

STATE OF NEVADA  
DEPARTMENT OF BUSINESS AND INDUSTRY  
REAL ESTATE DIVISION

**TIMESHARE CONTINUING EDUCATION RENEWAL APPLICATION**

Sponsor: \_\_\_\_\_

The following continuing education course will expire on: \_\_\_\_\_  
(Expiration date)

Course Title: \_\_\_\_\_

Course Number: CE. \_\_\_\_\_ - TS                                      Approved Hours: \_\_\_\_\_

Delivery Method:  Classroom      Correspondence      Internet      Other: \_\_\_\_\_

1. Currently Approved Instructors: \_\_\_\_\_  
(List only those instructors still affiliated with Sponsor)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Add New Instructors (with Instructor Applications): \_\_\_\_\_

\_\_\_\_\_

2. List guest speakers, if any, and the topic and duration of their instruction:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. Course enrolment fee: \$ \_\_\_\_\_.

4. State the number of course offerings \_\_\_\_\_ and the total number of Nevada licensees \_\_\_\_\_ that attended this course during the last renewal period.

5. Submit a timed course outline in no more than 20 minute increments to include content updates and changes, if any, since the original approval or last renewal.

6. Has the course content been affected by recent changes in law?  Yes  No.

**If yes**, provide copies of the revised course content with the updated content clearly marked or highlighted for Division review.

7. Have material changes been made to the course content that do not affect the previously approved course objectives and outcomes?  Yes  No.

**If yes**, submit a complete copy of the course with changes, instructor guide, and student handouts. [NAC 119A.385](#).

8. Have content changes been made that significantly affect the previously approved course objectives and outcomes?  Yes  No.

**If yes**, submit a complete copy of the course with changes, instructor guide, and student handouts.  
**Note:** If changes to the course content have significantly altered the previously approved course objectives and outcomes, the course will be terminated and a new application will be required to be submitted for approval by the Real Estate Commission.

9. Has the school's location and/or contact information changed since approval/last renewal?  
 Yes  No.

**If yes**, provide the current information below, and submit a completed and signed records retention [Form 748](#), with this application.

Sponsor Name: \_\_\_\_\_

Contact Name/Job Title: \_\_\_\_\_

Address: \_\_\_\_\_

City, State & Zip Code: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email: \_\_\_\_\_ URL: \_\_\_\_\_

Submit the completed form and course materials to the Education & Information Officer, Nevada Real Estate Division at the Las Vegas address below, no later than 2 weeks prior to the course **expiration date** and **enclose \$75.00 renewal fee with this form. DO NOT** send cash.

Education Section, Real Estate Division  
3300 W. Sahara Ave., Suite 350, Las Vegas, Nevada 89102

\_\_\_\_\_ Date: \_\_\_\_\_

*Authorized Signature of Sponsor*

\_\_\_\_\_

*Printed name and job title of Signer*

**INCOMPLETE RENEWAL APPLICATIONS WILL NOT BE PROCESSED.  
FEES ARE NON-REFUNDABLE.**