



Application Received _____
Board Number _____
Approval Date _____
Expiration Date _____
For Board Use Only

APPLICATION FOR CONTINUING EDUCATION

INSTRUCTIONS: *This application form must be used by the provider applying for approval of a continuing education activity. A separate application form must be filed for each continuing education activity submitted for approval. Applicants should read carefully the Continuing Education Activity Policy and Procedures found on the Board's website before completing the information below. In addition, you should refer to Title 298 Rules and Regulations.*

School / Provider Information

- 1. Name: _____
- 2. Address: _____

- 3. Telephone: _____
- 4. Fax: _____
- 5. E-Mail: _____
- 6. Contact Person: _____
- 7. Contact Person Telephone: _____

8. Authorized Agent: Person legally authorized to act on behalf of the provider named in Item 1 of this application in all matters before the Nebraska Real Property Appraiser Board including but not limited to matters of discipline, approval or denial of course, maintenance of student records, regular correspondence and any other matters deemed by the Board to be necessary in ensuring that the minimum criteria established by the Appraiser Qualifications Board and the Nebraska Real Property Appraiser Board is enforced. *(This Agent must sign this application)*

- Name: _____
- Contact Address: _____

- Contact Telephone: _____
- Agent Signature: _____

CONTINUING EDUCATION

CONTINUING EDUCATION ACTIVITY TITLE

Continuing Education Activity Length (Hours): _____

Examination Length (Hours): _____ **Total Hours:** _____

Intended Date(s) of Offering: _____

Location of Education Offering: _____

All of the following materials must be submitted together with this application.

1. Continuing Education Description
2. Detailed Content Outline reflecting hours of credit per topic/category.
3. Learning Objectives
4. Work Assignments
5. All texts and materials used in teaching and used by the student.
6. Presentation method
7. Prerequisites
8. A copy of examination (if applicable)
9. The instructor qualifications used in selecting instructors for appraisal education.
10. A completed Application for Instructor Approval
11. A copy of Student Evaluation Form for Continuing Education Activity and Instructor.
12. A copy of the proposed certificate of completion.
13. Procedure for measuring and validating student attendance.
14. A non-refundable \$25.00 application fee.
15. **For USPAP Update**, a copy of the AQB Certification for the instructor and the provider's license agreement or equivalency certification from The Appraisal Foundation.

All materials submitted to the Nebraska Real Property Appraiser Board related to an application for Continuing Education Activity are for Board use only and shall be retained by the Board.