NRPAB
Nebraska Real Property Appraiser Board

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PO Box 94963
Lincoln, NE 68509-4963
www.appraiser.ne.gov
402-471-9015

Check Number:	
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2016-17 APPLICATION FOR RENEWAL OF NEBRASKA REAL PROPERTY APPRAISER CREDENTIAL

RENEWAL INFORMATION (Select the credential classification for which you are applying)

1-YEAR RENEWAL **TOTAL FEE DUE: $320**

☐ **CERTIFIED GENERAL** ☐ **CERTIFIED RESIDENTIAL** ☐ **LICENSED RESIDENTIAL**

2-YEAR RENEWAL **TOTAL FEE DUE: $640**

(Must satisfactorily complete entire two-year CE period prior to electing to renew for two years)

☐ **CERTIFIED GENERAL** ☐ **CERTIFIED RESIDENTIAL** ☐ **LICENSED RESIDENTIAL**

2016-17 USPAP (Each successfully renewed credential holder will receive access to a free, one-time digital download)

APPLICATION INFORMATION

Nebraska Real Property Appraiser Credential Number: _____

County of Business (Resident credential holders only): _____

Date: _____

Name: _____ Last _____ First _____ Middle

Residential Address: _____ PO Box or Street Number _____ City _____ State _____ Zip Code + 4

_____ E-Mail Address _____ Area Code + Phone Number

Business Name: _____

Business Address: _____ PO Box or Street Number _____ City _____ State _____ Zip Code + 4

_____ E-Mail Address _____ Area Code + Phone Number _____ Fax Number

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 ☐ YES ☐ NO

2. Have you completed the 7-Hour National USPAP Update Course at least once during the previous two years?

   Date last USPAP Update completed (month, year): _____ ☐ YES ☐ NO

3. Have you completed a board approved 7-Hour Report Writing and Case Studies Course at least once during the previous four years?

   Date last Report Writing Update completed (month, year): _____ ☐ N/A ☐ YES ☐ NO

DISCIPLINARY QUESTIONS

1. 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 the previous 24 months?

   ☐ YES ☐ NO

   If your answer to No. 1 above is yes, provide an explanation and include all significant details and circumstances on a separate sheet. In addition to your response, provide a copy of all official records related to the charge or conviction.

2. Have you been declared, by a court, to have committed fraud during the previous 24 months?

   ☐ YES ☐ NO

   If your answer to No. 2 above is yes, provide an explanation, and all significant details and circumstances, on a separate sheet.

3. Has your application for registration/licensure/certification, or the right to renew or reinstate, been denied by any regulatory agency in Nebraska or any other jurisdiction?

   ☐ YES ☐ NO

   If the answer to No. 3 above is yes, provide a brief statement of all significant details on a separate sheet, including the jurisdiction in which the application was denied, the date of denial, the reason for denial, the circumstances surrounding the matter, and the names of any persons involved.

4. Has disciplinary action ever been taken against your appraiser credential or any other registration/licensure/certification you hold, by any regulatory agency or professional organization in Nebraska or any other jurisdiction, or has any registration/licensure/certification you hold ever been surrendered or allowed to lapse due to any action pending or threatened? **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 your renewal of your credential.**

   ☐ YES ☐ NO

   If your answer to No. 4 above is yes, provide a brief statement of all significant details on a separate sheet, including the jurisdiction in which the disciplinary action was taken or was pending, the date of the action if applicable, the reason for disciplinary action or pending action, the circumstances surrounding the matter, and the names of any persons involved.

5. Are you currently under investigation by any regulatory agency in Nebraska or any other jurisdiction?

   ☐ YES ☐ NO

   If your answer to No. 5 above is yes, provide a brief statement of all significant details on a separate sheet, including the jurisdiction in which you are under investigation, the circumstances surrounding the matter, and the names of any persons involved.

6. Are you currently engaged in, or have been engaged in during the previous 24 months, any lawsuit as the plaintiff of the defendant?

   ☐ YES ☐ NO

   If your answer to No. 6 above is yes, provide a brief statement of all significant details on a separate sheet, including the circumstances surrounding the matter, the names of any persons involved, and the outcome. If applicable, include details regarding any judgement rendered against you.

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. **Please note that if you completed any courses outside of Nebraska, your application must include proof of approval from the state appraiser board in the jurisdiction where the course was completed. If you do not submit this approval, your application may be considered invalid and be returned to you.**

☐ I was notified of selection for criminal history record check and two sets of fingerprints are included. *Leave blank if you did not receive a letter from NRPAB requesting fingerprint cards be submitted.*

☐ 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 am submitting my application for renewal to be post-marked on or prior to November 30, 2015.

OR

☐ I am **not** submitting my application for renewal post-marked on or before November 30, 2015. 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, 2015 renewal deadline.*

☐ I am submitting an application for a 1-year renewal.

OR

☐ I am submitting an application for a 2-year renewal. I understand that I must have completed the required 2 years of continuing education cycle to be eligible for this option. I also acknowledge that if I have not completed the required 2nd year of my continuing education cycle, my application may be considered invalid and be returned to me. I understand that I will be responsible for all late fees incurred after December 1, 2015 of the respective year.

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, that it may 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

_____ _____

Applicants Signature Date

NRPAB

Nebraska Real Property Appraiser Board

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

_____ _____

Applicants 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 Property Appraiser Act (Neb. Rev. Stat. § 76-2201 to 76-2251) 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 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.

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

_____ Applicants 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 documentation must also be included:
   a. Check or money order for non-refundable, credential registration fee, Federal Registry fee, and fingerprint fee. If a late renewal 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. Two sets of fingerprints. *Only required if you were notified by the NRPAB to submit fingerprint cards.*
   d. 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 NRPAB 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 31 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, 2015.
- 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 may 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, supporting documentation from the appraiser Board in the jurisdiction where the course was completed must accompany the certificate.
- The two-year continuing education period for all new credential holders credentialed prior to July 1 begins at the time the credential is issued and is completed on December 31 of the following year. The two year continuing education period for all new credential holders credentialed after July 1 begins with the next January 1 following the issuance of a credential.
- At least once during every two-year continuing education period, a credential holder must successfully take the 7-hour National Uniform Standards of Professional Appraisal Practice Update course taught by an AQB certified USPAP instructor who is a certified appraiser.
- At least once every four years, a credential holder must successfully complete an NRPAB approved Report Writing and Case Studies Update Seminar for a minimum of seven hours.
- 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. In the event that 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, 2015, the credential holder has until July 1, 2016 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, 2015. The Board's staff will utilize post-marked dates to determine late fees.
- If a credential holder that first obtained their credential at the current level on or after November 1, 2015 fails to apply and meet the requirements for renewal by December 31, 2015, 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, 2016.
- Fee(s) associated with 1-year renewal application: $275 credentialing fee, $40 Federal Registry fee, and $5 fingerprint fee.
- Fee(s) associated with 2-year renewal application: $550 credentialing fee, $80 Federal Registry fee, and $10 fingerprint fee.