NREC Public Portal Instructions

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1. Public Portal

a. General Instructions

- i. The public portal is located at: https://nrec.igovsolution.net/online/Verification/Individual
- ii. The public, applicants and licensees can navigate to this page to look up various application statuses, licensees and applicants, and the education course calendar.
- iii. Click on the various tabs to search for desired information as explained below.



2. Application Status Tab

a. General Instructions

- i. If an applicant wants to see the status of their application but not create an online profile, they can do so by clicking on: <u>https://nrec.igovsolution.net/online/Verification/Individual</u>
- ii. Applicants can check the status of their application, including the list of missing items and comments from the Commission's staff as shown below. The "Comments" field displayed here is reading from the "Comments" field on the "Application Data" tab, also known as pending checklist tab.
- iii. This will ensure there is no need for constant reminders to applicants and puts the responsibility on the applicants to check the website.

| APF | PLICATION STATUS CHECK ONLINE API | PLICATION | | | |
|-----|-----------------------------------|-----------|-------|-------|---|
| | * License Type | * Email | | * Zip | |
| | Select License Type | Email | | ZIP |] |
| | | Search | Clear | | |

- iv. Entering the Applicant Criteria
 - 1. They must select the license type of Salesperson or broker
 - 2. Email address
 - 3. Zip Code
- v. All of these criteria must match the data in our system.
- vi. If the criteria does not match, they will get an Alert message that no records were found.

| Alert Message | |
|------------------|----|
| No Records Found | |
| | Ok |

vii. If the criteria matches, the following screen appears.

| | eal Estate Commission | | | | | |
|-------------------------------|--|---|------------------|----------------------------|---|--|
| | Application Status | Licens | e Verification | 1 | | |
| PLICATION STA | TUS CHECK ONLINE APPLICATION | | | | | |
| * License Type Salesperson | * Email monica.rut@nebraska.gov | | | •] | Zip 11223 | |
| | Search | | Clear | | | |
| Application Checkli | st For Salesperson | | | | | |
| Name : Chad Rut | Application Date : 07/19/2019 To | oday's Date : | 07/25/2019 | | | App Status : Pending |
| | | Complete | Incomplete | Waived | N/A | Comments |
| | Application | ۲ | 0 | 0 | 0 | |
| | Application and Examination Fee | | 0 | 0 | 0 | |
| | Work Experience for past 3 years: including periods of unemployment | ۲ | 0 | 0 | 0 | |
| | Waiting for Criminal Background Report from Nebraska State Patrol | ۲ | õ | 0 | Õ | |
| | The original application form and application fees are valid for only one year from the date of receipt in our office | ۲ | 0 | 0 | 0 | |
| | Other | 0 | 0 | 0 | 0 | |
| | outer | ۲ | - | | | |
| | Disciplinary Data Base Search | • | 0 | 0 | 0 | |
| | Disciplinary Data Base Search Additional criminal information needed | • | 0 | 0 | 0 | |
| | Disciplinary Data Base Search Additional criminal information needed Additional lawauit information needed | • | 0 | 0 | 0 | |
| | Disciplinary Data Base Search Additional cirminal information needed Additional lawauit information needed Adplication incomplete | • • • • • • • • • • • • • | 0 0 0 0 | 0 | 0 | |
| | Disciplinary Data Base Search Additional criminal information needed Additional lawsuit information needed Adplication Incomplete Photo - head and shoulders 2x2, taken within the past year | | 0 0 0 0 | 0 0 0 0 0 0 | 000000000000000000000000000000000000000 | |
| | Disciplinary Data Base Search Additional ciminal information needed Additional avail information needed Additional lawauit information needed Application Incomplete Photo - head and shoulders 2x2, taken within the past year Statutory real estate education completion verification | | | 0 0 0 0 | 000000000000000000000000000000000000000 | |
| | Disciplinary Data Base Search Additional cirminal information needed Additional lawauit information needed Additional lawauit information needed Photo-head and shoulders 2x2, taken within the past year Statutory real estate education completion verification Original passing score report | | | 0 0 0 0 0 | | |
| | Disciplinary Data Base Search Additional criminal information needed Additional awawit information needed Application Incomplete Photo - head and shoulders 2x2, taken within the past year Statutory real estate education completion verification Original passing acore report E&D Insurance Verification | | | 0 0 0 0 0 0 | | |
| | Disciplinary Data Base Search Additional ciminal information needed Additional ciminal information needed Application incomplete Photo - head and shoulders 2x2, taken within the past year Statutory real estate education completion verification Original passing score report E&O Insurance Verification License Issuance form | • • • • • • • • • • • • • • • • • • • | | | | |
| | Disciplinary Data Base Search Additional ciminal information needed Additional and information needed Application Incomplete Photo - head and shoulders 2x2, taken within the past year Statutory real estate education completion verification Original passing score report E&O Insurance Verification License Issuance form Official Education Transcripts | | | | | This needs to come directly from the university or college |

b. Statuses

- i. Pending
- ii. Pending Application Missing Items
- iii. Pending Commissions Review
- iv. Pending Examination
- v. Pending Licensing
- vi. Pending Licensing Missing Items
- vii. Pending Retake

c. Application Type Searches

- i. New
- ii. Amendment
- iii. Renewal (this will not be for licensees)
- iv. Reinstatement (for sales and brokers only)

d. License Type Searches

- i. Broker/Salesperson
 - 1. An office staff, assistant, etc can look up the status of the application for example if they know the email on record and the zip code of the applicant

| PLICATION STATUS CHI | ECK ONLINE APPLICATION | | | | | | |
|-------------------------------|--|--|---------------------|----------|----------------|------------|---------------------------------|
| * License Type Salesperson | | * Email monica.rut@nebraska.gov Starch | Ck | ar | * Zip 68510 | |] |
| Name: | Application Date | 08/20/2020 | Today's Date : 08/2 | 9/2020 | , | App Status | Pending Licensing Missing Items |
| | | | | Received | Not Received | N/A | Comments |
| | Applicati | on | | 0 | ۲ | 0 | d the incorrect application |
| | Application and Exa | mination Fee | | ۲ | 0 | 0 | |
| | Work Experience for past 3 years; incl | uding periods of unemployment | | ۲ | 0 | 0 | |
| | Waiting for Criminal Background Rep | ort from Nebraska State Patrol | | 0 | ۲ | 0 | |
| The origin | al application form and application fees are valid | for only one year from the date of rece | ipt in our office | 0 | ۲ | 0 | |
| | Other | | | 0 | ۲ | 0 | |
| | Disciplinary Data I | lase Search | | | 0 | 0 | |
| | Additional esiminal infe | mation seaded | | | 0 | 0 | |

ii. Entity

1. An attorney, staff, etc can look up the status of an LLC filing for example if they know the email on record and the zip code of the entity

Application Status

| License Type | | * Email | | | * Zip | | i |
|---------------------------------|---|---|---------------------------|-----------------------------------|---------------|-----------------------------------|---------------------------------|
| Linky | . U) | Search | Clear | 1 | 00232 | - | 1 |
| oplication Checklist For Entity | | | | | | | |
| Name : MY LLC | Application Date | : 02/11/2020 | Today's Date : 08/29/2020 | | App | Status : I | Pending Licensing Missing Items |
| | | | | | | | |
| | | | | Received | Not Received | N/A | Comments |
| | Submit the Ap | plication Form | - | Received | Not Reported | N/A O | Comments |
| | Submit the Ap Correct Er | plication Form | | Received O | Not Received | N/A 0 | Comments |
| | Submit the Ap Correct @ Address that will Perform Professional Servic | oplication Form ntity Name ces Al (Street, City, State, Zip) (each sep | arate) | Received O O | Not Received | N/A 0 0 | Comments |
| | Submit the Ap Correct () Address that will Perform Professional Servic Professional Service for which is | splication Form ntity Name ces At (Street, City, State, Zip) (each sepi mited liability company is formed | arate) | Received O O O | Not Received | N/A 0 0 | Comments |
| | Submit the Ag Correct () Address that will Perform Professional Servic Professional Service for which II Member | oplication Form nttly Name ces At (Street, City, State, Zip) (each sep mitted liability company is formed rs Name | arate) | Received O O O O | Not Repetived | N/A 0 0 0 | Comments |
| | Bubmit the Ag Correct () Address that will Perform Professional Servic Professional Service for which II Professional Service for which II Members Lic | oplication Form nftty Name ess AI (Street, City, State, Zio) (each sep imited labelity company is formed rs Name ense Number | urste) | Received O O O O O | Not Received | N/A 0 0 0 0 0 0 | Comments |

iii. Branch

1. An office administrator, for example, can look up the status of a branch office application if they know the email on record and the zip code of the branch

| LICATION STATUS CHECK ONLIN | E APPLICATION | | | | | | |
|---|---|-------------------|------------------------------------|-------------------|--------------|--------------------|----------|
| License Type | | • Email | | | * Zip | | |
| Branch | ¥ | monica.rut@nebras | ika.gov | | 77777-7777 | | |
| | | Search | 1 | Clear | | | |
| plication Checklist For Branch | | 8 | | | | | |
| plication Checklist For Branch Name : AMBASSADOR REAL ESTATE COMPAN | Y Application Date | 08/15/2020 | Today's Complete | Date : 08/29/2020 | Ap | p Status : Pending | Comments |
| plication Checklist For Branch Name : AMBASSADOR REAL ESTATE COMPAN | Y Application Date Application | 08/15/2020 | Teday's Complete | Date : 08/29/2020 | Aş Waived | N/A | Comments |
| plication Checklist For Branch | Application Date Application Application Fee | 08/15/2020 | Today's Complete O | Date : 08/29/2020 | Aş Weived | N/A | Comments |
| plication Checklist For Branch Name : AMBASSADOR REAL ESTATE COMPAN | Y Application Date Application Application Fee sent to Examine Trust Account 1 | 08/15/2020 | Complete O | Date : 08/29/2020 | Ag Waived | N/A | Comments |
| oplication Checklist For Branch Name : AMBASSADOR REAL ESTATE COMPAN | Application Date Application Application Fe sent to Examine Trust Account I Trade Name Filing | 08/15/2020 | Today's Complete O O O | Date : 08/29/2020 | Ag Weived | N/A | Comments |

iv. Instructor

1. A contact, or office staff, for example, can look up the status of an instructor application if they know the email on record and the zip code of the instructor.

| License Type | | * Email | | | * Zip | | |
|--|--|-------------------|----------|------------------------|----------------------------|---------------------|------------|
| Instructor | V | monica.rut@nebr | aska.gov | | 68333 | | |
| | | Sear | ch | Clear | | | |
| pplication Checklist For In | structor | 08/25/2010 | Ted | -/- Data - 09/20/2020 | | no Status - Dending | |
| pplication Checklist For In: Name : | Application Date | : 08/25/2019 | Toda | y's Date : 08/29/2020 | Waived | pp Status : Pending | Comments |
| oplication Checklist For In | Application Date Designation | : 08/25/2019 | Complete | ny's Date : 08/29/2020 | Waived | N/A | Comments - |
| oplication Checklist For In | Application Date Designation Areas of Approval | : 08/25/2019 | Complete | n/s Date : 08/29/2020 | A Waiwed O | pp Status : Pending | Comments |
| plication Checklist For In Name : | Application Date Designation Areas of Approval High school diploma | : 08/25/2019 | Complete | n/s Date : 08/29/2020 | Waived O O O | N/A | Comments |
| pplication Checklist For In Name : | Application Date Designation Area of Approval Hely school diploma Instruction Sperince of last 5 yea | : 08/25/2019 m | Complete | y's Date : 08/29/2020 | Waived O O O O | N/A | Comments: |

v. Educational Provider

1. A contact person or office staff, for example, can look up the status of an educational provider application if they know the email on record and the zip code of the provider.

| Icense Type ducational Provider | Y | * Email monica.rut@nebraska.gov | | * Zip 22222-222 | 2 | | |
|--|--|--|--|--------------------|----------------|----------------|----------|
| | | Search | Clear | | | | |
| plication Checklist For Educational Provid | er | | | | | | |
| pplication Checklist For Educational Provid Name : Chad School of Real Estate | er Application Date | : 08/25/2019 | Today's Date : 08/29/2020 | | App Status : P | ending | |
| pplication Checklist For Educational Provid Name : Chad School of Real Estate | er Application Date | 08/25/2019 | Today's Date : 08/29/2020 Complete | Incomplete | App Status : P | Pending N/A | Comments |
| pplication Checklist For Educational Provid Name : Chad School of Real Estate | er Application Date App | : 08/25/2019 | Today's Date : 08/29/2020 Complete | Incomplete | App Status : P | Pending N/A | Comments |
| pplication Checklist For Educational Provid Name : Chad School of Real Estate | er Application Date App Instructor | : 08/25/2019 lication | Today's Date : 08/29/2020 Complete | Incomplete | App Status : P | Vending | Comments |
| pplication Checklist For Educational Provid Name : Chad School of Real Estate | er Application Date App Instructo Provider | 08/25/2019 lication information | Today's Date : 08/29/2020 Complete 0 | Incomplete | App Status : P | Pending | Comments |
| pplication Checklist For Educational Provid Name : Chad School of Real Estate | er Application Date App Instructor Provider py of the License Approval from | : 08/25/2019 lication information Information | Today's Date : 08/29/2020 Complete O | Incomplete | App Status : P | Pending | Comments |

vi. Specialized Registration

1. An attorney or office staff, for example, can look up the status of an timeshare filing if they know the email on record and the zip code of the developer.

| nica.rut@nebraska.gov | | 44444-4444 |
|-----------------------|--------|--------------|
| Search | Clear | |
| | Search | Search Clear |

Application Status Licensee & Applicant Source Calender

vii. Campground Salesperson

1. An attorney or office staff, for example, can look up the status of an campground salesperson filing if they know the email on record and the zip code of the individual.

| License Type | | Email | | Zip |
|---|------------------------------------|-------------------------|---------------------------|---|
| campground salesperson | | Search | Clear | 44444-4444 |
| plication Checklist For Campground Sale | esperson | | | |
| Name - test test Brokertest10 | Application Date : 05/ | 27/2020 | Today's Date : 08/29/2020 | App Status : Pending Licensing Missing Item |
| Name : test test Brokertest10 | Application Date : 05/ Received | 27/2020 Nat Received | Today's Date : 08/29/2020 | App Status : Pending Licensing Missing Item Comments |
| Name test test Brokertest10 Application | Application Date : 05/ Received | 27/2020 Not Received | Today's Date : 08/29/2020 | App Status : Pending Licensing Missing Item Comments |
| Name - feet test Brokertest10 Application Photo | Application Date : 05/ Received | Nat Received | Today's Date : 08/29/2020 | App Status : Pending Licensing Missing Item |

3. Licensee & Applicant Search Tab

a. General Instructions

i. The "Licensee and Applicant Information Search" is a database of licensees and applicants that can be searched by entering criteria in at least two fields listed below, entering the Verification code and selecting on the Search button.

b. Search Information

- If you know the name of a licensee you would like to lookup, simply type in the last name and at least one additional criteria; state for example, enter the verification code and click on the "Search" button.
- ii. If you would like a list of all Applicants, go to the "License Status" field and from the drop-down menu choose the "Pending Licensure" status and at least one additional criteria; city for example, enter the verification code and click on the "Search" button.
- iii. If you would like to narrow your search, enter data in multiple fields, for example: If you want to know all the Active Salespersons in Lancaster County, you would enter "Lancaster" in the "County" field; select "Active" from the "License Status" drop down menu; and select "Salesperson" from the "Profession" drop down menu.

| lcense Status | License Number |
|---------------|---|
| Select Status | License Number |
| ast Name | Business Name |
| Last Name | Business Name |
| tate | Zip Code |
| Select State | Zip |
| usiness Phone | |
| phone | |
| 7777707 | |
| /EAE63 | |
| | |
| | Icense Status Select Status ast Name Last Name Select State usiness Phone phone 73CARC 63 |

- iv. Once you have searched for your criteria, the results will show up below the search button so make sure you scroll down.
- v. To view the licensee, at the end of the row, click on the print icon located in the view/print column

| Search |
|--------|
|--------|

Licensee and Applicant Lookup Results

| _ | | | | | | | | | |
|---|------|-----------|--------------|---------|------------------------|------------|----------------------|-------------------|------------|
| | Name | License # | License Type | Status | Original Issue Date | Expiration | Last Renewal Date | Disciplinary Info | View/Print |
| | | ilters | Filters | Filters | Filters | Filters | Filters | Filters | |
| | | | Salesperson | Active | 04/20/1977 | 12/31/2019 | 11/13/2017 | No | Ð |
| | | | Salesperson | Active | 04/26/1977 | 12/31/2019 | 05/10/2018 | No | 8 |
| | | | Salesperson | Active | 04/29/1977 | 12/31/2019 | 11/21/2017 | No | 0 |
| | | | Salesperson | Active | 05/09/1977 | 12/31/2019 | 10/23/2017 | No | Ð |
| | | | Salesperson | Active | 06/15/1977 | 12/31/2019 | 11/30/2017 | No | Ð |
| | | | Salesperson | Active | 06/16/1977 | 12/31/2019 | 12/26/2017 | No | A |

- vi. When the license information appears, you can view, or print the data.
- vii. To enter a new search, click on the Clear button and enter new search criteria.

4. Course Calendar

a. General Information

i. The Course Calendar is a database of courses which allows applicants and licensees to search course information. Enter or select any of the fields listed on the screen, enter the verification code and click on the Search button

b. Search Information

- i. Applicants and Licensees can search by the type of education they are needing.
 - 1. For example, applicants may want to search for all pre-license education course being offered for a specific date range. Enter the "Course From Date" and "Course To Date", the "Course Category " of Pre-License Education, enter the verification code and click on Search.

| DOK UP | | | | | | | | | | | | | | | | | | | |
|---|---------------------------------------|----------------------------|---------------------------------|--------------------|----------|----------------------------|-------------|---------|-----------|--------------------------------|-----|-----|--------|-----|----|--|--|--|--|
| Provider Name | | | Instructor Name C | | | | Course Name | | | | | | | | | | | | |
| Provider Nam | ie | | Instructor Name | | | Course Name | | | | | | | | | | | | | |
| Course Number | | C | Course From Date | | | Course To Date | | | | | | | | | | | | | |
| Course Number Course Category Pre-Licensing Education | | | 09/01/2020 State Nebraska | | | 09/30/2020 City City | | | | | | | | | | | | | |
| | | | | | | | | | | Verification Code 346461 | 346 | 461 | Search | Cle | ar | | | | |
| | | | | | | | | | | Course Searc | h | | | | | | | | |
| Provider Name | Course Name | Course Category | Course Delivery | Instructor Name | Date | | Time | City | State | | | | | | | | | | |
| Filters | Filters | Filters | Filters | Filters | Filters | | Filters | Filters | Filters | | | | | | | | | | |
| | 0008 Appraisal of Farm Real Estate | Pre-Licensing Education | Not Specified | | 09/15/20 | 20 | 12:01 pm | Lincoln | Nebraska | | | | | | | | | | |
| Page size : 20 | Records : 1 - 1 | of 1 | | | | | Pages:1 c | of1 ≪ ∢ | < 1 🗸 > » | | | | | | | | | | |