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## **EXPERIENCE LOG COMPLETION REQUIREMENTS**

- Fill out this form in its entirety. Complete the boxes that appropriately describe the characteristics of each report listed.
- Experience must be listed in chronological order
- If additional space is needed for an entry, add an additional sheet with the property address and the description of work.
- Each log page must include the applicant signature and supervisory appraiser signature if applicable.
- A separate log shall be maintained by a trainee real property appraiser for each of his/her Board designated supervisory appraisers. It is the responsibility of both the supervisory appraiser and the trainee real property appraiser to ensure the log is accurate, current, and complies with the requirements of the Real Property Appraiser Act and Title 298. When the trainee real property appraiser is under the direct supervision of more than one supervisory appraiser while engaged in real property appraisal activity for a single appraisal assignment, each log shall reflect the specific number of hours and description of work performed for that assignment with each supervisory appraiser.
- This form, if altered or incomplete, will be considered invalid.

## **ACCEPTABLE EXPERIENCE REQUIREMENTS**

1. Appraisal experience obtained within the State of Nebraska, or as a resident of the State of Nebraska, for credentialing as a licensed residential, certified residential, or certified general real property appraiser must be acquired as a trainee real property appraiser, registered real property appraiser, licensed residential real property appraiser, or certified residential real property appraiser.
2. At the Board's discretion, up to 50% of the appraisal experience required for credentialing as a licensed residential, certified residential, or certified general real property appraiser may be obtained in another jurisdiction. This experience may be accepted by the Board if the experience is compliant with the laws of the jurisdiction in which it was obtained.
3. An applicant's hours of experience submitted to the Board for review and determination of acceptability by the Board shall be completed in compliance with the Uniform Standards of Professional Appraisal Practice.
4. An applicant must provide significant real property appraisal assistance for experience credit to be awarded by the Board. An applicant may apply his or her signature, along with the supervisory appraiser's signature if applicable, to the appraisal certification; or the applicant must be given attribution in the appraisal, which shall include a description of the applicant's assistance.
5. Experience hours obtained in any manner considered to be exempt from the Real Property Appraiser Act per NEB.REV.STAT. § 76-2221 shall not be credited to the applicant, unless the applicant and/or supervisory appraiser verify that said experience is compliant with the Uniform Standards of Professional Appraisal Practice.

6. There need not be a client in a traditional sense (i.e. a client hiring an appraiser for a business purpose) in order for an appraisal to qualify for experience, but experience gained for work without a traditional client cannot exceed 50% of the total experience requirement.
7. Appraisal experience submitted to the Board for review and determination of acceptability by the Board may include no more than an aggregate maximum of 25% of the total number of experience hours in the following areas or a combination from the following areas:
  - mass appraisal,
  - highest and best use analysis,
  - ad valorem tax appraisal,
  - feasibility analysis or study,
  - appraisal review,
  - practicum courses of study adhering to AQB guidelines,
  - appraisal analysis, and
  - restricted appraisal reports.
8. Experience hours obtained in the areas specified in #7 are considered to be work without a traditional client, and are applied to the 50% experience allocation detailed in #6.

### **APPRAISAL REPORT SELECTION CRITERIA**

The Board will evaluate the appraisal experience submitted on this log to determine if the experience meets the requirements of the Real Property Appraiser Act and Title 298, and will utilize the criteria shown below for each classification:

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

**I select the following report qualify my experience: Date of Report** \_\_\_\_\_

**Address or Legal Description** \_\_\_\_\_

**Reason why I selected this report:**

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## EXPERIENCE VERIFICATION

- At the Board's discretion, at least one of the three requested reports selected by the Board will be, at a minimum, reviewed for compliance with the Uniform Standards of Professional Appraisal Practice on a form approved by the Board. The Board may enter into a contract with a qualified disinterested third party certified appraiser for completion of an appraisal review assignment on any of the submitted reports at no cost to the applicant to assist the Board with its review. The Board may require the applicant to submit additional details or to submit additional reports or file memoranda prepared by the applicant.
- Verification of the applicant's experience may be obtained from other persons as needed.
- If the Board determines an applicant may not meet the applicable experience requirements, it will notify the applicant in writing. The Board may, at its discretion, request a written response from the applicant to the Board's findings as to the applicant's experience and/or invite the applicant to meet to discuss any deficiencies found in the report(s). Upon conclusion of the meeting, the Board may re-evaluate the applicant's appraisal experience.

**I certify that I have read and understand the Acceptable Experience Requirements and Experience Log Requirements as shown above.**

**Applicant:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Credential Number (If applicable):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisory Appraiser:** \_\_\_\_\_ **Signature:** \_\_\_\_\_  
(If Applicable)

**Credential Number (If applicable):** \_\_\_\_\_ **Date:** \_\_\_\_\_