



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, 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, and all continuing education which has been reported by you to the Board’s office.

- **“MY CE period is 2018-2019; what do I need by this year to renew?”**
 - The 2018-2019 period indicates that an appraiser has until the end of the 2019 year to complete that education. The exception to this rule is that if the USPAP Update is due, it must be completed before December 31 of the year it is due, regardless of the CE period. The USPAP Update is to be completed at least once every two years. For example, an appraiser with a latest USPAP from 2016 will be due for the update before December 31, 2018. Certificates of completion for the USPAP 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 and no other CE certificates are due with the application.

- **“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 course is more general and geared toward teaching the basics to those who are new to the appraisal industry. The Update courses spend significant time dealing with the common problems and changes that are being experienced. It is the Board’s opinion that these issues and changes are the purpose of the update requirement.

- **“I already have all of my education completed for this cycle; can I take course X this month and use it toward my 2019-2020 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.”**
 - A list of upcoming continuing education activities is provided on the Board’s website. This list includes only activities reported to the Board by providers. The list is found at www.appraiser.ne.gov. On the right hand side of the page, click on [Education](#), then click on [Upcoming Qualifying and Continuing Education Activities \(pdf\)](#). Online activities can be found by clicking on the [Approved Education Activities](#) document.
- **“How many credits of online education can I take?”**
 - Each continuing education period, a credential holder must satisfactorily complete 28 hours of continuing education. All 28 hours may be completed online.
 - 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.”**
 - Appraisers are sent a postcard detailing how to obtain their credentialing card; they do not receive a credentialing card from the Board’s office. Go to the website, www.appraiser.ne.gov, click [Appraiser Login](#), and enter your email, last 4 digits of your SSN, and password. You can 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 2018-2019, you may only renew for one year. If your CE cycle is 2017-2018, 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 random fingerprint program fee).
 - 2-year renewals are \$640 (\$550 for two credentialing fees, \$80 for two federal registry fees, and \$10 for two years’ random fingerprint program fees).
 - 2-year Trainee credential renewals are \$10 (two years’ random fingerprint program fees)
- **“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, must be paid in addition to the credentialing, federal registry, and random fingerprint program fees.