



## Credential Renewal Questions and Answers

- **“I log in and everything is blank.”**
  - Most of the time this issue is occurring because the password is being entered incorrectly. If you have forgotten your password, you may contact the Board’s office to obtain that information. Once you log in, you may change your password.
  - Occasionally there are issues with appraisers using a different email than the one which was shown on an application for credentialing. If you need to update your email, please submit an Appraiser Information Change Form to the Board’s office to have this change made for you.
  
- **“Where can I find what I need to take for education?”**
  - Some individuals have never logged onto the website before. You may log on to the website, [www.appraiser.ne.gov](http://www.appraiser.ne.gov), directly under the Nebraska Real Property Appraiser Board banner, hit the link for “Appraiser Login.” You will need your email, last 4 digits of your SSN, and password. If you have not changed your password, it will likely be your last name in all lower case letters.
  - The website will provide you with information such as: your continuing education period, next USPAP update year, next Report Writing Update year, and all continuing education which has been reported by you to the Board’s office.
  
- **“MY CE period is 2017-2018; what do I need by this year to renew?”**
  - The 2017-2018 period indicates that an appraiser has until the end of the 2018 year to complete that education. The exception to this rule is that if the USPAP Update or Report Writing Update is due; they must be completed before December 31 of the year they are due, regardless of the CE period. Report Writing Update is to be completed at least once every four years and USPAP Update is to be completed at least once every two years. For example, an individual who completed Report writing in 2014 will be due for the update again before December 31, 2018. An appraiser with a latest USPAP from 2015 will be due for the update before December 31, 2017. Certificates of completion for the USPAP Update or the Report Writing Update must be submitted with any application for renewal submitted in the year they were taken, even if it is not the second year of the CE period.
  
- **“I see provider X is having a 15-Hour USPAP course in September, can I take it instead of my 7-Hour USPAP Update course?”**
  - No, the reason for this is that the 15-hour courses (for both report writing and USPAP) are more general and geared at teaching the basics to those who are new to the appraisal industry. The Update courses spend significant time working to deal with the common problems and changes which are being experienced. It is the Board’s opinion that these issues and changes are the purpose of the update requirements.

- **“I already have all of my education completed for this cycle; can I take course X this month and use it toward my 2018-2019 cycle?”**
  - No. Excess credits, or those credits used to make up required CE from a previous cycle, may not be used for another continuing education cycle.
- **“I don’t know which classes are being offered in my area.”**
  - On the Board’s website, a list of approved continuing education activities is provided. This list includes only activities reported to the Board by providers. The list is found at [www.appraiser.ne.gov](http://www.appraiser.ne.gov). On the right hand side of the page, click on [Education](#), then click on [Upcoming Qualifying and Continuing Education Activities \(pdf\)](#).
- **“How many credits of online education can I take?”**
  - Each continuing education period, a credential holder must satisfactorily complete 28 hours of continuing education. At most, 14 hours of this may be completed online. It is important to remember that the USPAP updates and the Report Writing Updates MUST be completed in a classroom setting and not online or by correspondence.
  - No Qualifying Education may be taken online.
- **“Must I complete my education in Nebraska, or can I take courses out of state?”**
  - The Board accepts education taken in other jurisdictions. In order to receive credit, an individual must provide proof along with the certificate that the course is approved by the Appraiser Board in the jurisdiction where the course is taken. One way to accomplish this is by locating an approval list on the Board’s website for the respective state. You will need to highlight the course and submit that documentation along with your certificate to the Nebraska Real Property Appraiser Board to receive credit in the State of Nebraska. If the course is not listed or that Board does not provide a list of approved courses, you may need to contact the Board’s office in that state to obtain a statement/letter that the course is approved.
- **“I need my credentialing card, but I don’t know how to get it.”**
  - As the Board has transitioned to the credentialing card usage for renewals, appraisers will be sent a postcard detailing how to obtain their credentialing card; they will not receive a credentialing card from our office. You may go to the website, [www.appraiser.ne.gov](http://www.appraiser.ne.gov), click [Appraiser Login](#), and enter your email, last 4 digits of your SSN, and password. You will be able to download your current credentialing card from this interface.
- **“Is there only a one-year renewal?”**
  - It depends on your education cycle. You can renew for either one or two years as long as you are not in the middle of your CE cycle. For example, if your CE period is 2017-2018, you may only renew for one year. If your CE cycle is 2016-2017, you may renew for either one year or two years.
- **“How much do I have to pay for renewal?”**
  - 1-year renewals are \$320 (\$275 credentialing fee, \$40 federal registry fee, and \$5 criminal history record check fee).
  - 2-year renewals are \$640 (\$550 for two credentialing fees, \$80 for two federal registry fees, and \$10 for two fingerprint fees).
  - 2-year Trainee credential renewals are \$10 (criminal history record check program fee)

- **“When do I renew?”**

- Renewal applications are due by November 30 of the year the credential expires. If applications are not received by that time, appraisers can still renew until July 1 of the following year. Beginning December 1, a \$25 late fee per month, or portion of a month, will need to be paid in addition to the credentialing and federal registry fees.