



STATE OF NEVADA
DEPARTMENT OF BUSINESS AND INDUSTRY
REAL ESTATE DIVISION

1665 Hot Springs Road, Suite 155 * **Carson City**, NV 89706-0663 * (702) 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/>

**TIME SHARE CONTINUING EDUCATION
COURSE APPLICATION**

Please Print or Type

Date: _____

1. Name of sponsor: _____
2. Address: _____

3. Telephone: _____ Fax: _____
E-Mail _____ URL: _____
4. Name of person authorized to submit application: _____
5. Title of Course: _____
6. Hours of Instruction: _____
7. Course Objective:

8. Write a statement of summary of course content. Include with application a **detailed outline of the course** with supporting documentation (instructor manual/notes, reference material, etc.) which provides an in-depth overview of course content.

9. Attach **one copy** of student handouts or course material that will be given to each student
10. Is the course accredited, approved, or offered by any time share, real estate or appraiser commission or trade commission? Yes No If Yes, explain (when, where, approval number)

-
11. The following items must be submitted with this application:
 - Attendance Certificate template sample
 - Statement of refund or cancellation policy
 - Course evaluation form
 - Procedure for verifying attendance/sign-in, sign-out log

12. Attendance Certificate must contain all of the following:

- Name of offering entity/sponsor
- Name of instructor
- Name of student
- Course, Title, & Division approved course identification (TSA) number
- Number of hours of instruction and date of course
- Original signature of instructor
- Statement: **Course Approved by the Nevada Real Estate Division**

13. List Instructor name(s) and attach Instructor Application, resume, and copy of appropriate licensure certification for each. (For Instructor qualifications, see NAC 119A.380.)

- 14.
- I consent to auditing and/or evaluating by authorized representatives of the Real Estate Division.
 - I agree to report any material changes of the information contained in this application to the Real Estate Division prior to presenting the amended course.
 - I agree to retain attendance records for at least two years from the date of the offering.
 - I agree to provide totally completed certificates with original authorized signatures only to students who have completed this course.
 - I agree to comply with the provisions of NAC 119A.

Submitted by:

Signature

Date

Print Name

Incomplete applications will be returned without processing

CERTIFICATE OF ATTENDANCE

TIME SHARE CONTINUING EDUCATION COURSE

Name

has successfully attended and completed

“TITLE”

TSA # _____

____ HOURS

Instructor: _____

on

Date

This course is Sponsored by:

“SPONSOR”

Authorized Signature