

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

**Form 526B - Real Estate Continuing Education  
Distance Education Course Application**

The process starts when a complete application is submitted to the Real Estate Division, Education section. If the course meets the standards for continuing education as defined in NAC 645.450, it is placed on the agenda of the Nevada Real Estate Commission's next available meeting. Commission meetings are scheduled by the Commissioners (see meeting schedule at <http://www.red.state.nv.us/> .)

In order to comply with Nevada's open meeting laws, education applications must be received at least 30 days' prior to the scheduled meeting to be placed on the agenda. *Since meeting dates can change and approval is not guaranteed, it is strongly recommended that course offerings not be scheduled nor advertised until approval is received.*

To ensure completeness of the application package, instructions on how to complete the form and a checklist are provided to assist with the process. If information exceeds the space available on the form, it may be submitted on a separate, clearly labeled attachment.

The following information and/or materials must be provided:

1. a **complete and detailed 2-3 point timed outline** of the course in no more than 20 minute increments with properly referenced NRS or NAC provisions, where applicable;
2. a copy of the entire course content, including textbook, instructor manuals/notes, reference materials, and instructor aids such as PowerPoint presentations, charts, graphs, etc.;
3. a copy of all student handouts and/or course materials to be supplied to students, including course orientation information, and quizzes and exams with answer keys;
4. for courses requesting designations in Agency (A) or Ethics (E), Law and Legislative update (LL), a copy of the relevant laws pertaining to the subject matter;
5. if information protected by copyright is used in your course, a copy of written authorization from the copyright-holder allowing the use of the material;
6. a copy of quizzes and final exam and answer key;
7. for **Internet course**, a **login code** for Division Staff to review the online content, including quizzes and exams;
8. **either** a copy of the ARELLO/IDEEC certificate, **or** a copy of the Division's Distance Education Questionnaire, **plus** Certificate of Test Proctor and/or the application for online testing forms, duly completed;

9. copies of existing and/or proposed advertising;
10. a copy of the student catalog with all of the following:
  - cancellation and refund policies
  - methods of testing and school grading system, including grading standards
  - information on support staff
11. a copy of the Sponsor's Certificate of Completion (see the Division's sample certificate) which must contain all of the following:
  - name of Sponsor
  - name and license number of student
  - course title and Division-assigned (CE) number and designation
  - approved number of hours of instruction and delivery method (correspondence, internet, etc.)
  - date of completion of course
  - original signature of Sponsor's authorized signer (as provided to the Division)
  - statement per NAC 645.425: Course is approved by the Nevada Real Estate Commission.

Mail or deliver the completed course application to the Division's Las Vegas address below.

Real Estate Division  
Education Section  
2501 E. Sahara Ave., Suite 101  
Las Vegas, NV 89104

Sponsors are encouraged to attend the Commission meeting at which their applications will be considered in order to answer any questions from the Commissioners. Decision letters are mailed within 2 weeks after the meeting.

For questions, clarifications or more information contact the Education section at (702) 486-4033.

STATE OF NEVADA  
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**Form 526B Checklist**

Check the Sponsor's column for all parts of the application that have been completed and/or included in the package before submitting to the Division.

	Sponsor	NRED		Sponsor	NRED
Application Form 526B - Completed			Sample Certificate of Attendance		
Course Objective			Timed (2 to 3 point) Outline		
Standards per NAC 645.450			Course Materials (textbooks, plus videos/CD's) if applicable		
Requested Designation			Sample Student Handouts		
Justification for Designation			Sample Refund/Cancellation Policy		
Subject Area of Course			Sample Proposed Advertising		
\$100 fee			Exam and answer key (required for all distance education courses)		
Application Form Signed and Dated			Copyright authorization letter (if applicable)		
Instructor signed application(s) per NAC 645.426			Sample Student Instruction Manual		
Instructor applicant's resume with dates and detailed work history			Certificate for Distance Learning (requested but not required)		
Copies of instructor applicant's licenses, certificates, transcripts, degrees (as applicable)			Distance Education Questionnaire (if not certified)		
Signed/dated Retention of Records			Sample Certificate of Test Proctor		
Sample Evaluation Report Form			Application for Electronic Testing		

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FOR NRED INTERNAL USE ONLY

Application Received Date: \_\_\_\_\_ Initials: \_\_\_\_\_

Duplicate Course:  Yes  No CE# \_\_\_\_\_ Duplicate Title:  Yes  No CE# \_\_\_\_\_

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Application complete and accepted:  Yes  No Date: \_\_\_\_\_ Initials: \_\_\_\_\_

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

**Form 526B - Real Estate Continuing Education  
Distance Education Course Application**

*Please Print or Type.*

Date: \_\_\_\_\_

**Sponsor Information**

1. Name of sponsor: \_\_\_\_\_
2. Address/City/State/Zip: \_\_\_\_\_
3. Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_
4. E-mail: \_\_\_\_\_ URL: \_\_\_\_\_
5. Contact Person: \_\_\_\_\_ Course Fee to Licensees: \$ \_\_\_\_\_

**Course Information**

6. Title of Course: \_\_\_\_\_
7. Delivery Method:  CBT  Correspondence  Internet  Audio/Video
8. Requested Hours of Distance Education Instruction: \_\_\_\_\_
9. Course Objectives/Learning Outcomes: \_\_\_\_\_

10. Select the qualifying standards in **NAC 645.450** under which this course is being submitted for approval:

- 1a  1b  2a  2b  2c  2d  2e  2f  2g  2h  2i  
 2j  2k  2l  2m  2n  2o  2p  2q  3a  3b

11. Select requested designation:
- |                          | <u><b>Mandatory</b></u> | <u><b>Permit Holders</b></u>             | <u><b>Electives</b></u>                       |
|--------------------------|-------------------------|--|---|
| <input type="checkbox"/> | Agency                  | <input type="checkbox"/> Property Mgmt.  | <input type="checkbox"/> General              |
| <input type="checkbox"/> | Broker Mgt.             | <input type="checkbox"/> Business Broker | <input type="checkbox"/> Personal Development |
| <input type="checkbox"/> | Contracts               |  | (Maximum of 3 Hrs.)                           |
| <input type="checkbox"/> | Ethics                  |  |   |
| <input type="checkbox"/> | Law & Leg. Update       |  |   |

12. State justification (per **NAC 645.450**) for your requested designation of Agency, Broker Mgmt., Business Broker, Contracts, Ethics, General, Law & Leg, Personal Development, or Property Mgmt.: \_\_\_\_\_

13. State subject area of course, i.e. 1031 exchange, financing, marketing, supervision, calculators, etc.:

14. Is the course accredited, approved, or offered by any real estate or appraiser commission or trade commission?

Yes  No If Yes, please explain (when, where, approval number): \_\_\_\_\_

**Instructor Information**

15. List instructor names below. Submit Instructor Application for each instructor with copy of resume, applicable license, degree, certificate and other documentation showing applicant meets instructor qualifications per NAC 645.426:

**Regulatory Compliance**

16. Course application fee is \$100 per application Total amount enclosed : \$ \_\_\_\_\_

17. Sponsor agrees to comply with sponsor duties and requirements set forth in NAC 645, including:

- audit and evaluation of courses by authorized representatives of the Real Estate Division;
- reporting any material changes of the information contained in this application, including the course content, to the Real Estate Division prior to presenting the amended course;
- retaining attendance records for at least four years from the date of the offering;
- issuing accurate certificates of attendance with original authorized signatures only to students who have completed this course.

Submitted by:

\_\_\_\_\_  
*Signature of person authorized to submit application*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Print Name*

**INCOMPLETE SUBMISSION COULD RESULT IN DELAY OR DENIAL OF APPLICATION.  
COURSE APPLICATION FEE IS NON-REFUNDABLE.**

If executed in Nevada: "I declare under penalty of perjury that the foregoing is true and correct."

Executed on..... (date) ..... (signature)

If executed outside Nevada: "I declare under penalty of perjury under the law of the State of Nevada that the foregoing is true and correct."

Executed on..... (date) ..... (signature)

STATE OF NEVADA  
DEPARTMENT OF BUSINESS AND INDUSTRY  
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**RETENTION OF DISTANCE CONTINUING EDUCATION RECORDS**

Course: \_\_\_\_\_ CE Number : PENDING

Sponsor: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

As a provider of continuing education, the Sponsor must maintain records of attendance as set forth in:

NAC 645.455 Continuing Education: Approval of courses; proof of attendance.

3(b) For a course of instruction in a classroom, the sponsor of the course:

- (1) Certifies to the attendance of licensees
- (2) Maintains for 4 years a record of attendance which contains the following information with respect to each licensee who has taken the course for credit:
  - (I) The name of the licensee in attendance and the number of his license.
  - (II) The title and number of the course.
  - (III) The hours of instruction attended and dates of attendance by the licensee.
  - (IV) A statement that the licensee has successfully completed the course, if applicable.

Signature verifies that attendance records are retained in accordance with NAC 645.455 and will be kept at the location address given below.

In addition, it is understood that written notice must be given to the Real Estate Division, Education Section, should any change in location occur.

\_\_\_\_\_  
*Business Name*

\_\_\_\_\_  
*Street Address* *City* *State*

\_\_\_\_\_  
*Printed Name of Authorized Records Custodian* *Job Title/Position with Sponsor*

\_\_\_\_\_  
*Signature of Authorized Records Custodian*

\_\_\_\_\_  
*Date of Application*

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

**REAL ESTATE CONTINUING EDUCATION INSTRUCTOR APPLICATION**

1. Name of Applicant: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City, State & Zip: \_\_\_\_\_  
Business Phone: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
Applicant's E-Mail Address: \_\_\_\_\_

2. Name and address of school / organization or sponsor for which the applicant will instruct:  
\_\_\_\_\_  
\_\_\_\_\_

3. Title of Course which the applicant will instruct: \_\_\_\_\_ CE #: PENDING

4. PROOF OF QUALIFICATION MUST BE ATTACHED to include:
- Detailed resume with dates (from-to) of schooling and experience. **Describe experience in the field in which applicant is applying to instruct** so that resume clearly shows how applicant is qualified to teach subject matter of course per NAC 645.426;
  - Copies of applicable documents (licenses, certificates, etc).

QUESTIONS 5, 6, AND 7 MUST BE ANSWERED BY APPLICANT:

5. Have you ever been refused approval of a license or certificate by any Federal, State, County or City agency?  
Yes  No  **If yes, attach an explanation.**
6. Has any license or certificate held by you been suspended, revoked or subject to discipline?  
Yes  No  **If yes, attach an explanation.**
7. Have you ever been subject to disciplinary action by any Federal, State, County or City agency?  
Yes  No  **If yes, attach an explanation.**

**INCOMPLETE SUBMISSION WILL RESULT IN DELAY OF APPLICATION**

*I declare under penalty of perjury under law of the State of Nevada that the foregoing attached statement consisting of \_\_\_ pages is true and correct.*

Executed on: \_\_\_\_\_, 20\_\_\_\_  
(Date) (Signature)  
\_\_\_\_\_  
(Print Name)

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FOR NRED INTERNAL USE ONLY

Date Application Approved/Denied: \_\_\_\_\_ Approved/Denied By: \_\_\_\_\_

**DISTANCE EDUCATION QUESTIONNAIRE**

***MUST BE COMPLETED IF SPONSOR DOES NOT HAVE DISTANCE EDUCATION CERTIFICATION***

See NAC 645.443

**I. What is your mission statement?:** \_\_\_\_\_

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**II. Describe the design of the course:** \_\_\_\_\_

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**III. What are your procedures for updating the course:** \_\_\_\_\_

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**IV. Describe the type and frequency of interactivity of the instruction with the students:**

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**V. How does the instruction provided teach mastery of the materials?:** \_\_\_\_\_

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**VI. What support services are available to students?:** \_\_\_\_\_

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**VII. How was a time study of the range of instructional hours for this course completed?: Justify the number of hours requested to be approved for this course.**

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# DISTANCE EDUCATION QUESTIONNAIRE

**VIII. Describe and document how each module of instruction has:**

**a) At least one learning objective.** \_\_\_\_\_

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**b) A structured learning method to enable the student to achieve the learning objective.**

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**c) A method of assessment of the student's performance during instruction.** \_\_\_\_\_

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**d) A method of remediation if student is deficient in mastering the course material to repeat the course until the student understands.**

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**e) A complete syllabus or student instruction manual (or both) provided in written form which includes accurate and clearly stated information about admissions, progression, completion, criteria, dismissal and any applicable licensing requirements.**

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**CERTIFICATE OF TEST PROCTOR**

Proctor Verification

Submitting this completed form will allow \_\_\_\_\_ to release the exam to the proctor via fax.

(Name of school)

Nevada Administrative Code (NAC) 645.412 requires that a student who enrolls in a distance education program must pass a proctored, closed book examination. The proctor (someone over 18 who is not related to the student / see section 1 below) must complete this form and fax the completed form to \_\_\_\_\_.

(Name of school)

(Phone Number)

(Name of school)

**requires** all proctors signatures to be notarized, this insures the proctor is a real and valid person. All sections of this form must be completed for a test to be sent to the proctor.

Instructions to proctor: Complete this form then fax the form to (phone #)

\_\_\_\_\_ will fax the exam to be proctored

(Name of school)

**Name of the course taken**  
(Use the students receipt or the title of the workbooks)

*Name of the student taking the test*

The proctor certifies that:

1. I am a disinterested third party in the administration of this examination. I am not related by blood, marriage or any other relationship to the examinee that would influence me from properly administering the examination. I am not a real estate licensee nor am I affiliated with a real estate brokerage firm.
2. The student taking the exam will show me positive photo identification prior to taking and completing the examination.
3. The enclosed examination will be administered under my supervision on the following date: \_\_\_\_\_.
4. The student received no assistance in taking the examination.
5. The test should be faxed to my attention at the following fax number \_\_\_\_\_.
6. \_\_\_\_\_ may contact me with questions via phone at the following number: \_\_\_\_\_.  
(Name of school)
7. I will not permit the examination to be compromised, copied, or recorded in any way or by any method.
8. After examination is administered, I will fax completed examination to your school.

**Printed Name of Proctor**

**Signature of Proctor**

**Address**

**City State Zip**

State of \_\_\_\_\_ } (Notary Seal)

}SS

County of \_\_\_\_\_ }

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

My appointment expires on \_\_\_\_\_.

Notary Public

STATE OF NEVADA  
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**CE DISTANCE EDUCATION COURSE INSTRUCTOR EVALUATION REPORT**

COURSE TITLE \_\_\_\_\_

CE # \_\_\_\_\_ HOURS \_\_\_\_\_ DATE \_\_\_\_\_

DELIVERY METHOD: CORRESPONDENCE INTERNET CBT AUDIO/VIDEO

SPONSOR: \_\_\_\_\_

INSTRUCTOR: \_\_\_\_\_

I. <u>INSTRUCTOR:</u>	<u>Excellent</u>	<u>Good</u>	<u>Average</u>	<u>Fair</u>	<u>Poor</u>
Demonstrated knowledge of course content	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Encouraged feedback and questions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Responded satisfactorily to questions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gave examples to illustrate a point	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Aided the learning process	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inclusive of diverse student backgrounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Preparation and presentation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
II. <u>Content / Materials:</u>					
Clear course outcomes/learning objectives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organization of materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Practical value of content	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Value of resource material	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Enhanced the learning process	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Content and materials current	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
III. <u>D.E. Delivery Method:</u>					
Ease of use of technology and access to course	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Availability of instructor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Your experience of contact with instructor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interactivity with other students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Degree of difficulty with self-paced study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Satisfaction with the technology used	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

What suggestions do you have to improve this course?

\_\_\_\_\_  
\_\_\_\_\_

Other general comments regarding course/instructor; e.g. the number of times you needed to contact instructor with questions or for clarification of course material.

\_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_  
(optional) \_\_\_\_\_ Date: \_\_\_\_\_

NOTE: No exceptions to this format without Divisions prior approval

***Certificate of Completion***  
**REAL ESTATE CONTINUING EDUCATION**

\_\_\_\_\_  
Licensee Name

\_\_\_\_\_  
License No.

has taken and successfully completed a  
(insert delivery method: Correspondence, Internet, or CBT, etc. here) offering of:

\_\_\_\_\_  
Course Title

CE # \_\_\_\_\_

\_\_\_\_\_  
Approved hours

\_\_\_\_\_  
(Course Designation: Agency, Contracts, Ethics, etc. )

on

\_\_\_\_\_  
Date class offered/completed

This Course is Sponsored By (SPONSOR NAME & ADDRESS)

\_\_\_\_\_  
(ORIGINAL) Authorized Signature

**THIS COURSE IS APPROVED BY THE NEVADA REAL ESTATE COMMISSION**

**Guidelines for Student Catalog for Distance Education Courses**  
**For Real Estate Continuing Education**

The **student instruction manual** must be included with all distance learning programs. It must contain the following information:

- Name, address, telephone number, web address (if applicable), e-mail address or contact person, and business hours of school
- Name and means of contact (telephone number, e-mail address) of Nevada approved instructor who can be reached for questions during the course of study. Include "office hours" or suggested times when the instructor can be reached by the student if instructor is not readily available.
- Step-by-step instructions as to how the student should proceed with the distance education study
- List all curriculum materials included in the package: student catalog, textbook(s), student handbooks, supplemental laws, etc.
- Provide suggested reading and quiz schedule by chapters/lessons
- Procedure to take/submit quizzes (if applicable)
- Procedure to schedule/take/submit final exam (required)
- How will final exam be administered? Proctored or secure electronic method?
- If proctored, student shall submit a Certificate of Test Proctor form to the school when ready to take final exam to be kept on file with student record
- Minimum time allowed to complete course work
- Maximum time allowed to complete course work (address any extension options)
- Refund policy (required)
- Any added features offered, such as review sessions, practice tests

*Common questions to be answered in the student instruction manual are: "What is in my package?" "What if all the materials are not here?" "What do I do first?" "How long do I have to complete the course?" "What if I have questions about the material?" "What if I don't pass the final test for the course"*

STATE OF NEVADA  
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**EVALUATION INSTRUCTIONS**

Sponsor must comply with evaluation requirements per NAC 645.444 as follows:

1. use either the Division's evaluation form, #612A , or Sponsor's own that contains at a minimum all the information contained in form 612A;
2. sponsor must complete the course information portion at the top of the evaluation form with the correct course details, instructor name and date of offering before providing the form to student;
3. for courses presented by co-Sponsor/facilitator, evaluations (and certificates of attendance) must be issued in the name of the approved Sponsor;
4. provide evaluation forms to all licensees enrolled in the course;
5. ensure that collection of completed evaluations is done by sponsor or sponsor's administrative staff (instructors may not collect evaluations);
6. within 10 days from date course was completed, submit either paper copies or disk with copies of the completed evaluation(s) to the Division by one of the following methods:
  - US mail or hand-deliver to:  
Real Estate Division, Attn: Education Section, 2501 E Sahara Ave, Ste 102, Las Vegas, NV 89104

Form #612A is available on our website at <http://www.red.state.nv.us/forms/612A.pdf>

**NOTE:** Approved classes are subject to Division audit at any time.