

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

3300 W Sahara Ave Ste 350, Las Vegas, NV 89102
Email: realest@red.nv.gov

(702) 486-4033
Website: <http://red.nv.gov/>

**FORM 589A - INSPECTORS OF STRUCTURES
PRE-CERTIFICATION EDUCATION NEW COURSE APPLICATION**

All courses expire June 30 yearly

Courses to meet the education for an Original Nevada Real Estate Division Inspectors of Structures Certificate

School Information: *Please Print or Type*

Course application fee is non-refundable - \$100.

School Name:	
Mailing Address, City, State, Zip:	
School Owners' Names and Business Organization that owns school, if applicable:	
Type of School:	
Phone:	Fax:
Website:	
Contact Person & Title:	
Phone:	Email:

Course Information: *Separate application & fee required for each course.*

Course Title	Number of Credit Hours requested	Student's Course Fee

Minimum Passing Grade:		NAC 645D.238 requires a score of not less than 75%	
Number of Required Quizzes:		Number of Required Exams	
List Instructors:			

Complete this Statement of Course Objective:

"On completion of this course, student will be able to..."

RETENTION OF STUDENT RECORDS

School verifies that attendance records will be retained in accordance with NAC 645D.236. Written notice of any change in location must be given to the Real Estate Division, Inspectors of Structures Section.

<i>Physical Location of Records:</i>
<i>Print Records Custodian Name & Title:</i>

_____ *Date*

_____ *Signature of Authorized Records Custodian*

INCOMPLETE SUBMISSIONS COULD RESULT IN DELAY OR DENIAL OF APPLICATION.

STATE OF NEVADA
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REAL ESTATE DIVISION
PAGES 1 THRU 7 ARE REQUIRED FOR A COMPLETE APPLICATION PACKET.

FORM 589A CHECKLIST X - Submit the following:

<input type="checkbox"/>	Copy of Commission on Post-Secondary Education license (not required if NV Sys of Higher Ed)
<input type="checkbox"/>	Written Responses with Attachments to Required Information listed on page 3:
<input type="checkbox"/>	Application (page 4) and attachments for <i>each</i> instructor listed on first page of this application
<input type="checkbox"/>	Attendance Verification Report or agree to use form on page 5
<input type="checkbox"/>	Sample Certificate of Completion (see sample on page 6) which must have the following: -The name of the approved school; -The title and course number (e.g., PL.xxxxx-IOS) of the approved course; -The name of the student; -The number of hours of instruction attended by the student; -The date of completion of the approved course; -An original signature of the person authorized to sign for the approved school; and -The statement, "THIS COURSE IS APPROVED BY THE NEVADA REAL ESTATE DIVISION ADMINISTRATOR."
<input type="checkbox"/>	Classroom Instructor & Content Evaluation Report (in same format as the sample on pg 7)
<input type="checkbox"/>	Copy of Proposed Advertising
<input type="checkbox"/>	The Non-Refundable Application Fee of \$100.00 made payable to the NV Real Estate Division (NRED)

REGULATORY COMPLIANCE

By signing and submitting this form to the Division, School agrees to comply with the provisions of NAC 645D including, but not limited to the following:

- Report any material changes of the information contained in this application to the Real Estate Division not later than 15 days after the change and prior to presenting the amended course.
- Provide Certificates of Completion with an original authorized signature only to students who have completed an approved course.

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

Date: _____ **Title of Authorized Signee:** _____

(Signature of person authorized to submit application) (Print Name)

Submit Completed Application with Required Attachments and Fee of \$100 to the:

**Nevada Real Estate Division
IOS Pre-Certification Ed New Course Application
3300 W Sahara Ave Ste 350
Las Vegas, NV 89102**

For questions about this application, please call the Program Officer at (775) 684-1904.

Nevada Law Chapters 645D governing the Inspectors of Structures are located on the Real Estate Division
Website at: http://red.nv.gov/Content/Administration/Statutes_and_Regulations/

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REQUIRED INFORMATION

Attach as many pages as necessary to answer completely; number items to correspond sequentially.

1. **Submit the Curriculum.** Include a copy of textbook, course materials, exams and answers, student handouts, visual aids, and computer software programs.
 - a. Provide a complete **detailed three-level outline** (Topic 1: a, b, c; Topic 2: a, b, c). It must include instruction in the preparation of a complete inspection report according to the standards and requirements set forth in NAC 645D.460 to 645D.580, as required in NAC 645D.210. Include instruction on the law and regulations in NRS and NAC 645D governing inspectors of structures. **The outline must show hours of instruction time in minutes per section and subsection with the minutes/hours totaled at the end for not more than 8 hours per day. The outline must total a minimum of 40 hours of instruction** for residential certification; a minimum of 50 hours for general certification; and a minimum of 60 hours for master certification. One semester hour of credit is equivalent to 15 hours of instruction. A credit hour is equal to 50 minutes of instruction.
Or
 - b. **If submitting a course designed to meet the observation of 25 inspections per NAC 645D.210, the curriculum must adhere to the following:** An inspection takes, on average, 3 to 4 hours to complete, therefore a course intended to meet the observation requirement must be **75 to 100 hours** of a combination of simulated (or virtual) classroom and on-site observation. Site inspections must be performed by a certified general or master inspector or an instructor approved by the Administrator. **Show the course curriculum which must include a minimum of five (5) site observations** with inspection reports for each one completed by student. Explain how liability insurance will cover students during site inspections. **One site inspection and report must serve as the “final exam” for successful completion of the course, and be graded as such.**
2. **Describe the training facilities and equipment** used to demonstrate or teach the skills necessary to conduct an inspection. Explain how the coursework provides a practical (hands-on) understanding of the skills necessary to conduct an inspection. List the location(s) of instruction if different from school address.
3. Attach a **schedule of courses** for accreditation period (July 1 to June 30). This schedule must include the dates & times of instruction for each school location.
4. State the school’s policy concerning **cancellation and refunds**.
5. List the **requirements and verification of attendance** including policy on making up sessions missed.
6. Explain the **grading systems**, including the methods of testing and standards of grading.
7. Confirm that the school administers a final examination conducted in the presence of a **proctor**, if applicable.

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**FORM 591 - INSTRUCTOR APPLICATION FOR
INSPECTORS OF STRUCTURES**

Each instructor listed on page one must submit an application for approval

QUALIFICATIONS: An applicant must have one of the following: 1) A bachelor's degree in field. 2) Current experience teaching subjects relating to inspections at an institution of higher education. 3) Five years full-time experience working in a job directly related to subject. 4) Three years of experience teaching subject. Attach resume with dates/place of schooling and description of relevant work/field experience with dates/places of employment. Resume must clearly demonstrate academic training or work experience that qualifies him/her.

Applicant Information: *Please Print or Type*

Name of Applicant (& Company if applicable):	
Mailing Address, City, State, Zip:	
Contact Phone:	Email:
Do you hold a NV Real Estate Division Credential? No <input type="checkbox"/> Yes <input type="checkbox"/> (list number):	
Has any certificate and/or license/held by you, from <i>any</i> state been suspended, revoked or subject to discipline? No <input type="checkbox"/> Yes <input type="checkbox"/> (Explain)	
Have you ever been refused approval to teach or has such approval been suspended, revoked or subject to discipline? No <input type="checkbox"/> Yes <input type="checkbox"/> (Explain)	

Course/Program Information:

Name of organization for which you will instruct:
Title of the course/program you will instruct (include all):
Have you instructed any other course/program for the Division? No <input type="checkbox"/> Yes <input type="checkbox"/> (List organization and year)

REGULATORY COMPLIANCE

By signing and submitting this form to the Division, Applicant agrees to adhere to the instructor responsibilities per NRS and NAC Chapter 645D as applicable.

***"I hereby declare under penalty of perjury under the laws of the State of Nevada
that the foregoing is true and correct." Date: _____***

(Original Signature)

(Print Name)

Submit this page complete with required attachments as part of the whole application packet.

<i><u>DIVISION USE ONLY:</u></i>	
Date Application Approved: _____	Approved By: _____

INCOMPLETE SUBMISSIONS COULD RESULT IN DELAY OR DENIAL OF APPLICATION.

*****Sample*****

Certificate of Completion

INSPECTORS OF STRUCTURES PRE-CERTIFICATION EDUCATION

Name

*has attended and successfully completed a
Classroom Education course offering of*

“TITLE OF COURSE”

{Date class completed}

PL.XXXXXX-IOS

X Hours

This course is sponsored by:

Sponsor Name

Authorized Signature

Date

THIS COURSE IS APPROVED BY THE NEVADA REAL ESTATE DIVISION ADMINISTRATOR

Course Expiration Date: xx/xx/xxxx

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**FORM 726 - CONTENT & INSTRUCTOR EVALUATION REPORT
INSPECTORS OF STRUCTURES PRE-LICENSING EDUCATION COURSES**

TITLE:		
CE or PL #:	NO. OF HOURS:	DATE:
PROVIDER:		
INSTRUCTOR(S)		

I. INSTRUCTOR	<i>Excellent</i>	<i>Average</i>	<i>Not Acceptable</i>	<i>Not Applicable</i>
Instructor demonstrated knowledge of course content and was well prepared	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Instructor provided clear course objectives and expectations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Instructor provided examples to illustrate a point	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Instructor provided helpful feedback, encouraged questions and responded satisfactorily	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rate instructor's ability to control disruptions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rate the timeliness of the class start and finish times	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rate instructor's availability outside of the classroom	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
II. CONTENT/MATERIALS				
Content was relevant and helped me learn subject matter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rate the value of supplemental resources e.g., websites, case studies, and articles from publications, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rate your satisfaction with the interactivity among students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The quizzes/final exam accurately measured what I learned	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
III. DISTANCE EDUCATION (Internet)				
Rate the technology support needed and received	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rate the ease of use with course access, links, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rate your satisfaction with the self-paced structure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rate the content for clear course objectives and expectations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rate the availability of instructor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

What did you like about the course and instructor(s)?

What aspects of the course or instructor(s)' teaching methods should be improved, if any?

Name (optional): _____ Date: _____

Note: No exceptions to this format without Division's prior approval.

CHAPTERS 645D *in part* – INSPECTORS OF STRUCTURES
NEVADA REVISED STATUTE AND
NEVADA ADMINISTRATIVE CODE

NRS 645D.030 “Certificate” defined. “Certificate” means a certificate issued to an inspector pursuant to this chapter.
(Added to NRS by [1997, 1792](#))

NRS 645D.060 “Inspection” defined. “Inspection” means a physical examination of the mechanical, electrical or plumbing systems of a structure or of the structural components of a structure. The term includes any consultation regarding a structure that is represented to be a certified inspection or any other title, word or other designation intended to imply or designate that the consultation is a certified inspection.
(Added to NRS by [1997, 1792](#))

NRS 645D.070 “Inspection report” defined. “Inspection report” means an analysis, opinion or conclusion, regarding the condition of a structure, that is:

1. Provided after an inspection, in a written report, for or with the expectation of receiving compensation for the report; and
2. Designed to describe and identify the inspected systems or structural components of the structure, their physical condition, any material defect and any recommendation for evaluation by another person.

(Added to NRS by [1997, 1792](#))

NRS 645D.080 “Inspector” defined. “Inspector” means a person who examines any component of a structure and prepares or communicates an inspection report. The term does not include any person who merely relays an inspection report on behalf of the person who prepares it.
(Added to NRS by [1997, 1792](#))

GENERAL PROVISIONS

NAC 645D.040 “Certified inspector” defined. ([NRS 645D.120](#)) “Certified inspector” means an inspector to whom a certificate has been issued pursuant to [chapter 645D](#) of NRS, including, but not limited to:

1. A certified residential inspector;
2. A certified general inspector; and
3. A certified master inspector.

(Added to NAC by Real Estate Div. by R214-97, eff. 5-11-98)

NAC 645D.060 “Readily accessible” defined. ([NRS 645D.120](#)) “Readily accessible” means that the item being inspected is accessible without the certified inspector having to:

1. Move furniture or stored items;
2. Damage paint finishes;
3. Fit into an area or opening less than 18 inches by 24 inches; or
4. Use a ladder that extends to more than 12 feet tall to reach the item.

(Added to NAC by Real Estate Div. by R214-97, eff. 5-11-98; A by R177-01, 5-20-2002)

NAC 645D.065 Hours of instruction and semester hours of credit interpreted. ([NRS 645D.120](#)) For the purposes of this chapter:

1. An hour of instruction must consist of at least 50 minutes but not more than 60 minutes of actual instruction.
2. One semester hour of credit is equivalent to 15 hours of instruction. The credit must be earned at a university, state college or community college within the Nevada System of Higher Education or any other university or college with the same or an equivalent accreditation or a professional school or college licensed by the Commission on Postsecondary Education.

(Added to NAC by Real Estate Div. by R144-06, eff. 9-18-2007)

CERTIFICATION

Types and Scope of Certificates

NAC 645D.100 Types of certificates. ([NRS 645D.120](#)) An inspector may obtain from the Division a certificate as a:

1. Certified residential inspector;
2. Certified general inspector; or
3. Certified master inspector.

(Added to NAC by Real Estate Div. by R214-97, eff. 5-11-98)

NAC 645D.110 Scope of performance: Certified residential inspector. ([NRS 645D.120](#)) A certified residential inspector may:

1. Perform an inspection of:
 - (a) A residential structure consisting of not more than four units; and
 - (b) A commercial structure that measures not more than 10,000 square feet.
 2. Assist in the preparation and communication of an inspection of a structure that consists of more than four residential units under the direct, on-site supervision of a certified general inspector or a certified master inspector.
- (Added to NAC by Real Estate Div. by R214-97, eff. 5-11-98)

NAC 645D.120 Scope of performance: Certified general inspector. ([NRS 645D.120](#)) A certified general inspector may:

1. Provide training for and the evaluation of certified residential inspectors only.
 2. Perform an inspection of any residential or commercial structure.
- (Added to NAC by Real Estate Div. by R214-97, eff. 5-11-98; A by R177-01, 5-20-2002)

NAC 645D.130 Scope of performance: Certified master inspector. ([NRS 645D.120](#)) A certified master inspector may:

1. Provide training for and the evaluation of a certified residential inspector or a certified general inspector.
 2. Perform an inspection of any residential or commercial structure.
- (Added to NAC by Real Estate Div. by R214-97, eff. 5-11-98)

Qualifications for Certificate

NAC 645D.210 Requirements for certificate as certified residential inspector. ([NRS 645D.120](#))

1. Except as otherwise provided in subsection 3, an applicant for a certificate as a certified residential inspector:
 - (a) Must furnish proof satisfactory to the Division that he has successfully completed:
 - (1) Not less than 40 hours of classroom instruction in subjects related to structural inspections in courses approved by the Division.
 - (2) An examination approved by the Division.
 - (3) The observation of at least 25 inspections performed by:
 - (I) A certified general inspector or a certified master inspector for a fee; or
 - (II) An instructor approved by the Administrator.
 - (b) Must possess a high school diploma or its equivalent.
 - (c) Must demonstrate his ability to produce a complete and credible inspection report according to the standards and requirements set forth in [NAC 645D.460](#) to [645D.580](#), inclusive.
 2. An applicant must submit to the Division a log of the inspections he observed on a form supplied by the Division.
 3. An applicant who has held a certificate as a residential inspector, or the equivalent, issued by another state may submit 25 inspection reports that he completed during the 2 years immediately preceding his application. If the Division determines that the inspection reports are complete and credible according to the standards and requirements set forth in [NAC 645D.460](#) to [645D.580](#), inclusive, the Division may accept the reports in lieu of the 25 observations of inspections required by subsection 1.

(Added to NAC by Real Estate Div. by R214-97, eff. 5-11-98; A by R177-01, 5-20-2002; R177-01, 5-20-2002; R144-06, 9-18-2007)

NAC 645D.220 Requirements for certificate as certified general inspector. ([NRS 645D.120](#))

1. An applicant for a certificate as a certified general inspector:
 - (a) Must furnish proof satisfactory to the Division that he has successfully completed:
 - (1) Not less than 50 hours of classroom instruction in subjects related to structural inspections in courses approved by the Division.
 - (2) An examination approved by the Division.
 - (3) As a certified residential inspector, at least 200 inspections for a fee, of which not less than 25 must be inspections of commercial structures or structures consisting of more than four residential units.
 - (4) At least three inspections of commercial structures under the supervision of a certified master inspector. The inspections must be evaluated by the supervising certified master inspector and recorded on a form provided by the Division.
 - (b) Must possess a high school diploma or its equivalent.
 - (c) Must demonstrate his ability to produce a complete and credible inspection report according to the standards and requirements set forth in [NAC 645D.460](#) to [645D.580](#), inclusive.
 2. An applicant must submit to the Division a log of the inspections he performed for a fee on a form supplied by the Division.

(Added to NAC by Real Estate Div. by R214-97, eff. 5-11-98; A by R214-97, 5-11-98, eff. 7-1-98; R214-97, 5-11-98, eff. 1-1-99; R177-01, 5-20-2002; R144-06, 9-18-2007)

NAC 645D.230 Requirements for certificate as certified master inspector. ([NRS 645D.120](#))

1. An applicant for a certificate as a certified master inspector:
 - (a) Must furnish proof satisfactory to the Division that he has successfully completed:
 - (1) Not less than 60 hours of classroom instruction in subjects related to structural inspections in courses approved by the Division;
 - (2) An examination approved by the Division; and
 - (3) As a certified residential inspector or certified general inspector, at least 400 inspections for a fee. Not less than 50 of the inspections must be of commercial structures or structures consisting of more than four residential units that were occupied before or during the inspection.
 - (b) Must possess a high school diploma or its equivalent.
 - (c) Must submit to the Division at least two inspection reports which demonstrate his ability to produce a complete and credible inspection report according to the standards and requirements set forth in [NAC 645D.460](#) to [645D.580](#), inclusive. Each inspection report must document the applicant's inspection of a commercial structure that uses at least five of the following:
 - (1) Structural steel framing.
 - (2) Concrete tilt-up panels.
 - (3) Roofing that uses a single-ply membrane.
 - (4) A system of commercial storefront windows and doors.
 - (5) A system of fire suppression that uses:
 - (I) Water dispersed by sprinklers; or
 - (II) A gas, including, without limitation, an inert gas, Halon, as defined in 40 C.F.R. § 82.260, or other gaseous compound.
 - (6) A boiler.
 - (7) A system of climate control that uses:
 - (I) A chiller; or
 - (II) An air-conditioning unit that has a cooling capacity of more than 5 tons.
 - (8) A system of refrigeration other than a system of conventional heating, ventilating and air-conditioning.
 - (9) A three-phase electrical system.
 - (10) An elevator or escalator.
2. An applicant must submit to the Division a log of the inspections he performed for a fee on a form supplied by the Division. (Added to NAC by Real Estate Div. by R214-97, eff. 5-11-98; A by R177-01, 5-20-2002; R144-06, 9-18-2007)

Education for Original Certification

NAC 645D.2315 "Approved course" defined. ([NRS 645D.120](#)) "Approved course" means a course of instruction offered in preparation for an original certificate that has been approved by the Division. (Added to NAC by Real Estate Div. by R144-06, eff. 9-18-2007)

NAC 645D.2317 "Approved school" defined. ([NRS 645D.120](#)) "Approved school" means a school that has been approved by the Division to offer and conduct an approved course. (Added to NAC by Real Estate Div. by R144-06, eff. 9-18-2007)

NAC 645D.232 "School" defined. ([NRS 645D.120](#)) "School" means:

1. A university, state college or community college within the Nevada System of Higher Education or any other university or college with the same or an equivalent accreditation.
 2. Any professional school or college licensed by the Commission on Postsecondary Education.
 3. A nationally recognized organization of inspectors.
- (Added to NAC by Real Estate Div. by R177-01, eff. 5-20-2002; A by R144-06, 9-18-2007)

NAC 645D.234 Approval of school required; application for approval. ([NRS 645D.120](#)) Before any school offers or conducts a course of instruction in preparation for an original certificate, the school must be approved by the Division. The application for approval must be made on a form prescribed by the Division. The application must include the following information for determining the eligibility of the school for approval:

1. The name and address of the school;
2. The type of school and a description of its facilities;
3. The names of the owners of the school, including, if applicable, the name of the business organization that owns the school and the names and addresses of all directors, principals, officers and other persons having interests as owners;
4. A list of the instructors and evidence of their qualifications;
5. A list of the courses to be offered and a topical syllabus for each course;
6. The allotment of time for each subject taught;

7. A proposed schedule of courses for 1 year;
 8. The titles, authors and publishers of all required textbooks;
 9. A copy of an examination and the correct answer for each question;
 10. A statement of the:
 - (a) Purpose of the school;
 - (b) Fees to be charged;
 - (c) Days, times and locations of classes;
 - (d) Number of quizzes and examinations;
 - (e) Grading systems, including the methods of testing and standards of grading;
 - (f) Requirements for attendance; and
 - (g) Location of the students' records;
 11. Confirmation that the school administers a final examination for each class that is conducted in the presence of a proctor; and
 12. Any other information that the Division finds necessary to determine the suitability of the school to offer and conduct a course of instruction in preparation for an original certificate.
- (Added to NAC by Real Estate Div. by R177-01, eff. 5-20-2002; A by R144-06, 9-18-2007)

NAC 645D.235 Approved schools: Notice of material change; annual renewal of approval. ([NRS 645D.120](#))

1. Within 15 days after the occurrence of any material change in an approved school which would affect its approval by the Division, the school shall give the Division written notice of that change.
 2. To qualify for annual renewal of approval by the Division, an approved school must submit to the Division before July 1:
 - (a) A written certification, in a form prescribed by the Division, declaring that the school meets all applicable requirements of this chapter; and
 - (b) A sworn statement, in a form prescribed by the Division, declaring that the information contained in the original application is current or, if it is not current, a list of all material changes.
 3. The Division may deny renewal of approval to any school that does not meet the standards required by this chapter.
 4. Within 60 days after a decision is made to deny renewal of approval, the Division will send written notice of the decision and the basis for that decision by certified mail to the last known address of the school.
- (Added to NAC by Real Estate Div. by R177-01, eff. 5-20-2002; A by R144-06, 9-18-2007)—(Substituted in revision for NAC 645D.249)

NAC 645D.236 Approved schools: Records concerning students. ([NRS 645D.120](#)) An approved school shall, as a condition of the approval:

1. Maintain a record of each student's attendance and certification in an approved course. The records must:
 - (a) Include, without limitation:
 - (1) The name of the student;
 - (2) The title, description and number of the approved course;
 - (3) The dates of attendance;
 - (4) The hours of instruction attended by the student;
 - (5) The score achieved by the student on the final examination; and
 - (6) A statement of whether the student passed or failed the approved course;
 - (b) Be maintained for 3 years after the enrollment of the student; and
 - (c) Remain open for inspection by the Division, upon its request, during the school's business hours.
 2. Upon the request of a transferring student, furnish the school to which the student is transferring a copy of his attendance record and certification for each approved course that he has completed.
 3. Upon the request of a student, furnish the Division with a transcript of the record of the grades and attendance of the student.
- (Added to NAC by Real Estate Div. by R177-01, eff. 5-20-2002; A by R144-06, 9-18-2007)

NAC 645D.238 Approved schools: Certification requirements. ([NRS 645D.120](#))

1. An approved school shall require each student in an approved course to attend the required number of hours of instruction and pass a final examination in the approved course with a score of not less than 75 percent to attain certification.
 2. The school may certify only the number of hours for which the course has been approved by the Division.
 3. The completion of a portion of an approved course is not acceptable to satisfy certification requirements.
- (Added to NAC by Real Estate Div. by R177-01, eff. 5-20-2002; A by R144-06, 9-18-2007)

NAC 645D.241 Approved schools: Hearing on denial or withdrawal of approval of course or school. ([NRS 645D.120](#))

1. A school may file with the Division a written request for a hearing before a hearing officer if the:

- (a) School's application for approval of a course is denied; or
 - (b) Administrator determines that an approved school or course no longer complies with the standards prescribed in this chapter and the approval of the school or course is withdrawn.
2. Except as otherwise provided in [NAC 645D.2446](#), the request must be filed within 20 calendar days after receiving the order of denial or withdrawal of approval. Except as otherwise provided in [NAC 645D.2446](#), the hearing officer shall hold the hearing within 90 calendar days after the request for a hearing is filed unless the school makes a written request for a continuance and the hearing officer grants that request. The hearing officer shall decide the matter within 90 calendar days after the hearing. Except as otherwise provided in this subsection, the hearing officer shall conduct the hearing in the same manner as a hearing conducted pursuant to [NAC 645D.700](#).
- (Added to NAC by Real Estate Div. by R177-01, eff. 5-20-2002; A by R144-06, 9-18-2007)

NAC 645D.242 Approved schools: Misrepresentation in advertising. ([NRS 645D.120](#)) An approved school shall not make any misrepresentation in its advertising about any course of instruction that it offers in preparation for an original certificate. (Added to NAC by Real Estate Div. by R177-01, eff. 5-20-2002; A by R144-06, 9-18-2007)

NAC 645D.2425 Approved schools: Prohibited acts. ([NRS 645D.120](#)) An approved school shall not:

- 1. Present a course for the purpose of selling products and must limit the announcement of products during the course to not more than 1 minute for each hour of instruction;
- 2. Allow a student to pass a course by taking an examination without having attended the required hours of instruction; or
- 3. Provide more than 8 hours of instruction per day in an approved course.

(Added to NAC by Real Estate Div. by R144-06, eff. 9-18-2007)

NAC 645D.243 Approved schools: Qualifications and presence of instructors; guest lecturers. ([NRS 645D.120](#))

- 1. An approved school shall employ as an instructor of an approved course only a person who possesses:
 - (a) A good reputation for honesty, integrity and trustworthiness;
 - (b) The ability to exercise control over the students in the classroom; and
 - (c) At least one of the following qualifications, unless granted a special exemption by the Division:
 - (1) A bachelor's degree in the field in which the person is instructing.
 - (2) Current experience teaching subjects relating to the inspection of structures in the Nevada System of Higher Education or another institution which awards degrees.
 - (3) Five years of full-time experience, other than in a secretarial position, working in a job directly related to the subject taught.
 - (4) Three years of experience teaching the specific subject.
- 2. An instructor must demonstrate to the satisfaction of the Division the academic training or work experience that qualifies him to teach an approved course.
- 3. An approved school shall not employ, without the written approval of the Division, an instructor who has been subject to discipline by the Division or any licensing authority:
 - (a) Within the 5 years immediately preceding the employment; or
 - (b) More than twice.
- 4. An approved school shall limit guest lecturers who are not approved as instructors by the Division to a total of 10 percent of the instructional hours of an approved course. A guest lecturer must be an expert in the subject that he teaches.
- 5. An approved instructor must be present in the classroom at all times during the hours of instruction of an approved course.

(Added to NAC by Real Estate Div. by R177-01, eff. 5-20-2002; A by R144-06, 9-18-2007)

NAC 645D.244 Approved schools: Revocation of approval of instructor. ([NRS 645D.120](#))

- 1. The Division may revoke its approval of a particular instructor who is employed by an approved school if:
 - (a) Any licensing authority has taken disciplinary action against the instructor;
 - (b) The instructor fails to exercise control over the students in the classroom or maintain complete records of their attendance; or
 - (c) After an audit of the course and review of the evaluations of the course, the Division concludes that the instructor is not qualified to instruct the course.
- 2. The Division will give the instructor and school written notice that it has revoked the approval of the instructor. The written notice must specify the reason for the revocation.
- 3. An instructor may appeal the decision of the Division to revoke his approval by making a written demand to the Division for a hearing within 20 days after the instructor receives the written notice pursuant to subsection 2.

4. Within 90 days after receipt of a written demand for such a hearing, a hearing officer shall conduct the hearing. (Added to NAC by Real Estate Div. by R177-01, eff. 5-20-2002; A by R144-06, 9-18-2007)

NAC 645D.2442 Approved schools: Requirements and conditions for approval of course; notice of material change in approved course. ([NRS 645D.120](#))

1. An approved school shall not offer or conduct a course of instruction in preparation for an original certificate unless the course is approved by the Division. An application for approval must be submitted on a form provided by the Division.

2. The approval of the Division for a course of instruction offered in preparation for an original certificate expires each year on June 30.

3. An approved school must apply annually for reapproval of an approved course. The application must be submitted on a form provided by the Division and describe any changes in the approved course since its last approval. The form must be received by the Division not later than June 1.

4. An approved school shall notify the Division within 15 days after making any material change in an approved course.

5. The approval of any course of instruction offered in preparation for an original certificate is subject to the condition that the Division may audit and evaluate the presentation of an approved course. An approved school shall admit an auditor provided by the Division.

6. Each of the following acts and conditions is a ground for the Division to withdraw its approval of a course:

(a) Poor quality of the curriculum or instruction, as demonstrated by an evaluation or audit.

(b) Violation of any of the provisions of this chapter.

(c) Failure of an instructor to exercise control over the students in the classroom or to maintain complete records of their attendance.

(Added to NAC by Real Estate Div. by R144-06, eff. 9-18-2007)

NAC 645D.2444 Approved courses: Monitoring and evaluation; restrictions on approval. ([NRS 645D.120](#))

1. The Division will monitor and evaluate an approved course. The courses will be evaluated with the assistance of the Nevada System of Higher Education.

2. The Division will not approve a course designed to develop or improve clerical, office or business skills that are not related to the inspection process, including, but not limited to, typing, shorthand, the operation of business machines, the use of computers, improvement of memory, writing letters or business courses in advertising, marketing or psychology, as a course of instruction in preparation for an original certificate.

(Added to NAC by Real Estate Div. by R214-97, eff. 5-11-98; A by R144-06, 9-18-2007)—(Substituted in revision for NAC 645D.240)

NAC 645D.2446 Approved courses: Withdrawal of approval. ([NRS 645D.120](#))

1. If the Administrator determines, whether pursuant to an audit or otherwise, that an approved course does not meet the standards for such a course set forth in this chapter, the Administrator shall notify the approved school of his intent to withdraw approval of the course. The notice must include the specific reasons upon which the Administrator is basing his decision to withdraw approval of the course. Not later than 30 days after the date on which the approved school receives the notice, the school may provide a written response to the Administrator that clearly sets forth the reasons why approval of the course should not be withdrawn and specifies any corrective measures that the school will undertake. After the 30-day period has elapsed, the Administrator shall review the notice and any response submitted by the school and:

(a) Withdraw approval of the course;

(b) Allow the course to remain approved if certain specific conditions are met; or

(c) Allow the continued approval of the course.

□ If the Administrator decides to withdraw approval of the course, the withdrawal of approval of the course becomes effective upon the mailing of the Administrator's decision to withdraw approval to the approved school by certified mail, return receipt requested, to the school's last known business address.

2. If the Administrator withdraws approval of a course, the Division will give credit to a student for completing the course if the student began the course before the approved school received written notice of the withdrawal of approval of the course.

3. The approved school may contest the decision of the Administrator to withdraw approval of a course by making a written demand to the Division for a hearing not later than 30 days after the date on which the withdrawal of the approval of the course becomes effective.

4. The Division will, within 90 days after receiving the demand for a hearing, set a date for the hearing and notify the approved school of the date.

(Added to NAC by Real Estate Div. by R144-06, eff. 9-18-2007)

NAC 645D.2448 Approved courses: Required instruction; additional instruction. ([NRS 645D.120](#))

1. An approved course must include instruction in:

(a) Current practices for the inspection of structures; and

(b) State and federal laws and regulations relating to inspections or inspection practices.

2. The Division may approve a course that includes, without limitation, instruction in one or more of the following:

- (a) The administration of laws and regulations relating to the inspection of structures, including, without limitation, certification, enforcement and contracts;
- (b) The evaluation of a structure and its components, including, without limitation, the evaluation of the items set forth in [NAC 645D.480](#) to [645D.580](#), inclusive;
- (c) The nature of inspections;
- (d) The purpose and use of inspections;
- (e) Methods of inspection; and
- (f) Construction.

(Added to NAC by Real Estate Div. by R144-06, eff. 9-18-2007)

NAC 645D.245 Approved courses: Instruction required for certification as certified residential inspector. ([NRS 645D.120](#)) An approved course, to comply with the requirements of [NAC 645D.210](#) for an applicant for certification as a certified residential inspector, must consist of at least 40 hours of instruction in a classroom, including instruction relating to the inspection of structures pursuant to the requirements of [NAC 645D.480](#) to [645D.580](#), inclusive.

(Added to NAC by Real Estate Div. by R177-01, eff. 5-20-2002; A by R144-06, 9-18-2007)

NAC 645D.246 Approved courses: Instruction required for certification as certified general inspector. ([NRS 645D.120](#))

An approved course, to comply with the requirements of [NAC 645D.220](#) for an applicant for certification as a certified general inspector, must consist of at least 50 hours of instruction in a classroom, including instruction relating to the inspection of structures pursuant to the requirements of [NAC 645D.480](#) to [645D.580](#), inclusive.

(Added to NAC by Real Estate Div. by R177-01, eff. 5-20-2002; A by R144-06, 9-18-2007)

NAC 645D.247 Approved courses: Instruction required for certification as certified master inspector. ([NRS 645D.120](#))

An approved course, to comply with the requirements of [NAC 645D.230](#) for an applicant for certification as a certified master inspector, must consist of at least 60 hours of instruction in a classroom, including instruction relating to the inspection of structures pursuant to the requirements of [NAC 645D.480](#) to [645D.580](#), inclusive.

(Added to NAC by Real Estate Div. by R177-01, eff. 5-20-2002; A by R144-06, 9-18-2007)

NAC 645D.2472 Approved courses: Contents of form for registration and advertising. ([NRS 645D.120](#))

1. The form for registration for an approved course must set forth, in writing, the policy of the approved school concerning cancellation and refunds.

2. Any advertising or promotional brochure for an approved course must specify that the course is approved by the Division.

(Added to NAC by Real Estate Div. by R144-06, eff. 9-18-2007)

NAC 645D.2474 Approved courses: Information required on materials used in course. ([NRS 645D.120](#)) An approved school shall state on all materials, other than copyrighted materials, used in an approved course:

1. That the course is approved by the Division; and

2. The number of hours of credit toward satisfying the educational requirement for an original certificate for which the Division has approved the course.

(Added to NAC by Real Estate Div. by R144-06, eff. 9-18-2007)

NAC 645D.2476 Approved courses: Maximum hours of credit per day. ([NRS 645D.120](#)) The Division will not allow credit for more than 8 hours of instruction per day of any approved course.

(Added to NAC by Real Estate Div. by R144-06, eff. 9-18-2007)

NAC 645D.2478 Approved courses: Certificate of completion. ([NRS 645D.120](#)) An approved school shall provide a certificate of completion to a student who completes an approved course. The Division will accept the certificate as proof of the student's completion of the approved course. The certificate of completion must include, without limitation:

1. The name of the approved school;

2. The title, description and number of the approved course;

3. The name of the student;

4. The number of hours of instruction attended by the student;

5. The date of completion of the approved course;

6. An original signature of a person authorized to sign for the approved school; and

7. The statement: "This course is approved by the Nevada Real Estate Division."

(Added to NAC by Real Estate Div. by R144-06, eff. 9-18-2007)

NAC 645D.248 Restrictions on obtaining and using information regarding examination for certificate. ([NRS 645D.120](#))

1. An owner, instructor or affiliate of an approved school or other person associated with the school shall not take an examination for a certificate conducted by the Division or its agent unless he first submits to the Division:
 - (a) A written statement that his purpose in taking the examination is to fulfill one of the requirements for obtaining a certificate; and
 - (b) A written agreement to apply for a certificate upon passing the examination.
 2. Such a school or any person associated with its operation shall not:
 - (a) Solicit information from any person to discover past questions asked on any such examination; or
 - (b) Distribute to any person a copy of the questions or otherwise communicate to him the questions without the prior written approval of the owner of the copyright to the questions.
- (Added to NAC by Real Estate Div. by R177-01, eff. 5-20-2002; A by R144-06, 9-18-2007)

(Added to NAC by Real Estate Div. by R214-97, eff. 5-11-98; A by R012-04, 4-6-2004)

STANDARDS OF PRACTICE

Standards of Conduct

NAC 645D.450 Conduct of inspection, partial inspection or reinspection; preparation of inspection report. ([NRS 645D.120](#))

1. Except as otherwise provided in this section, a certified inspector shall conduct each inspection and prepare a complete inspection report of each inspection in accordance with [NAC 645D.460](#) to [645D.580](#), inclusive.
 2. A certified inspector may exceed the requirements set forth in [NAC 645D.460](#) to [645D.580](#), inclusive, when conducting an inspection.
 3. A certified inspector may conduct a partial inspection or reinspection that does not satisfy all the requirements of [NAC 645D.480](#) to [645D.580](#), inclusive, if:
 - (a) The partial inspection or reinspection satisfies all the relevant requirements of [NAC 645D.460](#) to [645D.580](#), inclusive; and
 - (b) The inspection report:
 - (1) States that a partial inspection or reinspection has been performed;
 - (2) Describes the purpose of the partial inspection or reinspection; and
 - (3) Clearly identifies the matters included in the partial inspection or reinspection.
 4. The provisions of [NAC 645D.480](#) to [645D.580](#), inclusive, do not require a certified inspector to move or disturb any item, including, without limitation, insulation, personal items, panels, furniture, equipment, plants, soil, snow, ice or other debris, that obstructs his access to or visibility of any item listed in [NAC 645D.480](#) to [645D.580](#), inclusive.
- (Added to NAC by Real Estate Div. by R214-97, eff. 5-11-98; A by R177-01, 5-20-2002)

NAC 645D.460 Professional conduct. ([NRS 645D.120](#)) A certified inspector shall:

1. Perform his duties with the highest standard of integrity, professionalism and fidelity to the public and the client, with fairness and impartiality to all.
 2. Avoid association with any person or enterprise of questionable character or any endeavor that creates an apparent conflict of interest.
 3. Conduct his business in a manner that will assure his client of the inspector's independence from outside influence and interest which would compromise his ability to render a fair and impartial inspection.
 4. Not disclose any information concerning the results of an inspection without the approval of the client or his representative for whom the inspection was performed.
 5. Not accept compensation, financial or otherwise, from more than one interested party for the same service on the same property without the consent of all interested parties.
 6. Not, whether directly or indirectly, accept a benefit from, or offer a benefit to, a person who is dealing with the client in connection with work for which the inspector is responsible. As used in this subsection, "benefit" includes, without limitation, a commission, fee, allowance, or promise or expectation of a referral for other work.
 7. Not express the estimated market value of an inspected property while conducting an inspection.
 8. Not use the term or designation "state certified inspector" unless he is certified.
9. Before the execution of a contract to perform an inspection, disclose to the client any interest of the inspector in a business that may affect an interest of the client.
 10. Not allow his interest in any business to affect the quality or results of an inspection.
- (Added to NAC by Real Estate Div. by R214-97, eff. 5-11-98; A by R144-06, 9-18-2007)

NAC 645D.470 Prohibited acts. ([NRS 645D.120](#)) A certified inspector shall not, while making an inspection:

1. Offer to perform or perform any act or service that is unlawful.
 2. Offer warranties or guaranties of any kind.
 3. Offer to perform or perform any job function for which he does not have a license, including, but not limited to, the services of an engineer, architect, plumber or electrician.
 4. Calculate the strength, adequacy or efficiency of any system or component.
 5. Enter any area or perform any procedure that may damage any part of the structure being inspected or endanger any person, including, but not limited to, the certified inspector.
 6. Operate any system or component that is shut down or otherwise inoperable.
 7. Operate any system or component that does not respond to normal operating controls.
 8. Determine the presence or absence of any suspected adverse environmental condition or hazardous substance, including, but not limited to, toxins, molds and other fungi, carcinogens, radon, noise or contaminants, unless he is licensed or certified to make such inspections and determinations.
 9. Determine the effectiveness of any system installed to control or remove suspected hazardous substances.
 10. Predict the future condition of any system or component, including, but not limited to, the failure of a component.
 11. Project the operating costs of any component.
 12. Repair a defect identified during the inspection.
- (Added to NAC by Real Estate Div. by R214-97, eff. 5-11-98; A by R177-01, 5-20-2002; R144-06, 9-18-2007)

Inspection of Structures

NAC 645D.480 Interior components. ([NRS 645D.120](#))

1. A certified inspector shall inspect the interior components of the structure being inspected, including, but not limited to, the following components of the interior:
 - (a) The walls, ceilings and floors;
 - (b) The steps, stairways, balconies and railings;
 - (c) A representative number of doors and windows; and
 - (d) The counters and a representative number of cabinets.
 2. An inspection of the interior components must include, without limitation:
 - (a) The operation of a representative number of the windows and interior doors; and
 - (b) The reporting of any sign of abnormal or harmful water penetration into the structure or any sign of abnormal or harmful condensation.
- (Added to NAC by Real Estate Div. by R214-97, eff. 5-11-98)

NAC 645D.490 Built-in kitchen appliances. ([NRS 645D.120](#))

1. A certified inspector shall inspect the built-in kitchen appliances of the structure being inspected, including, but not limited to, the following kitchen appliances if they are not shut off or otherwise inoperable:
 - (a) The dishwasher;
 - (b) The range, cook top and oven;
 - (c) The trash compactor;
 - (d) The garbage disposal;
 - (e) The ventilation equipment and range hood; and
 - (f) The microwave oven.
 2. An inspection of the built-in kitchen appliances must include, without limitation, the operation of the dishwasher through at least one normal cycle.
- (Added to NAC by Real Estate Div. by R214-97, eff. 5-11-98)

NAC 645D.500 Insulation and ventilation systems. ([NRS 645D.120](#))

1. A certified inspector shall inspect the insulation and ventilation systems of the structure being inspected, including, but not limited to, the following components of the insulation and ventilation systems:
 - (a) The insulation and vapor retarders in unfinished spaces;
 - (b) The ventilation of the attics and the area of the foundation; and
 - (c) The kitchen, bathroom and laundry venting systems.
 2. An inspection of the insulation and ventilation systems must include, without limitation:
 - (a) The operation of any readily accessible attic ventilation fan;
 - (b) If the temperature of the structure permits, the operation of any readily accessible thermostatic control;
 - (c) A description of the condition of the insulation in the unfinished spaces; and
 - (d) A description of any unfinished space at conditioned surfaces in which the insulation is absent.
- (Added to NAC by Real Estate Div. by R214-97, eff. 5-11-98)

NAC 645D.510 Plumbing systems. ([NRS 645D.120](#))

1. A certified inspector shall inspect the plumbing system of the structure being inspected, including, but not limited to, the following components of the plumbing system:

- (a) The hot and cold water systems;
- (b) The waste and drain systems;
- (c) The vent systems; and
- (d) The readily accessible gas lines.

2. An inspection of the plumbing system must include, without limitation:

- (a) An identification and description of the type of water lines and a determination of whether the system has been activated;
 - (b) The operation of all plumbing fixtures and a visual inspection of all readily accessible components of the plumbing system;
 - (c) A determination of the functional flow of the waste, drain, water and vent lines; and
 - (d) An identification and description of the type of domestic water heater, energy source and any safety devices attached thereto.
- (Added to NAC by Real Estate Div. by R214-97, eff. 5-11-98)

NAC 645D.520 Electrical systems. ([NRS 645D.120](#))

1. A certified inspector shall inspect the electrical systems of the structure being inspected, including, but not limited to, the following components of the electrical system:

- (a) The switches, receptacles and fixtures;
- (b) The main panel box and all subpanel boxes, including, but not limited to, the feeders; and
- (c) The readily accessible wiring and junction boxes.

2. An inspection of the electrical system must include, without limitation:

- (a) An identification and description of the amperage and type of overcurrent protection devices, including, but not limited to, the fuses and breakers;
- (b) A description of the condition of the electrical system, including, but not limited to, the grounding cables;
- (c) A verification of the compatibility and condition of the main and branch circuit overcurrent protection devices to the size of the conductors served by them;
- (d) The testing of a representative number of readily accessible switches, receptacles and light fixtures in each room or area of the structure;
- (e) A test and verification of the grounding, polarity and operation of all readily accessible ground fault circuit interrupter devices; and
- (f) An evaluation of the system and all readily accessible wiring.

(Added to NAC by Real Estate Div. by R214-97, eff. 5-11-98; A by R177-01, 5-20-2002)

NAC 645D.530 Heating systems. ([NRS 645D.120](#))

1. A certified inspector shall inspect the heating system of the structure being inspected, including, but not limited to, the following components of a heating system:

- (a) The heating equipment and heating distribution system;
- (b) The operating controls; and
- (c) The auxiliary heating units.

2. An inspection of the heating system must include, without limitation:

- (a) An identification and description of the type of system, distribution, energy source and number of units or systems in the structure;
- (b) The opening of all readily accessible access panels or covers provided by the manufacturer so that the enclosed components can be evaluated; and
- (c) An evaluation of the readily accessible controls and components.

(Added to NAC by Real Estate Div. by R214-97, eff. 5-11-98)

NAC 645D.540 Air-conditioning systems. ([NRS 645D.120](#))

1. A certified inspector shall inspect the air-conditioning system of the structure being inspected, including, but not limited to, the following components of the air-conditioning system:

- (a) The cooling equipment and cooling distribution systems; and
- (b) The operating controls.

2. An inspection of the air-conditioning system must include, without limitation:

- (a) An identification and description of the type of system, distribution, energy source and number of units or systems in the structure;

(b) The opening of all readily accessible access panels or covers provided by the manufacturer so that the enclosed components can be evaluated; and

(c) An evaluation of the readily accessible controls and components.

(Added to NAC by Real Estate Div. by R214-97, eff. 5-11-98)

NAC 645D.550 Exterior components. ([NRS 645D.120](#))

1. A certified inspector shall inspect the exterior components of a structure being inspected, including, but not limited to:

- (a) The exterior wall components;
- (b) The exposed molding and trim;
- (c) The windows and exterior doors; and
- (d) The fireplaces, flues and chimneys.

2. An inspection of exterior components must include, without limitation:

- (a) An identification of the type of structure and covering of the exterior component, including, but not limited to, whether it is block, siding, shingle, stucco, wood, asbestos, hardboard or masonry;
- (b) An evaluation of the wall covering;
- (c) An evaluation of the condition of a representative number of windows and doors, including, but not limited to, the associated trim and hardware; and
- (d) An inspection and description of the condition of readily accessible porches, decks, steps, balconies and carports attached to the structure.

(Added to NAC by Real Estate Div. by R214-97, eff. 5-11-98)

NAC 645D.560 Roofing components. ([NRS 645D.120](#))

1. A certified inspector shall inspect the roofing components of the structure being inspected, including, but not limited to:

- (a) The roof covering;
- (b) The flashing;
- (c) The insulation;
- (d) The ventilation;
- (e) The soffits and fascia; and
- (f) The skylights, roof accessories and penetrations.

2. The inspection of roofing components must include, without limitation:

- (a) An identification and description of the materials of the visible roof structure, roof flashing, skylights, penetrations, ventilation devices and roof drainage;
- (b) An evaluation of the condition of the readily accessible attic areas;
- (c) A determination of the type, condition and approximate thickness of the attic insulation; and
- (d) A description of the method of observation used to inspect the roof.

(Added to NAC by Real Estate Div. by R214-97, eff. 5-11-98)

NAC 645D.570 Structural systems. ([NRS 645D.120](#))

1. A certified inspector shall inspect the structural system of the structure being inspected, including, but not limited to, the foundation, floors, walls, columns, ceilings and roof.

2. An inspection of the structural system must include, without limitation:

- (a) An identification and description of the type of foundation, floor structure, wall structure, columns, ceiling structure, roof structure and other attached structural components;
- (b) A probe of all structural components in which deterioration is suspected, unless the probe will damage any finished surface;
- (c) Entry under the floor crawl spaces and attic spaces, except when access is obstructed or not readily accessible, entry could damage the property, or dangerous or adverse conditions are obvious or suspected;
- (d) A report of all signs of water penetration or abnormal or harmful condensation on building components; and
- (e) A description of any visible structural damage to the framing members and foundation system.

(Added to NAC by Real Estate Div. by R214-97, eff. 5-11-98)

NAC 645D.580 Site of structure. ([NRS 645D.120](#))

1. A certified inspector shall inspect the site of the structure while conducting an inspection of the structure, including, but not limited to:

- (a) The land grade and water drainage;
- (b) The retaining walls affecting the structure;
- (c) The driveways and walkways; and
- (d) The porches and patios.

2. An inspection of the site must include, without limitation:

- (a) An identification and evaluation of the materials and conditions of the driveways, walkways, grade steps, patios and other items contiguous with the inspected structure;
 - (b) An observation of the drainage and grading for conditions that adversely affect the structure; and
 - (c) An observation of the above-grade vegetation which affects the exterior of the structure.
- (Added to NAC by Real Estate Div. by R214-97, eff. 5-11-98)

Miscellaneous Provisions

NAC 645D.600 Determination of unprofessional conduct or professional incompetence. ([NRS 645D.120](#), [645D.700](#)) In determining whether a certified inspector is guilty of unprofessional conduct or professional incompetence, the Division will consider, among other things, whether the inspector has:

- 1. Failed to perform an inspection and prepare a complete inspection report of the inspection in accordance with [NAC 645D.450](#) to [645D.580](#), inclusive;
 - 2. Done his utmost to protect the public against fraud, misrepresentation or unethical practices relative to his profession;
 - 3. Made an inspection and prepared an inspection report of any property outside of his field of experience or competence without the assistance of a qualified authority; or
 - 4. Adequately documented any required disclosures of his interest in any property with which he is dealing.
- (Added to NAC by Real Estate Div. by R214-97, eff. 5-11-98; A by R177-01, 5-20-2002)

COMPLAINTS; DISCIPLINARY ACTION

NAC 645D.650 Citizen's complaint; investigation. ([NRS 645D.120](#))

- 1. The Division will prepare and require a standard form or affidavit for use in making a citizen's complaint. This form may require any information the Division considers pertinent.
 - 2. Except as otherwise provided in subsection 3, if a citizen's complaint is made, the Division will investigate any action that appears to violate a provision of [chapter 645D](#) of NRS or this chapter and need not be limited to the matter in the complaint.
 - 3. If a citizen's complaint or a formal complaint is made against a certified inspector, the Division will:
 - (a) Not investigate the complaint unless the complaint:
 - (1) Is in writing, signed and dated;
 - (2) Contains the mailing address and daytime telephone number of the person making the complaint; and
 - (3) Contains the complete address of the structure that is the subject of the complaint.
 - (b) Require a certified inspector to maintain all records relating to the complaint until the issue is resolved.
 - 4. A certified inspector shall disclose all facts and documents pertinent to an investigation to members of the Division's staff conducting the investigation.
 - 5. If the Division determines that sufficient evidence exists to establish a violation, it will prepare and file a formal complaint. If insufficient evidence exists, the Division may dismiss the matter without prejudice at any time.
- (Added to NAC by Real Estate Div. by R214-97, eff. 5-11-98)

NAC 645D.660 Correction of deficiencies. ([NRS 645D.120](#))

- 1. The Division may grant any certified inspector not more than 10 calendar days to correct any deficiency involving advertising, the location of his business or office operation. A notice of the deficiency and a request to correct the deficiency must be mailed to the certified inspector. Failure to comply with the request may be grounds for the suspension or revocation of a certificate. The notice must be sent on a form provided by the Division and set forth the deficiencies or violations, the recommended action and the date by which the deficiencies must be corrected.
 - 2. The Division may grant an extension for a definite time to correct the deficiency whenever the correction requires additional time.
- (Added to NAC by Real Estate Div. by R214-97, eff. 5-11-98)

HEARINGS AND OTHER PROCEDURES

NAC 645D.700 Procedure for hearing. ([NRS 645D.120](#))

- 1. Upon the filing of a formal complaint by the Division, the Administrator shall set the matter for a hearing within 90 days before a hearing officer appointed by the Administrator from the staff of the Department of Business and Industry. The hearing officer must be a person who has not investigated or prosecuted the complaint.
- 2. The time of the hearing may be continued by the Division or upon motion of the respondent with the approval of the Administrator or his designated hearing officer.

3. The Division will give the respondent at least 20 days' prior notice in writing of the date, time and place of the hearing, which notice will contain a copy of the complaint, including, but not limited to:
 - (a) An exact statement of the charges; and
 - (b) Copies of all reports, affidavits and depositions in possession of the Division which may be used in evidence against the respondent.
4. Notice of the hearing may be served by personal delivery to the respondent or by certified mail to his last known business or home address.
5. The respondent shall file an answer within 30 days after service of the notice. The answer must contain an admission or denial of each of the averments contained in the complaint and any defenses upon which the respondent will rely.
6. The answer may be served by personal delivery to the Division at its office in Las Vegas or Carson City or by mail to the principal office of the Division.
7. Before the hearing, the Division may request, and the respondent may produce upon request, documents and other materials that are under his control. The Division may take depositions and obtain materials by subpoena.
8. All witnesses at the hearing must be sworn by the Administrator or his designated hearing officer, and a tape recording of the proceedings must be made and included as a part of the record in the case.
(Added to NAC by Real Estate Div. by R214-97, eff. 5-11-98)

NAC 645D.710 Notice of decision. (NRS 645D.120)

1. The Administrator or the hearing officer shall render a decision within 30 days after the date of the hearing and immediately give notice in writing of the decision to the respondent.
2. If the decision is adverse to the respondent, the Administrator or hearing officer shall also state in the notice of decision the date upon which the decision becomes effective, which will be not less than 30 days after the date of the notice.
(Added to NAC by Real Estate Div. by R214-97, eff. 5-11-98)

NAC 645D.720 Informal meeting. (NRS 645D.120) The Division will schedule an informal meeting rather than a formal hearing for matters that may be settled or otherwise do not require a formal hearing, in accordance with the following procedures:

1. The Division will initiate the procedure for an informal meeting by giving notice which must include a concise statement of all the facts necessary to understand the possible violation and a brief statement of the relief desired by the Division, if appropriate;
2. Informal meetings will be held by the Administrator or his designee at a time and place prescribed by the Administrator;
3. The Administrator, his designee or any other party may require a tape recording to be made of the informal meeting;
4. The initiation of an informal meeting by the Division is without prejudice to its right to initiate a complaint and formal proceedings covering the same subject matter; and
5. All matters discussed and all material presented in an informal meeting may be used in a subsequent formal hearing, and the Division will inform all parties of that fact at the beginning of the informal meeting.
(Added to NAC by Real Estate Div. by R214-97, eff. 5-11-98)

NAC 645D.730 Petition for reconsideration of action of Division. (NRS 645D.120)

1. Any person aggrieved by an action of the Division, except the revocation or suspension of a certificate issued pursuant to this chapter, may petition the Division for reconsideration of its action within 15 days after its order.
2. The petition must be in writing and state in detail the grounds on which the petitioner relies.
3. If the petitioner desires to present oral argument with his petition, oral argument must be requested in writing at the time the petition is submitted to the Administrator. If oral argument is requested, the Division will set a time for a hearing to occur not later than 20 days after receipt of the petition. The Division will give at least 15 days' notice of the hearing.
4. Not later than 15 days after receiving the petition or hearing of oral argument, the Division will render a decision in writing to the petitioner.
(Added to NAC by Real Estate Div. by R214-97, eff. 5-11-98; A by R144-06, 9-18-2007)

Chapters NAC & NRS 645D may be found at: http://red.nv.gov/Content/Administration/Statutes_and_Regulations/