

STATE OF NEVADA
DEPARTMENT OF BUSINESS AND INDUSTRY
REAL ESTATE DIVISION

**FORM 560C – PROPERTY MANAGEMENT PRE-PERMIT EDUCATION
COURSE APPLICATION**

Course to Meet the Educational Requirements for a Nevada Property Management 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: Property Management
- 9. Course Title: _____
- 10. PL#: _____ 11. Course Fee: \$ _____
- *12. Instructor Names: _____ 13. Location(s) of Offerings: _____

****Submit a completed instructor application form [635](#) for each instructor applicant named above.***

- 14. Credit Hours Requested: _____
- 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:

1. Distance Education Questionnaire (required, unless course delivery is ARELLO certified); and
2. 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; 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.**

PROPERTY MANAGEMENT PRE-PERMIT COURSE MODULE SHEET
(NAC 645.800)

| <i>CLASS TOPIC</i> | <i>SESSION NO.</i> | <i>REQUIRED HRS</i> |
|--|--------------------|-----------------------|
| <i>Section One</i> | | <u>4 Hours</u> |
| Contracts for management services | | |
| Leases of real property | | |
| Applications to rent real property | | |
| The Fair Credit Reporting Act, 15 U.S.C. §§ 1681 et seq. | | |
| The Fair Debt Collection Practices Act, 15 U.S.C. §§ 1692 to 1692o, inclusive | | |
| <i>Section Two</i> | | <u>3 Hours</u> |
| Maintenance of records of money deposited in trust accounts | | |
| The requirements for reporting to the Division set forth in Chapter 645 of NRS | | |
| <i>Section Three</i> | | <u>1 Hours</u> |
| Use of computerized systems for bookkeeping | | |
| <i>Section Four</i> | | <u>2 Hours</u> |
| Laws of State of Nevada governing property management | | |
| <i>Section Five</i> | | <u>3 Hours</u> |
| Disclosures required pursuant to NRS 645.252 | | |
| Disclosures related to environmental issues as governed by state and federal law | | |
| <i>Section Six</i> | | <u>5 Hours</u> |
| The Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101 et seq | | |
| The Residential Landlord and Tenant Act as set forth in Chapter 118A of NRS | | |
| The Nevada Fair Housing Law as set forth in Chapter 118 of NRS | | |
| State and federal law governing unlawful discrimination based on sex, including, without limitation, sexual harassment | | |
| <i>Section Seven</i> | | <u>1 Hours</u> |
| The duties and responsibilities of a real estate broker, including the supervision of employees and real estate salesmen and real estate broker-salesman associated with the real estate broker. | | |
| <i>Section Eight</i> | | <u>2 Hours</u> |
| The maintenance of real property | | |
| The health and safety of a tenant | | |
| Fire insurance | | |
| Rental insurance | | |
| Disability insurance | | |
| <i>Section Nine</i> | | <u>3 Hours</u> |
| Management of commercial property | | |

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.

CERTIFICATE OF TEST PROCTOR

Proctor Verification

Submitting this completed form will allow _____ to release the exam to the proctor via fax.
(Name of school)

Nevada Administrative Code [\(NAC\) 645.412](#) requires that a student who enrolls in a distance education program must pass a proctored, closed-book final examination. The proctor (someone over 18 who is not related to the student / see section 1 below) must complete this form and fax the completed form to _____.
(Name of school) (Phone Number)

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

_____ will email or fax the exam to be proctored
(Name of school)

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: _____.
(Name of school)
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)

County of _____ }SS

Subscribed and sworn to before me this _____ day of _____, 20____.

_____ My appointment expires on _____.

Form 560C 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 560C 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 CE# _____

Application complete and accepted: Yes No Date: _____ Initials: _____