

Division use only:

Receipt # _____
Credential # _____
Processor initials _____
Date _____

**APPRAISER CONTINUING EDUCATION
NEW COURSE APPLICATION**

***INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.
THE COURSE APPLICATION FEE IS NON-REFUNDABLE.***

School Name:		Date:
Owner's Name:	School's Fax:	
School's Mailing Address:		
Education Contact:	Contact's Email:	
School's Main Phone:	Contact's Phone:	
School Locations & Phone #s:		
<p>Has this course been approved through the Appraisal Qualifications Board (AQB) Course Approval Program? YES _____ NO _____ If yes, please attach a copy of the approval certificate.</p>		
If this course has been AQB approved list expiration date:		
Purpose of School:		
Retention of continuing education records: Sponsor's address of location at which records will be held:		
<p>_____ (Printed Name of Authorized Records Custodian)</p>		<p>_____ (Signature of Records Custodian)</p>

Title of Course:				
Delivery Method:	<input type="checkbox"/> Classroom	<input type="checkbox"/> Internet	<input type="checkbox"/> Home Study	Hours of Instruction:
Level of Difficulty:	<input type="checkbox"/> Beginner	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Advanced	
Course Objective: On completion of this course students will be able to:				
Subject Classification:	<input type="checkbox"/> Residential	<input type="checkbox"/> General	<input type="checkbox"/> Both	<input type="checkbox"/> Ethics/Standards

STATE OF NEVADA
DEPARTMENT OF BUSINESS AND INDUSTRY
REAL ESTATE DIVISION

3300 W Sahara Ave, Ste. 350 * Las Vegas, NV 89102 * (702) 486-4033
e-mail: realest@red.nv.gov <http://red.nv.gov>

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Select NAC 645C.305 under which this course is being submitted for approval:	
<input type="checkbox"/> 1a <input type="checkbox"/> 1b <input type="checkbox"/> 2a <input type="checkbox"/> 2b <input type="checkbox"/> 2c <input type="checkbox"/> 2d <input type="checkbox"/> 2e <input type="checkbox"/> 2f <input type="checkbox"/> 2g <input type="checkbox"/> 2h <input type="checkbox"/> 2i <input type="checkbox"/> 2j <input type="checkbox"/> 2k <input type="checkbox"/> 2d <input type="checkbox"/> 2l <input type="checkbox"/> 2m <input type="checkbox"/> 2n	
Ethics/Standards Justification:	
Course Fee:	Maximum Number of Participants:

Is the course accredited, approved, or offered by any appraiser commission, trade commission or the Appraisal Qualifications Board? Yes No (If yes, please explain.)

When:	Where:	Approval #:
Additional Info:		

Explain procedure for verifying attendance and complying with attendance requirements.
(Note: minimum acceptable procedure is signing in at the beginning of the AM and PM session.)

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1818 E College Parkway Suite 110 * **Carson City**, NV 89706-7986 *(775) 687-4280
3300 W Sahara Avenue, Suite 350 * **Las Vegas**, NV 89102 *(702) 486-4033
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Required Materials to be submitted with Application:

Material:	Enclosed?	Comments:
Detailed Course Outline	<input type="checkbox"/> Yes	
Student Handouts & Course Materials (one copy)	<input type="checkbox"/> Yes	
List of Scheduled Course Dates and Locations	<input type="checkbox"/> Yes	
Proposed Advertising	<input type="checkbox"/> Yes	
Statement of Refund or Cancellation Policy	<input type="checkbox"/> Yes	
Course Evaluation Form	<input type="checkbox"/> Yes	
List of Currently Approved Instructors and New Instructor Applications (fill out form 633 & attach)	<input type="checkbox"/> Yes	
Attendance Certificate Sample** (see requirements below)	<input type="checkbox"/> Yes	
Distance Education ONLY: AQB or IDECC approval letter	<input type="checkbox"/> Yes	
Application Fee: \$100.00 (made payable to NRED)	<input type="checkbox"/> Yes	

**** Attendance Certificates must include all of the following:**

- Name of offering entity
- State approval number
- Date of instruction
- Original signature of person authorized to sign for offering entity
- Statement: **COURSE APPROVED BY THE NEVADA COMMISSION OF APPRAISERS**
- Title of course or seminar
- Name and license number of participant
- Number of hours of instruction

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- I consent to auditing and/or evaluating by authorized representatives of NRED.
- I agree to report any material changes of the information contained in this application to NRED prior to presenting the amended course.
- I agree to retain attendance records for at least five years from the date of the offering for each participant.
- I agree to provide certificates of attendance completed in compliance with NAC 645C.315 4 with original authorized signatures only for students who have completed this course.
- I agree to comply with the provisions of NAC 645C.

Signature: _____ Date: _____

Print Name: _____

Applications and checks should be sent to:

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