

**NEBRASKA REAL ESTATE COMMISSION**

**BROKER-APPROVED  
TRAINING PROVIDER  
EDUCATION PORTAL**

**PROCEDURES**

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September 18

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## SECTION 1 – REQUIREMENTS

As you know, Title 299, Chapter 7, Section 007.06 of the Rules and Regulations of the Nebraska Real Estate License Act requires that within 10 days of the completion of a broker-approved training activity an alphabetical listing of all who complete the program is to be submitted to the Commission. The Commission has automated the process of updating licensees' data files with this information. Therefore, the Commission will now require that these verification lists utilize the following web-based platform. **Because your lists will be relied upon for updating licensee files, accuracy and promptness are absolutely necessary! Licensees' license status will be dependent upon you—the sooner you send verification the better. UNDER NO CIRCUMSTANCES SHOULD VERIFICATION LAG BEYOND 10 DAYS FROM PROGRAM DATE!**

Along with these instructions, you have also received a Provider i.d. number and password which is specific to each Provider. If you are a Designated Broker you will use your License number and password.

**\*\*Please note: This new required format does NOT replace the necessity of issuing course completion certificates for those successfully completing your programs and does NOT (at this time) replace the licensees' responsibility for submitting certificates to the Commission.**

Should you have questions, please contact Tawny Snider or Monica Rut.

# SECTION 2 - BROKER-APPROVED TRAINING PROVIDER INTRODUCTION

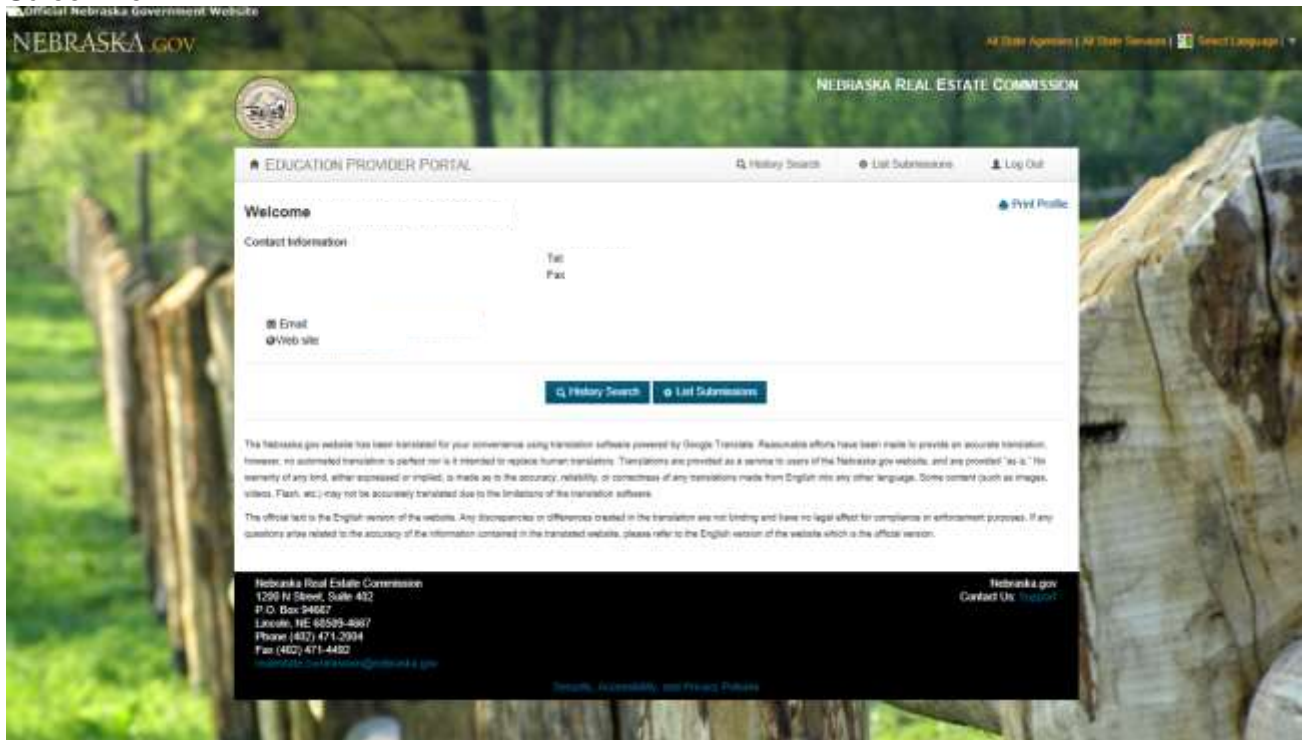
## 1. Accessing the Education Provider Portal

- a. To access the Education Provider Portal go to <https://www.nebraska.gov/apps-LicenseePortal/public/index>
- b. Logon using your Provider number and password as assigned and provided to you by NREC staff.
- c. If you are a Designated Broker you will use your License number and password.

## 2. Home Screen - if logged in as an Education Provider

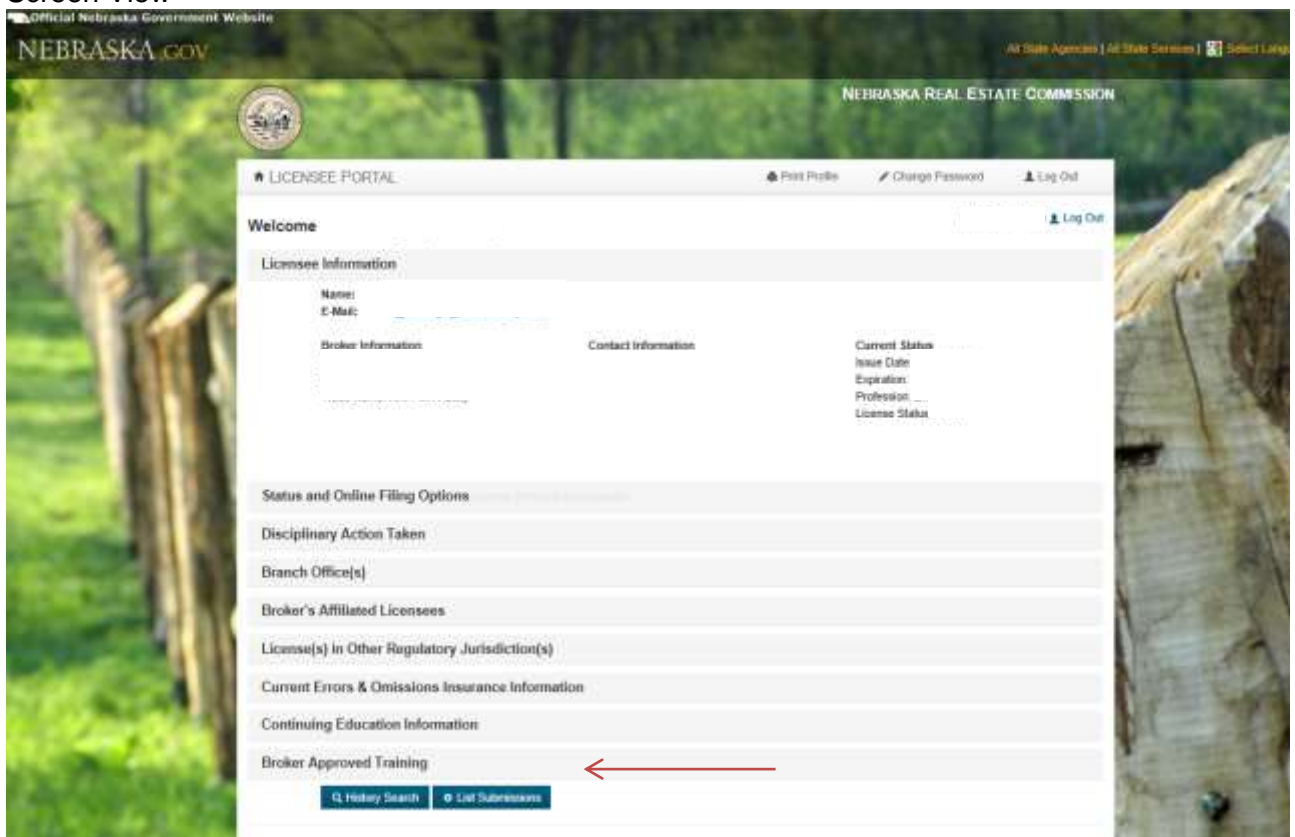
- a. The home screen displays the providers contact information as submitted to NREC which includes:
  - i. Business Name
  - ii. Address, City, State, Zip
  - iii. Email address
  - iv. Website
  - v. Telephone Number
  - vi. Fax Number
- b. The Education Portal's Tool Bar is located on the top of the screen and provides the following information:
  - i. Home Icon (next to "Education Provider Portal")
  - ii. History Search
  - iii. List Submissions
  - iv. Log Out

### c. Screen view



### 3. Home Screen – if logged in as a Designated Broker

- a. The home screen displays the contact information and license information relative to your real estate license.
  - i. To access the Education Portal, you need to click on the section located at the bottom of your screen called “Broker-Approved Training”.
  - ii. Select the “History Search” or “List Submissions” button
  - iii. By selecting one of the buttons you will enter the “Education Portal”
- b. The Education Portal’s Tool Bar is located on the top of the screen and provides the following information:
  - i. Home Icon (next to “Licensee Portal”)
  - ii. History Search
  - iii. List Submissions
  - iv. Change Password
  - v. Log Out
- c. Screen View



## SECTION 3 –CONTACT INFORMATION

### 1. Contact Information

- a. The information which is displayed on the Portal Home Page is the information which will be displayed on reports for licensees to review.
- b. The Commission staff will use this contact information to communicate with the provider should questions arise or to provide information specific to the import process, annual report, etc.
- c. You, as the Provider, will need to keep this information current as the email address listed is what will be used to contact you, to reset the password, and other things as needed.

### 2. How to change the contact information listed

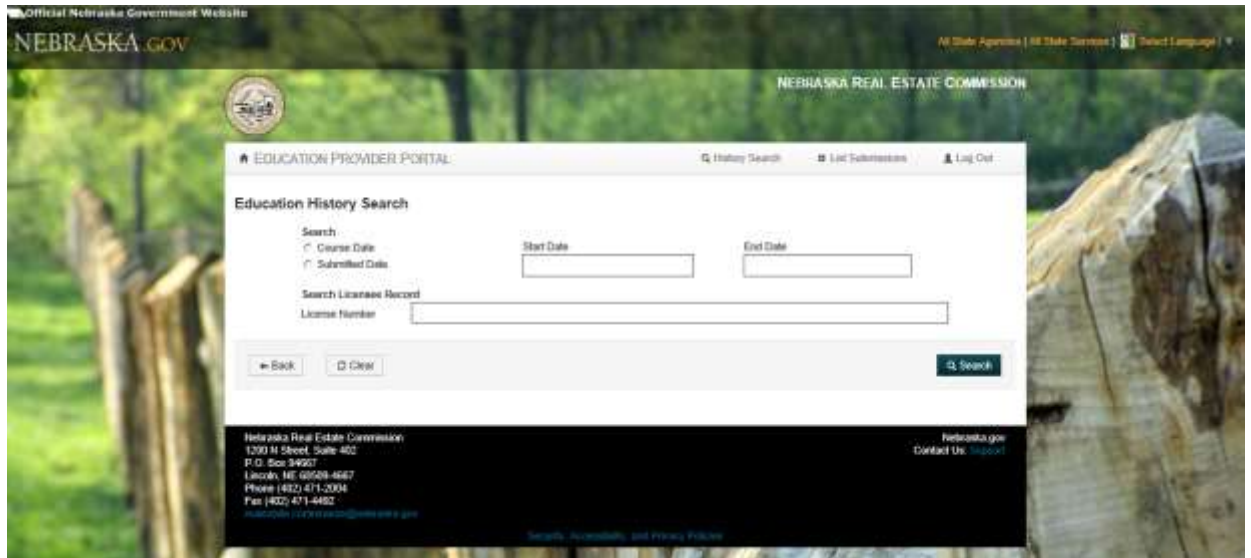
- a. To change the contact information, complete the following:
  - a. Click on “Print Profile” button located on the Education Provider Portal Home Page.
  - b. Make the appropriate changes to your contact information.
  - c. Fax, Email or Mail changes to Tawny at the Commission Office.
    1. Fax: 1-402-471-4492
    2. Email: [tawny.snider@nebraska.gov](mailto:tawny.snider@nebraska.gov)
    3. Mail: Nebraska Real Estate Commission  
Attn: Tawny Snider  
PO Box 94667  
Lincoln, NE 68509-4667

### 3. How to change your Password

- a. On the Commission’s Website Home Page [www.nrec.ne.gov](http://www.nrec.ne.gov) , click on “Licensee Login” or direct at <http://www.nrec.ne.gov/licensing-forms/logininfo.html>
- b. Click on the “Change Password” link.
- c. Type in your Provider i.d. Number
- d. Verify that the email address which will appear in the reset information is current because this is where you will be contacted to proceed with changing your password. If email is not current, contact Tawny in our office.

**SECTION 4 - HISTORY SEARCH** (NOTE: Searches are restricted to data submitted through this portal, previous verification lists submitted through the Excel spreadsheets are not accessible.)

1. The History Search allows you to search by multiple criteria. You can narrow your searches by clicking several options.
2. Select “History Search” by clicking on the button located on Education Provider Portal Home Screen or by clicking on the History Search Icon located at the top of the Portal’s tool bar.
3. You can search by:
  - a. Course Date
    1. Course Date would give you the submission list record of the date the Course was given.
  - b. Submitted Date
    1. Submitted Date would give you the submission list record of the date the Course Verification List was submitted to NREC.
  - c. Licensee Record
    1. Licensee Record would give you a list of the records you have submitted for a particular licensee based on the license number entered.
  - d. Screen View



**4. Export Search Results**

- a. The “Export Search Records” button allows you to export the results of your search into a Microsoft Excel spreadsheet so that you may sort and organize the list to your desire.

## SECTION 5 – VIEW APPROVED COURSES

1. The Approved Courses list allows you to view the courses which have been approved by the Commission for you to offer. It will also show the Designated Brokers who have given their affiliated licensees authorization to attend the activity.
2. Select “List Submission” by clicking on the button located on Education Provider Portal Home Screen or by clicking on the “List Submission” icon located at the top of the Portal’s tool bar.
3. Click on the “View Approved Courses” button to bring up the list.

### a. Screen View



### b. The Courses are listed and include the following information:

- i. Activation Date – The date you can begin offering the course
- ii. Course Date – This is the date that has been approved by NREC for the training to be offered.
- iii. Course Number – The four-digit number issued by NREC which will always be 9999T.
- iv. Course Name - The name approved by NREC
- v. Course Type – It will show Broker-Approved Training (BAT)
- vi. Hours – The number of credit hours approved by NREC
- vii. Approved Designated Brokers – This will show the Designated Brokers who the Commission has on record as having signed the TRG-2 form for the activity.

### c. Screen View

Activation Date	Course Date	Course Num.	Course Name	Course Type	Hours	Approved Designated Brokers
02/11/2012	05/23/2012	0999T	Issues in Foreclosures	BAT	1	(22180204) Virginia, Tish
03/11/2012	02/03/2012	9999T	Issues in Title Closings	BAT	1	
02/11/2012	03/06/2012	9999T	Title Insurance Commitments	BAT	1	(2700142) Valerie, Joseph
02/12/2012	02/03/2012	9999T	Professionalism in Real Estate	BAT	1	
02/02/2012	06/23/2012	9999T	Social Media & Electronic Communications	BAT	1	(22180204) Virginia, Tish
02/02/2012	06/23/2012	9999T	Time Management	BAT	1	(22180204) Virginia, Tish
03/16/2012	04/03/2012	9999T	Buyer Protection with Home Warranties	BAT	1	
03/02/2012	03/06/2012	9999T	Neighbor/Vendor Litigation: An Alternative Alternative for Homeowners	BAT	1	(22180204) Virginia, Tish
04/11/2012	03/06/2012	9999T	New Construction Buyers	BAT	1	
04/01/2012	03/06/2012	9999T	New Construction First Step Course	BAT	2	
03/16/2012	03/06/2012	9999T	Preparing Accurate Buyer Cost Sheets	BAT	1	(2202110) Susan, Virginia
03/16/2012	04/03/2012	9999T	Seller Risk Reduction with Home Warranties	BAT	1	
04/02/2012	03/06/2012	0000T	Spring Training	BAT	1	
04/09/2012	04/03/2012	9999T	Social Media & Electronic Communications-Welcome	BAT	1	
03/12/2012	04/12/2012	9999T	New Construction-How The Industry	BAT	1	
03/06/2012	04/12/2012	9999T	First Facts	BAT	1	



## SECTION 6 – SUBMIT VERIFICATION LIST

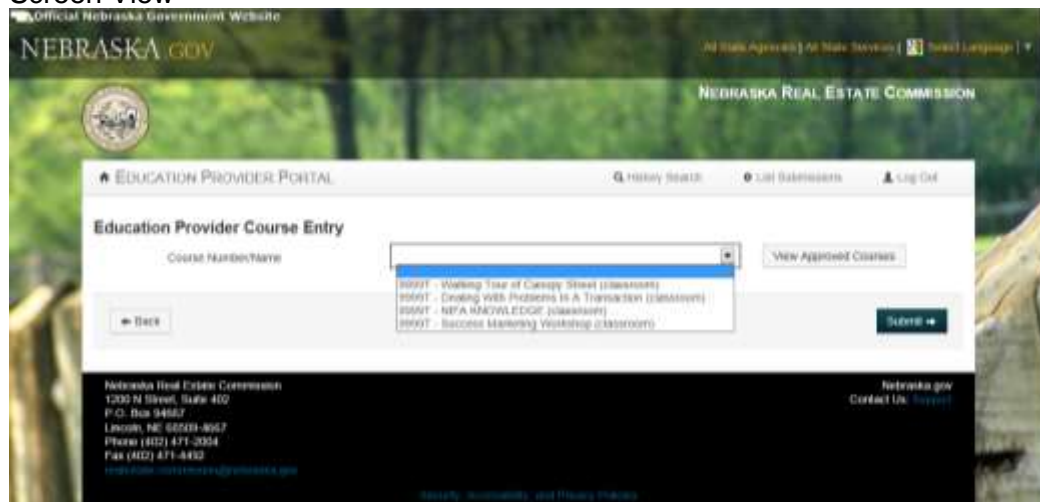
**\*\*PLEASE TAKE YOUR TIME DURING THIS STEP AS ANY ERRORS ARE NOT FIXABLE BY YOU OR NREC STAFF. ANY ERRORS WILL REFLECT INACCURACIES IN YOUR REPORTING TO THE COMMISSION AND MAY NEGATIVELY AFFECT THE LICENSEES. SINCE THE LICENSEES ARE NOW RELYING ON YOUR REPORTS THIS IS VERY CRITICAL!!**

1. By law the Verification List must be submitted within 10 days of the completion of the training.
2. Select “List Submission” by clicking on the button located on Education Provider Portal Home Screen or by clicking on the “List Submission” icon located at the top of the Portal’s tool bar.

a. Click on the arrow in the box next to “Course Number/Name”.

- i. A list of your approved courses will be provided for you to choose from.
  1. The list will display:
    - a. Course Number
    - b. Course Name
    - c. Delivery Method – Internet; Correspondence; Classroom; Webinar
  - ii. Click on the course for which you are submitting the verification list. If the same course is offered in both live classroom and distance delivery method be careful to select the proper option.

iii. Screen View



b. Once selected the “Education Provider Course Entry” screen will appear

c. VERY IMPORTANT – Verify that the course displayed is the course you meant to click on.

d. Enter Course Completion date.

- i. Click in the “Course Completion Date” box.

ii. Select the “Course Completion Date” from the approved list.

1. Note: If the date is not listed, the Commission did not approve the course to be offered on that date. A completed TRG-2 form must be submitted to the Commission office PRIOR to the activity being offered.

2. Screen View

Official Nebraska Government Website  
NEBRASKA.GOV  
All State Agencies | All State Services | Select Language

NEBRASKA REAL ESTATE COMMISSION

EDUCATION PROVIDER PORTAL

History Search | List Submissions | Log Out

**Education Provider Course Entry**

Course Number/Name: 9990T - Dealing With Problems In A Transaction (classroom)

Course Completion Date:  Hours: 1  
 09/23/2013

Add attendees who completed the course by entering their license number and clicking the "Add Licensee" button. Verify the name and license number matches your records.

License Number(s):   Verify:  0 Attendee(s)

"You must check the "Verify" box next to each Licensee before submitting a Licensees record, if the licensee listed is incorrect or does not match your records, please click on the "Remove From List" icon to remove the licensee.

Nebraska Real Estate Commission  
1200 N Street, Suite 402  
P.O. Box 94667  
Lincoln, NE 68509-4667  
Phone (402) 471-2314  
Fax (402) 471-4402

Nebraska.gov  
Contact Us: [Support](#)

100%

## e. Add Course Attendees

i. Click in the box next to “License Number(s)”.

ii. Enter the attendee’s license number as provided by the licensee.

iii. Click the “Add Licensee” button

iv. The attendee’s license number and name will appear to the right.

1. If the attendee is correct click on the “Verify” box next to the attendee.

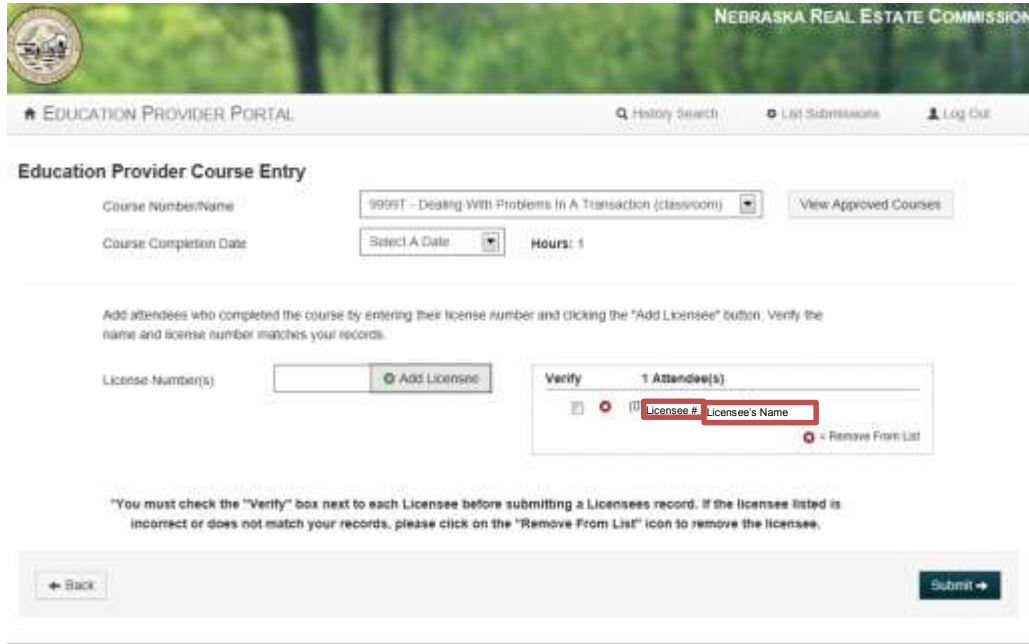
2. If the attendee is NOT correct click on the “Remove From List” icon.

a. If you click on “Remove From List” the following message will appear



- b. If you wanted to remove the licensee from the list, click OK
- c. If you did not want to remove the licensee from the list, click CANCEL

v. Screen View



- f. Continue entering licensees by typing in the license number and clicking on the “+ Add Licensee” button.
- g. After ALL attendee(s) have been entered and verified click on the “Submit” button.
- h. IMPORTANT – Only click on the “Submit” button ONE TIME. The report may take a few moments to process the records.
- i. The Records Submitted Page will appear.
  - i. This page will tell you how many records were successfully submitted.
  - ii. This page will display the course data you entered.
  - iii. This page will also display the submitted attendees.
  - iv. The list of submitted attendees will show the following information:
    1. The attendee’s license number
    2. The attendee’s first name
    3. The attendee’s last name
    4. The attendee’s rejection reason, if applicable.
      - a. The rejection reasons are explained in Section 7 of this manual. You should note these reasons as licensees are likely to contact you if they do not see the course appearing on their education history screen in their own licensee portal.

v. Screen View

NEBRASKA REAL ESTATE COMMISSION

EDUCATION PROVIDER PORTAL

History Search List Submissions Log Out

### Records Submitted

You have successfully submitted 1 records to the Nebraska Real Estate Commission.

To continue adding records, click the ADD button to be directed to the Submissions Page.

To print a copy of records submitted, click the print button in the upper right corner or select print from your browser menu.

You may review a history of your submissions from the History Search.

Provider Name: American Society of Farm Managers, Course Name: Ag Land Management 2  
Provider Number: 20021091, Course Number: 766  
Licensee's #, Licensee's Name, Licensee's Name, Course Date: 09/11/2013  
Type

Submitted Attendees

License Number	First Name	Last Name	Rejected Reason
0780303	William	Rut	

Exit Add

j. Print the “Records Submitted” page by clicking on the “Print” icon located on the upper right side of your screen.

i. You MUST save this for your records. You will need to use these reports to submit the Annual Report.

k. Select the “Exit” button if you want to return to the Education Provider Portal Home Page.

l. Select the “Add” button if you want to:

i. Add another course verification list

ii. If you noticed that you omitted a name from the list you just submitted.

1. Create another list with only the licensee names you omitted, do not enter the entire verification list again.

## SECTION 7 – REJECTION REASONS

### 1. What is a Rejection Reason?

- a. Based on the criteria below, a licensee may be rejected from the import process. This does not mean that you, as the Provider, have done anything incorrect. Records that have been rejected after you submit them require our office to conduct a further review before they can be properly credited to the licensee in question. The records will be manually entered by NREC staff once the review has been completed.

### 2. There are only three reasons why a licensee would get rejected from the verification list you submitted.

- a. **The Attendees License Number starts with “current year”**
- b. **The Attendees designated broker did not complete a TRG-2 form authorizing them to attend and receive credit for the activity.**
- c. **The Attendees License Status is one of the following:**
  - i. Inactive
  - ii. Suspended
  - iii. Probation
  - iv. Lapsed
  - v. Pending Examination
  - vi. Non Renewed
  - vii. Voided
  - viii. Licensee number is not associated with a listed approved designated broker

### 3. Where will I see the rejection reason located?

- a. **When you submit or search a verification list, you will notice that there may be a rejection reason listed on the report next to a licensee’s record.**
- b. **When you do a history search for a licensee there may be a rejection reason listed for a course.**

### 4. Should I be updating my records based on the rejection reasons?

- a. **If the rejection reasons states that the license status is “Voided” – this means that it is no longer a valid license number and will be rejected every time you enter that number in the education portal. You will want to reference your registration materials, or license number roster to correct the number.**

## SECTION 8 – LIST VERIFICATION ERROR MESSAGES

### 1. License Number Errors

- a. If you click on the “Add Licensee” button without entering a license number you will get an error that says “Enter a license number”.

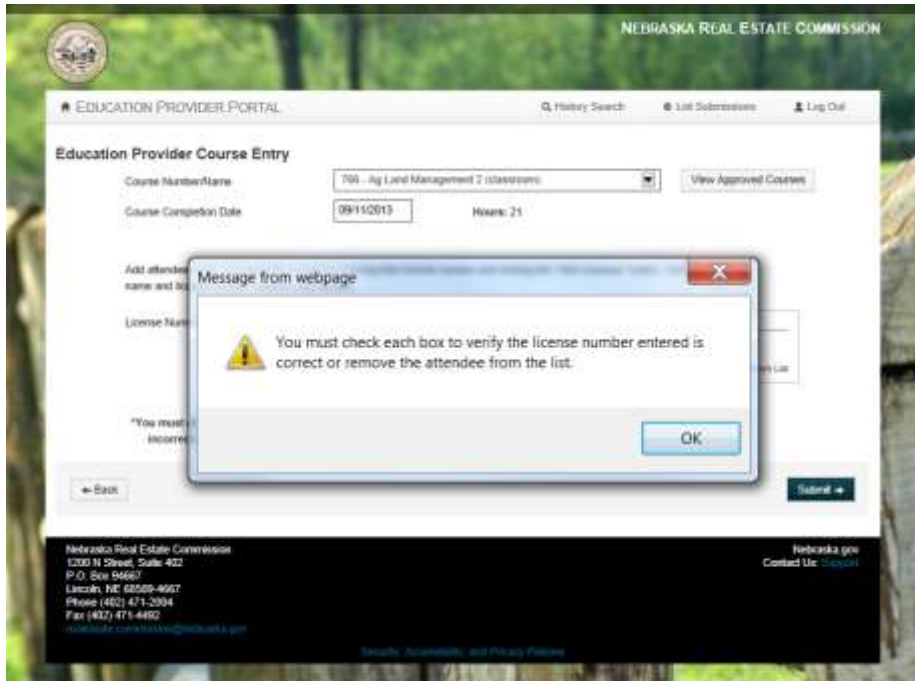
The screenshot shows the "Education Provider Course Entry" page. At the top, there is a navigation bar with "EDUCATION PROVIDER PORTAL", "History Search", "List Submissions", and "Log Out". Below the navigation bar, the page title is "Education Provider Course Entry". A red error banner displays the message: "Error: Enter a license number". The form includes fields for "Course Number/Name" (9999T - Dealing With Problems In A Transaction (classroom)), "Course Completion Date" (06/25/2013), and "Hours" (1). There is a "View Approved Courses" button. Below the form, there is a section for adding attendees, with a "License Number(s)" field, an "Add Licensee" button, and a "Verify" checkbox. The "Attendee(s)" list is currently empty, showing "0 Attendee(s)" and a "Remove From List" button. A note at the bottom states: "You must check the 'Verify' box next to each Licensee before submitting a Licensees record. If the licensee listed is incorrect or does not match your records, please click on the 'Remove From List' icon to remove the licensee." At the bottom of the page, there are "Back" and "Submit" buttons.

- b. If you enter an incorrect license number you will get a message that says “A record of that number was not found” OR you will note the wrong name comes up. You will want to reference your registration materials, or license number roster to correct the number.

The screenshot shows the "Education Provider Course Entry" page. At the top, there is a navigation bar with "EDUCATION PROVIDER PORTAL", "History Search", "List Submissions", and "Log Out". Below the navigation bar, the page title is "Education Provider Course Entry". A red error banner displays the message: "Error: A record of that number was not found". The form includes fields for "Course Number/Name" (9999T - Dealing With Problems In A Transaction (classroom)), "Course Completion Date" (06/23/2013), and "Hours" (1). There is a "View Approved Courses" button. Below the form, there is a section for adding attendees, with a "License Number(s)" field containing "790303", an "Add Licensee" button, and a "Verify" checkbox. The "Attendee(s)" list is currently empty, showing "0 Attendee(s)" and a "Remove From List" button. A note at the bottom states: "You must check the 'Verify' box next to each Licensee before submitting a Licensees record. If the licensee listed is incorrect or does not match your records, please click on the 'Remove From List' icon to remove the licensee." At the bottom of the page, there are "Back" and "Submit" buttons.

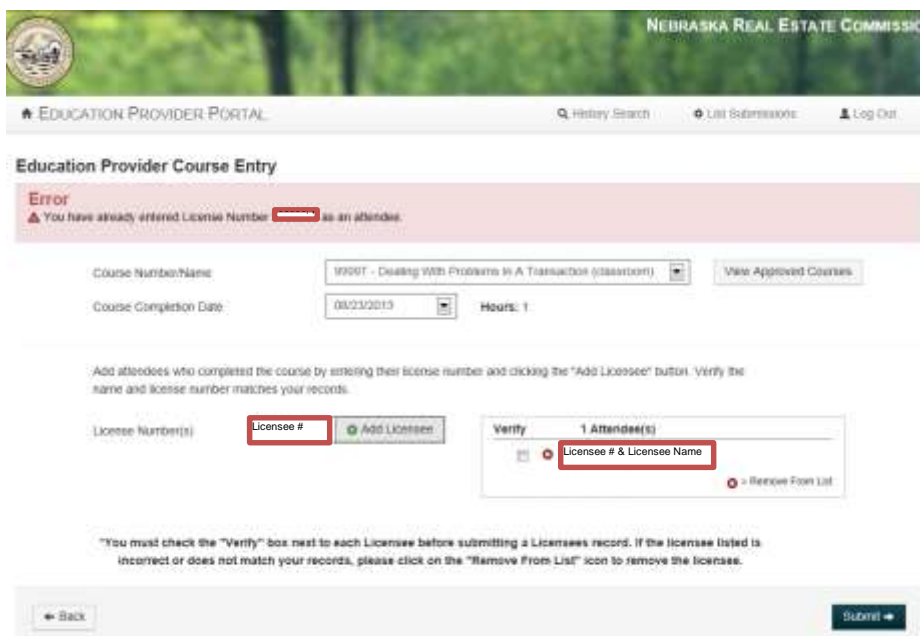
## 2. Verification Error

- a. If you forget to click on the verify box in front of an attendee's name you will get an error that says "You must check each box to verify the license number entered is correct or remove the attendee from the list". This check is to make sure you look at the coupling of the number and the name so that the proper person receives credit.



## 3. Duplicate Entry

- a. If you type the same attendee twice you will get an error that says "You have already entered License Number XXXXXXXX as an attendee".
- b. If you reenter a course verification list, you cannot resubmit the licensees that were previously submitted for the same course on the same date.



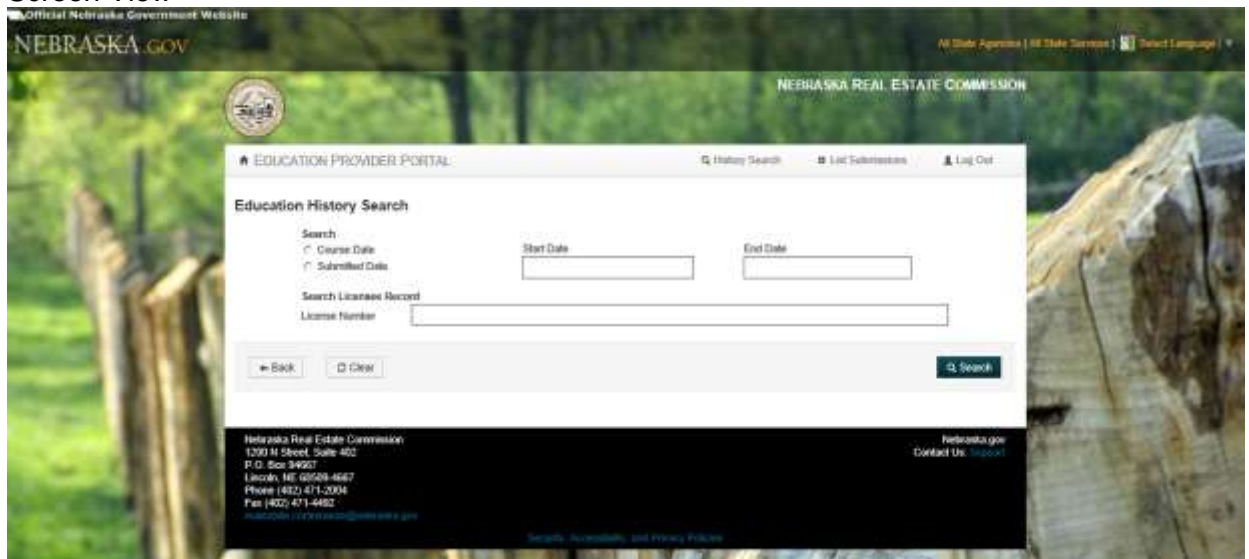
## SECTION 9 – ANNUAL REPORTS OF CONTINUING EDUCATION ACTIVITIES

NOTE: As per Title 299; Chapter 7, Section 011.07 in the Nebraska Real Estate License Act, “By January 31<sup>st</sup> of each year all approved providers shall submit to the Commission a chronological list to include the title, number of hours granted, date, location, instructor and number of attendees for each training or continuing education activity conducted during the preceding year.”

A sample of this report is included in the Application Packet for CE: <http://www.nrec.ne.gov/pdf/forms/ceproviderapppkt.pdf>; and the Application Packet for Broker-approved Training: <http://www.nrec.ne.gov/pdf/education/trgapprocedure.pdf>.

### 1. Compare your course lists against the courses submitted through the portal.

- a. Select “History Search” by clicking on the button located on Education Provider Portal Home Screen or by clicking on the History Search Icon located at the top of the Portal’s tool bar.
- b. The History Search allows you to search by multiple criteria. You can narrow your searches by clicking several options:
  - a. Course Date
    1. Course Date would give you the submission list record of the date the Course was given.
  - b. Submitted Date
    1. Submitted Date would give you the submission list record of the date the Course Verification List was submitted to NREC.
  - c. Licensee Record
    1. Licensee Record would give you a list of the records **you** have submitted for a particular licensee based on the license number entered.
  - d. Screen View



The screenshot shows the 'Education History Search' interface on the Nebraska Real Estate Commission website. The page has a header with 'NEBRASKA GOV' and 'NEBRASKA REAL ESTATE COMMISSION'. Below the header, there are navigation links for 'History Search', 'List Submissions', and 'Log Out'. The main content area is titled 'Education History Search' and contains three search options: 'Course Date', 'Submitted Date', and 'Search Licensee Record'. Each option has a corresponding input field for 'Start Date' and 'End Date'. The 'Search Licensee Record' option has a 'License Number' input field. At the bottom of the search area, there are 'Back', 'Clear', and 'Search' buttons. The footer contains contact information for the Nebraska Real Estate Commission, including the address (1300 N Street, Suite 402, P.O. Box 34907, Lincoln, NE 68528-4607), phone number (402) 471-2004, fax number (402) 471-4482, and email address (narec@nec.nec.nec.nec.gov). There is also a 'Contact Us' link and a 'Privacy Policy' link.

### c. Export Search Results

- i. The “Export Search Records” button allows you to export the results of your search into a Microsoft Excel spreadsheet so that you may sort and organize the list to your desire.
- d. **PRIOR to submitting the annual report, make sure your records match what is in the portal. If they do not reconcile, you will be contacted for explanation.**