utilize or recognize this program. Education providers that have obtained CAP approval of their course(s) must still satisfy any requirements for course approval or recognition promulgated by a state in which approval is sought.

E. The AQB may consult an advisory panel, as needed, to assist in providing recommendations to improve CAP. This panel may include representatives from state appraiser regulatory agencies, education providers, and others.

F. The AQB may at any time conduct an audit of any approved course to verify that course is being conducted in accordance with CAP Policies and Procedures.

Section 2: Definitions

Asynchronous Distance Education -- Any distance education course where the instructor and student interaction are non-simultaneous; the students progress at their own pace and follow a structured course content and quiz/exam schedule Examples of asynchronous courses include: internet or web-based courses.

Classroom Education – Any course delivered in a setting where there is no geographical separation between the instructor(s) and student(s). Also sometimes referred to as “live” or “traditional” education.

Continuing Education (CE) – Appraisal education that is creditable toward the renewal of a trainee, licensed, or certified credential. All continuing education must be a minimum of 2 hours in length.

Continuing Education with Exam (CEE or CE/E) – A continuing education course that includes a closed-book, proctored, final examination.

Course – An educational offering that includes student material, instructor material, learning objectives, timed outline, a matrix (if applicable), and a final examination (if applicable). Each individual delivery method comprises one course. “Course” does not refer to Practicum Courses for the purposes of gaining experience, which is defined below.

Course Approval Period – The dates of approval (beginning and end date) for a course.

Course Owner – Any school, organization, person, or other entity that owns the proprietary rights to a course. Course owners may have developed their own materials or may have purchased the proprietary rights to course materials. Course owners are responsible for the actions of any secondary providers that utilize AQB approved educational material.

Creditable Classroom Hour – Fifty minutes of instruction out of each sixty-minute segment.

Delivery Method – Courses may be delivered to students in one of these formats: classroom (in-person), synchronous, asynchronous, or any combination thereof (hybrid).

Distance Education – Appraisal education is creditable toward either QE or CE and where there is geographical separation of student and instructor.

Final Examination – End-of-course, closed-book, proctored cumulative assessment.

Hybrid Education – Also known as blended courses. These are learning environments that allow for both in-person and distance education (synchronous or asynchronous) interaction.

Joint Course Owner - Any combination of schools, organizations, individuals, or other entities that own the proprietary rights to a course. Joint course owners may have developed the course materials together or may have purchased proprietary rights to the course materials. Each joint course owner is responsible for the actions of all secondary providers that utilize AQB approved educational material.

Learning Management System (LMS) - A software application for the administration, documentation, tracking, reporting, automation, and delivery of educational courses, training programs, or learning and development programs.

Material Revision – Changes and developments in the real estate field have a substantial impact on the appraisal profession. Course owners are expected to review and revise course materials as necessary for errors or deficiencies, and changes and developments within the industry. Changes made to a course that substantially modify course materials will be considered a “material revision.”

Practicum – A practicum is a structured course that provides students with the opportunity to apply knowledge gained in their education courses within a real-world environment. It is experiential learning, covering pre-approved content and led by a qualified instructor which leads to the individual earning experience credits.

Presentation Ready – Free of major methodological, spelling, mathematical and reference errors. No course is considered without error; however, significant errors or a series of minor errors will not be acceptable.

Proctoring – The observation of the test taker by an outside party(ies) to ensure the test taker is not using any unauthorized materials or aids while taking the examination. This observation may take many forms including, but not limited to, the physical presence of a proctor, remote proctoring (including video observation, or electronic monitoring), and/or bio-metric proctoring.

Qualifying Education (QE) – Appraisal education that is creditable toward obtaining a trainee, licensed, or certified credential. All QE must be a minimum of 15 hours in length and include a closed book, proctored final examination.

Secondary Provider – A school, organization, person, or other entity that purchases rights to (but not proprietary rights), or otherwise lawfully acquires from a course owner AQB approved course material. The secondary provider may independently conduct a course using such acquired course materials subject to CAP Policies and Procedures.

Significant Deficiencies – Errors in the course material that result in a course not being "presentation ready." These errors may include, but are not limited to, incorrect definitions, references, techniques and/or application of techniques, or any error that impacts the learning objectives of the course. Also, a course may contain a series of errors that might not be considered significant individually, but in the aggregate affects the overall quality of the course material and therefore would be found to have significant deficiencies.

Synchronous Distance Education – Any distance education course where the instructor and students interact simultaneously online, similar to a phone call, video chat, live webinar, or web-based meeting.

Section 3: Course Approval Overview

A. Any school, organization, person, or other entity that *owns* the proprietary rights to a course is eligible to apply for course approval under CAP. Secondary providers cannot submit courses to CAP.

B. All education providers submitting courses to CAP must comply with all federal and state laws and regulations governing accessibility for disabled learners, including, but not limited to, the Americans with Disabilities Act.

C. *States wishing to approve QE courses **only** for qualifying education may do so. This program allows for course approval for both QE and/or CE, but states may be more restrictive.*

D. Initial course approval commences on the date of approval granted by the AQB. Courses will be approved for a maximum of three (3) years. Asynchronous courses may be approved for up to a maximum of three (3) years from the date of AQB approval or the expiration of the asynchronous delivery method certification, whichever is less.

E. Education providers are required to maintain course content that complies with current appraisal theory, methodology, and USPAP requirements. Courses that include USPAP citations and references must be updated as necessary to reflect changes to USPAP (see Appendix III).

F. CAP approval does not apply retroactively (prior to the date approval is initially granted).

G. After receiving course approval, the course owner may represent in any advertising or other materials that the course is CAP approved, provided that:

    1. The number of hours awarded by the AQB by module(s) are indicated; and

    2. The exact title and hours that were approved by the AQB are listed; and

    3. The education provider makes clear that “CAP Approved” or “AQB Approved” refers to the materials only and not the education provider(s).

H. A classroom/synchronous and an asynchronous course require separate applications.

I. A course with an asynchronous element requires delivery mechanism approval.

J. Multiple courses may not be combined to reduce the total amount of application fees paid.

K. An applicant's identity during the application and course review process shall be disclosed only to those directly involved in the approval process.

L. Applicants may not state in any advertisement or other materials that a course is being or has been submitted to the AQB for review. If an applicant violates this provision, the AQB may suspend the review of the course in question until the violation is corrected. If the violation is not corrected within thirty (30) days of notice, then the application may be declined.

M. CAP courses submitted to the AQB for approval go through a very detailed application review process, including screening of the application by the CAP administrator and a thorough review of the overall course and specific materials/syllabus by a CAP Primary Reviewer and a Quality Control Reviewer. More details regarding the process, what Reviewers look for, and how to check on course review status can be found in Appendix V.

N. CAP reviewers have a wide range of expertise in many appraisal topics outside of the topics listed for acceptable CE or under Guide Note 1 for QE. However, if a course is submitted in which no current CAP reviewer has expertise, the AQB reserves the right to decline to review the course for this program.[1]

[1] Refer to Section 9 for more details pertaining to Valuation Bias and Fair Housing Laws and Regulations courses.

Section 4: Application for Initial Course Approval

A. Course owners seeking initial AQB approval of their courses must:

1. Complete an application;

2. Electronically submit, in a PDF format, all information required by the application; and

3. Submit an initial application fee, which can be found in Appendix I.

B. A complete application and course materials must be submitted electronically. Course material that contains topics or subtopics not found in the Required Core Curriculum and Guide Note 1, but are still considered appraisal education, may be approved as an elective (as shown on the matrix).

C. Current Offering and Presentation Method

1. The course must be a current offering that is presented by traditional classroom methods or distance learning methods as described in the AQB *Real Property Appraiser Qualification Criteria*.

2. All courses submitted must be presentation ready.

3. Asynchronous courses must include supporting documentation for course delivery approval.

D. Course Submission Requirements

1. Course Description. The application materials must include a course description clearly describing the content of the course.

2. Learning Objectives. The application materials must include learning objectives that:

a. Are appropriate for a QE and/or CE course;

b. Clearly state the specific knowledge and/or skills students are expected to acquire by completing the course;

c. Are consistent with the course description;

d. Are consistent with the textbook and/or other instructional materials;

e. Are reasonably achievable within the number of classroom hours allotted for the course; and

f. Include material to adequately cover the depth and breadth of the required topic area.

3. Final Examination(s). When applicable (for all QE and for some CE if a state requires it), courses must have appropriate testing of covered content. The course examination(s) must comply with the following criteria:

   a. The examination(s) must contain a sufficient number of questions to adequately test the subject matter covered in the course;

   b. The amount of time devoted to an examination must be appropriate for the course;

   c. Examination questions must, individually and collectively, test at a difficulty level appropriate to measure student achievement of the stated course learning objectives;

   d. Successful completion of an examination requires the student to answer a minimum of 70% of the questions correctly;

   e. Examination questions must be written in a clear and unambiguous manner;

   f. The examination must be proctored; and

   g. No open-book examinations are permitted.

E. Student Manual/Syllabus – Students must be given the following information prior to the course.

1. Course learning objectives

2. Contact information for questions related to the course

3. Typical response time for content-related questions

4. Technical requirements (if distance education course)

5. Contact information for technical support (if distance education course)

6. Course overview/description

7. Information regarding course examinations(s) and knowledge check(s)

8. Previous course recommendations (if applicable)

9. Criteria for completion

10. Acknowledgment that learner has read and understands all these policies

Content Approval

Course Submission Requirements Specific to Content Approval:

A. Course Matrix (QE Courses). The application materials must include a course matrix reflecting hours of credit per module(s) and subtopic(s) based upon Guide Note 1 of the current *Criteria*. The *15-Hour National USPAP Course* (or its equivalent) does not require breakout of the matrix topics.

B. Timed Outline. An outline that accounts for the general flow and recommended time spent on topics contained within a course.

C. Student/Instructor Materials. Student and instructor materials to be used by students and the instructor for the course must:

    1. Cover the subject matter in sufficient depth to achieve the stated course learning objectives;

    2. Provide appropriately balanced coverage of the subject matter in view of the stated course learning objectives and module(s)/subtopic(s);

    3. Reflect current theory, methods, and techniques; and

    4. Be free of significant deficiencies.

D. Instructor Qualifications Policy. The course owner must have a written policy regarding instructor qualifications that requires the use of instructors who satisfy, at a minimum, at least one of the following qualification requirements:

    1. A bachelor's degree in any field and three (3) years of experience directly related to the subject matter to be taught;

    2. A master's degree in any field and one (1) year of experience directly related to the subject matter to be taught;

    3. A master's or higher degree in a field that is directly related to the subject matter to be taught;

4. Five (5) years of real estate appraisal teaching experience directly related to the subject matter to be taught; or

5. Seven (7) years of real estate appraisal experience directly related to the subject matter to be taught.

E. Additional Course Owner Policies must include the following:

1. Attendance Policy – For classroom courses, the course owner must have a written attendance policy that requires student attendance to be verified in accordance with the AQB Criteria. For distance education courses, the course owner must utilize a method acceptable to the AQB for ensuring student achievement of the classroom hour equivalent.

2. Course scheduling provides for a maximum of eight (8) classroom hours of instruction on any given day and for appropriate breaks during each class session.

3. Record Retention Policy - The course owner must maintain, for a period of at least five (5) years, accurate records of students' course completion and to provide, within a reasonable period, course completion letters or certificates for students who satisfactorily completed a course.

4. CAP will not accept applications for courses that rely upon a textbook as the primary instructional material. Textbooks are permitted to be used as a background reference for a course; however, textbooks will not be reviewed as **the** course. The submission must contain sufficient stand-alone instructional materials supporting the specific course learning objectives that enable the CAP Program to review the content and the requested hours of credit.

Delivery Mechanism Approval

For education providers submitting courses for asynchronous delivery mechanism approval:

Number of Hours

A. The education provider must ensure the number of hours claimed reasonably reflects the number of hours required to complete the course based on the table under item B below.

B. The education provider must use the table below to calculate the length of the required course materials. The table below will be on the application.

Curriculum Item	Time
Text	One minute for every 200 words
Video	The duration of the video
Text Assessment	One minute per question (read/complete)
Math Assessment	Estimated time (read/complete)
Assignment	Estimated time (read/complete)

C. Curriculum Items:

1. Assignment. A task that is more complex than a text assessment (e.g., case studies, adjustment grids).

2. Estimated time. The education provider recommends how long the curriculum item takes, which the course reviewer will verify.

Learning Management System

A. All Learning Management Systems (LMS) must undergo initial review for adequacy and meet the below requirements:

1. User-friendly. Students are easily able to access and navigate through the LMS.

2. Technological adequacy. Students are able to complete the course without major issues such as timeouts, glitches, pages not loading, and website crashes.

3. Technological Support. Students can contact support for any technological issues. Response time must be adequate and previously disclosed.

4. Instructor Support. Students can contact the instructor for any knowledge-based questions. Response time must be adequate and previously disclosed.

B. If an education provider switches to a different LMS, the Foundation must be notified and a new initial review of the LMS must be performed.

Optimized Learning

A. The course must be optimized for students to be attentive and learn during the course by making sure:

1. Learner-to-Content interactivity is adequate. Students must have knowledge of content upon course completion via:

a. Knowledge Checks. There must be enough questions for each module objective for appropriate self-assessment and learning reinforcement. The education provider must include an explanation for why the correct answer is the best answer; and

b. Knowledge Testing. The purpose of knowledge testing is to test and prove mastery of content. The education provider must use at least one of the following two methods to test knowledge:

1. Cumulative Quiz. If a final exam is *not* required, at the end of the course there must be a course quiz with at least five (5) questions based on learning objectives for the course and a 3:1 bank.

   The course quiz must be successfully completed with a minimum of a 70% score. If the student does not achieve a 70%, the student must have the ability to review the course and repeat the assessment with the banked questions until a 70% is achieved; and/or

2. Final Examination. If a final examination *is* required, it must have an adequate number of questions for each course objective and follow all requirements in section 4. D. 3. of these policies.

2. Learner-to-Instructor response time is adequate and previously disclosed.

3. The education provider must submit a policy on student identity verification. Student attestation is an acceptable verification method.

B. A variety of learning formats are encouraged, but not required (e.g., click-to-view text content, interactive exercises, video and/or audio content).

Section 5: Asynchronous Education

A. Asynchronous education must contain a closed book, proctored final examination or appropriate course mechanisms that demonstrate knowledge of subject matter as required by the *Criteria* as stated in Section III (E)(7) and (F)(6).

B. Electronic access to the distance education course must provide administrative rights to allow the course reviewer to access the course, quizzes, and examinations without having to take the course in sequential order and without having to take quizzes or examinations to proceed with the course. Further, all website links must be valid and active until completion of the review process. If any changes occur, the CAP Administrator must be notified.

C. A transcript of the distance education course must be submitted in a PDF format.

D. Course delivery mechanism approval must be obtained from one of the following sources:

1. The AQB; or

2. An AQB approved organization providing approval of course design and delivery (such as The Appraisal Foundation or other independent approved entity); or

    a. Delivery Mechanism Approval entities must be approved by the AQB. Entities interested in receiving approval must contact the AQB for an application to complete.

        To be considered for approval, the entities must demonstrate:

        - they can provide independent, impartial, and objective reviews, and
        - meet the minimum requirements of the Delivery Mechanism Approval section of the CAP Policy.

    b. Approved entities are required to notify the AQB if their abilities change, and they are no longer able to satisfy the above requirements. The AQB will then determine the next steps, such as requiring submission of a new application. If the AQB determines an entity is no longer able to meet the requirements, the approval will be terminated. Approved entities are subject to periodic AQB audits.

c. Approved entities will receive an approval letter from the AQB and be listed on the Foundation's CAP webpage.

3. 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

4. A qualifying college for content approval with a distance education delivery program that approves the course design and delivery that incorporate interactivity.

D. An asynchronous course can be submitted to CAP without external delivery mechanism approval; however, the DMA must be submitted to CAP within 90 days, or the course must be resubmitted for initial course approval with appropriate fees. There is one exception: equivalent USPAP Courses must have delivery mechanism approval prior to CAP submission.

E. If a course is submitted to CAP with the intention of having it reviewed under CAP delivery mechanism approval, education providers must follow the related requirements in Section 3.

F. If approved, courses submitted for classroom or synchronous approval will be approved for both delivery methods.

Section 6: Qualifying Education

Applications for approval of QE shall include the following (in addition to any requirements specific to an initial application, renewal application, or asynchronous application):

A. Course Length and Content. The course must be a real estate appraisal course with a minimum of fifteen (15) classroom hours of instruction, including final examination time, and must comply with the Required Core Curriculum in the *Criteria*.

B. Each application for QE must include a course matrix completed by the education provider to reflect credit hours by module(s) and subtopic(s) of the course as shown in Guide Note 1 of the *Criteria*. The matrix can be found in Appendix II.

C. Approval of a QE course will include:

1. An assignment of instructional hours and final examination hours;

2. The AQB course matrix reflecting credit hours per module(s) and subtopic(s); and

3. Approval as a CE/E course (with final examination hours) and a CE course (without final examination hours).

Section 7: Continuing Education

Courses submitted for approval of CE shall be a minimum of two (2) classroom hours of instruction on real estate appraisal or related topics such as, but not limited to, topics identified in the *Criteria*, section F. 3.

Section 8: Equivalent USPAP Education

A. Education providers must submit to CAP any USPAP courses they have developed for equivalency review and approval.

B. Equivalent USPAP course developers must follow the CAP Policies and Procedures, the USPAP Equivalency Checklist, and Appendix VI Functional Specifications and Requirements for Asynchronous Delivery for the 15-Hour and the 7-Hour USPAP Courses: Core Requirements.

C. An equivalent asynchronous USPAP course must:

    1. Submit the course for approval through CAP, or

    2. Submit external asynchronous delivery method approval prior to submission for CAP content approval.

D. Contact the Foundation for the required titles of the *15-Hour Equivalent USPAP Course* and the *7-Hour Equivalent USPAP Continuing Education Course.*

E. The Foundation's USPAP final examinations must be utilized for all USPAP courses that require a closed book proctored final examination. For more information on obtaining the Foundation's USPAP final examination and examination retake policies, please refer to the "Procedures for Offering the National USPAP Courses."

F. A *15-Hour Equivalent USPAP Course* does not require breakout of the matrix topics.

G. USPAP courses cannot be renewed.

Section 9: Valuation Bias and Fair Housing Laws and Regulations (VBFH) Course

This section is applicable only to the eight (8), seven (7), and four (4) hour valuation bias and fair housing laws and regulations courses intended to meet the requirements of the *Criteria.* Please review other CAP requirements as they also apply to these courses (e.g., citing sources, CAP approves only courses offered nationwide; CAP does not review state specific courses).

A. The course title must be "Valuation Bias and Fair Housing Laws and Regulations" with the length of the course (8, 7, or 4 hour) in the course description.

B. The course must cover the topics as written in Valuation Bias and Fair Housing Laws and Regulations Course Outline in the *Criteria*. The course material must be presented in the context of appraisal practice.

C. The course materials must be fact-based, relying on reputable, authoritative and credible sources such as federal laws, implement/interpretative regulations, published court cases, research studies, treatises and official publications. The course must be written objectively, impartially, and with neutrality on contested issues of public and social policy. The inclusion of personal opinions or personal biases (express or implicit) is strictly prohibited. The materials should foster a neutral and unbiased stance throughout. By adhering to these principles, learners will be equipped with a solid foundation of accurate information, empowering them to engage in unbiased analysis and discussions on the subject matter.

D. The same outline is required for the eight (8) hour course (which is the seven-hour course plus a one-hour exam), the seven (7) hour course, and the four (4) hour course. However, the four-hour course will have less content on the topics of "Understanding Real Estate Bias" and "Federal Fair Housing Laws and Regulations" and more content on "Valuation Bias" and "Case Studies."

E. The four (4) hour course will only be approved for two years and cannot be renewed. At a minimum, the content for any additional iterations will need to have updated materials and new case studies.

Once CAP approved, the course must have the following disclosure clearly and conspicuously stated:

> *This AQB CAP approved course meets the Valuation Bias and Fair Housing Laws and Regulations Outline from the Real Property Qualification Criteria.*

Section 10: Other Courses on Valuation Bias and Fair Housing

To avoid confusion between the required eight (8), seven (7), and four (4) hour course as outlined in the *Criteria* and other courses not meant to fulfill this requirement, the CAP approved course must have the following disclosure:

> *This AQB CAP approved course **does not** meet the Real Property Qualification Criteria (Criteria) required education on valuation bias and fair housing laws and regulations.*

Section 11: Course Renewal Requirements

A. Approval Period - Courses will have a maximum approval period of three (3) years, except for USPAP and the four (4) hour VBFH courses (see above) and asynchronous courses (which can expire earlier depending on the approval dates of the delivery mechanism). The approval date of a renewal course will begin on the expiration date of the current approval. Asynchronous education courses will have a maximum approval of up to three years from AQB approval or expiration of asynchronous delivery mechanism approval, whichever is less.

B. Renewal Submission Requirements

1. Any CAP-approved course, except USPAP and the four (4) hour VBFH courses, may be renewed up to two (2) times after initial approval. Reasonable course revisions and updates that improve courses or keep them current are encouraged; however, if such revisions are so extensive that they substantially alter the scope of the course and effectively create a new and different course, an initial application and fee will be required. Education providers must notify the CAP Administrator if the course has changed substantially.

2. Material revisions do not include updates to USPAP references in the course.

3. Course renewal fees can be found in Appendix I.

4. Courses submitted for renewal must include a detailed document of any material revisions made to the course (commonly referred to as a “roadmap of changes”). Additionally, if material revisions are made, the course material must be submitted, and all revisions must be highlighted.

5. Renewal submissions for qualifying education must include the completed course matrix reflecting course hours per module(s) and subtopic(s) as applicable to the course shown in the *Criteria*.

6. All asynchronous courses must have current approval for course design and delivery in accordance with these policies.

7. Owners of approved courses are not required to submit course materials or other supplemental course information with the renewal application if no material revisions have been made.

8. In addition to material revisions, course owners need to identify and explain in detail any significant revisions to education provider policies.

9. If a course is not renewed by its expiration date, an educational provider may submit it within thirty (30) days of the expiration subject to a late fee per Appendix I.

10. Renewal submissions for all courses must be submitted to CAP no earlier than six (6) months before course expiration.

C. Notification of Renewal and Submission Timeframe

As a courtesy to course owners, the CAP Administrator will send a notification with instructions on how to renew at least 60 days prior to course expiration.

Section 12: Course Resubmission/Withdrawal Requirements

A. If the AQB finds deficiencies in a course, a resubmission of the course will be required within 90 days of receipt of a letter outlining deficiencies in the course. For any content deficiencies, the course owner must make the corrections to the course or may opt to withdraw the course from CAP.

B. If a reallocation of hours in the matrix is requested, within 90 days of receipt of a letter from CAP the course owner can agree to the reallocation, appeal the decision, withdraw the course from CAP, or resubmit the course by changing the content of the course to agree with the original matrix allocation request.

C. Courses are required to contain current material, theory, and methodology. If a course is materially revised during the approval period, it must be resubmitted as an initial application for review and approval. The application must include the completed course matrix for course equivalency to the *Criteria*. Fees for this review can be found in Appendix II.

D. Resubmissions must include a document that addresses all the deficiencies or objections identified by the AQB and explains how the education provider has satisfied each deficiency or objection. All revised material must be shaded, coded, or otherwise designated to quickly aid in the review process. The course applicant shall remove all original electronically-submitted files for the course and electronically submit clearly labeled as revised files.

E. If a course is not approved by the AQB, the course owner may, at any time within 90 days of the AQB's rejection notice, resubmit it for reconsideration. Two resubmissions are permitted and the education provider must pay resubmission fees found in Appendix I.

Resubmissions made after 90 days of the AQB's rejection notice will be treated as an initial application and will be charged the initial course review fee. If a course is rejected after two resubmissions, the course will be treated as an initial application with applicable fees as found in Appendix I.

Section 13: Course Owner/Joint Course Owners/Secondary Provider Responsibilities

A. Course approval granted to a course owner or joint course owners shall be considered as extending to any entity or secondary provider that conducts or sponsors the course under the auspices or written authorization of the course owner. Secondary providers who wish to utilize a CAP approved course , must follow all relevant CAP policies and procedures. The course owner must:

1. Inform the CAP Administrator using the template that can be found in Appendix IV when the course materials/rights are sold to a secondary provider.

B. Course owners must require the secondary provider to:

1. Utilize the course owner's materials (including textbook and examinations, if any) without any change in the materials. The course must be offered for the same number of hours as approved by CAP.

2. Conduct the course in accordance with the course owner's policies relating to instructor qualifications, student attendance, course scheduling, record retention, and course prerequisites (if applicable) or its own policies if they meet the minimum CAP requirements. Course owners assume full responsibility and the consequence thereof (including withdrawal of CAP approval) in the event the secondary provider violates any of the provisions of these policies.

3. Obtain approval of the delivery mechanism in accordance with these policies if the course will be offered asynchronously. Course owners *and* secondary providers need to obtain approval of the delivery system.

4. Clearly state in any advertising that the course has been purchased from the course owner (who shall be specifically named), and that any AQB approval has been granted to that course owner and not to any secondary provider. If a secondary provider does not wish to utilize CAP approval, any and all references to "AQB CAP approval" must be deleted from the course materials and advertising.

C. CAP approval expires on the expiration date of the original approval period regardless of the possibility of differing expiration dates for AQB approved distance education entities.

D. Secondary providers are not eligible to submit courses for CAP approval. Only owners or joint course owners as defined in these policies are eligible to have a course approved by CAP. If the course owner or joint course owners sell the proprietary rights of a CAP-approved course, the course owner or joint course owners must inform the CAP Administrator in writing within 30 days of such sale.

E. CAP approval of a course does not automatically transfer to a new course owner or joint course owners. The new owner(s) will be required to certify in writing that they will abide by all requirements pertaining to the CAP-approved course, including administration of the course and delivery method. The new owner must also certify that they will be responsible for the actions of all approved secondary providers associated with the course. If the new owner(s) wish to change the course as approved, a new application for CAP approval must be submitted.

F. If proprietary rights to a course are transferred to a new course owner, the expiration date of course approval will remain the same as the original expiration date of issue to the previous owner.

H. In the event of multiple course owners, the course must be submitted for CAP approval by all course owners at the same time. Approval will be extended to all schools, organizations, persons, or other entities that own the proprietary rights to the course and appear on the course approval application. In the event of any changes to the course as approved, all course owners must make the approved changes and certify in writing to the CAP Administrator that the changes have been made to the course.

I. The course owner is responsible for monitoring any secondary providers or entities that offer the course, ensuring that all provisions of these policies and procedures and all requirements of AQB approval are always complied with when the approved course is offered.

Section 14: Withdrawal of Approval by the AQB

Course approval may be withdrawn at any time by the AQB upon finding any of the following:

A. Course material is not contemporary with all current appraisal practice, including any references to the *Uniform Standards of Professional Appraisal Practice (USPAP)*.

B. The course owner submitted false or misleading information when applying for course approval.

C. A course is not being conducted in the manner represented to the AQB at the time approval was requested, or a course no longer complies with the criteria for approval.

D. The course owner does not enforce all the policies that were submitted to CAP, including but not limited to course prerequisites, instructor qualifications, record retention, student attendance, and course scheduling.

E. The course owner utilizes classroom facilities that do not provide an appropriate learning environment.

F. The course owner misrepresents approval of a course by the AQB in any manner. This includes, but is not limited to, failure to represent in any advertising or other material that the number of classroom hours and/or topic coverage awarded by the AQB is different than the actual number of scheduled classroom hours or topics covered in the course.

G. The course owner misrepresents the course.

H. Failure of course owners to notify the AQB of courses sold to secondary providers.

I. Failure of the course owners to notify the AQB that the proprietary rights have been sold to a new course owner(s).

Section 15: Practicum Course Approval

CAP Policies and Procedures also apply to practicum courses submitted for review. This section addresses issues unique to practicum courses.

A. Purpose and Credit: The purpose of a practicum course is to provide students the opportunity to apply current material, theory, and methodologies through instructor supervised appraisal assignments. Practicum experience may be submitted to fulfill portions of state required experience hours for appraisal licensing and certification. However, no practicum course experience hours will be approved for fulfillment of any QE or CE education requirements.

B. Learning Objectives: Because a practicum course is focused on the practical application of current material, theories, and methodologies, its learning objectives should focus on what skills will be applied and practiced as opposed to subject matter topics (please note that a CAP topic matrix is not applicable). Application materials must include specific learning objectives for each practicum course module. All submitted learning objectives should:

1. Be appropriate for a practicum course and consistent with the practicum course description and Guide Note 4 in the *Criteria*;

2. Clearly state the specific knowledge and/or skills students are expected to apply by participating in the practicum course;

3. Be consistent with the practicum materials;

4. Be reasonably achievable considering the number of experience hours allocated; and

5. Adequately cover the depth and breadth of the required application of a topic area.

C. Work Assignments: A work assignment is an appraisal completed in the practicum course. Work assignments must follow the guidelines below:

1. The time period for any experience credit to be granted in a practicum course must be consistent with the type and complexity of the assignment.

2. The course must include a written policy for the assignment of hours to be earned for each work assignment.

3. All work assignments must be in compliance with the current version of USPAP.

D. Prerequisites: Because a practicum course is focused on the application of material, theory and methodologies, the course owner must have established Basic Appraisal Principles, Basic Appraisal Procedures, and a course on USPAP as minimum prerequisites.

E. Practicum Instructor Qualification Policy: The practicum course owner must have a written policy outlining practicum instructor qualifications that require the instructor to meet or exceed the qualifications of a Supervisory Appraiser as noted in Supervisory Appraiser Requirements Section I. B.

F. Practicum Instructor Guidelines: The practicum course owner must have a written policy of instructor guidelines that, at a minimum, require the practicum instructor to grade and correct all work assignments to a minimum of USPAP compliance. The practicum course must outline a policy on how to ensure USPAP compliance.

G. Practicum Course Owner's Policies: Submitted policies must include the following:

1. Instructor/Student Ratio - The practicum course owner must have a written policy defining appropriate instructor-to-student ratios. Stated ratios must be enforced with student enrollment ceilings.

2. Attendance Policy - The practicum course owner must have a written attendance policy requiring student attendance to be verified in accordance with the AQB Criteria. For non-instruction portions of the practicum courses where attendance cannot be proctored by an on-site official approved by the presenting entity, there must be a method acceptable to the AQB for ensuring student achievement of the practicum experience hours.

3. Course Scheduling Policy - The practicum course owner must have established a policy on practicum course scheduling that provides for a maximum of eight (8) practicum hours of instruction in any given day and for appropriate breaks during each practicum session.

4. Record Retention Policy - The practicum course owner must maintain, for a period of at least five (5) years, accurate records, including copies of each practicum appraisal assignment and respective reviews for grading purposes of students' practicum course completion and to provide, within a reasonable time frame, completion letters or certificates for students who completed a practicum course.

H. Subject Property Selection and Practicum Data: A practicum course must have a policy for the selection of the subject property or properties. This policy must provide for the following:

1. The appropriate property type and complexity for the specific credential category.

2. If more than one subject property, the appropriate mix of properties to provide appropriate experiential training.

3. Student verification of the subject property or properties.

4. Student verification, with at least one market participant, of comparable sales and rentals.

5. The authenticity of the subject property and all data used in the practicum course (must be actual and identifiable in the market).

I. Review Fees: The fees for practicum course review will be based on an hourly rate of the estimated time necessary for the course reviewer to review the course.

Section 16: Amendments to Policies and Procedures

A. Amendments to these Policies and Procedures may be made by the AQB without advance notice to course applicants or other parties and will be effective upon the date of adoption by the AQB.

B. Course owners will be required to comply with the Policies and Procedures in effect at the time of approval or renewal. However, the AQB will make every attempt to provide reasonable notice of such amendments to education providers before they become effective.

Appendices

Appendix I: Course Fee Schedule

Course Approval Program (CAP) Course Fee Schedule (Effective 1/1/2022)

A. Course owners seeking AQB approval must submit their course(s) via the online application system and submit the appropriate application fee(s) with credit card only.

B. An application fee(s) must be paid for each course submitted by an applicant for initial review and approval as either a QE or CE course. Additional fees may be required by other entities for approval of distance education courses. The application fee for each course shall be determined according to the following fee schedule, which is based on the number of actual classroom hours *including* examination time.

CAP FEES	
Qualifying Education	
15-Hour USPAP Equivalency	$2,300
15-29 Hours	$2,300
30-59 Hours	$2,700
60+ Hours	$3,100
Renewal - All QE Courses	$550
Continuing Education	
7-Hour USPAP Equivalency	$1,600
2-13 Hours	$1,600
14-29 Hours	$1,900
30-59 Hours	$2,300
60+ Hours	$2,600
Renewal - All CE Courses	$450
Delivery Mechanism Approval (DMA)	
2-13 Hours	$400
14-29 Hours	$500
30-59 Hours	$600
60+ Hours	$700
Renewal – All DMA Courses	$200
Other Fees	
Late Fee for Renewal of a Course (must be renewed within 30 days of its expiration)	QE: $200 in addition to the regular renewal fee CE: $160 in addition to the regular renewal fee
Material Revisions to Course Content	Initial fee is required for any material revision in a course.

Practicum Courses	Fees are based on an hourly rate of the estimated time necessary to complete a review of a course.
VBFH Courses	4-Hour VBFH Course (CE): $ 1,600 7-Hour VBFH Course (CE): $ 1,600 8-Hour VBFH Course (QE): $1,900
Resubmission	Fees are based on an hourly rate ($200/per hour) of the estimated time necessary to complete a re-review of a course.
Refunds	The application fee is non-refundable except when an application is cancelled and returned by the CAP Administrator due to incompleteness of the application or ineligibility of the applicant. An administrative fee of $175 will be charged to the applicant in this case.

Appendix II: Matrix from Guide Note 1

CORE CURRICULUM CONTENT	
Basic Appraisal Principles	
A.	Real Property Concepts & Characteristics
	1. Basic Real Property Concepts
	2. Real Property Characteristics
	3. Legal Description
B.	Legal Consideration
	1. Forms of Ownership
	2. Public and Private Controls
	3. Real Estate Contracts
	4. Leases
C.	Influences on Real Estate Values
	1. Governmental
	2. Economic
	3. Social
	4. Environmental, Geographic, and Physical
D.	Types of Value
	1. Market Value
	2. Other Value Types
E.	Economic Principles
	1. Classic Economic Principles
	2. Application and Illustrations of the Economic Principles
F.	Overview of Real Estate Markets and Analysis
	1. Market Fundamentals, Characteristics, and Definitions
	2. Supply Analysis
	3. Demand Analysis
	4. Use of Market Analysis
G.	Ethics and How They Apply in Appraisal Theory and Practice
H.	Valuation Bias, Fair Housing, and/or Equal Opportunity
	Exam Hours
	TOTAL=30 HOURS

Basic Appraisal Procedures	
A.	Overview of Approaches to Value
B.	Valuation Procedures
	1. Defining the Problem
	2. Collecting and Selecting Data
	3. Analyzing
	4. Reconciling and Final Value Opinion
	5. Communicating the Appraisal
C.	Property Description
	1. Geographic Characteristics of the Land/Site
	2. Geologic Characteristics of the Land/Site
	3. Location and Neighborhood Characteristics
	4. Land/Site Considerations for Highest and Best Use
	5. Improvements - Architectural Styles and Types of Construction
D.	Residential or General Applications
	Exam Hours
	TOTAL=30 HOURS
15-Hour National USPAP Course (or its equivalent)	
	Instructional Hours
	Exam Hours
	TOTAL=15 HOURS
Residential Market Analysis and Highest and Best Use	
A.	Residential Markets and Analysis
	1. Market Fundamentals, Characteristics, and Definitions
	2. Supply Analysis
	3. Demand Analysis
	4. Use of Market Analysis
B.	Highest and Best Use
	1. Test Constraints
	2. Application of Highest and Best Use
	3. Special Considerations
	4. Market Analysis
	5. Case Studies
	Exam Hours
	TOTAL=15 HOURS

Residential Appraiser Site Valuation and Cost Approach	
A.	Site Valuation
	1. Methods
	2. Case Studies
B.	Cost Approach
	1. Concepts and Definitions
	2. Replacement/Reproduction Cost New
	3. Accrued Depreciation
	4. Methods of Estimating Accrued Depreciation
	5. Case Studies
	Exam Hours
	TOTAL=15 HOURS
Residential Sales Comparison and Income Approaches	
A.	Valuation Principles and Procedures - Sales Comparison Approach
B.	Valuation Principles and Procedures - Income Approach
C.	Finance and Cash Equivalency
	1. Identification of Seller Concessions and Their Impact on Value
D.	Financial Calculator Introduction
E.	Identification, Derivation, and Measurement of Adjustments
F.	Gross Rent Multipliers
G.	Partial Interests
H.	Reconciliation
I.	Case Studies and Applications
	Exam Hours
	TOTAL=30 HOURS
Residential Report Writing and Case Studies	
A.	Writing and Reasoning Skills
B.	Common Writing Problems
C.	Form Reports
D.	Report Options and USPAP Compliance
E.	Case Studies
	Exam Hours
	TOTAL=15 HOURS
Statistics, Modeling and Finance	
A.	Statistics
B.	Valuation Models (AVMs and Mass Appraisal)
C.	Real Estate Finance
	Exam Hours
	TOTAL=15 HOURS

Advanced Residential Applications and Case Studies	
A.	Complex Property, Ownership, and Market Conditions
B.	Deriving and Supporting Adjustments
C.	Residential Market Analysis
D.	Advanced Case Studies
	1. Seller Concessions
	2. Special Energy Efficient Items (i.e., Green Buildings)
	Exam Hours
	TOTAL=15 HOURS
General Appraiser Market Analysis and Highest and Best Use	
A.	Real Estate Markets and Analysis
	1. Market Fundamentals, Characteristics, and Definitions
	2. Supply Analysis
	3. Demand Analysis
	4. Use of Market Analysis
B.	Highest and Best Use
	1. Test Constraints
	2. Application of Highest and Best Use
	3. Special Considerations
	4. Market Analysis
	5. Case Studies
	Exam Hours
	TOTAL=30 HOURS
General Appraiser Sales Comparison Approach	
A.	Value Principles
B.	Procedures
C.	Identification and Measurement of Adjustments
D.	Reconciliation
E.	Case Studies
	1. Seller Concessions
	2. Special Energy Efficient Items (i.e. Green Buildings)
	Exam Hours
	TOTAL=30 HOURS

General Appraiser Site Valuation and Cost Approach	
A.	Site Valuation
	1. Methods
	2. Case Studies
B.	Cost Approach
	1. Concepts and Definitions
	2. Replacement/Reproduction Cost New
	3. Accrued Depreciation
	4. Methods of Estimating Accrued Depreciation
	5. Case Studies
	Exam Hours
	TOTAL=30 HOURS
General Appraiser Income Approach	
A.	Overview
B.	Compound Interest
C.	Lease Analysis
D.	Income Analysis
E.	Vacancy and Collection Loss
F.	Estimating Operating Expenses and Reserves
G.	Reconstructed Income and Expense Statement
H.	Stabilized Net Operating Income Estimate
I.	Direct Capitalization
J.	Discounted Cash Flow
K.	Yield Capitalization
L.	Partial Interests
M.	Case Studies
	Exam Hours
	TOTAL=60 HOURS
General Appraiser Report Writing and Case Studies	
A.	Writing and Reasoning Skills
B.	Common Writing Problems
C.	Report Options and USPAP Compliance
D.	Case Studies
	Exam Hours
	TOTAL=30 HOURS

Appendix III: Copyright/Reproduction Policy of Foundation Materials

COPYRIGHT/REPRODUCTION POLICY OF FOUNDATION MATERIALS

Below are general guidelines regarding the reproduction of Foundation publications.

USPAP

Excerpts of the publication are allowed (generally no more than 300 consecutive words). It should be very clear to the student or reader what is actually USPAP text versus text drafted by a course developer or educational provider. All quotations of USPAP should be clearly identified by quotation marks. In addition, each excerpt of USPAP must be accompanied by a cite indicating where it appears in the USPAP document. This need not be the page number, but should reference the applicable section or subsection of USPAP. The Foundation does grant licenses to reproduce USPAP electronically in its entirety for use in conjunction with online USPAP courses.

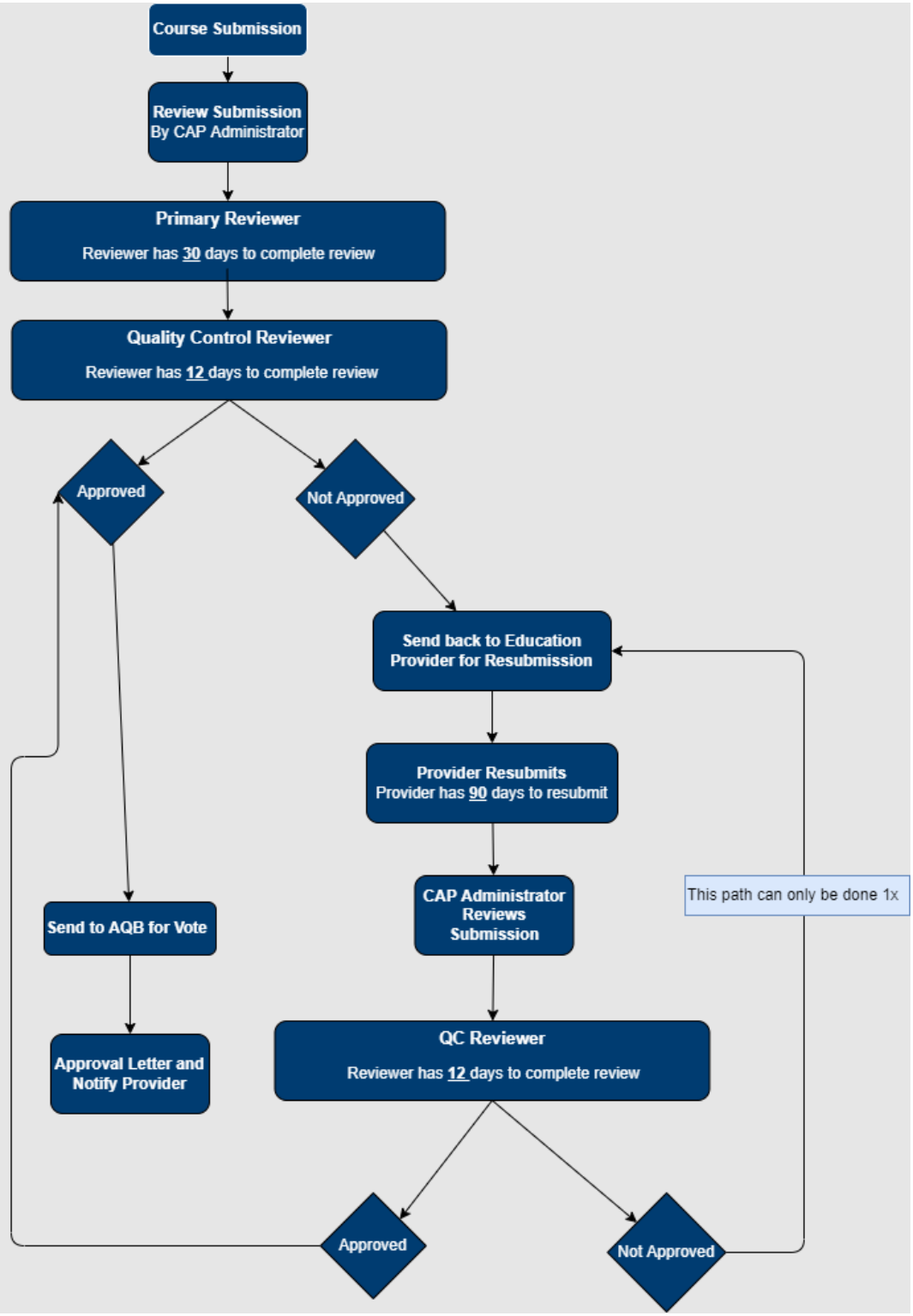
NATIONAL USPAP COURSES

The Foundation grants licenses to reproduce the 7 and 15-hour Student Manuals in their entirety. Educational providers using the manuals may add to the content of the manual but may not delete any materials. All equivalent National USPAP courses must use the National USPAP examinations, and the Foundation permits the use of the examination through a license agreement.

Appendix IV: Secondary Providers Template

Provider Name: **CAP Approved Course Title & Delivery Method:**			
Expiration Date of CAP Approved Course:			
Secondary Provider Name	**Effective Date of Contract with Secondary Provider**	**Expiration Date of Contract with Secondary Provider**	**Delivery Mechanism Approval (provide internet link if IDECC approved)**

Appendix V: CAP Process



Checking Course Status

Education providers can view the status of their course (i.e., primary review, quality control review, or AQB vote) on their iMIS profile.

1. Login to the Foundation website.
2. Click “My Account”
3. Click the URL name of your company located under your name in the middle of the screen
4. Scroll to the bottom of the page, locate the course in the **Company Roster**
5. Click on the name of the Course

You will then see the course status.

What do Reviewers Look For?

Note: If there are many errors of the same type, a reviewer is not required to list every instance of the error but rather give a blanket statement for the education provider to check the errors on their own and make the corrections.

Overall Course

- General presentation: is it professional?
- Courses must be free of major methodological, spelling, mathematical and reference errors. No course is considered to be without error; however, significant errors or a series of minor errors will not be acceptable.
- All calculations in materials must be correct.
- All concepts/definitions must conform to ***current*** teaching and texts
- Cited references must be correct and reflect the newest version of the reference.
- USPAP references must be correct, cite the current version of USPAP, and meet the copyright rule (found in the appendix of the CAP Policies)
- The timed outline must be correct and follow 50 minutes = 1 hour of class for classroom and synchronous courses.
- Any content or information presented in the course or educational materials that goes beyond common knowledge must be properly cited.

- For methods, approaches, and issues that have alternatives (especially for more controversial ones), the provider must state that there are alternatives (within the course itself). A statement stating there are alternative methods is sufficient.
    - For instance, for hotel valuations there are generally 2 schools of thought: Rushmore and Lenhoff. A provider may focus on one approach but must acknowledge somewhere that there are alternatives(s).

Specifics

- Electronic access to an asynchronous course must provide administrative rights to allow the course reviewer to access the course, quizzes, and examinations without having to take the course in sequential order and without having to take quizzes or examinations to proceed with the course. Further, all website links must be valid and active until completion of the review process.
- Course materials/syllabuses must include a clear course description that clearly describes the content of the course.
- Course materials/syllabus must include a summary outline of major topics with the number of classroom hours with the appropriate time allocation devoted to each major topic under the syllabus
- Course materials/syllabus must include specific learning objectives and include the following:
    - Topic of course is appropriate subject matter for continuing education as specified in the *Criteria*
    - Course content reflects current appraisal practice, methods, or techniques on the subject matter
    - There are no inconsistencies with current USPAP or current appraisal practice
    - Content maintains or increases skill, knowledge, and competency in real property appraising
    - Materials clearly state the specific knowledge and/or skills students are expected to acquire
    - Student materials are consistent with instructional materials
    - Content is reasonably achievable within the number of classroom hours allotted for the course.

- Instructional materials must:
    - Be appropriate in view of the stated learning objectives
    - Reflect current knowledge and practice
    - Contain no significant errors
    - Reflect correct grammatical usage and spelling
    - Effectively communicate and explain the information presented
    - Layout and format are professional in appearance
- For courses with a proctored examination:
    - Examination must be closed book and proctored by an official approved by the presenting entity
    - Exam questions must be sufficient in number to adequately test the subject matter covered in the course
    - Exam questions must, individually and collectively, test at a difficulty level appropriate to measure student achievement of the stated learning objectives
    - Exam questions must be written in a clear and unambiguous manner
    - Exam questions must be accurate, and the intended correct answer must clearly be the best answer choice
    - The amount of time devoted to exams must be appropriate for the course
    - The subject matter tested by exam questions must be adequately addressed in the instructional materials
    - Course contains alternate examination tests and/or question banks for re-tests

Appendix VI: Functional Specifications and Requirements for becoming an Equivalent Provider of Asynchronous Delivery 15-Hour and the 7-Hour USPAP Courses: Core Requirements

In addition to the various sections within the CAP Policies and Procedures, USPAP course developers must adhere to the guidelines set forth in this Appendix VI. While many of the requirements reference sections already included in the CAP Policies and Procedures, this appendix was created for ease of reference following the retirement of the standalone Functional Specifications document in April 2025. This appendix outlines the minimum standards for asynchronous delivery of the 15-Hour and 7-Hour USPAP courses, incorporating best practices previously reflected in those specifications.

A. Course Progression & Mastery. While Sections 4 and 6 of the CAP Policies and Procedures address these areas generally, the following apply specifically to asynchronous delivery of the 15-Hour and 7-Hour USPAP courses:

1. Courses must be structured into clear, sequential modules or sections as outlined in the equivalency checklist.

2. Students must earn a minimum score of 70% on each quiz before progressing. If a student does not achieve this threshold, they must be allowed to review the material and retake the quiz, using a bank of randomized questions, until mastery is demonstrated.

3. Quiz content must align directly with the stated learning objectives of the course.

B. Assessment Security & Integrity.

1. All assessments must present questions in randomized order to discourage memorization.

2. Students must not be permitted to revisit previously answered questions once a quiz or test has started.

3. Refrain from using overly simple question types (e.g., true/false) in isolation or excess.

C. Time & Activity Tracking.

1. The learning management system (LMS) or course platform must track time spent within each module.

2. The system must automatically pause timing if a student is inactive for more than five minutes.

3. Time spent must reflect actual engagement with the course content in order to qualify toward course completion.

D. Instructor Support. As noted in Section 4, providers must ensure instructor access and support, with the additional requirement that USPAP courses be supported by an AQB-Certified USPAP Instructor.

1. Providers must clearly display contact information for the certified instructor.

2. Instructors must respond to student inquiries within two business days.

E. Feedback and Remediation. For any incorrectly answered assessment items, the course must provide feedback that:

1. Clarifies the correct concept or principle.

2. Directs the student back to the relevant portion of the course.

3. Encourages re-engagement to reinforce learning.

F. Real-World Application & Engagement. Courses should promote critical thinking through scenario-based instruction such as case studies, interactive branching questions, and multimedia where appropriate. Emphasis should be placed on conceptual understanding rather than rote memorization.

G. Accessibility & Usability. All multimedia components must be accompanied by transcripts or alternative formats. Courses must comply with applicable accessibility standards (e.g., ADA) to ensure all students can access and complete the course successfully.



Originating & Underwriting

Appraiser Update

Periodic updates for residential appraisers serving Fannie Mae customers

Welcome to the Q2 2025 Fannie Mae Appraiser Update.

The new Uniform Appraisal Dataset (UAD) 3.6 and redesigned Uniform Residential Appraisal Report (URAR) moves to the Limited Production Period on Sept. 8, 2025, when approved lenders will begin requesting appraisal reports in the new format. Under UAD 3.6, the appraisal forms will be replaced with a single, dynamic appraisal report encompassing all 1- to 4-unit residential properties. This edition focuses on helping you prepare for the transition.

We start by reviewing key dates leading up to and through the new UAD rollout. Next, we summarize how our *Selling Guide* has changed to support the new UAD. Then we drill down with articles about four related policies, including condo project condition, ANSI square footage terminology, expectations for commentary in appraisal reports, and safety, soundness, and structural integrity. Finally, we highlight the New UAD Appendix F-1 as a key resource for finding answers to your UAD 3.6 questions.

Please use the *Contact Us* link at the end of this newsletter to ask us any questions or let us know what you would like to read about in future editions.

Collateral Policy Team
Fannie Mae

Countdown to UAD 3.6

Implementation of the new UAD 3.6 and Forms Redesign Initiative will happen in four phases, shown below, with the first phase beginning in less than three months.

Key Dates

In this issue

Countdown to UAD 3.6

***Selling Guide* Changes for UAD 3.6**

Project Condition

Changes to Our Square Footage Policies

Comments, Repetition, and Templates

Safety, Soundness, and Structural Integrity

F-1 for UAD 3.6 Help

Related links

Newsletter archive

Interested in receiving this newsletter and other periodic appraisal-related updates?

Sign up now! >

Sept. 8, 2025 | Limited Production Period Launch

- Lenders approved to participate in the initial Limited Production Period can submit appraisal reports in UAD 3.6 format.
- Lenders not participating in the initial Limited Production Period will continue to obtain appraisal reports on the legacy GSE appraisal forms (UAD 2.6).

Jan. 26, 2026 | Broad Production Period Begins

- All lenders can submit UAD 3.6 appraisal reports.
- Appraisals may be ordered for either UAD 2.6 or 3.6 at the lender's discretion.

Nov. 2, 2026 | Mandate Begins

- All new appraisal reports submitted must be in UAD 3.6.
- The only exemption to using UAD 3.6 is for revisions of appraisals previously delivered under UAD 2.6.

May 3, 2027 | Legacy UAD Retirement

- The exemption for UAD 2.6 revisions ends; all GSE appraisal reports must comply with UAD 3.6.

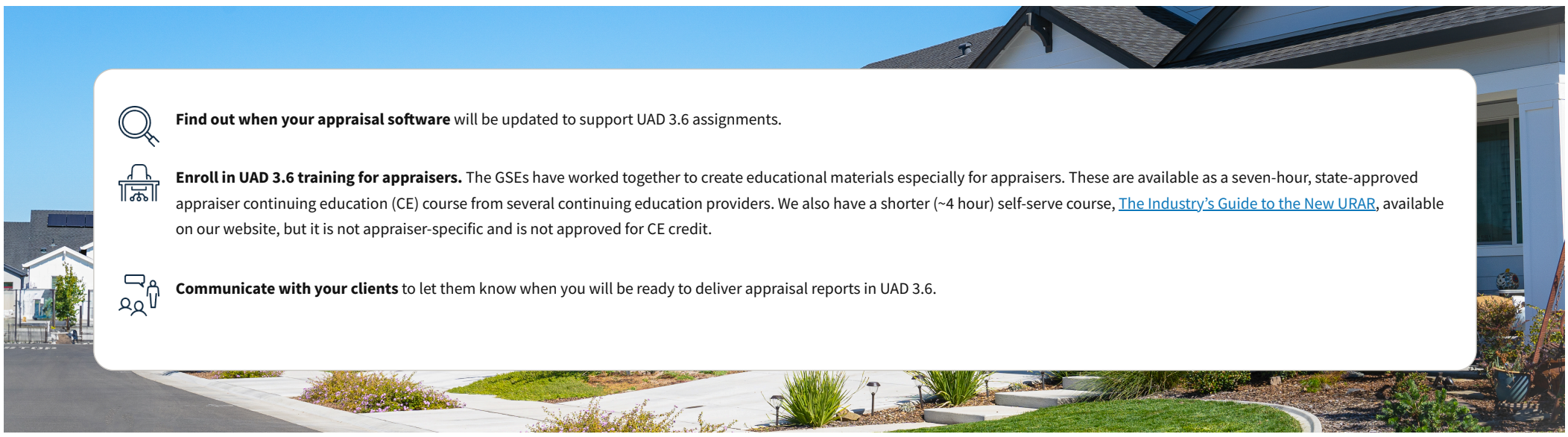
Preparing for UAD 3.6

The important thing for appraisers to know is that a few lenders will begin submitting 3.6 appraisals as early as Sept. 8, as part of the Limited Production Period. Appraisers with diversified client bases should be prepared to deliver 3.6 appraisals by that date. Most lenders will adopt later during the Broad Production Period, beginning on Jan. 26.

Government agencies such as the Federal Housing Administration (FHA), the U.S. Department of Agriculture (USDA), and Veteran Affairs (VA) have expressed intentions to adopt UAD 3.6, and will communicate their own implementation plans and timelines.

This means appraisers should be able to generate appraisal reports in either version of UAD from the production launch until at least Nov. 2026.

Here are some actions you can take:



Find out when your appraisal software will be updated to support UAD 3.6 assignments.

Enroll in UAD 3.6 training for appraisers. The GSEs have worked together to create educational materials especially for appraisers. These are available as a seven-hour, state-approved appraiser continuing education (CE) course from several continuing education providers. We also have a shorter (~4 hour) self-serve course, The Industry's Guide to the New URAR, available on our website, but it is not appraiser-specific and is not approved for CE credit.

Communicate with your clients to let them know when you will be ready to deliver appraisal reports in UAD 3.6.

Additional Resources

We recommend appraisers visit our UAD webpage to find additional resources to prepare for UAD 3.6. It includes the full UAD implementation timeline and other helpful documents such as Appendix F-1 of the URAR Reference Guide. And, of course, we are always happy to help. Please feel free to contact us directly at uad_info@fanniemae.com.

Selling Guide Changes for UAD 3.6

On June 4, 2025, Fannie Mae added a supplement to our *Selling Guide* to support appraisal reports in UAD 3.6, since appraisers may be delivering reports in either UAD 2.6 or UAD 3.6 as early as September 2025. The supplement has the same force of policy as the main body of the *Selling Guide* but applies only to UAD 3.6. While the terminology in the supplement has been updated to match UAD 3.6, the intent of the policies has not changed.

Selling Guide readers need to know how to locate both the UAD 2.6 and UAD 3.6 policy. Through Nov. 1, 2026, all UAD 2.6 policy will be found in the *Selling Guide*. However, the *Selling Guide* supplement, which applies to UAD 3.6, can be found on the *Selling and Servicing Guide Communications and Forms* page (under the Key *Selling Guide* Resources section) and on the UAD page.

While there are minor related changes throughout the *Selling Guide*, the principal changes are concentrated in these sections:

UAD 2.6 Topics in *Selling Guide*	UAD 3.6 Topics in Selling Guide Supplement
B4-1.1-06, Uniform Appraisal Dataset UAD and the Uniform Collateral Data Portal UCDP	Uniform Appraisal Dataset (UAD) and the Uniform Collateral Data Portal (UCDP)
B4-1.2-01, Appraisal Report Forms and Exhibits	Appraisal Reports and Exhibits
B4-1.2-05, Requirements for Verifying Completion and Postponed Improvements	Requirements for Verifying Completion and Postponed Improvements
B4-1.3-02, Subject and Contract Sections of the Appraisal Report	Subject Property, Listing History, Sales Contract, and Prior Sale and Transfer History of the Appraisal Report
B4-1.3-03, Neighborhood Section of the Appraisal Report	Market Section of the Uniform Residential Appraisal Report
B4-1.3-04, Site Section of the Appraisal Report	Site, Disaster Mitigation, and Highest and Best Use
B4-1.3-05, Improvements Section of the Appraisal Report	Dwelling Exterior and Unit Interior Section of the Appraisal Report
B4-1.3-06, Property Condition and Quality of Construction of the Improvements	Dwelling Condition and Quality of Construction

Q.59

Fannie Mae

Fannie Mae Selling Guide Supplement: Uniform Appraisal Dataset (UAD) 3.6 Policy

Limited Production Period Participants (Sept. 8, 2025 – Jan. 25, 2026)

Published June 4, 2025

You may notice that some of the topic names are different than before, reflecting changes in language that you will see with the new UAD. One way to think about this is to imagine UAD as a language for appraisal communication. The new UAD is a different language, and the new *Selling Guide* supplement is like a translation of a familiar story into the different language. The story has not changed, but some of the words that tell the story are necessarily different. Information in the supplement has the same force as the rest of the *Selling Guide* but applies only to UAD 3.6.

Access the UAD 3.6 *Selling Guide* supplement from the Uniform Appraisal Dataset webpage, from the Guide Resources area on the Quick Reference Materials page, or under the Key *Selling Guide* Resources link on the *Selling and Servicing Guide* Communications and Forms page. And remember to bookmark the supplement, so you can easily find it later.

Project Condition

The redesigned URAR contains two new data elements for capturing the condition of the common amenities for condominium, cooperative, or condop projects in the Project section of the new URAR. This clearly differentiates between unit- and project-level defects. Information about the condition of the common amenities helps underwriters determine the eligibility of the project for mortgage lending purposes.

The image on the right shows these new fields in a hypothetical example of a completed URAR for a condominium unit in a midrise building.

The appraiser selects *Yes* if they observe any combination of deficiency, deferred maintenance, or critical repairs for the overall project that may impact the value or marketability of the subject property. They also include a photo of the physical deficiency in the Project Information Exhibits with the caption "Observed Deficiency" with an additional caption that captures the specific deficiency, location, and any other descriptive information as appropriate.

Uniform Residential Appraisal Report Page 11 of 22

Project Information Planned Unit Development (PUD) ☐ Condominium ☑ Cooperative ☐ Condop ☐

Project Name	The MI5
Project Information Data Source	Condominium Questionnaire
Total Units	36
Units Sold	34
Units for Sale	2
Units Rented	~3

Reason Units Rented is Estimated The appraiser was unable to obtain an exact count of renters due to incomplete data on the Condo Questionnaire.

Mandatory Fees (HOA, PUD, or Co-op)	
Monthly Amount	$604
Common Amenities/ Services Included	Built-in Pool
	Inground Spa
	Unit Storage (Assigned)
Utilities Included	Sanitary Sewer

Project Completeness

	Yes	No
Are units, common areas, and amenities in project complete?	☑	☐
Converted in Past 3 Years	☐	☑
Ground Rent	☐	☑

	Yes	No
Observed Deficiencies	☑	☐

Description of Deficiencies There is on-going renovation of balconies on the building due to settlement cracking.

Project Factors and Impact to Value/Marketability

Project Factor	Detail	Impact	Comment
Developer/Sponsor in Control	No		
Single Entity Ownership of Multiple Units	Greatest Number of Units Owned - 2	Neutral	
Commercial Space	5%	Neutral	Commercial space is a convenience store
Known Legal Actions	Yes	Neutral	There is existing litigation due to a contract issue experienced by a roofing company that has worked on the property. The litigation concerns an issue of non-payment to the roofing company for repairs made to the roof of the subject building.
Unit Transfer Fees	None		
Unit Special Assessments	Existing $1,580	Neutral	Negligible Impact: Project Building Repairs for rehabilitation of all balconies in the project. Term of special assessment is 2 years.
Unit Tax Abatements or Exemptions	None		

Project Factors Commentary The total special assessment for the unit is $3,160. This outstanding special assessment is considered typical for this type of building in this market area, so no further analysis is necessary.

Project Information Commentary

This is explained in section 18 Projects in Appendix F-1: URAR Reference Guide. See *F-1 for UAD 3.6 Help* in this edition.

To see this mockup in full, download Appendix D-1 URAR Sample Scenarios and XML Files, then open the Appendix D-1 Condo1_Appraisal file.

Changes to Our Square Footage Policies

To enhance consistency with UAD and with American National Standards Institute® (ANSI®) Z765-2021 (ANSI standard) nomenclature, we have retired the terms *gross living area* (GLA) and *basement* from the *Selling Guide*. These are now referred to as *above-grade finished* area and *below-grade finished* area. Additionally, the *Guide defines nonstandard finished area* and *noncontinuous finished area* to bridge the gap between ANSI's definition of finished area and unfinished area.

We have also retired the GXX001- exception code. Appraisers are required to fully comply with the ANSI standard for applicable property types, effective Aug. 8, 2025. The standard itself defines how to manage exceptions through declarations for:

1. homes with exterior measurements only (note: Fannie Mae does not allow exterior-only appraisals);
2. proposed or under-construction appraisals relying on plans rather than physical measurements, and
3. situations where it is physically impossible to measure the home due to factors such as steep terrain.

Appraisers should study the ANSI standard to gain an in-depth understanding of when the declarations are needed.

NOTE: Fannie Mae does not allow exterior-only appraisals.

Fannie Mae's policy allows alternate measuring standards if mandated by state law or regulatory requirements but does not allow any other exceptions to the ANSI standard.

For appraisers, this also means reporting the finished area in the correct field, regardless of the impact on the Sales Comparison grid. For instance, an earth berm home would have no above grade finished area or room count.

Stay up to date by reviewing B4-1.3-05, Improvements Section of the Appraisal Report section of the Fannie Mae *Selling Guide* and the newly updated Standardized Property Measuring Guidelines Fact Sheet and FAQ.

Comments, Repetition, and Templates

Prescribed Statements

Fannie Mae appraisal reports prescribe a specific *Scope of Work*, *Intended Use*, *Intended User*, *Definition of Market Value*, *Statement of Assumptions* and *Limiting Conditions*, and *Certifications*. Our policy does not allow appraisers to remove, modify, or edit these statements. Also, they can include additional certifications (such as those required by law or related to the appraiser's membership in an appraisal organization) so long as they do not constitute material alterations to the appraisal report. Interestingly, we often see narrative comments added by appraisers that repeat, paraphrase, or, in some cases, conflict with the prescribed statements. Consider this example of a statement made in the comment addendum of a recent appraisal:

> ***"I have no present or prospective interest in the property that is the subject of this report and no personal interest with respect to the parties involved unless otherwise indicated."***

Compare that statement to our Appraiser Certification #17:

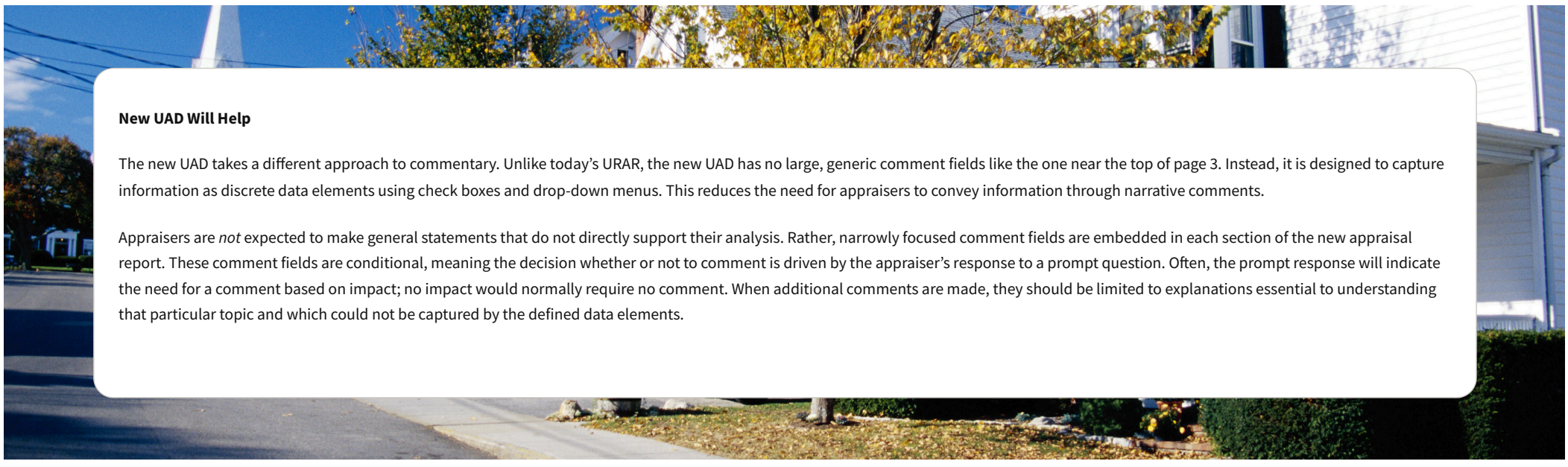
> ***"I have no present or prospective interest in the property that is the subject of this report, and I have no present or prospective personal interest or bias with respect to the participants in the transaction."***

These are obviously very similar statements. It is striking that the appraiser duplicated certification #17 almost word for word but deleted the parts about having no prospective interest and no bias with respect to the participants. Why was this redundant statement added? Why were certain words left out? This could be interpreted as an attempt by the appraiser to evade the requirements to be disinterested and unbiased.

Restating limiting conditions or certifications is a common appraisal practice. For example, we often see appraisers add comments like "I did not take into consideration race, color, religion, sex, age …". This duplicates certification #17 so it is unnecessary. Even worse, it is likely to be identified as a reference to protected classes and trigger additional scrutiny from the lender. The appraiser may be asked to defend the language or remove it, resulting in extra work that could have been avoided.

In short, any duplication or alteration of the prescribed statements causes confusion for the reader and potentially increases the appraiser's liability.

Another common source of rework for appraisers is the use of templates with statements that are not specific to the particular assignment. This might include census data, subjective commentary about the neighborhood, historical summaries, or generic descriptions of the community or municipality. Unless the appraiser explicitly ties these statements back to support specific appraisal results, they are probably unnecessary and may lead to confusion or compliance issues.



New UAD Will Help

The new UAD takes a different approach to commentary. Unlike today's URAR, the new UAD has no large, generic comment fields like the one near the top of page 3. Instead, it is designed to capture information as discrete data elements using check boxes and drop-down menus. This reduces the need for appraisers to convey information through narrative comments.

Appraisers are *not* expected to make general statements that do not directly support their analysis. Rather, narrowly focused comment fields are embedded in each section of the new appraisal report. These comment fields are conditional, meaning the decision whether or not to comment is driven by the appraiser's response to a prompt question. Often, the prompt response will indicate the need for a comment based on impact; no impact would normally require no comment. When additional comments are made, they should be limited to explanations essential to understanding that particular topic and which could not be captured by the defined data elements.

Q.62

Tips and Best Practices

Here are some suggestions for appraisers to successfully navigate appraisal report commentary:

✓ Provide comments when necessary

- Fill in the fields that support specific assignment results
- Convey essential information that is not captured in discrete fields
- Clarify specific issues

✓ Stop using templates

- Create comments from scratch
- Avoid broad generalizations
- Avoid subjective statements
- Avoid jargon, use clear language

✓ Focus comments on the theme of the particular section of the report

✓ Do not repeat or paraphrase existing certifications

- Rely on our prescribed statements to avoid misinterpretation

Additional Resources

The Overview section of the Appendix F-1: URAR Reference Guide (see F-1 for UAD Help article in this newsletter) lists 26 comment fields, essentially one for each section of the new report. The chapters covering the individual sections provide detailed guidance on when, what, and how to comment.

Pro tip: you do not need to fill in every open space in this report.

Safety, Soundness, and Structural Integrity

Fannie Mae's *Selling Guide* requires appraisers to report any physical deficiencies affecting the "safety, soundness, or structural integrity of the property" and lenders to confirm that such deficiencies are remedied prior to delivery of the loan. The new UAD does not use the term "safety" because it is viewed as a subset of property soundness or structural integrity.

To align language with the new UAD, the UAD 3.6 *Selling Guide* Supplement does not include the term "safety" as it relates to the soundness or structural integrity of the subject property.

Incidentally, the new UAD requires appraisers to report any defects, damages, and deficiencies for six sections of the new URAR: *Site, Dwelling Exterior, Unit Interior, Outbuilding, Vehicle Storage, and Subject Property Amenities*. This is a change from the all-in-one structure of the legacy appraisal forms. All defects, damages, and deficiencies are displayed in the URAR Reconciliation section. Those requiring action also appear in the new URAR Summary section.

F-1 for UAD 3.6 Help

The Appendix F-1: URAR Reference Guide and its supplement are invaluable resources to help appraisers adopt UAD 3.6. The Reference Guide is a PDF that explains how to enter information and how the data will be displayed in the URAR. The supplement is a spreadsheet that summarizes information about the Comparable Grids. Together, these documents contain nearly 400 pages of detailed information which serves as both a user manual and a dictionary. Becoming familiar with their structure will enable appraisers to quickly find answers to specific questions.

The Reference Guide begins with a Revision History. Next comes a **Table of Contents** with links to an Introduction, Overview, Header and Footer, 29 numbered chapters, and four appendices, including new and improved Condition and Quality Ratings Definitions. While there isn't space here to cover everything, we'll highlight how it is organized and what you should pay attention to particularly.

1 **Don't skip the Overview!**
It conveys a wealth of information on key topics including:

- the new sections of the URAR
- document conventions for the Reference Guide
- units and ADUs
- PUDs, condos and cooperatives
- attachment type, structure design, and construction method
- types of structures
- adverse, neutral, or beneficial impact

- defects, damages, and deficiencies
- list of comment fields
- guidance for photos, exhibits, and maps

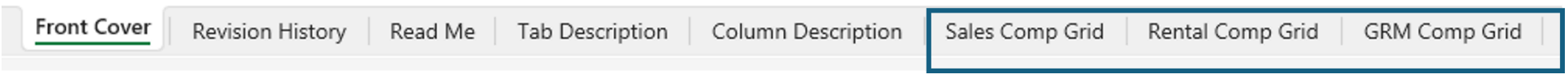
2 **Become familiar with the numbered chapters.**
Each corresponds to a section of the URAR. Topics begin with a list of related data elements, followed by a table with a row for each of the data elements listed and five descriptive columns for:

- Report Field ID
- Report Label
- When to Include
- Allowable Answers / Format
- Definition / Additional Guidance

Pro tip: Once familiar with the structure of the Reference Guide, you can use it like a dictionary or a user manual. A simple way to find what you need is through a word search. Just type CTRL+F and enter a key word to search for a topic of interest.

Let's not forget the Appendix F-1: URAR Reference Guide **Supplement** which is a separate document from Appendix F-1: URAR Reference Guide. Why take the trouble of opening a second document? The UAD 3.6 revolutionizes the sales comparison grid, now with more than seventy possible rows to compare features and enabling the appraiser to add additional rows as needed. The rent comps and income analysis grids work similarly. To realize the potential that this new structure creates for appraisers to deliver dynamic, customized reports, familiarity with the Supplement is a must.

Because it is a spreadsheet, the information is organized in sheets that are accessed by clicking on the tabs at the bottom of the document. The last three tabs are the most important for appraisers, covering the three grid sections of the URAR:



The Sales Comp Grid, Rental Comp Grid, and GRM Comp Grid are the most important for appraisers and cover the three grid sections of the URAR: (1) Sales Comparison Approach, (2) Rental Income, (3) Income Approach.

Again, the information is organized in tables where each row corresponds to a row in the actual grids. Columns include:

- Report Label
- Row Always Displays
- Row Displays if Applicable

- Row Displays if Relevant
- Adjustable Row
- Rental Comps (comparison)

Row Displays if Applicable means the row is mandatory but only when the feature exists, while **Row Displays if Relevant** means the row will conditionally display when relevant, based on the property characteristics reported by the appraiser.

Now that you have an idea how Appendix F-1: URAR Reference Guide and its supplement are organized, there's no need to memorize them. Simply download and keep them handy to find answers later, as needed. You can download them here.

For more info

Have questions or comments about appraisal topics?

Contact us

Access updates, training, and other resources.

Visit the Appraisers page

Check out past Appraiser Update articles by topic.

Visit the archive

Ask Poli®

Have questions?

Get answers to your policy and guide questions, straight from the source.

Q.64

Get Started ›

Work with Fannie Mae

Customer Login
Password Reset
Not a customer? Get Started

Products & Solutions

Mortgage Products & Options
Technology Apps & Solutions

Support & Resources

Customer Service
Guide Forms
Learning Center
News & Events
Report mortgage fraud

Other Sites

Fannie Mae's Consumer Website
Duty to Serve
HomePath

© 2025 Fannie Mae

Suppliers
Careers
Contact Us

Legal
Privacy
Cookie Preferences

Q.65

Bulletin

NUMBER: M2025-3
TO: Freddie Mac Multifamily Sellers and Servicers
May 22, 2025

SUBJECTS

In the May 22, 2025 Guide Bulletin, we are updating the Guide as follows:

Insurance

- Updating certain insurance requirements

Radon testing

- Revising our radon testing requirements

Appraisals and Appraisers

- Updating certain requirements for appraisers and Appraisals

Preferred Equity Conflicts of Interest

- Updating our Equity Conflicts of Interest requirements for Seller/Servicer Preferred Equity

Form 1115, *Borrower and Key Borrower Principal Certificate*

- Updating the Borrower and Key Borrower Principal Certificate

EFFECTIVE DATES

All revisions announced by this Bulletin are effective immediately unless otherwise noted below.

GUIDE UPDATES SPREADSHEET AND REDLINED GUIDE CHAPTER CHANGES

Visit https://mf.freddiemac.com/lenders/guide/bulletins.html for the following resources to this Bulletin:

- **Appendix A to May 22, 2025, Guide Updates Spreadsheet** – a detailed list of the Guide updates associated with this Bulletin and the topics with which they correspond
- **Appendix B to May 22, 2025, Redlined Guide Chapter Changes** – a PDF showing the redlined changes announced in this Bulletin to each revised Guide chapter, Glossary and Directory

CONCLUSION

More details on these changes are provided on the pages that follow. Guide text additions made in this Bulletin are color-coded in green on AllRegs®. If you have any questions about this Bulletin, please call your Freddie Mac representative.

Sincerely,

Ian Ouwerkerk
Senior Vice President
Multifamily Underwriting and Credit

Erlita Shively
Vice President
Multifamily Counterparty Risk Management

Insurance

Insurance terms

We are updating key insurance terms and definitions referenced in Chapter 31 and the Glossary to align with insurance industry standards.

Additional insurance updates

The below insurance updates are effective for all **loans under Seller Application on or after June 2, 2025** and **insurance policy renewals on or after July 21, 2025**.

Named insured for insurance policies

We are clarifying Section 31.2(d) to state that all insurance policies must list the Borrower as a named insured.

Requirement for aggregate caps for liability insurance

We are removing our reference to per-location aggregate caps for general and professional liability coverage in Sections 31.16(a) and 31.17(a) to align with requirements of institutional commercial real estate lenders.

Auto/Vehicle liability insurance

We are removing the requirement for Borrowers to maintain auto liability insurance from Section 31.16(c). Borrowers must comply with State and local auto liability insurance regulations.

Liability insurance requirements to address Workers Compensation

We are updating Section 31.16(c) to indicate that Borrowers should maintain Workers Compensation insurance as required by State laws and regulations where the Property is located. No Lender compliance review is necessary for this, nor would exception requests be required.

Radon testing

As recently announced, we are revising our radon testing requirements in Sections 43.26 and 61.14 as follows:

- **Initial Determination** -- The environmental consultant must determine whether radon testing is warranted at the Property. If the environmental consultant concludes that testing is not warranted, they must provide their reasoning in the environmental report.
- **Initial testing protocol** – For Properties requiring radon testing, a minimum of 10 percent (reduced from 25 percent) of ground-contact units at the Property must be subject to the initial round of radon testing, with no fewer than one radon test per each building having ground-contact units.
- **Follow-up testing protocol** – Follow-up radon testing is only required to occur in each unit that tested at 4.0 pCi/L or greater during the initial round of testing.
- **Environmental report** –
    - If the environmental consultant determines that radon testing is not warranted at the Property, the support for this conclusion must be included as part of the executive summary of the environmental report along with any supplementary documentation in the appendix of the environmental report.
    - Seller/Servicers should no longer require that the environmental consultant report certain radon data elements to the data collection website designated by Freddie Mac.

We are also updating Exhibit 11, *Radon Testing and Mitigation Standards*, Form 1103, *Environmental Site Assessment*, and Form 1108, *Physical Risk Report*, to reflect these changes.

Appraisers and Appraisals

We are updating our appraiser and Appraisal requirements as follows:

- Revising Section 60.2(b) to specify that Conflicted Appraisal Parties are prohibited from selecting, retaining, recommending, or influencing the selection of any appraiser and/or appraisal firm for a particular Appraisal
- Clarifying when leased fee estate, leasehold estate, and fee simple estate values are applicable in Section 60.1(b)
- Clarifying our inspection requirements for Appraisals, including the minimum required residential unit inspection requirements in Section 60.12(b)
- Clarifying the appropriate methods for capitalization rate techniques in Section 60.14(c)

Equity Conflicts of Interest

We are adding an exception to the Equity Conflict of Interest requirements in Section 2.25, allowing Seller/Servicers or their affiliates to be considered acceptable Preferred Equity providers for non-SBL Mortgages without requiring a Transfer of Servicing before Freddie Mac's purchase of the Mortgage. This exception applies as long as it is approved by Freddie Mac, in which case, the Transfer of Servicing must occur on or before the Seller/Servicer or their affiliate assumes Control of the Borrower.

Borrower and Key Borrower Principal Certificate

Effective July 1, 2025

We are updating Form 1115, *Borrower and Key Borrower Principal Certificate*, to align with the No New Business Letter reporting requirements announced in the April 22, 2025 Bulletin. We are also adding 'Limited Liability Limited Partnership' as a Borrower type option on Form 1115.