# Form 526a – Course Timed Outline Template

**Course Title:** Click or tap here to enter text.

**Course Objective(s):** Click or tap here to enter text.

**Hours:** Click or tap here to enter text.

**Content**: Course timed outline should include introduction, classroom procedures and CE requirements with curriculum topics identified with any sub-topic bullet points as sampled below:

 **COURSE TIMED**

**SUBJECT/TOPICS INCREMENTS**

**Introductions/Classroom Procedures/Housekeeping** **00 min**

1. **Curriculum topic one** **00 min**
* Subtopic bullet
* Subtopic bullet
* Subtopic bullet
1. **Curriculum topic two** **00 min**
* Subtopic bullet
* Subtopic bullet
* Subtopic bullet

**BREAK** (not included in 1-hour class)

1. **Curriculum topic three** **00 min**
* Subtopic bullet
* Subtopic bullet
* Subtopic bullet
1. **Curriculum topic four** **00 min**
* Subtopic bullet
* Subtopic bullet
* Subtopic bullet

Questions/Conclusions

**TOTAL**: **00 Mins ÷ 50 class hr = 0 Hours**

\*Please use the official 526a above to enter and submit your Course Timed Outline information.

Use the template as designed.

**Failure to provide a complete and descriptive timed outline may result in course denial.**

Please submit your completed timed outline in WORD format via email to: courseinfo@red.nv.gov

## GLOSSARY

**Subject/Topics**: a brief overview, summary or bullet point (one sentence) of the course content to be instructed. Please do not provide paragraphs of content or lengthy explanations which may already be in your course materials.

**Course Timed Increments:** All approved instructional time must be accounted for in the outline. Increments should be listed in no less than 5-minute sections. It is understood there may be slight deviations of a few minutes for purposes of student questions and commentary. Breaks of 10 minutes or less may be written in every 60 minutes of approved instructional time.

**Credit Hour:** A course of Continuing Education must consist of at least three hours of distance education or one or more hours of classroom instruction.

**NAC 645.410  Approved schools: General requirements for certification of students.** ([NRS 645.190](https://www.leg.state.nv.us/NRS/NRS-645.html#NRS645Sec190), [645.343](https://www.leg.state.nv.us/NRS/NRS-645.html#NRS645Sec343))

     1.  Except as otherwise provided in [NAC 645.412](https://www.leg.state.nv.us/NAC/NAC-645.html#NAC645Sec412), a school which the Commission has approved to give a course fulfilling the educational requirements for original licensing shall require each student to attend the required number of hours of instruction and take at least two examinations in the course as a condition of receiving certification for the course.

     2.  The school may certify only the number of hours for which the course has been approved by the Commission.

     3.  The entire course must be completed by the applicant or licensee to satisfy the licensing requirements.

     4.  For the purposes of this section:

      (a) An “hour of instruction” means 50 minutes or more; and

      (b) One semester credit is equal to 15 hours of instruction.

[Real Estate Adv. Comm’n, § X part subsec. 8, eff. 10-31-75; A and renumbered as subsec. C pars. 5 & 6, 1-4-78; § X subsec. C par. 10, eff. 4-20-78] — (NAC A by Real Estate Comm’n, 8-21-81; 12-16-82; 12-27-89; R031-04, 11-30-2004)

**Classroom Instruction Breaks**

1-hour course credit No break

3-hour course credit 2 breaks – Consisting of 10 minutes each with no break allowed in the last hour of instruction

[**NAC 645.450  Standards for courses.**](https://www.leg.state.nv.us/NAC/NAC-645.html#NAC645Sec450)([NRS 645.190](https://www.leg.state.nv.us/NRS/NRS-645.html#NRS645Sec190), [645.575](https://www.leg.state.nv.us/NRS/NRS-645.html#NRS645Sec575))

5. The Division, on behalf of the Commission, will not approve more than:

1. Seven full hours of credit per day of instruction in a classroom course for continuing education if a final examination is not given; or
2. Eight full hours of credit per day of instruction in a classroom course for continuing education if a final examination is given

**Distance Education**

No breaks

## NOTE: THIS IS A SAMPLE OUTLINE

**Course Title:** Foreclosure

**Course Objective(s):** Learn how to avoid foreclosure.

**Credit Hours:** 3

**Content**: Course timed outline should include introduction, classroom procedures and CE requirements with curriculum topics identified with any sub-topic bullet points as sampled below:

 **COURSE TIMED**

**SUBJECT/TOPICS INCREMENTS**

1. **Introductions/Definitions** **10 min**
* Review and understand Important Definitions for understanding recent NRS changes
1. **NV Law 15 Min**
* Read the influence and interpretation of NRS 40.430 provided
* Evaluate the section descriptions
* Read and Understand all changes relative to deficiency judgment and penalties
1. **NV Law 35 Min**
* Review and understand Important Definitions for understanding Assembly BHI 283
* Read the influence and interpretation of N.R.S. 40.430 provided
* Evaluate the section descriptions
* Understand changes applicable to mortgage loan agents, bankers, brokers, etc. requirement for registering with Nationwide Mortgage Licensing System and Registry
* Review revisions governing Continuing Education requirements

**BREAK – 10 Min**

1. **NV Law 25 Min**
* Review and understand Important Definitions for understanding NRS 107.0B0
* Review the Influence and interpretation of NRS 107.080 provided
* Examine revisions relating to real property and provisions providing for mediation in certain actions for foreclosure; and providing other matters property thereto
* Evaluate the section descriptions
1. **NV Law 25 Min**
* Review and understand Important Definitions for understanding NRS pertaining to "Remover”
* Read the influence and Interpretation of the "Removal law" provided
* Evaluate the section descriptions
* Review revisions prohibiting the removal, concealing or destruction of real property that is subject to foreclosure with the intent to defraud; providing a penalty; and providing other matters properly relating thereto

**BREAK – 10 Min**

1. **Federal Law 25 Min**
* Review nine options when facing foreclosure
* Understand importance of time when making a decision
* Read and understand the FAQs of short sales and review the foreclosure vs short sale homeowner consequences
* Understand the Mortgage Debt forgiveness debt relief act of 2007 and debt cancellation
1. **Final Exam 25 Min**

Take and review the course practice exam

**TOTAL: 180 Mins ÷ 50 class hr = 3.6 Hours**