

# ***TRAINEE REAL PROPERTY APPRAISER***

## ***SCOPE OF PRACTICE***

The scope of practice for the Trainee Real Property Appraiser shall be limited to the appraisal of those properties that the supervisory certified real property appraiser is permitted to appraise by his or her current credential and that the supervisory appraiser is competent to appraise.

## ***TRAINING***

Each Trainee Real Property Appraiser is subject to direct supervision by a supervisory appraiser who is in good standing and who has not successfully completed disciplinary action by the board or any other jurisdiction, which action limited the real property appraiser's legal eligibility to engage in real property appraisal activity within three years immediately preceding the date the written request for approval as supervisory appraiser is submitted. The supervisory appraiser shall be a certified residential or certified general real property appraiser who has held a certified real property appraiser credential in this state, or the equivalent in any other jurisdiction, for a minimum of three years immediately preceding the date of the written request for approval as supervisory appraiser. The supervisory appraiser shall have successfully completed a board-approved seven-hour supervisory appraiser and trainee course within two years immediately preceding the date the written request for approval as supervisory appraiser is submitted. The supervisory appraiser shall be responsible for the training and direct supervision of the trainee by accepting responsibility for the appraisal report by signing and certifying the report is in compliance with the Uniform Standards of Professional Appraisal Practice, reviewing the trainee appraisal reports, and personally inspecting each appraised property with the trainee real property appraiser as is consistent with his or her scope of practice until the supervisory appraiser determines the trainee real property appraiser is competent in accordance with the competency rule of the Uniform Standards of Professional Appraisal Practice. In accordance with standards set by rule and regulation of the board, an appraisal experience log shall be maintained jointly by the supervisory appraiser and the trainee real property appraiser.

## ***STEPS TO CREDENTIALING***

1. Be at least nineteen years of age.
2. Obtain required qualifying education OR hold a bachelor's degree in Real Estate from an accredited degree-awarding college or university that has had all or part of its curriculum approved by the Appraiser Qualifications Board as required core curriculum. Official transcripts evidencing completion of degree must be submitted with application. A photocopy of an official transcript is not considered to be an official transcript. Unofficial transcripts may be considered invalid.
3. Successfully complete a Real Property Appraiser Board-approved seven-hour supervisory appraiser and trainee course within one year immediately preceding the date of application.
4. Submit two copies of legible ink-rolled fingerprint cards or equivalent electronic fingerprint submissions for delivery to the Nebraska State Patrol in a form approved by both the Nebraska State Patrol and the Federal Bureau of Investigation. The Nebraska State Patrol will not process fingerprints taken more than one year prior to submission. A fingerprint-based national criminal history record check shall be conducted through the Nebraska State Patrol and the Federal Bureau of Investigation with such record check to be carried out by the Real Property Appraiser Board.
5. Complete application and submit to the Board for review, along with application fee in the appropriate amount as specified on the application.
6. The Board will review the fully completed application at the next regular meeting.

*If you are submitting documentation for the Board to consider at its next meeting, voluntarily or at the Board's request, please have this documentation to the Board's office by 5 p.m. on Friday, two weeks before the scheduled meeting (e.g. for the Thursday, June 21, 2018 meeting, please have documentation to the Board's office by 5 p.m. on Friday, June 8, 2018). The Board typically meets on the third Thursday of each month.*

7. 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.

## **POST SECONDARY EDUCATION REQUIREMENTS**

High school diploma OR certificate of high school equivalency OR bachelor's degree in Real Estate.

### **QUALIFYING EDUCATION**

BASIC APPRAISAL PRINCIPLES.....	30 HOURS
BASIC APPRAISAL PROCEDURES.....	30 HOURS
15-HOUR NATIONAL USPAP COURSE OR ITS EQUIVALENT.....	15 HOURS
7-HOUR SUPERVISORY APPRAISER AND TRAINEE COURSE.....	7 HOURS
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TRAINEE EDUCATION REQUIREMENT TOTAL.....	82 HOURS

*Applicant shall complete each course and pass examination for 82 class hours specified above. 15-Hour USPAP shall be completed within two years of application. 7-Hour Supervisory Appraiser and Trainee Course shall be completed within one year of application. Basic Appraisal Principles and Basic Appraisal Procedures shall be completed within five years of application. All qualifying education must be completed in a classroom. Online and correspondence classes are not approved for qualifying education.*

### **EXPERIENCE**

No experience is required as a prerequisite to become a Trainee Real Property Appraiser.

### **UPGRADE REAL PROPERTY APPRAISER CREDENTIAL**

The Trainee real property appraiser credential is an entry-level credential. There is no real property appraiser credential available from which to upgrade to a Trainee credential.