STATE OF NEVADA DEPARTMENT OF BUSINESS AND INDUSTRY **REAL ESTATE DIVISION**

FORM 560 – REAL ESTATE SALES PRE-LICENSING EDUCATION COURSE APPLICATION

Course to Meet the Educational Requirements for a Nevada Salesperson License

	Date		
Sponsor Information			
1. Name of school/sponsor:			
2. Mailing Address:			
City, State & Zip:			
3. Telephone:	Fax:		
4. E-mail:	URL:		
6. Type of School (College, University, Adult Ed	ducation, etc.):		
Course Information			
7. For approval period: July 1, to Ju	ane 30, 8. License Type: _Salesperson		
9. Course Title:			
10. PL#			
11. Instructor Names:	12. Location(s) of Offerings:		
Submit a completed instructor application fo	orm <u>635</u> for each instructor applicant named above.		
13. Credit Hours Requested:	14. Course Fee: \$		
15. Number of Required Quizzes:	16. Number of Required Exams:		
17. Minimum pass grade per test:	18. Final Pass Grade:		

Minimum pass grade per NAC 645: 75%

Attach a copy of each quiz and examination, with the answer key or correct answers marked.

19. Required Texts and Other Readings for Course:

Title	Author	Publisher/Date

21. Delivery Method: □ Live Instruction	□ Distance Education (select one delivery method below)
	a. Correspondence
	b. 🗆 Internet
	c. Other:

For distance education delivery only, complete and submit the forms below:

a. Distance Education Questionnaire (required, unless course delivery is ARELLO certified); and

b. Application for Secure Electronic Method of Administering Final Exam and/or Certificate of Test Proctor.

Retention of pre-licensing records

Sponsor verifies that attendance records will be retained in accordance with <u>NAC 645.404</u> at Sponsor's location address given below.

Written notice of any change in location must be given to the Real Estate Division, Education Section.

22. Address of location at which records will be held:

(City, State,Zip)

(Printed Name of Authorized Records Custodian)

(Signature of Authorized Records Custodian)

Regulatory Compliance

23. By signing and submitting this form to the Division, Sponsor agrees to comply with all Sponsor duties including, but not limited to, using:

a. Attendance report form $\underline{740}$ or the information prescribed in the form, if applicable; and

b. Certificate of completion provided with course approval notification or the information prescribed in it.

Course application fee is \$100 per application. Total amount enclosed : \$

"I declare under penalty of perjury under the laws of the State of Nevada that the foregoing is true and correct."

(Print Name)

Executed on

(Date)

(Signature of person authorized to submit application)

INCOMPLETE SUBMISSIONS COULD RESULT IN DELAY OR DENIAL OF APPLICATION. COURSE APPLICATION FEE IS NON-REFUNDABLE.

(<u>NAC 645.435</u>) CLASS TOPIC	SESSION NO.	REQUIRED HRS
1. <u>Brokerage and Law of Agency</u>		21 Hours
2. <u>Valuation and Economics</u>		<u>12 Hours</u>
3. <u>Finance</u>		<u>12 Hours</u>
4. <u>Property Ownership, Transfer and Use</u>		25 Hours
5. State Laws: NRS 645, 119A, 119B, 116, etc. & Applicable NAC		<u>18 Hours</u>
6. <u>Applied Practice and Statutory Disclosures</u>		<u>2 Hours</u>

PROVIDE A 2-3 POINT TIMED CONTENT OUTLINE TO REFLECT INFORMATION IN MODULE SHEET. FOR TOPICS TESTED IN EXAM, GIVE APPROX. TIME (IN MINUTES) OR NUMBER OF ITEMS PER TOPIC

DISTANCE EDUCATION QUESTIONNAIRE

MUST BE COMPLETED IF SPONSOR DOES NOT HAVE DISTANCE EDUCATION CERTIFICATION

DISTANCE EDUCATION QUESTIONNAIRE

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- VIII. Describe and document how each module of instruction has:
 - a) At least one learning objective.

b) A structured learning method to enable the student to achieve the learning objective.

c) A method of assessment of the student's performance during instruction.

d) A method of remediation if student is deficient in mastering the course material to repeat the course until the student understands.

e) A complete syllabus or student instruction manual (or both) provided in written form which includes accurate and clearly stated information about admissions, progression, completion, criteria, dismissal and any applicable licensing requirements.

APPLICATION FOR SECURE ELECTRONIC METHOD OF ADMINISTERING FINAL EXAM FOR DISTANCE EDUCATION COURSES

<u>NAC 645.412</u> requires a closed book final examination. <u>NAC 645.443</u> allows for a written final examination to be administered by a secure electronic method in lieu of a proctored exam.

Describe your proposal for administering testing in electronic format. Your proposal should detail the procedures, methods and components you plan to utilize to secure the electronic format and the test security to assure that the person testing is the student.

Describe the elements and procedures you plan to utilize in grading the exam. Describe how the student will be notified of a pass or fail grade. What will be necessary for the student to re-test?

Provide copies of exam(s) and answer key(s) NAC 645.403.9.

CERTIFICATE OF TEST PROCTOR

Proctor Verification

Submitting this completed form will allow _______ to release the exam to the proctor via fax.

All proctor signatures are **required** to be notarized. This insures the proctor is a real and valid person. All sections of this form must be completed for a test to be sent to the proctor.

Instructions to proctor: Complete this form then email or fax the form

(Name of school)

_____will email or fax the exam to be proctored

Name of the course taken (Use the students receipt or the title of the workbooks)

Name of the student taking the test

The proctor certifies that:

- 1. I am a disinterested third party in the administration of this examination. I am not related by blood, marriage or any other relationship to the examinee that would influence me from properly administering the examination. I am not a real estate licensee nor am I affiliated with a real estate brokerage firm.
- 2. The student taking the exam will show me positive photo identification prior to taking and completing the examination.
- 3. The enclosed examination will be administered under my supervision on the following date: ______.
- 4. The student received no assistance in taking the examination.
- 5. The test should be sent to my attention at: Fax _____ or Email __

6. _____ may contact me with questions via phone at the following number: _____

- 7. I will not permit the examination to be compromised, copied, or recorded in any way or by any method.
- 8. After examination is administered, I will fax/email completed examination to your school.

Printed Name of Proctor	Signature of Proctor		
Address	City State Zip		
State of } (Notary Seal) }SS			
County of }			
Subscribed and sworn to before me this day of, 20			
My appointment expires on			
Public Notary			

Form 560 Checklist

Sponsor Checkbox	Check for all items that have been completed, are included or applicable before submitting application to the Division.	NRED Checkbox
	Sponsor Information completed	
	Course Information completed	
	Course objectives	
	Delivery Method	
	Retention of Records – completed and signed	
	\$100 Fee	
	Form 560 completed, signed and dated	
	Course Module Sheet completed with timelines	
	Instructor Applications (resumes, licenses, certificates, etc.)	
	ARELLO Certification or Distance Education Questionnaire	
	Application for Secure Electronic Method of Administering	
	Final Exam (if applicable)	
	Certificate of Proctor (if applicable)	
	CPE License or Exemption	
	Timed 2 to 3 point Content Outline	
	Course Materials (plus videos/CDs as applicable)	
	Sample Student Handouts	
	Sample Refund/Cancellation Policy	
	Description of physical facility (if applicable)	
	Copyright Authorization Letter (if applicable)	
	Exams, Quizzes and Answers	

Submit completed application, with materials and fee to: Education Section, Real Estate Division 3300 W. Sahara Ave., Suite 350, Las Vegas, Nevada 89102

FOR NRED INTERNAL USE ONLY				
Duplicate Course: Yes No PL#	Duplicate Title: Yes No	PL#		
Application complete and accepted: Yes No	Date:	Initials:		