



**301 Centennial Mall South, First Floor**  
**PO Box 94963**  
**Lincoln, NE 68509-4963**  
**402-471-9015**

Application Received: \_\_\_\_\_

Board Number: \_\_\_\_\_

Approval Date: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

**For Board Use Only**

## APPLICATION FOR CONTINUING EDUCATION RENEWAL

**INSTRUCTIONS:** *This application form must be used by the education provider applying for renewal of a continuing education activity. A separate application form must be filed for each continuing education activity submitted for renewal. Applicants should read carefully, Chapter 6 of Title 298 of the Nebraska Administrative Code before completing the information below.*

### School / Provider Information

1. Name: \_\_\_\_\_

2. Address: \_\_\_\_\_

\_\_\_\_\_

3. Telephone: \_\_\_\_\_

4. Fax: \_\_\_\_\_

5. E-Mail: \_\_\_\_\_

6. Contact Person: Person legally authorized to act on behalf of the provider named in Item 1 of this application in all matters before the Nebraska Real Property Appraiser Board including but not limited to matters of discipline, approval or denial of course, maintenance of student records, regular correspondence and any other matters deemed by the Board to be necessary in ensuring that the minimum criteria established by the Appraiser Qualifications Board and the Nebraska Real Property Appraiser Board is enforced. *(This Agent must sign this application)*

Name: \_\_\_\_\_

Contact Address: \_\_\_\_\_

\_\_\_\_\_

Contact Telephone: \_\_\_\_\_

Contact Person Signature: \_\_\_\_\_

**CONTINUING EDUCATION**

**CE ACTIVITY APPROVAL NUMBER** \_\_\_\_\_

**CONTINUING EDUCATION ACTIVITY TITLE**

\_\_\_\_\_

**Continuing Education Activity Length (Hours):** \_\_\_\_\_  
**(Exam hours not required or counted)**

**Is this an:**             **In-class Course**             **Online Course**

**Is this activity being submitted for approval as:**

**Seven-hour National USPAP Update**

**Other**

1. Is this a submission for renewal of an expiring Continuing Education activity?  
 Yes, skip to Question 3.     No
  
2. Has any of the following taken place since approval was granted by the Board?  
 Yes             No
  - 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 certification by the International Distance Education Certification Center,
  - There is a substantial change to the materials, presentation, or policies,
  - There is a change in the qualifications as specified in Section 005.01 of this Chapter under which an instructor was approved by the Board,
  - One or more instructors are added or removed by the education provider,
  - The materials, theories, and/or methodologies are no longer current, or
  - The activity content and/or policies are no longer communicated to the credential holder(s) as presented to the Board for approval.

**If yes, please stop and submit the application for Continuing Education instead.**

3. Is a non-refundable \$10.00 application fee included?  
 Yes       No
4. Is a completed Instructor Approval Application for each instructor included with the application?  
 Yes       No
5. Is evidence being submitted that the Continuing Education activity is approved by The Appraiser Qualifications Board through its Course Approval Program?  
 Yes       No

a. If answer to #5 is yes, **submit the following information:**

- Evidence that the education activity is approved by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program for continuing education
- A copy of the document certifying completion to be issued to each attendee upon completion of the continuing education activity. The document shall include the name of education provider, signature of education provider and/or instructor, name of activity as approved by the Board, location at which activity was conducted or presentation method, date(s) the activity was conducted, activity number issued by the Board, number of Board approved hours, pass or fail statement, and name of attendee
- For Online Courses**, submit evidence that online activity is certified by the International Distance Education Certification Center

b. If the answer to #5 is no, **submit the following information:**

- Continuing Education Description
- Detailed Content Outline reflecting hours of credit per topic/category
- Learning Objectives
- All texts and materials used in teaching and used by the student
- A copy of the examination (if applicable)
- Proof of a written policy requiring instructor to meet the requirements of the Nebraska Real Property Appraiser Act and Title 298
- Proof of a written policy requiring attendance be verified in accordance with the Nebraska Real Property Appraiser Act and Title 298
- Proof of a written record retention policy
- A copy of Student Evaluation Form for Course and Instructor
- A copy of the document certifying completion to be issued to each attendee upon completion of the continuing education activity. The document shall include the name of education provider, signature of education provider and/or instructor, name of activity as approved by the Board, location at which activity was conducted or presentation method, date(s) the activity was conducted, activity number issued by the Board, number of Board approved hours, pass or fail statement, and name of attendee
- For Online Courses**, submit evidence that online activity is certified by the International Distance Education Certification Center

All materials submitted to the Nebraska Real Property Appraiser Board related to an application for Continuing Education Activity are for Board use only and shall be retained by the Board.



### **Expiration and Rescinding Approval**

1. A continuing education activity shall expire on the date five years after the date of approval by the Board
2. The Board may rescind approval of an qualifying education activity if the Board finds:
  - 1) Falsification of information submitted for activity approval,
  - 2) A change in approval by Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program,
  - 3) A change in status of certification by the International Distance Education Certification Center,
  - 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) There is a change in the qualifications as specified in Section 005.01 of this Chapter under which an instructor was approved by the Board,
  - 7) The instructor(s) responsible for the activity content and presentation is not approved by the Board,
  - 8) The activity has not been offered for a period of at least five years from the last date of completion submitted to the Board or the approval date if activity has not been offered,
  - 9) The activity content and/or policies are not communicated to the credential holder(s) as presented to the Board for approval, or
  - 10) A material violation of the Act or this Title by the education provider or instructor for 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, which shall include a description of the reasons for rescinding approval found by the Board. The education provider shall have 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 must file a new application for approval of the qualifying education activity and 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 invalid and be returned to you.
2. Along with the application, the following must also be included:
  - a. Check or money order for non-refundable \$10 application fee
  - b. Evidence that the course is AQB approved; **OR**
  - c. All information requested in Question 5
3. Mail application, fee(s), 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](mailto:nrpab.education@nebraska.gov)