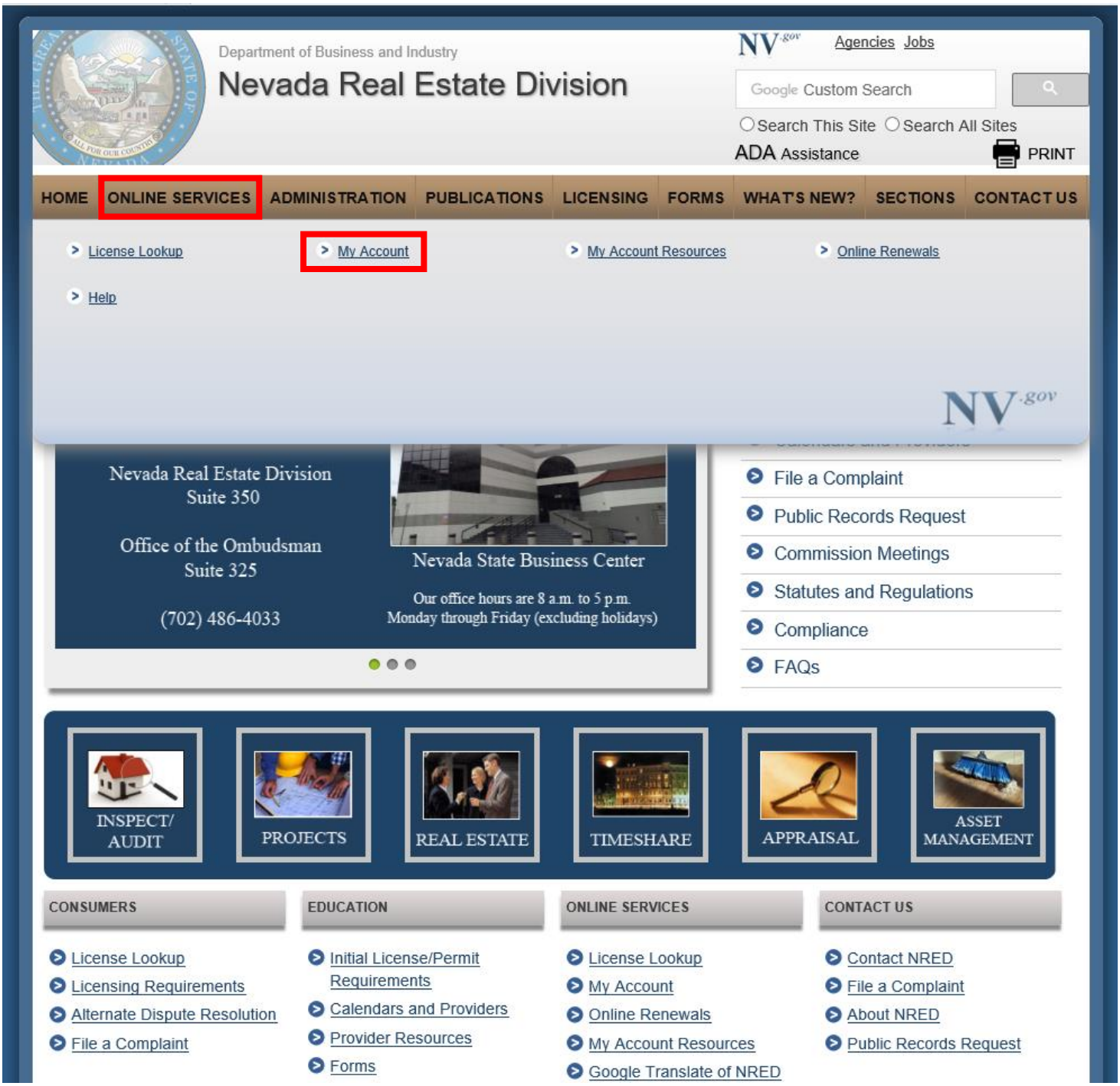
NRED Continuing Education and Post-Licensing Online Renewal Process

Welcome to the Nevada Real Estate Division's (NRED) new online renewal process for Continuing Education and Post-licensing courses. 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 and Post-licensing renewals with ease. ***Please note this process is ONLY for CE and Post-licensing Course Renewals at this time.*** We hope to be able to launch other course renewal segments in the near future.

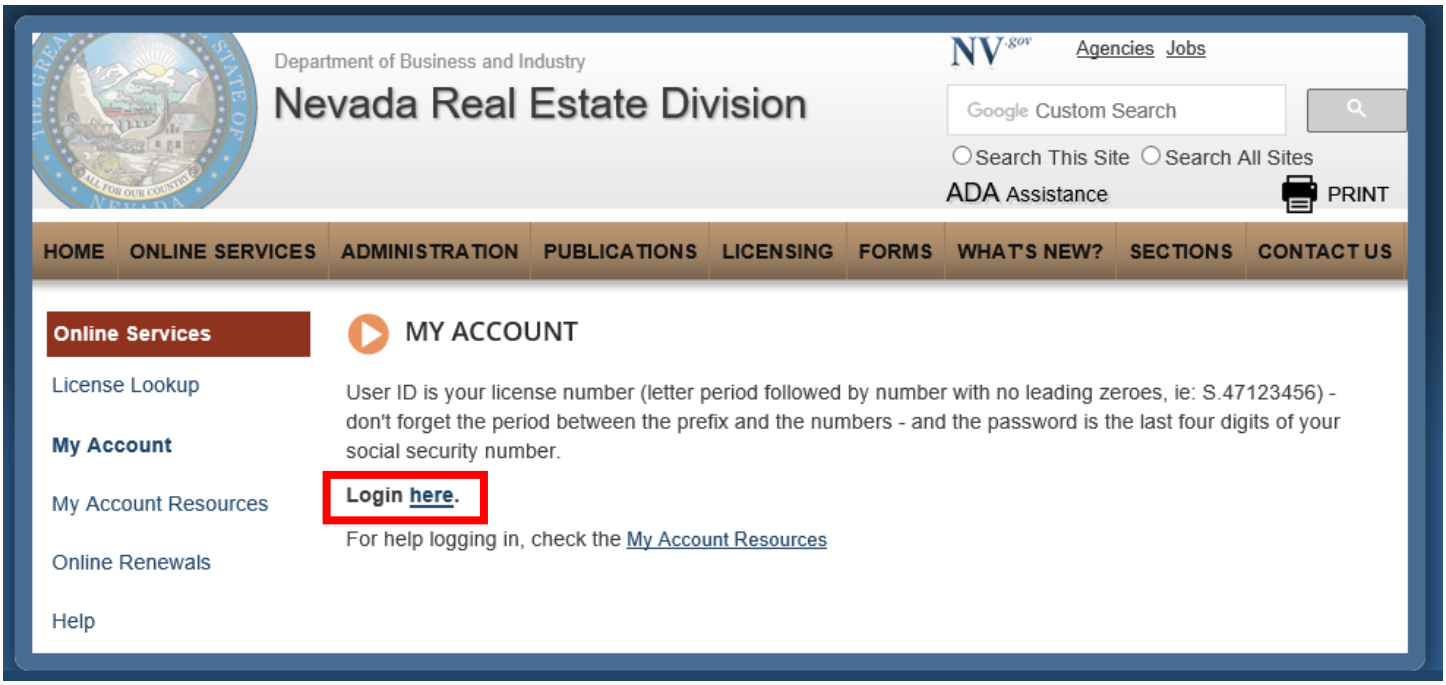
We have found all web browsers to work well with the process but, you must have the latest versions of your favorite browser to be most successful. We have found Google Chrome to work the best.

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.



NRED Continuing Education and Post-Licensing Online Renewal Process

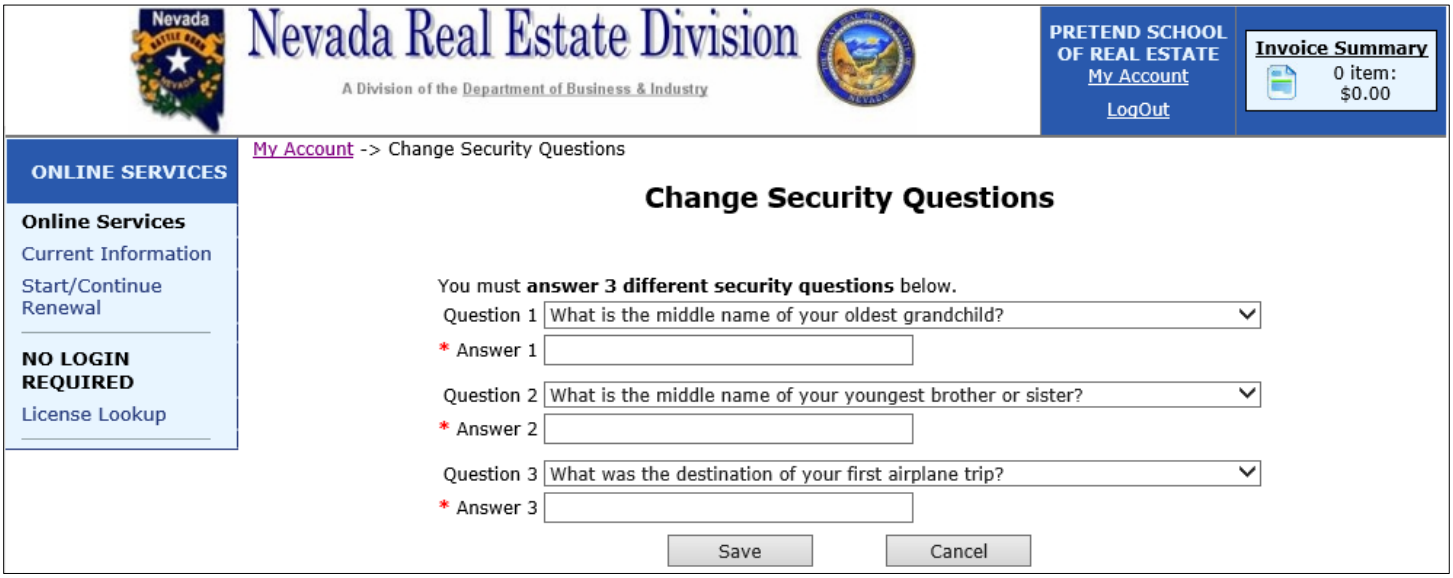
Step 3. From the My Account screen click Login here



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.

NRED Continuing Education and Post-Licensing Online Renewal Process

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.



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.

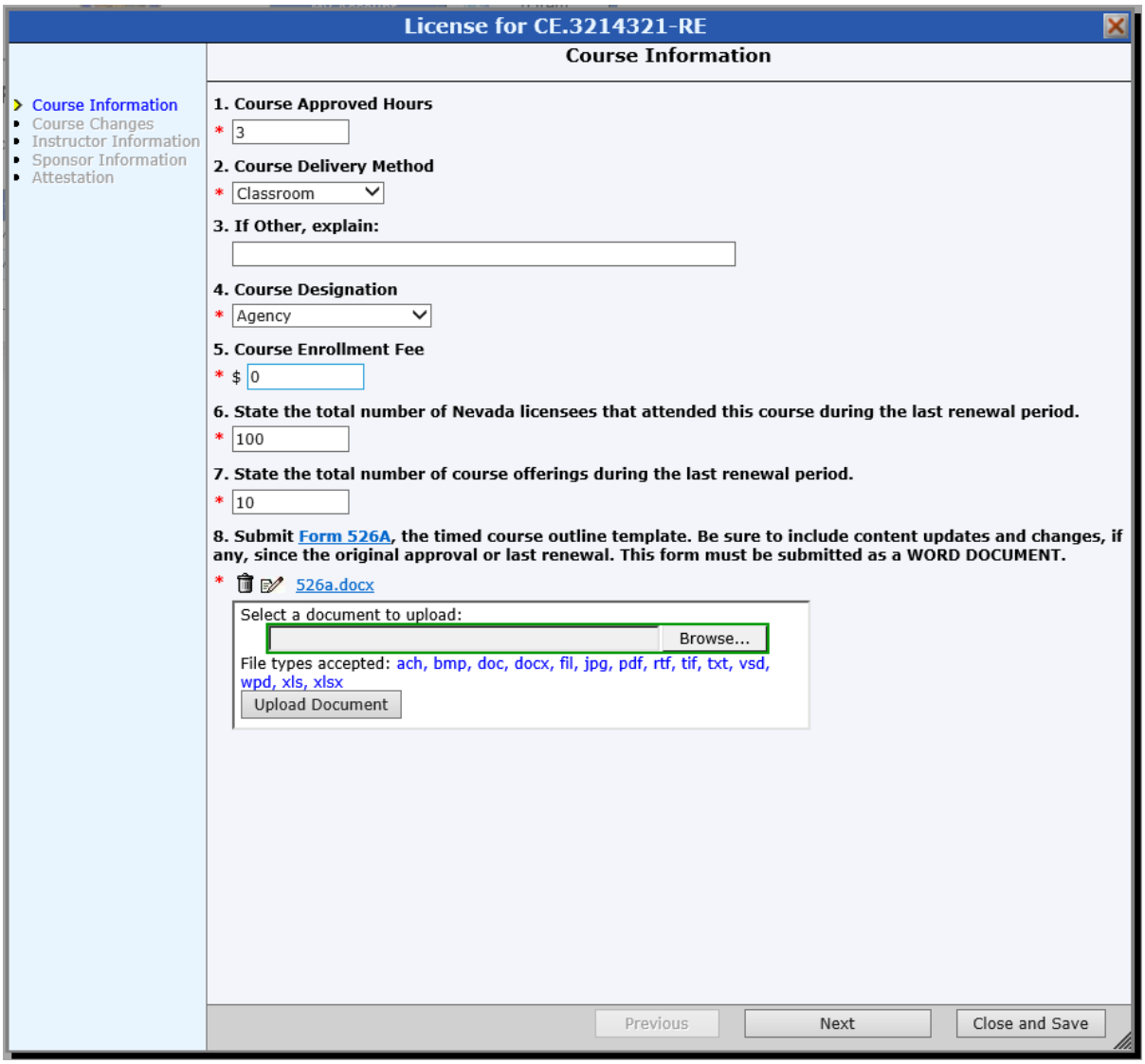
NRED Continuing Education and Post-Licensing Online Renewal Process

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

NRED Continuing Education and Post-Licensing 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 for CE courses. This is the only document required on this page. The form can be opened, completed and uploaded from this screen. A timed course outline is also required to be uploaded for post-licensing courses in any format. Click Next.

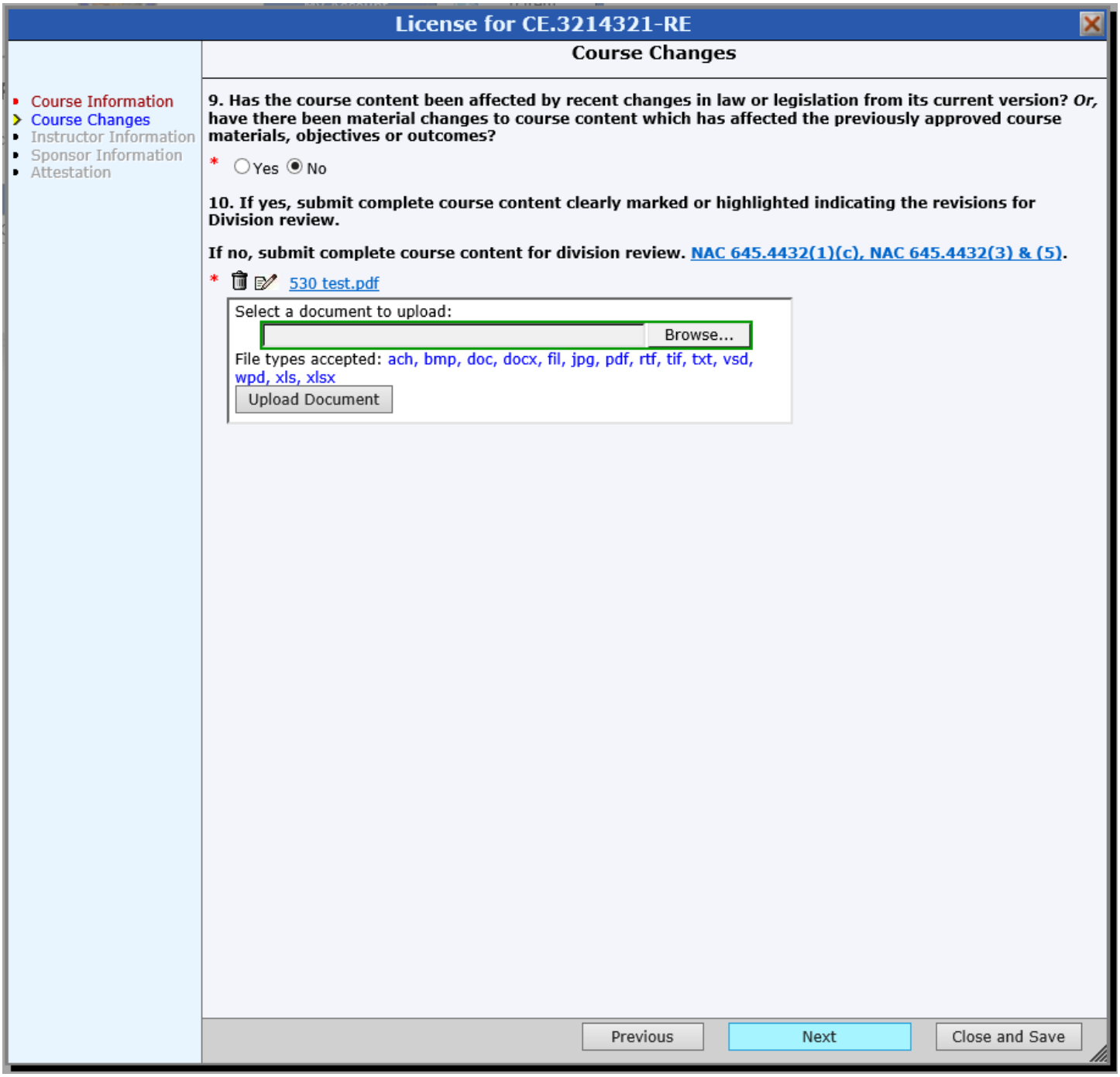


NRED Continuing Education and Post-Licensing Online Renewal Process

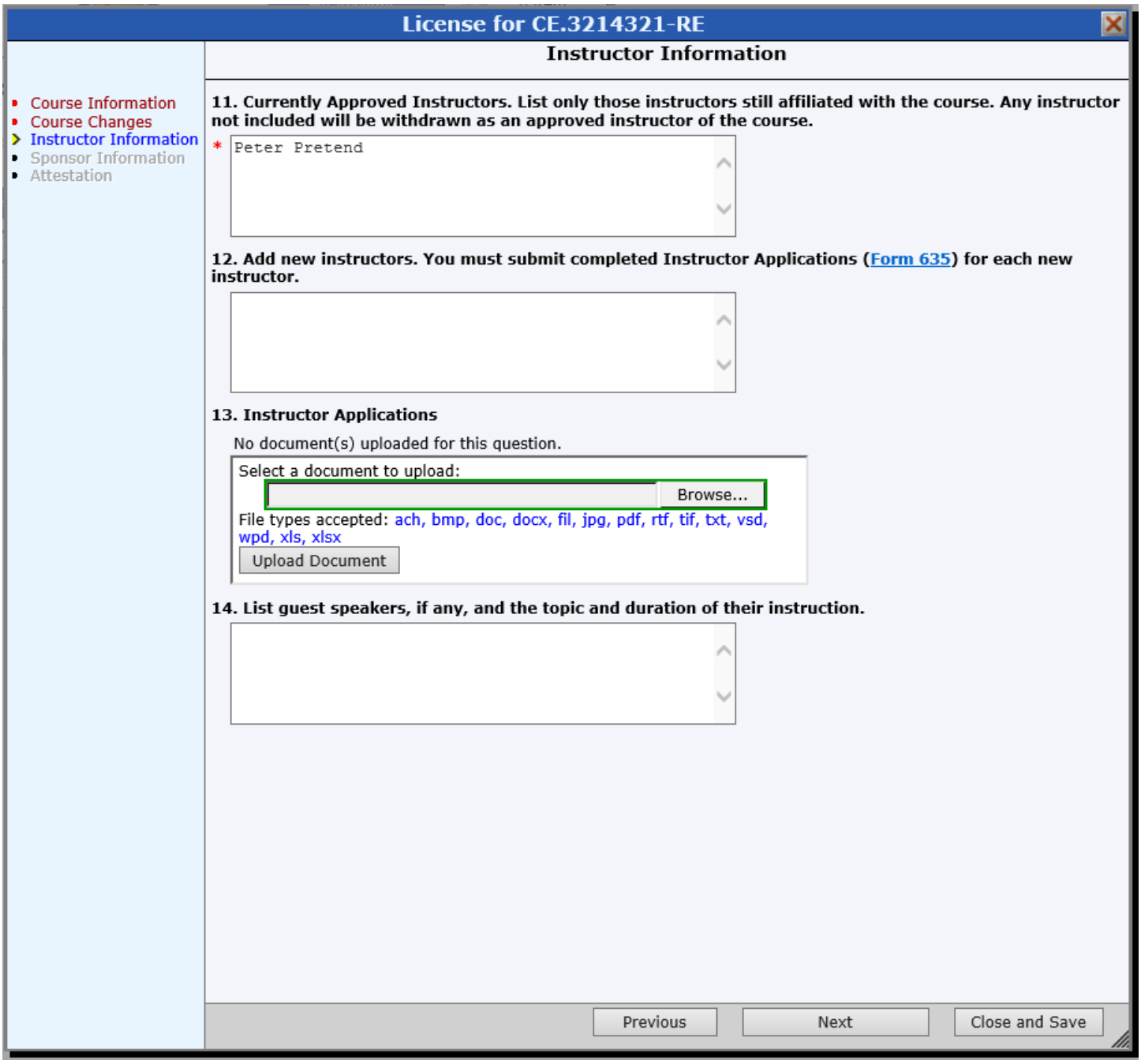
Step 9. The course changes screen requires you to upload **ALL** other course materials you are familiar with from the original application checklist. This includes the following: ARELLO Certification or Distance Education Questionnaire, Course materials, handouts, refund/cancellation policy, exams,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



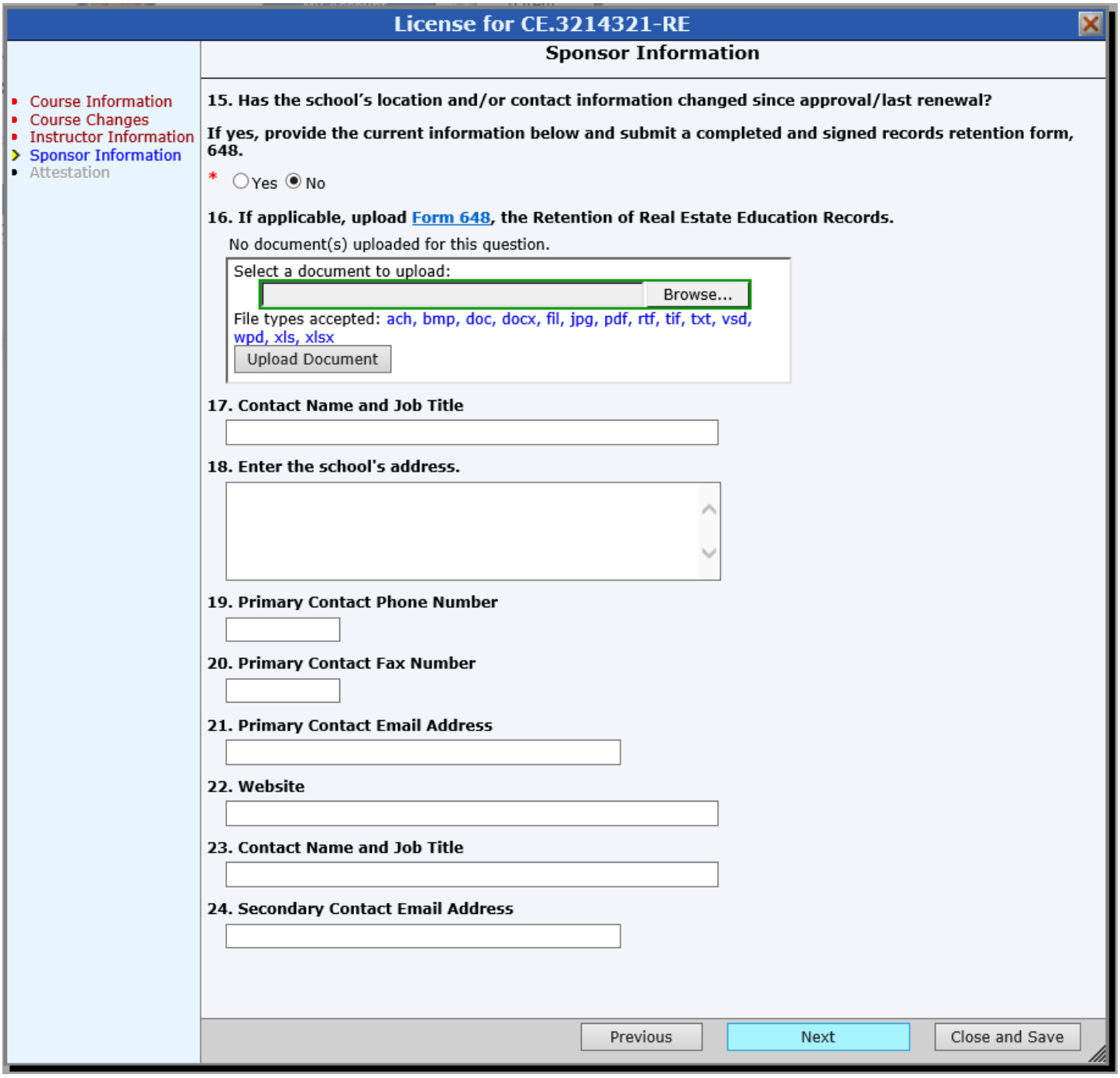
Step 10. On the Instructor Information screen, you will be required to list all currently approved instructors. If you wish to add a new instructor, you will be required to add their name and the application which can be opened, completed and uploaded to the system here. Click Next.



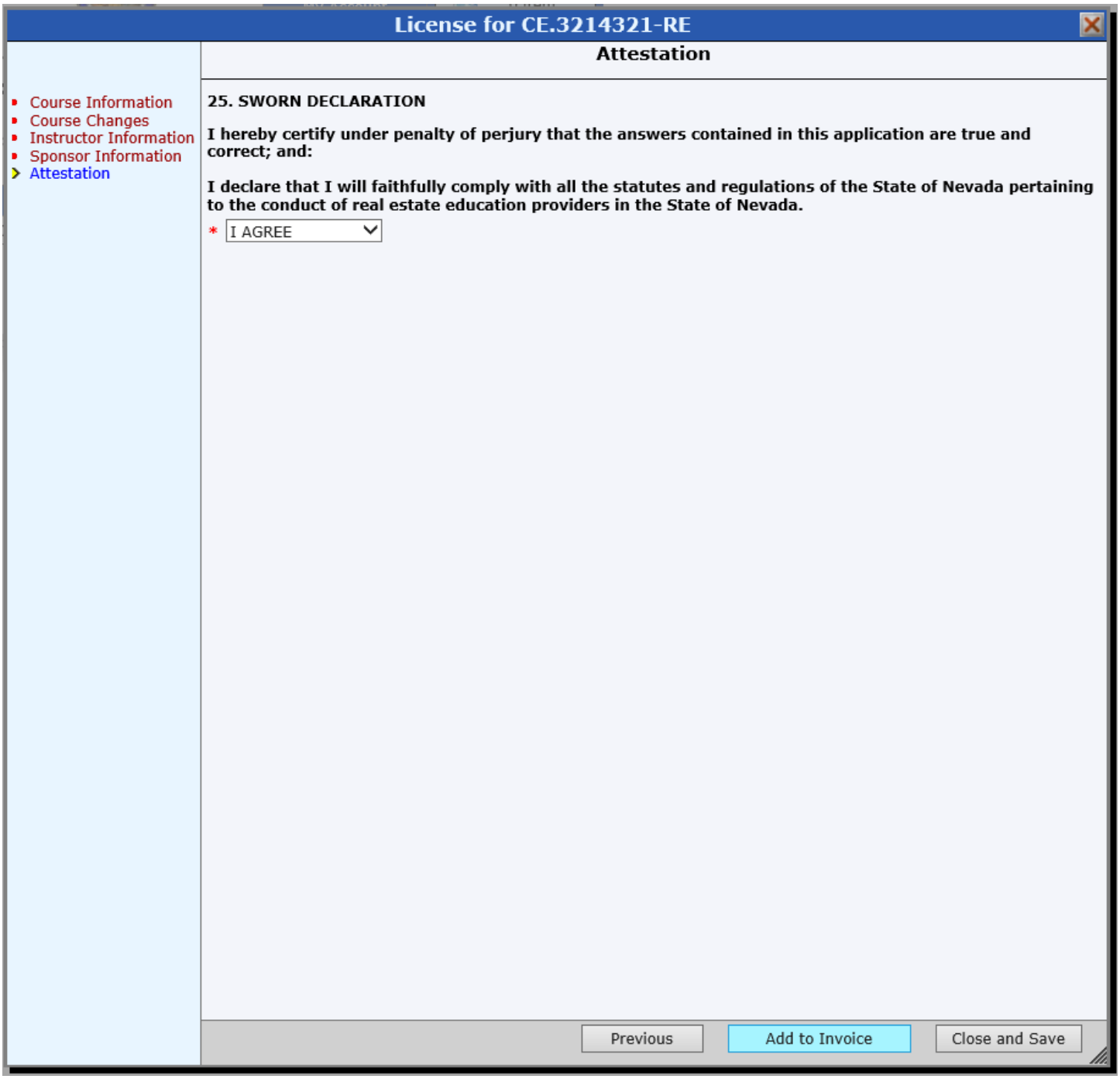
NRED Continuing Education and Post-Licensing Online Renewal Process

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.

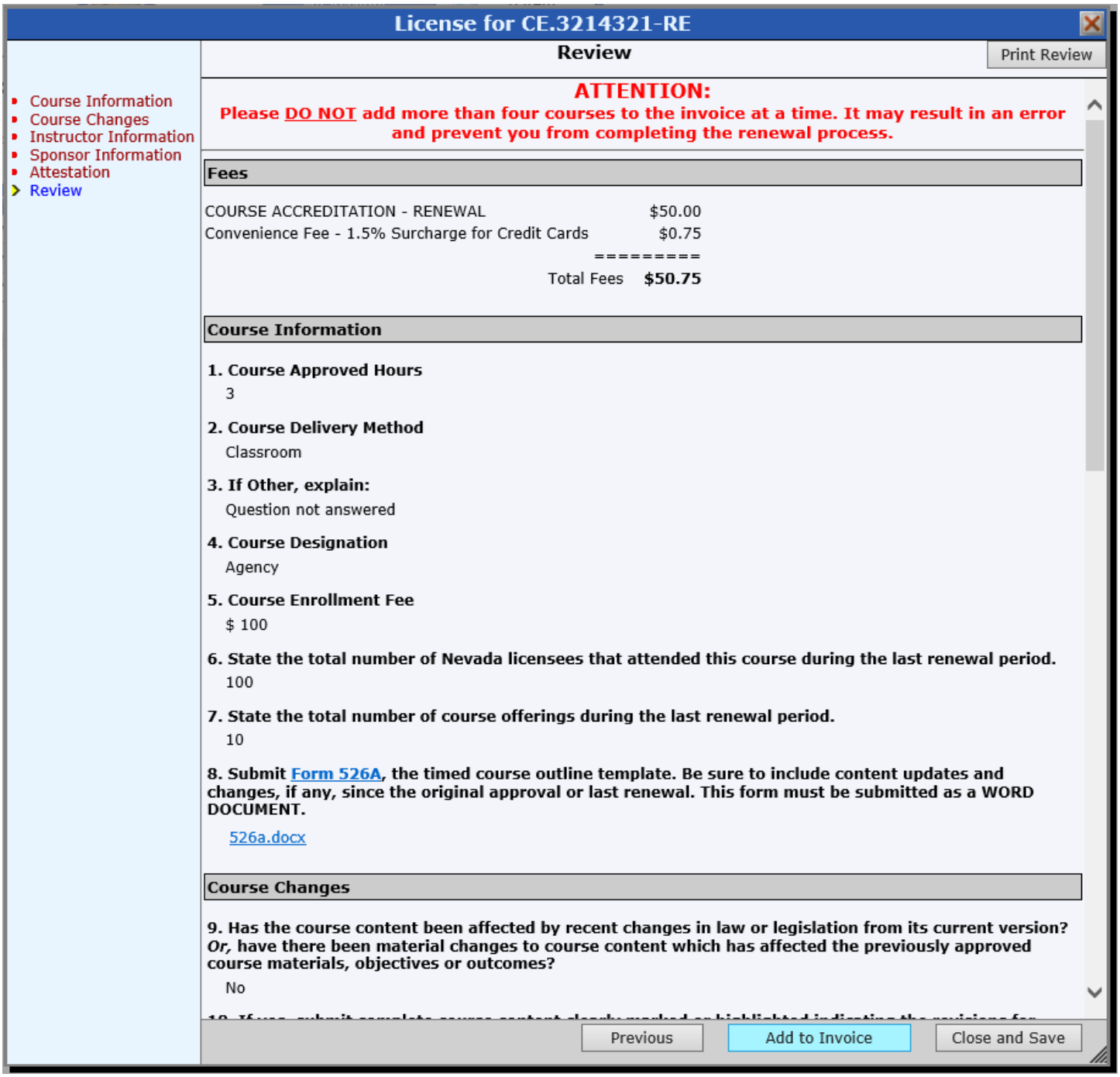


Step 12. Please attest and agree here in order to review your submission prior to payment.



NRED Continuing Education and Post-Licensing Online Renewal Process

Step 13. Finally, you will have the opportunity to review your entries and selections prior to submission. If everything is as it should be, click Add to Invoice.



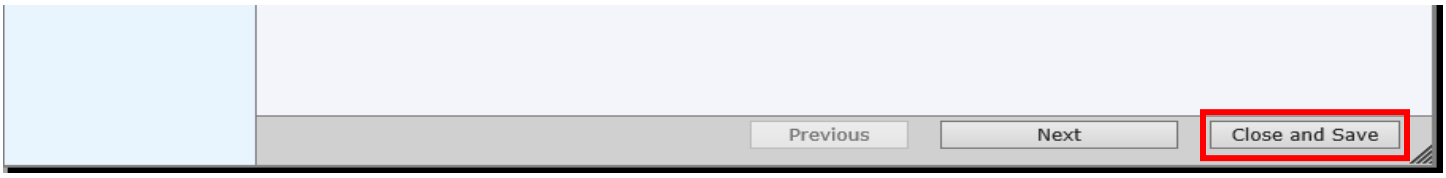
NRED Continuing Education and Post-Licensing Online Renewal Process

Step 14. From the invoice page, you may pay your renewal by Visa or Mastercard only. Please note a nonrefundable 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.

NRED Continuing Education and Post-Licensing 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.

- **PowerPoint files cannot be uploaded** and must be convered and submitted as PDF.
- ***Please do not add more than four courses to the invoice at a time.*** **It may result in an error and prevent you from completing the renewal process.**