

EDUCATION QUESTIONS

If the answer to any of the following questions is “no,” your application may be considered invalid and be returned to you. Please note that registration for and/or intention to take a course at a future date does not satisfy the requirement for an education course.

1. If this is the second year of your two-year continuing education period, have you completed at least 28 hours of continuing education approved by NRPAB, or approved by another appraiser licensing, credentialing, or registration authority to meet the education requirements of this jurisdiction?
 N/A – first year of two-year continuing education period OR new credential YES NO
Were at least 14 of the 28 hours completed in the classroom? YES NO
2. Have you completed the 7-Hour National USPAP Update Course in a classroom at least once during the previous two years?
Date last USPAP Update completed (month, year) or N/A for new credential: N/A YES NO
Is the certificate of completion attached if the USPAP Update Course was completed in 2017? N/A YES NO
3. Have you completed a board approved Report Writing and Case Studies Course of a minimum of 7 hours in a classroom at least once during the previous four years?
Date last Report Writing Update completed (month, year) or N/A for new credential: N/A YES NO
Is the certificate of completion attached if the Report Writing Course was completed in 2017? N/A YES NO

DISCIPLINARY QUESTIONS

1. Have you ever been convicted of a felony, including a conviction based upon a plea of guilty or nolo contendere? YES NO
If your answer to No. 1 above is yes, have your civil rights been restored? N/A YES NO
2. Have you been convicted of any crime of fraud, dishonesty, breach of trust, money laundering, misrepresentation, or deceit, including a conviction based upon a plea of guilty or nolo contendere 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 any crime 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, including a conviction based upon a plea of guilty or nolo contendere? 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 within the five-year period immediately preceding the date of application? YES NO
6. Have you surrendered a Nebraska appraiser credential, or an appraiser credential, or any other registration, license, or certification, issued by any other regulatory agency or held in any other jurisdiction, in lieu of disciplinary action pending or threatened within the five-year period immediately preceding the date of application? **Please note that you are required to disclose any action, even if it has been previously disclosed on a renewal application for this agency. Failure to disclose this may result in a delay in processing of your application for renewal of your credential.** YES NO
7. Has your Nebraska appraiser credential, or your appraiser credential or any other registration, license, or certification issued by any other regulatory agency or held in any other jurisdiction, been revoked or suspended with the five-year period immediately preceding the date of application? **Please note that you are required to disclose any action, even if it has been previously disclosed on a renewal application for this agency. Failure to disclose this may result in a delay in processing of your application for renewal of your credential.** YES NO

8. Has disciplinary action ever been taken against your appraiser credential or any other registration, license, or certification issued by any regulatory agency or held in any jurisdiction? YES NO
9. Are disciplinary proceedings pending against you or are you currently under investigation by any regulatory agency in Nebraska or in any other jurisdiction? YES NO

If you answered yes to any of the above questions 1 through 9, provide a brief statement on a separate sheet that includes all significant details, the circumstances surrounding the matter, the name of any persons involved, and resolution or conviction. Provide copies of all official records related to the matter, including convictions, orders, and/or settlement agreements. Provide this information even if you have previously provided it with an application to this agency.

APPLICATION CHECKLIST

Include the following items with your completed application:

- Completed application.
- You must submit copies of all required certificates for renewal of your credential with your application. Although you may have previously submitted continuing education documentation to the NRPAB office, you must include copies of all certificates required for this renewal if you are in the second year of your continuing education cycle or your application may be considered invalid. If you are in the first year of your continuing education cycle and you were required to complete the 7-Hour USPAP course or the approved report writing update course of at least 7 hours before December 31, 2017, submit copies of the certificates of completion for the 7-Hour USPAP Update and/or Report Writing with this application. **Please note that if you complete a continuing education activity outside of the State of Nebraska, you must include evidence that the activity was approved as continuing education by the jurisdiction in which it was completed, at the time it was completed. If you do not submit this evidence, your application will be considered incomplete and will be returned to you.**
- Credentialing fee, Federal Registry fee, and fingerprint fee. *The fingerprint fee must be paid regardless of whether or not you have been selected to submit fingerprint cards.*
- I was notified of selection for criminal history record check and two sets of fingerprints are included, or electronic fingerprints were submitted to the Nebraska State Patrol on _____. **OR**
- I was **not** notified of selection for criminal history record check
- I am submitting my application for renewal to be post-marked on or prior to November 30, 2017. **OR**
- I am **not** submitting my application for renewal post-marked on or before November 30, 2017. I understand that my application must go before the Nebraska Real Property Appraiser Board for review. I also acknowledge that the processing of my application may be delayed due to the late submission of my materials. Furthermore, I certify that I have included all appropriate late fees. *A \$25 per month late fee is charged for each month or portion of a month past the November 30, 2017 renewal deadline.*
- I am submitting an application for a 1-year renewal. I have attached certificates of completion for 7-Hour National USPAP Update Course and/or Report Writing and Case Studies Course of a minimum of 7 hours if I completed them in 2017 **OR**
- I am submitting an application for a 2-year renewal. I understand that I must have completed the required 2 years of my 2-year continuing education period to be eligible for this option. I also acknowledge that if I have not completed the required 2nd year of my continuing education period, my application will be considered invalid and will be returned to me. I understand that I will be responsible for all late fees incurred after December 1, 2017.

I hereby attest that I have included all required materials and completed the submitted application in its entirety. I understand that, should my application be found to be incomplete, it will be considered invalid and be returned to me. I understand that I will be responsible for any late fees which may result.

Print Name: _____
Last First Middle



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 of America

OR

I am a qualified alien under the federal Immigration and Nationality Act. *Include a copy of your USCIS documentation.*

Immigration Status: _____ Alien Number: _____

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 of America.

Print Name: _____
Last First Middle

Applicant's Signature

Date

LICENSE SUSPENSION ACT, LAWS OF NEBRASKA, 1997

MANDATORY RELEASE OF SOCIAL SECURITY NUMBER DATA REQUIRED BY THE PRIVACY ACT OF 1974

Effective September 13, 1997, the Real Estate Appraiser Act (Neb. Rev. Stat. § 76-2201 to 76-2250) requires the social security number of all applicants. Pursuant to the License Suspension Act (Neb. Rev. Stat. § 43-3301 to 43-3324, the Real Property Appraiser Board is required to submit this information to the Nebraska Department of Health and Human Services. Provision of this information is mandatory. The information will be used to assist authorized agencies in the enforcement of child, spousal, and medical support orders against holders of professional, occupational, and recreational licenses. Disclosure is mandatory for all individuals, regardless of whether the individual has ever been ordered to pay support.

Social Security Number: _____

AFFIDAVIT OF APPLICANT

The foregoing statements are made for the purpose of procuring a Nebraska Real Property Appraiser Licensed Residential credential, Certified Residential credential, or Certified General credential. I hereby consent that these statements may be used as evidence by the Real Property Appraiser Board of the State of Nebraska, or in any court in Nebraska where a violation of the said Real Property Appraiser Act is claimed, and that the application, representations, and statements made herein to procure a Real Property Appraiser Licensed Residential credential, Certified Residential credential, or Certified General credential may at any time be used in evidence.

I have read and will comply with the *Uniform Standards of Professional Appraisal Practice* and the ethical rules established by the Real Property Appraiser Act. I hereby certify that I understand the types of misconduct for which disciplinary proceedings may be initiated.

I also expressly agree that the Nebraska Real Property Appraiser Board reserves the right to go outside this application for information as to my trustworthiness and competency to act as a real property appraiser in the State of Nebraska.

I also hereby authorize any agency of federal, state, or local government, consumer reporting agency, present or former employer, or any other individual, partnership, corporation, or association, in this or any other state, to furnish to the Nebraska Real Property Appraiser Board, or its representatives, any information bearing upon my reputation for honesty, trustworthiness, integrity, and competence to transact business of a real estate or real property appraiser in such manner as to safeguard the interest of the public. Such information may include, but is not limited to, records of arrests for criminal offenses, the circumstances involved in any such arrests, the suspension or revocation of any license authorizing me to engage in any profession or occupation, or the rejection of my application for such license, and the reason for such suspension, revocation, or rejection.

I expressly agree that the Nebraska Real Property Appraiser Board reserves the right to go outside this application for information as to the accuracy of the statements in this application, and that fingerprint submissions made with this application will be submitted by the Real Property Appraiser Board to the Nebraska State Patrol for National Criminal History Record Check through the State Patrol and the Federal Bureau of Investigation, and all persons for whom such fingerprint submissions have been made have knowingly consented thereto. Procedures for obtaining information, a change, correction, or updating of an FBI identification record are set forth in Title 28, C.F.R., §16.34.

I attest that I am at least 19 years of age.

I, _____, of _____, do hereby submit an irrevocable consent
(Name) (City, State)

that service of process upon me be made by delivery of the process to the Director of the Nebraska Real Property Appraiser Board if the plaintiff cannot, in the exercise of due diligence, effect personal service upon me in an action in a court arising out of my activities as a real property appraiser.

I CERTIFY THAT THE STATEMENTS MADE IN THIS APPLICATION AND ALL ATTACHMENTS ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF AND THAT I HAVE NOT SUPPRESSED ANY INFORMATION THAT MIGHT HAVE A BEARING ON THIS APPLICATION.



Applicant's Signature Date

DIRECTIONS

1. Complete entire application. If required information is not provided, application may 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 credential registration fee, Federal Registry fee, and fingerprint fee. If a late processing fee is applicable, include this amount as well. *See below for late renewal fee requirements.*
 - b. Any copies of certificates for continuing education activities required of the applicant. Applications for renewal must include copies of all required education certificates. Even if the certificates have been previously provided to the Nebraska Real Property Appraiser Board, they must be included with your application.
 - c. Copies of certificate(s) for 7-Hour National USPAP Update Course in a classroom and/or Report Writing and Case Studies Course of a minimum of 7 hours in a classroom must be included with renewal application in the year in which they were completed, even if the renewal is in the middle of the CE period and no other certificates are required at this time.
 - d. Two sets of fingerprints. *Only required if you were notified by the NRPAB to submit fingerprint cards.* The Nebraska State Patrol will not process cards if the information at the top of the cards is not completed or if the cards are more than 1 year old. If fingerprints are being submitted electronically, the NRPAB ORI Number is NB920183Z.
 - e. Completed and signed renewal checklist.
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.renewals@nebraska.gov

ADDITIONAL INFORMATION

- All credentials issued under the Real Property Appraiser Act, other than temporary permits, shall remain in effect until December 31st of the designated year unless surrendered, revoked, suspended, or cancelled prior to such date.
- All applications for renewal and evidence of continuing education completion are due to the NRPAB no later than November 30, 2017.
- To qualify for renewal of a credential, a credential holder must satisfactorily complete at least 28 hours of continuing appraisal education every two years. At any time during the two-year continuing education period, the credential holder may complete all or part of the required education hours. The entire two-year continuing education period must be satisfactorily completed prior to renewing credential for a two-year period. If you have questions about whether or not you are eligible for a two-year renewal, the Board encourages you to contact the Board's office to determine your eligibility prior to submission. If the application is inaccurately submitted, it will be considered invalid and returned to you. You will be responsible for the payment of any late fees incurred.
- If any continuing education credit hours being submitted were completed outside of the State of Nebraska, credential holder must include proof that activity is approved for continuing education credit by the jurisdiction in which the activity was completed at the time the activity was completed. If you do not submit this evidence, your application will be considered invalid and be returned to you.
- The two-year continuing education period for all new credential holders credentialed prior to July 1st begins at the time the credential is issued and is completed on December 31st of the following year. The two year continuing education period for all new credential holders credentialed after July 1st begins with the next January 1st following the issuance of a credential.
- At least once during every two-year continuing education period, a credential holder must successfully complete the 7-hour National Uniform Standards of Professional Appraisal Practice Update course in a classroom, taught by an AQB certified USPAP instructor who is a certified appraiser. The two year period for this course begins one day after the course was last completed, or one day after a new credential is issued by the Board. Evidence of completion of the seven-hour National Uniform Standards of Professional Appraisal Practice Update course shall be submitted with the application for renewal prior to December 31 of the year in which the course is required.

- At least once every four years, but not more than every two years, a credential holder must successfully complete an NRPAB approved Report Writing and Case Studies Update Seminar of at least seven hours in a classroom. The four year period this course begins one day after the course was last completed, or one day after a new credential is issued by the Board. Evidence of completion of the report writing update course shall be submitted with the application for renewal prior to December 31 of the year in which the course is required.
- If you have been notified through certified mail by the NRPAB that you were randomly selected for a fingerprint based criminal history record check, two copies of legible ink-rolled fingerprint cards or equivalent electronic fingerprint submissions must accompany your renewal application. The Real Property Appraiser Board will deliver the fingerprint cards to the Nebraska State Patrol in a form approved by both the Nebraska State Patrol and the Federal Bureau of Investigation. 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. If fingerprints were requested and not submitted the application will be considered invalid and be returned to you. You will be responsible for the payment of any late fees incurred.
- If all requirements for renewal are not met by November 30, 2017, the credential holder has until July 1, 2017 to meet the requirements. A late renewal fee of \$25 will be assessed for each month or portion of a month the credential is not renewed beginning on December 1, 2017. The Board's staff will utilize postmark dates to determine late fees.
- If a credential holder who first obtained their credential at the current level on or after November 1, 2017 fails to apply and meet the requirements for renewal by December 31, 2017, the credential holder may obtain a renewal of their credential by satisfying all requirements for renewal, and paying a late processing fee of \$25 per month or portion of a month the credential is not renewed, if the renewal takes place prior to July 1, 2017.
- Fees for 1-year renewal application: \$275 credentialing fee, \$40 Federal Registry fee, and \$5 random fingerprint program fee, total \$320.
- Fees for 2-year renewal application: \$550 credentialing fee, \$80 Federal Registry fee, and \$10 random fingerprint program fee, total \$640.
- Each successfully renewed credential holder will receive access to a free, one-time digital download of the current edition of USPAP.