



## Current Board Policies

*Effective September 20, 2012*

<b>Policy Number</b>	<b>Title</b>	<b>Policy</b>	<b>Board Meeting Activity</b>
01-01	Travel Policy	The Nebraska Real Property Appraiser Board will follow the DAS guidelines for travel. All exceptions will be approved by the Board at a regularly scheduled meeting.	Approved August 8, 2001 Amended March 20, 2007
02-02	USPAP Course Instructor Qualifications After January 1, 2003	After January 1, 2003, in order for an appraiser to receive state credit for attending a USPAP course or seminar, it must have been taught by an AQB Certified Instructor.	Approved May 21, 2002
02-04	Reciprocal Credentialed Real Property Appraiser Continuing Education Requirements	A reciprocal credential holder who is a resident of a jurisdiction other than the State of Nebraska may comply with the education requirements of the jurisdiction of residence. In the event the jurisdiction of residence does not impose continuing education requirements consistent with the criteria promulgated by the AQB of the Appraiser Foundation, the reciprocal credential holder shall comply with the continuing education requirements established by this policy.	Approved May 21, 2002
02-05	Qualifying Education Instructor Requirements	Instructors who teach courses required for advancement to Registration, License, Certified Residential, and Certified General (qualifying education) will renew their instructor certification with the Board every three to five years and may be subject to audit.	Approved May 21, 2002
02-07	Temporary Credential Renewal Requirements	A person who holds a temporary credential in Nebraska may renew the credential at least once for no additional fee. The temporary credential holder must request the renewal in writing, confirming the property is the same property for which the original credential was issued.	Approved May 21, 2002

02-08	Temporary Credential Renewal for Court Testimony Policy	It is the policy of the Board to renew a temporary credential at least one additional time without a fee when the appraiser is required to appear in the State for Court testimony.	Approved May 21, 2002
02-09	School Mentor Program Experience Credit Policy	School mentors may have up to six trainees. The program would be actual appraisal experience. The hours earned in the classroom would be doubled (two classroom hours with mentor would equal four hours of credit). An individual trainer would be limited to two trainees. Those hours would also be doubled in order to create an incentive. AQB criteria for trainee programs carry a provision that case study courses could be a medium through which trainees could gain 50% of their experience credit.	Approved October 15, 2002
02-10	School Mentor Program Curriculum Recommendations	It was recommended that all new Registered appraisers complete their first two-hundred hours under a mentor. The intent would be to establish as strong a foundation as possible. Instead of studying and developing reports on repetitive, on-complicated properties, students would be exposed to different types of properties, such as mixed-use property, a unique design problem, highest and best issues, etc., as opposed to a cookie-cutter experience. The mentor would identify six appraisal problems, mixed-use etc., where the trainee really has to grind out the solution to the problem. The thought was the student would obtain all the experience through a mentoring process. The committee recommended that reports the trainee is doing would not be part of the normal practice, These would be specific for the mentoring process.	Approved October 15, 2002
02-11	School Mentor Program Report Use	Trainee will be paying the mentor. The mentor will not be signing the reports. Intention is these reports are not to be used in the public. The mentor is not taking responsibility for the appraisal. These are not the reports the Board would be looking at for experience credit. In a training log and somewhere in the appraisal completed in a training program there should be a statement that this report was completed in the Nebraska mentoring program. On the private side of the mentoring program, reports may be for public use; and if this is a private training program, the report must be signed by the supervisor.	Approved October 15, 2002

03-04	Exam Hours Policy	Exam hours relative to course credit will be allowed to be included in the total number of credit hours granted for every course.	Approved November 15, 2003
04-02	Credential Applicant required to submit one Appraisal Report for Review	Each applicant shall submit one appraisal report in his or her area of practice for review and approval, prior to taking the examination. If the report is denied due to lack of USPAP compliance, the Appraiser Board may request submission of additional reports. The submitted report must demonstrate competency in the application of all three approaches to value. Reports required for submission are as follows: Registration – Single family residential Complete Appraisal, Summary Report; License-Single family residential Complete Appraisal, Summary Report; Certified Residential – One two-to-four family Complete Appraisal, Summary report; Certified General – One Commercial or Agricultural Complete Appraisal Summary report.	Approved May 18, 2004
06-02	Director's Authority Regarding Credential Application	Director has authority to process Registered applications and obtain Board ratification of credentials. For Licensed, Certified Residential and Certified General applicants, Director [sic] will verify education and experience log information, send reports to Board-approved reviewers and present all findings to Board for further action.	Approved May 24, 2006
06-03	Reciprocal Credential Applications	All applications for credentialing as a Nebraska real property appraiser by reciprocity must be submitted to the Board for approval. Applicants that meet the current standards for credentialing in their state of residency by satisfying the requirements for renewal of their credential, so meet the standards in Nebraska if, in the determination of the Board, the current standards in applicant's state of residency are substantially equivalent to the current standards in Nebraska at the time of application.	Approved May 24, 2006 Amended May 17, 2012
06-04	Original Files Policy	All original files must be maintained in a secure location within the Board Office at all times under the Director's supervision and the Staff Assistant is to have access to all files other than enforcement files when necessary.	Approved May 24, 2006
06-05	Newsletter Publishing Requirements	A newsletter will be published up to four times annually with the draft being presented to all members requesting additions or corrections to be made within five business days.	Approved May 24, 2006

06-07	Reciprocal Credential Applications	On and after August 24, 2006, all applications for obtaining a credential by reciprocity will be forwarded by the Director to the Board for approval. Each application will be reviewed to determine if the State in which the applicant resides has similar credentialing requirements as the State of Nebraska.	Approved August 24, 2006
06-09	USPAP Update Tuition for Staff	The NRPAB shall pay tuition and all reasonable expenses of the Director and the Staff Assistant to complete the 7-hour National USPAP Update.	Approved August 24, 2006
06-10	Public Records Policy	The Board shall comply fully with all applicable federal and state statutes and regulations which govern public records, including but not limited to Neb. Rev. Stat. §§ 84-712, 84-712.01, and 84-712.03, 84-712.09. Absent exceptional circumstances consistent with its duties as determined by the Board, the Board shall withhold from the public those records specified in N.R.S. § 84-712.05 to the fullest extent permitted by law. "Exceptional circumstances" shall normally be limited to requests from other public entities, such as the Board's counterparts in other states, which demonstrate a need for the information contained in such records and which commit to the board that they shall not further disclose the requested information except in open court, open administrative proceedings, or in enforcement proceedings.	Approved September 21, 2006
07-01	Fixed Assets Policy	The Board will follow the DAS accounting guidelines for reporting fixed assets greater than \$1,500. An in-house inventory of all fixed assets, no mater [sic] the value, will be maintained in the office.	Approved March 20, 2007
07-02	Use of State Resources Policy	This policy is adopted verbatim to the DAS policy for the use of equipment and assets, confidentiality, conflict of interest, and the use of state vehicles.	Approved March 20, 2007

12-01	Blast Email Policy	<p>Any electronic mail communication delivered over the Internet by the Director or NRPAB staff, originating from a list and considered to be a “blast email”, meant to reach recipients, such as appraisers, local, state, and federal government employees or entities, members or employees of professional organizations, the general public, or any other entity or group shall be established on NRPAB letterhead and reviewed by each member of the Board. Each member will have 24 hours to review and respond to the Director or NRPAB staff responsible for executing the electronic mail delivery. After consideration of the responses provided by each board member, 1) the Director will execute the delivery, or at the Director’s discretion, hold the electronic mail communication for discussion and vote at the next board meeting; 2) the responsible NRPAB staff will, upon approval from the Director, or the Board Chair if the Director is not available, execute the delivery. The Director, or the Board Chair if the Director is not available, may stop the electronic mail communication from being delivered, or hold the electronic mail communication for discussion and vote at the next board meeting. Any exception to this policy shall be subject to Board approval unless an emergency situation is declared by the Director or Board Chair. <i>Electronic mail communications delivered to more than one recipient by the NRPAB Director, staff, or board members in the everyday course of business is not considered to be a “blast email.”</i></p>	Approved April 19, 2012
12-02	Blast Email Requests	<p>Any requests to the Director or NRPAB staff for delivery of an electronic mail communication over the Internet not considered to be NRPAB business, meant to reach recipients, such as appraisers, local, state, and federal government employees or entities, members or employees of professional organizations, the general public, or any other entity or group, made by individuals or entities not NRPAB personnel or board members, shall not be granted. Any exception to this policy shall be subject to Board approval unless an emergency situation is declared by the Director or Board Chair.</p>	Approved April 19, 2012

12-03	Requests for Non-NRPAB Information to be Placed on the Website	Any requests to the Director or NRPAB staff for information to be placed on the website that is not considered to be NRPAB business, made by individuals or entities not NRPAB personnel or board members, shall not be granted. Any exception to this policy shall be subject to Board approval unless an emergency situation is declared by the Director or Board Chair.	Approved April 19, 2012
12-04	Definition of Employee	For the purposes of the Nebraska Real Property Appraiser Act and the Nebraska Appraisal Management Company Registration Act, employee shall mean any individual who is employed on a permanent basis and who devotes substantially all of his or her time to performing services on behalf of an employer and whose compensation for the services is in the form of salary, or its equivalent, paid by the employer. Employee does not include an independent contractor.	Approved May 17, 2012
12-05	Time Limitation on Grievances Filed with the Board	Per the USPAP Record Keeping Rule, an appraiser must retain a workfile for a period of at least five years after preparation, or at least two years after final disposition of any judicial proceeding in which the appraiser provided testimony related to the assignment. Due to variances in appraisers' record retention policies; the Board will not investigate a grievance filed in which the subject appraisal report, appraisal review report, or appraisal consulting assignment report has a report date that has exceeded its USPAP retention.	Approved July 19, 2012
12-06	Contracts for Work and Associated Fees	All work considered to be contractual in nature, along with the fees for that work, must be pre-approved by the Board unless the Board authorizes the Director to enter into contract negotiations for such work. In the case of an emergency, the Director may negotiate and enter into a contractual agreement on the Board's behalf and inform the Board of such contract and reasons for such contract at its next regular meeting. No charges for work considered to be contractual in nature will be paid by the Board unless pre-approved by the Board or agreed upon by the Director prior to the commencement of work. This policy does not include contracts for Standard 3 compliance reviews.	Approved July 19, 2012

12-07	Standard 3 Compliance Review Fees	<p>Appraisers that enter into a contract with the Board for the purpose of providing appraisal review services shall be compensated \$75.00 per hour for review of reports pertaining to residential and multi-family properties, and \$125.00 per hour for review of reports pertaining to commercial and agricultural properties. Compensation may be prorated on a quarter hour basis, and the maximum compensation for each property type is as follows:</p> <ol style="list-style-type: none"> <li>1. Residential.....\$450.00</li> <li>2. 2-4 Family.....\$450.00</li> <li>3. Agricultural.....\$625.00</li> <li>4. Commercial.....\$750.00</li> </ol> <p>Compensation will only be paid if terms of contractual agreement are completed in full.</p>	Approved August 15, 2012
12-08	Board Staff Clothing Allowance	<p>Upon hire, any full-time employee of the Board shall be granted an allowance of \$100.00 for use on NRPAB promotional clothing. Current Board employees will receive this allowance upon Board approval of this policy for FY 12. After FY 12, this initial allowance is only applicable to newly hired employees, and in the fiscal year the new employee begins work. At the beginning of each fiscal year after an employee has been granted his or her initial allowance, each employee is granted an allowance of \$75.00 for use on NRPAB promotional clothing. This allowance does not carry over from one fiscal year to another.</p>	Approved August 15, 2012
12-09	Two Year Credentialing Requirements for Reciprocal Credential Applicants	<p>For the purposes of 298 NAC, Chapter 8, Section 002, An applicant for reciprocal credentialing must maintain his or her current level of credential to appraise real property under the laws of his or her state for a minimum of two years immediately preceding application to the Board.</p>	Approved August 15, 2012
12-10	Duration for Enforcement Actions Published on the Board's Website	<p>An enforcement action taken by the Board against a credential holder or an appraisal management company will be published on the Board's website for ten years from the execution of a consent agreement or the date of order resulting from a formal hearing. The Board reserves the right to make any exceptions to this policy.</p>	Approved September 20, 2012
12-11	Nonrenewable Application Fee	<p>All application fees defined as non-refundable in Title 298 become non-refundable once the application is received by board staff.</p>	Approved September 20, 2012

12-12	Director's Performance Review	The Director's performance will be evaluated by the Board prior to the beginning of each fiscal year.	Approved September 20, 2012
<b>Retired Board Policies</b>			
01-02	2002 Edition of USPAP Adopted as Formal Rules and Regulations Governing Professional Appraisal Practice	Following discussion of the proposed amendment to Title 298 NAC Chapter 2, Section 001, Vice Chairman Heiden moved to "adopt the 2002 edition of the Uniform Standards of Professional Appraisal Practice in the State of Nebraska on the effective date of this amendment"	Approved August 18, 2001 Retired June 21, 2012
02-01	USPAP Course Requirement After January 1, 2003	Beginning on, and continuing after, January 1, 2003, all credential holders submitting an application for a credential as a Nebraska Real Estate Appraiser must have completed successfully a Uniform Standards of Professional Appraisal Practice course adopted by the Appraiser Qualifications Board of the Appraisal Foundation and taught by an instructor certified by the Appraiser Qualifications Board of the Appraisal Foundation.	Approved May 21, 2002 Retired June 21, 2012
02-03	USPAP Course Required Biennially for Continuing Education	Beginning on, and continuing after, January 1, 2003, all credential holders shall complete once in every two-year continuing education period not less than seven classroom hours in a Uniform Standards of Professional Appraisal Practice (USPAP) seminar adopted by the Appraiser Qualifications Board of the Appraisal Foundation and taught by an instructor certified by the Appraiser Qualifications Board of the Appraisal Foundation.	Approved May 21, 2002 Retired June 21, 2012
02-06	Pre-approval Required for Online Appraisal Education Course	Online appraisal education must be pre-approved by the Nebraska Board before credit will be given. Online education may not be used for the purpose of fulfilling disciplinary requirements.	Approved May 21, 2002 Retired June 21, 2012
03-01	Trainee Report Requirements	Trainees must sign a report in order to receive credit for it. If the trainee is not allowed to sign a report (FHA/VA or other governmental appraisal), the certification must disclose what the trainee did in developing and/or reporting the appraisal. Further, in compliance with USPAP, if the trainee signs anywhere on the report, he/she must also sign the certification.	Approved January 15, 2003 Retired July 19, 2012

03-02	Revisions to Title 298, NAC	Director asked the Board to consider and adopt the proposed revisions to Title 298, NAC. Three proposed changes are limited to three issues that must be expedited to bring the Rules into compliance with AQB requirements. The changes are 1) adoption of USPAP 2003 (Chapter 2.001); 2) adoption of provisions for certification of USPAP instructors (Chapter 4.003.05); and 3) amending reference to the study of the National Uniform Standards of Professional Appraisal Practice, 7-hours updates which shall be repeated in each two-year continuing education cycle.	Approved February 25, 2003 Retired June 21, 2012
03-03	Director Authorization to Send Letter to Applicant Prior to Board Review	Stoeber moved to authorize Director from this month forward to send out letters to applicants for Registration when they have completed all of the education requirements, filed a complete application, and paid the established fees. Director will advise at the next regular meeting at which Board will consider the application and vote to endorse the Director's action.	Approved August 19, 2003 Retired June 21, 2012
03-05	2004 Edition of USPAP Adopted as Formal Rules and Regulations Governing Professional Appraisal Practice	Chairman Heiden presented the proposed rule change which provides only for adoption of the 2004 edition of the Uniform Standards of Professional Appraisal Practice as the formal rules and regulations governing professional appraisal practice in the State of Nebraska. The chair noted authority of the Appraisal Standards Board and the Appraiser Qualifications Board to establish criteria for the state regulators of real estate appraisers comes through Title XI of the Financial Institutions Reform, Recovery, and Enforcement Act of 1989 ("FIRREA"), entitled "Real Estate Appraisal Reform Amendments [Public Law No. 101-73, 103 Stat. 183 (1989); U.S.C. 3310], and authorized by the Financial Institutions Reform, Recovery, and Enforcement Act of 1989.	Approved December 22, 2003 Retired June 21, 2012
04-01	Appraiser Performing as Referee in the Reevaluation of County properties	Nebraska Real Estate Appraiser Board shall not enforce the Uniform Standards of Professional Appraiser Practice, except for the following sections of the USPAP: Definitions, Preamble, Competency Rule, Ethics Rule and Supplemental Standards while an appraiser is performing as a referee in the reevaluation of County properties.	Approved May 18, 2004 Retired July 19, 2012
06-01	Education Component Must Be Complete Prior to Applicant Sitting for Exam	Applicants may sit for the examination after January 1, 2007, once the education component has been completed. Exam results are valid for only one year.	Approved May 24, 2006 Retired June 21, 2012

06-06	2006 USPAP Update Tuition for Board Members	All tuition and reasonable expenses for the 2006 USPAP Update will be paid by the Nebraska Real Property Appraiser Board for the appointed members.	Approved June 22, 2006 Retired June 21, 2012
06-08	Credit for Mass Appraisal Experience	Credit for mass appraisal experience shall be granted hour for hour as long as the experience consists of at least 25% credible valuation tasks and not more than 75% data collection, listing and inspecting of properties. In addition, appraisal reports submitted as part of the experience component shall be two Standard 1 and Standards 2 reports and one Standard 6 report or three Standard 1 and Standard 2 reports to fulfill the requirement. Credible valuation tasks means setting, reviewing, adjusting or defending property value. Credit for mass appraisal experience must be provided on forms acceptable to the Board and must be verified by the applicant's supervisor.	Approved August 24, 2006 Retired July 19, 2012