

STATE OF NEVADA
DEPARTMENT OF BUSINESS AND INDUSTRY
REAL ESTATE DIVISION

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

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 Numbers: _____

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.

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):

(Printed Name of Authorized Records Custodian)

(Signature of Records Custodian)

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Title of Course: _____

Delivery Method: Classroom Internet Home Study **Hours of Instruction:** _____

Level of Difficulty: Beginner Intermediate Advanced

Course Objective: On completion of this course students will be able to:

Subject Classification: Residential General Both Ethics/Standards

Select [NAC 645C.305](#) under which this course is being submitted for approval:

1a 1b 2a 2b 2c 2d 2e 2f 2g 2h 2i
 2j 2k 2l 2m 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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Required Materials to be submitted with Application:

Material:	Enclosed?	Comments:
Detailed Course Outline (including timeline)	<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**
- **Title of course or seminar**
- **State approval number**
- **Name and license number of participant**
- **Date of instruction**
- **Number of hours of instruction**
- **Original signature of person authorized to sign for offering entity**
- **Statement: COURSE APPROVED BY THE NEVADA COMMISSION OF APPRAISERS**

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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 Avenue, Suite 350
Las Vegas, Nevada 89102**