

STATE OF NEVADA
DEPARTMENT OF BUSINESS AND INDUSTRY
REAL ESTATE DIVISION

**FORM 560B – BUSINESS BROKER PRE-PERMIT EDUCATION
COURSE APPLICATION**

Course to Meet the Educational Requirements for a Nevada Business Broker Permit

Date _____

Sponsor Information

1. Name of school/sponsor: _____
2. Mailing Address: _____
City, State & Zip: _____
3. Telephone: _____ Fax: _____
4. E-mail: _____ URL: _____
5. Name(s) of school owner(s): _____
6. Type of School (College, University, Adult Education, etc.): _____

Course Information

7. Approval period: July 1, _____ to June 30, _____ 8. Permit Type: Business Broker
9. Course Title: _____
10. PL#: _____
- *11. Instructor Names: _____ 12. Location(s) of Offerings: _____

****Submit a completed instructor application form [635](#) 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

20. Course Objectives: _____

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-permit records

Sponsor verifies that attendance records will be retained in accordance with [NAC 645.404](#) 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 [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.**

BUSINESS BROKER PRE-PERMIT COURSE MODULE SHEET
(NAC 645.913)

CLASS TOPIC	SESSION NO.	REQUIRED HRS
<u>1. Financial statements, including, without limitation:</u>		<u>8 Hours</u>
Income statements, balance sheets and cash flow statements	_____	_____
Reformatting and recasting income statements and balance sheets	_____	_____
Terms and concepts used in financial statements	_____	_____
<u>2. Valuation of a business, including, without limitation</u>		<u>6 Hours</u>
Business value and alternative purchase offers	_____	_____
Cash equivalent value	_____	_____
Business purchase price and seller carry-back notes	_____	_____
Investment value and fair market value	_____	_____
Determining the value of goodwill	_____	_____
The significance of a business' assets in creating market value	_____	_____
The market value of a franchised business	_____	_____
The rules of thumb of business valuation	_____	_____
<u>3. Purchase offer and sale considerations, including, without limitation</u>		<u>6 Hours</u>
Structuring the transaction	_____	_____
Describing the business	_____	_____
Asset sales and stock sales	_____	_____
Describing the tangible assets being acquired	_____	_____
Describing the goodwill being acquired	_____	_____
Including real property in the transaction	_____	_____
Describing the assets included in the purchase	_____	_____
Describing the assets excluded from the purchase	_____	_____
Cash on hand	_____	_____
Method and terms of payment	_____	_____
Assumption by the buyer of liabilities of the seller	_____	_____
Notification of creditors of the seller	_____	_____
Method for the calculation of the purchase price of a business when the buyer of the business assumes the liabilities of the seller	_____	_____
Adjustments at the close of escrow to the liabilities of the seller assumed by the buyer	_____	_____
Summarizing the structure of the transaction	_____	_____
<u>4. Business brokerage and professional practices, including, without limitation</u>		<u>4 Hours</u>
Business opportunity contracts, agreements and disclosure forms	_____	_____
Marketing, preparing a business for sale and advertising a business for sale	_____	_____
Understanding the significance of the "potential" of a business	_____	_____
Offering prospectus and confidentiality agreement	_____	_____
Issues of business brokerage compensation	_____	_____
Purchase offer and acceptance forms used for business opportunities	_____	_____
Business broker and business appraiser associations	_____	_____

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

See [NAC 645.443](#)

I. What is your mission statement?: _____

II. Describe the design of the course: _____

III. What are your procedures for updating the course: _____

IV. Describe the type and frequency of interactivity of the instruction with the students:

V. How does the instruction provided teach mastery of the materials?: _____

VI. What support services are available to students?: _____

VII. How was a time study of the range of instructional hours for this course completed?: Justify the number of hours requested to be approved for this course.

DISTANCE EDUCATION QUESTIONNAIRE

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.

Form 560B Checklist

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

**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: _____