



Check Number: _____
 Receipt Number: _____
 ASC Federal Registry Checked on: _____ By: _____
 NE Disciplinary Action Checked on: _____ By: _____
 Criminal History Reviewed on: _____ By: _____
 Application Number: _____
 Board Approval Date: _____

For Board Use Only

APPLICATION FOR TRAINEE REAL PROPERTY APPRAISER CREDENTIAL

Date: _____, 20____

An application fee of \$150 and a criminal history record check fee of \$28.75 are due at the time the application is submitted. If all required information is not included, your application will be considered invalid and may be returned to you or denied by the Board.

APPLICANT INFORMATION

Name: _____

Last
First
Middle

Residential Address: _____

Box or Street Number
City

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

Business Name: _____

Business Address: _____

Box or Street Number
City

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

Applicant must hold a high school diploma or certificate of high school equivalency, or have education acceptable to the Board. Provide name and location of high school from which you graduated, or provide name and location of institution that issued Certificate of Equivalency.

School Attended: _____

EMPLOYMENT RECORD

List below the positions you have held starting with your present employment. If more than one position or classification has been with a given organization, list each position or classification as a separate period of employment. Under "Specific Duties" describe clearly the tasks you performed and the nature of your responsibilities. Please be complete. Your employment history may be verified by contacting previous employers. If you need more space, attach a separate sheet of paper.

EMPLOYMENT INFORMATION	DESCRIPTION OF DUTIES
Employer/Type of Business	Position Title:
Street Address	Appraisal Experience in this job:
City, State, Zip	
Immediate Supervisor/Title	Phone
Dates of Employment (Month, Year) FROM:	TO:
Total Employed: Years: Months:	<input type="checkbox"/> Part-time Hours Worked Per Week: <input type="checkbox"/> Full-Time:
<hr/>	
Employer/Type of Business	Position Title:
Street Address	Appraisal Experience in this job:
City, State, Zip	
Immediate Supervisor/Title	Phone
Dates of Employment (Month, Year) FROM:	TO:
Total Employed: Years: Months:	<input type="checkbox"/> Part-time Hours Worked Per Week: <input type="checkbox"/> Full-Time:
<hr/>	
Employer/Type of Business	Position Title:
Street Address	Appraisal Experience in this job:
City, State, Zip	
Immediate Supervisor/Title	Phone
Dates of Employment (Month, Year) FROM:	TO:
Total Employed: Years: Months:	<input type="checkbox"/> Part-time Hours Worked Per Week: <input type="checkbox"/> Full-Time:
<hr/>	
Employer/Type of Business	Position Title:
Street Address	Appraisal Experience in this job:
City, State, Zip	
Immediate Supervisor/Title	Phone
Dates of Employment (Month, Year) FROM:	TO:
Total Employed: Years: Months:	<input type="checkbox"/> Part-time Hours Worked Per Week: <input type="checkbox"/> Full-Time:
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SEVEN-HOUR SUPERVISORY APPRAISER AND TRAINEE COURSE

Have you successfully completed a board-approved seven-hour supervisory appraiser and trainee course within one year immediately preceding the date of written request for approval as a trainee real property appraiser?

YES NO

Date of completion: _____

This application will be considered invalid without evidence of completion of the seven-hour supervisory appraiser and trainee course attached.

DISCIPLINARY QUESTIONS

1. Have you ever been convicted of , including a conviction based upon a plea of guilty or nolo contendere of a felony, or if so convicted, has your civil rights been restored?

YES NO
2. Have you been convicted of, including a conviction based upon a plea of guilty or nolo contendere of any crime of fraud, dishonesty, breach of trust, money laundering, misrepresentation or deceit, involving real estate, financial services, or in the making of an appraisal within the five-year period immediately preceding the date of application?

YES NO
3. Have you been convicted of, including a conviction based upon a plea of guilty or nolo contendere of any crime related to the qualifications, functions, or duties of a real property appraiser within the five-year period immediately preceding the date of application?

YES NO
4. Have any civil judicial actions, including dismissal with settlement, in connection with real estate, financial services, or in the making of an appraisal been brought against you within the five-year period immediately preceding the date of application?

YES NO
5. Are there any criminal charges pending against you at this time, or have you been convicted of a criminal offense other than a minor traffic violation during within the five-year period immediately preceding the date of application?

YES NO
6. Have you surrendered an appraiser credential, or any other registration, license, or certification, held for any other regulatory agency or in any other jurisdiction, in lieu of disciplinary action pending or threatened within the five-year period immediately preceding the date of application?

YES NO
7. Has your appraiser credential, or any other registration, license, or certification, held for any other regulatory agency or in any other jurisdiction, been revoked or suspended within the five-year period immediately preceding the date of application?

YES NO
8. Has disciplinary action been taken against your appraiser credential or any other registration, license, or certification held for any other regulatory agency or in any other jurisdiction?

YES NO
9. Are you currently under investigation by any regulatory agency in Nebraska or in any other jurisdiction?

YES NO
10. If you answered "yes" to any of the questions above, provide a brief statement including all of all significant details, the circumstances surrounding the matter, the names of any persons involved, and resolution or conviction on a separate sheet. Provide copies of all official records related to the matter, including convictions, orders, and/or settlement agreements.

REQUIREMENTS CHECKLIST

Proof of successful completion (certificates) is required for all courses shown below.

- BASIC APPRAISAL PRINCIPLES (Completed within 5 years of application).....30 HOURS
DATE COMPLETED (Month, Year): _____
 - BASIC APPRAISAL PROCEDURES (Completed within 5 years of application).....30 HOURS
DATE COMPLETED (Month, Year): _____
 - 15-HOUR NATIONAL USPAP COURSE OR ITS EQUIVALENT (Completed within 2 years of application).....15 HOURS
DATE COMPLETED (Month, Year): _____
 - 7-HOUR SUPERVISORY APPRAISER AND TRAINEE COURSE (Completed within 1 year of application).....7 HOURS
DATE COMPLETED (Month, Year): _____
- TRAINEE REAL PROPERTY APPRAISER EDUCATION REQUIREMENT TOTAL.....82 HOURS**

For any courses taken outside of the State of Nebraska, please include documentation indicating course approval from that jurisdiction. If this information is not included when applicable, the course(s) submitted may not be accepted by the Board.

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

Passport type photo (copy of driver's license will meet the requirement)

\$150.00 non-refundable application fee and \$28.75 criminal history record check fee.

Two copies of legible ink-rolled fingerprint cards or digital fingerprint submission.
Date fingerprints digitally scanned at Nebraska State Patrol Office (if applicable): _____

I hereby attest that I have attached all required materials and completed the submitted application in its entirety. I understand that should my application be found to be incomplete, it may be considered invalid.

Print Name: _____
Last
First
Middle Initial

Signature of Applicant



United States Citizenship Attestation Form

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

I am a citizen of the United States

OR

I am a qualified alien under the federal Immigration and Nationality Act.

My immigration status and alien number are _____,
and I have enclosed a copy of my USCIS documentation.

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

Print Name: _____
Last First Middle

Signature of Applicant

Date

DIRECTIONS

1. Complete the entire application. If application is incomplete, and required information is not provided, application will be considered invalid and may be returned to you. Please be advised that all processed applications will be referred for Board review in their current state.
2. Along with the application, the following documentation must also be included:
 - a. Check or money order for Non-refundable application fee of \$150.00 and \$28.75 criminal history record check fee.
 - b. Recent passport type photo (copy of driver's license photo will meet requirement)
 - c. Completion certificates for each of the required Qualifying Education courses, and/or an official transcript from an accredited degree-awarding college or university that has had all or part of its curriculum approved by the Appraiser Qualifications Board as required core curriculum. If qualifying education courses were completed out of state, proof of approval from the jurisdiction where the course was taken must be included.
 - e. Completion certificates for 7-Hour Supervisory Appraiser Trainee Course.
 - f. Two copies of legible ink-rolled fingerprint cards or digital fingerprint submission for a fingerprint-based national criminal history record check conducted through the Nebraska State Patrol and Federal Bureau of Investigation.
3. Mail application and supporting documentation to: NEBRASKA REAL PROPERTY APPRAISER BOARD
PO BOX 94963
LINCOLN NE 68509-4963
4. Direct questions to Jayme Kienholz-Howsden at 402-471-9015 or jayme.kienholz-howsden@nebraska.gov.

SUPERVISORY APPRAISER INFORMATION

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

RENEWAL INFORMATION

1. The trainee real property appraiser credential shall remain in effect until December 31 of the second year of the two-year continuing education period unless surrendered, revoked, suspended, or canceled prior to such date.
2. To renew a valid credential, the trainee real property appraiser shall file an application on a form approved by the board not later than November 30 of the designated year. If a trainee real property appraiser fails to apply and meet the requirements for renewal by November 30 of the designated year, such credential holder may obtain a renewal of such credential by satisfying all of the requirements for renewal and paying a late processing fee if such late renewal takes place prior to July 1 of the following year.
3. In every second year of renewal, evidence of completion of continuing education requirements shall accompany renewal application or be on file with the board prior to renewal.