

Nevada Real Estate CIC Sponsor

Application Guide



Nevada Real Estate CIC New Sponsor Packet

I. Getting Started :

Sponsor forms located at www.red.nv.gov –Sections->Community Managers-> CIC Sponsor CE Education Forms
Types of courses- Pre-licensing, Continuing Education, Distance Learning
Credit Hour Categories : Legal or General

II. Applying :

Application Fee \$100
Pre-certification Application
Community Manager Continuing Education Application (579)(579b)
Application for an Instructor (Résumés, License, Certifications, etc.)
Timed Content Outline
Sample Evaluation Form
Sample of Completion Certificate
Additional Course Material
Distance Learning

III. NRED Processing

Processing of Check –Soar
Sponsor and Course- Soar
Review by Education Officer
Review of material by Administrator
Confirmation Letter of Application
Disapproved- option to present to the Commission
Division Withdrawal of Instructor

Nevada Real Estate CIC New Sponsor Packet

VI. Responsibilities of Sponsor

Course Material

Course Calendar Updates

CAM Continuing Education Attendance- keep in records

Evaluations / Evaluation Summary (592b)-sent to NRED

Certificate of Completion

Roster Instruction Form (785-CAM)-sent to NRED

Retention of Community Manager Education Records (848)

Material Changes

VII. Renewal/Reapplication of Course

Notice from NRED

Fee-\$50/\$100

Pre-certification reapplication (642)

CE Renewal Application – (645)

Confirmation of Renewal from NRED

VIII. Summary

Nevada Real Estate CIC Sponsor Welcome

We would like to encourage sponsors to submit new courses for credit !

We hope the following information will aid you when submitting your application.

Getting Started

1. Determine your course title and content
2. Determine if course is Precertification vs Continuing Education
3. Create power point presentation and additional material
4. Prepare instructor resumes
5. Visit NRED website to start the application process

www.red.nv.gov

Sections -> Community Managers -> CIC Sponsors CE Education Forms

Sponsors

www.red.nv.gov

Sections -> Community Managers -> CIC Sponsors CE Education Forms



Locate all the
required forms
on NRED
website

Education - CIC

Number	Form Name	Revision Date	Pages
579	Community Manager Continuing Education Application	04/05/2016	13
579B	Instructions and Applicable NAC for 579	04/05/2016	10
579C	CAM Continuing Education Attendance Verification Report	07/25/2014	1
592A	CIC Classroom Content and Instructor Evaluation	03/02/2016	1
592B	CIC Classroom Content and Instructor Evaluation Summary	03/02/2016	1
592C	CIC Distance Education Content and Instructor Evaluation	03/02/2016	1
592D	CIC Distance Education Content and Instructor Evaluation Summary	03/02/2016	1
642	Community Manager Pre-Certification Education for Classroom Offerings	04/05/2016	10
645	Community Manager Continuing Education Renewal Application	04/05/2016	2
740-CAM	Community Association Manager Education Classroom Attendance Verification Report (Note: This is an Excel spreadsheet. When prompted, choose SAVE)	12/14/2014	1
785-CAM	Community Association Manager Education Instructions for Preparing and Submitting Rosters for Electronic Upload	02/19/2016	1
785A-CAM	Community Association Manager Education Roster Upload Template (Note: This is an Excel spreadsheet. When prompted, choose SAVE)	12/14/2014	1
848	Retention of Community Manager Education Records	04/29/2014	1
905	Community Manager Pre-Certification Education Providers	07/15/2015	1

School Defined

NAC 116A.175 “School” defined. ([NRS 116.615](#), [116.665](#), [116A.200](#))

For the purposes of [NAC 116A.175](#) to [116A.305](#), inclusive, “school” includes:

1. Any university, school or community college which is a part of the Nevada System of Higher Education, 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 this or any other state.
4. A nationally recognized professional organization which provides educational courses and national accreditation of courses or schools for those engaged in the management of common-interest communities.

Types of courses

- Pre-licensing – 60 hours
- Continuing education
- Distance Learning

Cam Temporary Certificate

NAC 116A.120 Prerequisites for certificate: Education and experience. ([NRS 116A.200](#), [116A.410](#))

1. Except as otherwise provided in subsection 2, an applicant for a certificate who does not hold a temporary certificate must have successfully completed **at least 60 hours of instruction** in courses in the management of a common-interest community that have been approved by the Commission, including, without limitation:
 - (a) **At least 20 hours of instruction relating to federal, state and local laws applicable to the management of a common-interest community**, including, without limitation:
 - (1) **Not less than 2 hours of instruction** relating to federal laws applicable to common-interest communities, including, but not limited to, the Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101 et seq., the Fair Housing Act of 1968, 42 U.S.C. §§ 3601 et seq., the Fair Housing Amendments Act of 1988, 42 U.S.C. §§ 3602 et seq., and the Fair Debt Collection Practices Act of 1996, 15 U.S.C. §§ 1601 et seq.; and
 - (2) Not less than 18 hours of instruction relating to the Uniform Common-Interest Ownership Act as set forth in this chapter, [chapter 116](#) of NAC and [chapters 116](#) and [116A](#) of NRS.
 - (b) **At least 40 cumulative hours of instruction** in the following subjects:
 - (1) Understanding the legal basics of common-interest communities and their governing documents;
 - (2) The management of facilities and the use of experts;
 - (3) Accounting, including, without limitation, the preparation and monitoring of budgets, expenditures and reserves and the use of financial statements;
 - (4) Contracts with the common-interest community, including obtaining bids and requests for proposals;
 - (5) Parliamentary procedures, types and uses as may be required by law or the governing documents or bylaws of a common-interest community;
 - (6) The management of human resources, including, the ability to communicate and interact effectively with other people;
 - (7) Inspection and planning for property maintenance;
 - (8) Risk management;
 - (9) The types of insurance that must be maintained by a common-interest community pursuant to [NRS 116.3113](#);
 - (10) Governmental regulations that affect a common-interest community, including, without limitation, zoning and planning;
 - (11) The Nevada Fair Housing Law as set forth in [chapter 118](#) of NRS;
 - (12) The Residential Landlord and Tenant Act as set forth in [chapter 118A](#) of NRS;
 - (13) The disclosure of required information in real estate transactions;
 - (14) Defects in construction;
 - (15) Alternative dispute resolution for claims relating to residential property within a common-interest community as set forth in [NRS 38.300](#) to [38.360](#), inclusive;
 - (16) Corporation law;
 - (17) Industrial insurance;
 - (18) Health and safety; and
 - (19) Business ethics.
 - (c) Provide evidence that he or she has been engaged in the management of a common-interest community or has held a management position in a related area for:
 - (1) The 12 months immediately preceding the date of his or her application; or
 - (2) At least 2 of the 4 years immediately preceding the date of his or her application.
2. An applicant for a certificate may provide evidence of any other combination of education and experience that the Division may deem to be equivalent to the requirements set forth in this section.

Pre-Certification

NAC 116A.185 Approval of school required; exceptions. ([NRS 116.615](#), [116.665](#), [116A.200](#))

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 certificate under this chapter and [chapter 116A](#) of NRS, the school must be approved by the Commission.

2. The Commission may accept a course from any of the following schools without prior approval of the school:

(a) Any university, school or community college of the Nevada System of Higher Education or other university or college bearing the same or equivalent accreditation.

(b) Any other school offering a course in the management of common-interest communities 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.

Continuing Education

NAC 116A.232 Contents of course; unacceptable courses and activities. ([NRS 116.615](#), [116.665](#), [116A.200](#), [116A.410](#))

1. In addition to the requirements of subsection 3 of [NAC 116A.230](#), the Commission will grant credit for a course of **continuing education** only if the course:

(a) Contains current information on the management of a common-interest community or an association of a condominium hotel that will improve the professional knowledge of a community manager and enable a community manager to give better service to his or her clients; and

(b) Contains information that relates to pertinent Nevada laws and regulations.

2. The Commission considers courses in the following areas to be acceptable for continuing education:

(a) The ethics of managing a common-interest community or the association of a condominium hotel;

(b) Legislative issues concerning community managers and the management of a common-interest community or the association of a condominium hotel, including, without limitation, pending and recent legislation;

(c) The administration of laws and regulations concerning community managers and the management of a common-interest community or the association of a condominium hotel, including, without limitation, licensing and enforcement;

(d) Reserve studies;

(e) Insurance and risk management in common-interest communities and condominium hotels;

(f) Administering the office of a community manager, including, without limitation, personnel management and recordkeeping;

(g) Accounting, including, without limitation, the preparation and monitoring of budgets, the monitoring of expenditures and reserves and the use of financial statements;

(h) Inspecting a common-interest community or condominium hotel for the purposes of maintenance, planning or enforcing the governing documents;

(i) Federal laws pertinent to the management of a common-interest community or the association of a condominium hotel, including, without limitation, the Fair Housing Act, 42 U.S.C. §§ 3601 et seq., and the Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101 et seq.;

(j) Health and safety issues in common-interest communities and condominium hotels;

(k) Issues pertaining to declarants and developers of common-interest communities and condominium hotels;

Continuing Education

NAC 116A.232 Contents of course; unacceptable courses and activities. ([NRS 16.615](#), [116.665](#), [116A.200](#), [116A.410](#))

dominium hotel;

(l) Planning and zoning for land use and other local laws and regulations pertinent to common-interest communities and condominium hotels;

(m) The disclosures required in a transaction involving a unit in a common-interest community or condominium hotel;

(n) Parliamentary procedures;

(o) Interpersonal communications;

(p) Contracts, including, without limitation, the preparation of requests for proposals and the obtaining of bids;

(q) The enforcement of financial obligations, including, without limitation, liens and collections procedures;

(r) The supervision of provisional community managers by supervising community managers; and

(s) Dispute resolution techniques and processes, including, without limitation, informal and formal mediation, arbitration and guidelines for internal association procedures related to hearings concerning violations of the governing documents and other disputes.

3. The following types of courses and activities will not be approved by the Commission for credit for continuing education:

(a) A course designed only to prepare an applicant for a certificate for the examination required by [NAC 116A.125](#).

(b) Courses designed to develop or improve clerical, office or business skills that are not related to the management of a common-interest community or the association of a condominium hotel, including, without limitation, courses in typing, shorthand, operation of business machines, the use of computers or computer software, improvement of memory or writing of letters and reports.

(c) A meeting for the promotion of a sale, a program of office training or other activity which is held as part of the general business of the holder of the certificate.

(d) A course for orientation of holders of a certificate, including, without limitation, a course for the orientation of holders of a certificate that is provided by local real estate boards or industry groups.

(e) A course on the development of instructors.

(Added to NAC by Comm'n for Common-Interest Communities & Condo. Hotels by R166-09, eff. 5-5-2011)

Distance Learning

The course is presented by an accredited college or university that offers distance education in other disciplines, or whether the course design and method of delivery have been accredited by an accrediting agency which accredits distance education and which is approved by the Commission.

For an accrediting agency to be approved by the Commission for the purposes of this paragraph, the accrediting agency must use the following considerations when making its determination on whether to accredit a distance education course:

- (1) The mission statement of the sponsor of the course;
- (2) The minimum design of the course and the procedures for updating the course;
- (3) The interactivity of the instruction with the students;
- (4) Whether the instruction provided in the course teaches mastery of the course material;
- (5) The support services that are available to students;
- (6) The medium through which the course is delivered to students;
- (7) A time study of the range of instructional hours for which a course should be approved or accredited;
- (8) For each module of instruction, whether there is:
 - (I) At least one learning objective for the module of instruction;
 - (II) A structured learning method to enable the student to achieve each such learning objective;
 - (III) A method of assessment of the student's performance during the module of instruction; and
 - (IV) A method of remediation pursuant to which a student who, based on the assessment of his or her performance, is determined to be deficient in his or her mastery of the course material may repeat the module until the student understands the course material; and
- (9) Whether a complete syllabus or student manual, or both, for all courses or programs is provided in written form and includes accurate and clearly stated information about admissions, progression, completion, criteria, dismissal and any applicable licensing requirements.

See NAC116A.235 for complete NRS requirements

Credit Hours

- Legal –NRS116- NRS116A, NAC116-NAC116A
 - *normally only given for Legislative Update course material
- General
- Course Timeframe: 1hour - 60 hours
- *50 min instruction and 10 min break

Applying

Application Fee

Application Fee = \$100 non-refundable



Application

NAC 116A.190 Application for and period of approval. ([NRS 116.615](#), [116.665](#), [116A.200](#))

1. A school that wishes to offer courses to meet the educational requirements for original certification under this chapter and [chapter 116A](#) of NRS must:
 - (a) Apply to the Commission annually for approval on a form prescribed by the Division; and
 - (b) Pay the appropriate fee required by [NAC 116A.515](#) for approval of courses.
2. **The application must include, without limitation:**
 - (a) The name and address of the school;
 - (b) The type of school and a description of its facilities;
 - (c) Information concerning the ownership of the school, including the business organization and the names and addresses of all directors, principals, officers and others having interests as owners;
 - (d) A list of the instructors;
 - (e) A list of the courses to be offered and a topical syllabus for each;
 - (f) The allotment of time for each subject;
 - (g) A proposed schedule of courses for 1 year;
 - (h) The titles, authors and publishers of all required textbooks;
 - (i) A copy of each examination to be used and the correct answer for each question;
 - (j) A statement of:
 - (1) The purpose of the school;
 - (2) The fees to be charged;
 - (3) The days, times and locations of classes;
 - (4) The number of quizzes and examinations;
 - (5) The grading systems, including the methods of testing and standards of grading;
 - (6) The requirements for attendance; and
 - (7) The location of the students' records; and
 - (k) A statement as to whether the school or any instructor employed by the school has been disciplined by any governmental agency in this or any other state.
3. The Commission's approval of a course to meet the educational requirements for an original certificate is effective for 1 year after the original approval or a renewal.

Next Step Filling Out the Forms! Choose from Form 642 or 579

COMMUNITY MANAGER PRE-CERTIFICATION EDUCATION CLASSROOM COURSE APPLICATION (642)

STATE OF NEVADA
DEPARTMENT OF BUSINESS AND INDUSTRY
OFFICE OF THE OMBUDSMAN

1179 Fairview Drive, Suite E * Carson City, NV 89701-5453 * (775) 687-4280
2501 East Sahara Avenue, Suite 202 * Las Vegas, NV 89104-4137
(702) 486-4480 * Toll free: (877) 829-9907 * Fax: (702) 486-4520
E-mail: Cameducation@red.nv.gov http://www.red.nv.gov

COMMUNITY MANAGER PRE-CERTIFICATION EDUCATION
CLASSROOM COURSE APPLICATION

Course to meet the educational requirements for obtaining a
Nevada Community Manager Certificate

Form 642

Please Type _____ Date: _____

1. Name of school: _____

2. Address: _____

3. Telephone: _____ Fax _____

4. e-mail address: _____ URL: _____

5. Names and addresses of all owners of school: _____

6. Type of school (college, university, adult education, etc.): _____

7. Purpose of school: _____

8. Provide the title for each course, the hours accredited, the course fee, and whether it is general or law:
(Please use Course Module Sheet, Page 6)

9. List all instructors name(s) below and attach Instructor Application, copy of appropriate license,
degree, certificates and resume indicating instructor qualifications per NAC 116.264.

9. Attach a proposed schedule of courses for the one-year accreditation period. The schedule must
include: the course title, proposed dates, times and locations of instruction.

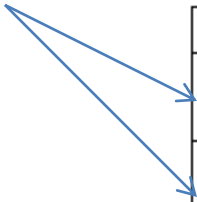
10. Attach a **complete and detailed outline** of the course syllabus and teaching materials. The outline
must show the number of hours of instruction per subject in accordance with NAC 116. Include the
title, author(s) and publisher for any textbooks.

11. Attach a copy of handouts or course material that will be given to the students.

Pre-Certification

Application Checklist

	X	Received		X	Received
Application Form 642			Proposed Schedule		
Complete Course information Sheet			Syllabus		
Course Module Sheet			Instructor application per NAC 116.264		
Signed Retention of Records			Resume with dates and detailed work history		
CPE licensure or exemption			Copy of licenses, certificates, transcripts, degrees		
Sample Attendance Sheet			\$100 fee		
Sample Certificate of Attendance			A Detailed Timed Outline (see #10 on page 3)		
Sample Refund/Cancellation Policy			Course Materials (plus videos/CDs as applicable)		
Copy of Grading System			Sample Handouts		
Physical Facility Description			Exam and answer key		



60-HOUR PRE-CERTIFICATION COURSE MODULE SHEET

60-HOUR PRE-CERTIFICATION COURSE MODULE SHEET

CLASS TOPIC

FEE

SESSION NO.

HOURS

1. Federal, state and local laws

20 Hours

Federal law

2 hours

Uniform Common-Interest Ownership Act (NRS 116)

18 hours

2. General instruction

40 Hours

Break
down of
each
module

Community Manager Continuing Education Application (579)(579b)

FORM 579 – COMMUNITY ASSOCIATION MANAGER CONTINUING EDUCATION
COURSE APPLICATION

Date _____

Sponsor Information

1. Name of sponsor: _____
2. Mailing Address: _____
City, State & Zip: _____
3. Telephone: _____ Fax: _____
4. E-mail: _____ URL: _____
5. Contact Person: _____

Course Information

6. Course Title: _____
7. Requested hours of classroom instruction or self paced study, if distance education: _____
8. Course Objectives / Learning Outcomes: _____

9. Course Fee Range: \$ _____

10. Select the qualifying standards in NAC 116 A.232 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 2s

11. Select 1 requested designation: Law & Legislative Update
 General

12. Select 1 Delivery Method: Classroom Instruction
 Distance Education (select 1 below)
a. Internet b. Correspondence c. Other _____

13. State subject area of course, i.e. reserve studies, accounting, contracts, landscape, maintenance, fiduciary duties, etc.:

1st page of
application

Total of 13 pages
*not all pages
are required

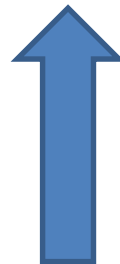
Listing of Instructors

Provide names of all individuals scheduled to teach the course- then continue to instructor application page

Instructor Information

14. List instructor names below:

Individual instructor application for each instructor is required.



Separate application for each instructor !!!!!

CIC CONTINUING EDUCATION INSTRUCTOR APPLICATION

- Provide Resume
- Copies of Licenses
- Copies of Certificates

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: _____

4. **PROOF OF QUALIFICATION MUST BE ATTACHED** to include:
- Detailed resume defining 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 116A.270
 - 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 COULD RESULT IN DELAY OR DENIAL OF APPLICATION.

I declare under penalty of perjury under laws of the State of Nevada that the foregoing attached statement consisting of __ pages is true and correct.

Executed on: _____, 20____
(Date) _____
(Signature)

(Print Name)

 FOR NRED INTERNAL USE ONLY

Date: _____ Approved / Denied By: _____

Within form
579

COMMUNITY MANAGER PRE-CERTIFICATION EDUCATION INSTRUCTOR APPLICATION

STATE OF NEVADA
DEPARTMENT OF BUSINESS AND INDUSTRY
OFFICE OF THE OMBUDSMAN

1179 Fairview Drive, Suite E * Carson City, NV 89701-5453 * (775) 687-4280
2501 East Sahara Avenue, Suite 202 * Las Vegas, NV 89104-4137
(702) 486-4480 * Toll free: (877) 829-9907 * Fax: (702) 486-4520
E-mail: Cameducation@red.nv.gov http://www.red.nv.gov

COMMUNITY MANAGER PRE-CERTIFICATION EDUCATION
INSTRUCTOR APPLICATION

1. Name of applicant: _____
Mailing address: _____

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: _____ CAM #: _____

4. PROOF OF QUALIFICATION MUST BE ATTACHED, including a detailed resume defining dates (from-to) of schooling and experience. Describe experience in the field in which applicant is applying to instruct so that resume clearly indicates how applicant is qualified to teach subject matter of course per NAC 116.264. Provide copies of applicable documents (licenses, certificates, etc).

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

5. Have you ever had a professional license, permit or certificate revoked in another state?
Yes No **If yes, attach an explanation.**
6. Have you ever been convicted, or entered a guilty or no contest plea to forgery, embezzlement, obtaining money under false pretenses, larceny, extortion, conspiracy to defraud, or possessing for the purpose of sale any controlled substance?
Yes No **If yes, attach an explanation.**
7. Have you ever been subject to disciplinary action by the Real Estate Division, Real Estate Commission or Common-Interest Community Commission, or been found by an administrative or judicial proceeding to have violated any statute, rule, regulation or order pertaining to real estate in this or any other state?
Yes No **If yes, attach an explanation.**

INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED

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)

Within
form 642

Criteria for Approval of Instructors

NAC 116A.270 Instructors: Approval by Division; periodic review and evaluation.

1. An instructor must have **written approval** from the Division **before teaching** an approved course.
2. An applicant for approval as an instructor must apply on a form prescribed by the Division.
3. The Division shall not, without the approval of the Commission, approve a person as an instructor if the person:
 - (a) Has been disciplined by the Commission or the Division acting on behalf of the Commission:
 - (1) Within the immediately preceding 5 years; or
 - (2) More than one time; or
 - (b) Has been determined in an administrative or judicial proceeding to have violated any statute, rule, regulation or order pertaining to real estate in this or any other state.
4. A person **may be approved** as an instructor to teach an approved course relating to his or her principal occupation if:
 - (a) The person has:
 - (1) **A bachelor's degree or a more advanced degree, plus at least 2 years of full-time experience**, in the field in which he or she will be providing instruction;
 - (2) **At least 75 hours of teaching experience** in the field in which he or she will be providing instruction within the 3 years immediately preceding the date of his or her application for approval plus at least 3 years of full-time experience in that field;
 - (3) **At least 6 years of full-time experience** in the field in which he or she will be providing instruction; or
 - (4) **Any combination of at least 6 years of college-level course work and full-time experience in the field** in which he or she will be providing instruction;
 - (b) The person has a **good reputation for honesty, integrity and trustworthiness**; and
 - (c) The person submits to the Division satisfactory documentation of his or her qualifications and a resume outlining his or her experience, education and teaching experience in the field in which he or she will be providing instruction.
5. The Division shall periodically review and evaluate each approved instructor. The Administrator may select an education audit committee established by the Commission pursuant to [NAC 116A.180](#) to assist the Division with the review and evaluation of an approved instructor.

Guest lecturers

NAC 116A.265 Requirements for instructors and guest lecturers; advertising. ([NRS 116.615](#), [116.665](#), [116A.200](#)) A school that conducts courses approved by the Commission:

1. May employ as instructors of those courses only persons who meet the qualifications set forth in [NAC 116A.270](#).
2. Shall limit non-certificated guest lecturers who are experts in the related fields to a total of 9 hours of instruction per approved course.
3. Shall include a statement that the school is approved by the Commission on all advertisements of the school.

Timed Content Outline

Course Hour

- 50 minutes instruction
- 10 minute break
- Outline 5 to 20 minute increments

Sample : Evaluations & Certificate Of Completion

Nevada Real Estate Division
2501 E Sahara Avenue Las Vegas Nevada 89104 702-486-4480

COMMON- INTEREST COMMUNITY

CLASSROOM CONTENT AND INSTRUCTOR EVALUATION

POSTLICENSING EDUCATION CONTINUING EDUCATION (Check relevant box)

COURSE TITLE: _____

CAM CLASS#: _____ HOURS: _____ DATE: _____

SPONSOR: _____

INSTRUCTOR: _____

I. INSTRUCTOR:	Excellent	Average	Not Acceptable
Demonstrated knowledge of course content	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Encouraged feedback and questions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Responded satisfactorily to questions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gave examples to illustrate a point	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Followed course outline	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Timely start and finish of class sessions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Preparation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to control disruptions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
II. CONTENT/MATERIALS:			
Clear course outcomes/learning objectives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organization of materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Practical value of content	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Value of resource materials*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Content and materials current	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

For "Not Acceptable" rating(s) state your reasons.

Other comments regarding the course/instructor.

Name (optional) _____ Date: _____

Certificate of Completion

REAL ESTATE CONTINUING EDUCATION

License 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**

Additional Material

- PDF of presentation
- Handouts
- Pamphlets
- Brief comments benefits or purpose of course

Form 579 Checklist

Form 579 Checklist

Sponsor Checkbox	Check for all items that have been completed, are included or applicable before submitting application to the Division.	NRED Checkbox
<input type="checkbox"/>	Sponsor Information completed	<input type="checkbox"/>
<input type="checkbox"/>	Course Information completed	<input type="checkbox"/>
<input type="checkbox"/>	Course objectives	<input type="checkbox"/>
<input type="checkbox"/>	Qualifying Standards selected	<input type="checkbox"/>
<input type="checkbox"/>	Requested Designation selected	<input type="checkbox"/>
<input type="checkbox"/>	Delivery Method	<input type="checkbox"/>
<input type="checkbox"/>	Subject Area of Course stated	<input type="checkbox"/>
<input type="checkbox"/>	Retention of Records – completed and signed	<input type="checkbox"/>
<input type="checkbox"/>	\$100 Fee	<input type="checkbox"/>
<input type="checkbox"/>	Form 579 completed, signed and dated	<input type="checkbox"/>
<input type="checkbox"/>	Instructor Applications (resumes, licenses, certificates, etc.)	<input type="checkbox"/>
<input type="checkbox"/>	ARELLO Certification or Distance Education Questionnaire	<input type="checkbox"/>
<input type="checkbox"/>	Application for Secure Electronic Method of Administering Final Exam (if applicable)	<input type="checkbox"/>
<input type="checkbox"/>	Certificate of Proctor (if applicable)	<input type="checkbox"/>
<input type="checkbox"/>	Evaluation Report Form	<input type="checkbox"/>
<input type="checkbox"/>	Sample Attendance Sheet	<input type="checkbox"/>
<input type="checkbox"/>	Sample Certificate of Attendance	<input type="checkbox"/>
<input type="checkbox"/>	Timed 2 to 3 point Content Outline	<input type="checkbox"/>
<input type="checkbox"/>	Course Materials (plus videos/CDs as applicable)	<input type="checkbox"/>
<input type="checkbox"/>	Sample Student Handouts	<input type="checkbox"/>
<input type="checkbox"/>	Sample Refund/Cancellation Policy	<input type="checkbox"/>
<input type="checkbox"/>	Description of physical facility (if applicable)	<input type="checkbox"/>
<input type="checkbox"/>	Copyright Authorization Letter (if applicable)	<input type="checkbox"/>
<input type="checkbox"/>	Exams, Quizzes and Answers (if applicable)	<input type="checkbox"/>

Distance Learning

Distance Learning Requirements

- Complete form 579
- Distance Education Questionnaire
- Application for secure electronic method of administering final exam for Distance Education courses
- Certificate of Test Proctor

Distance Learning

DISTANCE EDUCATION QUESTIONNAIRE

Complete only for courses submitted for distance education delivery

MUST BE COMPLETED IF SPONSOR DOES NOT HAVE ARELLO OR IDECC DISTANCE EDUCATION CERTIFICATION

Complete only if submitting for a distance education delivery! Form 579

See [NAC 116A.235](#)

I. What is your mission statement?: _____

II. Describe the design of the course: _____

III. What are your procedures for updating the course: _____

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

V. How does the instruction provided teach mastery of the materials?: _____

VI. What support services are available to students?: _____

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.

NRED

Processing of the Application

NRED Processing of Application

Processing of check- payment to Division

Entering of Sponsor into SOAR

Entering Course into SOAR

Confirmation Letter Application

Review of material- contact to sponsor (if questions about application or missing material)

Application & Material presented to Administrator

Determination Letter –(Approve or Disapprove)

Disapproval of Division

If an application is disapproved the sponsor can then request that the course be presented to the Commission for another review.

Division withdrawal of instructor

NAC 116A.280 Instructors: Withdrawal of approval. ([NRS 116.615](#), [116.665](#), [116A.200](#), [116A.410](#))

1. The Administrator may withdraw the approval of an instructor who:
 - (a) Does an inadequate job of teaching the subject matter of a course as evidenced by student evaluations or an audit conducted by the Division or an education audit committee selected by the Administrator pursuant to [NAC 116A.180](#) to assist the Division with the review and audit of the instructor or the course taught by the instructor;
 - (b) Has been determined in any administrative or judicial proceeding to have violated any statute, rule, regulation or order pertaining to real estate;
 - (c) Has been convicted of, or entered a plea of guilty or nolo contendere to, any crime involving fraud, deceit, misrepresentation or moral turpitude; or
 - (d) Engages in inappropriate behavior in the classroom as evidenced by an audit conducted by the Division or an education audit committee selected by the Administrator pursuant to [NAC 116A.180](#) to assist the Division with the review and audit of the instructor or the course taught by the instructor.

Division withdrawal of instructor

NAC 116A.280 Instructors: Withdrawal of approval. ([NRS 116.615](#), [116.665](#), [116A.200](#), [116A.410](#))

2. Before withdrawing approval of the instructor of a course, the Administrator **must notify the sponsor** of the course of the Administrator's intent to withdraw approval of the instructor. The notice must include the **specific reasons** upon which the Administrator is basing the decision to withdraw the approval of the instructor. Not later than 30 days after the date on which a sponsor receives the notice, **the sponsor may** provide a **written response** to the Administrator that clearly sets forth the reasons why the approval of the instructor **should not be withdrawn** and outlining any corrective measures that the sponsor will undertake. After the 30-day period has elapsed, the Administrator shall review the notice and any response submitted by the sponsor and shall:

- (a) **Withdraw approval of the instructor;**
- (b) **Allow the instructor to remain approved if certain specific enumerated conditions are met; or**
- (c) **Allow the continued approval of the instructor.**

If the Administrator decides to withdraw approval of the instructor, the withdrawal of approval of the instructor becomes effective upon the mailing of the decision of the Administrator to the sponsor of the course taught by the instructor by certified mail, return receipt requested, to the sponsor's last known business address.

3. If the Administrator withdraws approval of an instructor, the Division shall give credit to a student for completing the course if the student began the course before the sponsor received written notice of the withdrawal of approval of the instructor.

4. The **sponsor may appeal** the decision of the Administrator to withdraw approval of an instructor by filing an appeal with the Commission **not later than 30 days after the date** on which the **withdrawal of the approval** of the instructor **becomes effective**.

5. If the sponsor files a timely appeal, the Commission will, as soon as practicable, hold a hearing concerning the withdrawal of approval of the instructor at a regularly scheduled meeting and will:

- (a) Affirm the decision of the Administrator to withdraw approval of the instructor;
- (b) Suspend approval of the instructor for a limited period and under such conditions as the Commission deems appropriate; or
- (c) Reverse the decision of the Administrator to withdraw approval of the instructor.

Responsibilities of the Sponsor

Responsibilities of the Sponsor

1. Notify Division Course Schedule
2. Attendance- Certificates to attendee's
3. Evaluations
4. Upload
5. Records Retention
6. Course material changes /Instructor Changes

Course Material

NAC 116A.240 Approved course: Duties of sponsor. ([NRS 116.615](#), [116.665](#), [116A.200](#))

1. If a course has been approved and is being offered for continuing education, the sponsor must state on all the course materials:

- (a) That the course is approved for continuing education in Nevada;
- (b) The number of hours of credit for continuing education for which the course is approved;
- (c) The number of the sponsor assigned by the Division; and
- (d) The manner in which instruction for the course will be delivered.

2. If a course offered by a sponsor that is a professional organization has been approved for continuing education, the sponsor shall not restrict attendance at the course to members of that organization.

CE Course Calendar Information

Information needed for course CE calendar:

Date of course

Time of course

CE# Designation

Class Name

Hours of credit

Provider- with email contact information

Location of course

Please note there is a separate calendar for courses held in the Reno area

STATE OF NEVADA
DEPARTMENT OF BUSINESS AND INDUSTRY
REAL ESTATE DIVISION
COMMON INTEREST COMMUNITY AND CONDOMINIUM HOTELS PROGRAM
<http://www.red.nv.gov>

For Calendar Placement - Please Contact

ombclasses@red.nv.gov

Updated 4/05/2016

COMMUNITY MANAGER CONTINUING EDUCATION CALENDAR

Las Vegas

Date	Time	CE# - Designation	Class Name	Hours	Provider	Location
2/3/2016	5:00pm-8:00pm	CE.0123456-CAM General	How to Setup a Course	3	Made-up Sponsor Madeupsponsor@yahoo.com	The New Sponsor 101 Madeup Drive Las Vegas, NV 89142

We recommend course dates not be scheduled or advertised until approval is received.

Day of
course

Attendance – 579c

COMMUNITY ASSOCIATION MANAGER CONTINUING EDUCATION ATTENDANCE VERIFICATION REPORT

Sponsor
will fill out
top
section

Sponsor: _____ Instructor: _____
Course Title: _____ CAM# _____ Credit Hours: _____
Date: _____ Time: _____ Location: _____
Signature of Instructor: _____

Attendee
will fill
out
bottom
section

ATTENDEES

CERT Y/N	Name (Printed or Typed)	Certificate Number	Sign In	Time In	Initial Out	Time Out

NOTE: [116A.230 3\(d\)\(4\)](#) Attendance Report shall be maintained by the sponsor for a period of 4 years.

Evaluation of Course

NAC 116A.300 Evaluation of course and instructor by students. ([NRS 116.615](#), [116.665](#), [116A.200](#))

1. Each approved course and each instructor of an approved course must be evaluated by students on a form prescribed by the Division and provided by the sponsor during every course offering.

2. The sponsor shall mail or deliver copies of the completed evaluations to the Division within 10 working days after the last day of class for the course.

(Added to NAC by Comm'n for Common-Interest Communities by R129-04, eff. 4-14-2005; A by Comm'n for Common-Interest Communities & Condo. Hotels by R166-09, 5-5-2011)—(Substituted in revision for NAC 116.284)

Sample Student Evaluation Form -592a

End of course
allow attendee
the time to fill
out evaluation
form

Distance
learning
would fill out
form 592c

Nevada Real Estate Division
2501 E Sahara Avenue Las Vegas Nevada 89104 702-486-4480

COMMON- INTEREST COMMUNITY

CLASSROOM CONTENT AND INSTRUCTOR EVALUATION

POSTLICENSING EDUCATION CONTINUING EDUCATION (Check relevant box)

COURSE TITLE: _____
 CAM _____ HOURS: _____ DATE: _____
 CLASS#: _____
 SPONSOR: _____
 INSTRUCTOR: _____

<u>I. INSTRUCTOR:</u>	<u>Excellent</u>	<u>Average</u>	<u>Not Acceptable</u>
Demonstrated knowledge of course content	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Encouraged feedback and questions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Responded satisfactorily to questions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gave examples to illustrate a point	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Followed course outline	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Timely start and finish of class sessions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Preparation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to control disruptions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>II. CONTENT/MATERIALS:</u>	<u>Excellent</u>	<u>Average</u>	<u>Not Acceptable</u>
Clear course outcomes/learning objectives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organization of materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Practical value of content	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Value of resource materials*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Content and materials current	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

For "Not Acceptable" rating(s) state your reasons.

Other comments regarding the course/instructor.

Name (optional) _____ Date: _____

Sponsor will
maintain
these
evaluation in
their record

Evaluation Summary Form-592b

Nevada Real Estate Division
2501 E Sahara Avenue Las Vegas Nevada 89104 702-486-4480

COMMON- INTEREST COMMUNITY

CLASSROOM CONTENT AND INSTRUCTOR EVALUATION SUMMARY

POSTLICENSING EDUCATION CONTINUING EDUCATION (check relevant box)

COURSE TITLE: _____
 CE#: _____ HOURS: _____ DATE: _____
 SPONSOR: _____ INSTRUCTOR: _____
 NUMBER OF LICENSED ATTENDEES: _____ NUMBER OF EVALUATIONS ON FILE: _____

I. <u>INSTRUCTOR:</u>	<u>Excellent</u>	<u>Average</u>	<u>Not Acceptable</u>
Demonstrated knowledge of course content	_____	_____	_____
Encouraged feedback and questions	_____	_____	_____
Responded satisfactorily to questions	_____	_____	_____
Gave examples to illustrate a point	_____	_____	_____
Followed course outline	_____	_____	_____
Timely start and finish of class sessions	_____	_____	_____
Preparation	_____	_____	_____
Ability to control disruptions	_____	_____	_____
II. <u>CONTENT/MATERIALS:</u>			
Clear course outcomes/learning objectives	_____	_____	_____
Organization of materials	_____	_____	_____
Practical value of content	_____	_____	_____
Value of resource materials*	_____	_____	_____
Content and materials current	_____	_____	_____

"Not Acceptable" rating reasons: Provide licensee comments exactly as on evaluation forms.

1. _____
 2. _____
 3. _____
 4. _____
 5. _____
 6. _____
 7. _____
 8. _____
 9. _____
 10. _____

Other comments about the course/instructor: Provide licensee comments exactly as on evaluation forms.

1. _____
 2. _____
 3. _____
 4. _____
 5. _____
 6. _____
 7. _____
 8. _____
 9. _____
 10. _____
 11. _____
 12. _____
 13. _____

Sponsor would total evaluations from form 592a or 592c

Distance learning would use form 592d for summary count

Sponsor sends the summary results to the Division

Certificate of Completion

NAC 116A.305 Certificate of completion of course: Prerequisite activities of student; appeal of denial. ([NRS 116.615](#), [116.665](#), [116A.200](#), [116A.410](#))

1. To receive a certificate of completion for an approved course, a student must:
 - (a) Direct his or her attention to the instruction being provided and refrain from engaging in activities unrelated to the instruction; and
 - (b) Refrain from engaging in activities which are distracting to other students or the instructor, or which otherwise disrupt the orderly conduct of a class, including, without limitation, the use of voice pagers, beepers and telephones.
2. An instructor shall deny the award of a certificate of completion to a student who fails to satisfy the conditions set forth in subsection 1.
3. If an instructor denies the award of a certificate of completion to a student, the student may, within 30 days after that denial, file a written request with the Administrator to review the matter. If the written request contains allegations which, if true, would qualify the applicant to receive a certificate of completion, the Administrator shall set the matter for an informal hearing before him or her to be conducted as soon as practicable.

NAC 116A.230 Approval of and requirements for course; record of attendance or completion

The certified copy of the record of attendance or record of completion of a sponsor must contain the:

- (a) Name of the sponsor;
- (b) Name of the holder of a certificate and his or her certificate number;
- (c) Number of hours of credit for continuing education for which the course is approved;
- (d) Dates of instruction for a course of instruction in a classroom;
- (e) Date of completion of the course for a course of distance education;
- (f) Title of the course or seminar;
- (g) Number of the sponsor assigned by the Division and a statement that the course was approved by the Commission;
- (h) Signature of the person authorized to sign for the sponsor;

- (i) Grade received by the holder of a certificate or a statement of whether the holder of a certificate passed the class if an examination was given; and
- (j) Manner in which instruction for the course was delivered.

Certificate Of Completion

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

SAMPLE

Certificate of Completion

Roster Uploads

- Credit for attending course
- Upload information is entered into SOAR
- Errors notices with upload –NRED will communicate with sponsor for clarification
- If NRED unable to provide credit sponsor will be contacted

Instructions for Preparing and Submitting Rosters for CAM Electronic Upload

STATE OF NEVADA
Department of Business and Industry, Real Estate Division

Instructions for Preparing and Submitting Rosters for CAM Electronic Upload

To Prepare Completed Course Roster

1. Prepare roster exactly as form [785A-CAM](#) template provided by the Division.

CAM Certificate Number <i>No leading zeros, no spaces. (CAM.1234) No suffix</i>	Student's Last Name Only <i>As it appears on the real estate license. No spaces (McDonald vs. Mc Donald or Jones-Smith vs. Jones Smith) No suffix (Jr., Sr., II)</i>	Course Number <i>Enter full course number, for each student on roster. No spaces (CE.0123456-CAM)</i>	Date Course Completed <i>Enter date course completed for each student on roster (MM/DD/YYYY) Example: (02/05/2014)</i>
CAM.9876	DOE	CE.0123456-CAM	02/19/2016

2. Prepare a separate roster for each course completed.
3. Complete each row with student's license number and last name, the course number and the date student completed the course, as follows.
 - o **CAM Certificate Number:** CAM Certificate number without leading zeros or spaces. *Example (CAM.9876). No suffix, (such as SUPR, PROV, or TEMP).*
 - o **Last Name:** Last name of the licensee as it appears on the real estate license with no spaces. *Example: (McDonald vs. Mc Donald or Jones-Smith vs. Jones Smith). No suffix, such as (Jr., Sr., II).*
 - o **Course Number:** The Division-assigned course number as shown on course approval letter with no spaces. Must enter full course number for each student on roster. *Example: (CE.0123456-CAM).*
 - o **Course Date:** The date licensee completed the live or distance education course: (Month/Day/Year). *Example (02/05/2014). Must enter full date on each row for each student on the roster.*
4. Save the spreadsheet in Excel format (xlxs).

Submit Completed Course Roster in Excel Format to the Division by Email

1. Submit each roster under a separate email.
2. Enter **course number and course title** in the subject line of your email.
3. Submit the email with the roster attached to ombelasses@red.nv.gov (No reply email). You may request "read receipt" if confirmation of receipt is required. *DO NOT send the roster email to any other Division email address. If you do the roster will not be uploaded.*

Timeline to Submit Completed Course Roster and Sponsor Attestation

Sponsor will read information listed on form 785-CAM on how to prepare and submit roster uploads

Must follow this format for a successful upload

Form 785a-CAM Upload Template (Note: This is an Excel spreadsheet. When prompted, choose SAVE)

Material Changes

NAC 116A.215 Notice to Division of material change; requirements for renewal of approval; denial of renewal. ([NRS 116.615](#), [116.665](#), [116A.200](#))

1. Within 15 days after the occurrence of any material change in the information provided by the school in its application pursuant to [NAC 116A.190](#) which would affect its approval by the Commission, the school shall give the Division written notice of that change.

2. To qualify for annual renewal of approval by the Commission, a school must submit to the Commission before July 1:

(a) A written certification, in a form prescribed by the Division, declaring that the school has met all applicable requirements of this chapter;

(b) A sworn statement, in a form prescribed by the Division, declaring that the information contained in the original application is current or, if it is not current, a list of all material changes; and

(c) Payment of the appropriate fee required by [NAC 116A.515](#) for the renewal of courses.

3. The Commission may deny renewal of approval to any school that does not meet the standards required by this chapter.

4. Within 60 days after a decision is made to deny renewal of approval, the Commission must give written notice of the decision and the basis for that decision by certified mail to the last known address of the school.

Renewal/Reapplication of Courses

Notice from NRED

The Division will send out notice informing the sponsor that the course is up for renewal and if the sponsor would like to renew, the deadline for renewal. (CE Sponsor Course)

The sponsor of Pre-certification courses will be sent notice of requirement to reapply 60 hour course. (Pre-Certification Course)

Re-approval NAC

- NAC 116A.295 Courses: Re-approval by Division if no changes. (NRS 116.615, 116.665, 116A.200) The Division shall, on behalf of the Commission, reapprove an approved course if no changes in the course have occurred since the course was last approved or reapproved.

(Added to NAC by Comm'n for Common-Interest Communities by R129-04, eff. 4-14-2005)

Fee's

Renewal of CE Course= \$50



Reapplication of Pre-certification Course =\$100



Pre-certification Reapplication of Course

- Pre-certification course must send in new application
- The pre-certification course must be represented and new approval must be given.
- No automatic renewal! Apply using Form 642

Community Manager Continuing Education Renewal Application-645

Sponsor will send in the application for renewal before the deadline for renewal

Community Manager Continuing Education Renewal Application

The following Nevada Community Manager CE course will expire on: _____
(Expiration date)

Course Title: _____

Course Number: CE. _____ - CAM Hours: _____

Course Designation: General NRS 116/NAC 116 Update

Approved Instructors: _____

To apply for renewal of this course, please read the instructions and requirements below carefully and respond to all questions and requests for information and materials.

1. State the number of course offerings ____ and the total number of student's ____ that attended this course within the last renewal period.
2. Please submit a timed course outline in no more than 20-minute increments.

NOTE: The provider is responsible for ensuring that courses are updated to include current and relevant information. If the course fails to meet the standards set forth in NAC116A.285 and other related provisions such as NAC116A.290, renewal may be denied.

3. Has your course content been affected by recent changes in law? ____ Yes ____ No.
If no, state how you determined the course content is not affected by the recent changes.

4. Have you made any content changes that significantly affect the previously approved course objectives and outcomes? ____ Yes ____ No.
If yes, please submit a complete current copy of the course with changes, instructor guide, and student handouts.

Reminder: sponsors of pre-certification courses are required to get approval using form 642 application

Summary

Sponsor sends to Division for Approval

- Payment
- Application
- Instructor information/resume
- Additional paperwork as required (pre-certification or distance learning)
- Copy of presentation- hard copy and pdf
- Additional material being presented to attendee's

Sponsor Sends to Education and Information Officer for CIC

1. Summary evaluation form-592
2. Roster upload -785a
3. Any scheduled course dates
4. Retention of Community Manager records
5. Schedule course
6. Renewal application/ fees

Contact us

Nevada Real Estate Division CIC Education Section

702-486-4480

2501 E. Sahara Avenue

Las Vegas, NV 89104

Cameducation@red.nv.gov

Statute References

Continuing Education NAC Reference

NAC 116A.230 Approval of and requirements for course; record of attendance or completion

NAC 116A.232 Contents of course; unacceptable courses and activities.

NAC 116A.235 Distance education course: Requirements and considerations for approval.

NAC 116A.240 Approved course: Duties of sponsor

NAC 116A.245 Notice of policy concerning cancellations and refunds.

NAC 116A.250 Restrictions on receipt of credit for course; final examination.

NAC 116A.255 Credit for attendance at meeting of Commission.

Approved Courses and Instructors

NAC Reference

- NAC 116A.265** Requirements for instructors and guest lecturers; advertising.
- NAC 116A.270** Instructors: Approval by Division; periodic review and evaluation.
- NAC 116A.275** Instructors: Responsibilities.
- NAC 116A.280** Instructors: Withdrawal of approval.
- NAC 116A.285** Courses: Responsibilities of sponsor; renewal of approval; review and audit; grounds for withdrawing or refusing to renew approval; discipline of sponsor.
- NAC 116A.290** Courses: Withdrawal of approval.
- NAC 116A.295** Courses: Re-approval by Division if no changes.
- NAC 116A.300** Evaluation of course and instructor by students.
- NAC 116A.305** Certificate of completion of course: Prerequisite activities of student; appeal of denial.