

Nevada Real Estate Division Administrative Guidance for Post-Licensing/Continuing Education Courses

The Nevada Real Estate Division continues to work, support and respond to the needs and concerns of our Real Estate community. During the Governor's emergency declaration, for health and safety reasons and in keeping with the State of Nevada and CDC's Guidance regarding the Coronavirus the Division is issuing guidance related to Post-Licensing and Continuing education:

Live instruction shall include method(s) of course delivery where the instructor and the students interact in real-time, either at the same physical location or through the use of digital technology.

This guidance will apply to post-licensing and continuing education courses that are currently approved (or in-process) for **Classroom Instruction – Delivery Method**.

For live classroom courses that are considering expanding their delivery based on the new guidance above, here are some items you must adhere to:

Consider using live streaming services such as Google, Zoom, Panopto, Vimeo Live, Skype, Bluejeans or others. This will be for post-licensing and continuing education programs that are currently approved or already in progress. NRED does not suggest one live-streaming service over another. However, we do require that the service allows the provider to be connected to all students at the same time through real-time sight and sound.

The preferred system will track and record participant logins, however, if that technology is not available, the instructor or a proctor will be required to track and record attendance for credit, manually.

While NRED does not put a limit on the number of students in a particular class we urge providers utilizing the revised learning format to limit class sizes to those they can manage with utilized technology both to allow participation and accurately monitor attendance, using this format is very different from a live-classroom situation and requires new teaching techniques.

Things to consider before moving to the revised format:

- What classes will you conduct via a live stream? How long is each class?
- What service will you use?
- How you will ensure student participation?
 - Can you see students on your end?
 - Are student-to-student and student-to-instructor discussion available? If so, how will you facilitate it?
 - Incorporating student exercises every so often is a great way to interact with students. Another good way to monitor is by enlisting the help of a proctor so that you are free to instruct. Proctors can monitor whether or not a student has logged off, if the students' video is still active, and sending messages to students who aren't participating.
 - Am I able to comply, with NAC 645.455 (4)(b) and upload my rosters as required within three (3) business days using form [785A](#), to education@red.nv.gov
 - Are student evaluations possible?
- How many students does your streaming platform allow per class?

- How will you ensure the tech works as is should?
 - Are audio and sound working properly?
 - Are streaming lag times kept at a minimum?
 - Having a proctor to not only monitor student participation but to ensure the tech is working is encouraged.

Any approved provider that chooses to move to this revised education mode should complete form [730](#) and email it to the Education Section at education@red.nv.gov. The Division will send them an e-mail to confirm receipt and this will serve as a tracking mechanism for the Division.

FAQ's

Question: *Is testing required?*

Answer: Only if the course is 8 hours or longer on any given day, or for post-licensing. In this format, we do recommend incorporating student exercises every so often it is a great way to interact with students.

Question: *Do I need to upload a Roster?*

Answer: Yes, to use this format you ***MUST*** adhere to NAC 645.455 (4)(b) and upload your rosters as required within three (3) business days using form [785A](#), to education@red.nv.gov

Question: *Do I need to upload my Evaluation summary?*

Answer: Yes, to use this format you ***MUST*** adhere to NAC 645.444 (2)(b) Deliver copies of the completed evaluations to the Division within 10 working days after the last day of class for the course using form [612C](#), to Evals@red.nv.gov.