

NEBRASKA REAL PROPERTY APPRAISER CONTINUING EDUCATION REQUIREMENTS

Effective February 27, 2017

Real Property Appraiser Credential Renewal

All current credentials issued under the Nebraska Real Property Appraiser Act, other than temporary permits, shall remain in effect until December 31st of the designated year. The application for renewal, along with evidence of continuing education completion (if applicable), and two copies of legible ink-rolled fingerprint cards or equivalent electronic fingerprint submissions (if requested) is due to the Board's office no later than November 30th of the designated year. The entire two-year continuing education period must be satisfactorily completed prior to renewing a credential for a two-year period.

Please note the following:

- If a credential holder was awarded his or her initial credential prior to July 1st of the current year, his or her continuing education period begins in the year of issuance and ends December 31st of the next year. If a credential holder was awarded his or her initial credential after July 1st of the current year, his or her continuing education period begins January 1st of the next year. Only the application for renewal is due to the Board's office by November 30th for any credential holder that was awarded his or her credential during the current year.
- *Effective February 27, 2017, if a credential holder is in the first year of his or her continuing education cycle and he or she was required to complete the 7-Hour USPAP course or the approved report writing update course of at least 7 hours before December 31 of the year in which he or she is submitting a renewal application, he or she must submit copies of the certificates of completion for the 7-Hour USPAP Update and/or Report Writing with the renewal application in the year in which the course was required.*
- *Effective January 1, 2015, all Trainee Real Property Appraisers are required to submit continuing education every two years instead of every four years. No adjustments will be made for those on a four year cycle ending on December 31, 2015 or December 31, 2016. However, if a Trainee Real Property Appraiser's four year cycle ends on December 31, 2017 or December 31, 2018, his or her continuing education cycle has been changed to a cycle beginning January 1, 2015 and ending December 31, 2016. Trainee Real Property Appraisers must meet all continuing education requirements for renewal. Please contact the Board's office with any questions.*

If all required information is not received at the Board's office postmarked by November 30, 2017, a credential holder will have until July 1, 2018 to meet the requirements. A late processing fee of \$25.00 will be assessed for each month or portion of a month the credential is not renewed beginning on December 1, 2017. If a credential holder obtained his or her credential at the current level on or after November 1, 2017, the late processing fee does not apply until January 1, 2018. With the exception of a credential holder who obtained his or her credential at the current level after November 30, 2017, but before January 1, 2018, all applications for renewal received postmarked after November 30, 2017 will go before the Board for review. If an application is incomplete, or the required continuing education documentation is missing, the application will be returned to the credential holder.

The board may adopt a program of continuing education for individual credentials as long as the program is compliant with the Appraiser Qualifications Board's criteria specific to continuing education.

A calendar showing upcoming classroom courses and a list showing online courses approved by the Board to meet the continuing education requirements can be found on the Board's website at www.appraiser.ne.gov. Select the hyperlink titled "Education" on the right-hand side of the page. Once the Education screen opens up select the "Upcoming Qualifying and Continuing Education Activities" hyperlink. The course name, number, and date of each classroom offering is shown on the calendar for each month, and the approved online courses are listed below the calendars. The course number key indicating which courses meet the Report Writing Update of a minimum of 7 hours course requirement can be found under the "Report Writing Update" heading.

Continuing Education Hours

1. A credential holder must satisfactorily complete at least 28 hours of continuing education during his or her designated two-year continuing education period.
2. The required continuing education hours, with the exception of the 7-Hour USPAP Update Course and the Board approved Report Writing and Case Studies Update Course of a minimum of 7 hours, may be completed at any time during the two-year continuing education period.
3. Each Continuing Education activity must be at least 2 hours in length (*1 hour = 50 minutes of course instruction*).
4. 100% attendance is required for continuing education credit to be awarded by the Board.

Online Continuing Education

1. No more than 14 of the 28 hours of continuing education may be taken online.
2. The 7-Hour USPAP Update Course and the Board approved Report Writing and Case Studies Course of a minimum of 7 hours shall be taken in a classroom setting and not online or by correspondence.
3. All online activities must conform with AQB criteria pertaining to online delivery.

Approved Continuing Education Activities

1. All continuing education activities, with the exception of those taken in another jurisdiction, must be approved by the board, and contribute to the maintenance and improvement of the quality of real estate appraisal service provided to the public.
2. Continuing education credit will be awarded for any education activities sponsored or conducted by the Board.
3. Continuing education credit will be awarded for any qualifying education taken to fulfill the class-hour requirement to upgrade to a higher classification, and continuing education credit will be awarded for any qualifying education taken not to fulfill the class-hour requirement to upgrade to a higher classification if examination is completed.
4. No more than fourteen hours may be awarded as continuing education in each two-year continuing education period for participation, other than as a student, in appraisal educational processes and programs, which includes teaching, program development, authorship of textbooks, or similar activities that are determined by the board to be equivalent to obtaining continuing education. No preapproval will be granted for participation in appraisal educational processes or programs.
5. Continuing education credit will be awarded for any board-approved seven-hour supervisory appraiser and trainee course successfully completed by a certified real property appraiser for approval as a supervisory appraiser no more than once during each two-year continuing education period.
6. Continuing education hours will not be awarded for the following activities:
 - Those that are specifically examination preparation in nature.
 - Those that deal with office or business skills, such as typing, speed reading, memory improvement, body language, motivation, and similar activities.
 - Those which are completed by a challenge examination (testing out of the activity).
 - Meetings held in conjunction with an appraisal firm's general business.
 - Orientation courses.

7. Continuing education activities of the same content, or in the opinion of the Board indistinguishable in content, cannot be used for a minimum of four years after previous use toward meeting the continuing education requirement (Please contact the Board's office with questions pertaining to specific courses.). The 7-Hour USPAP Update Course, the Board approved Report Writing and Case Studies Update of a minimum of 7 hours, and conferences approved by the Board each year as a new continuing education activity, are exceptions to this requirement.
8. Special requirements:
 - The 7-Hour USPAP Update Course must be completed at least once every two years from the time the course was last completed (e.g. USPAP Update taken July 1, 2015. Two years from this date is July 1, 2017. USPAP Update must be completed before January 1, 2018).
 - The Report Writing and Case Studies Update Course of a minimum of 7 hours must be completed at least once every four years from the time the course was last completed (e.g. RW Update taken July 1, 2014. Four years from this date is July 1, 2018. RW Update must be completed before January 1, 2019).

Continuing Education Activities Completed in Another Jurisdiction

1. Continuing education activities completed in another jurisdiction may be accepted by the Board if the activity is approved by the appraiser credentialing authority in that jurisdiction as continuing education.
2. All activities must meet the continuing education requirements of Nebraska to be accepted by the Board.
3. A Nebraska credentialed real property appraiser must provide sufficient evidence that the activity submitted to the Board for approval was approved by the appraiser credentialing authority for the jurisdiction in which the activity was completed. This may be accomplished by providing a letter from that jurisdiction's credentialing authority, or providing an activity approval number that can be used by Board staff to verify the activity approval.