



STATE OF NEVADA
DEPARTMENT OF BUSINESS AND INDUSTRY
REAL ESTATE DIVISION

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: Real Estate Pre-Licensing Education Application

Attached are the forms, Statutes, and Regulations you will need to apply for Real Estate Pre-Licensing Education in Nevada.

The approval process starts with the completed application submission to the Real Estate Division, Education Section. This office reviews the file to determine if the course meets the standards for pre-licensing education. When the file has been screened for completeness and standards, it will be placed on the agenda of the Nevada Real Estate Commission's next hearing. The Commission is the approving authority for all real estate education. Commission hearings are scheduled approximately quarterly. See Hearing schedule and application deadline dates, attached. Hearings are subject to change. Updated hearing information is available on our web site at <http://www.state.nv.us/b&i/red/DEADLINE.htm>.

Due to Nevada's open meeting laws, education applications must be received a minimum of 30 days prior to the scheduled hearing in order to be reviewed and placed on the agenda. *Since hearing dates can change and approval is not guaranteed, we strongly recommend that course dates not be scheduled or a course advertised until approval is received.*

In addition to the course being approved, the school must also be approved by the Commission on Postsecondary Education (CPE). This is a process separate and apart from the course approval but must be completed *prior* to the course approval. **Contact CPE at (702) 486-7330** for further information.

Complete a Course Information Sheet and a Course Module Sheet for each course being submitted for accreditation. For example, if you are submitting for a 45-hour principles and practice course and a 45-hour real estate law course and a 90 hour combined class, you will need to do a complete application package including information sheet and module sheet for each course.

The Education Officer reviews all applications to ensure they meet requirements in order to be placed on the Nevada Real Estate Commission's agenda for consideration.

If you have any questions, please feel free to contact the Education section at (702) 486-4033, selection 2 or by e-mail at realest@govmail.state.nv.us

Matt Di Orio
Education and Information Officer

attachments



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**REAL ESTATE PRELICENSING EDUCATION
ACCREDITATION APPLICATION**

*Course to Meet the Educational Requirements for obtaining a
Nevada Real Estate License*

Please Type _____ Date: _____

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

3. Telephone: _____ Fax _____
4. e-mail Address: _____ URL: _____
5. Names of all owners of school: _____

6. Type of School (College, University, Adult Education, etc.): _____

7. Provide the title for each course, the hours accredited, the course fee, the license to which the course would apply (broker or sales) and the type of course (Classroom, Correspondence, or Interactive Computer):

Title of Course	Hours	Course Fee	License Type	Course Type

8. Attach a list of all instructors by name and course they will instruct. Also, complete the enclosed instructor application for each instructor which includes a resume documenting their real estate and teaching experience.
9. Attach a schedule of courses for the accreditation period (July to June). The schedule must include: Course Title and dates and times of instruction for each location.
10. Attach a **complete and detailed outline** of each course syllabus and teaching materials. Outlines must show the number of hours of instruction per subject in accordance with NAC 645.435. Include title, author(s), publisher, and publishing date for any textbooks.
11. Attach **one** copy of student handouts or course material that will be given to the student.
12. Submit copies of all existing advertising and proposed advertising. Also, submit the student catalog which must contain the cancellation and refund policies.

13. Describe the physical facility you will use for instruction. Include number of students classroom, size of classroom, audio-visual equipment, visual aids, and technical resources utilized.
14. Describe school's grading system, including the methods of testing and standards of grading. Include a copy of each examination that will be used with the correct answer for each question.
15. List school requirements for attendance, including policy on making-up sessions missed.
16. Location where students records will be maintained:

-
17. **Attach a copy of the renewal period School License issued by the Commission on Postsecondary Education (CPE), including all branch school licenses. For CPE Accreditation contact: Nevada Commission on Postsecondary Education, 1820 East Sahara Ave., Ste 111, Las Vegas, NV 89104; Telephone: (702) 486-7330.**
 18. Submit one "Course Information Sheet" for each course you wish to have accredited.

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

Date: _____, 20 ____ Signed: _____

Title: _____

STATE OF _____ }
 COUNTY OF _____ } ss.

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)

(Signature)

SUBSCRIBED AND SWORN TO BEFORE ME
THIS _____ DAY OF _____, 20 ____

(Seal)

Notary Public

INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED

*EDUCATION SECTION
2501 E SAHARA AVE
LAS VEGAS, NV 89104-4137
(702) 486-4033, selection 2
<http://www.state.nv.us/b&i/red/>*

COURSE INFORMATION SHEET

Date of Application: _____ For Renewal Period: _____

Course Title: _____

Instructor Names	Instruction Site

Course Fee: _____ Hours of Accreditation: _____

Hours of Classroom Attendance Required: _____

Number of Required Quizzes _____ Number of Required Exams: _____

Attach a copy of each examination, with the correct answers stated or marked.

Minimum passing grade per test _____ Overall for the course _____

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

Statement of Course Objective:

COURSE OUTLINE. PLEASE PROVIDE A THREE-LEVEL OUTLINE OF THE COURSE CONTENT AS WELL AS COMPLETING THE COURSE MODULE SHEET.

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PRE-LICENSE COURSE MODULE SHEET

CLASS TOPIC	SESSION NO.	REQUIRED HRS
1. <u>Brokerage and Law of Agency</u>		<u>21 Hours</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
2. <u>Valuation and Economics</u>		<u>12 Hours</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
3. <u>Finance</u>		<u>12 Hours</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
4. <u>Property Ownership, Transfer and Use</u>		<u>25 Hours</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
5. <u>State Laws, NRS 645, 119A, B & Applicable NAC</u>		<u>18 Hours</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
6. <u>Applied Practice</u>		<u>2 Hours</u>
_____	_____	_____
_____	_____	_____

IF TOPIC IS COVERED ON EXAM, PLEASE INDICATE NUMBER OF HOURS DEVOTED TO EXAMINATION



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REAL ESTATE
INSTRUCTOR APPLICATION

1. Instructor Approval Requested for: Pre-License Instructor Real Estate NAC 645.425
Continuing Education Real Estate NAC 645.460

2. PROOF OF QUALIFICATION **MUST BE ATTACHED**. A full resume and applicable documents (licenses, certificates, etc) must accompany all applications. 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 Number: _____

4. Name and address of school or organization for which 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, 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
(WHICH WILL DELAY THE PROCESSING OF YOUR APPLICATION)

DIVISION USE ONLY

Date Application Approved: _____ Date of Notification: _____

Approved By: _____

PRE-LICENSING LAW/ADMINISTRATIVE CODE

- NRS 645.343** Educational requirements; waiver of requirements; regulations of commission concerning standards of education. [Effective July 1, 1996.]
- NRS 645.345** Regulations of division concerning schools and courses of instruction in principles and practice of real estate; standard of instruction.
- NAC 645.400** Additional information concerning applicants may be required by division; regulations concerning applications.
- NAC 645.403** Application for approval of school.
- NAC 645.404** Conditions of approval: Evidence of licensure required from certain schools.
- NAC 645.410** Approved schools: General requirements for certification of students.
- NAC 645.412** Approved schools: Certification of students taking courses by correspondence.
- NAC 645.415** Denial or withdrawal of approval.
- NAC 645.420** Approved schools: Misrepresentation in advertising prohibited.
- NAC 645.425** Approved schools: Instructors; statement required in advertisements.
- NAC 645.430** Satisfaction of requirement for course in principles of real estate to obtain broker's or broker-salesman's license.
- NAC 645.435** Course required of salesmen.
- NAC 645.440** Approval of school required; acceptance of courses without prior approval of school.
- NAC 645.441** Unacceptable courses.
- NAC 645.442** Limitations on persons associated with school who take real estate examination.

645.343 Educational requirements; waiver of requirements; regulations of commission concerning standards of education. [Effective July 1, 1996.]

1. In addition to the other requirements contained in this chapter, an applicant for an original real estate salesman's license must furnish proof satisfactory to the real estate division that he has successfully completed a course of instruction in the principles, practices, procedures, law and ethics of real estate, which course may be an extension or correspondence course offered by the University and Community College System of Nevada, any other accredited college or university or by any other college or school approved by the commission. The course of instruction must include the subject of disclosure of required information in real estate transactions, including instruction on methods a seller may use to obtain the required information.

2. An applicant for an original real estate broker's or broker-salesman's license must furnish proof satisfactory to the real estate division that he has successfully completed 45 semester units or the equivalent in quarter units of college level courses which include:

(a) Three semester units or an equivalent number of quarter units in real estate law, including at least 18 classroom hours of the real estate law of Nevada and another course of equal length in the principles of real estate;

(b) Nine semester units or the equivalent in quarter units of college level courses in real estate appraisal and business or economics; and

(c) Nine semester units or the equivalent in quarter units of college level courses in real estate, business or economics.

3. On and after January 1, 1986, in addition to other requirements contained in this chapter, an applicant for an original real estate broker's or broker-salesman's license must furnish proof satisfactory to the real estate division that he has completed 64 semester units or the equivalent in quarter units of college level courses. This educational requirement includes and is not in addition to the requirements listed in subsection 2.

4. For the purposes of this section, each person holding a valid real estate salesman's license under the provisions of this chapter is entitled to receive credit for the equivalent of 16 semester units of college level courses for each two years of active experience he has as a licensed real estate salesman. This credit may not be applied against the requirement in subsection 2 for 18 classroom hours of the real estate law of Nevada.

5. The educational requirements of this section may be waived partially or completely by the commission if the applicant for an original real estate broker's or broker-salesman's license furnishes proof satisfactory to the commission that he resides in a rural county where educational resources are not available and where excess travel would work a hardship on the applicant in meeting the requirements.

6. An applicant for a broker's license pursuant to NRS 645.350 must meet the educational prerequisites applicable on the date his application is received by the real estate division.

7. For the purposes of this section, "college level courses" are courses offered by any accredited college or university or by any other institution which meet the standards of education established by the commission. The commission may adopt regulations setting forth standards of education which are equivalent to the college level courses outlined in this subsection. The regulations may take into account the standard of instructors, the scope and content of the instruction, hours of instruction and such other criteria as the commission requires.

(Added to NRS by 1960, 155; A 1963, 667; 1969, 1448; 1973, 987, 1591; 1975, 794, 1544, 1639; 1977, 610; 1981, 1032; 1983, 228; 1993, 419; 1995, 505, effective July 1, 1996)

645.345 Regulations of division concerning schools and courses of instruction in principles and practice of real estate; standard of instruction. The division, with the approval of the commission, shall:

1. Adopt reasonable regulations defining what constitutes:
 - (a) A course of instruction in real estate principles, practices, procedures, law and ethics, which course of instruction must include the subjects upon which an applicant is examined in determining his fitness to receive an original real estate salesman's license.
 - (b) A school offering such a course.
2. Adopt regulations providing for the establishment and maintenance of a uniform and reasonable standard of instruction to be observed in and by such schools.
(Added to NRS by 1960, 155; A 1969, 1448; 1975, 1545; 1981, 1034)

EDUCATION IN REAL ESTATE

NAC 645.400

645.400 "School" defined. For the purposes of NAC 645.400 to 645.470, inclusive, "school" includes:

1. The University of Nevada, or any other university or college bearing the same or an equivalent accreditation.
2. Any professional school or college, licensed by the Nevada commission on postsecondary education.
3. Any out-of-state professional school or college licensed or accredited by a real estate commission, a department of education, or an equivalent agency of any other state.

[Real Estate Adv. Comm'n, § X subsec. 3, eff. 10-31-75; A and renumbered as subsec. A par. 3, 1-4-78]

645.403 Application for approval of school. A school which desires to offer courses to meet the educational requirements for licensure under chapter 645 of NRS must make its application for the commission's approval on a form prescribed by the division. The application must include:

1. The name and address of the school;
 2. The type of school and a description of its facilities;
 3. The ownership of the school (the business organization and the names and addresses of all directors, principals, officers, and others having interests as owners);
 4. A list of the instructors;
 5. A list of the courses to be offered and a topical syllabus for each;
 6. The allotment of time for each subject;
 7. A proposed schedule of courses for 1 year;
 8. The titles, authors, and publishers of all required textbooks;
 9. A copy of each examination to be used and the correct answer for each question; and
 10. A statement of:
 - (a) The purpose of the school;
 - (b) The fees to be charged;
 - (c) The days, times, and locations of classes;
 - (d) The number of quizzes and examinations;
 - (e) The grading systems, including the methods of testing and standards of grading;
 - (f) The requirements for attendance; and
 - (g) The location of the students' records.
- (Added to NAC by Real Estate Comm'n, eff. 12-16-82)

645.404 Conditions of approval: Evidence of licensure required from certain schools.

1. If a school has applied for and received the commission's approval to offer courses to meet requirements for licensure under chapter 645 of NRS, the school shall, as a condition of the approval:

(a) Maintain a record of each student's attendance and certification in any of those courses for 7 years after his enrollment and shall have such records open to inspection by the division, upon its request, during the school's business hours.

(b) Upon a transferring student's request, furnish the school to which he is transferring a copy of his attendance record and certification for each of those courses which he has completed.

(c) Upon a student's request, furnish the division a transcript of the record of his grades and attendance.

2. A school that does not meet the definition of a "school" set forth in either subsection 1 or 3 of NAC 645.400 must provide evidence to the division that the school is licensed to operate by the commission on postsecondary education.

(Added to NAC by Real Estate Comm'n, eff. 12-16-82; A 12-27-91)

645.410 Approved schools: General requirements for certification of students.

1. Except as otherwise provided in NAC 645.412, a school which the commission has approved to give a course fulfilling the educational requirements for original licensing shall require each student to attend the required number of hours of instruction and take at least two examinations in the course as a condition of his certification.

2. The school may certify only the number of hours for which the course has been approved by the commission.

3. A portion of a course is not acceptable as satisfying licensing requirements.

4. As used in this section, an "hour of instruction" means 50 minutes or more. Fifteen hours of instruction equal one semester credit.

[Real Estate Adv. Comm'n, § X part subsec. 8, eff. 10-31-75; A and renumbered as subsec. C pars. 5 & 6, 1-4-78; § X subsec. C par. 10, eff. 4-20-78]--(NAC A by Real Estate Comm'n, 8-21-81; 12-16-82; 12-27-89)

645.412 Approved schools: Certification of students taking courses by correspondence. If the commission approves a school to give a course of study which fulfills the educational requirements for an original license and the school offers the course by correspondence, the school shall:

1. Require each student to:

(a) Take a closed-book final examination with a proctor present at a location designated by the school in its application for approval filed with the commission;

(b) Take two progress examinations or quizzes in addition to the final examination;

(c) Prove his identity before he is allowed to take any examination; and

(d) Complete each course within an established minimum and maximum time.

2. Certify the completion of only the number of hours for which the course has been approved by the commission. A portion of a course does not satisfy the requirements for a license.

(Added to NAC by Real Estate Comm'n, eff. 12-27-89)

645.415 Denial or withdrawal of approval.

1. A school whose application for approval of a course is denied and which desires a hearing before the commission upon the matter must file a written request for the hearing within 20 days after receiving the order of denial. The commission will hold the hearing within 90 days after the request for hearing is made unless the school makes a written request for a continuance and that request is granted. The commission will decide the matter within 90 days after the hearing.

2. If the administrator determines that an approved school or course no longer complies with the standards prescribed in this chapter, he shall file a complaint seeking a temporary or permanent withdrawal of the approval. The commission will hear the complaint following a procedure similar to that used for revocation or suspension of a real estate license.

[Real Estate Adv. Comm'n, § X subsecs. D & E, eff. 4-20-78]--(NAC A by Real Estate Comm'n, 8-21-81; 12-16-82)

645.420 Approved schools: Misrepresentation in advertising prohibited. A school approved by the commission shall not make any misrepresentation in its advertising about any course of instruction which it offers to fulfill requirements for licensing under this chapter.

[Real Estate Adv. Comm'n, § X subsec. C par. 9, eff. 1-4-78]--(NAC A by Real Estate Comm'n, 12-16-82)

645.425 Approved schools: Instructors; statement required in advertisements. A school which conducts courses approved by the commission:

1. May employ as instructors of those courses only persons who:
 - (a) Hold a bachelor's degree or a more advanced degree in the field in which they are instructing;
 - (b) Teach at the University and Community College System of Nevada or the university system of another state in the field in which the school has assigned them to give instruction;
 - (c) Hold a valid license issued by the State of Nevada or another state which authorizes the holder to teach the subject being offered;
 - (d) Have 5 years of full-time experience, other than secretarial, in the subject taught; or
 - (e) Have 3 years of full-time experience teaching the subject taught at a school which offers adult education.
2. Shall limit noncertificated guest lecturers (experts in the related fields) to a total of 9 instructional hours per approved course.
3. May not employ a person as an instructor, without the approval of the commission, who has been disciplined by the commission;
 - (a) Within the last 5 years; or
 - (b) More than two times.
4. Shall include a statement that the school is approved by the real estate commission on all advertisements of the school.

[Real Estate Adv. Comm'n, § X subsec. C par. 7, eff. 1-4-78]--(NAC A by Real Estate Comm'n, 8-21-81; 12-16-82; 12-27-89)

645.430 Satisfaction of requirement for course in principles of real estate to obtain broker's or broker-salesman's license. The course in principles, practices, ethics, law and procedures which is required for a salesman's license under subsection 1 of NRS 645.343 and was approved by the commission before November 1, 1977, fulfills the requirement under subsection 2 of NRS 645.343 for a course of 3 semester units in the principles of real estate for an original broker's or broker-salesman's license.

[Real Estate Adv. Comm'n, § X subsec. C par. 8, eff. 1-4-78]--(NAC A by Real Estate Comm'n, 12-16-82)

645.435 Course required of salesmen.

1. A course of instruction in real estate principles, practices, procedures, law and ethics which is designed to meet the educational requirements of an applicant for a license as a salesman must consist of:
 - (a) At least 90 hours of classroom lectures; or
 - (b) The equivalent in a correspondence or extension course.
2. The content of the course must be divided among subjects as follows:
 - (a) At least 45 hours on the principles and practices of real estate, which must include:
 - (1) Brokerage and laws of agency, 21 hours.
 - (2) Valuation and economics, 12 hours.
 - (3) Finance, 12 hours.

(b) At least 45 hours on the law of property and the regulation of brokers and salesmen and the ethics of selling real estate, which must include:

- (1) Ownership, transfer and use of property, 25 hours.
- (2) Chapters 119, 119A, and 645 of NRS and the regulations adopted thereunder, 18 hours.
- (3) Applied practice, 2 hours.

[Real Estate Adv. Comm'n, § X subsecs. 1 & 2, eff. 10-31-75; A and renumbered subsec. A pars. 1 & 2, 1-4-78]--(NAC A by Real Estate Comm'n, 8-21-81; 12-16-82; 6-3-86)

645.440 Approval of school required; acceptance of courses without prior approval of school.

1. Except as otherwise provided in subsection 2, before any school offers or conducts a course of instruction designed to fulfill the educational requirements for issuance of an original license under chapter 645 of NRS, the school must be approved by the commission.

2. The commission will accept such a course from any of the following schools without prior approval of the school:

(a) The University of Nevada or other university or college bearing the same or equivalent accreditation.

(b) Any college of the University and Community College System of Nevada.

(c) Any other school offering a course in real estate, business, or economics if the course is:

(1) Approved by any real estate commission or division in any state of the United States or province of Canada; or

(2) In the judgment of the commission, equivalent in quality to the courses of colleges or universities accredited by any regional accrediting agency recognized by the United States Department of Education.

(d) The American Institute of Real Estate Appraisers, the American Society of Appraisers, the Appraisal Institute, the International Association of Assessing Officers, or the Society of Real Estate Appraisers for courses in real estate appraisal consisting of not less than 45 hours of instruction. Forty-five hours of instruction shall be deemed to be the equivalent of 3 semester credits in appraisal.

[Real Estate Adv. Comm'n, § X part subsec. B par. 1, eff. 1-4-78; § X subsec. F part par. 7, eff. 4-20-78]--(NAC A by Real Estate Comm'n, 8-21-81; 12-16-82; 12-27-91)

645.441 Unacceptable courses.

1. The division will not accept an applicant's completion of a course of a kind which is designed to prepare students for examination (commonly known as a "cram course") as fulfillment of his educational requirements for his original licensing.

2. None of the following kinds of courses will be accepted from an applicant as fulfillment of any part of the first 24 semester units of education which are required by subsections 1 to 4, inclusive, of NRS 645.343 for original licensing:

(a) Courses designed to develop or improve clerical, office, or business skills, such as typing, shorthand, operation of business machines, improvement of memory, or writing of letters and reports; or

(b) Business courses in advertising or psychology.

(Added to NAC by Real Estate Comm'n, eff. 12-16-82)

645.442 Limitations on persons associated with school who take real estate examination.

1. An owner, instructor, or affiliate of a school approved by the commission or other person associated with the school shall not take a real estate examination conducted by the division or its agent unless he first submits to the division:

(a) A written statement that his purpose in taking the examination is to fulfill one of the requirements for obtaining a license; and

(b) A written agreement to apply for a license upon passing the examination.

2. Such a school or anyone associated with its operation shall not:

(a) Solicit information from any person for the purpose of discovering past questions asked on any such examination; or

(b) Distribute to any person a copy of the questions or otherwise communicate to him the questions without the prior written approval of the owner of the copyright to the questions.

(Added to NAC by Real Estate Comm'n, eff. 12-16-82)