

# Nevada Real Estate Division Continuing Education Online Renewal Process

Welcome to the new Continuing Education online renewal process for the Nevada Real Estate Division. As we continue to move the Division into the future, we hope this first small step will help you in your ability to complete CE renewals with ease. ***Please note this process is ONLY for CE Course Renewals at this time.*** We hope to be able to launch other course renewal segments in the near future.

We have found all web browsers to work well with the process but, you must have the latest versions of your favorite browser to be most successful. We have found Google Chrome to work the best.

**Step 1.** Log in to <http://red.nv.gov/>. This is the official website for the Nevada Real Estate Division.

**Step 2.** Click or hover over Online Services, as shown below, and select My Account.

The screenshot shows the Nevada Real Estate Division website. At the top, there is a navigation bar with the following items: HOME, ONLINE SERVICES (highlighted with a red box), ADMINISTRATION, PUBLICATIONS, LICENSING, FORMS, WHAT'S NEW?, SECTIONS, and CONTACT US. Below the navigation bar, there are several links: License Lookup, My Account (highlighted with a red box), My Account Resources, Online Renewals, and Help. The website also features a search bar, a printer icon, and a logo for NV.gov. In the center, there is a section for the Nevada State Business Center with contact information and office hours. On the right, there is a list of links: File a Complaint, Public Records Request, Commission Meetings, Statutes and Regulations, Compliance, and FAQs. At the bottom, there are six icons representing different services: INSPECT/AUDIT, PROJECTS, REAL ESTATE, TIMESHARE, APPRAISAL, and ASSET MANAGEMENT. Below these icons, there are four columns of links: CONSUMERS (License Lookup, Licensing Requirements, Alternate Dispute Resolution, File a Complaint), EDUCATION (Initial License/Permit Requirements, Calendars and Providers, Provider Resources, Forms), ONLINE SERVICES (License Lookup, My Account, Online Renewals, My Account Resources, Google Translate of NRED), and CONTACT US (Contact NRED, File a Complaint, About NRED, Public Records Request).

# Nevada Real Estate Division Continuing Education Online Renewal Process

Step 3. From the My Account screen click Login [here](#)




The screenshot shows the Nevada Real Estate Division website. At the top, there is a navigation bar with links for HOME, ONLINE SERVICES, ADMINISTRATION, PUBLICATIONS, LICENSING, FORMS, WHAT'S NEW?, SECTIONS, and CONTACT US. The main content area is titled 'MY ACCOUNT' and includes a play button icon. Below this, there is a section for 'User ID' and 'password' instructions. A red box highlights the text 'Login here.' which is a link to the login page. Other links in the 'My Account' section include License Lookup, My Account Resources, Online Renewals, and Help.

Step 4. You will be navigated to the login screen where you will need to provide your user ID and password. Both will be issued to you ahead of time.

The screenshot shows the login screen for the Nevada Real Estate Division. The header includes the Nevada state logo, the text 'Nevada Real Estate Division', and 'A Division of the Department of Business & Industry'. There is a 'Login' link in the top right corner. The main content area is titled 'Login' and features two input fields: 'User ID' and 'Password'. Below the input fields is a 'Log In' button. On the left side, there is a sidebar with 'ONLINE SERVICES' and 'NO LOGIN REQUIRED' sections, with 'License Lookup' listed under 'ONLINE SERVICES'.

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**Step 5.** If this is your first time logging in, you will be prompted to answer three security questions for future use should you become locked out and/or need to reset your password. Click Save.

 <b>Nevada Real Estate Division</b> A Division of the Department of Business & Industry		<b>PRETEND SCHOOL OF REAL ESTATE</b> <a href="#">My Account</a> <a href="#">LogOut</a>	<b>Invoice Summary</b>  0 item: \$0.00
<b>ONLINE SERVICES</b>	<a href="#">My Account</a> -> Change Security Questions		
<b>Online Services</b> Current Information Start/Continue Renewal	<h2>Change Security Questions</h2>		
<b>NO LOGIN REQUIRED</b> License Lookup	You must <b>answer 3 different security questions</b> below.		
	Question 1 <input type="text" value="What is the middle name of your oldest grandchild?"/>		
	* Answer 1 <input type="text"/>		
	Question 2 <input type="text" value="What is the middle name of your youngest brother or sister?"/>		
	* Answer 2 <input type="text"/>		
	Question 3 <input type="text" value="What was the destination of your first airplane trip?"/>		
	* Answer 3 <input type="text"/>		
	<input type="button" value="Save"/> <input type="button" value="Cancel"/>		

**Step 6.** Once complete, you will be brought to the user account screen. Here you can change your password or security questions and view other information regarding your user account. Next, click the Start/Continue Renewal link to view and work current renewals.

 <b>Nevada Real Estate Division</b> A Division of the Department of Business & Industry		<b>PRETEND SCHOOL OF REAL ESTATE</b> <a href="#">My Account</a> <a href="#">LogOut</a>	<b>Invoice Summary</b>  0 item: \$0.00												
<b>ONLINE SERVICES</b>	<h2>User Account</h2>														
<b>Online Services</b> Current Information <b>Start/Continue Renewal</b>	<b>Account</b> User ID: PRET328200 E-mail: <a href="#">change password</a> <a href="#">change security questions</a>														
<b>NO LOGIN REQUIRED</b> License Lookup	<b>Current Information</b>														
	<a href="#">Contact Information</a>   <a href="#">Credential Information</a>   <a href="#">Continuing Education Credits</a>														
	<table><tr><td colspan="2" style="text-align: center;"><b>Contact Information</b></td></tr><tr><td><b>Name:</b></td><td>PRETEND SCHOOL OF REAL ESTATE</td></tr><tr><td><b>Mail Address:</b></td><td>123 MAKE BELIEVE BOULEVARD, LAS VEGAS, NV 89104</td></tr><tr><td><b>Public Address:</b></td><td>123 MAKE BELIEVE BOULEVARD, LAS VEGAS, NV 89104</td></tr><tr><td><b>Email:</b></td><td></td></tr><tr><td><b>Phone:</b></td><td></td></tr></table>			<b>Contact Information</b>		<b>Name:</b>	PRETEND SCHOOL OF REAL ESTATE	<b>Mail Address:</b>	123 MAKE BELIEVE BOULEVARD, LAS VEGAS, NV 89104	<b>Public Address:</b>	123 MAKE BELIEVE BOULEVARD, LAS VEGAS, NV 89104	<b>Email:</b>		<b>Phone:</b>	
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<b>Phone:</b>															

# Nevada Real Estate Division Continuing Education Online Renewal Process

**Step 7.** Choose a course to renew from the Renew a License screen and click Start



## Nevada Real Estate Division

A Division of the Department of Business & Industry



**PRETEND SCHOOL OF REAL ESTATE**  
[My Account](#)  
[LogOut](#)

**Invoice Summary**  
0 item:  
\$0.00

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**ONLINE SERVICES**

**Online Services**  
[Current Information](#)

[Start/Continue Renewal](#)

**NO LOGIN REQUIRED**  
[License Lookup](#)

### Renew a License

Please select which license you wish to renew from the following list.

	Completed	License	Renewal Date Range	Note
<a href="#">Start</a>	0/5 (0%)	CE.3214321-RE	08/01/2019 - 07/31/2020	

# Nevada Real Estate Division Continuing Education Online Renewal Process

**Step 8.** Once you enter the course information screen, you will be required to answer any question marked with a red asterisk \*. You cannot move forward until all mandatory questions have been answered and documents have been uploaded.

**Please note: Form 526A, the Timed Course Outline, must be submitted as a word document. This is the only document required on this page.** The form can be opened, completed and uploaded from this screen. Click Next.

**License for CE.3214321-RE**

**Course Information**

- > Course Information
- Course Changes
- Instructor Information
- Sponsor Information
- Attestation

**1. Course Approved Hours**  
\*

**2. Course Delivery Method**  
\*

**3. If Other, explain:**

**4. Course Designation**  
\*

**5. Course Enrollment Fee**  
\* \$

**6. State the total number of Nevada licensees that attended this course during the last renewal period.**  
\*

**7. State the total number of course offerings during the last renewal period.**  
\*

**8. Submit [Form 526A](#), the timed course outline template. Be sure to include content updates and changes, if any, since the original approval or last renewal. This form must be submitted as a WORD DOCUMENT.**  
\* [526a.docx](#)

Select a document to upload:

File types accepted: [ach](#), [bmp](#), [doc](#), [docx](#), [fil](#), [jpg](#), [pdf](#), [rtf](#), [tif](#), [txt](#), [vsd](#), [wpd](#), [xls](#), [xlsx](#)

## Nevada Real Estate Division Continuing Education Online Renewal Process

**Step 9.** The course changes screen requires you to upload **ALL** other course materials you are familiar with from the original application checklist. This includes the following: ARELLO Certification or Distance Education Questionnaire, Course materials, handouts, refund/cancellation policy, exams, quizzes and answers, and all other applicable items submitted with your original course application.

**Please note: If you answer yes to question nine, ALL changes to the course must be clearly marked or highlighted for Division Review.** This will streamline the renewal process and enable the Division to reapprove your course faster. Should you fail to clearly mark or highlight course changes, approval may be delayed.

You may upload multiple documents to this section. PowerPoints must be converted to PDF prior to uploading. Click Next.

**License for CE.3214321-RE**

**Course Changes**



- Course Information
- ▶ **Course Changes**
- Instructor Information
- Sponsor Information
- Attestation

**9. Has the course content been affected by recent changes in law or legislation from its current version? Or, have there been material changes to course content which has affected the previously approved course materials, objectives or outcomes?**

\*  Yes  No

**10. If yes, submit complete course content clearly marked or highlighted indicating the revisions for Division review.**

**If no, submit complete course content for division review. [NAC 645.4432\(1\)\(c\)](#), [NAC 645.4432\(3\)](#) & [\(5\)](#).**

\*   [530 test.pdf](#)

Select a document to upload:

File types accepted: [ach](#), [bmp](#), [doc](#), [docx](#), [fil](#), [jpg](#), [pdf](#), [rtf](#), [tif](#), [txt](#), [vsd](#), [wpd](#), [xls](#), [xlsx](#)

# Nevada Real Estate Division Continuing Education Online Renewal Process

**Step 10.** On the Instructor Information screen, you will be required to list all currently approved instructors. If you wish to add a new instructor, you will be required to add their name and the application which can be opened, completed and uploaded to the system here. Click Next.

**License for CE.3214321-RE** ✕

### Instructor Information

**11. Currently Approved Instructors. List only those instructors still affiliated with the course. Any instructor not included will be withdrawn as an approved instructor of the course.**

\* Peter Pretend

**12. Add new instructors. You must submit completed Instructor Applications ([Form 635](#)) for each new instructor.**

**13. Instructor Applications**

No document(s) uploaded for this question.

Select a document to upload:

File types accepted: [ach](#), [bmp](#), [doc](#), [docx](#), [fil](#), [jpg](#), [pdf](#), [rtf](#), [tif](#), [txt](#), [vsd](#), [wpd](#), [xls](#), [xlsx](#)

**14. List guest speakers, if any, and the topic and duration of their instruction.**

# Nevada Real Estate Division Continuing Education Online Renewal Process

**Step 11.** The sponsor information screen will allow you to notify the Division of any changes in location or contact information. If you have made changes and select Yes, you may detail those changes in the sections below.

If your location has changed, you will also be required to provide an updated Form 648, the Retention of Real Estate Education Records. The form can be opened, completed and uploaded from this screen. Click Next.

**License for CE.3214321-RE**

### Sponsor Information

- Course Information
- Course Changes
- Instructor Information
- Sponsor Information**
- Attestation

**15. Has the school's location and/or contact information changed since approval/last renewal?**  
**If yes, provide the current information below and submit a completed and signed records retention form, 648.**  
\*  Yes  No

**16. If applicable, upload Form 648, the Retention of Real Estate Education Records.**  
No document(s) uploaded for this question.  
Select a document to upload:  
   
File types accepted: [ach](#), [bmp](#), [doc](#), [docx](#), [fil](#), [jpg](#), [pdf](#), [rtf](#), [tif](#), [txt](#), [vsd](#), [wpd](#), [xls](#), [xlsx](#)

**17. Contact Name and Job Title**

**18. Enter the school's address.**

**19. Primary Contact Phone Number**

**20. Primary Contact Fax Number**

**21. Primary Contact Email Address**

**22. Website**

**23. Contact Name and Job Title**

**24. Secondary Contact Email Address**



# Nevada Real Estate Division Continuing Education Online Renewal Process

**Step 12.** Please attest and agree here in order to move forward and pay for the renewal. Click Add to Invoice.

License for CE.3214321-RE	
<ul style="list-style-type: none"><li>Course Information</li><li>Course Changes</li><li>Instructor Information</li><li>Sponsor Information</li><li>&gt; Attestation</li></ul>	<b>Attestation</b>
	<p><b>25. SWORN DECLARATION</b></p> <p>I hereby certify under penalty of perjury that the answers contained in this application are true and correct; and:</p> <p>I declare that I will faithfully comply with all the statutes and regulations of the State of Nevada pertaining to the conduct of real estate education providers in the State of Nevada.</p> <p>* <input type="text" value="I AGREE"/></p>
<p>Previous    Add to Invoice    Close and Save</p>	

# Nevada Real Estate Division Continuing Education Online Renewal Process

**Step 13.** From the invoice page, you may pay your renewal by Visa or Mastercard only. Please note a 1.5 percent surcharge will be assessed. Once you have completed the payment process the course will no longer be available for editing or review.



## Nevada Real Estate Division

A Division of the Department of Business & Industry



PRETEND SCHOOL  
OF REAL ESTATE

[My Account](#)  
[LogOut](#)

Invoice Summary

 1 item:  
\$50.75

ONLINE  
SERVICES

---

Online Services

Current  
Information

Start/Continue  
Renewal

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NO LOGIN  
REQUIRED

License Lookup

The item was successfully added to the invoice

To renew an additional license, permit or certificate, click on a command in the left menu  
or click Pay Invoice to pay now.

### Invoice



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Date: 7/24/2019Invoice #: 44357

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PRETEND SCHOOL OF REAL ESTATE

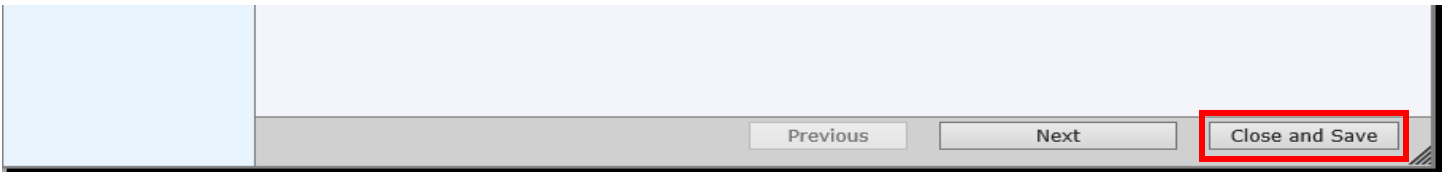
Description	Amount
 <b>Renewal - CE.3214321-RE</b>	
COURSE ACCREDITATION - RENEWAL	\$50.00
Convenience Fee - 1.5% Surcharge for Credit Cards	\$0.75
Subtotal:	\$50.75
<b>Total:</b>	<b>\$50.75</b>

Pay Invoice

# Nevada Real Estate Division Continuing Education Online Renewal Process

## Items of Note:

- Clicking Close and Save at the bottom of any online application will save your place and return you to the Renew a License page.



- By clicking **Continue**, you will pick up where you left off.
- By clicking **Restart**, you will clear **ALL** entries.

## Nevada Real Estate Division

A Division of the Department of Business & Industry

PRETEND SCHOOL  
OF REAL ESTATE  
[My Account](#)  
[LogOut](#)

**Invoice Summary**

0 item:  
\$0.00

**ONLINE SERVICES**

**Online Services**

[Current Information](#)

[Start/Continue  
Renewal](#)

**NO LOGIN  
REQUIRED**

[License Lookup](#)

### Renew a License

Please select which license you wish to renew from the following list.

		Completed	License	Renewal Date Range	Note
<a href="#">Restart</a>	<a href="#">Continue</a>	1/5 (20%)	CE.3214321-RE	08/01/2019 - 07/31/2020	

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- **PowerPoint files cannot be uploaded** and must be converted and submitted as PDF.