NREC -IFMC DATABASE FUNCTIONALITY

STRUCTURE

Monica Rut

10/1/2015

Screens, fields and layouts of the database currently being used by the Nebraska Real Estate Commission since 1998.

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STRUCTURE

1. Licensees
2. Issue New Licenses
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5. Certifications
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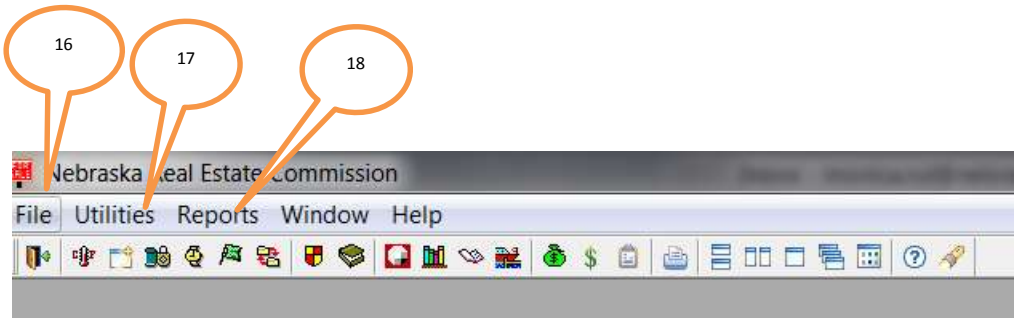
7. Complaint Information
8. NE State Code
9. Institution Information
10. Educator Information
11. Course Information
12. Import Exams
13. Deposit Information
14. Misc Income
15. Specialized Registration
16. File Menu
17. Utilities Menu
18. Reports Menu



1. Licensee Information Screen

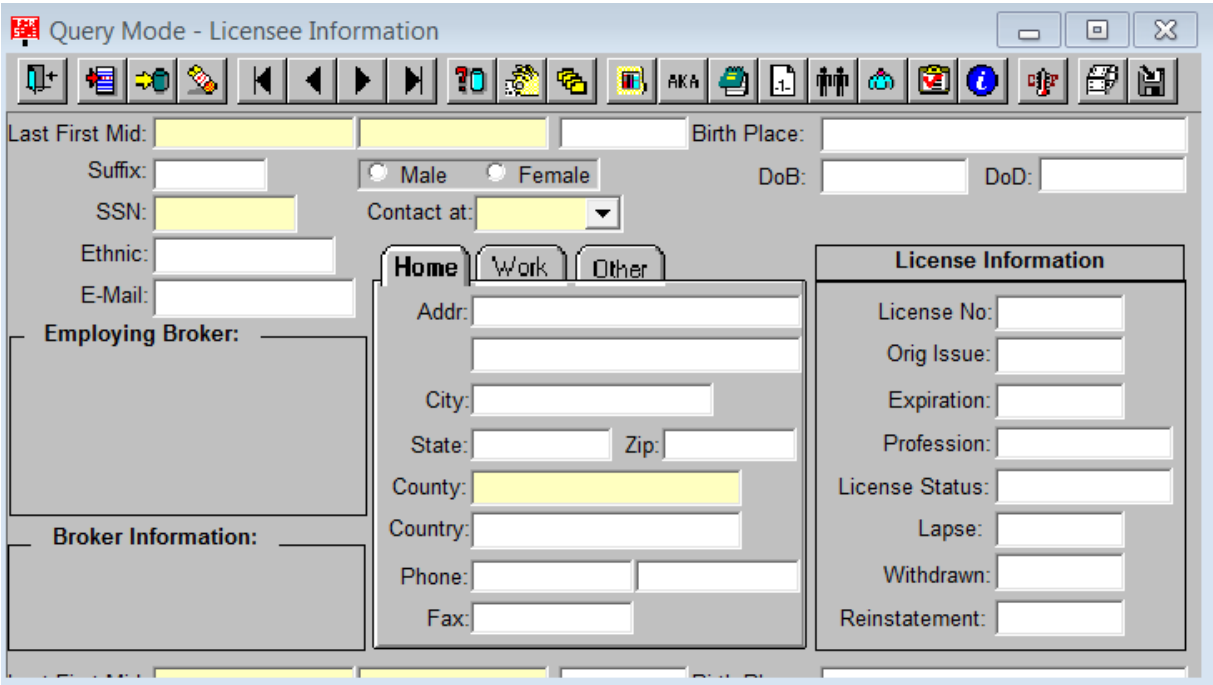
a. Sub-Sections

i. Close
ii. Insert
iii. Save
iv. Delete
v. Arrows to previous or next records
vi. Enter Criteria
vii. Retrieve Query
viii. Sort
ix. License Information
    1. Insert
    2. Save
    3. Delete
    4. Arrows to previous or next records
    5. Sort
    6. Transfer Checklist
    7. Application Checklist
    8. Trust Accounting
    9. License Fees History
    10. Letter History
    11. Renewal Continuing Education
    12. License History Information
    13. Branch Information
    14. Partners/Officers
    15. Employing Broker
    16. Mark Record to Print Pocket Card
    17. Mark Record to Print Wall License
x. AKA (Aliases)
xi. Licensee Comments
xii. Licenses in Other States
xiii. Broker Employees
xiv. Self-Report Information
xv. Public Complaint Information
    1. Public Complaint Action
    2. Public Complaint Code Reference
xvi. E and O Insurance
xvii. Designated Broker Information
xviii. Labels
xix. Save-As

b. License Information Screen

i. Fields which are editable (most fields are searchable)
   1. Name – Last, First, Middle, Suffix
   2. Social Security Number
   3. Email address
   4. Sex – Male or Female
   5. Ethnicity
   6. Birth Place
   7. Date of Birth, Date of Death
   8. Contact address option – Home, Work or Other

ii. Field which are viewable only from this screen (most fields are searchable)
   1. Employing Broker Information (if applicable)
   2. Designated Broker Information (if applicable)
   3. License Number
   4. Original Issue Date
   5. Expiration Date
   6. Profession
   7. License Status
   8. Lapse Date
   9. Withdrawn Date
   10. Reinstatement Date



0930253: Leisey, Vincent W - Licensee Information

Last First Mid: Leisey | Vincent | W
Birth Place: St. Joseph, MO
Suffix:
Male / Female
DoB: [redacted]
DoD: 00/00/0000
SSN: [redacted]
Contact at: Work
Ethnic:
E-Mail: vince.leisey@pruden

Home | Work | Other

Addr: 13340 California St
City: Omaha
State: Nebraska
Zip: 681540000
County: Lancaster
Country:
Phone: (402) 496-9354 ( ) -
Fax: ( ) -

License Information

License No: 0930253
Orig Issue: 05/04/1993
Expiration: 12/31/2013
Profession: Broker
License Status: Active
Lapse: 00/00/0000
Withdrawn: 00/00/0000
Reinstatement: 00/00/0000

Employing Broker:

Broker Information:
Ambassador Real Estate Company
**The Prudential Ambassador Real E

0780303: Rut, William Eugene - Licensee Information

Last First Mid: Rut | William | Eugene
Birth Place:
Suffix:
Male / Female
DoB: 00/00/0000
DoD: 00/00/0000
SSN: [redacted]
Contact at: Work
Ethnic:
E-Mail: ruts@rutauction.com

Home | Work | Other

Addr: 133 Maple Street
City: Friend
State: Nebraska
Zip: 683590000
County: Saline
Country: USA
Phone: (402) 947-2301 ( ) -
Fax: (402) 947-2301

License Information

License No: 0780303
Orig Issue: 03/23/1978
Expiration: 12/31/2013
Profession: Salesperson
License Status: Active
Lapse: 00/00/0000
Withdrawn: 00/00/0000
Reinstatement: 00/00/0000

Employing Broker:
Meyer, Anita K
Home & Country, L. L. C.
133 Maple Street
Friend, NE 68359

Broker Information:

c. Sub-Sections

i.	ii.	iii.	iv.	v.	vi	vii	viii	ix	x	xi	xii	xiii	xiv	xv	xvi	xvii	xviii	xix

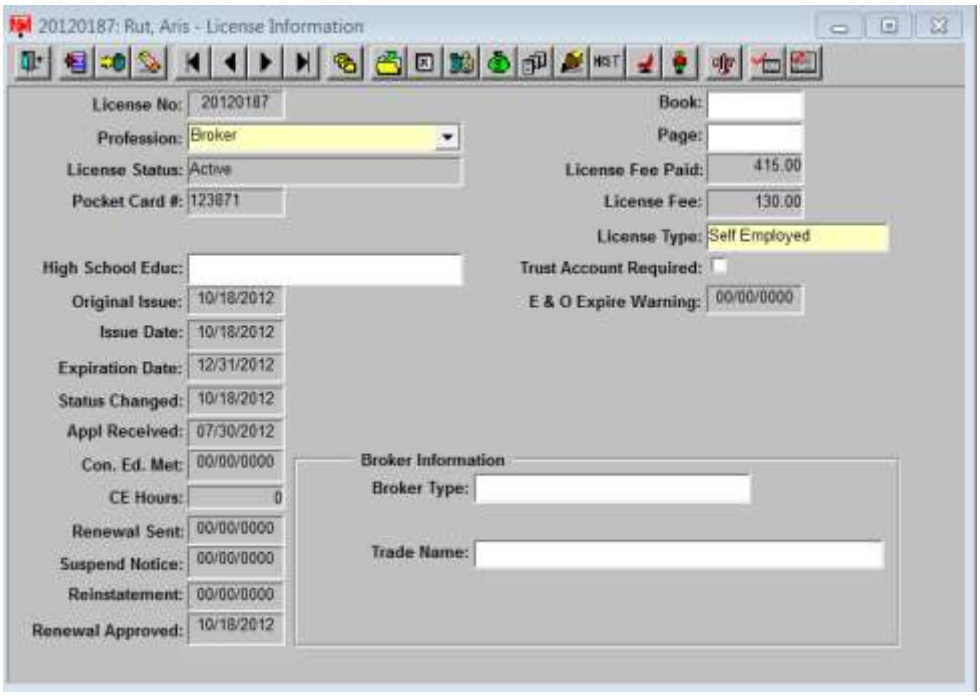
i. Through viii. have no screen shots

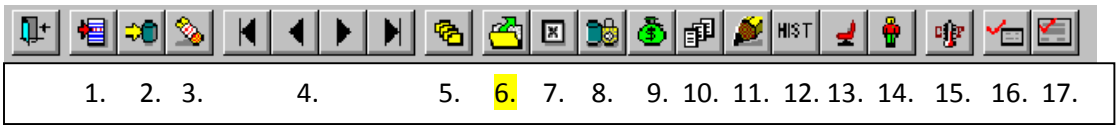
ix. License Information Screens

1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.	13.	14.	15.	16.	17.

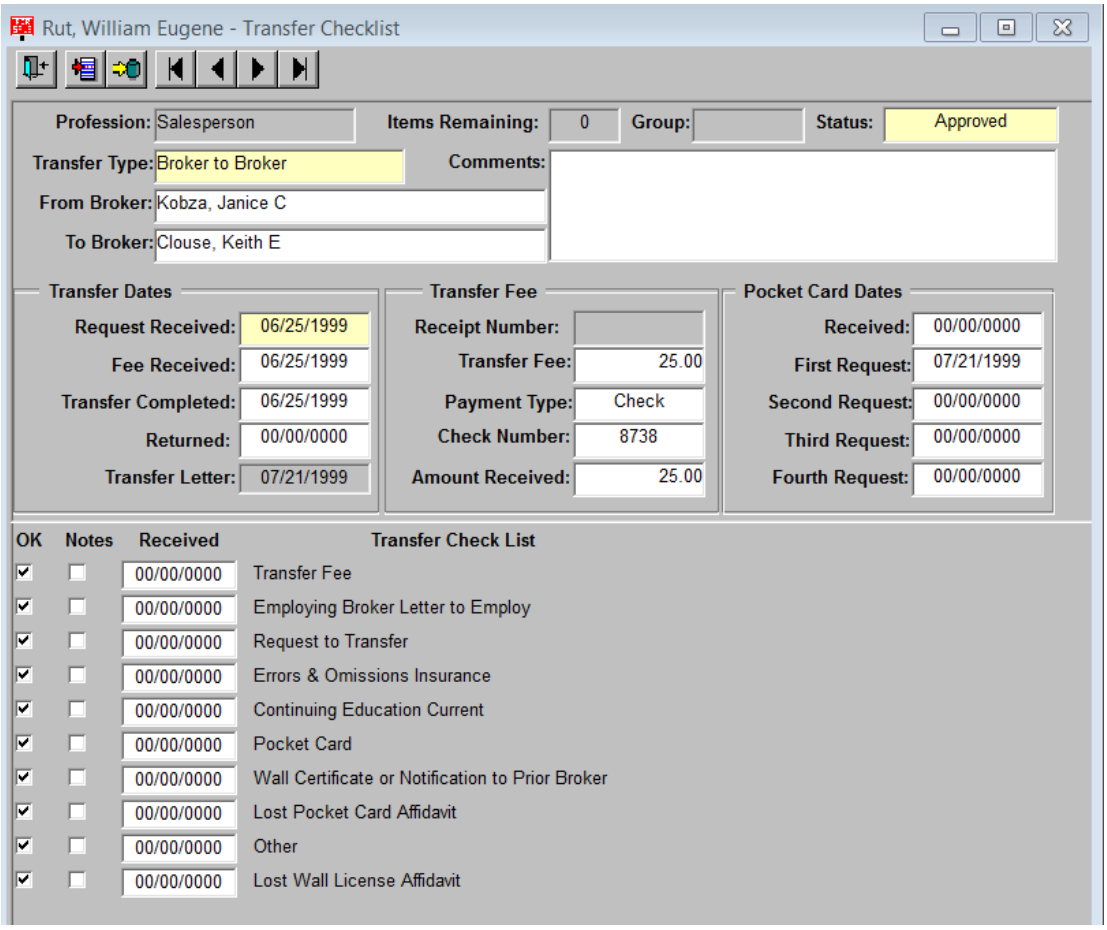
i. **MAIN LICENSE INFORMATION SCREEN:**

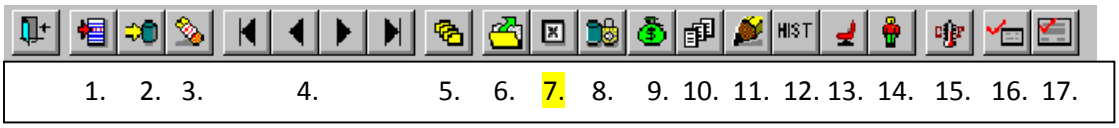
1. Fields which are editable (fields are not searchable)
   a. Profession
   b. High School Educ
   c. License Type
   d. Trust Account Required
   e. Broker Type – Entity Type
   f. Entity Information
2. Fields which are viewable only (fields are not searchable)
   a. License Number
   b. License Status
   c. Pocket Card #
   d. Original Issue Date
   e. Issue Date
   f. Expiration Date
   g. Status Changed Date
   h. Application Received date
   i. Continuing Education Met Date
   j. Continuing Education Hours on Record for current Education Period
   k. Renewal Sent Date
   l. Suspend Notice Date
   m. Reinstatement Date
   n. Renewal Approved Date





1. **Through 5. have no screen shots**
6. **Transfer Checklist**
   a. This screen will transfer a licensee based on which type of transfer is selected, when record is saved, the licensee screen, license information screen, and if applicable, the designated broker employee screens will reflect the transfer screen.
   b. This screen captures the from broker and to broker (if applicable)
   c. The Fee information such as date, amount, payment type, Payment number
   d. This screen provides a checklist of items needed depending on which type of transfer is selected and will not be approved until all checklist items have been received.
   e. Once this record is saved, a receipt number is given to this record and reflected on the deposit reports and on the licensee information screen.



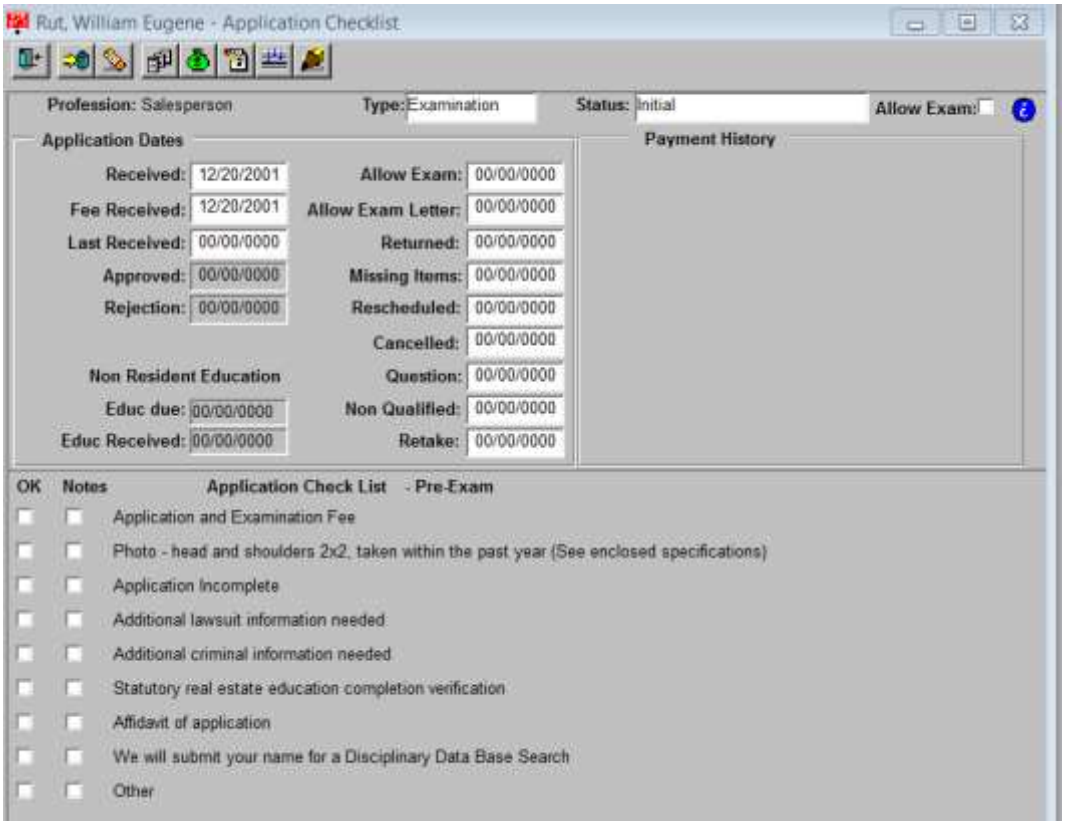


7. Application Checklist

a. When a new application is received, the information in within these screens are updated and flow to this front screen and also into the license and licensee information screens.

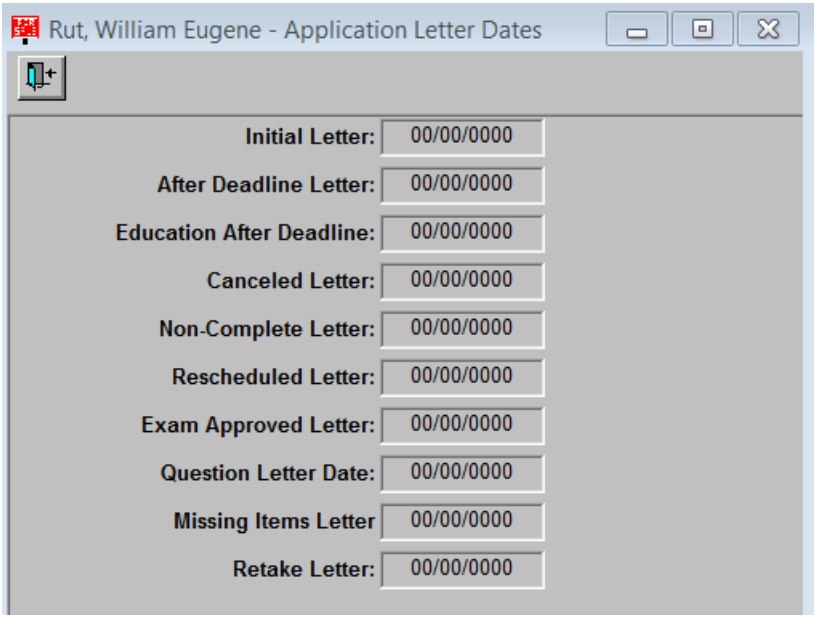
i. Fields which are editable on this screen are:

1. Type of application process – examination or reciprocal
2. Status of application – by choosing missing items – a letter is produced
3. Checklist items – unless all items are checked – examination is not allowed



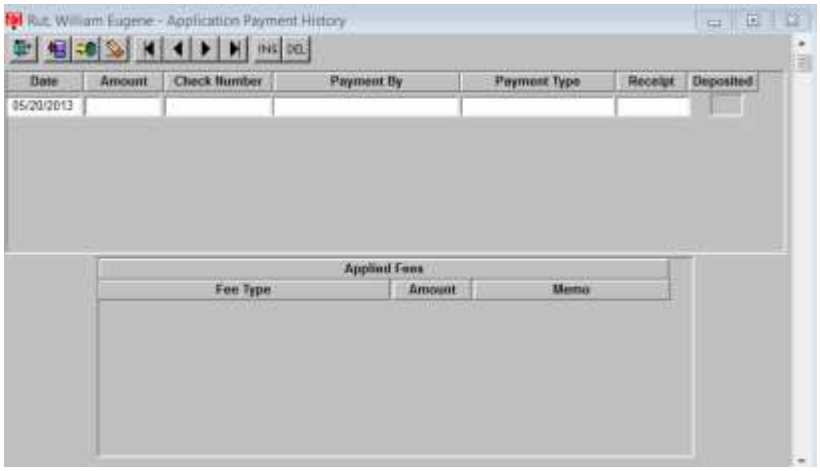
b. **Application Letter Dates**

This screen was designed to track applicant letters, however, only the Exam Approval Letter and Missing Items Letter fill in as I don't believe the other letters exist.



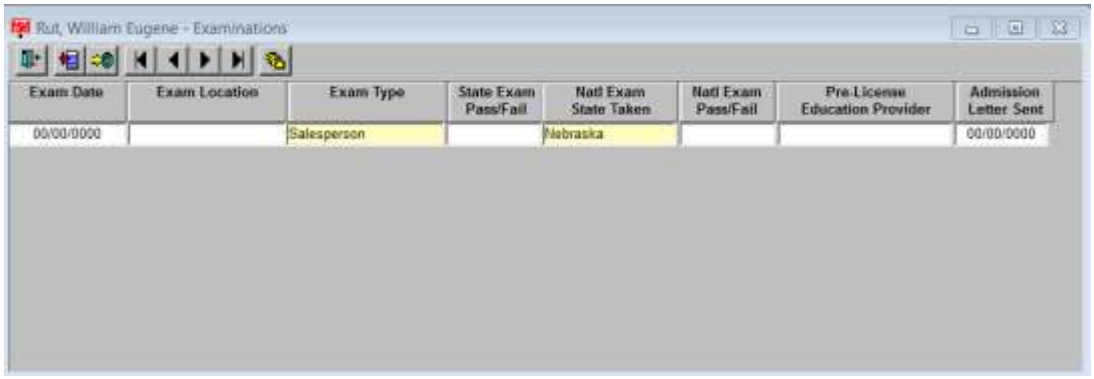
c. **Application Payment History**

This screen is where all payments regarding applications need to be entered otherwise the system will not approve the next step in the application process.

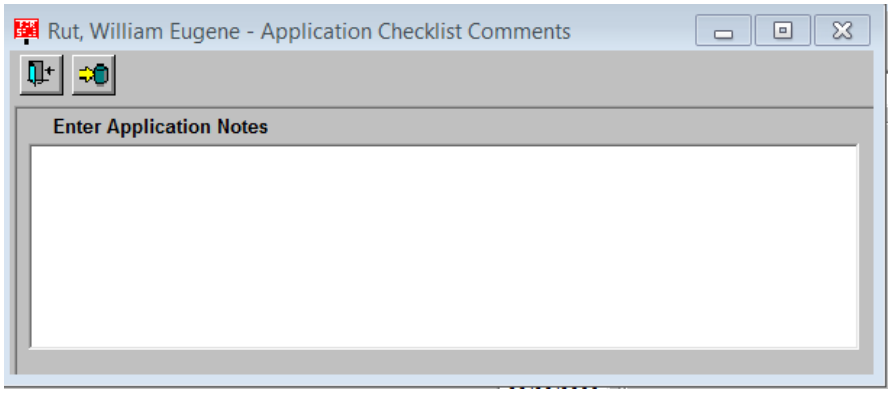


d. **Application Examinations**

The examinations are logged into this screen to track the progress of the licensee. If there is no data entered for resident applicants, the system will not approve the next step.

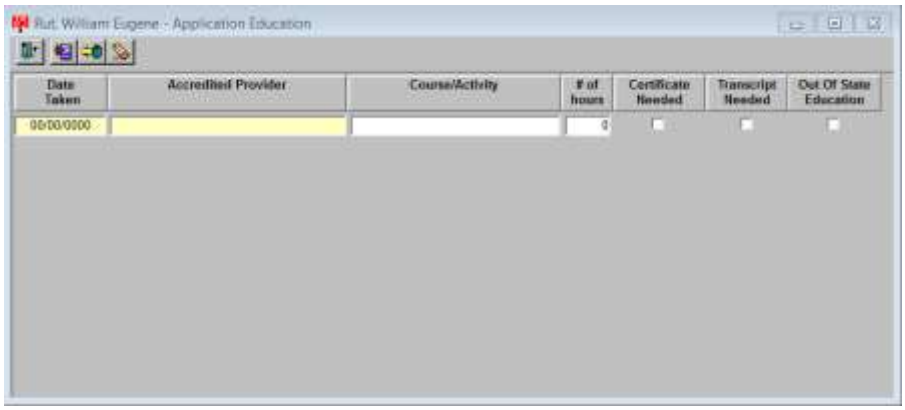


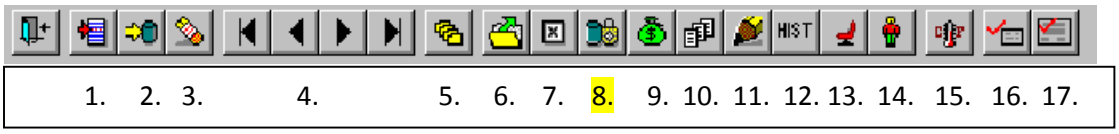
e. **Application Notes**



f. **Application Education**

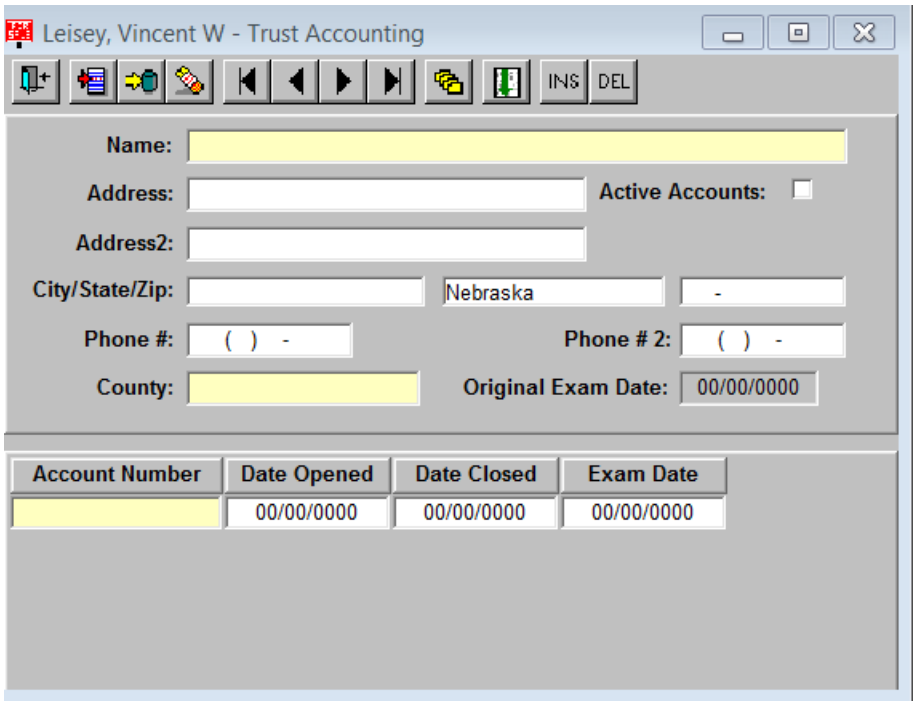
The pre-license education is logged into this screen for both residents and nonresidents.





8. Trust Accounting

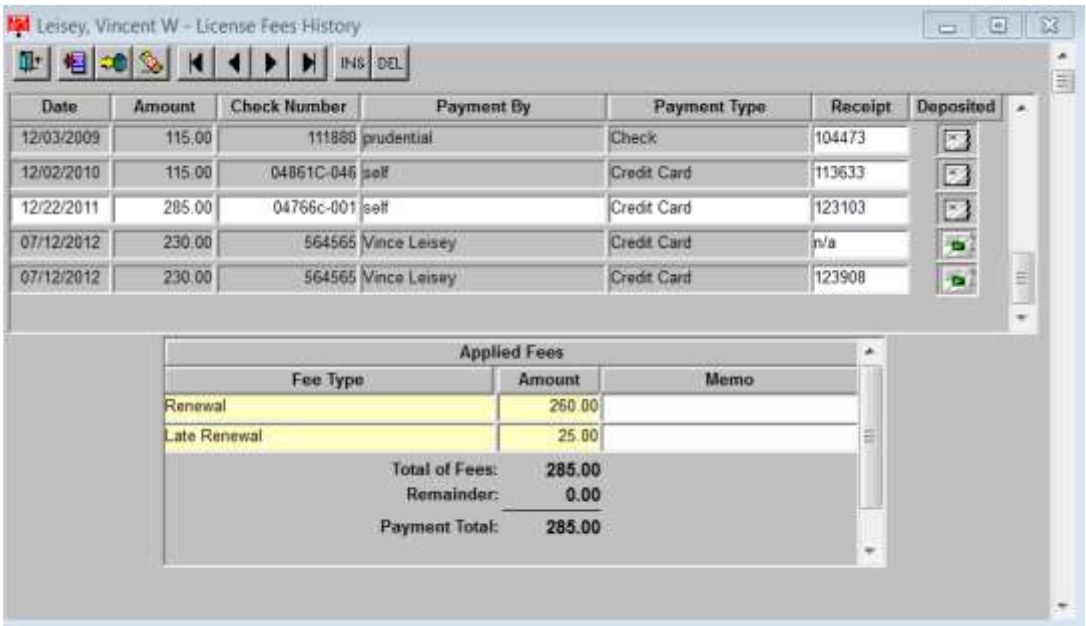
The Financial Institution information is entered into this screen to track the accounts and audits performed, as well as produce reports. A trust account is required to be entered for all designated brokers. All fields are editable.

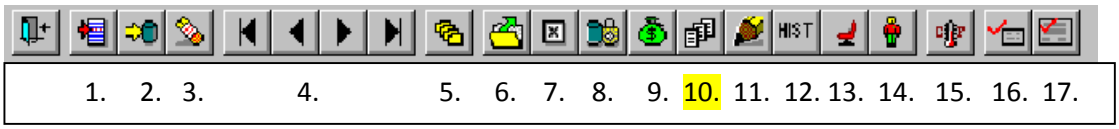


1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17.

9. License Fees History

This screen is typically populated by the processes within the Licensee Information, or renewal screen but can be manually entered if necessary. Each fee type entered below is associated with an accounting code which is filtered and displayed in the deposit information reports.

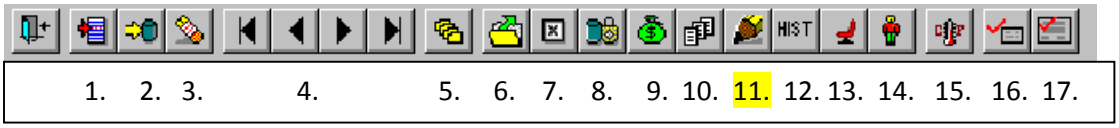




10. Letter History

Tracks all letters which were produced for the licensee.

Letter Type	Letter Sent	Sent By
Renewal Form	09/28/1999	FINANCE
Closed Trust Account	05/11/2000	EDENF
Closed Trust Account	06/14/2000	LICTSF
Renewal Form	08/21/2000	EDENF
Self_Employed Broker - Transfer Completed	06/01/2001	LICTSF
Business Name Change	06/20/2001	
Business Name Change	06/20/2001	
Business Name Change	06/20/2001	
Self_Employed Broker - Transfer Completed	07/05/2001	LICTSF
Transfer Completion Letter	07/16/2001	LICTSF
Self_Employed Broker - Transfer Completed	08/16/2001	LICTSF
Renewal Form	08/27/2001	EXAM0
Self_Employed Broker - Transfer Completed	10/02/2001	LICTSF
Self_Employed Broker - Transfer Completed	11/05/2001	LICTSF
Renewal Form	11/15/2001	LICTSF
Self_Employed Broker - Transfer Completed	12/10/2001	LICTSF
Self_Employed Broker - Transfer Completed	01/10/2002	LICTSF
Self_Employed Broker - Transfer Completed	02/12/2002	LICTSF
Self_Employed Broker - Transfer Completed	03/21/2002	LICTSF
Self_Employed Broker - Transfer Completed	04/22/2002	LICTSF
Self_Employed Broker - Transfer Completed	05/24/2002	LICTSF
Self_Employed Broker - Transfer Completed	06/27/2002	LICTSF
Self_Employed Broker - Transfer Completed	07/29/2002	finance
Self_Employed Broker - Transfer Completed	09/10/2002	LicTsf
Renewal Form	09/16/2002	EXTRA
Self_Employed Broker - Transfer Completed	10/18/2002	LicTsf
Self_Employed Broker - Transfer Completed	12/05/2002	LicTsf
Self_Employed Broker - Transfer Completed	01/08/2003	LicTsf



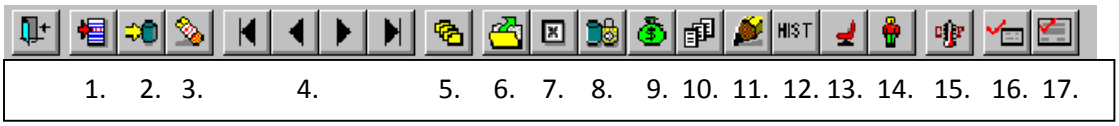
11. Renewal Continuing Education

This screen is used to track continuing education taken by a licensee during each education period. Typically the data is imported through the Reports menu but data can be manually entered. If manually entered, the course/activity must be selected from a list of approved courses by the accredited provider. This screen will display an error message for duplicate courses taken and not allowed. The screen also calculates course hours and displays them on the licensee screen. Once the licensee has met the requirement, it also displays con ed met dat on the licensee screen or if not met, it will display the counted hours.

Leisey, Vincent W - Continuing Education

For renewal period 01/01/2012 Thru 12/31/2013

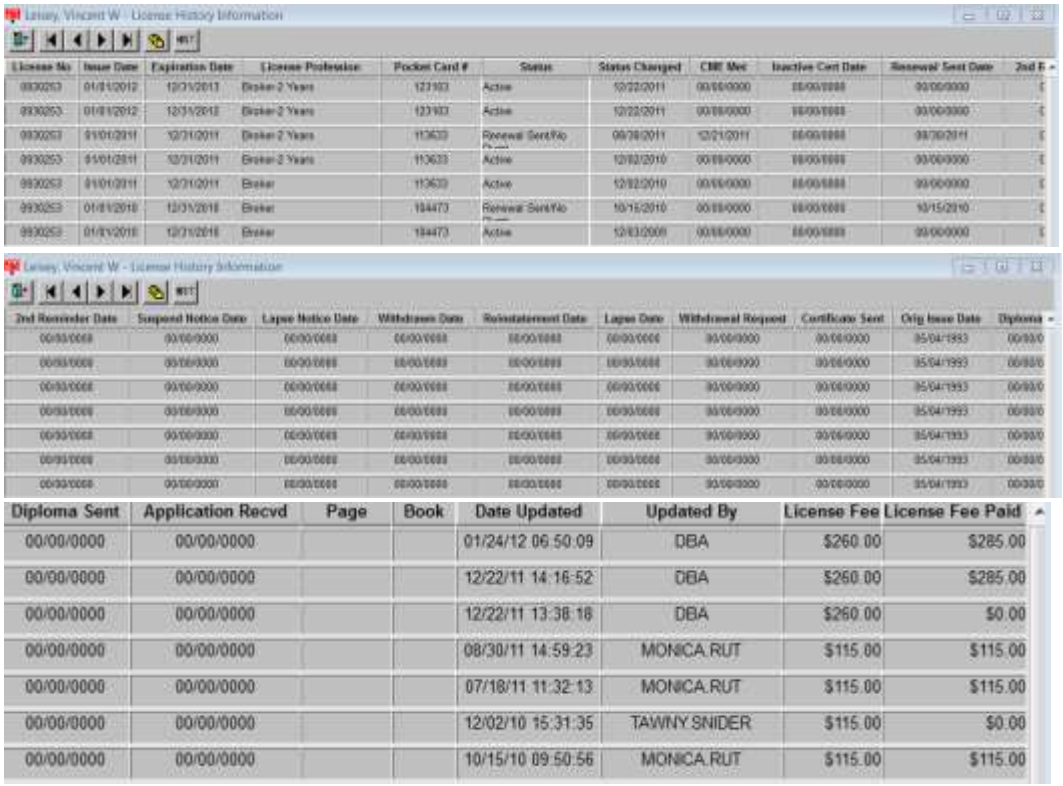
Date Taken	Renewal Continuing Education Time Period		Accredited Provider	Course Nbr	Course / Activity	# of hours	Certificate Needed	Transcript Needed
11/17/1997	01/01/1996	12/31/1997	Randall School of Real Estate	0604RT	Nebraska License Law and Agen	3.00		
11/17/1997	01/01/1996	12/31/1997	Randall School of Real Estate	0261RT	License Law & Disclosure (Come	3.00		
10/25/1999	01/01/1998	12/31/1999	Randall School of Real Estate	0319R	Trust Accounts	3.00		
11/01/1999	01/01/1998	12/31/1999	Randall School of Real Estate	0604R	Nebraska License Law and Agen	3.00		
11/09/1999	01/01/1998	12/31/1999	Randall School of Real Estate	0019R	Writing the Purchase Agreement	3.00		
11/22/1999	01/01/1998	12/31/1999	Randall School of Real Estate	0023R	Radon and Real Estate - Reveale	3.00		
10/04/2001	01/01/2000	12/31/2001	Randall School of Real Estate	0604R	Nebraska License Law and Agen	3.00		
11/08/2001	01/01/2000	12/31/2001	Randall School of Real Estate	0319R	Trust Accounts	3.00		
11/14/2001	01/01/2000	12/31/2001	Randall School of Real Estate	0641	Tax Lien Certificates & Tax Deed	3.00		
11/20/2001	01/01/2000	12/31/2001	Randall School of Real Estate	0366R	Agency in Nebraska	3.00		
10/16/2003	01/01/2002	12/31/2003	Randall School of Real Estate	0366R	Agency in Nebraska	3.00		
10/22/2003	01/01/2002	12/31/2003	Randall School of Real Estate	0530R	Ethical Decision Making in Real I	6.00		
11/18/2003	01/01/2002	12/31/2003	Randall School of Real Estate	0604RT	Nebraska License Law and Agen	3.00		
11/16/2005	01/01/2004	12/31/2005	Randall School of Real Estate	0366R	Agency in Nebraska (Correspond	3.00		
11/16/2005	01/01/2004	12/31/2005	Randall School of Real Estate	0604RT	Nebraska License Law and Agen	3.00		
11/29/2005	01/01/2004	12/31/2005	Randall School of Real Estate	0497R	Ethics and Real Estate (Correspo	3.00		
11/29/2005	01/01/2004	12/31/2005	Randall School of Real Estate	0411R	Write it Right! Listing & Purchas	3.00		
08/16/2007	01/01/2006	12/31/2007	Randall School of Real Estate	0530R	Ethical Decision Making in Real I	3.00		
11/08/2007	01/01/2006	12/31/2007	Randall School of Real Estate	0616	Do's and Don'ts of Anti-trust and	3.00		
11/19/2007	01/01/2006	12/31/2007	Randall School of Real Estate	0366R	Agency in Nebraska	3.00		
11/29/2007	01/01/2006	12/31/2007	Randall School of Real Estate	0604RT	Nebraska License Law and Agen	3.00		
07/08/2009	01/01/2008	12/31/2009	Randall School of Real Estate	0621	Mortgages & the Foreclosure Pro	3.00		
07/08/2009	01/01/2008	12/31/2009	Randall School of Real Estate	0366R	Agency in Nebraska	3.00		
10/29/2009	01/01/2008	12/31/2009	Randall School of Real Estate	0672	Power Open Houses	3.00		
11/30/2009	01/01/2008	12/31/2009	Randall School of Real Estate	0604RT	Nebraska License Law and Agen	3.00		
12/12/2011	01/01/2010	12/31/2011	Randall School of Real Estate	0366R	Agency in Nebraska	3.00		
12/12/2011	01/01/2010	12/31/2011	Randall School of Real Estate	0604RT	Nebraska License Law and Agen	3.00		
12/12/2011	01/01/2010	12/31/2011	Randall School of Real Estate	0411R	Write it Right! Listing & Purchas	3.00		
12/21/2011	01/01/2010	12/31/2011	Randall School of Real Estate	0337	Real Estate Finance Today (Com	3.00		
					CE Hours this period:	0.00		



12. License History Information

a. License History

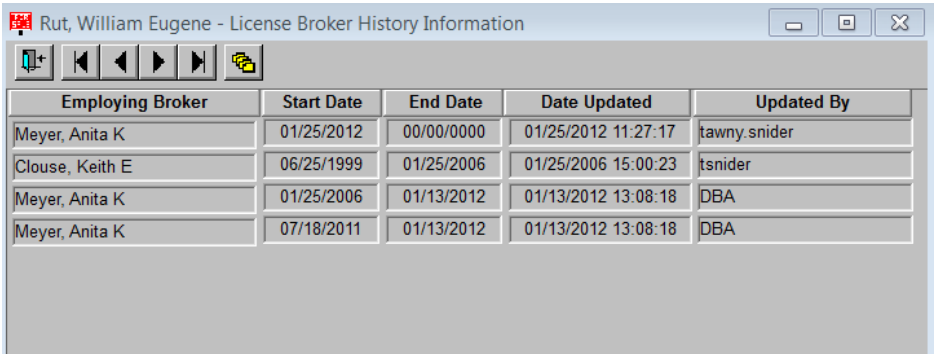
This screen will track the computer generated actions only.



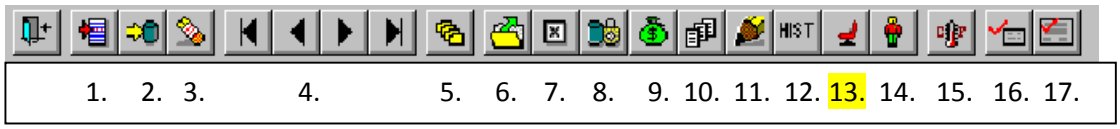
Diploma Sent	Application Recvd	Page	Book	Date Updated	Updated By	License Fee	License Fee Paid
00/00/0000	00/00/0000			01/24/12 06:50:09	DBA	$260.00	$285.00
00/00/0000	00/00/0000			12/22/11 14:16:52	DBA	$260.00	$285.00
00/00/0000	00/00/0000			12/22/11 13:38:18	DBA	$260.00	$0.00
00/00/0000	00/00/0000			08/30/11 14:59:23	MONICA.RUT	$115.00	$115.00
00/00/0000	00/00/0000			07/18/11 11:32:13	MONICA.RUT	$115.00	$115.00
00/00/0000	00/00/0000			12/02/10 15:31:35	TAWNY.SNIDER	$115.00	$0.00
00/00/0000	00/00/0000			10/15/10 09:50:56	MONICA.RUT	$115.00	$115.00

b. Broker History

This screen tracks which broker the licensee has been associated with and the corresponding dates.

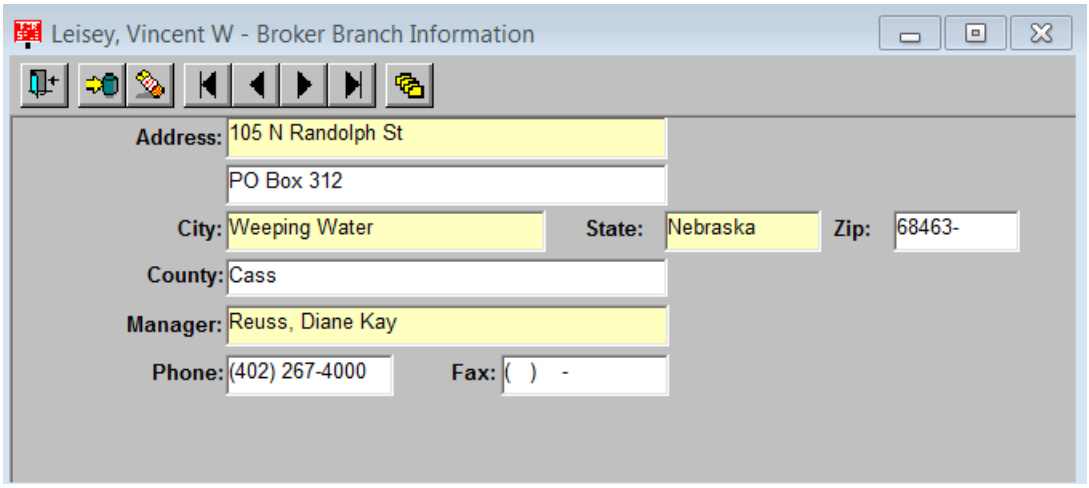


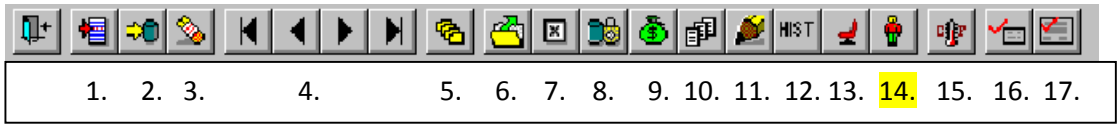
Employing Broker	Start Date	End Date	Date Updated	Updated By
Meyer, Anita K	01/25/2012	00/00/0000	01/25/2012 11:27:17	tawny.snider
Clouse, Keith E	06/25/1999	01/25/2006	01/25/2006 15:00:23	tsnider
Meyer, Anita K	01/25/2006	01/13/2012	01/13/2012 13:08:18	DBA
Meyer, Anita K	07/18/2011	01/13/2012	01/13/2012 13:08:18	DBA



13. Branch Information

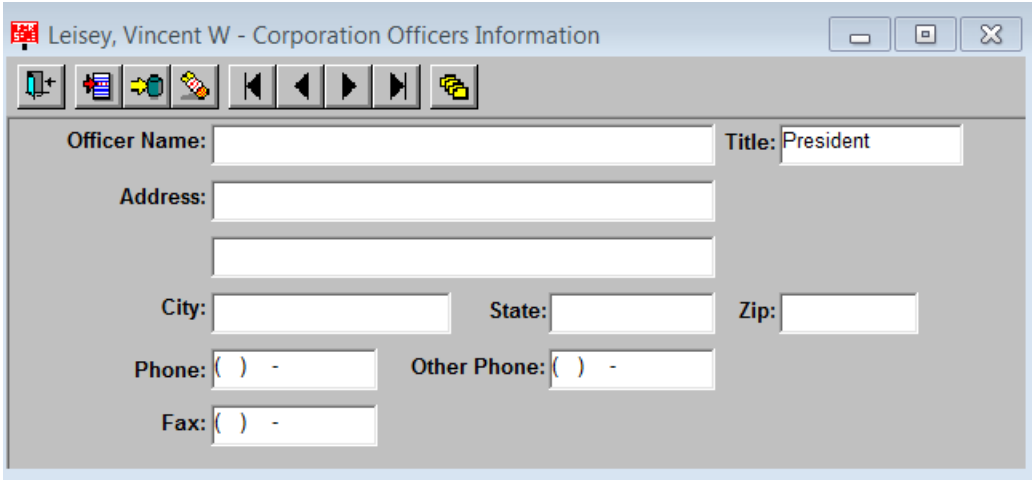
The Branch Office Information is only accessible on designated brokers screens which have Branch Office licenses and only if that license is displayed on the previous screen.

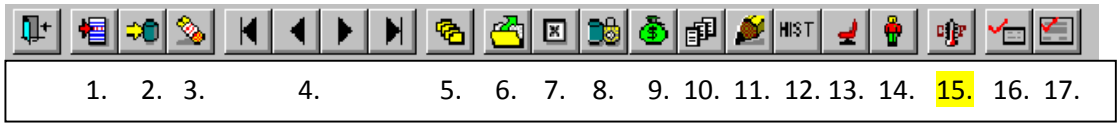




14. Partners/Officers

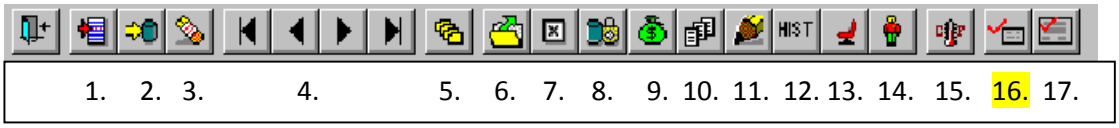
This screen was to track the affiliates of entities, but has not been utilized by staff.





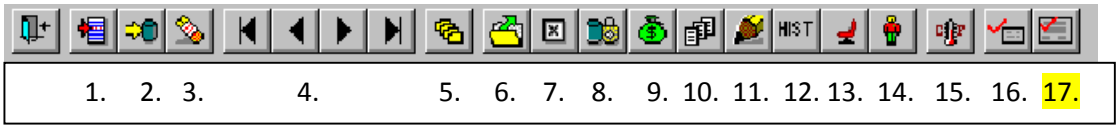
15. Employing Broker

This selection will display the licensees designated broker's license screen in a separate window.



16. Mark Record to Print Pocket Card

This screen will produce a duplicate receipt to be printed for any process.



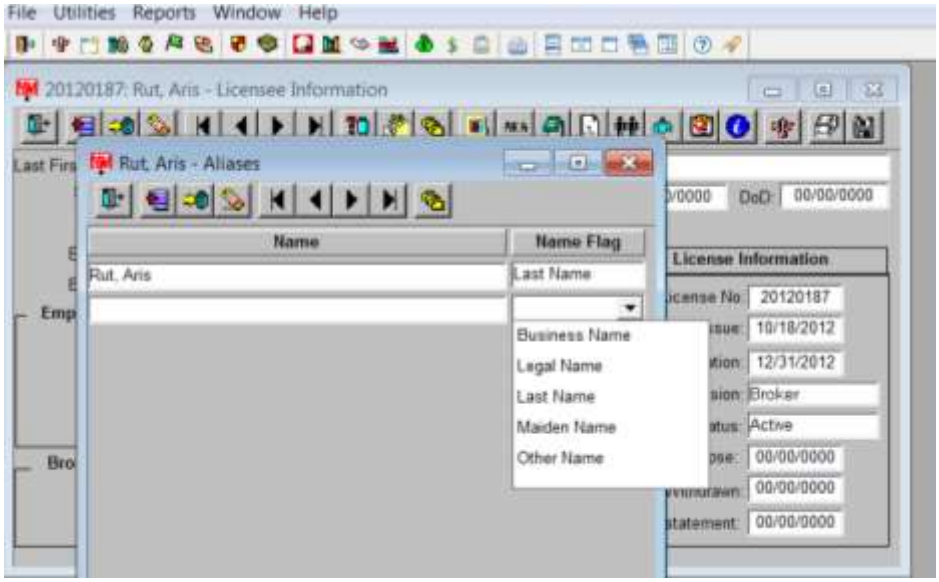
17. Mark Record to Print Wall License

This screen will produce a duplicate receipt to be printed for any process.

i. ii. iii. iv. v. vi vii viii ix x xi xii xiii xiv xv xvi xvii xviii xix

x. AKA (Aliases)

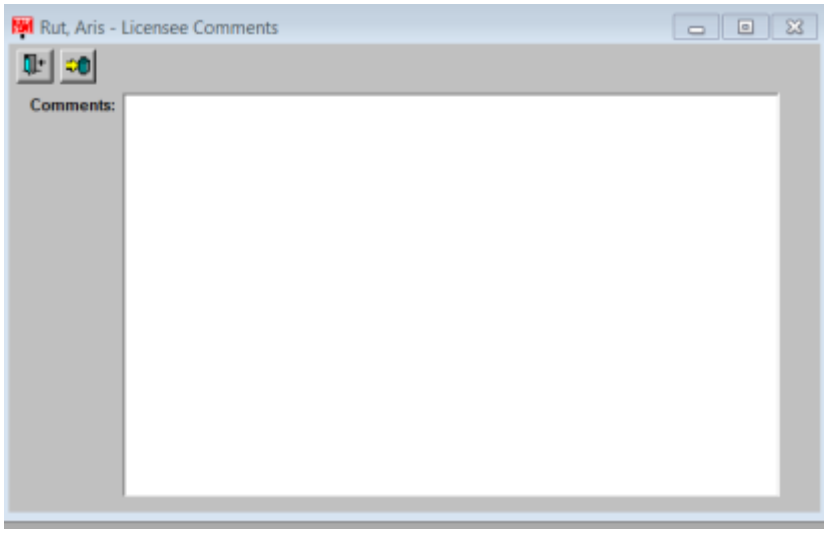
This screen tracks names that licensees have been known as, such as various last names, nick names, or business names. When a name is entered in this screen, it is also searchable on the Licensee Information Screen.



i. ii. iii. iv. v. vi vii viii ix x xi xii xiii xiv xv xvi xvii xviii xix

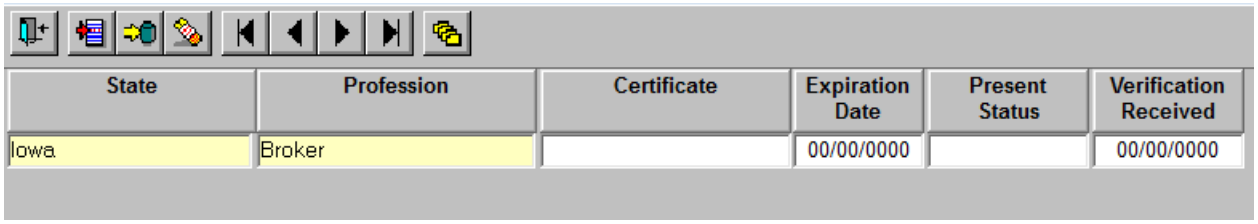
xi. Licensee Comments

You can type any comment regarding a licensee. This information is not transferred anywhere else in the system and shows no notification if information is entered in this screen.



xii. Licenses in Other States

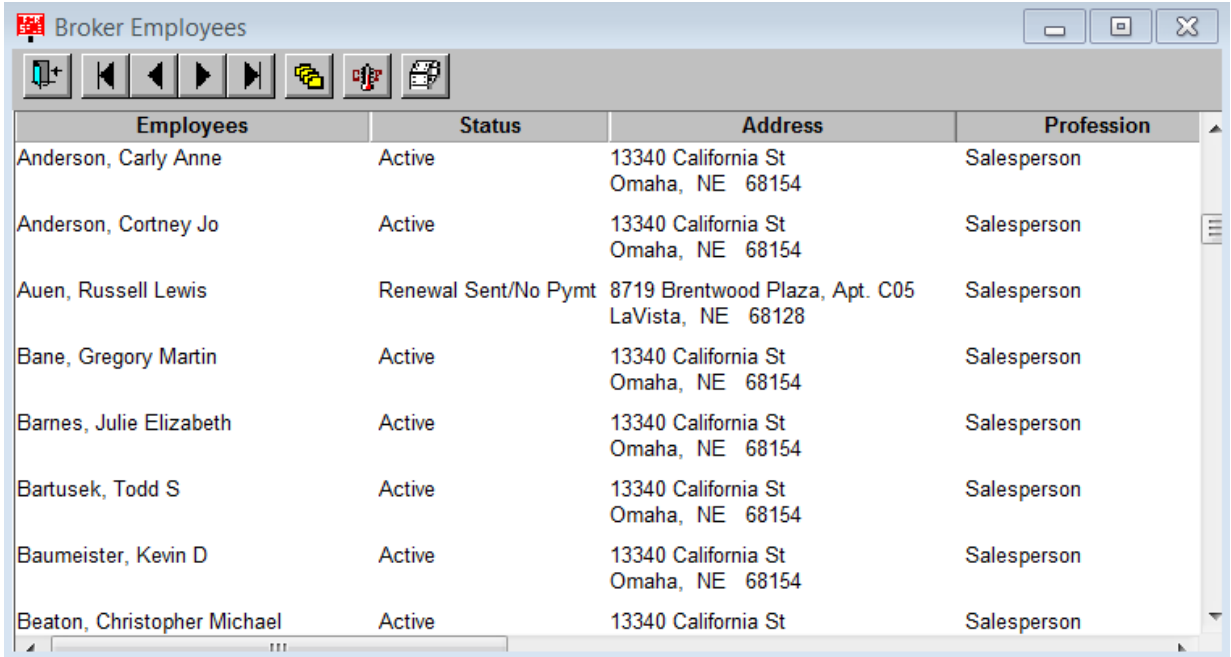
Information is manually entered into this screen. If information is not entered in this screen for reciprocal applicants, the application screen will not let you select the reciprocal or no exam options. If this information is not completed for reciprocals, then they must provide continuing education to our office or they will not be renewable. In the certificate field, resident must be selected for the state they reside in.



State	Profession	Certificate	Expiration Date	Present Status	Verification Received
Iowa	Broker		00/00/0000		00/00/0000

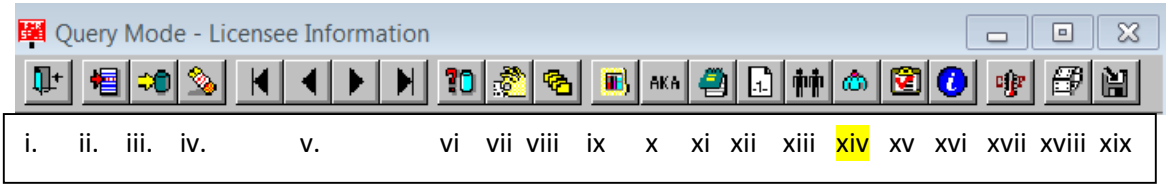
xiii. Broker Employees

This will show a list of all licensees affiliated with a designated broker. If you choose to print this screen from the file menu, it will produce a structured report. You can also click on a licensee and bring up their licensee screen.



Broker Employees

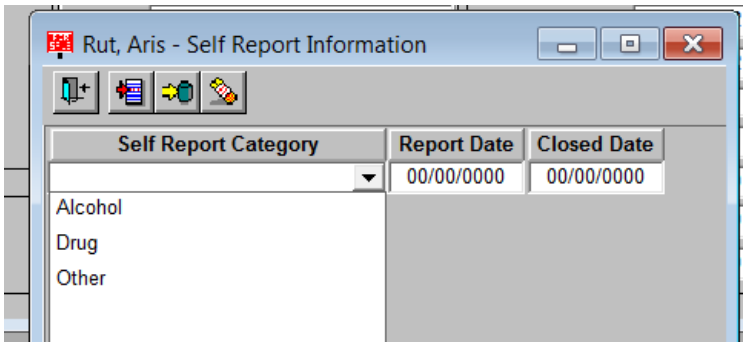
Employees	Status	Address	Profession
Anderson, Carly Anne	Active	13340 California St Omaha, NE 68154	Salesperson
Anderson, Cortney Jo	Active	13340 California St Omaha, NE 68154	Salesperson
Auen, Russell Lewis	Renewal Sent/No Pymt	8719 Brentwood Plaza, Apt. C05 LaVista, NE 68128	Salesperson
Bane, Gregory Martin	Active	13340 California St Omaha, NE 68154	Salesperson
Barnes, Julie Elizabeth	Active	13340 California St Omaha, NE 68154	Salesperson
Bartusek, Todd S	Active	13340 California St Omaha, NE 68154	Salesperson
Baumeister, Kevin D	Active	13340 California St Omaha, NE 68154	Salesperson
Beaton, Christopher Michael	Active	13340 California St	Salesperson

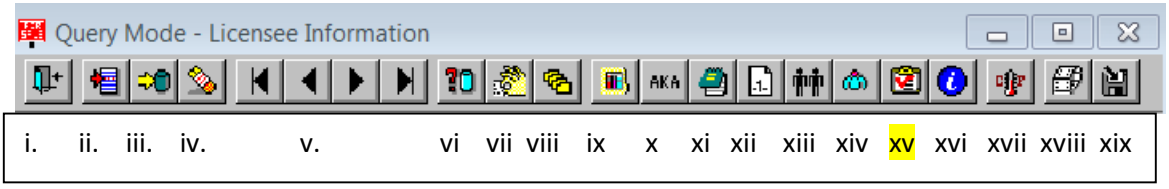


i. ii. iii. iv. v. vi vii viii ix x xi xii xiii xiv xv xvi xvii xviii xix

xiv. Self-Report Information

This screen will provide staff to log criminal information that was reported from a licensee.





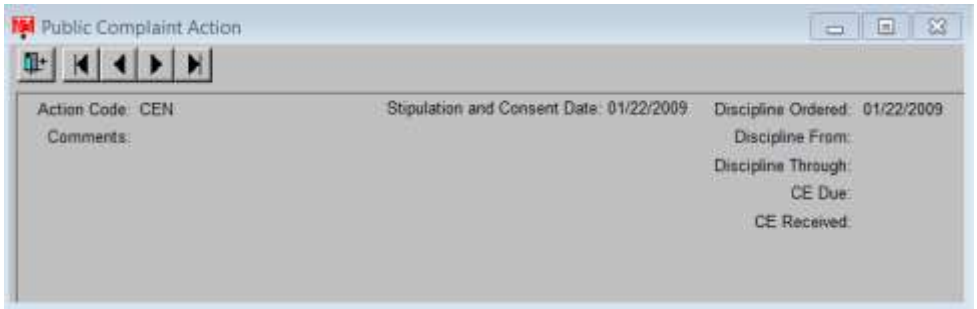
i. ii. iii. iv. v. vi vii viii ix x xi xii xiii xiv xv xvi xvii xviii xix

xv. Public Complaint Information

If this information has had a complaint filed against them since implantation of the database, the complaint information will be displayed and also show an icon on the licensees Licensee Information screen so that it is visible that information is available by clicking on this icon.

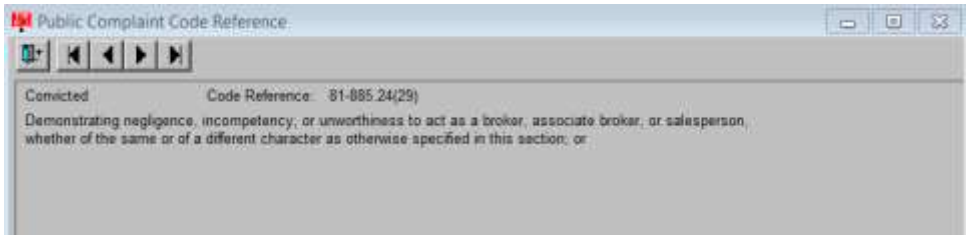
1. Public Complaint Action

This information is pulled from Complaint if applicable.



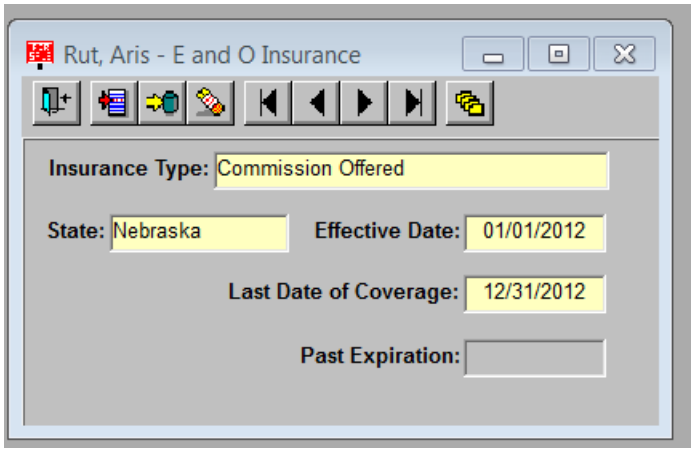
2. Public Complaint Code Reference

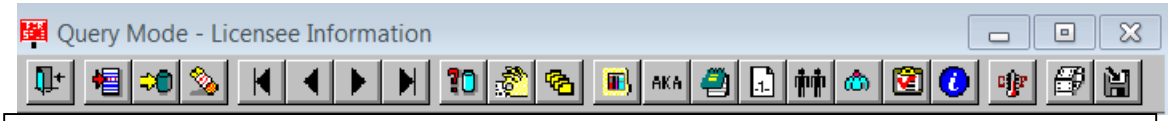
This information is pulled from Complaint if applicable.



xvi. E and O Insurance

This screen shows the current errors and omissions insurance information for the licensee. This information is typically imported using the Report function, however, it can be manually entered. The information on this screen also provides data to the Letters Selections and various Reports.

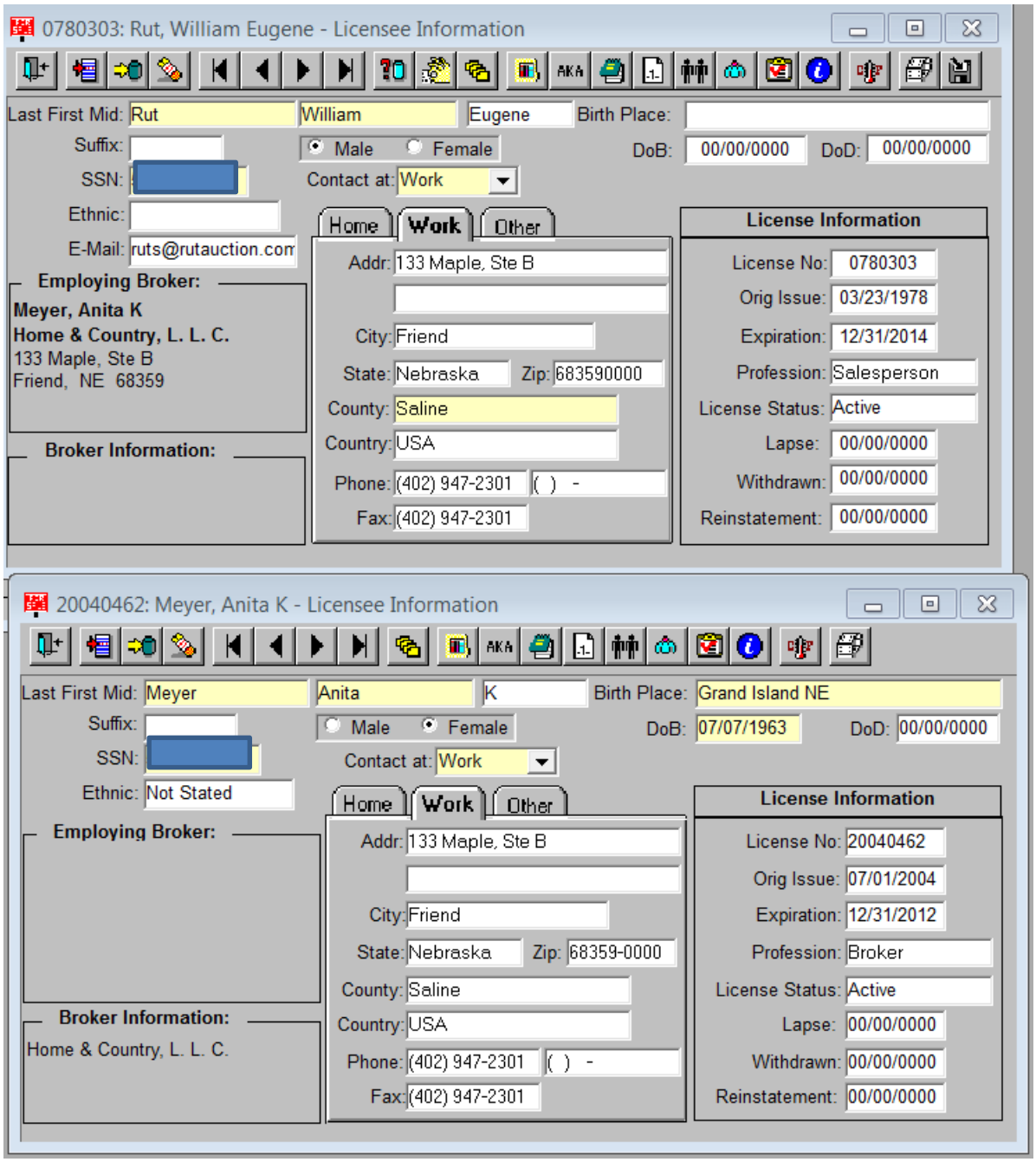




i.	ii.	iii.	iv.	v.	vi	vii	viii	ix	x	xi	xii	xiii	xiv	xv	xvi	xvii	xviii	xix

xvii. Designated Broker Information

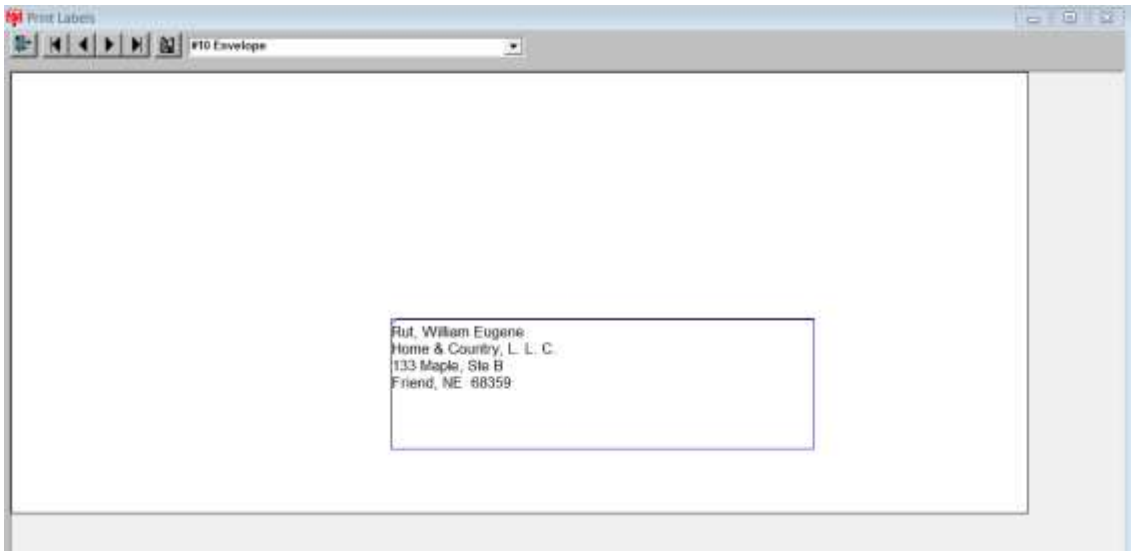
When this icon is selected from the Licensee Information screen, it will bring up the designated brokers licensee information screen in a separate window as shown below.

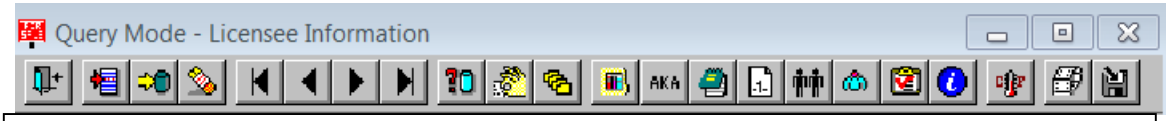


i.	ii.	iii.	iv.	v.	vi	vii	viii	ix	x	xi	xii	xiii	xiv	xv	xvi	xvii	xviii	xix

xviii. Labels

When the label icon is selected, it will print a label or envelope for this licensee.

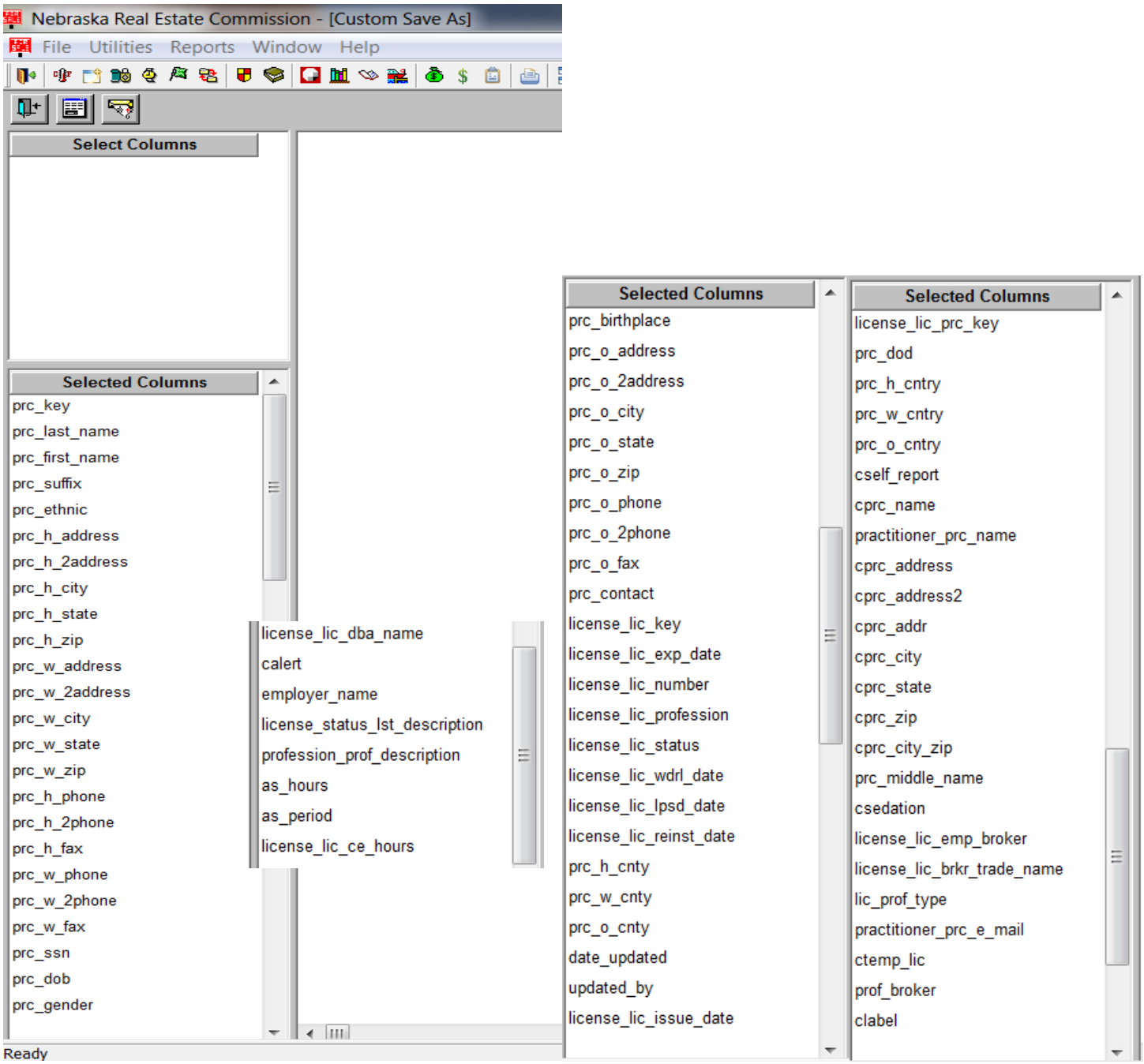




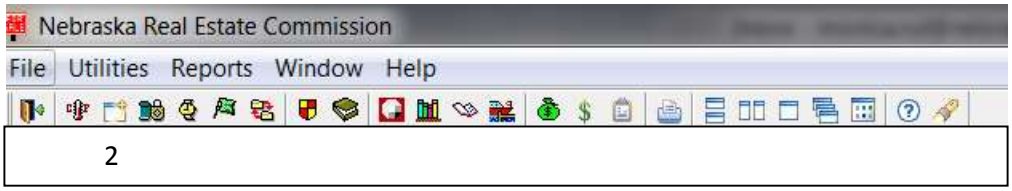
i. ii. iii. iv. v. vi vii viii ix x xi xii xiii xiv xv xvi xvii xviii xix

xix Save-As

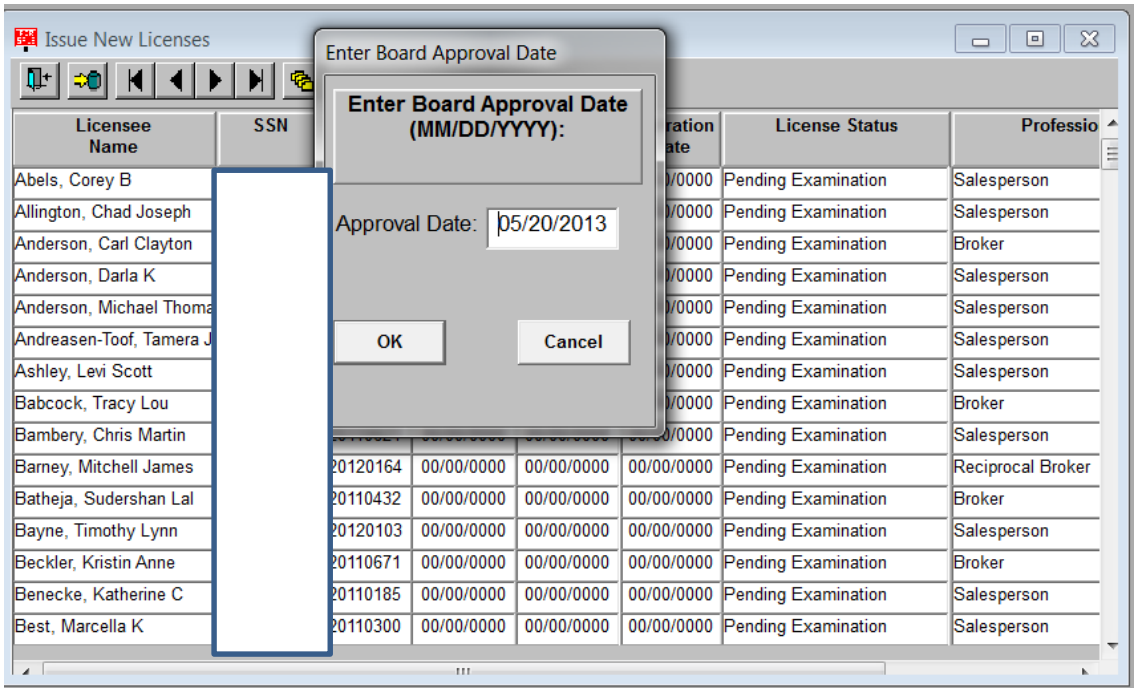
The fields below can be queried from the licensee window and saved as a file, such as excel.



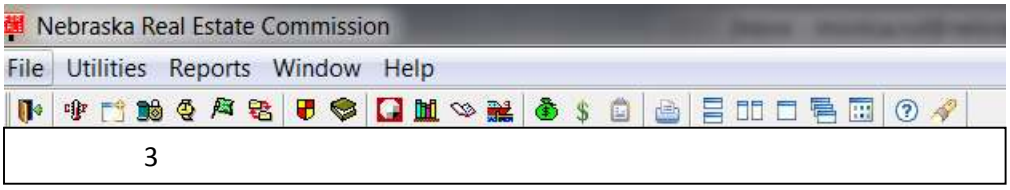
2. Issue New Licenses



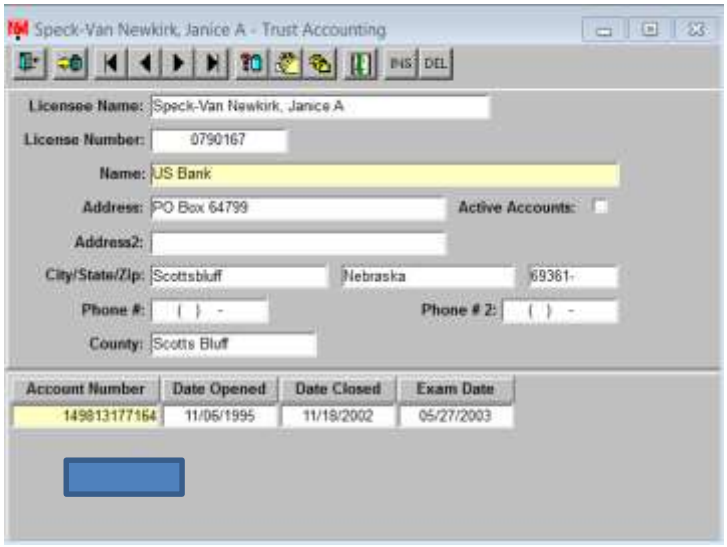
When new licenses are issued, the task is completed in this screen. Once the approval date is entered and saved, this will generate a wall license, a pocket/receipt card and also updates the licensees screen with dates.



3. Trust Accounts



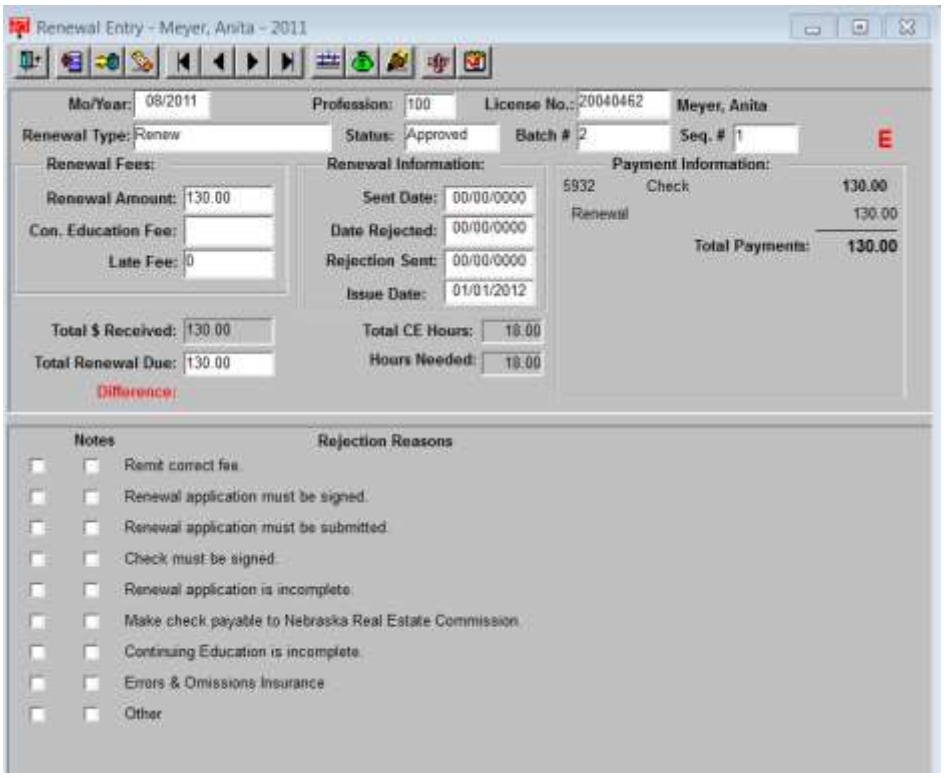
The Trust Account screen is used to query and enter any information for a licensee, county, account number etc.

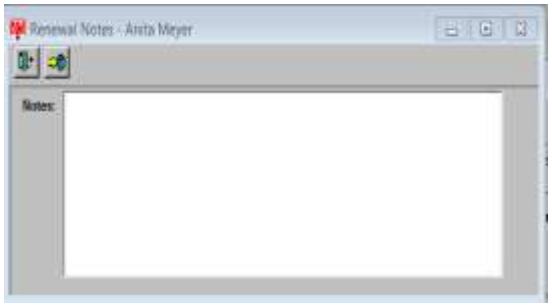


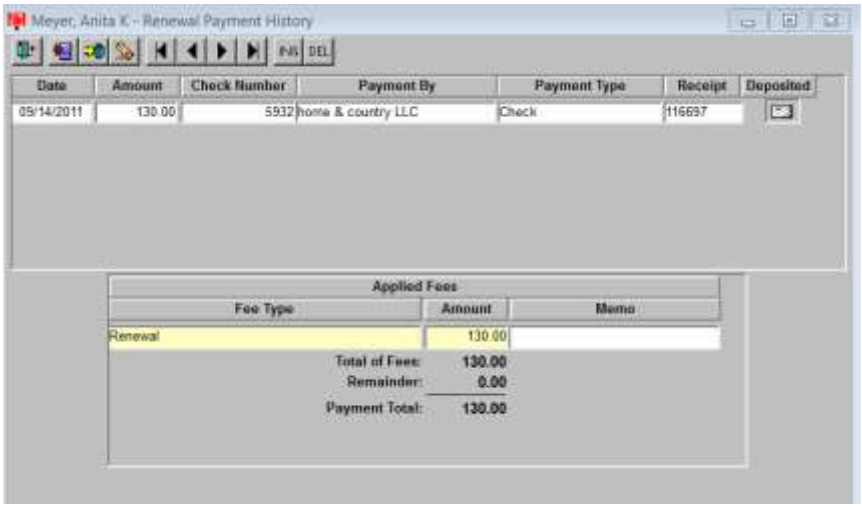
4. Renewal Entry

4

The following Renewal Entry screens are typically imported through the Reports menu but can be entered manually. The information entered will transfer to the Licensee and License Information screens, the Deposit and License Fees History screens, Continuing Education screens and corresponding reports.







Meyer, Anita K - Continuing Education

For renewal period 01/01/2011 Thru 12/31/2012

Date Taken	Renewal Continuing Education Time Period		Accredited Provider	Course Nbr	Course / Activity	# of hours	Certificate Needed	Transcript Needed
05/24/2006	01/01/2005	12/31/2006	Approved Appraisal/Out of State	2006	2006 Appraisal/Out of State Cour	9.00		
02/05/2007	01/01/2007	12/31/2008	Cooperative Extention	0023R	Radon, Biologicals, and Mold in t	3.00		
07/06/2007	01/01/2007	12/31/2008	Approved Appraisal/Out of State	2007	2007 Appraisal/Out of State Cour	9.00		
07/23/2009	01/01/2009	12/31/2010	McKissock, Inc	0068R	Nebraska Landlord and Tenant Ac	3.00		
08/14/2009	01/01/2009	12/31/2010	Approved Appraisal/Out of State	2009	2009 Appraisal/Out of State Cour	9.00		
06/08/2012	01/01/2011	12/31/2012	Larabee School of Real Estate & Ins	0095R	Real Estate Contracts	3.00		
06/08/2012	01/01/2011	12/31/2012	Larabee School of Real Estate & Ins	0517R	A Fungus amongst Us	3.00		
06/08/2012	01/01/2011	12/31/2012	Randall School of Real Estate	0366R	Agency in Nebraska	3.00		
06/08/2012	01/01/2011	12/31/2012	Randall School of Real Estate	0093R	Contract Law	3.00		
06/08/2012	01/01/2011	12/31/2012	Randall School of Real Estate	0093R	Contract Law	3.00		
06/08/2012	01/01/2011	12/31/2012	Larabee School of Real Estate & Ins	0305R	Rules & Regulations Highlights	3.00		

CE Hours this period: 18.00

Meyer, Anita K - Address Change

Last First Mid: Meyer Anita K
Birth Place: Grand Island NE
Suffix:
Male Female
DoB: [redacted]
DoD: 00/00/0000
SSN: [redacted]
Contact at: Work
Ethnic: Not Stated

Employing Broker:

Broker Information:
Home & Country, L. L. C.

Home | Work | Other

Addr: 133 Maple, Ste B
City: Friend
State: Nebraska Zip: 68359-0000
County: Saline
Country: USA
Phone: (402) 947-2301 ( ) -
Fax: (402) 947-2301

License Information

License No: 20040462
Orig Issue: 07/01/2004
Expiration: 12/31/2012
Profession: Broker
License Status: Active
Lapse: 00/00/0000
Withdrawn: 00/00/0000
Reinstatement: 00/00/0000

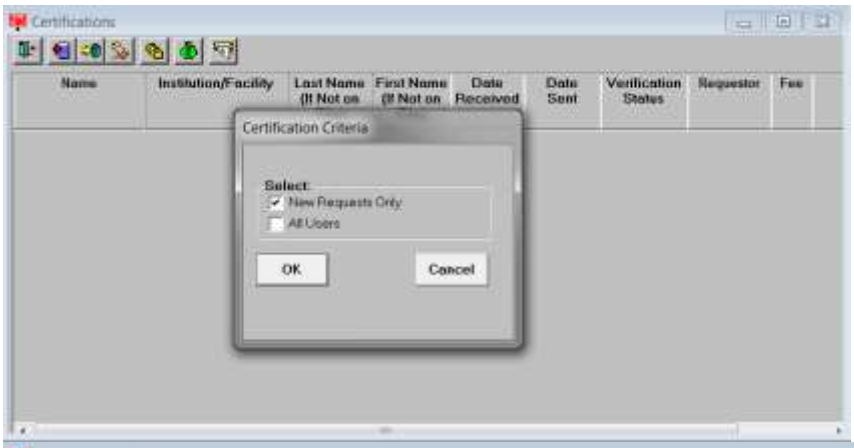
Public Complaint Information

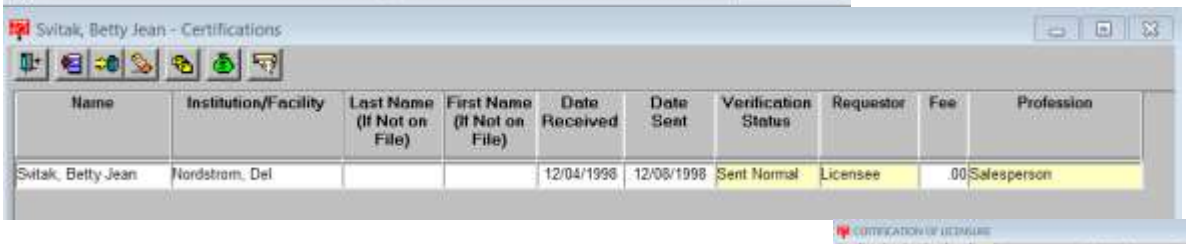
Licensee: Meyer, Anita K
Licensee Alert Comments

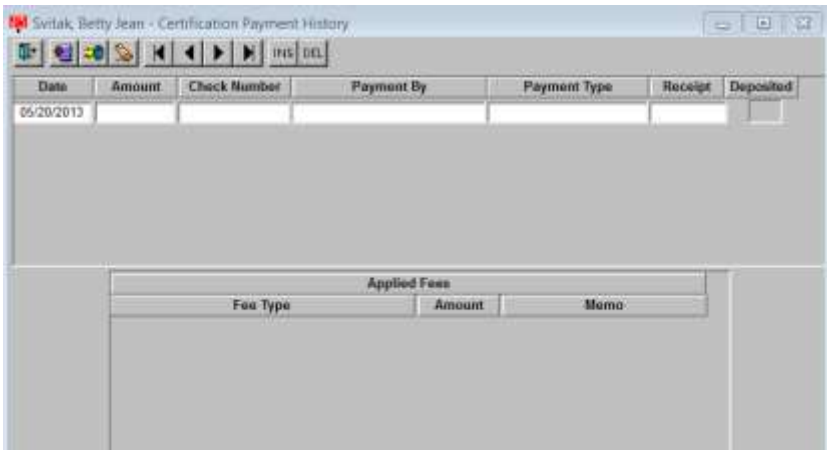
5. Certifications

5

This screen should produce a certification of license history for licensees selected. This function is currently not working properly in the existing database.



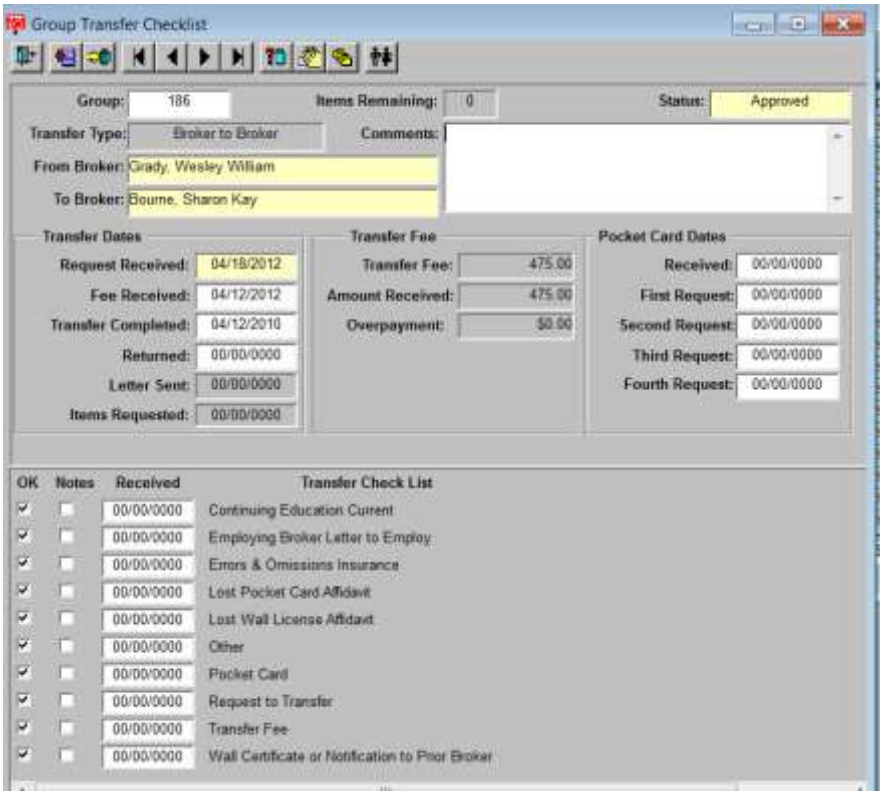


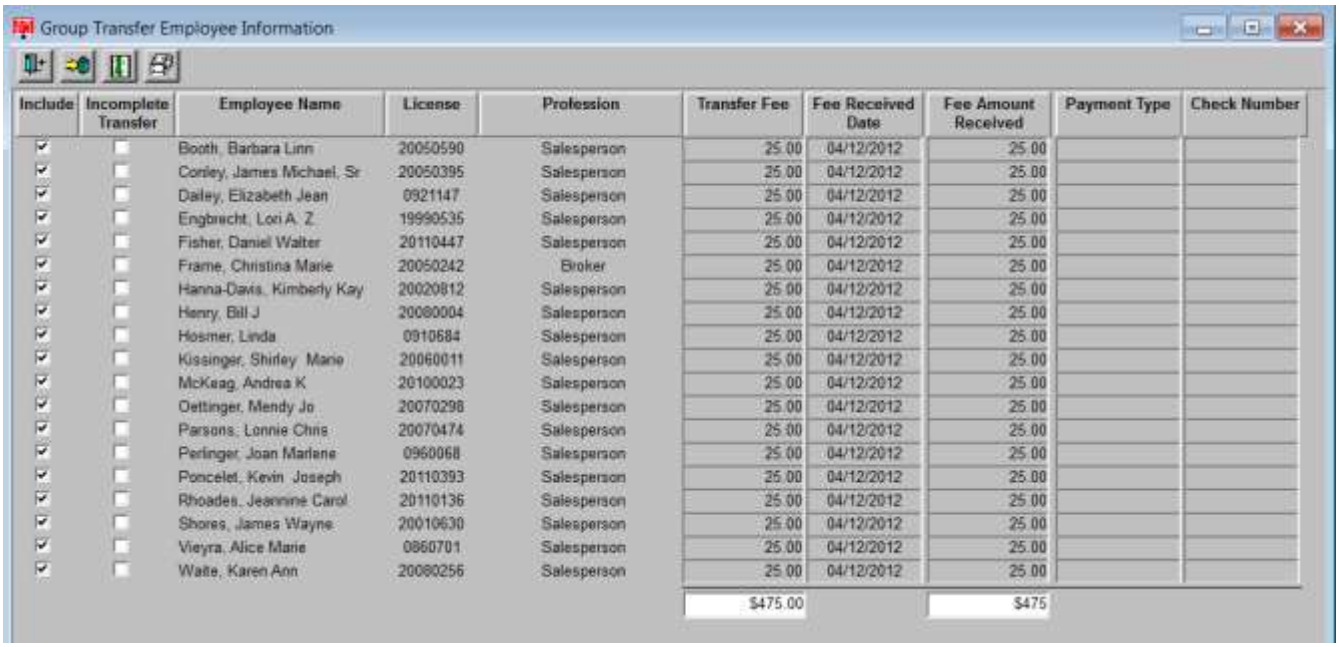


6. Group Transfers

6

When the Group Transfer icon is selected, the option to transfer many licensees from one broker to another is possible rather than going into each individual licensee record. The dates and broker information is updated in each licensees record upon saving. The fees are also recorded in the deposit reports and the license fee history screen for each of the licensees.



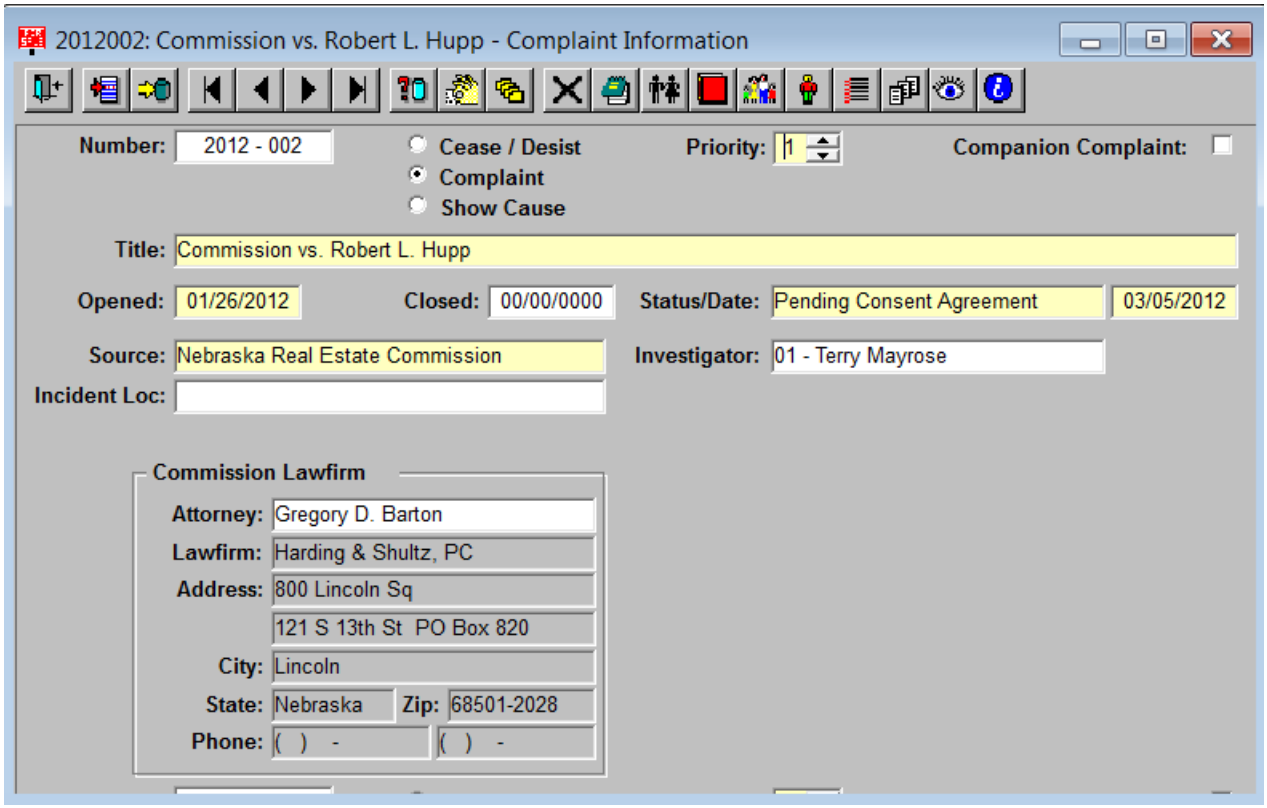


Include	Incomplete Transfer	Employee Name	License	Profession	Transfer Fee	Fee Received Date	Fee Amount Received	Payment Type	Check Number
☑	☐	Booth, Barbara Linn	20050590	Salesperson	25.00	04/12/2012	25.00		
☑	☐	Conley, James Michael, Sr	20050395	Salesperson	25.00	04/12/2012	25.00		
☑	☐	Dailey, Elizabeth Jean	0921147	Salesperson	25.00	04/12/2012	25.00		
☑	☐	Engbrecht, Lori A. Z	19990535	Salesperson	25.00	04/12/2012	25.00		
☑	☐	Fisher, Daniel Walter	20110447	Salesperson	25.00	04/12/2012	25.00		
☑	☐	Frame, Christina Marie	20050242	Broker	25.00	04/12/2012	25.00		
☑	☐	Hanna-Davis, Kimberly Kay	20020812	Salesperson	25.00	04/12/2012	25.00		
☑	☐	Henry, Bill J	20080004	Salesperson	25.00	04/12/2012	25.00		
☑	☐	Hosmer, Linda	0910684	Salesperson	25.00	04/12/2012	25.00		
☑	☐	Kissinger, Shirley Marie	20060011	Salesperson	25.00	04/12/2012	25.00		
☑	☐	McKeag, Andrea K	20100023	Salesperson	25.00	04/12/2012	25.00		
☑	☐	Oettinger, Mendy Jo	20070298	Salesperson	25.00	04/12/2012	25.00		
☑	☐	Parsons, Lonnie Chris	20070474	Salesperson	25.00	04/12/2012	25.00		
☑	☐	Perlinger, Joan Marlene	0960068	Salesperson	25.00	04/12/2012	25.00		
☑	☐	Poncelet, Kevin Joseph	20110393	Salesperson	25.00	04/12/2012	25.00		
☑	☐	Rhoades, Jeannine Carol	20110136	Salesperson	25.00	04/12/2012	25.00		
☑	☐	Shores, James Wayne	20010630	Salesperson	25.00	04/12/2012	25.00		
☑	☐	Vieyra, Alice Marie	0860701	Salesperson	25.00	04/12/2012	25.00		
☑	☐	Waite, Karen Ann	20080256	Salesperson	25.00	04/12/2012	25.00		
					$475.00		$475		

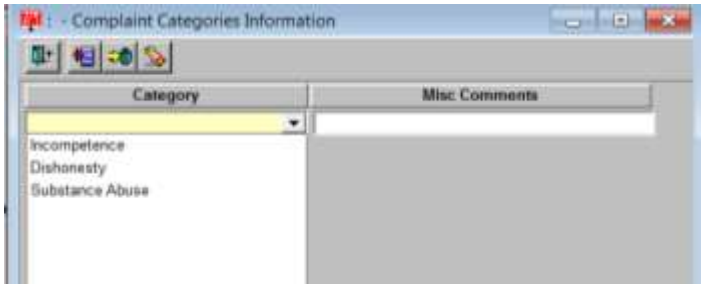
7. Complaint Information

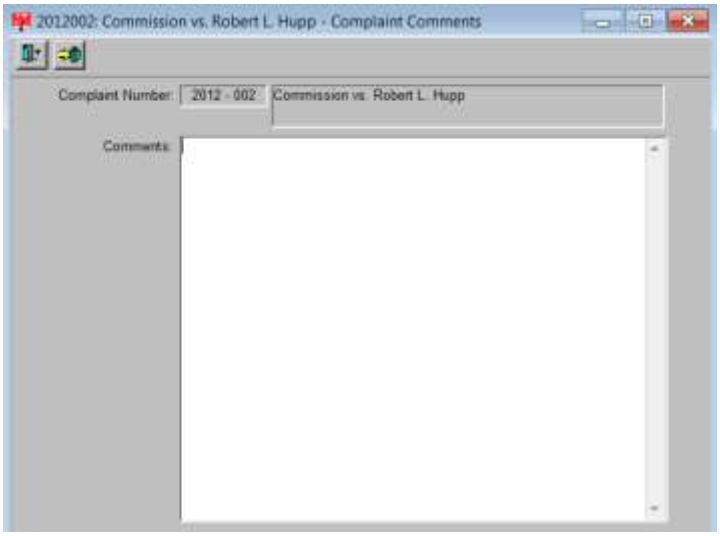
7

Information is tracked for a complaint through the following screens. This Main Complaint screen is used to insert a new complaint and also to query by certain criteria, such as Complaint number, type of complaint, or title.



The Complaint Categories Information and Complaint Comments Screen are currently not utilized by staff.





The Complaint Respondent Information is used to enter the Respondent's information including Name, Profession, Law Firm, Contact information, and complaint status.

2012002:Commission vs. Robert L. Hupp - Complaint Respondent Information

Number: 2012 - 002 Commission vs. Robert L. Hupp

Respondent: Hupp, Robert L

Non-Adverse Action:

Profession: Salesperson

Contact At:

Status: Pending Consent Agreement

Subpoena Sent: 00/00/0000

Stipulation and Consent:

Praecipe Received: 00/00/0000

Stipulation/Consent Date: 00/00/0000

Law Firm

Firm:

Attorney:

Address:

City:

State: Zip:

Phone: ( ) - ( ) -

Specified Contact At

Name:

Address:

City:

State: Zip:

Phone: ( ) - ( ) -

Respondent - Complaint Code Reference Information is typically not utilized.

2012002:Commission vs. Robert L. Hupp - Respondent State Code Reference Inf...

Number: 2012 - 002 Commission vs. Robert L. Hupp

Respondent: Hupp, Robert L

Complaint Code Reference:

Respondent Detail:

Convicted:

Respondent – Prehearing Information is entered if a prehearing conference is scheduled. No reporting is produced from this screen.

2012002: Commission vs. Robert L. Hupp - Prehearing Information

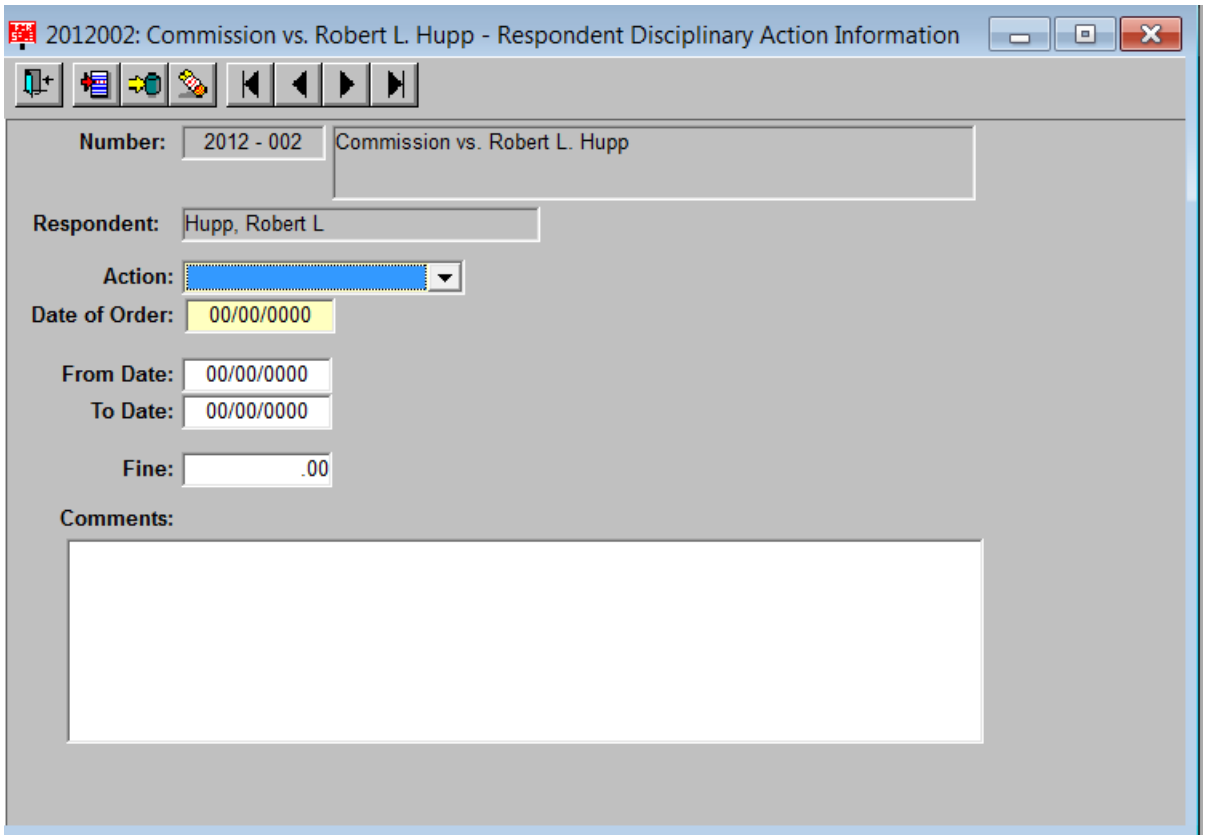
Number: 2012002 Commission vs. Robert L. Hupp
Respondent: Hupp, Robert L
Pre-Hearing Date: 00/00/0000 Time: 00:00
Pre-Hearing Location:
Address:
City: State: Zip: -
Phone: ( ) - Pre-Hearing Attended
Pre-Hearing Issues:

Respondent Settlement Information screen is updated with the hearing information when necessary.

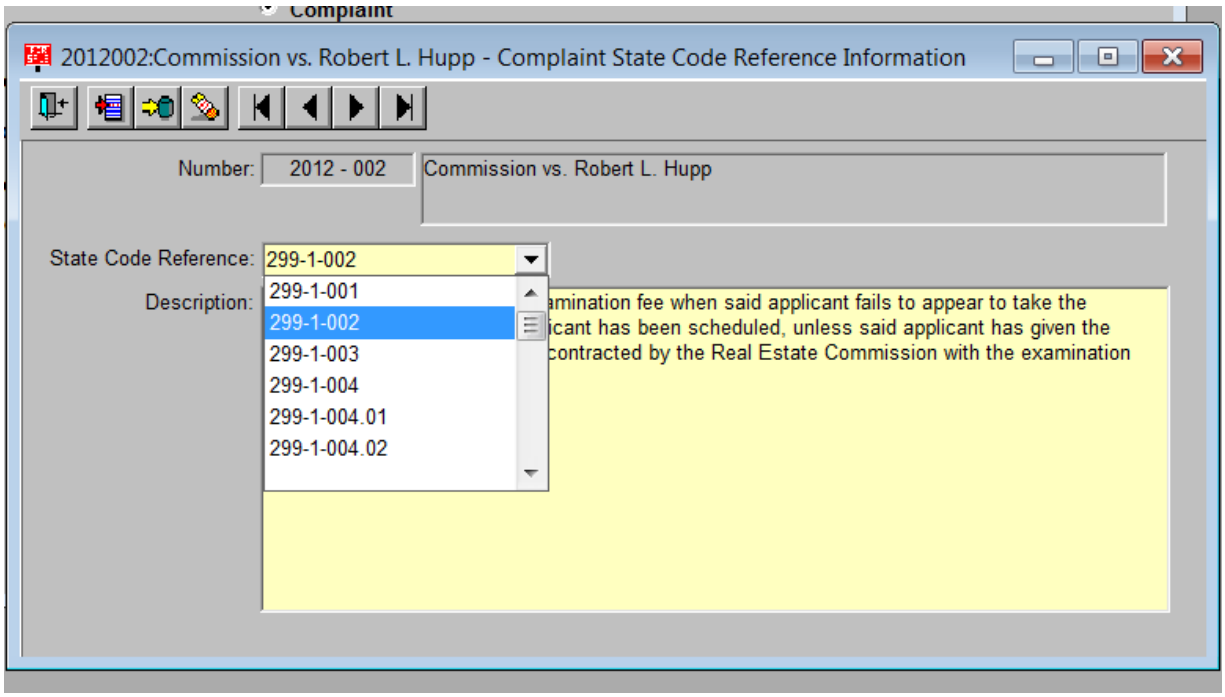
2012002: Commission vs. Robert L. Hupp - Respondent Settlement Information

Save r: 2012-002 Commission vs. Robert L. Hupp
Respondent: Hupp, Robert L
Hearing Date: 00/00/0000 Time: 00:00
Hearing Location:
Address:
City: State: Zip: -
Phone: ( ) -
Continuance Requested Continuance Granted
Discovery Information Sent
Code of Law:
Findings of Fact Conclusion of Law:
Disciplinary Action:

The Respondent Disciplinary Action Information is updated once the complaint had been adjudicated.



The violations can be selected from a list of state laws or rules and regulations. This information is transferred to the Licensee Information screen once entered.



Complainant Information is entered upon receipt of a new complaint.

2012002: Commission vs. Robert L. Hupp - Complainant Information

Number: 2012-002 Commission vs. Robert L. Hupp

Complainant

Name: Nebraska Real Estate Commission

Address:

City:

State: Zip: -

Phone: ( ) - ( ) -

Praecipe Received: 00/00/0000

Subpoena Sent: 00/00/0000

Contact At Attorney:

Law Firm

Firm:

Attorney:

Address:

City:

State: Zip: -

Phone: ( ) - ( ) -

Witness Information can also be entered if necessary.

: - Complaint Witness Information

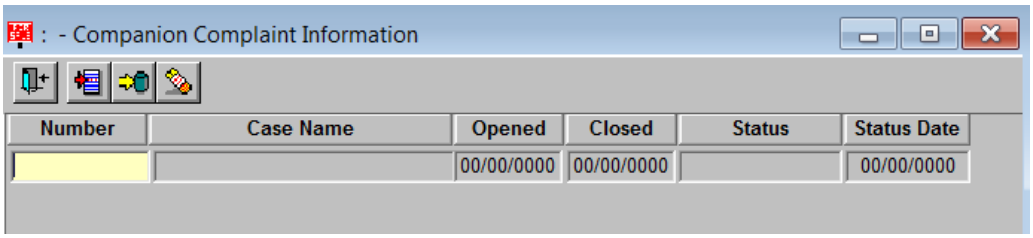
Name	Phone	Subpoena Sent	Praecipe Received	Address Line 1	Address Line 2	City	State	Zip
	( ) -	00/00/0000	00/00/0000					-

Complaint Activity is entered and the information gets displayed on the complaint reports located in the Reports section.

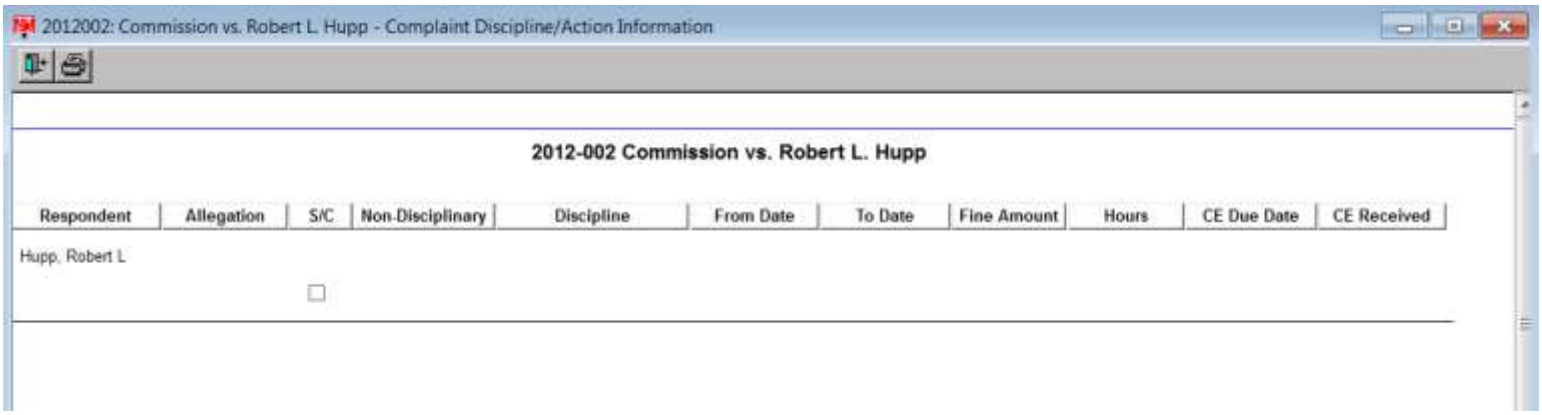
2012002: Commission vs. Robert L. Hupp - Complaint Activities Information

Complaint Activity	Activity Date	Due Date	Respondent	Complainant
File Complaint - Commission Action on Investigative Matter	01/26/2012	00/00/0000		
Complaint Received Letter Sent to Commissioners	01/26/2012	00/00/0000		
Complaint Sent to Respondent for Answer	01/26/2012	00/00/0000		
Respondent's Answer Due	01/31/2012	02/19/2012		
Respondent Answer Received	02/21/2012	00/00/0000		

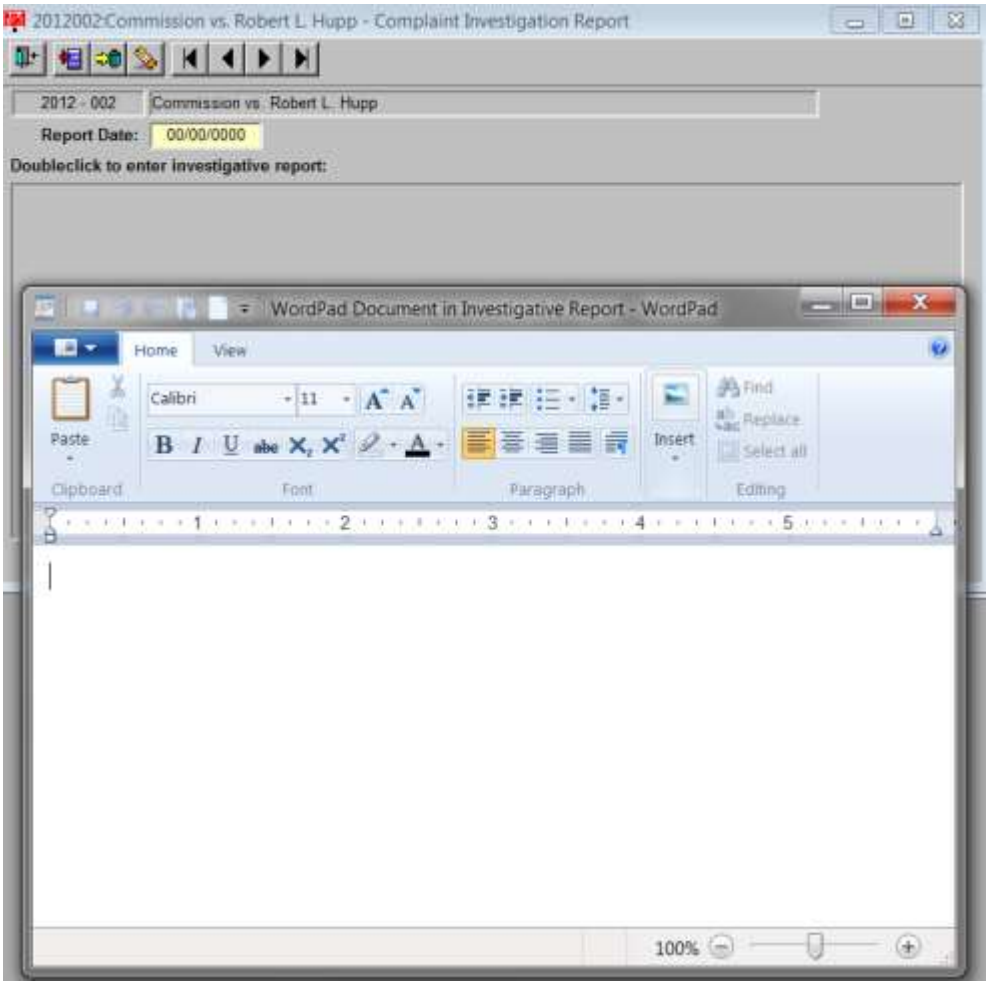
Should there be multiple complaints filed they can be tied together using this screen. Such as a complaint filed against a licensee and therefore also filed against the designated broker for failure to supervise for example.



The Complaint Discipline/Action information will display the actions taken as a result of the complaint.



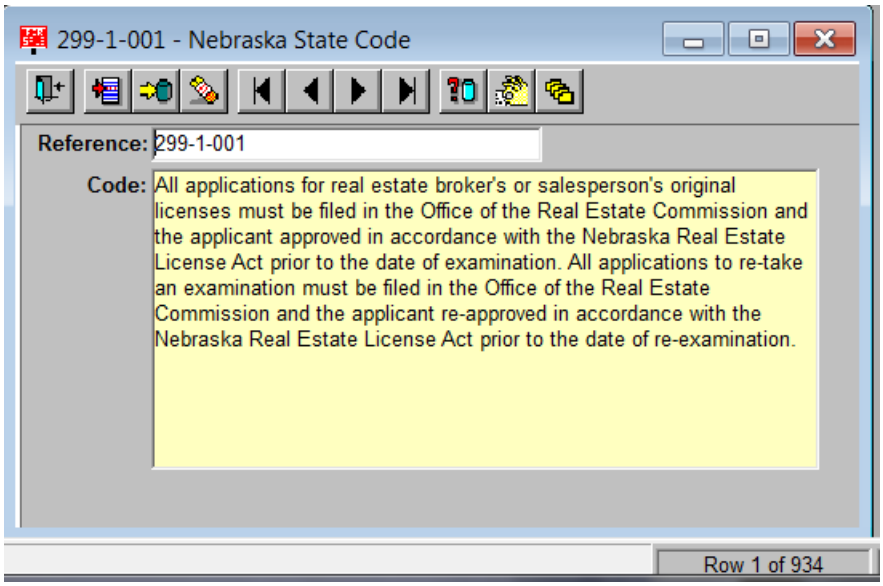
The Complaint Investigation report is not currently utilized by Commission staff.



8. NE State Code

8

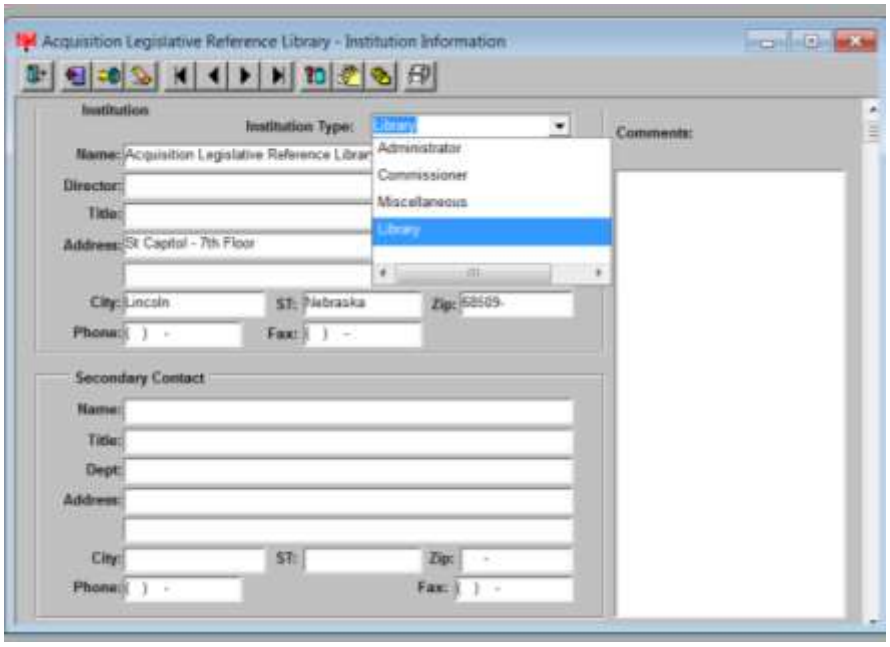
The laws and rules and regulations are updated for complaint information purposes.



9. Institution Information

9

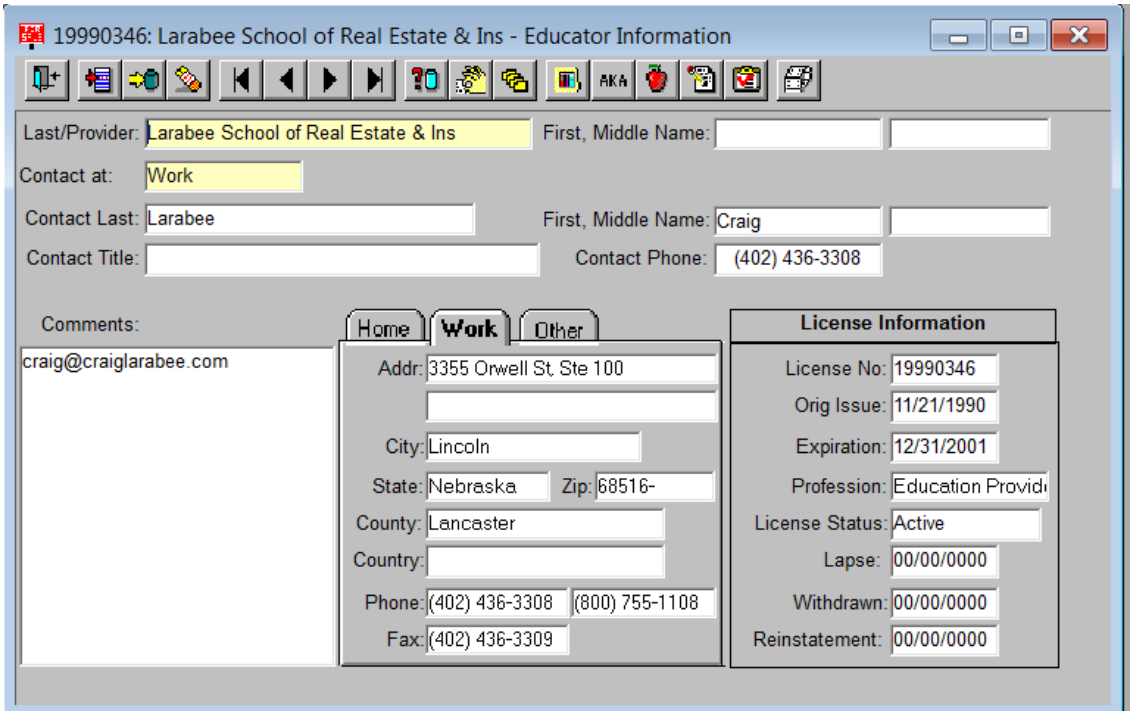
This screen is typically used to track individuals who wish or we wish to receive mailings, such as the newsletter, from the Commission office.



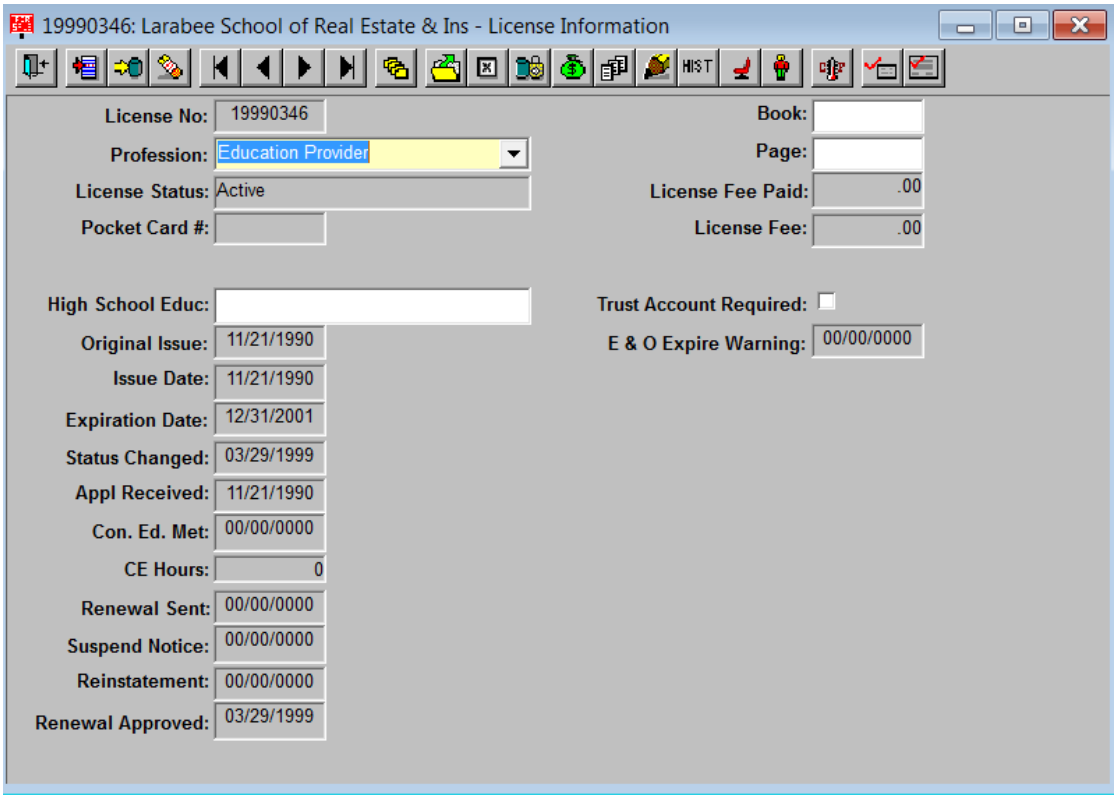
10. Educator Information

10.

These screens are used to track continuing education, pre license and broker approved training education providers. Each approved course in which a provider is approved to provide is tied into these screens. The contact information is also provided.



The education information screens are very similar to the Licensee Information screens but are not utilized in the same fashion.



Education Providers who use multiple names in their business can be entered into the AKA screen for query purposes.

Larabee School of Real Estate & Ins - Aliases

Name	Name Flag
Larabee School of Real Estate & Ins	Last Name
Larabee School of Real Estate & Ins	Last Name

The course names, the first offered date and the approval date are populated from the course information screen.

Larabee School of Real Estate & Ins - Courses/Instructors for School

Course	Instructor	Approval Date	First Offered
Estimating the Sale Price	Elgert, Michael P	01/09/1991	00/00/0000
Residential Construction	Cuda, Dan L	01/09/1991	00/00/0000
Meeting Buyers' Financial Nees (aka Finance Highlights)	Larabee, Leland Craig	01/09/1991	00/00/0000
Meeting Buyers' Financial Nees (aka Finance Highlights)	Elgert, Michael P	01/09/1991	00/00/0000
Meeting Buyers' Financial Nees (aka Finance Highlights)	11233	01/09/1991	00/00/0000
Real Estate Appraisal		01/09/1991	00/00/0000
Investment Analysis Tools (aka Investment Consideratior		01/09/1991	02/19/1991
Meeting Buyers' Financial Nees (aka Finance Highlights)		01/09/1991	02/19/1991
Real Estate Finance	Elgert, Michael P	08/30/1985	00/00/0000
Real Estate Principles & Practices	Elgert, Michael P	08/30/1985	00/00/0000
Real Estate Investments	Larabee, Leland Craig	10/23/1980	00/00/0000
Real Estate Property Management	Larabee, Leland Craig	10/23/1980	00/00/0000
Real Estate Finance	Larabee, Leland Craig	01/04/1980	00/00/0000
Real Estate Principles & Practices	Larabee, Leland Craig	01/04/1980	00/00/0000

Each of the Instructors have a list of courses that they are approved to offer if they are associated with a provider.

Larabee, Leland Craig - Courses Approved for Instructor

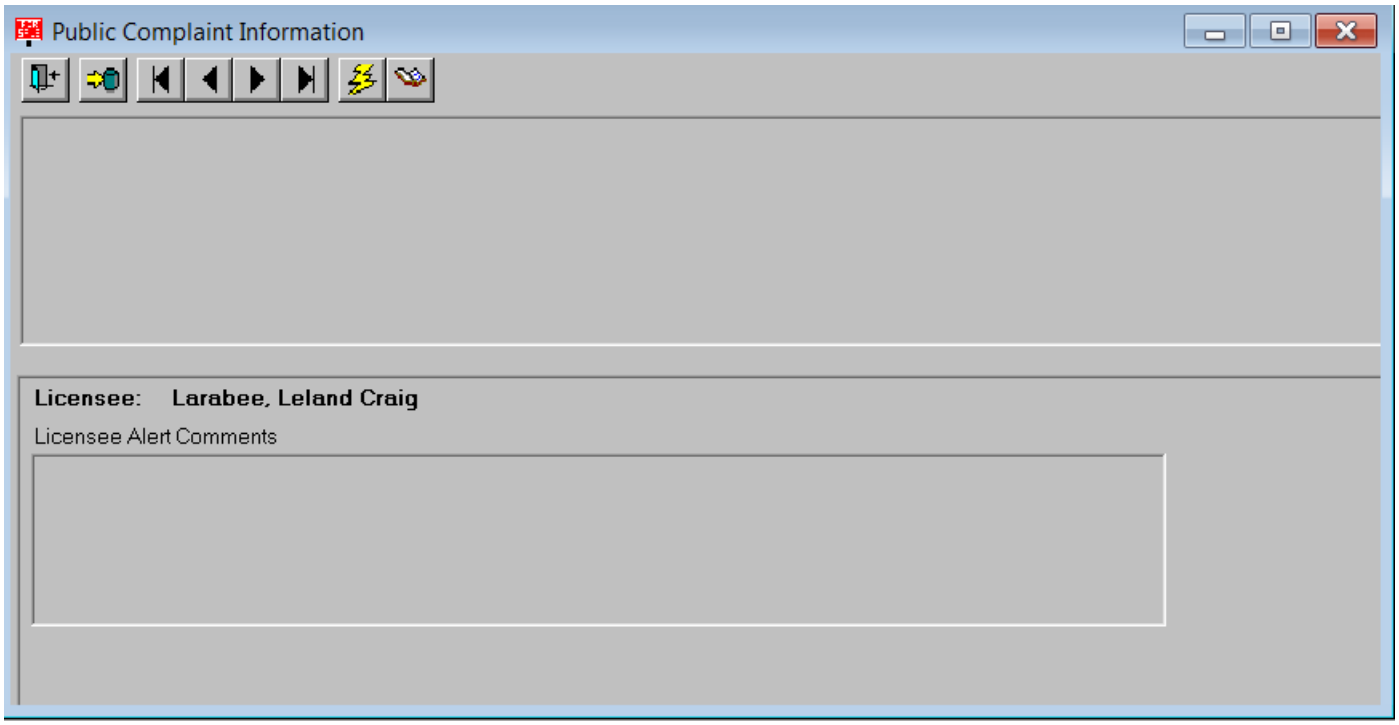
Course Type: Continuing Education

Course	Approval Date	Expire Date
Investment Analysis Tools (aka Investment Considerations and Us	09/09/1991	00/00/0000
Real Estate Contracts	09/10/2009	00/00/0000
Real Estate Contracts	01/09/1991	00/00/0000
Estimating the Sale Price	01/09/1991	00/00/0000
Buyer Agency	09/09/1991	00/00/0000
Real Estate Trust Account	07/06/1991	00/00/0000
Meeting Buyers' Financial Nees (aka Finance Highlights)	01/09/1991	00/00/0000
Unfair Trade Practices & Unworthiness	09/09/1991	00/00/0000
Fair Housing (aka Fair Housing for the 90's)	09/09/1991	00/00/0000

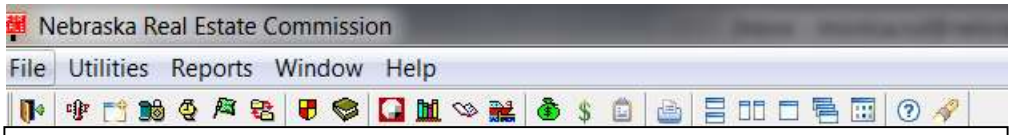
Course Type: Pre Licensing

Course	Approval Date	Expire Date
Real Estate Finance	01/04/1980	00/00/0000
Real Estate Finance	01/04/1980	00/00/0000
Real Estate Investments	10/23/1980	00/00/0000
Real Estate Investments	10/23/1980	00/00/0000
Real Estate Property Management	10/23/1980	00/00/0000

If they have any complaint filed against them, the information would appear on their provider screen.

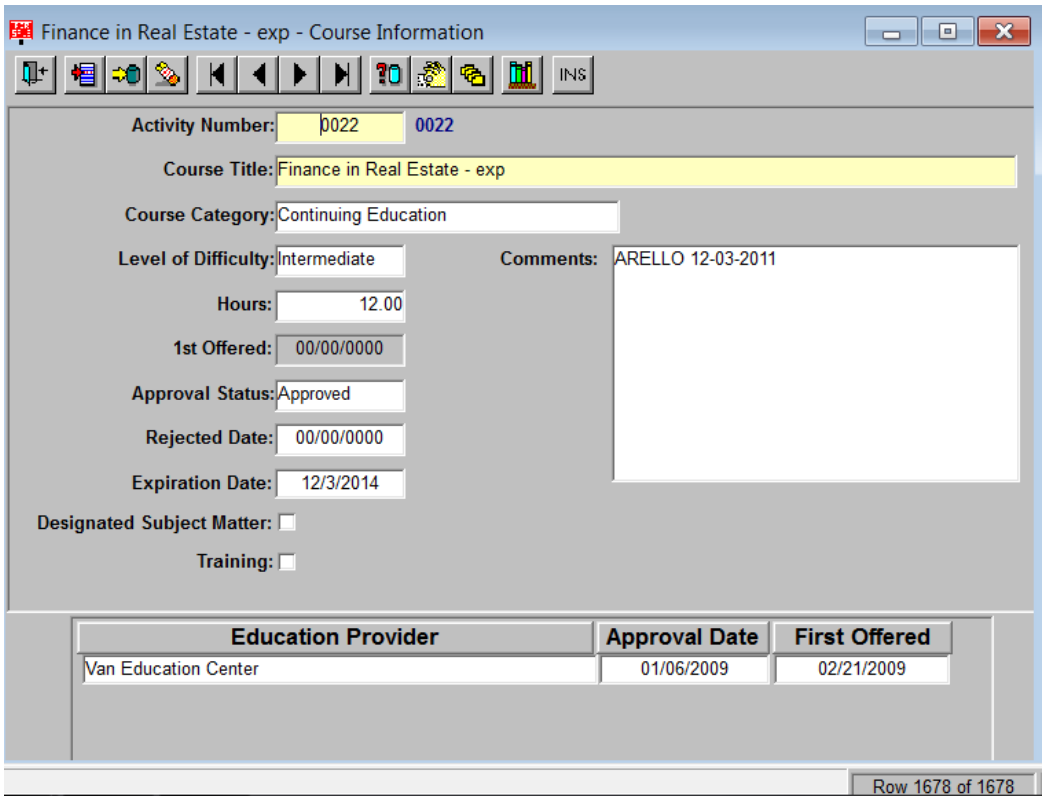


11. Course Information



11.

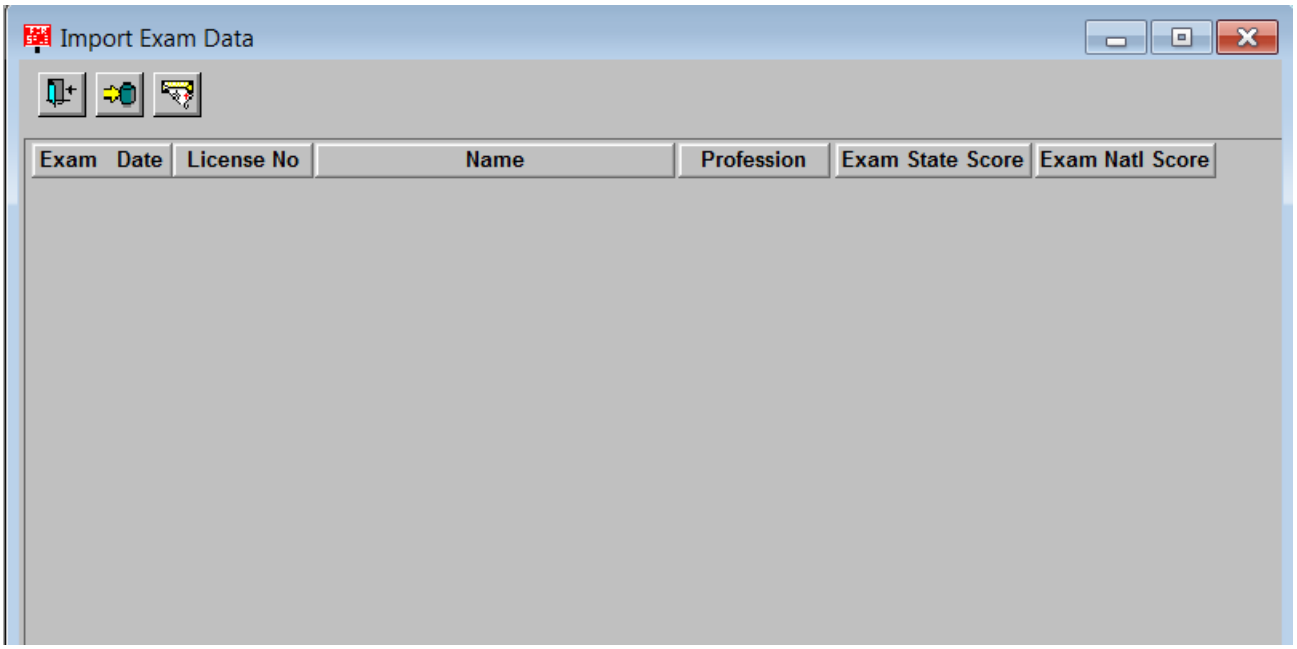
Each pre-license or continuing education course, when approved, gets entered into the Course Information screen and then tied to an education provider record along with the first approval date and first offered date. If this is not completed properly the courses will not import or cannot be selected from the licensee's education window



12. Import Exams

12.

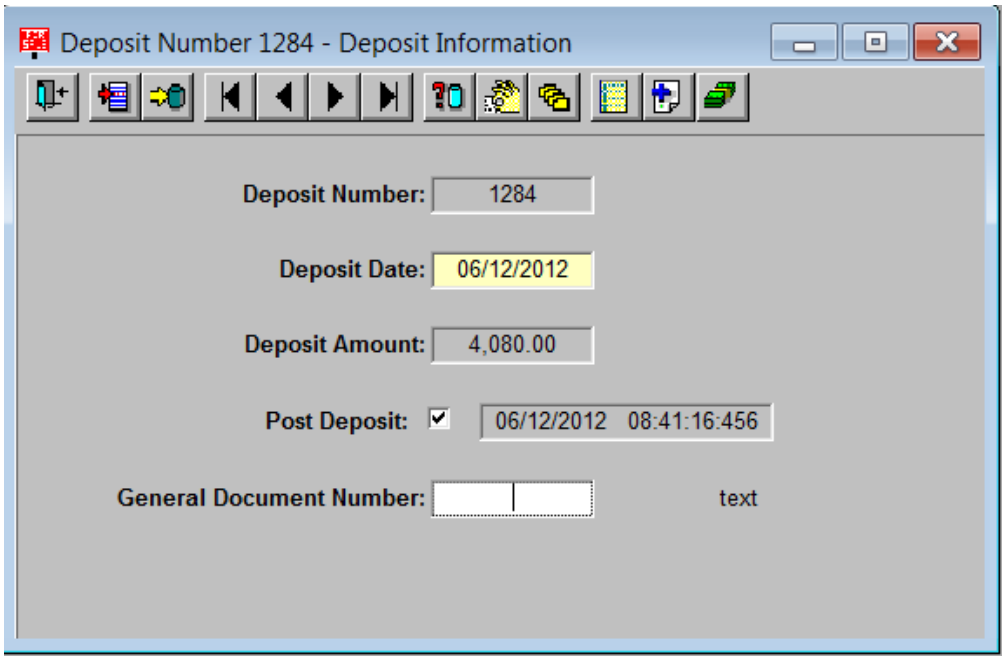
Using a text file, the examination results can be imported from this screen and then inserted into each applicant examination screen.



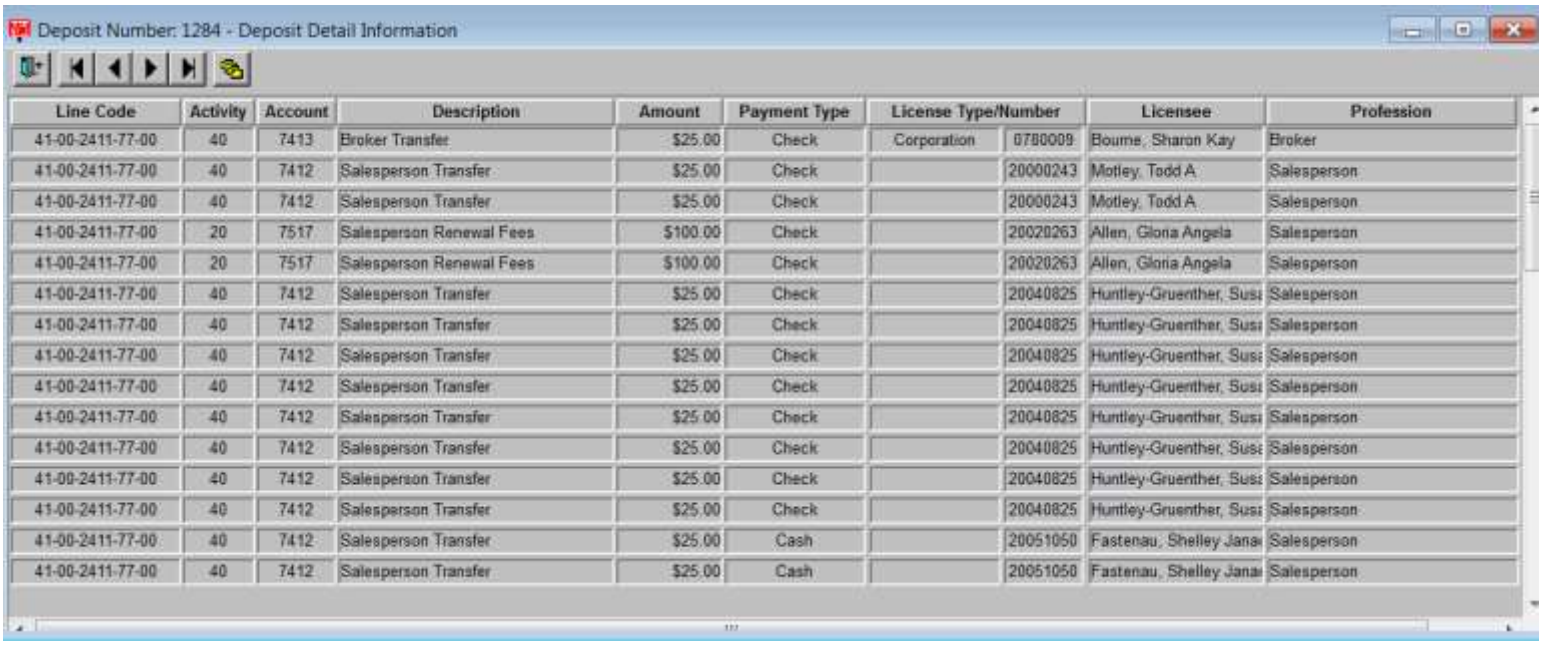
13. Deposit Information

13

Once the deposit is verified using the reports found in the Reports menu, this screen is saved and a document number is assigned by the system to identify the deposit.



You can also query a deposit and review the detail information.



Line Code	Activity	Account	Description	Amount	Payment Type	License Type/Number		Licensee	Profession
41-00-2411-77-00	40	7413	Broker Transfer	$25.00	Check	Corporation	0780009	Bourne, Sharon Kay	Broker
41-00-2411-77-00	40	7412	Salesperson Transfer	$25.00	Check		20000243	Motley, Todd A	Salesperson
41-00-2411-77-00	40	7412	Salesperson Transfer	$25.00	Check		20000243	Motley, Todd A	Salesperson
41-00-2411-77-00	20	7517	Salesperson Renewal Fees	$100.00	Check		20020263	Allen, Gloria Angela	Salesperson
41-00-2411-77-00	20	7517	Salesperson Renewal Fees	$100.00	Check		20020263	Allen, Gloria Angela	Salesperson
41-00-2411-77-00	40	7412	Salesperson Transfer	$25.00	Check		20040825	Huntley-Gruenther, Susa	Salesperson
41-00-2411-77-00	40	7412	Salesperson Transfer	$25.00	Check		20040825	Huntley-Gruenther, Susa	Salesperson
41-00-2411-77-00	40	7412	Salesperson Transfer	$25.00	Check		20040825	Huntley-Gruenther, Susa	Salesperson
41-00-2411-77-00	40	7412	Salesperson Transfer	$25.00	Check		20040825	Huntley-Gruenther, Susa	Salesperson
41-00-2411-77-00	40	7412	Salesperson Transfer	$25.00	Check		20040825	Huntley-Gruenther, Susa	Salesperson
41-00-2411-77-00	40	7412	Salesperson Transfer	$25.00	Check		20040825	Huntley-Gruenther, Susa	Salesperson
41-00-2411-77-00	40	7412	Salesperson Transfer	$25.00	Check		20040825	Huntley-Gruenther, Susa	Salesperson
41-00-2411-77-00	40	7412	Salesperson Transfer	$25.00	Check		20040825	Huntley-Gruenther, Susa	Salesperson
41-00-2411-77-00	40	7412	Salesperson Transfer	$25.00	Cash		20051050	Fastenau, Shelley Jana	Salesperson
41-00-2411-77-00	40	7412	Salesperson Transfer	$25.00	Cash		20051050	Fastenau, Shelley Jana	Salesperson

Once queried, you can review a summary of the deposit.

Deposit Number: 1284 - Deposit Summary by Account

Line Code	Activity	Account	Description	Amount
41-00-2411-77-00	20	7513	Sales License	$200.00
41-00-2411-77-00	20	7517	Salesperson Renewal Fees	$200.00
41-00-2411-77-00	20	7512	Broker License	$520.00
41-00-2411-77-00	20	7516	Broker Renewal Fees	$520.00
41-00-2411-77-00	30	7534	Application Fees	$540.00
41-00-2411-77-00	40	7413	Broker Transfer	$100.00
41-00-2411-77-00	30	7532	Examination Fees	$1,650.00
41-00-2411-77-00	40	7412	Salesperson Transfer	$350.00
Total:				$4,080.00

Once a deposit is queried, you can review the payment types and the amount.

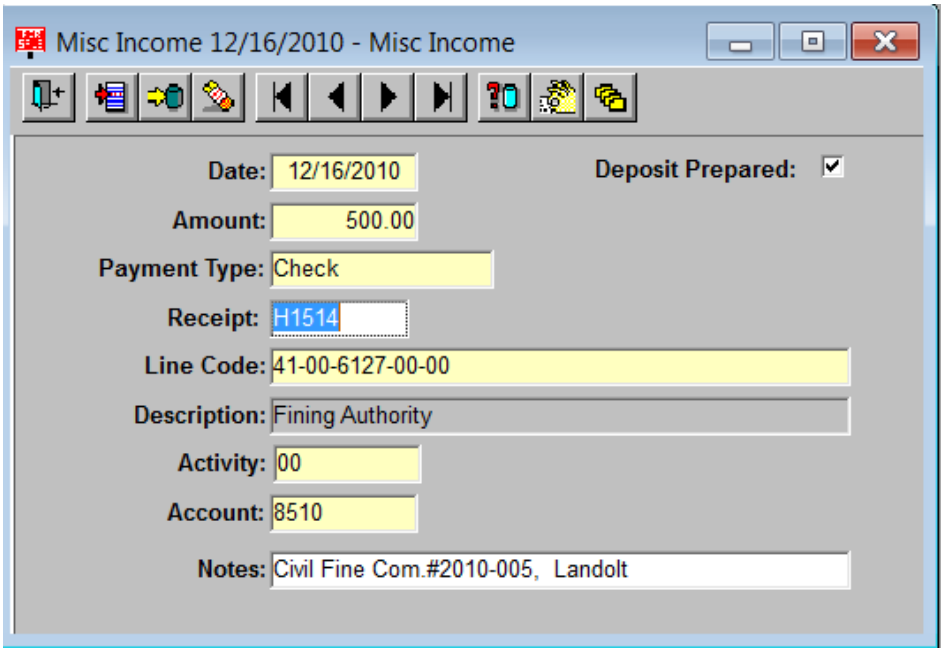
Deposit Number: 1284 - Deposit Summary by Payment Type

Payment Type	Amount
Cash	$250.00
Check	$3,530.00
Credit Card	$300.00
Total:	$4,080.00

14. Misc Income

14

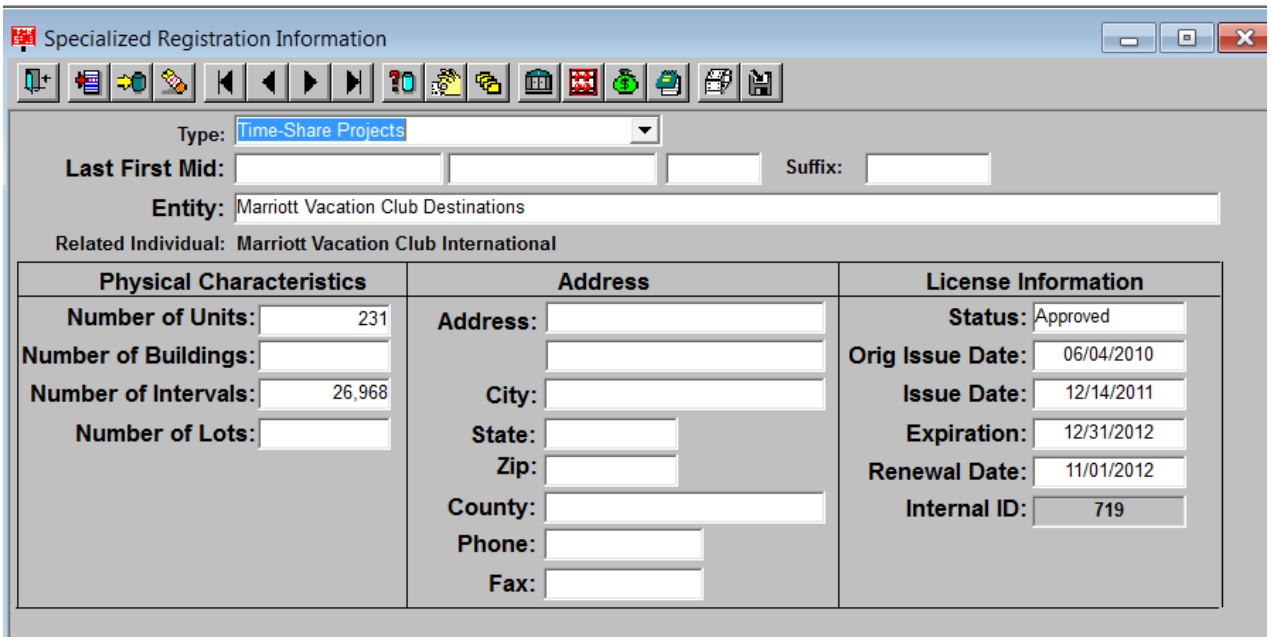
The Miscellaneous Income screen is used to enter any payment information that is not associated with a process in the database. Uses would include payments for labels, refunds, and others as necessary. Below is an example of a fine collected for a complaint, but since fees are not available to be entered as part of a complaint, they are currently entered as a miscellaneous income.



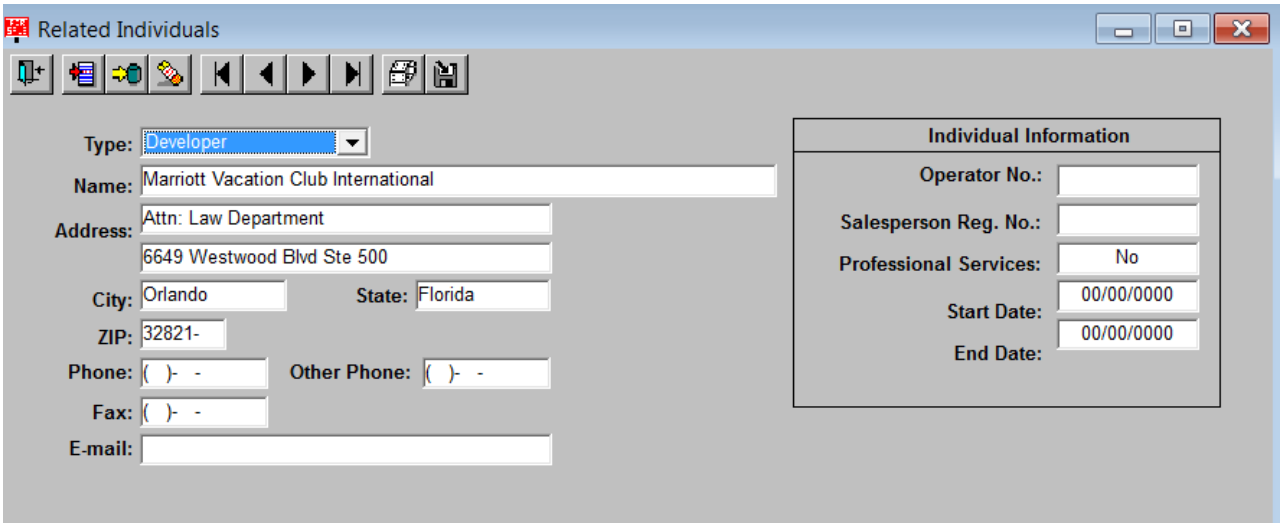
15. Specialized Registrations

15

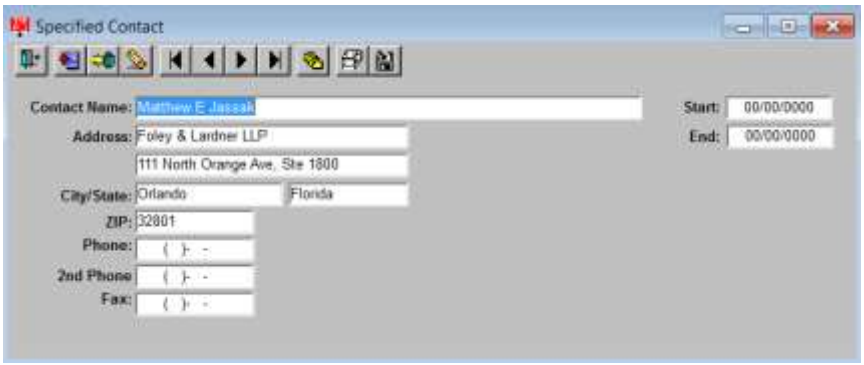
This screen is used to track specialized registrations such as time-shares, retirement communities, campgrounds, subdivided lands, exchange agents, limited liability companies, professional corporations, and background reports. The dates on this screen pull to a report.



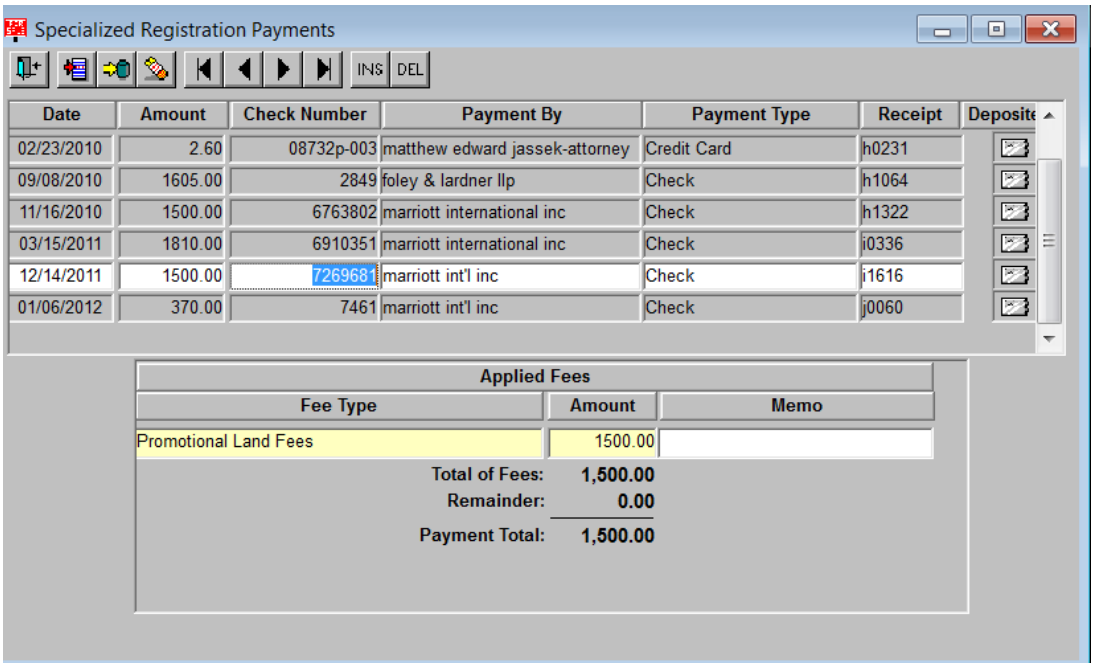
Anyone who is associated with the entity is listed here.



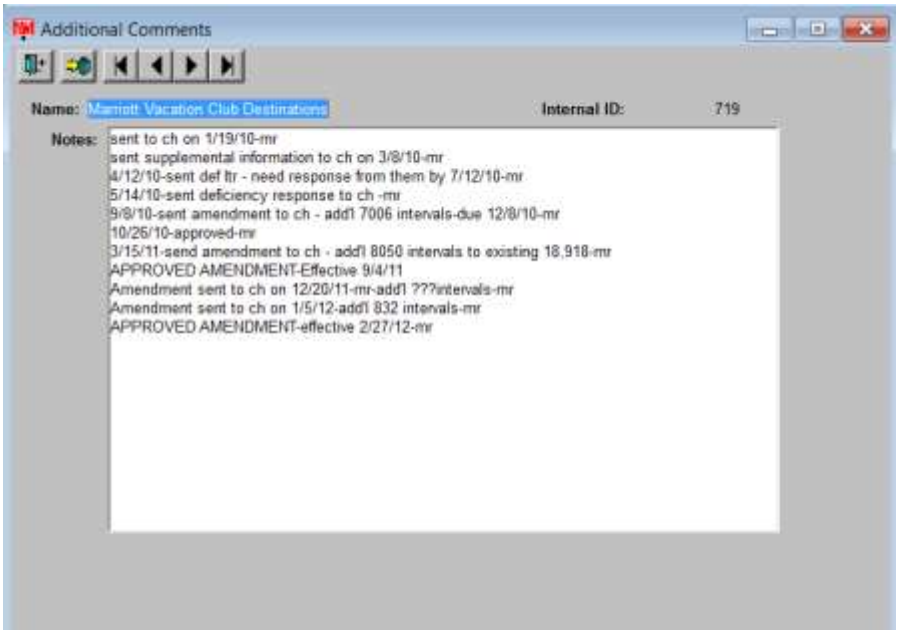
The specified contact screen is used if the mailings are sent to someone other than what is listed on the main screen.



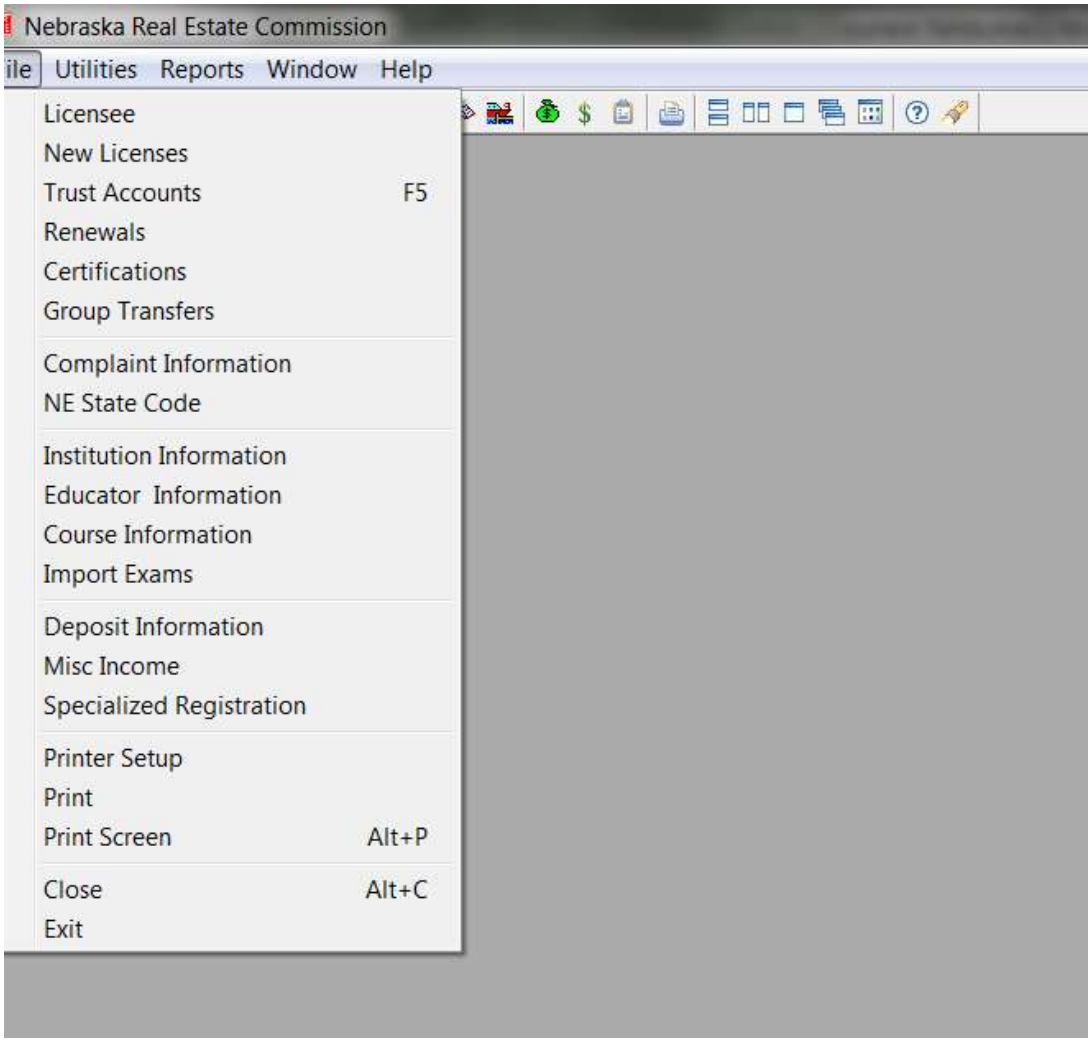
The Specialized Registration payments window is used to track payments for the various registrations. This information filters into the deposit information reports.



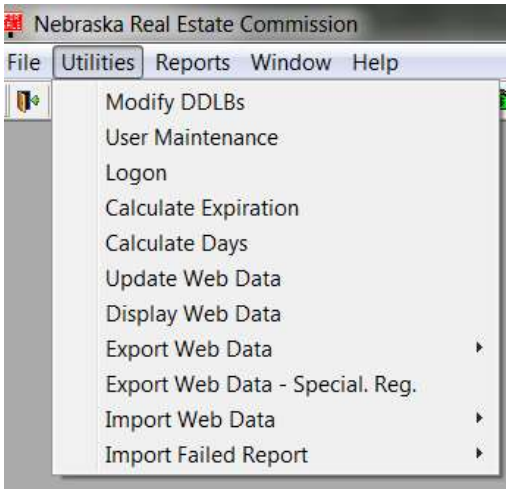
The additional comments screen is used to track the changes in the registration after initial licensure.



16. File Menu


Nebraska Real Estate Commission
ile
Utilities
Reports
Window
Help
Licensee
New Licenses
Trust Accounts F5
Renewals
Certifications
Group Transfers
Complaint Information
NE State Code
Institution Information
Educator Information
Course Information
Import Exams
Deposit Information
Misc Income
Specialized Registration
Printer Setup
Print
Print Screen Alt+P
Close Alt+C
Exit

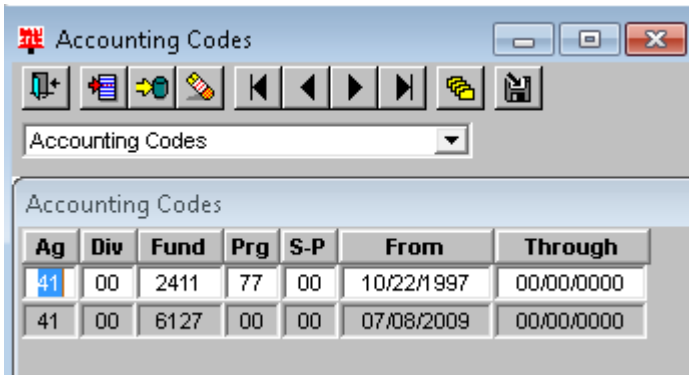
17. Utilities Menu



a. Modify DDLB

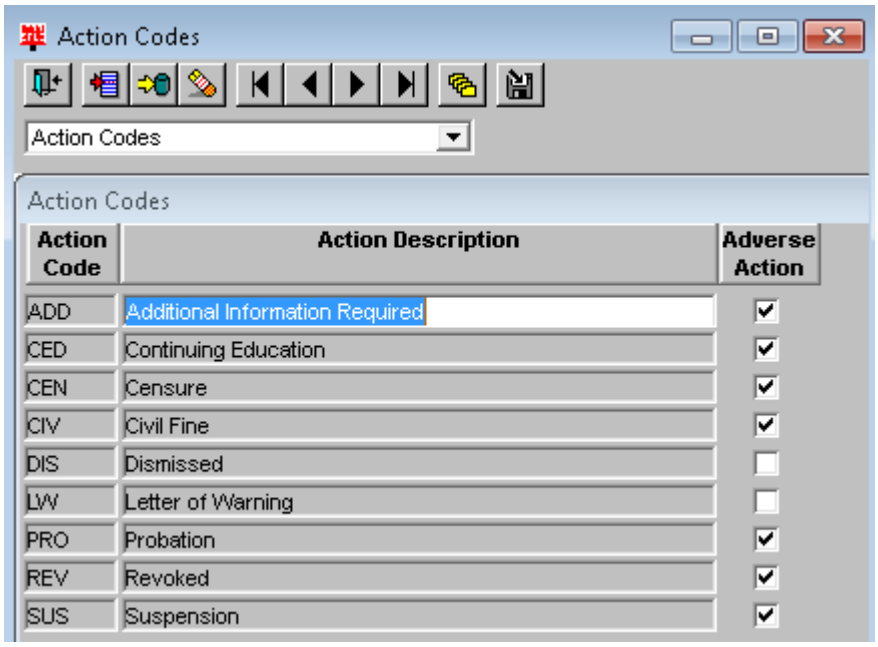
These are fields that we are allowed to change which affect the function of the database.

i. Accounting Codes



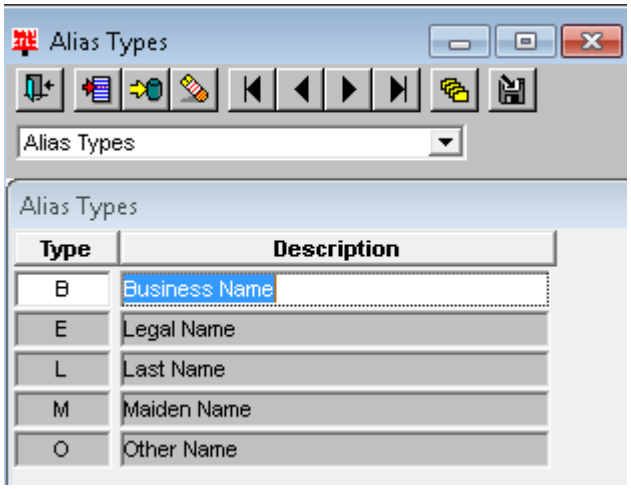
Ag	Div	Fund	Prg	S-P	From	Through
41	00	2411	77	00	10/22/1997	00/00/0000
41	00	6127	00	00	07/08/2009	00/00/0000

ii. Action Codes



Action Code	Action Description	Adverse Action
ADD	Additional Information Required	☑
CED	Continuing Education	☑
CEN	Censure	☑
CIV	Civil Fine	☑
DIS	Dismissed	☐
LW	Letter of Warning	☐
PRO	Probation	☑
REV	Revoked	☑
SUS	Suspension	☑

iii. Alias Types



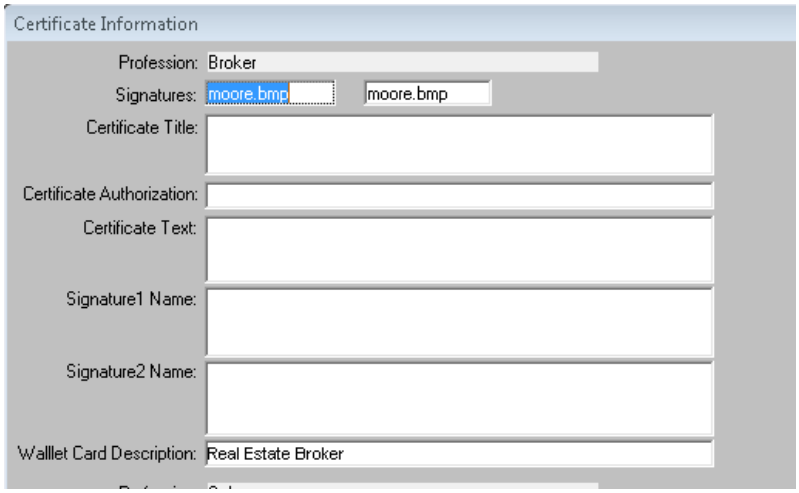
Type	Description
B	Business Name
E	Legal Name
L	Last Name
M	Maiden Name
O	Other Name

iv. Application Check List
(partial example)

Application Check List

Profession	Type	Sub-Type	Allow Test	Application Check List Description
Broker	Exam	Pre-Exam	No	We will submit your name for a Disciplinary Data Base Search
Broker	Exam	Pre-License	Yes	Licensee Issuance Form
Broker	Exam	Pre-Exam	No	Trust Account information
Broker	Exam	Pre-License	Yes	Other
Broker	Exam	Pre-License	Yes	E&O Insurance Verification
Broker	Exam	Pre-Exam	No	Work Experience for past 3 years; including periods of unemployment
Broker	Exam	Pre-License	No	Transcripts of education if necessary
Broker	Exam	Pre-License	Yes	New employing broker letter to employ
Broker	Exam	Pre-Exam	No	Licensed salesperson experience verification
Broker	Exam	Pre-Exam	No	Affidavit of application
Broker	Exam	Pre-Exam	No	Application and Examination Fee
Broker	Exam	Pre-License	Yes	Consent to Examine Trust Account form
Broker	Exam	Pre-Exam	No	Statutory real estate education completion verification
Broker	Exam	Pre-Exam	No	Waiting for Criminal Background Report from Nebraska State Patrol
Broker	Exam	Pre-License	Yes	License Fee
Broker	Exam	Pre-License	Yes	Manner of doing business documentation.
Broker	Exam	Pre-Exam	No	Application Incomplete
Broker	Exam	Pre-Exam	No	Photo - head and shoulders 2x2, taken within the past year (See enclo
Broker	Exam	Pre-Exam	No	Additional lawsuit information needed
Broker	Exam	Pre-License	Yes	Original passing score report
Broker	Exam	Pre-Exam	No	Other
Broker	Exam	Pre-Exam	No	Additional criminal information needed

v. Certificate Information



vi. Commission Attorney

Commission Attorney

Commission Lawfirm	Attorney Last Name	Attorney First Name	Address	2nd Address	City	St	Zip	Phone	2nd Phone
Kinsey, Robinson, Becker, & Kelter	Kinsey Jr.	Robert D.	601 Lincoln Square	121 S 13 St PO Bx 85778	Lincoln	NE	68501-	(402)438-1313	( ) -
Morris & Titus	Titus	Jim R.	4645 Normal Blvd, Ste 272		Lincoln	NE	68506-6823	(402)434-9090	( ) -
Harding & Shultz, PC	Barton	Gregory D.	800 Lincoln Sq	121 S 13th St PO Box 820	Lincoln	NE	68501-2028	( ) -	( ) -
Harding & Shultz, PC	Prochaska	Adam J	800 Lincoln Sq	121 S 13th St PO Box 820	Lincoln	NE	68501-2028	( ) -	( ) -

vii. Complaint Activities
(partial list)

Complaint Activities

Complaint Activity Description
Accepted Stipulation & Consent; Letter Sent to Complaina
Accepted Stipulation & Consent; Letter Sent to Responde
Action by Commission
Affidavit, Application, & Order sent to Respondent - 1st C
Affidavit, Application, & Order sent to Respondent - Certit
Amend Complaint - Commission Action on Investigative Ma
Amended Answer Received
Amended Complaint Filed
Answer Extension Due Date
Answer Extension Requested
Answer Returned for Amendment
Appeal Affirmed
Appeal Summons Received
Appealed to District Court
Appealed to Supreme Court
Application for Order to Show Cause filed
Cease and Desist Letter Sent
Complaint Placed in Abeyance - Commission Action on Inv
Complaint Received
Complaint Received Letter Sent to Commissioners
Complaint Received Letter Sent to Complainant
Complaint Returned for Amendments
Complaint Sent to Respondent for Answer
Continuing Education Completed & Letter Sent
Copy of Respondent's Answer Sent to Attorney
Court Reporter Notified

viii. Complaint Sources

Complaint Sources

Complaint Source Code	Complaint Source Description
COM	Nebraska Real Estate Commission
LIC	Another Licensee
PUB	Public

ix. Complaint Status

Complaint Status

Complaint Status Code	Complaint Status Description
AAM	Awaiting Amendment
ACM	Amended - Answer Not Received
APP	Appeal
CLO	Closed
CNT	Continued
CON	Continued - Hearing Scheduled
CTD	Continued From Previous Meeting
HCA	Hold for Civil Action
HCC	Holding in Abeyance
HRG	Hearing Scheduled
INV	Investigation
NRC	Answer Not Received
NRN	Not Currently Renewed
NSN	Not Sent For Answer
OPE	Opened
PND	Pending Consent Agreement
SET	Hearing to be Set

x. Continuing Education States
(list contains all states and jurisdictions)

xi. Corporation Officers

Corporation Officers

Key	Officer Description
1	President
3	Vice President
4	Secretary
5	Other
6	Treasurer

xii. Course Categories

Course Categories

Course Category Code	Course Category Description
1	Continuing Education
2	Pre Licensing
3	Designated Continuing Education
4	Broker-Approved Training

xiii. Course Status

Course Types

Status Code	Course Status Description
1	Approved
2	Denied
3	Expired
4	In Process
5	On Appeal
6	Under Review

xiv. E and O Insurance Types

E and O Insurance

Code	E and O Insurance
1	Commission Offered
3	Group
2	Individual
4	Not Specified

xv. Education Level

Education Level

Education Level
High School
GED
Foreign Graduate
None
N/A

xvi. Education School Codes

Education School Codes

Education Provider	Code
11578	0001
11544	0002
11541	0003
11540	0004
11547	0006
11587	0007
11593	0008
11545	0009
11563	0011
11560	0021
11579	0022
11581	0023
11582	0025
11584	0027
11575	0019
11576	0020
11548	0004
11552	0018
11568	0014
11573	0016
11550	0017
11583	0026
11585	0028
20086	0005

xvii. Exam Location

Examination Locations

Loc. #	City
2482	Lincoln
2491	North Platte
2464	Omaha
2478	Scottsbluff

xviii. Exam Fee
(partial list)

Fee Type

Number	Description	Orig. Fee
75	Amend Mem Camp Reg	☐
34	Application - Approved CED Provider	☐
42	Application - Listed	☐
41	Application - Not Listed	☐
45	Application - Reinstatement	☐
22	Application by Credentials	☐
14	Application by Examination	☐
4	Application Limited	☐
38	Application Registration	☐
68	Branch Original License Fee	☒
70	Branch Renewal	☐
35	Broker Original License Fee	☒
78	Certificate of License History	☐
12	Certification - Limited Liability	☐
48	Certification - Profession Corporation	☐
55	Commission Meeting Minutes Subscription	☐
40	Duplicate	☐
24	Duplicate - Facility, Lost, or Stolen	☐
13	Duplicate - Replacement	☐
21	Endorsement Application	☐
63	Exam Results Mailing List	☐
16	Failure to Complete Continuing Ed	☐
17	Failure to File Continuing Ed	☐
18	Failure to Report Address Change	☐
19	Failure to Report Name Change	☐
28	HSP Application	☐
29	HSP Renewal	☐
59	Labels	☐

xix. Institution Type

Institution Type

Key	Description
1	Administrator
2	Commissioner
3	Miscellaneous
4	Library

xx. Investigators

Investigators

Investigator Code	Investigator Name
01	Terry Mayrose
02	Duran Cell

xxi. Letter Signatures

Letter Signatures

System Name	Signature	Title	Bitmap
Chair	John A. Gale	Chairperson	galesig.bmp
Enforce	Duran Cell	Deputy Director for Enforc	
License	Pat Menousek	Licensing Secretary	menousek.bmp
Director2	Greg Lemon	Director	glemon.bmp
Depliced	Monica Rut	Deputy Director for Licensi	mrut.bmp
Director	Greg Lemon	Director	glemon.bmp
Education	Tawny Snider	Education & Enforcement S	snider2.bmp
AA	Monica Rut	Deputy Director for Licensi	
Transfer	Pat Menousek	Transfer Secretary	menousek.bmp
Edusec	Tawny Snider	Education & Enforcement S	snider2.bmp
Finance	Hillary Pospisil	Finance Officer	
app info	Marilyn Masters	Application Secretary	mmasters.bmp

xxii. Letter Types

(partial list)

Letter Types

Letter Type	Description
Broker Notification of Employees Expir	Broker Notification of Employees Expiring Ins.
2nd Pocket Card Request	2nd Pocket Card Request
3rd Pocket Card Request	3rd Pocket Card Request
4th Pocket Card Request	4th Pocket Card Request
Application - After deadline	Application After Deadline
Application - Canceled No Date	Application Canceled No Date
Application - Canceled Too Late	Application Canceled Too Late
Application - Education After Deadline	Application Education after deadline
Application - Exam Approved	Application Exam Approved
Application - Initial Letter	Application Initial Letter
Application Missing Items - Pre-exam	Application Missing Items - Pre-exam
Application Missing Items - Pre-License	Application Missing Items - Pre-License
Application - Non Complete	Application Non Complete
Application - Question	Application Question
Application - Rescheduled	Application Rescheduled
Application - Retake	Application Retake
Broker Not. of Employees Expired Insuranc	Broker Not. of Employees Expired Insurance
Broker Notif. of Employees Renewed as In	Broker Notif. of Employees Renewed as Inact
Broker Notification of Expired E & O	Broker Notification of Expired E & O
Business Address Change	Business Address Change
Business Name Change	Business Name Change
Closed Trust Account	Closed Trust Account
Completed Ind. Transfer	Completed Ind. Transfer
Group Transfer Items Requested	Group Transfer Items Requested

xxiii. Level of Difficulty

Level of Difficulty

Level of Difficulty Code	Level of Difficulty Description
2	Advanced
1	Basic
3	Intermediate
4	Not Specified

xxiv. License Status

License Status

License Status

License Status Code	License Status Description
0	Unknown
2	Lapsed
3	Active
4	Restricted
5	Probation
6	Suspended
7	Revoked
8	Retired
9	Surrendered
10	Deceased
11	Inactive
12	Not Renewing
13	Pending Examination
14	Pending Licensing
15	Renewal Sent/No Pymt
16	Never Licensed
17	Ended Process
18	Non Renewed
19	Void

xxv. National Exam Minimum

National Exam Minimum Score

Exam	Minimum Score	From Date	Thru Date
National	75	01/01/1990	00/00/0000
State	75	01/01/1990	00/00/0000

xxvi. Payment Type

Payment Type

Code	Description	Deposit
8	ACH	Yes
1	Cash	Yes
4	Cashier's Check	Yes
5	Certified Check	Yes
2	Check	Yes
6	Credit Card	Yes
7	IBT	No
3	Money Order	Yes

xxvii. Profession Fees
(Partial List)

Profession Fees

Profession	Fee Type	Amount	From	Through	Accounting Codes
Broker	License Application Fee	135.00	01/01/1980	00/00/0000	Application Fees
Broker	License Examination Fee	150.00	01/01/1980	00/00/0000	Examination Fees
Broker	Retake of Exam	150.00	01/01/1980	00/00/0000	Examination Fees
Broker	Renewal	290.00	01/01/1980	00/00/0000	Broker Renewal Fees
Broker	Late Renewal	25.00	01/01/1980	00/00/0000	Late Fees
Broker	Broker Original License Fee	145.00	01/01/1980	00/00/0000	Broker License
Broker	Transfer	25.00	01/01/1980	00/00/0000	Broker Transfer
Broker	Trust Account Manual	10.00	01/01/1980	00/00/0000	Publications/Copies

xxviii. Professions

Professions

Profession	Code	Abbr	Term	Eff Year, Mo, Day			Education Hours	Type	Temporay License	Con Ed Term	Con Ed Carry Hrs	Wallet Description
Broker	100	BRKR	12	Annual	01	01	18.00	Broker	No	24	0	Real Estate Broker
Salesperson	300	SLMN	12	Annual	01	01	18.00	Salesperson	No	24	0	Real Estate Salesperson
Reciprocal Broker	500	BRKR	12	Annual	01	01	18.00	Broker	No	24	0	Real Estate Broker
Reciprocal Salesperson	700	SLMN	12	Annual	01	01	18.00	Salesperson	No	24	0	Real Estate Salesperson
Branch	800	BRCH	12	Annual	01	01		Branch	No			Real Estate Branch Office
Library	904							Instructor	No			
Miscellaneous	905							Instructor	No			
Instructor	925	INST	36	Odd & Even	01	01		Instructor	Yes			
Education Provider	975	PROV	36	Odd & Even	01	01		Education Provider	No			

xxix. Rejection Reasons
(Partial listing)

Rejection Reasons

Type of Renewal	Profession	Code	Rejection Reason Description
Renew	Broker	1	Remit correct fee.
Renew	Broker	2	Renewal application must be signed.
Renew	Broker	3	Renewal application must be submitted.
Renew	Broker	4	Check must be signed.
Renew	Broker	5	Renewal application is incomplete.
Renew	Broker	6	Make check payable to Nebraska Real Estate Commission.
Renew	Broker	7	Continuing Education is incomplete.
Renew	Broker	8	Errors & Omissions Insurance
Renew	Broker	9	Other
Inactive	Broker	10	Remit correct fee.

xxx. Related Individual Type

Related Individual Types

Ind. Code	Related Individual Type	Display on Reg.	Print Name and Add.
1	Officer of Corp	☑	☑
2	Director	☑	☑
3	Shareholder	☑	☑
4	Professional Emp	☑	☑
5	Developer	☑	☑
6	Manager	☑	☑
7	Campground Sales	☑	☑
8	Member	☑	☑
9	Campground Op	☑	☑
10	Applicant	☑	☐
11	Broker	☑	☐

xxxi. Renewal Type

Renewal Type

Key	Renewal Type
0	Renew
1	Inactive
2	Revoke
3	Retired/Do Not Renew
4	Not Renewing
5	Reinstatement
6	Reactivation
7	Suspend
8	Probation

xxxii. Reprint Reasons

Reprint Reasons

Key	Reprint Reason
1	New License
2	Correction
3	Duplicate
4	Renewal
88	Broker Correction
99	Reprint

xxxiii. Special Registration Status

Special Registration Status

Code	Special Registration Status
1	Approved
2	Cancelled
3	Void
4	Pending
5	Expired

xxxiv. Special Registration Types

Special Registration Type

Code	Special Registration Type	To Web
1	Professional Corporation	☐
2	Limited Liability Company	☐
3	Retirement Community	☐
4	Subdivisions	☐
5	Time-Share Projects	☐
6	Sub-Divided Lands Projects	☐
7	Campgrounds	☐
8	Exchange Agent	☐
9	Background Check	☑

xxxv. State-Provinces Codes

A complete list of all states and jurisdictions

xxxvi. Sub Accounting Codes

(partial listing)

Sub Accounting Codes

Line Code	Activity	Account	Description
41-00-2411-77-00	80	7525	Amed Mem Camp Reg
41-00-2411-77-00	30	7534	Application Fees
41-00-2411-77-00	20	7515	Branch License
41-00-2411-77-00	20	7519	Branch Renewal Fees
41-00-2411-77-00	20	7512	Broker License
41-00-2411-77-00	20	7516	Broker Renewal Fees
41-00-2411-77-00	40	7413	Broker Transfer
41-00-2411-77-00	20	7416	Certificate of License History
41-00-2411-77-00	60	4222	Conference Registration Fee
41-00-2411-77-00	30	7532	Examination Fees
41-00-6127-00-00	00	8510	Fining Authority

xxxvii. Transfer Check List

(partial listing)

Transfer Check List

Transfer Type	Transfer Check List Description
Broker to Broker	Transfer Fee
Broker to Broker	Employing Broker Letter to Employ
Broker to Broker	Request to Transfer
Broker to Broker	Errors & Omissions Insurance
Broker to Broker	Continuing Education Current
Broker to Broker	Wall Certificate or Notification to Prior Broker
Broker to Broker	Other
Broker to Broker	Lost Wall License Affidavit
Self-employed Broker to E	Transfer Fee
Self-employed Broker to E	Employing Broker Letter to Employ
Self-employed Broker to E	Letter of Intent or Request to Transfer
Self-employed Broker to E	Errors & Omissions Insurance
Self-employed Broker to E	Continuing Education Current
Self-employed Broker to E	Lost Wall License Affidavit
Self-employed Broker to E	Wall Certificate or Notification to Prior Broker
Self-employed Broker to E	Other
Inactive to Broker	Transfer Fee
Inactive to Broker	Employing Broker Letter to Employ
Inactive to Broker	Request to Transfer from Licensee
Inactive to Broker	Errors & Omissions Insurance
Inactive to Broker	Continuing Education Current
Inactive to Broker	Wall Certificate or Notification to Prior Broker
Inactive to Broker	Lost Wall License Affidavit

xxxviii. Transfer Type

Transfer Type

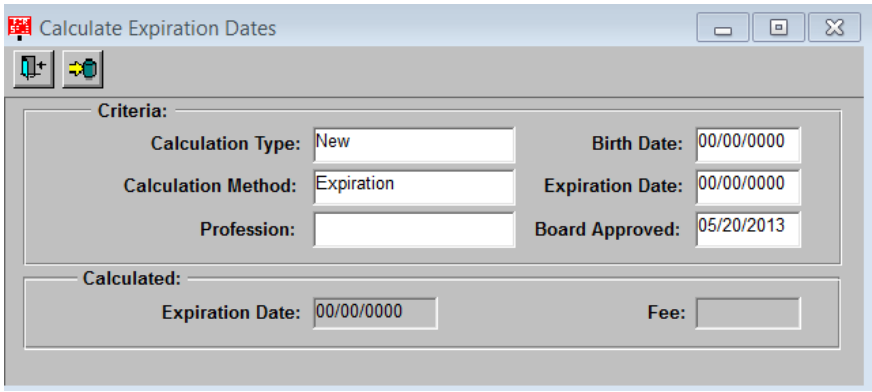
Code	Transfer Type
1	Broker to Broker
2	Self-employed Broker to Broker
3	Inactive to Broker
4	Broker to Self-employed Broker
5	Broker to Inactive
6	Self-employed Broker to Inactive
7	Inactive to Self-employed Broker
8	Inactive Salesperson to Active
9	Salesperson to Inactive
10	Branch to Close

xxxix. Zip Codes

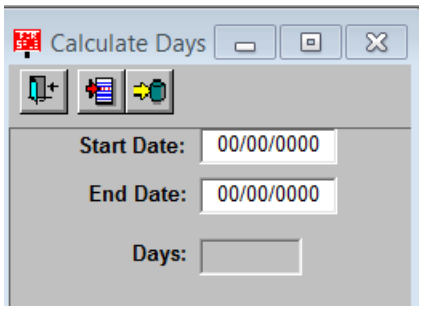
A complete list of all zip codes is entered

1. *User maintenance*

2. *Logon*
3. *Calculate Expiration*

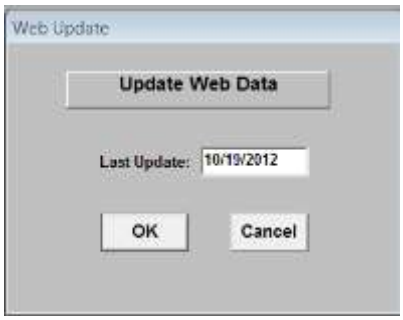


4. *Calculate Days*



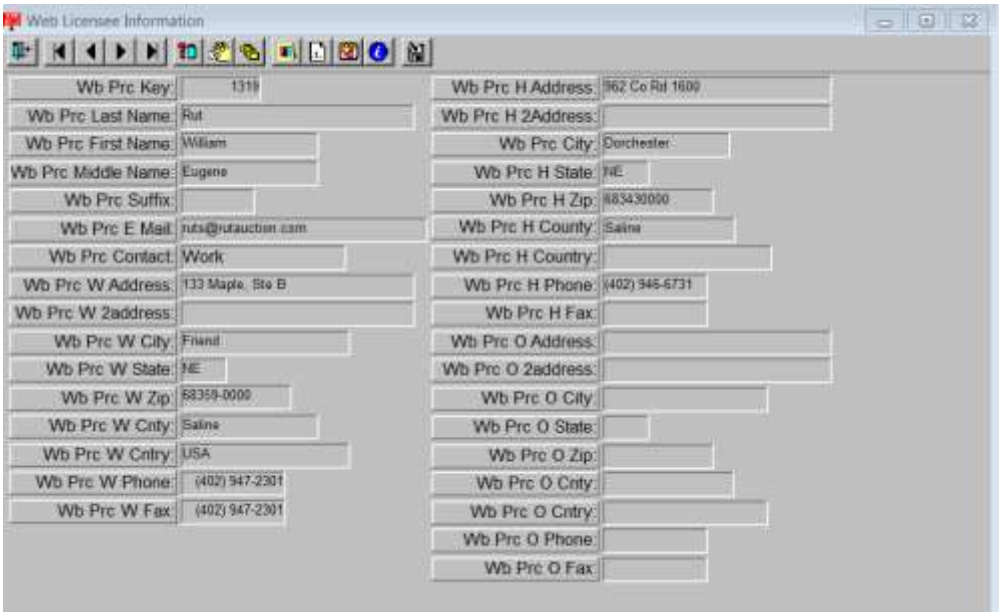
5. *Update Web Data*

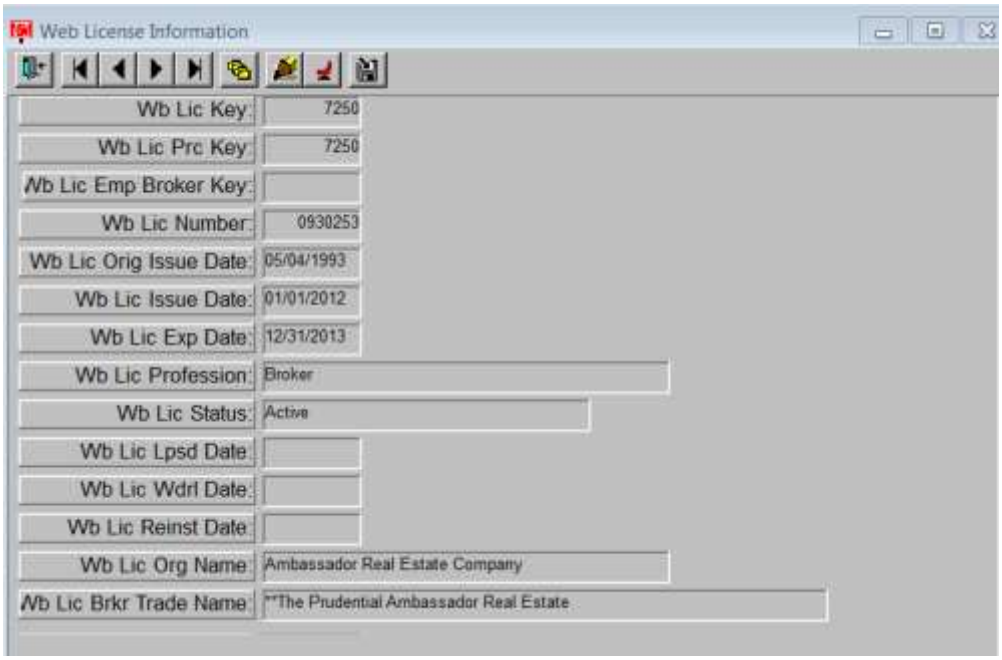
This screen will compile all data in the system not just updated data since last update.

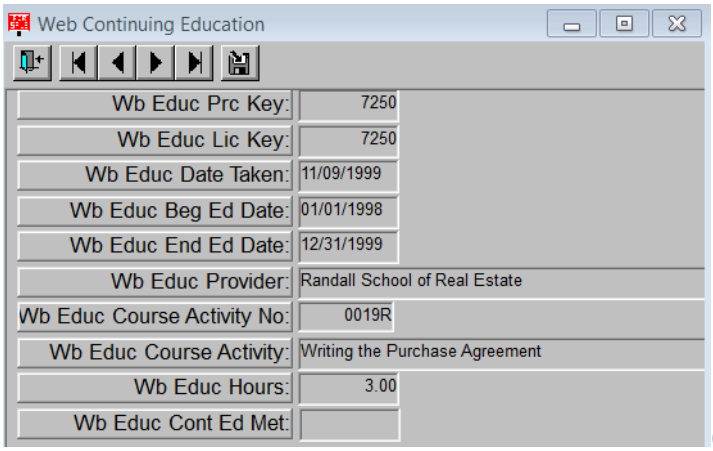


6. *Display Web Data*

This will show all information which is in the export files.







(one screen for each course)

Web Broker Branch Information

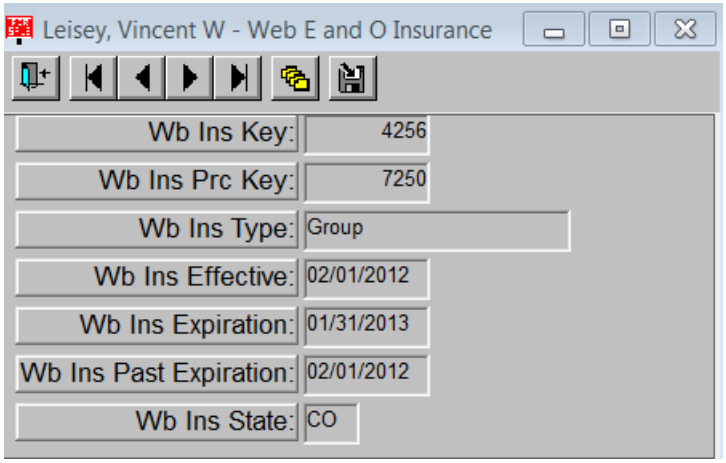
Wb Brc Key:	496
Wb Brc Prc Key:	7250
Wb Brc Lic Key:	22266
Wb Brc Address:	108 N 49 St, Ste 213
Wb Brc 2address:	
Wb Brc City:	Omaha
Wb Brc State:	NE
Wb Brc Zip:	68132-
Wb Brc Phone:	(402) 614-1514
Wb Brc Fax:	
Wb Brc Cnty:	
Wb Brc Mgr:	Thomas, Brian Alan

Web Licenses in Other States Information

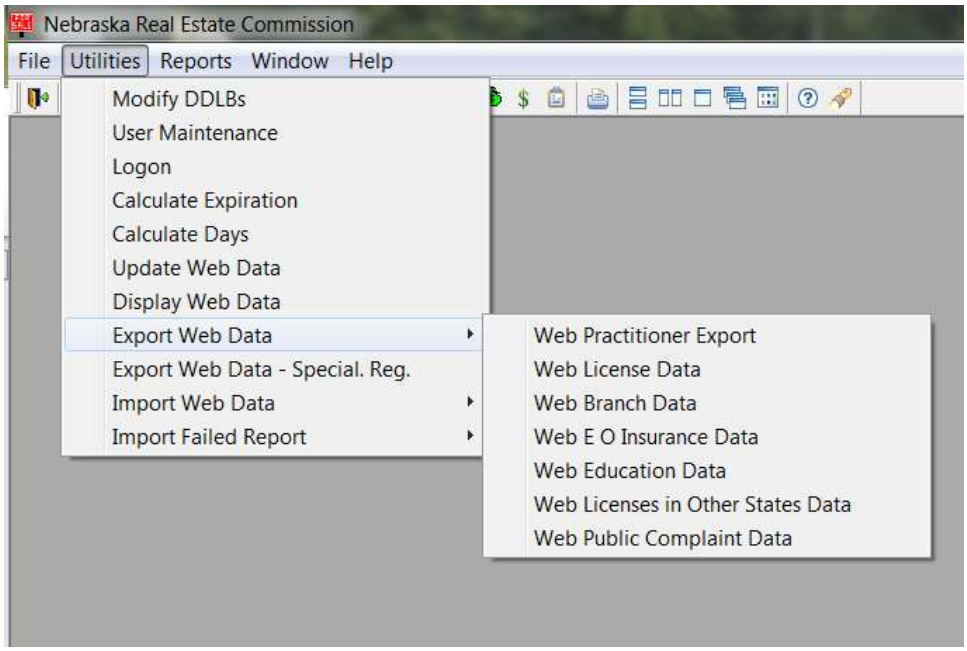
Wb Othlic Key:	1027
Wb Othlic Prc Key:	7250
Wb Othlic St:	IA
Wb Othlic Profession:	Broker
Wb Othlic Certificate:	
Wb Othlic Expiration Date:	
Wb Othlic Status:	
Wb Othlic Verification Received:	

Web Public Complaint Information

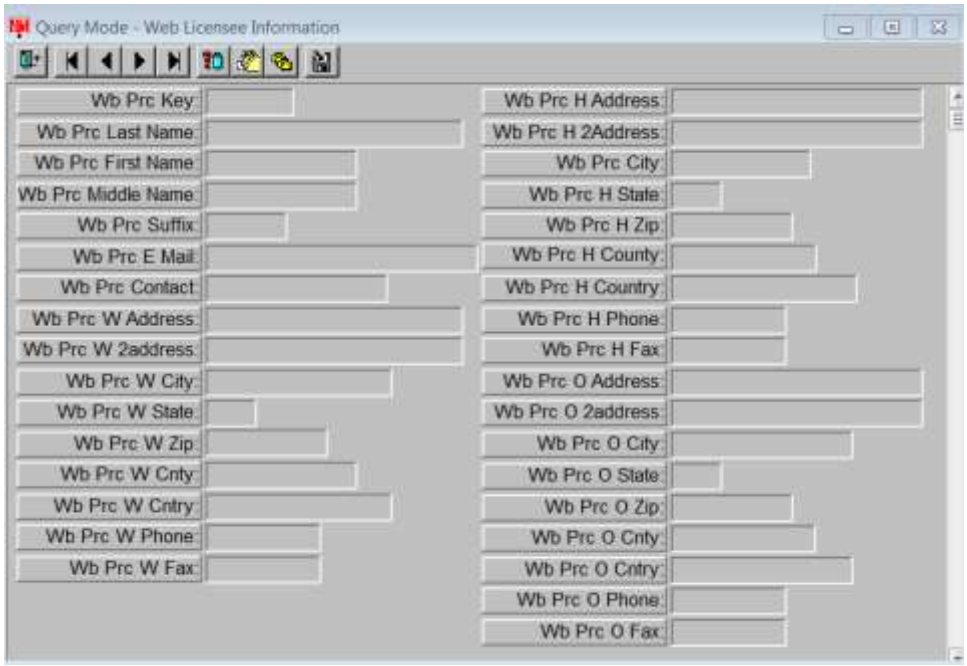
Wb Cmp Key:	621
Wb Cmp Prc Key:	7250
Wb Cmp Cmp Number:	2008030
Wb Ca Ord Date:	01/22/2009
Wb Ca From Date:	
Wb Ca To Date:	
Wb Ca Ce Due Date:	
Wb Ca Ce Rcvd Date:	
Wb Ca Action:	CEN
Wb Ca Notes:	

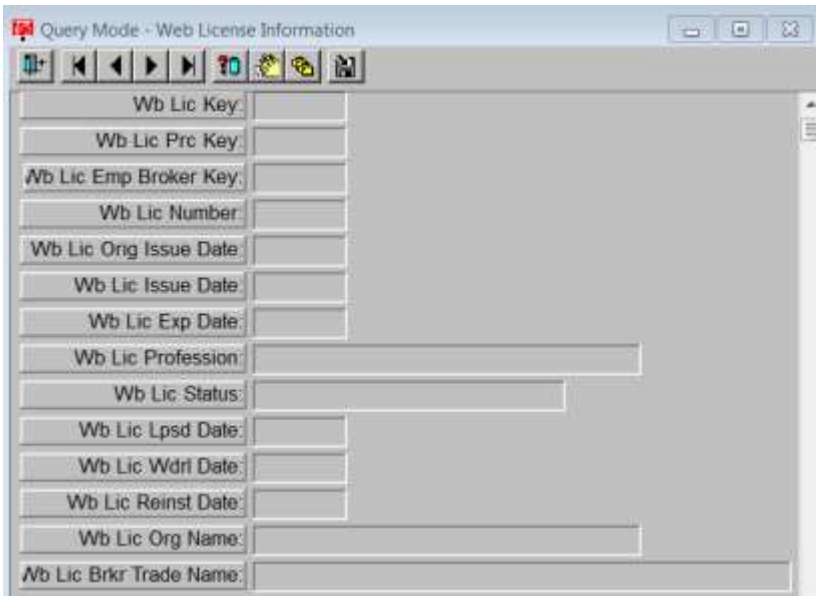


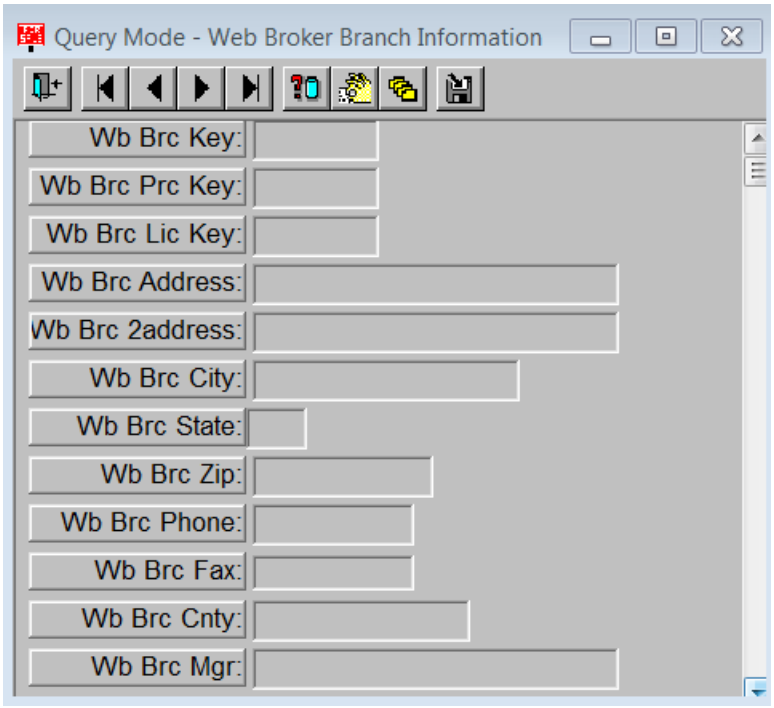
7. Export Web Data

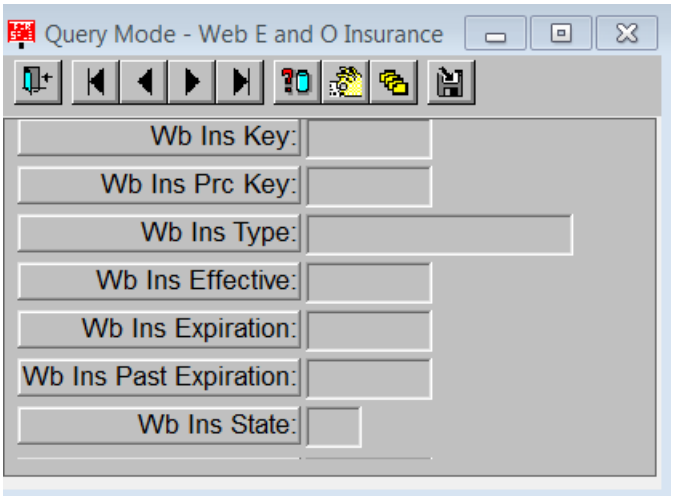


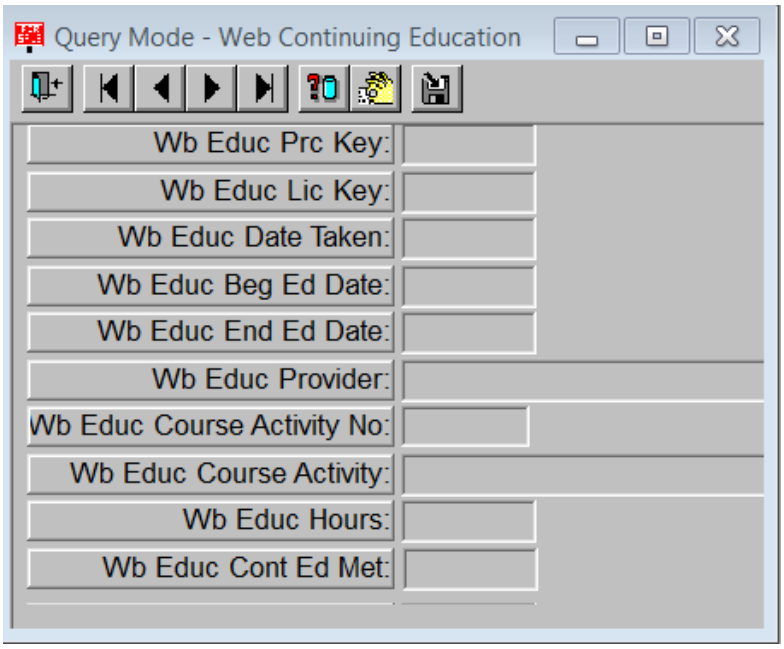
The following screens are the data that once saved will be the export file and sent to the web server.

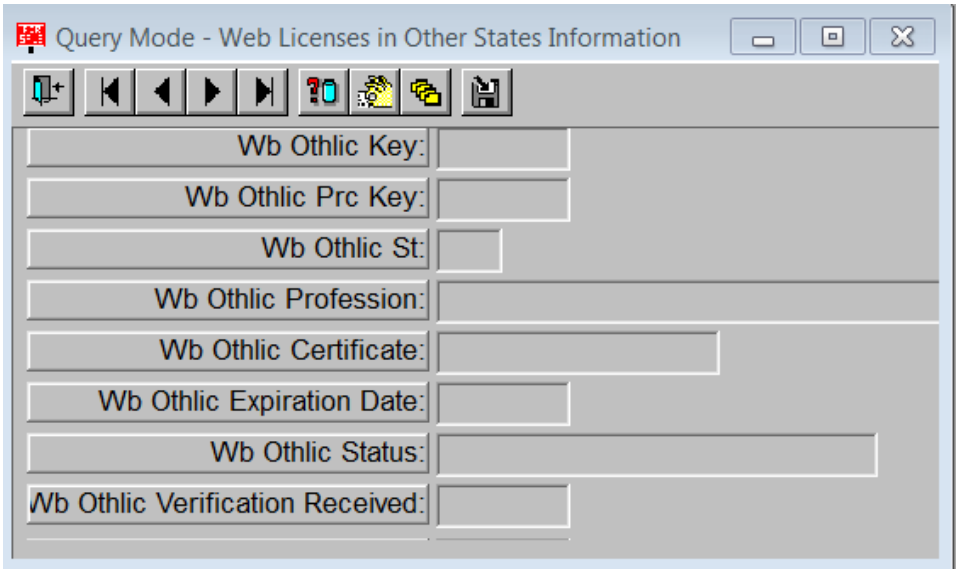


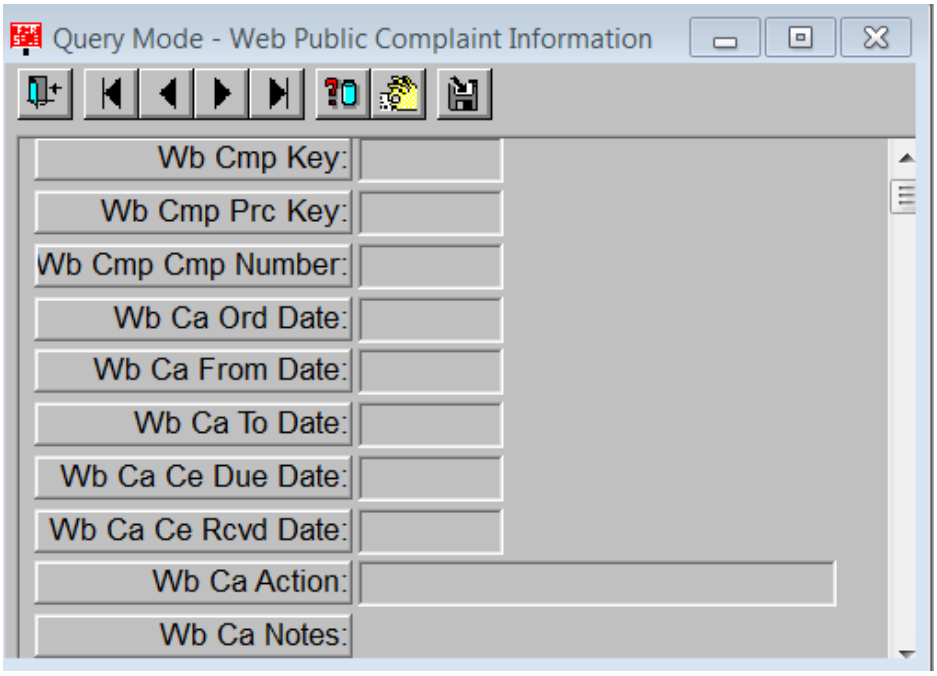

Query Mode - Web License Information
Wb Lic Key:
Wb Lic Prc Key:
Wb Lic Emp Broker Key:
Wb Lic Number:
Wb Lic Orig Issue Date:
Wb Lic Issue Date:
Wb Lic Exp Date:
Wb Lic Profession:
Wb Lic Status:
Wb Lic Lpsd Date:
Wb Lic Wdrl Date:
Wb Lic Reinst Date:
Wb Lic Org Name:
Wb Lic Brkr Trade Name:


Query Mode - Web Broker Branch Information
Wb Brc Key:
Wb Brc Prc Key:
Wb Brc Lic Key:
Wb Brc Address:
Wb Brc 2address:
Wb Brc City:
Wb Brc State:
Wb Brc Zip:
Wb Brc Phone:
Wb Brc Fax:
Wb Brc Cnty:
Wb Brc Mgr:


Query Mode - Web E and O Insurance
Wb Ins Key:
Wb Ins Prc Key:
Wb Ins Type:
Wb Ins Effective:
Wb Ins Expiration:
Wb Ins Past Expiration:
Wb Ins State:

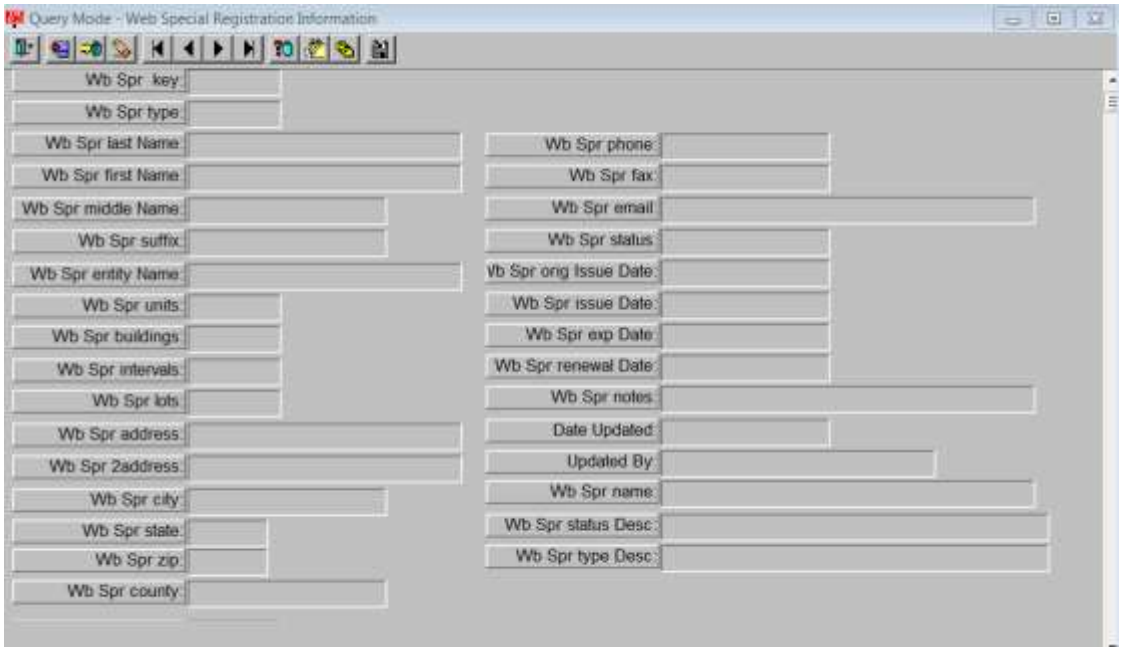

Query Mode - Web Continuing Education
Wb Educ Prc Key:
Wb Educ Lic Key:
Wb Educ Date Taken:
Wb Educ Beg Ed Date:
Wb Educ End Ed Date:
Wb Educ Provider:
Wb Educ Course Activity No:
Wb Educ Course Activity:
Wb Educ Hours:
Wb Educ Cont Ed Met:


Query Mode - Web Licenses in Other States Information
Wb Othlic Key:
Wb Othlic Prc Key:
Wb Othlic St:
Wb Othlic Profession:
Wb Othlic Certificate:
Wb Othlic Expiration Date:
Wb Othlic Status:
Wb Othlic Verification Received:


Query Mode - Web Public Complaint Information
Wb Cmp Key:
Wb Cmp Prc Key:
Wb Cmp Cmp Number:
Wb Ca Ord Date:
Wb Ca From Date:
Wb Ca To Date:
Wb Ca Ce Due Date:
Wb Ca Ce Rcvd Date:
Wb Ca Action:
Wb Ca Notes:

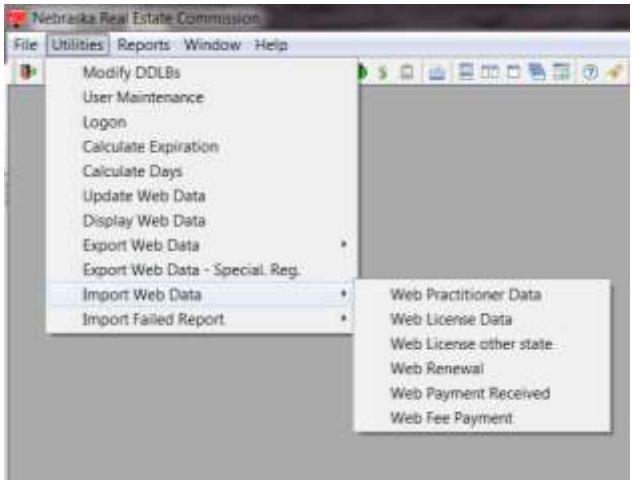
8. *Export Web Data – Special Reg.*

The following screen is the data that once saved will be the export file and sent to the web server.



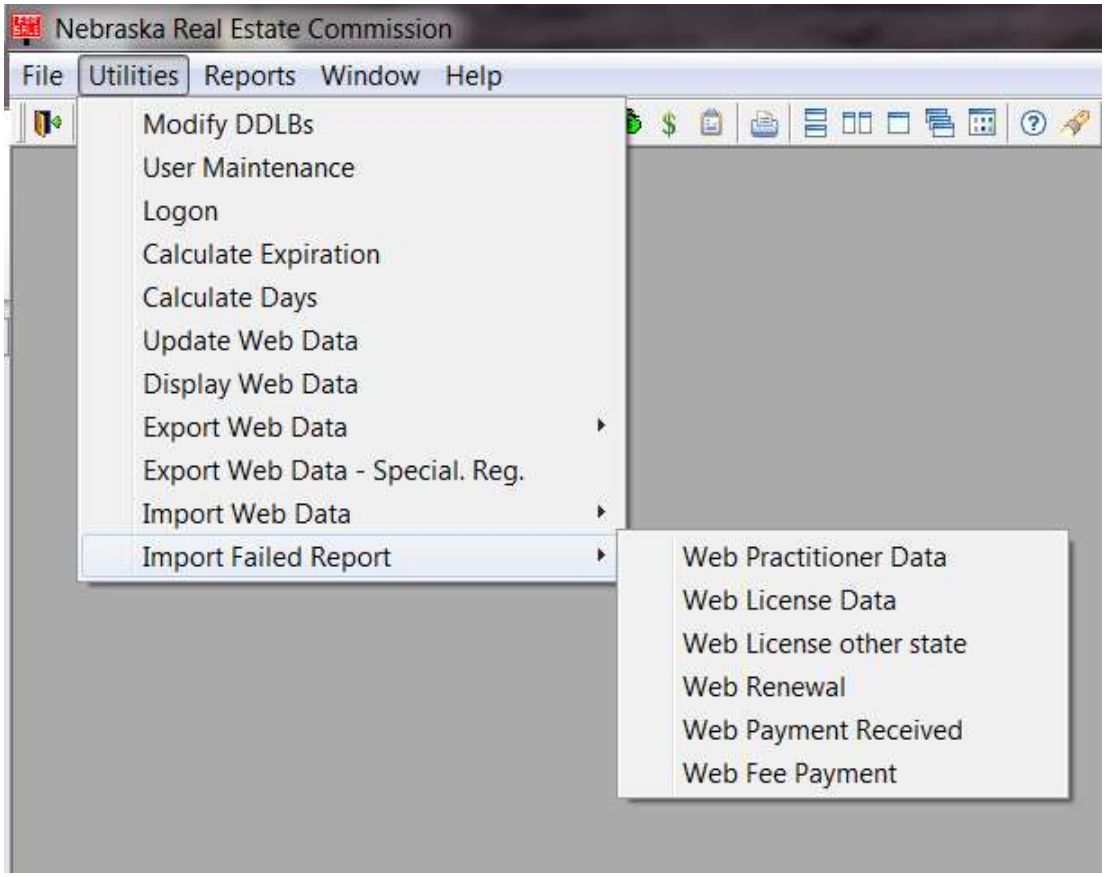
9. *Import Web Data*

These are the screens are used to import the renewal data captured on our website.

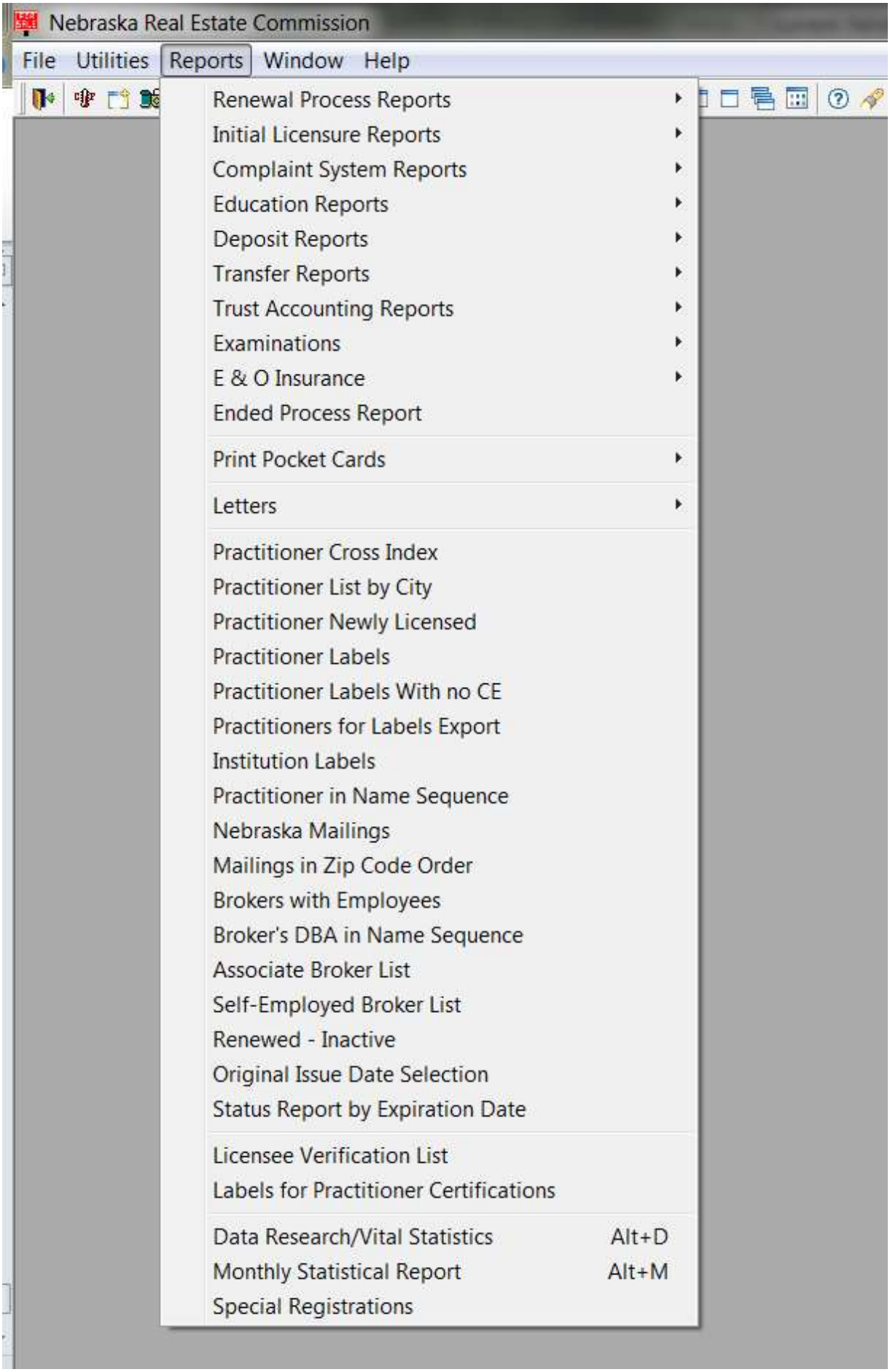


10. Import Failed Report

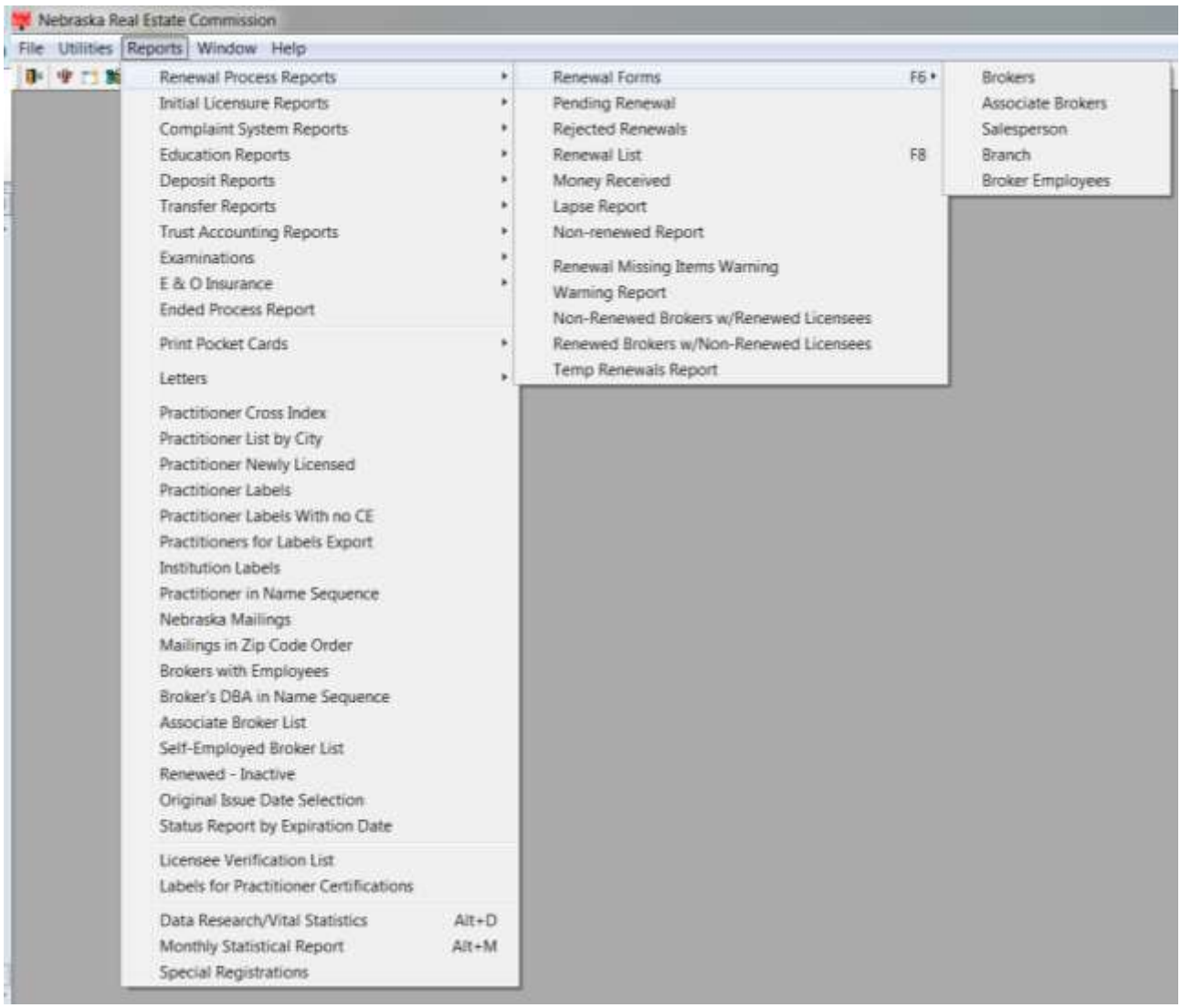
Should an import fail, a report is produced to show which record did not import.



18. Reports Menu

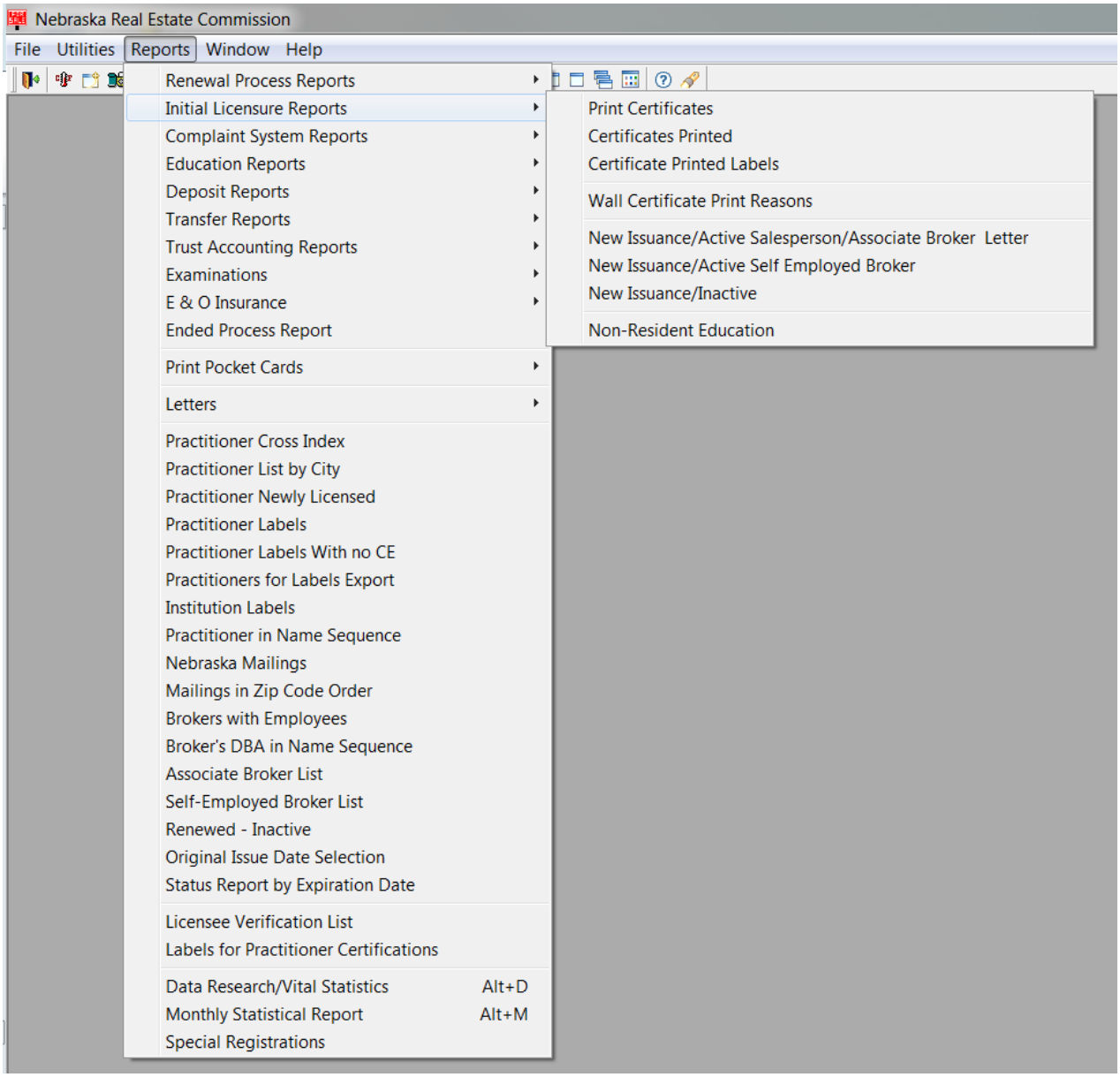


a. Renewal Process Reports



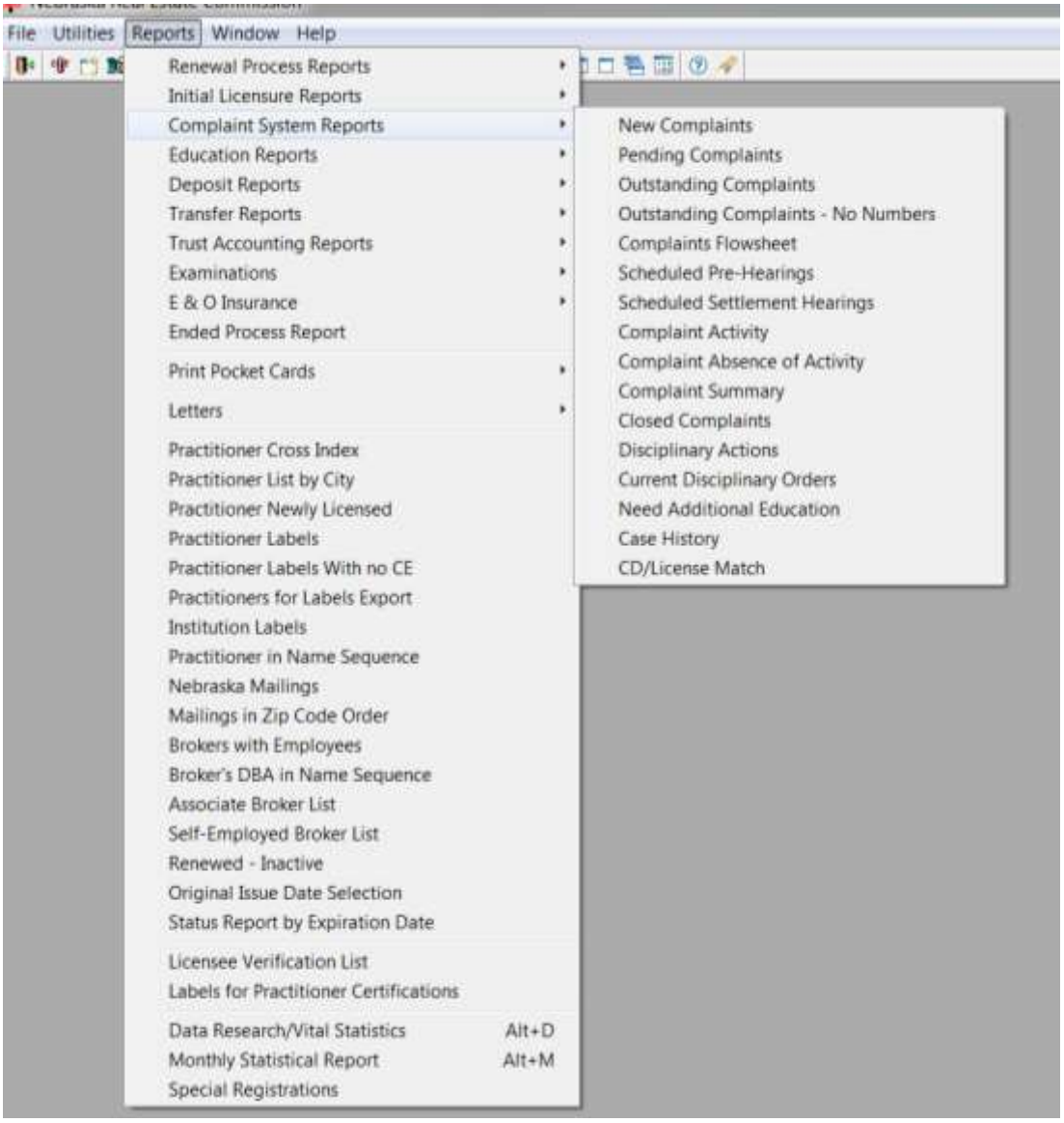
1. Renewal Forms
    a. When each type of form is selected, printed and saved it will change the status to show that the licensees need to be renewed. It then triggers reports and fills in dates throughout the system.
2. Pending Renewal – this is not currently being used by staff
3. Rejected Renewals– this is not currently being used by staff
4. Renewal List– this is not currently being used by staff
5. Money Received– this is not currently being used by staff
6. Lapse Report
    a. This report shows those who have not yet renewed. When this report is saved at the end of December, it changes the license status from needing to renew to lapsed.
7. Non-renewed Report
    a. This report also shows which licensees have not yet renewed.
8. Renewal Missing Items Warning – this is not currently being used by staff
9. Warning Report– this is not currently being used by staff
10. Non-Renewed Brokers w/Renewed Licensees
    a. This report is printed and used to contact those brokers and licensees listed
11. Renewed Brokers w/Non-Renewed Licensees
    a. This report is printed out and used to contact those brokers and licensees listed.
12. Temp Renewals Report – this is not currently being used by staff

b. Initial Licensure Reports



1. Print Certificates
    a. This screen allows you to view and print the wall licensees waiting to be printed
2. Certificates Printed
    a. This screen shows which wall licenses have been printed
3. Certificate Printed Labels
    a. This will print a label/envelope for the person listed on the license
4. Wall Certificate Print Reasons
    a. This will produce a report of the wall licenses printed for a certain date range.
5. New Issuance/Active Salesperson/Associate Broker Letter
    a. A letter is produced for each new licensee.
6. New Issuance/Active Self Employed Broker
    a. A letter is produced for each new licensee
7. New Issuance/Inactive
    a. A letter is produced for each new licensee.
8. Non-Resident Education – this is not currently being used by staff

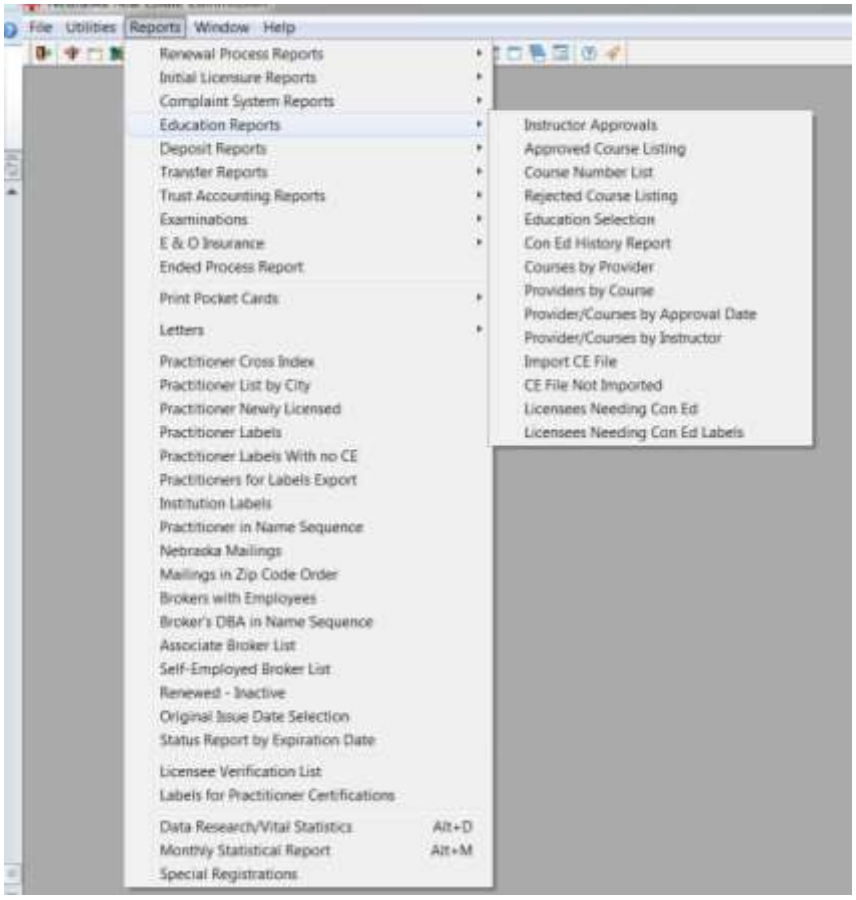
c. Complaint System Reports



Each of these reports are produced from the information entered into the Complaint system.

1. New Complaints
2. Pending Complaints
3. Outstanding Complaints
4. Outstanding Complains – No Numbers
5. Complaints Flowsheet
6. Scheduled Pre-Hearings
7. Scheduled Settlement Hearings
8. Complaint Activity
9. Complaint Summary
10. Closed Complaints
11. Disciplinary Actions
12. Current Disciplinary Orders
13. Need Additional Education
14. Case History
15. CD/License Match

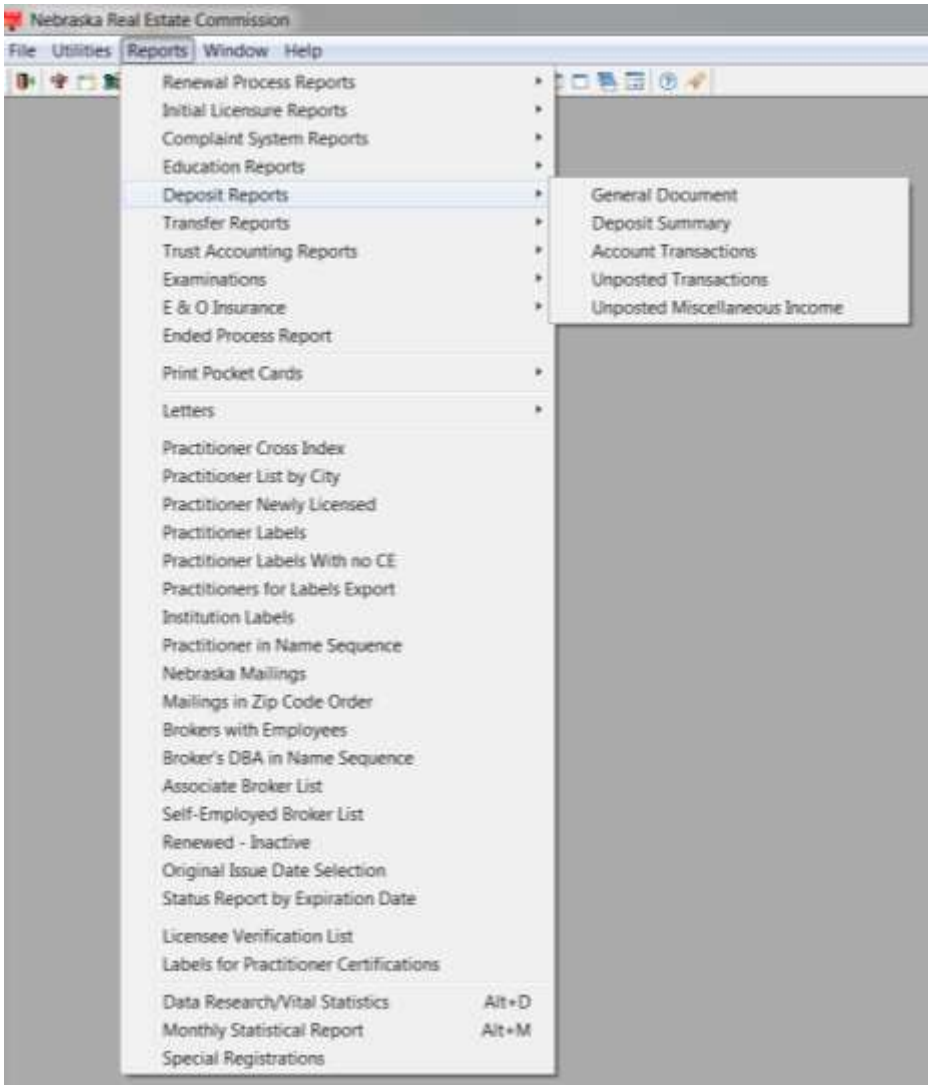
d. Education Reports



These reports are generated from the information entered in either a licensee, provider, instructor, or course screen.

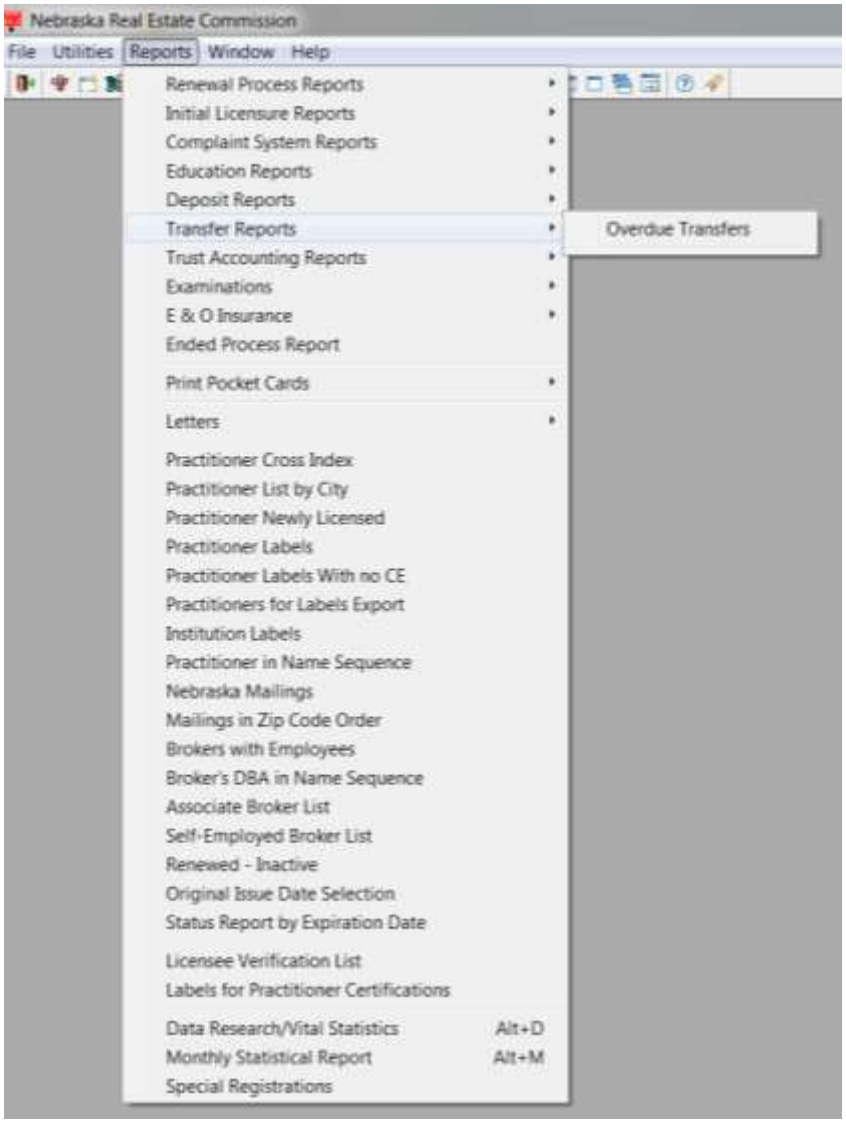
1. Instructor Approvals
2. Approved Course Listing
3. Course Number List
4. Rejected Course Listing
5. Education Selection
6. Con Ed History Report
7. Courses by Provider
8. Providers by Course
9. Provider/Courses by Approval Date
10. Provider/Courses by Instructor
11. Import CE File
12. CE File Not Imported
13. Licensees Needing Con Ed
14. Licensees Needing Con Ed Labels

e. Deposit Reports



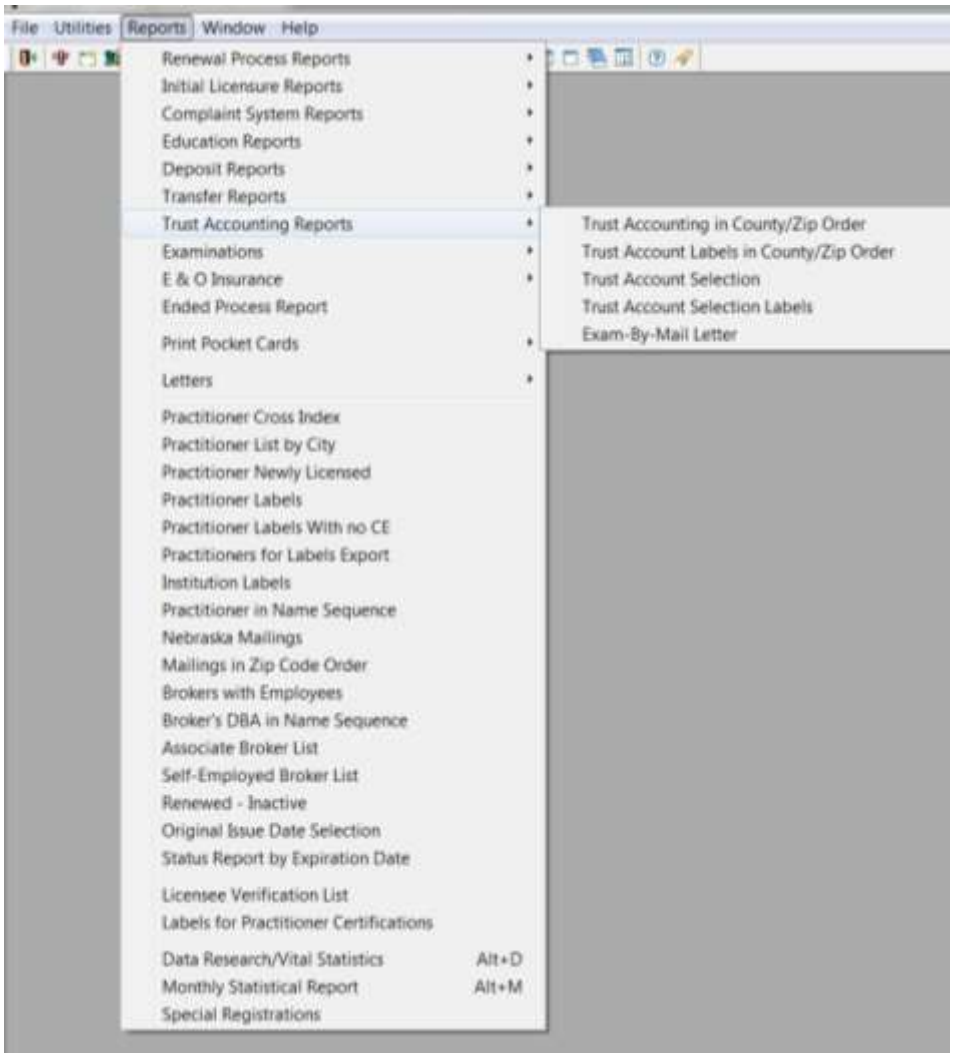
1. General Document
2. Deposit Summary
3. Account Transactions
4. Unposted Transactions
5. Unposted Miscellaneous Income

f. Transfer Reports



1. Overdue Transfers – not currently being used by Commission Staff.

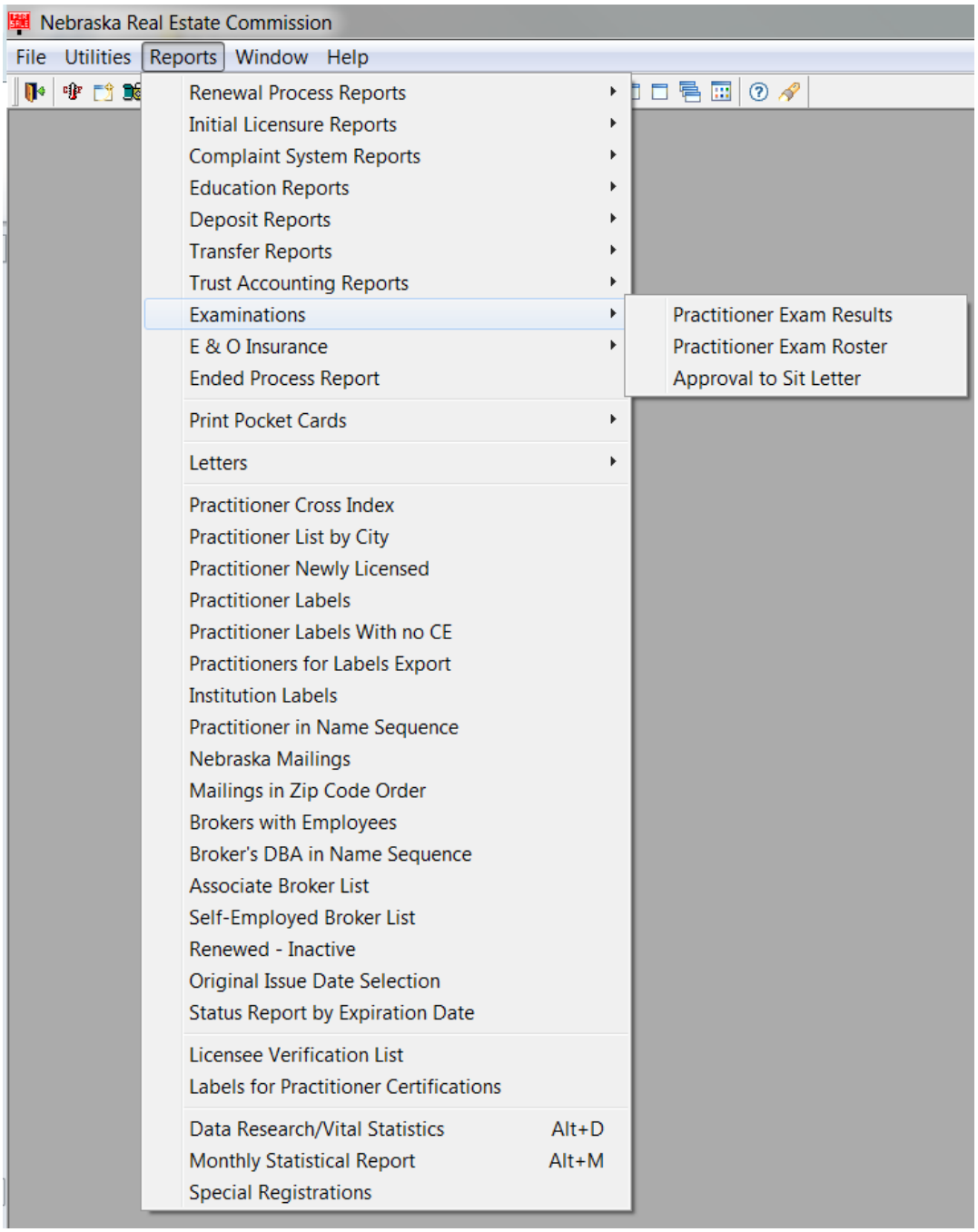
g. Trust Accounting Reports



The reports are generated based on information entered in the licensee screens. The trust account examiners utilize these reports for mailing materials to brokers as well as traveling to the various counties to conduct audits.

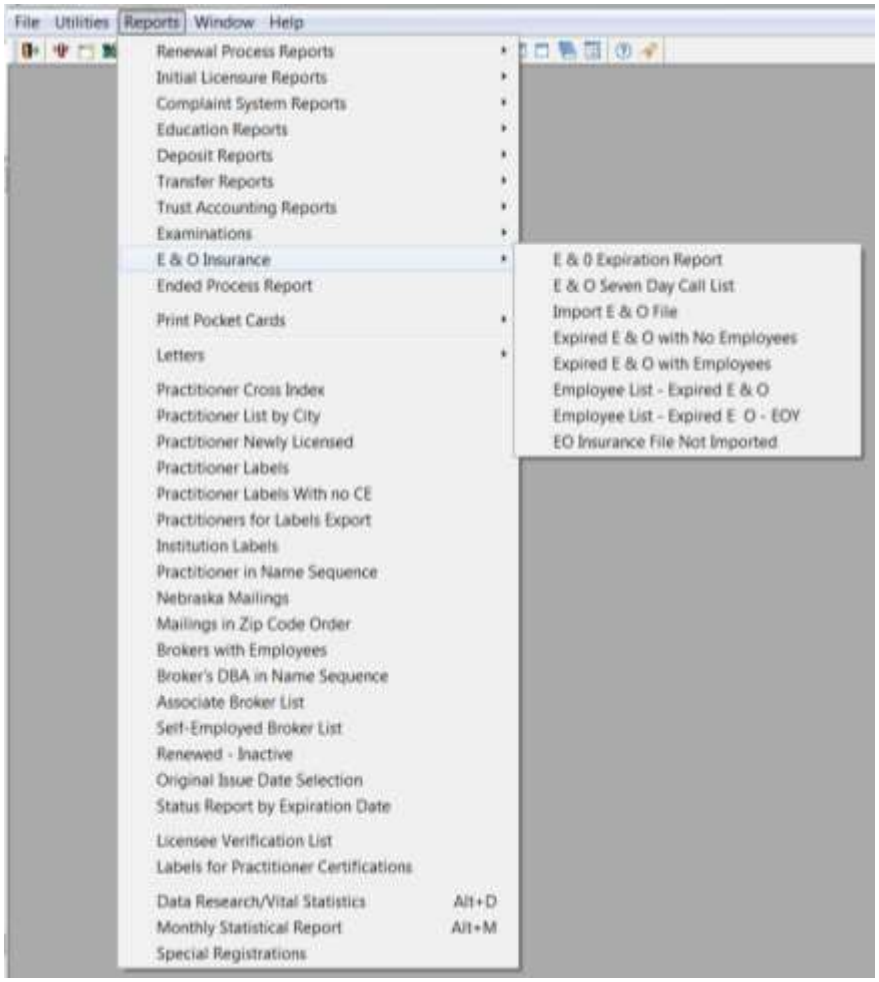
1. Trust Accounting in County/Zip Order
2. Trust Account Labels in County/Zip Order
3. Trust Account Selection
4. Trust Account Selection Labels
5. Exam-By-Mail Letter

h. Examinations



1. Practitioner Exam Results – not currently utilized by Commission staff
2. Practitioner Exam Roster – not currently utilized by Commission staff
3. Approval to Sit Letter
   a. A letter is generated when an applicant's screen is changed to approved to sit for examination

i. E & O Insurance

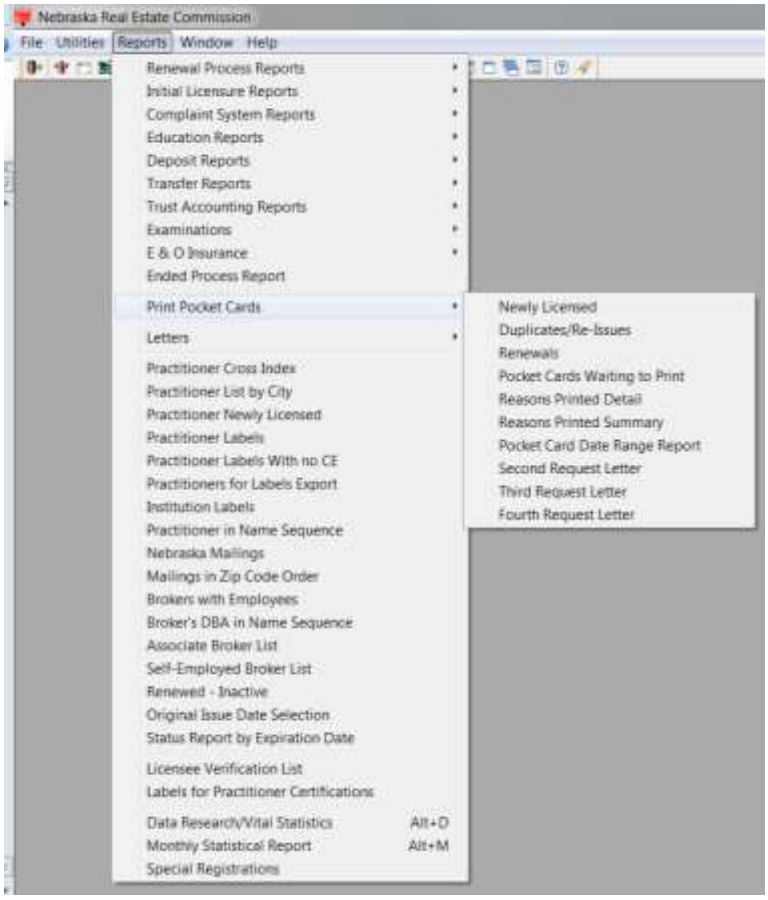


1. E&O Expiration Report
    a. This report pulls from the licensees e&o screen.
2. E&O Seven Day Call List
    a. This report pulls from the licensees e&o screen. By law we have to send a notice to licensees who's e&o will expire within 7 days from inactivating their license.
3. Import E&O File
    a. Text files are sent from e&o providers and imported into licensees files.
4. Expired E&O with No Employees
    a. A report is generated for licensees that have expired e&o insurance.
5. Expired E&O with Employees
    a. A report is generated for brokers who have expired e&o insurance and have affiliated licensees.
6. Employee List – Expired E&O
    a. This report is generated for designated brokers with affiliated licensees who's e&o has expired.
7. Employee List – Expired EO – EOY
    a. This report is generated at the end of the year for designated brokers with affiliated licensees that have expired e&o insurance.
8. EO Insurance File Not Imported
    a. A report is generated if the import file has failed to import.

j. Ended Process Report

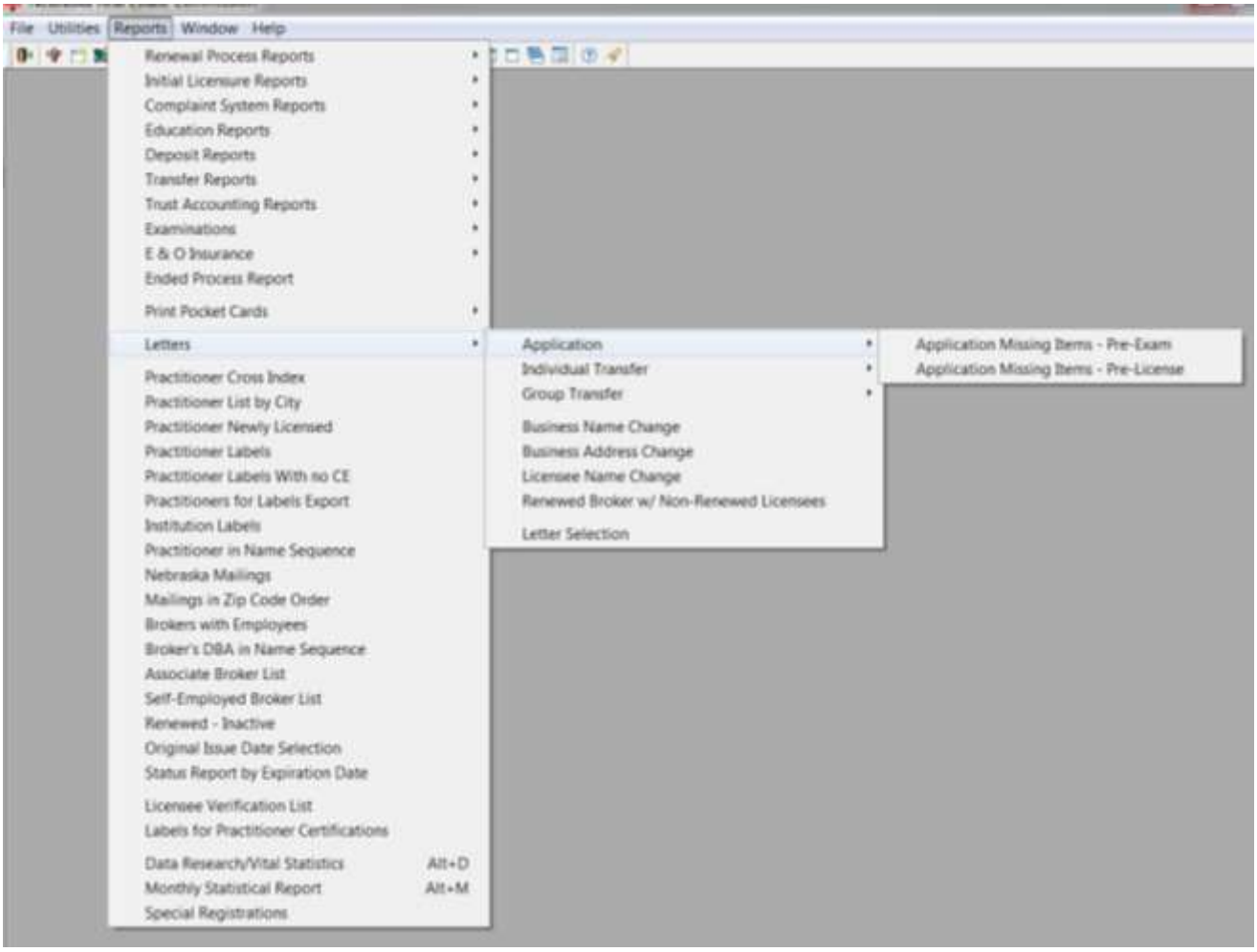
This report is not currently being used by Commission Staff

k. Print Pocket Cards

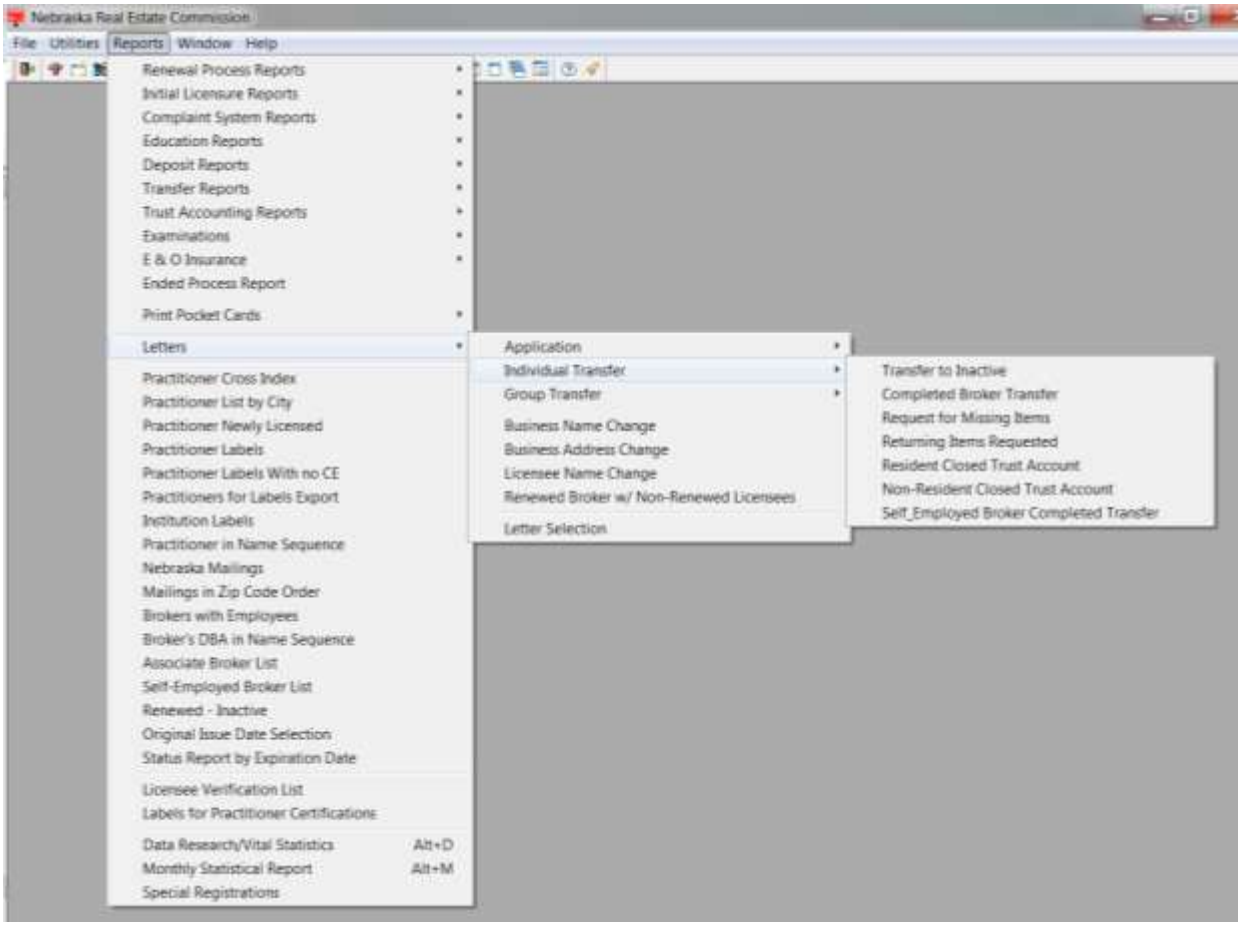


1. Newly Licensed – used to print receipts for new licensees
2. Duplicates/Re-Issues– used to print duplicate receipts
3. Renewals - – used to print receipts for those who have renewed
4. Pocket Cards Waiting to Print – a report of receipts which have not yet been printed
5. Reasons Printed Detail – a report of the detail receipts printed
6. Reasons Printed Summary – a report summarizing the printed receipts
7. Pocket Card Date Range Report - a report by date of receipts printed
8. Second Request Letter – this is not being used by Commission Staff
9. Third Request Letter– this is not being used by Commission Staff
10. Fourth Request Letter– this is not being used by Commission Staff

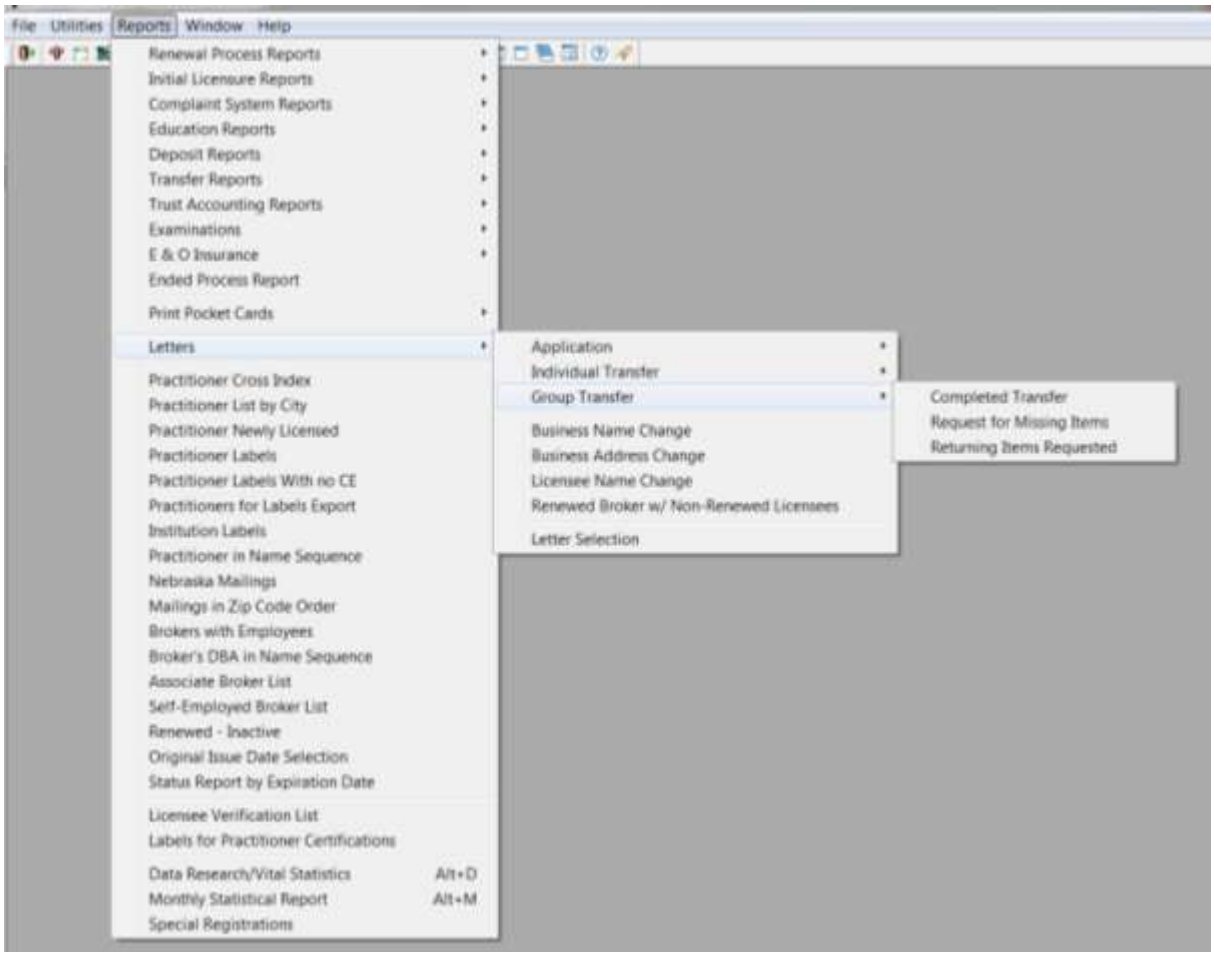
l. Letters



1. Application Letter
    a. Application Missing Items – Pre-Exam – generated from the Application Checklist screen when pending missing items is selected
    b. Application Mission Items – Pre-License – generated from the Application Checklist screen when pending missing items is selected

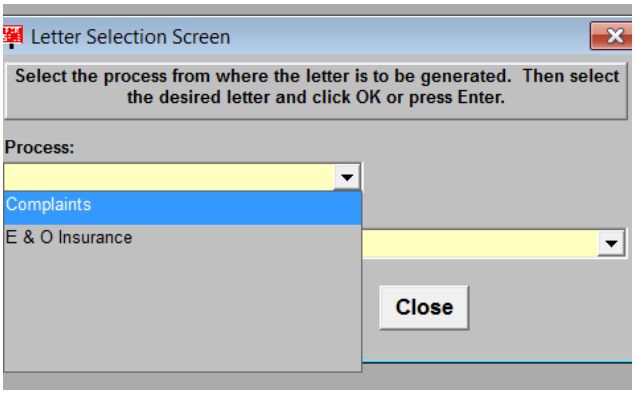


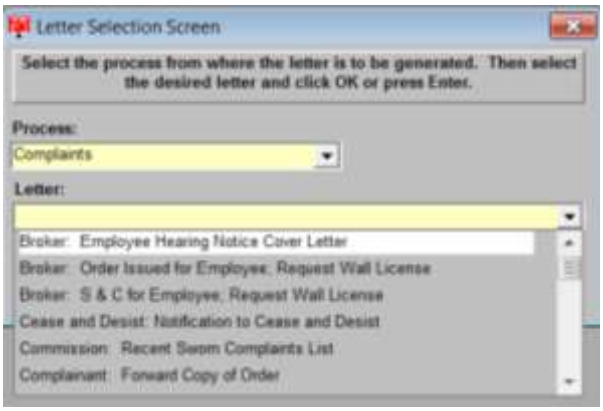
2. Individual Transfer Letters
    a. Transfer to Inactive – letter is generated from licensee transfer screen when approved
    b. Completed Broker Transfer – letter is generated from licensee transfer screen when approved
    c. Request for Missing Items – letter is generated from licensee transfer screen when changed to pending missing items
    d. Returning Items Rejected – letter is generated from licensee transfer screen when changed to rejected
    e. Resident Closed Trust Account – not used by Commission staff
    f. Non-Resident Closed Trust Account – not used by Commission staff
    g. Self Employed Broker Completed Transfer – letter is generated from licensee transfer screen when approved.

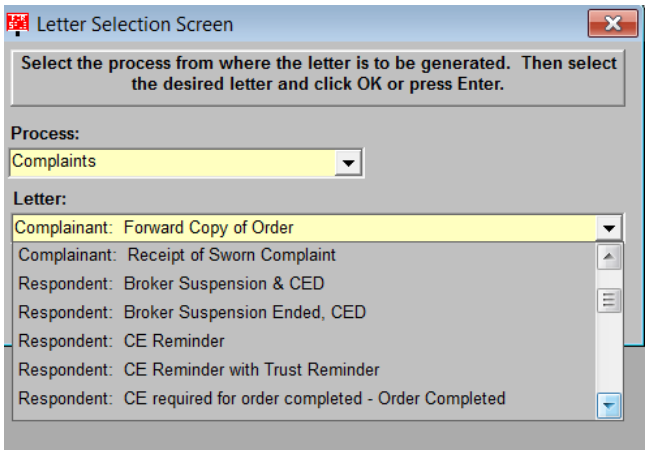


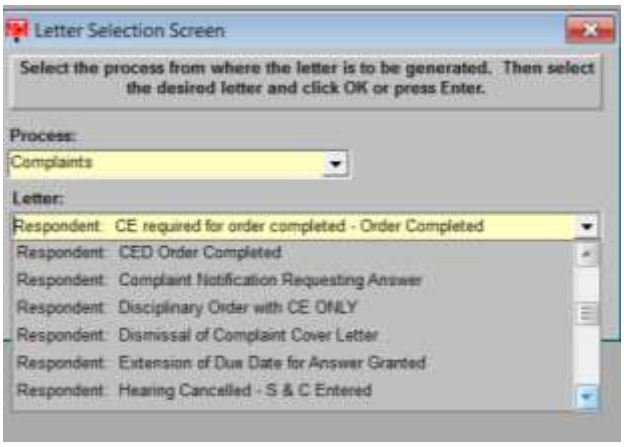
3. Group Transfer
    a. Completed Transfer – a letter is generated from the Group Transfer screen when approved
    b. Request for Missing Items – a letter is generated from the Group Transfer screen when the status of pending missing items is selected.
    c. Returning Items Requested – a letter is generated from the Group Transfer screen when the status is changed to rejected.
4. Business Name Change
    a. Generated from the License Information Screen when information is changed and saved
5. Business Address Change
    a. Generated from the Licensee Information Screen when information is changed and saved
6. Licensee Name Change
    a. Generated from the Licensee Information Screen when the name is changed and saved
7. Renewed Broker w/Non-Renewed Licensees
    a. Generated for a designated broker at the end of the year when affiliated licensees did not renew

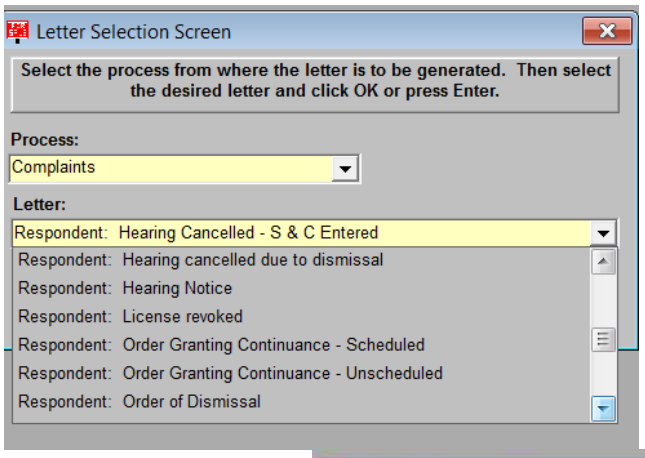
8. Letter Selection
    a. Complaint Process
        1. Various letters are generated throughout the complaint process

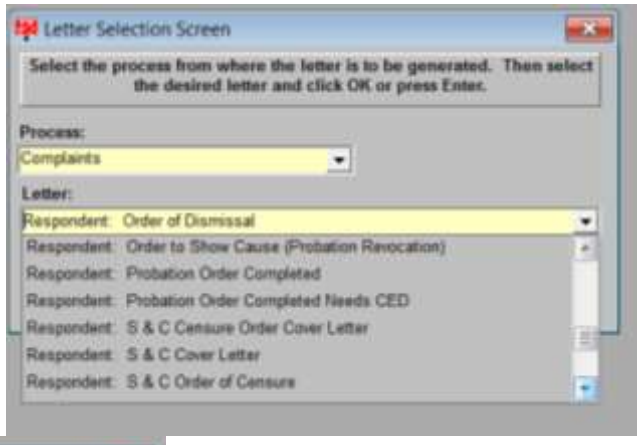


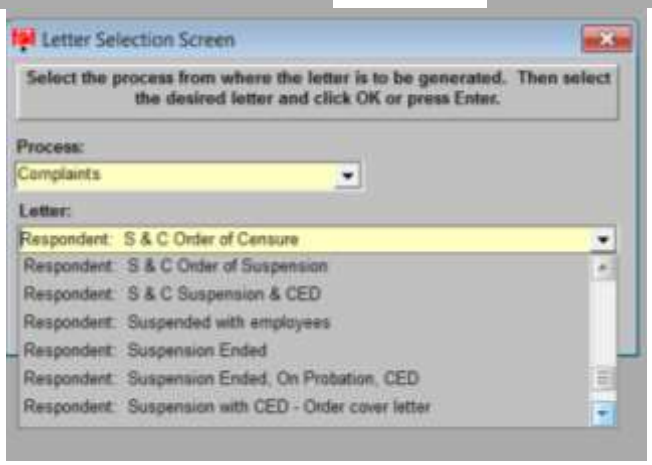






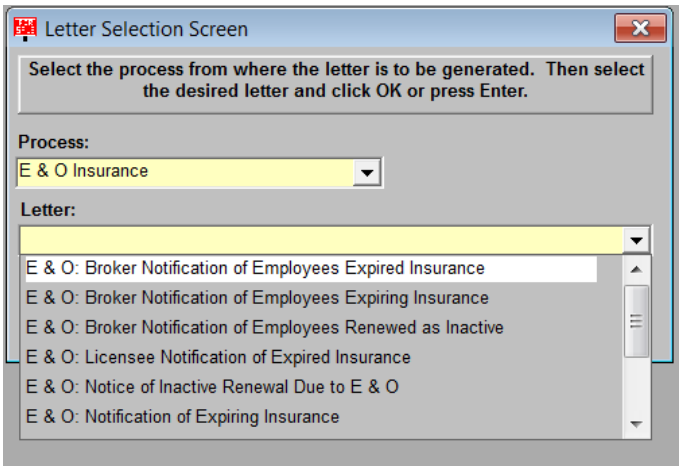


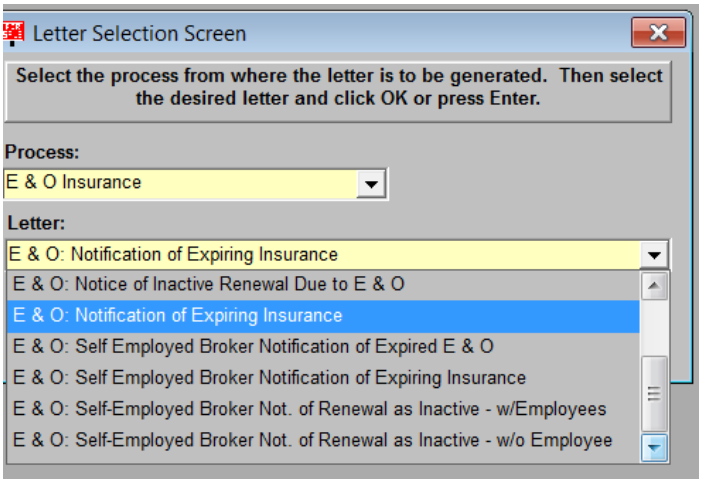




b. E&O Insurance Process

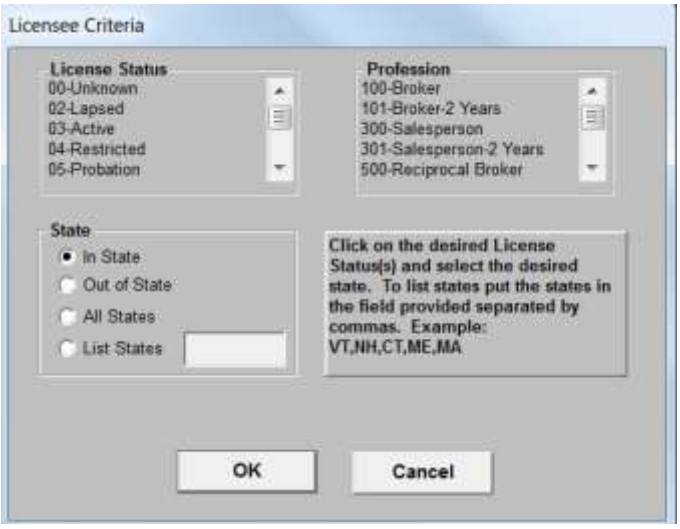
1. Various letters are generated throughout the insurance process

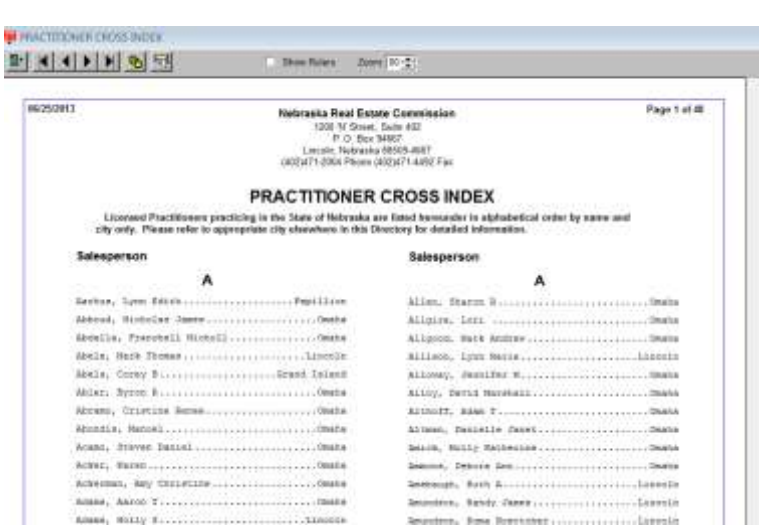




m. Practitioner Cross Index

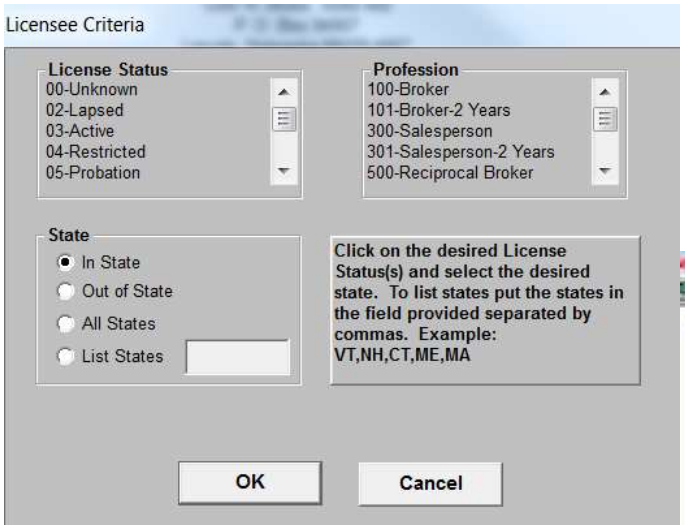
Not currently used by Commission Staff

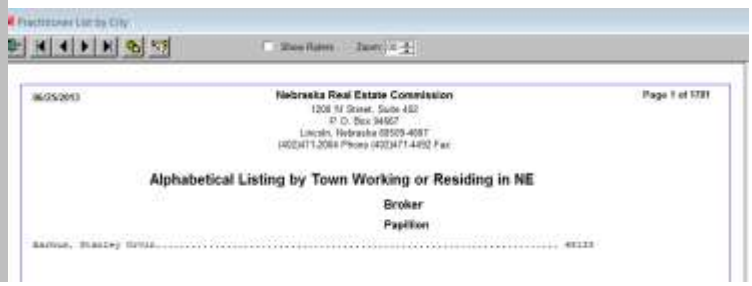




n. Practitioner List by City

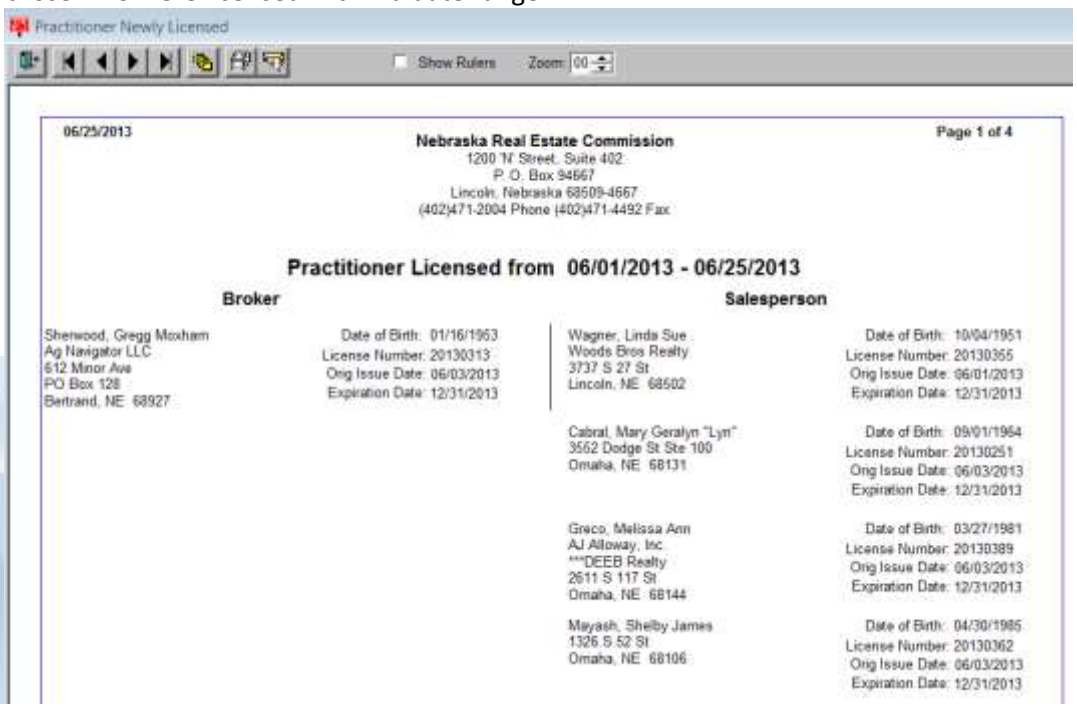
Not currently used by Commission staff





o. Practitioner Newly Licensed

This report is generated to show all those who were licensed within a date range.



p. Practitioner Labels

1. Will generate labels based on selected criteria. – not currently used by staff due to incorrect education requirement

q. Practitioner with No CE

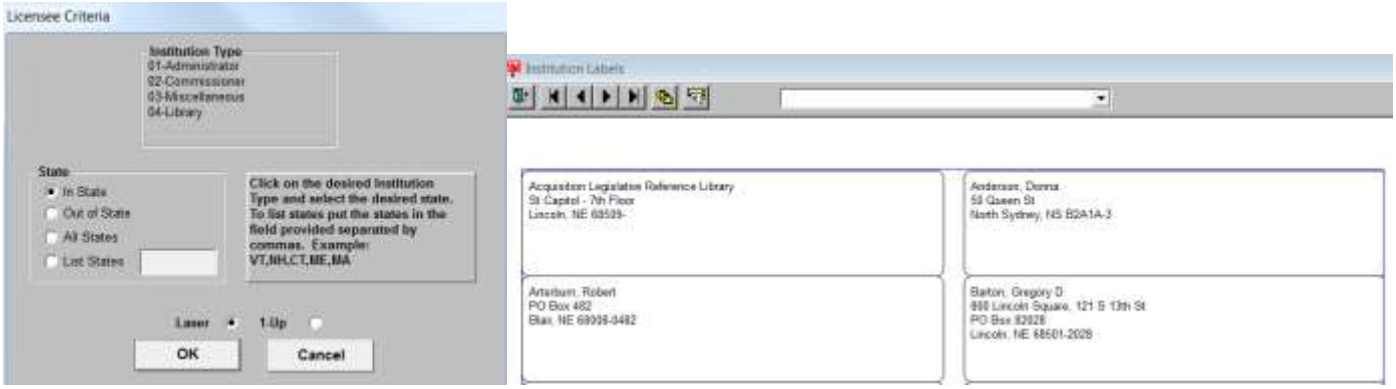
1. Labels are produced for licensees that have not met their education requirement

r. Practitioner for Labels Export

1. This will produce labels for mailings based on the criteria selected.

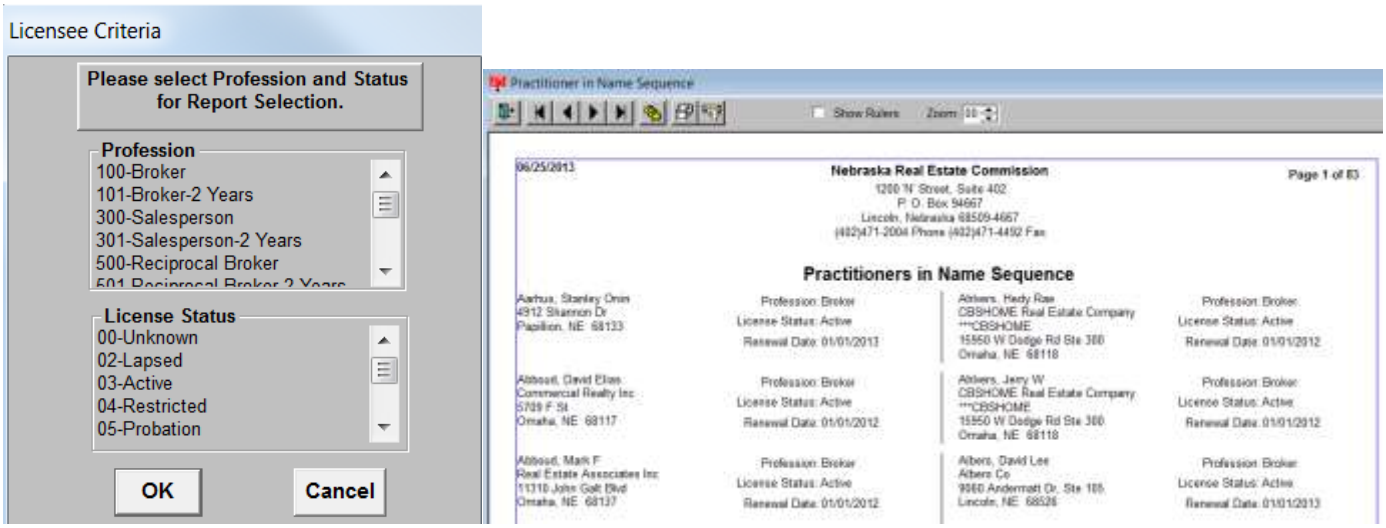
s. Institution Labels

1. This will produce labels for mailings for those who are listed in the institution section.



t. Practitioner in Name Sequence

1. A report is generated based on the criteria selected.

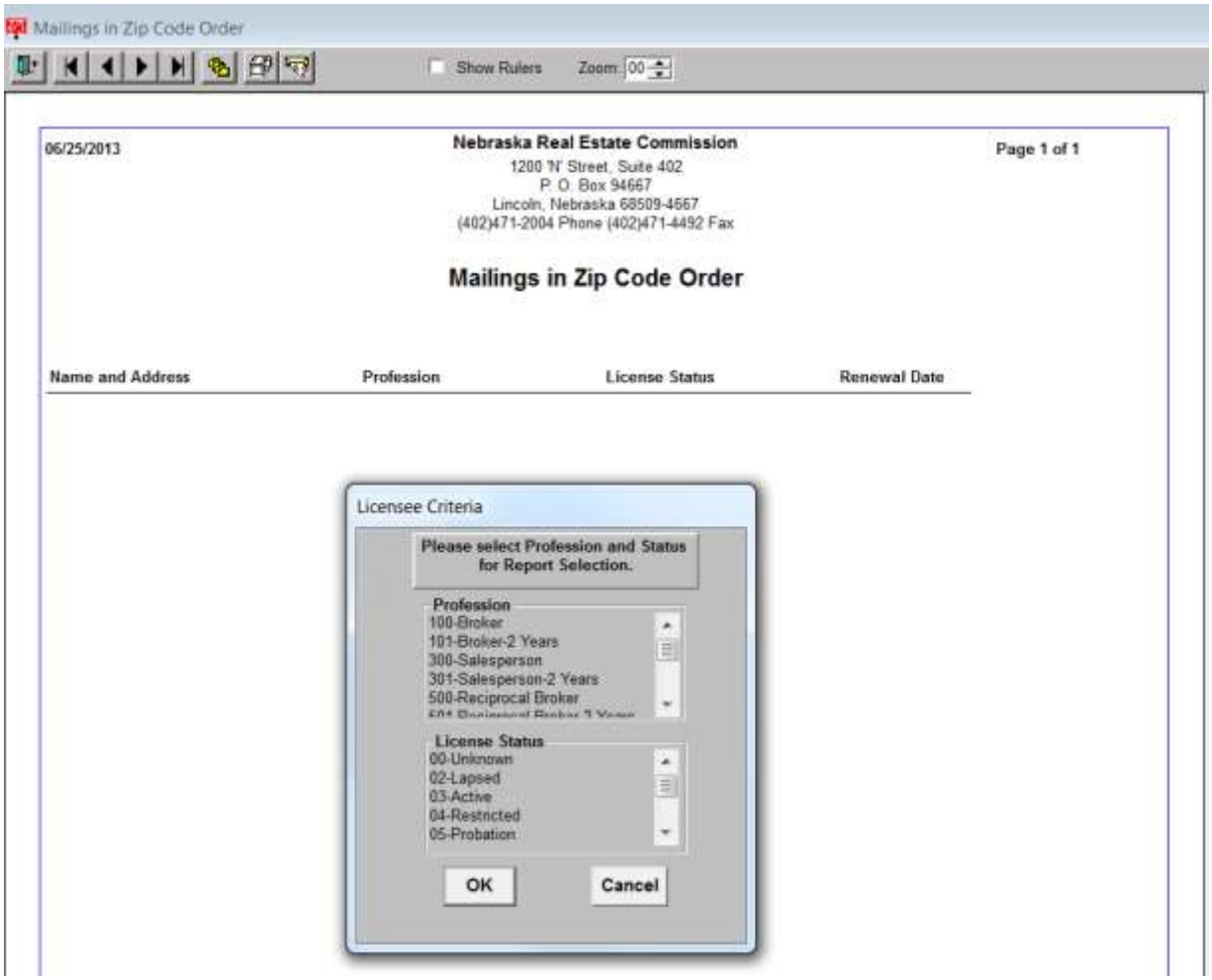


u. Nebraska Mailings

1. A report is generated for any licensee without a "reciprocal" license.

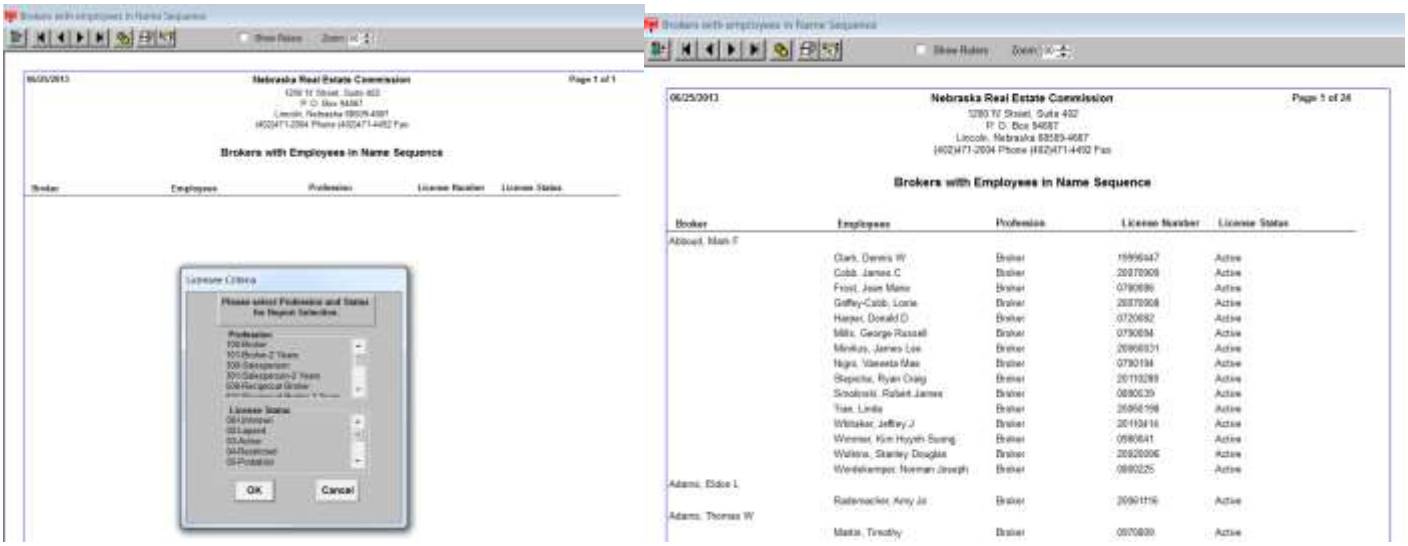
v. Mailings in Zip Code Order

1. A report is generated based of the "Contact Address" located on the licensee screen and the criteria selected.



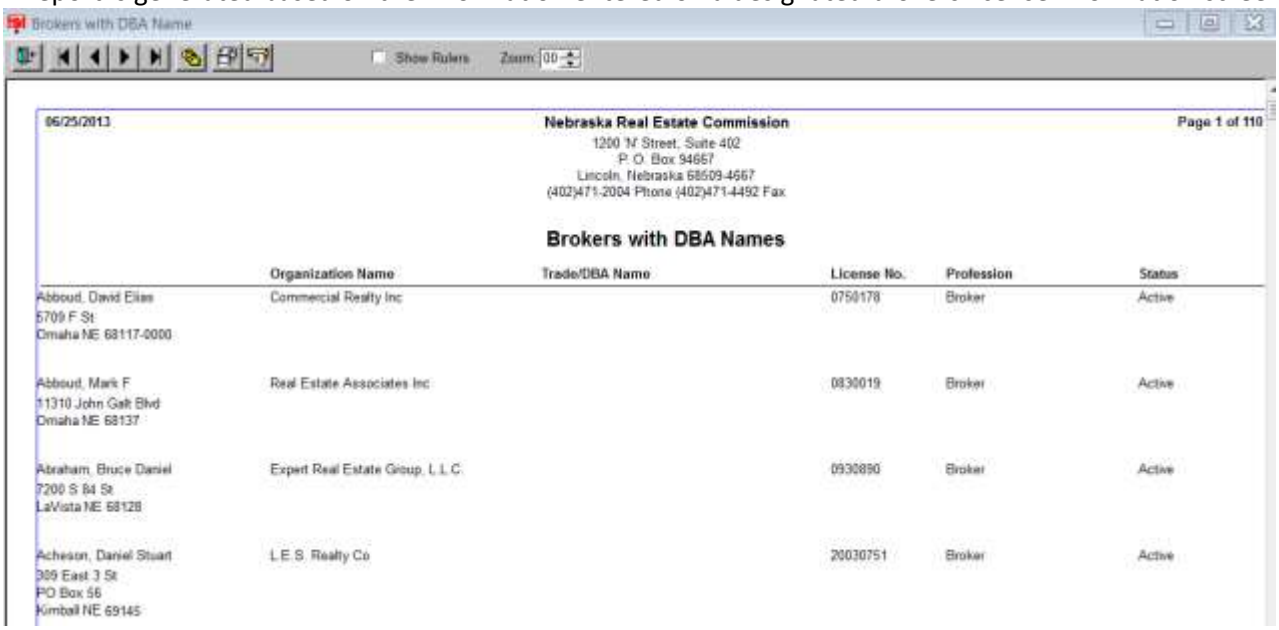
w. Brokers with Employees

1. A report is generated based on the criteria selected and the affiliated licensee in the designated broker's license screen.



x. Brokers DBA in Name Sequence

A report is generated based on the information entered on a designated brokers license information screen



Brokers with DBA Name

Show Rulers Zoom: 00

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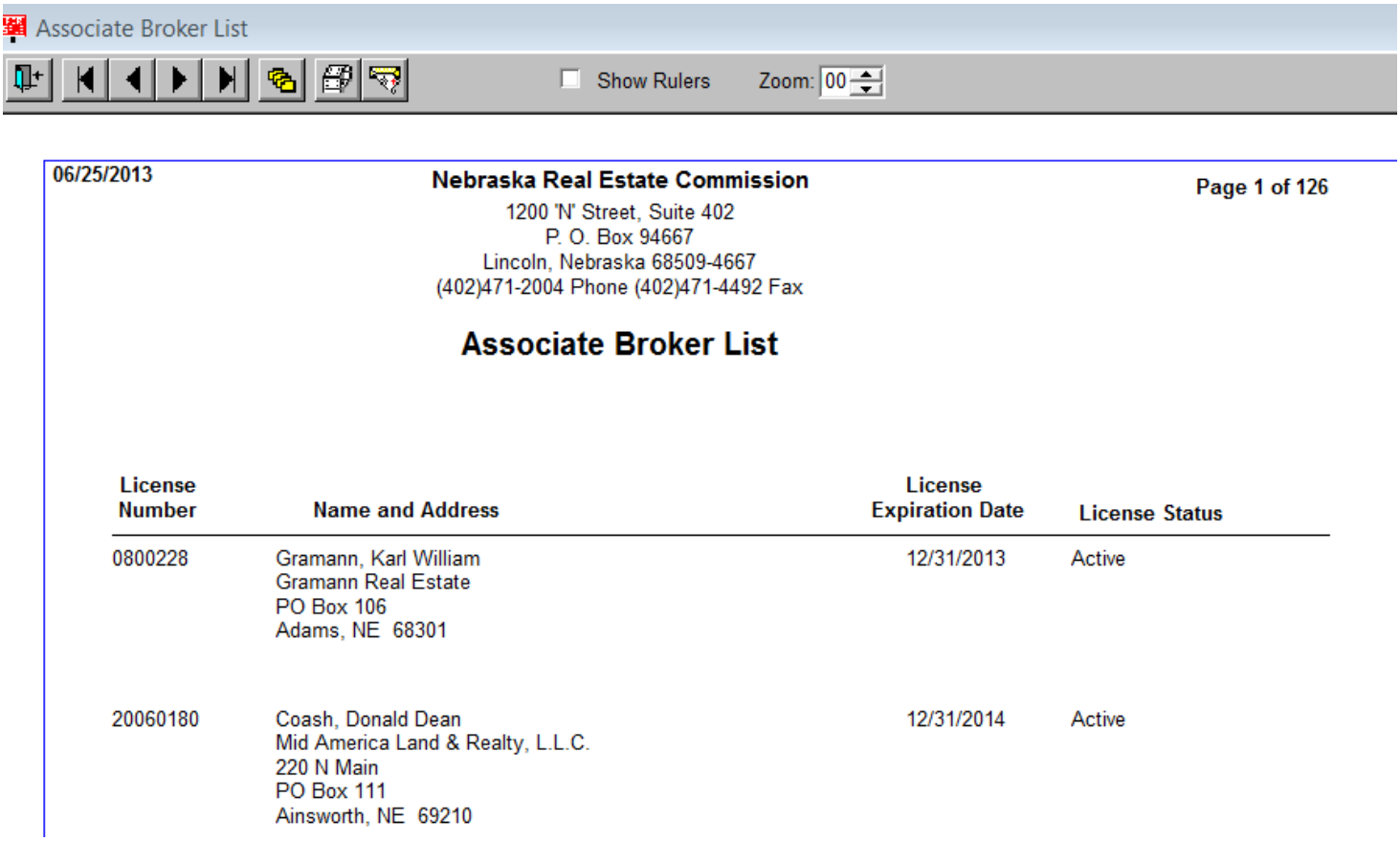
1200 'N' Street, Suite 402
P. O. Box 94667
Lincoln, Nebraska 68509-4667
(402)471-2004 Phone (402)471-4492 Fax

Brokers with DBA Names

	Organization Name	Trade/DBA Name	License No.	Profession	Status
Abboud, David Elias 5709 F St Omaha NE 68117-0000	Commercial Realty Inc		0750178	Broker	Active
Abboud, Mark F 11310 John Galt Blvd Omaha NE 68137	Real Estate Associates Inc		0830019	Broker	Active
Abraham, Bruce Daniel 7200 S 84 St LaVista NE 68128	Expert Real Estate Group, L.L.C.		0930890	Broker	Active
Acheson, Daniel Stuart 309 East 3 St PO Box 56 Kimball NE 69145	L.E.S. Realty Co		20030751	Broker	Active

y. Associated Broker List

1. A report is generated for those who have a broker's license but are not the designated broker but is an affiliate of another broker.



Associate Broker List

Show Rulers Zoom: 00

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1200 'N' Street, Suite 402
P. O. Box 94667
Lincoln, Nebraska 68509-4667
(402)471-2004 Phone (402)471-4492 Fax

Associate Broker List

License Number	Name and Address	License Expiration Date	License Status
0800228	Gramann, Karl William Gramann Real Estate PO Box 106 Adams, NE 68301	12/31/2013	Active
20060180	Coash, Donald Dean Mid America Land & Realty, L.L.C. 220 N Main PO Box 111 Ainsworth, NE 69210	12/31/2014	Active

z. Self-Employed Broker List

1. The report pulls all of those brokers who are marked as self-employed brokers in the license information screen

Self-Employed Broker List

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Nebraska Real Estate Commission
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Lincoln, Nebraska 68509-4667
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Self-Employed Broker List

License Number	Name and Address	License Expiration Date	License Status
0460025	Lightner, Edward Henry 220 S Hastings Ave Hastings, NE 68901	12/31/2013	Active
0530020	Kirshenbaum, Joseph Noddle Development Company 2285 S 67th St Ste 250 Omaha, NE 68106	12/31/2013	Active

aa. Renewed – Inactive

1. This report shows all licensees with a status of inactive and provides an inactive date shown on the license information screen.

Renewed - Inactive

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06/25/2013

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(402)471-2004 Phone (402)471-4492 Fax

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Renewed - Inactive

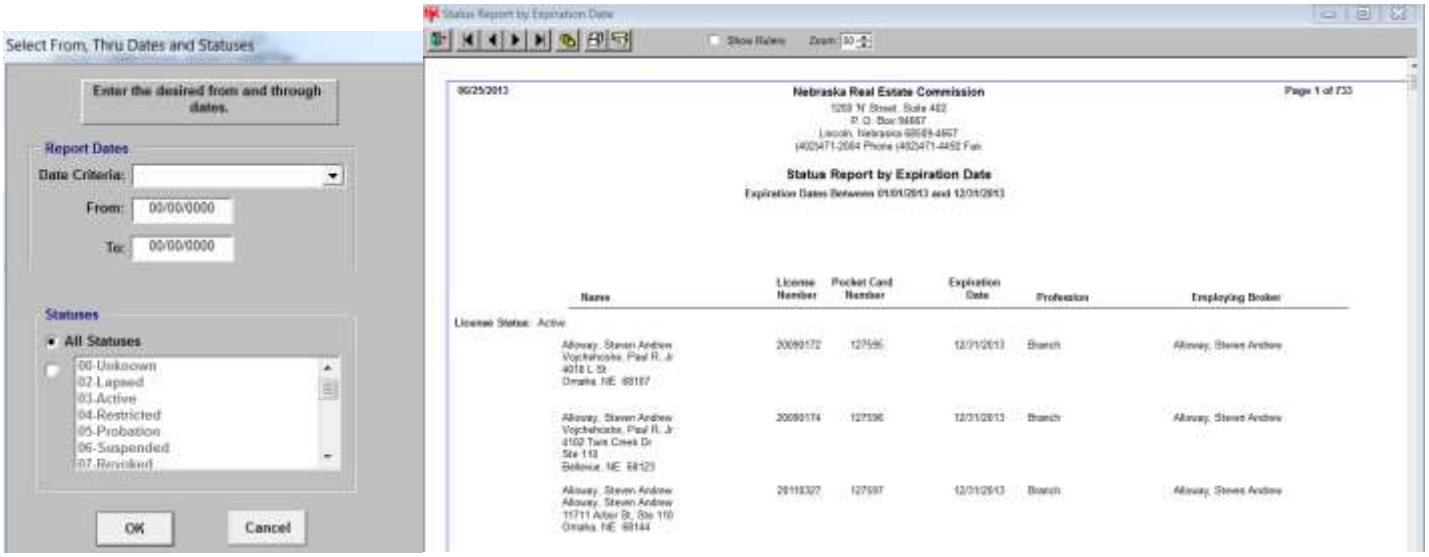
Name/Address	License No.	Profession	Status Changed Date	Inactive Date
Abboud, Ronald J 4755 Tamiami Trail N #50 Naples FL 34103	20000654	Broker	07/02/2012	05/05/2006
Adams, Gregory Pierce 4960 S 174th St Omaha NE 68135	20050606	Broker	12/26/2012	01/01/2013

bb. Original Issue Date Selection

1. Based on the criteria entered, the report will show the licensees who got licensed in that time frame, based on the original issue date.

cc. Status Report by Expiration Date

1. This report is generated at the end of the year and when saved, the licensees status changes to did not renew.

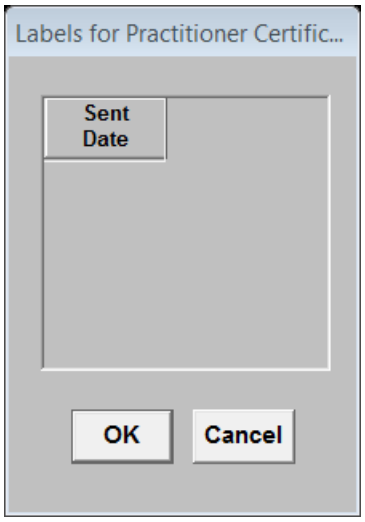


dd. Licensee Verification List

1. The report is generated based on the criteria entered.

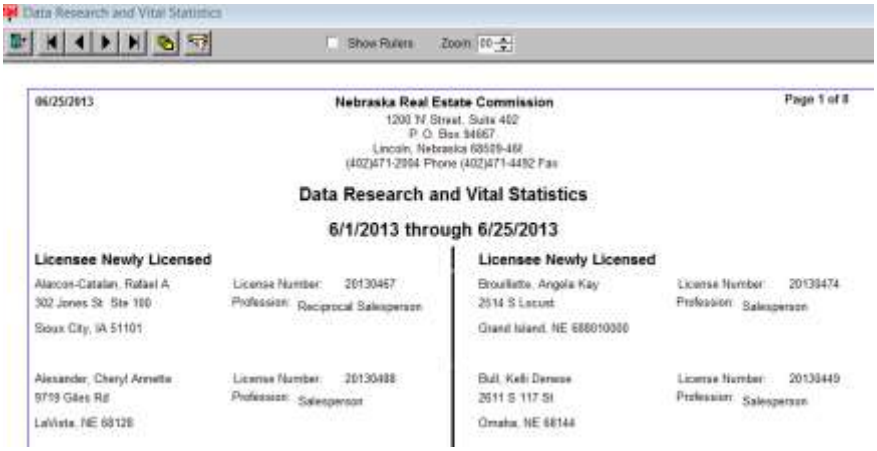
ee. Labels for Practitioner Certifications

1. This report is not currently functioning.



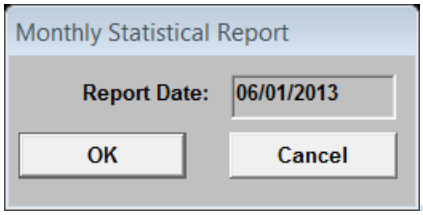
ff. Data Research/Vital Statistics

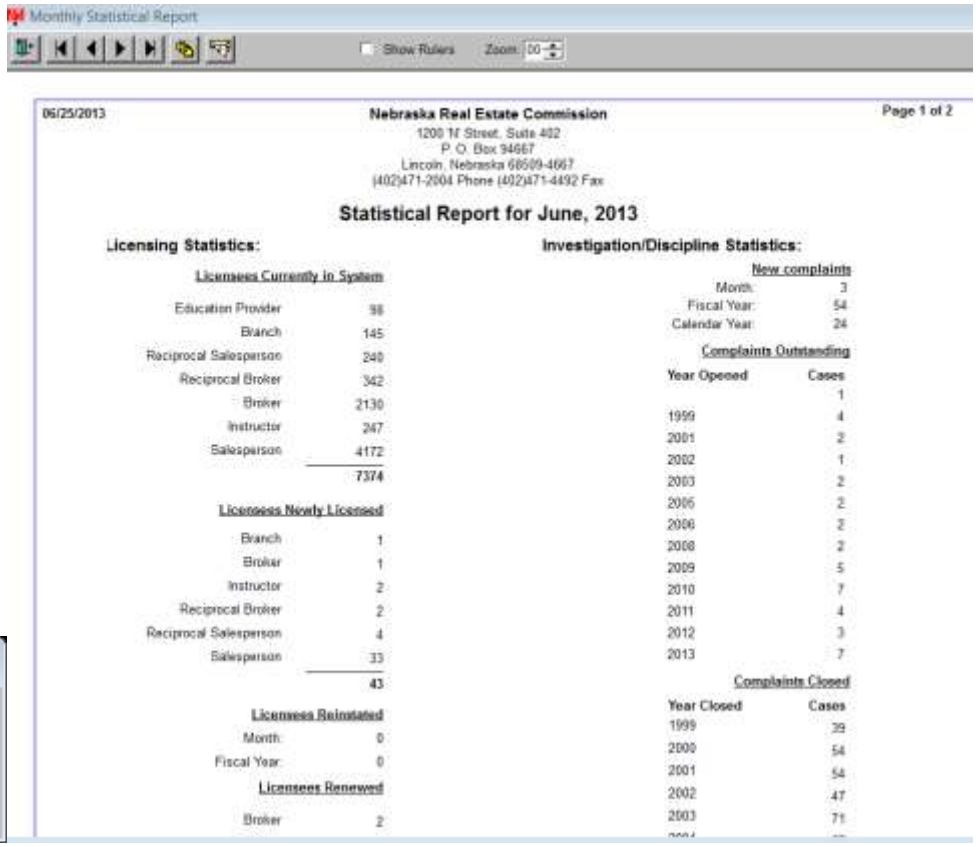
This report is generated based on the date criteria entered.



gg. Monthly Statistical Report

1. This report is generated based on the report date entered. This report is currently only used for Licensees currently in system as the prior programmers did not get the rest of the data to pull correctly.





hh. Specialized Registrations

1. The report is generated based on the criteria selected and the information located in the Specialized Registrations section.