NREC
Public Portal
Instructions

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1. Public Portal

    a. General Instructions

        i. The public portal is located at: https://nrec.igovsolution.net/online/Verification/Individual

        ii. The public, applicants and licensees can navigate to this page to look up various application statuses, licensees and applicants, and the education course calendar.

        iii. Click on the various tabs to search for desired information as explained below.
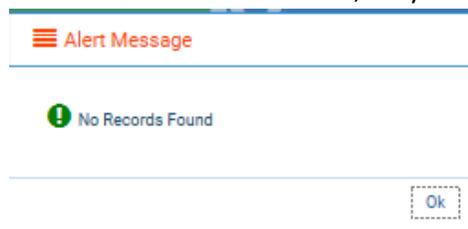

2. Application Status Tab

    a. General Instructions

        i. If an applicant wants to see the status of their application but not create an online profile, they can do so by clicking on: https://nrec.igovsolution.net/online/Verification/Individual

        ii. Applicants can check the status of their application, including the list of missing items and comments from the Commission's staff as shown below. The "Comments" field displayed here is reading from the "Comments" field on the "Application Data" tab, also known as pending checklist tab.

        iii. This will ensure there is no need for constant reminders to applicants and puts the responsibility on the applicants to check the website.

        iv. Entering the Applicant Criteria

            1. They must select the license type of Salesperson or broker

            2. Email address

            3. Zip Code

        v. All of these criteria must match the data in our system.

        vi. If the criteria does not match, they will get an Alert message that no records were found.

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

Nebraska Real Estate Commission

Application Status   License Verification

APPLICATION STATUS CHECK ONLINE APPLICATION

* License Type	* Email	* Zip
Salesperson	monica.rut@nebraska.gov	11223

Search   Clear

Application Checklist For Salesperson

Name : Chad Rut   Application Date : 07/19/2019   Today's Date : 07/25/2019   App Status : Pending

	Complete	Incomplete	Waived	N/A	Comments
Application	●	○	○	○	
Application and Examination Fee	●	○	○	○	
Work Experience for past 3 years; including periods of unemployment	●	○	○	○	
Waiting for Criminal Background Report from Nebraska State Patrol	●	○	○	○	
The original application form and application fees are valid for only one year from the date of receipt in our office	●	○	○	○	
Other	●	○	○	○	
Disciplinary Data Base Search	●	○	○	○	
Additional criminal information needed	●	○	○	○	
Additional lawsuit information needed	●	○	○	○	
Application Incomplete	●	○	○	○	
Photo - head and shoulders 2x2, taken within the past year	●	○	○	○	
Statutory real estate education completion verification	●	○	○	○	
Original passing score report	●	○	○	○	
E&O Insurance Verification	●	○	○	○	
License Issuance form	●	○	○	○	
Official Education Transcripts	●	○	○	○	This needs to come directly from the university or college
License Issuance Fee	●	○	○	○	

b. Statuses

 i.   Pending

 ii.   Pending Application Missing Items

 iii.   Pending Commissions Review

 iv.   Pending Examination

 v.   Pending Licensing

 vi.   Pending Licensing Missing Items

 vii.   Pending Retake

c. Application Type Searches

 i.   New

 ii.   Amendment

 iii.   Renewal (this will not be for licensees)

 iv.   Reinstatement (for sales and brokers only)

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

APPLICATION STATUS CHECK ONLINE APPLICATION

* License Type	* Email	* Zip
Salesperson	monica.rut@nebraska.gov	68510

Search   Clear

Application Checklist For Salesperson

Name :   Application Date : 08/20/2020   Today's Date : 08/29/2020   App Status : Pending Licensing Missing Items

	Received	Not Received	N/A	Comments
Application	○	◉	○	d the incorrect applicaton
Application and Examination Fee	◉	○	○	
Work Experience for past 3 years; including periods of unemployment	◉	○	○	
Waiting for Criminal Background Report from Nebraska State Patrol	○	◉	○	
The original application form and application fees are valid for only one year from the date of receipt in our office	○	◉	○	
Other	○	◉	○	
Disciplinary Data Base Search	◉	○	○	
Additional criminal information needed	◉	○	○	

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

Application Status   Licensee & Applicant   Course Calender

APPLICATION STATUS CHECK ONLINE APPLICATION

* License Type	* Email	* Zip
Entity	monica.rut@nebraska.gov	68232

Search   Clear

Application Checklist For Entity

Name : MY LLC   Application Date : 02/11/2020   Today's Date : 08/29/2020   App Status : Pending Licensing Missing Items

	Received	Not Received	N/A	Comments
Submit the Application Form	○	◉	○	
Correct Entity Name	○	◉	○	
Address that will Perform Professional Services At (Street, City, State, Zip) (each separate)	○	◉	○	
Professional Service for which limited liability company is formed	◉	○	○	
Members Name	○	◉	○	none were listed
Members License Number	○	◉	○	
Members Residence Address (Street, City, State, Zip) (each separate)	○	◉	○	

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

APPLICATION STATUS CHECK ONLINE APPLICATION

* License Type	* Email	* Zip
Branch	monica.rut@nebraska.gov	77777-7777

Search   Clear

Application Checklist For Branch

Name : AMBASSADOR REAL ESTATE COMPANY   Application Date : 08/15/2020   Today's Date : 08/29/2020   App Status : Pending

	Complete	Incomplete	Waived	N/A	Comments
Application	○	◉	○	○	
Application Fee	○	◉	○	○	
Consent to Examine Trust Account Form	○	◉	○	○	
Trade Name Filing	○	◉	○	○	
Authorization to Sign for Designated Broker	○	◉	○	○	

iv. Instructor

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

APPLICATION STATUS CHECK ONLINE APPLICATION

* License Type	* Email	* Zip
Instructor	monica.rut@nebraska.gov	68333

Search   Clear

Application Checklist For Instructor

Name :   Application Date : 08/25/2019   Today's Date : 08/29/2020   App Status : Pending

	Complete	Incomplete	Waived	N/A	Comments
Designation	○	●	○	○	
Areas of Approval	○	●	○	○	
High school diploma	○	●	○	○	
Instruction Experience for last 5 years	○	●	○	○	
Name of School for whom you will teach	○	●	○	○	

v. Educational Provider

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

APPLICATION STATUS CHECK ONLINE APPLICATION

* License Type	* Email	* Zip
Educational Provider	monica.rut@nebraska.gov	22222-2222

Search   Clear

Application Checklist For Educational Provider

Name : Chad School of Real Estate   Application Date : 08/25/2019   Today's Date : 08/29/2020   App Status : Pending

	Complete	Incomplete	Waived	N/A	Comments
Application	○	●	○	○	
Instructor Information	○	●	○	○	
Provider Information	○	●	○	○	
Copy of the License Approval from the Nebraska Department of Education	○	●	○	○	
Submission of a Pre-License Education course 60 days prior to course offering	○	●	○	○	

vi. Specialized Registration

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

Application Status   Licensee & Applicant   Course Calender

APPLICATION STATUS CHECK ONLINE APPLICATION

* License Type	* Email	* Zip
Specialized Registration	monica.rut@nebraska.gov	44444-4444

Search   Clear

Application Checklist For Specialized Registration

Name : Hidden Hollow   Application Date : 05/11/2020   Today's Date : 08/29/2020   App Status : Pending Licensing

vii. Campground Salesperson

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

APPLICATION STATUS CHECK ONLINE APPLICATION

* License Type	* Email	* Zip
Campground Salesperson	monica.rut@nebraska.gov	44444-4444

Search   Clear

Application Checklist For Campground Salesperson

Name : test test Brokertest10   Application Date : 05/27/2020   Today's Date : 08/29/2020   App Status : Pending Licensing Missing Items

	Received	Not Received	N/A	Comments
Application	●	○	○	
Photo	●	○	○	
Application Fee	●	○	○	

3. Licensee & Applicant Search Tab

a. General Instructions

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

b. Search Information

  i. If you know the name of a licensee you would like to lookup, simply type in the last name and at least one additional criteria; state for example, enter the verification code and click on the "Search" button.

  ii. If you would like a list of all Applicants, go to the "License Status" field and from the drop-down menu choose the "Pending Licensure" status and at least one additional criteria; city for example, enter the verification code and click on the "Search" button.

  iii. If you would like to narrow your search, enter data in multiple fields, for example: If you want to know all the Active Salespersons in Lancaster County, you would enter "Lancaster" in the "County" field; select "Active" from the "License Status" drop down menu; and select "Salesperson" from the "Profession" drop down menu.

  iv. Once you have searched for your criteria, the results will show up below the search button so make sure you scroll down.

  v. To view the licensee, at the end of the row, click on the print icon located in the view/print column

  vi. When the license information appears, you can view, or print the data.

  vii. To enter a new search, click on the Clear button and enter new search criteria.

4. Course Calendar

a. General Information

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

b. Search Information

    i. Applicants and Licensees can search by the type of education they are needing.

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

LOOK UP

Provider Name	Instructor Name	Course Name
Provider Name	Instructor Name	Course Name

Course Number	Course From Date	Course To Date
Course Number	09/01/2020	09/30/2020

Course Category	State	City
Pre-Licensing Education	Nebraska	City

Verification Code   **346461**

346461

Search   Clear

Course Search

Provider Name	Course Name	Course Category	Course Delivery	Instructor Name	Date	Time	City	State
Filters	Filters	Filters	Filters	Filters	Filters	Filters	Filters	Filters
	0008 Appraisal of Farm Real Estate	Pre-Licensing Education	Not Specified		09/15/2020	12:01 pm	Lincoln	Nebraska

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