



Application Received _____
Board Number _____
Approval Date _____
Expiration Date _____
<b>For Board Use Only</b>

## APPLICATION FOR INSTRUCTOR APPROVAL

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

*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.*

### 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: \_\_\_\_\_

**INSTRUCTOR NAME:** \_\_\_\_\_

**Instructor Address:** \_\_\_\_\_

**City:** \_\_\_\_\_

**Business Telephone:** \_\_\_\_\_

**Education Offering:** \_\_\_\_\_

1. Is this a submission for approval of a new Instructor application?  
 Yes, skip to Question 3. No
  
2. Is this a resubmission of an approved Instructor application?  
 Yes  No
  - a. What is the reason for resubmission?
    - There is a change in the status of instructor's certification as an AQB Certified USPAP Instructor by the Appraiser Qualifications Board of The Appraisal Foundation if certification is required for instructor approval,
    - There is a change in the instructor's qualifications as specified in Section 005.01 of this Chapter under which he or she was approved by the Board as an instructor for an activity,
    - There is a change in the status of approval of the activity by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program,
    - There are substantial changes to the activity materials, presentation, or policies,
    - The activity materials, theories, and/or methodologies are no longer current, or
    - The activity content and/or policies are no longer communicated to the attendee(s) as presented to the Board for approval.
  
3. What is the applicant's highest level of education? \_\_\_\_\_
  
4. Has the applicant been convicted of a felony?  
 Yes  No
  - a. If yes, has their civil rights been restored?  
 Yes  No

5. Does the applicant hold a credential as a real property appraiser in the State of Nebraska or any other state?

- Yes             No

a. If yes, please list all the states in which a real property appraiser credential is held

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b. List the number of years of real property appraisal experience you have. \_\_\_\_\_

6. Is this an instructor application for 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, the continuing education seven-hour report writing update course, and/or the seven-hour supervisory appraiser and trainee course?

- Fifteen-hour National USPAP Course  
 Seven-hour Report Writing Update  
 Seven-hour National USPAP Update

a. If yes, include the following:

- Evidence of approval as an AQB Certified USPAP Instructor by the Appraiser Qualifications Board of The Appraisal Foundation;
  
- Provide evidence of instructional background in real property appraisal education including a separate sheet including; Name of school, City/State, Education Offering, Dates taught, and Supervisor.

7. Is written evidence of the instructor applicant's qualifications related to the activity for which approval is requested provided?

- Yes             No

8. Have the instructor applicant ever been the subject of any disciplinary actions by the Nebraska Real Property Appraiser Board or by a licensing / certification Board located in the United States?

- Yes             No

a. If yes, please explain and provide documentation regarding the disciplinary action.

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## **Expiration and Rescinding of Instructor Approval**

1. Approval as an instructor for an activity shall expire on the same date the activity is no longer approved.
2. The Board may rescind approval of an instructor for an activity if the Board finds:
  - 1) Falsification of information submitted for activity and/or instructor approval,
  - 2) A change in the status of instructor's certification as an AQB Certified USPAP Instructor by the Appraiser Qualifications Board of The Appraisal Foundation if certification is required for instructor approval,
  - 3) A change in the instructor's qualifications, as specified in Section 005.01 of this Chapter, under which he or she was approved by the Board as an instructor for an activity,
  - 4) A change in the status of approval of the activity by the Appraiser Qualifications Board of The Appraisal Foundation through its Course Approval Program,
  - 5) Substantial errors and/or deficiencies in the materials or presentation of activity,
  - 6) The materials, theories, and/or methodologies of activity are not current and/or practical,
  - 7) The activity content and/or policies are not communicated as presented to the Board for approval, or
  - 8) A material violation of the Act or this Title by the education provider or instructor.
3. If the Board finds reason to rescind its prior approval of an instructor, the Board will provide written notice to the education provider, which shall include a description of 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 prior approval. If the response is not satisfactory to the Board, the Board may rescind approval of the instructor. If approval is rescinded, the education provider must file a new application for instructor approval and meet the requirements in place at the time a new application is submitted to the Board.

### **Directions**

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1. Complete entire application and submit all required documentation. If required information is not provided, application will be considered invalid and be returned to you.
2. Mail application, fee(s), and supporting documentation to:

NEBRASKA REAL PROPERTY APPRAISER BOARD  
PO BOX 94963  
LINCOLN, NE 68509-4963
3. Questions or concerns may be directed to Board staff at 402-471-9015 or [nrpab.education@nebraska.gov](mailto:nrpab.education@nebraska.gov)