



**STATE OF NEVADA
DEPARTMENT OF BUSINESS AND INDUSTRY
REAL ESTATE DIVISION**

788 Fairview Drive, Suite 200 * **Carson City**, NV 89701-5453 * (775) 687-4280
2501 East Sahara Avenue, Suite 102 * **Las Vegas**, NV 89104-4137 * (702) 486-4033
e-mail: realest@govmail.state.nv.us <http://www.state.nv.us/b&i/red/>

RE: Time Share 14-Hour Pre-licensing Course Application

Attached are the forms and instructions you will need to apply for curriculum and instructor accreditation for Time Share Pre-licensing Education.

The curriculum approval process starts with the application submission to the Real Estate Division, Education. Please follow all instructions on the application carefully to ensure it is complete. *Include the proper license or exemption from the Commission on Postsecondary Education*, the course information sheet, curriculum outline, and appropriate instructor applications with resume.

If you have any questions, please feel free to call Education at (702) 486-4033, selecting ext. 231.

Sincerely,

Matt Di Orio
Education and Information Officer

attachments



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TIME SHARE SALES AGENT

14-HOUR PRE-LICENSING COURSE APPLICATION

Please Type or Print

Date: _____

1. Course Sponsor: _____

2. Address: _____

3. Telephone: _____ Fax: _____

4. Location of Instructor: _____

5. Type of Sponsor Project Broker Pre-licensing School

Name of Project Broker or

Owner/Director of Pre-licensing School: _____

6. Commission on Post-secondary Education: Attach copy of Pre-licensing License showing evidence "Time Share Sales Agent Course" is on license or CPE's Exemption Notification.

CPE License: _____ Exemption: _____

Attach a copy of the renewal period School License issued by the CPE, or the exemption letter. For CPE Accreditation contact: Nevada Commission on Post-secondary Education, 1820 E Sahara Ave, Ste 111, Las Vegas, NV 89104; Telephone: (702) 486-7330

7. List course instructor(s). _____

Include instructor application for each instructor and a resume indicating proof of qualifications (NRS 119A.380). Instructors with Pre-licensing Schools must also obtain approval from CPE; attach approval notification

8. Attendance Policy: List requirements for attendance, including policy on makeup sessions. Attendance records must be maintained with "sign-in and -out" sheets for all sessions (a.m./p.m.). Records are to be maintained for two years at Licensing School or Project Broker's office.

9. Location where records will be kept: _____

10. Attach copy of daily attendance sheets which will be used.

11. Course Content: Attach course information sheet. Required subjects are delineated in NRS 119A.210 and NAC 119A.375.

12. Attach a complete and detailed outline of the 14-hour curriculum. Outlines must show the time allocated for each major section.
 - *8 hours* of instruction in principles and practices of selling time shares; to include elements and types of time shares; respective roles of developer, owner, project broker, agent and representatives; and forms of contractual agreement and other documents related to sale of time shares. *Not to include specific office-related, project-oriented training or policies; sales/business promotion; or development of personal motivation or sales/psychology techniques.*
 - *6 hours* of instruction in professional ethics and applicable laws and regulations relating to time shares; to include coverage of chapter 119A of NRS and the regulations adopted pursuant thereto and the Federal Trade Commission Act, 15 USC §§ 41 to 58, inclusive.
13. Final Test: Attach copy of the final test with correct answers indicated. Test must consist of a minimum of 50 questions. Avoid true/false questions with preference to well structured multiple choice questions. The final test should function as a teaching tool to reinforce the most important legal and ethical concepts of the instruction.
14. Certificate of Completion: Submit sample copy of certificate of completion issued to the student. Certificate must include sponsor's name, course location, student's name, date of completion, and must bear an original signature by the approved instructor.
15. Real Estate Division Examination: Upon successful completion of the 14-hour curriculum which includes passing the school/project test with a minimum score of 75%, student must schedule to take the Real Estate Division examination. The state examination must be scheduled in advance and will be administered at either the Carson City or Las Vegas Division office.

I hereby affirm and swear that the information submitted with this application is true and accurate and contains no willful omissions.

It is understood that all Time Share Pre-licensing Courses must be reviewed and re-accredited annually by December 31. Any course changes will be submitted to the Division.

It is understood that a minimum of 14 hours of classroom instruction will be provided to each student receiving a certificate of completion and that this can be verified for individuals by attendance records.

Date: _____ 20 _____ Signed: _____
Title

STATE OF _____
COUNTY OF _____

_____ BEING FIRST DULY SWORN UNDER OATH
STATES THAT S/HE IS THE PERSON WHOSE NAME IS SUBSCRIBED TO IN THE FOREGOING
STATEMENT, THAT S/HE HAS READ THE SAME AND KNOWS THE CONTENTS THEREOF,
AND THAT THE SAME IS TRUE IN SUBSTANCE AND IN FACT, AND THAT S/HE IS DULY
AUTHORIZED TO MAKE THIS STATEMENT ON BEHALF OF:

Name of School/Project

Printed Name of School Director or Project Broker

Signature

SUBSCRIBED AND SWORN TO BEFORE ME

THIS _____ DAY OF _____ 20 _____

Notary Public **(Seal)**

INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED



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TIME SHARE INSTRUCTOR APPLICATION
NAC 119A.380

- 1. Instructor Approval Requested for:
[] Pre-licensing 14-Hour Course Instructor [] Time Share Continuing Education
2. PROOF OF QUALIFICATION MUST BE ATTACHED. All applications must be accompanied by a full resume and applicable documents (licenses, certificates, etc.). Documents must clearly indicate how instructor is qualified to teach subject matter of course.
3. Name of Applicant
Mailing Address
Home Phone: Business Phone: Fax:
E-Mail Address URL
Real Estate License #: State: Other License:
4. Name and address of school or project for whom you will instruct:
5. Title of Course which you will instruct
6. Have you ever been refused approval or a license to teach, or has such approval or license been suspended or revoked or subject to discipline? [] Yes [] No
If yes, please attach explanation.
7. Have you ever been subject to disciplinary action by the Real Estate Commission or Commission of Appraisers? [] Yes [] No If yes, attach explanation.
8. I hereby affirm and swear that the information submitted with this application is true and accurate and that no willful omissions have been made.

Signature Date

INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED

DIVISION USE ONLY

Date Application Approved: Date of Notification:
Approved By:

**NEVADA REAL ESTATE TIME SHARE EDUCATION
ATTENDANCE VERIFICATION REPORT**

Sponsor: _____ Instructor: _____

Course Title: _____ Credit Hours: _____

Date, Time: _____ Location: _____

Signature of Instructor: _____

ATTENDEES

Name (Printed or Typed)	License Number	Sign In	Time In	Initial Out	Time Out

CERTIFICATE OF ATTENDANCE

TIME SHARE PRE-LICENSING 14-HOUR COURSE

Name

has successfully attended and completed

**TIME SHARE: PRINCIPLES,
PRACTICES, LAW AND ETHICS
14 HOURS**

on

Date

This course is Sponsored by:

“SPONSOR”

Approved by Nevada Real Estate Division

Authorized Signature

TIME SHARE PRE-LICENSING COURSE INFORMATION SHEET

Date of Application: _____

Course Title: _____

Course Sponsor (School or Project): _____

Instruction Location: _____

Instructor's Name: _____ Hours of Classroom Attendance Required **14**

Number of Required School/Project Tests: _____ Minimum passing grade: **75%**

Describe the instruction schedule:

REQUIRED TEXTS AND OTHER READINGS FOR THIS COURSE		
Title	Author	Publisher / Date

Course Content (NAC 119A.375):

- List by subject topic.
- Indicate length of time devoted to each subject.
- Indicate instructor for each topic.

Topics	Time	Instructor

COURSE OUTLINE. PLEASE PROVIDE A COMPREHENSIVE OUTLINE WITH SUB-TOPICS OF THE COURSE CONTENT

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TIME SHARE SALES AGENT 14-HOUR COURSE CURRICULUM CONTENT

The 14 hours of instruction must include: *Ethics, Applicable Law and Regulations* relating to the time share industry, and principles of practice of selling time shares.

The objective of this course is to educate individuals in selling time shares by providing them with knowledge about the time share industry and the product, and about the selling of time shares in a professional and ethical manner.

The following information should be included in the 14-hour curriculum; however, you are encouraged to develop your own outline.

OUTLINE/CONTENTS

- I. Historical Perspective
 - A. Beginnings of industry
 - B. Benefits of time share
 - C. Time share sales
 - D. Resort types
 - E. Time share buyers profile

- II. Time Share Plan. What are you selling?
 - A. Elements and type of time share, including various types of time share ownership, use periods, legal forms; purchaser's protection (i.e., trusts, non-disturbance clauses, etc.)
 - B. How a time share project is formed.
 - 1. Declaration of time share
 - 2. Association of by-laws
 - 3. Management
 - 4. Maintenance period
 - 5. Project insurance
 - 6. Budget, developer, subsidy

- III. Define rules of developer, project broker, time share agents, and time share representatives.

- IV. Public Offering Statement
 - A. What is it? Where does it come from?
 - B. What purpose does it serve?
 - C. Elements and information
 - D. Receipts, recession, cancellations
 - E. Review a public offering statement

- V. Marketing
 - A. General practices
 - B. Marketing methods, pricing, direct mail, telemarketing, etc.
 - C. Advertising
 - D. Salesroom procedures, verifications, NRS 118 (Discrimination in Housing)

- VI. Sales
 - A. Agency Disclosure: Disclosure form, “Duties Owed by a Nevada Real Estate Licensee”
 - B. Forms of contracts and other documents related to a time share. Loan applications, credit, down payment, deposits. Terms and number of payments. Finance charges, Reg Z and APR. How to take title, installment procedures and Delinquency. What happens to a buyer’s contract if the receivable is hypothecated.
 - C. Documents provided as proof of ownership.

- VII. Declaration of Covenants, Conditions and Restrictions
 - A. Common areas/facilities.
 - B. Homeowner’s Association: Board members, voting rights.
 - C. Dues, Owner’s responsibility, what happens if not paid? Who decides if dues are to be increased.
 - D. Proforma budget
 - 1. Who establishes it; who manages it?
 - 2. Reserves: short term, long term, industry percentage.
 - 3. Operating and Administrative elements/costs.

- VIII. Ethics and the Sales Presentation
 - A. ARDA, NAR, NRS 119A and NRS 645.
 - B. Misrepresentations to avoid: Exchanges, agency relationships, bonus time, reservations, common areas, privileges, future amenities, maintenance fees, rentals, resales, investment potential.
 - C. Federal: Fair Housing, Credit Protection, American Disabilities Act, etc.

- IX. Exchanges
 - A. Concept, principles.
 - B. How program works. How season affects reservations. Space banking, exchange rating system.
 - C. Who are the major exchange companies?
 - D. Internal exchanging.

- X. NRS 119A Review

- XI. Final Test: 50 questions with answers indicated