



STATE OF NEVADA
DEPARTMENT OF BUSINESS AND INDUSTRY
REAL ESTATE DIVISION

788 Fairview Drive, Suite 200 \* Carson City, NV 89701-5453 \* (775) 687-4280
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REAL ESTATE LICENSE RENEWAL
Continuing Education Extension Request Form

Continuing Education Hour Renewal Requirement:

- (1) 30 hours within the 2 year period immediately after initial licensing
(2) 15 hours within each subsequent 2 year period before renewal.

For each period at least 6 hours must be devoted to designated courses (Law, Ethics, Agency).

Pursuant to NAC 645.445, #4, Requirement for renewal or reinstatement of license or certificate, a licensee or holder of a certificate may petition the administrator for an extension of time in which to comply with the requirements for continuing education. The administrator may grant such an extension if he/she finds that the licensee or holder of the certificate has a severe hardship resulting circumstances beyond his control that has prevented him from meeting the requirements.

TO BE COMPLETED BY REAL ESTATE LICENSEE:

I do not have the required hours of continuing education courses completed for renewal of my real estate license and I am therefore not qualified to renew my license. I have experienced a severe hardship in completing these hours and am requesting a time extension in which I will complete the continuing education hours.

Printed Name License No.
Street Address City State Zip Code
Phone Number Fax Number

Renewal Date: Requested Extension Date:

Number of Hours Needed: Number of Hours Completed:

COURSE TITLES AND HOURS COMPLETED TO DATE FOR THIS LICENSING PERIOD:

Blank lines for course titles and hours completed.

COURSE TITLES AND DATES SCHEDULED:

Blank lines for course titles and dates scheduled.

SEVERE HARDSHIP EXPLANATION:

Blank lines for severe hardship explanation.

Signature Date

Note: Education credits obtained and completed during this extension period will apply only toward subject renewal, it may not be applied to your next two (2) year renewal.

The Licensing Manager will review this extension request in Carson City, (775) 687-4280 or Licensing Supervisor in Las Vegas, (702) 486-4033, ext 244. An extension approval or disapproval will be forwarded to you within 5 working days. Consideration will be given to the circumstances beyond one's control. Evidence as to the circumstance will assist in the consideration, i.e., medical problem, copy of hospitalization record or doctor's report, cancellation notice of a scheduled course. Attach extra page with explanation if necessary.

Extension hours submitted must be attached to this request form, direct to Licensing Manager

**DIVISION USE ONLY**

**Date Received:** \_\_\_\_\_ **Reviewed By:** \_\_\_\_\_

**Approved:**  **Extension Date:** \_\_\_\_\_ **Disapproved:**