

RULE NO. 7 – Examinations

001. Examinations Schedule.

Examinations shall be conducted as prescribed in Sections 76-502 to 76-588. R.R.S., as amended, at such times and places as the Board may designate, but shall be given at least twice a year. The Board on its own motion may conduct the examination in a manner which provides security, reduces the risk of cheating or plagiarism and is not in conflict with these Rules.

Source: Section 76-541 and 76-543

002. Examination Application.

The application for registration is a part of the examination. Each applicant must show to the satisfaction of the Board that he or she meets the minimum requirements set forth in Section 76-502 to 76-588, R.R.S., as amended, before he or she will be admitted to any examination. If the application is not accepted, the examination fee, tendered pursuant to Chapter Rule No.3.004, shall be returned or refunded to the Applicant.

Source: Section 76-541 and 76-542

003. Notice of Examination.

Upon receipt of a completed application and the application fee, the Director shall acknowledge the application and advise the applicant that the routine of making the necessary investigations will be followed and that he or she will be notified no later than 30 days before the written examination whether he or she will be admitted to the examination, and of the time and place of the examination.

Source: Section 76-541 and 76-542

004. Failure to Appear.

In the event an Applicant does not appear for either of the two examinations held after he or she has been advised of admittance to the examination, he or she must repeat the application process, including the payment of the prescribed fees, before being permitted to take a subsequent examination.

Source: Section 76-541 and 76-542

005. Content and Duration of Examination.

The written examination shall be comprised of four sections, i.e.: District Court; County Court; legal descriptions; and general knowledge of the practice of abstracting. Each section will be of not less one hour duration.

Source: Section 76-541 and 76-543

006. Land Title-Related Experience.

Each applicant shall submit, as a portion of his or her application, a summary or digest of his or her land title-related experience and training. No person shall be eligible for admittance to the examination until the Board has determined that he or she has demonstrated the minimal experience required by Section 76-542, R.R.S. Nebraska, as amended.

Source: Section 76-541 and 76-542

007. Personal Interview.

Any applicant or applicants may be called before the Board for a personal interview.

Source: Section 76-542

008. Grading and Notice.

Any applicant, in order to qualify for registration, must pass the examination. Each member of the Board will independently grade the examination and give a grade of "Pass" or "Fail" to the applicant. The Board will determine which applicants have passed or failed the examination. The applicant, the Director or any Member of the Board may request that the grade on an examination be reviewed by the Board at a regular meeting. Such request must be delivered in writing to the Director of the Board within sixty (60) days of notification of the grades. The decision of the Board in such reviews will be final.

Source: Section 76-541 and 76-543

009. Timing of Re-Take of Examination.

If any applicant fails to pass the examination he or she may be re-examined no sooner than the next regularly-scheduled examination, but no later than two-years following the failed examination, upon remittance of the examination fee.

010. Two or More Sections Passed.

If any applicant passes two or more sections of the examination, he or she will not be required to retake the sections passed.

010.01. Two-Year Provision.

Such an applicant shall have two-years from the date of the original examination to retake the sections not passed. If the applicant has no passed all four parts within the two-year period, the applicant will be required to retake the entire examination.

010.02. Examination Fee for Re-Take.

Any applicant re-examined will be required to remit the regular examination fee before being admitted to any re-examination.

Source: Section 76-541 and 76-543

011. Short Form Examination.

The Board shall have the authority to impose, in its discretion, any further or additional rules or regulations necessary to the efficient and fair administration of the examination, so long as such further or additional rules or regulations do not affect any substantive rights of any applicant.

Source: Section 76-542 and 76-543

012. Rules for Administration of Examination.

The Board shall have the authority to impose, in its discretion, any further or additional rules or regulations necessary to the efficient and fair administration of the examination, so long as such further or additionala rules or regulation do not affect any substantive rights of any Applicant.

Source: Section 76-542