

**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 590A - INSPECTORS OF STRUCTURES
CONTINUING EDUCATION NEW COURSE APPLICATION**
Continuing Ed Courses expire 1 year from original approval
Courses to meet the continuing education standards for renewal or reinstatement
of a Nevada Real Estate Division Inspectors of Structures Certificate.

Sponsor Information: *Please Print or Type*

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

Sponsor Name:	
Mailing Address, City, State, Zip:	
Organizational Purpose:	
Phone:	Fax:
Website:	
Contact Person & Title:	
Phone:	E-mail:

Course Information: *Contact program officer (see pg 2) for conference submittals prior to completing applications.*

ONLY 1 COURSE DESIGNATION AND A FIXED NUMBER OF CREDIT HOURS PER APPLICATION

Select X <i>One</i> Course Designation			Number of Credit Hours Requested	Student's Course Fee
General <input type="checkbox"/>	Safety <input type="checkbox"/>	Nevada Law/Regs <input type="checkbox"/>		
Select X Delivery Method(s):				
Classroom <input type="checkbox"/> <i>Maximum 7 hrs/day allowed without final exam; 8 hrs/day allowed for courses requiring final exam.</i>				
Internet (log-on) <input type="checkbox"/> Webinar (interactive) <input type="checkbox"/> Other (attach explanation) <input type="checkbox"/>				
Course Title (Describes Subject Area):				
Select X the standard(s) this course meets under NAC 645D.4355: <i>(See page 12 for definitions)</i>				
2a <input type="checkbox"/>	2b <input type="checkbox"/>	2c <input type="checkbox"/>	2d <input type="checkbox"/>	2e <input type="checkbox"/>
2f <input type="checkbox"/>	2g <input type="checkbox"/>	2h <input type="checkbox"/>	2i <input type="checkbox"/>	2j <input type="checkbox"/>

Minimum passing grade:		<i>All distance education courses require a written exam.</i>
List Instructors:		

Complete this Statement of Course Objective:

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

RETENTION OF STUDENT RECORDS

Sponsor verifies that attendance records will be retained in accordance with NAC 645D.4365. 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.

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PAGES 1 THRU 8 ARE REQUIRED FOR A COMPLETE APPLICATION PACKET.

FORM 590A CHECKLIST X - Submit the following:

<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"/>	Certification of Test Proctor on page 5 or the information prescribed in the form
<input type="checkbox"/>	Attendance Verification Report on page 6 or the information prescribed in the form
<input type="checkbox"/>	Sample Certificate of Completion (see sample on page 7) which must have the following: -The name of the approved sponsor; -Sponsor's course approval number (e.g., CE.xxxxxxx-IOS) assigned by the Division; -The name of the student and his/her Real Estate Division certificate number; -The number of hours of instruction completed and designation (general, safety, or law); -The date of completion of the approved course; -An original signature of the person authorized to sign for the approved sponsor; and -The statement, "THIS COURSE IS APPROVED BY THE NEVADA REAL ESTATE DIVISION ADMINISTRATOR."
<input type="checkbox"/>	Classroom Instructor & Content Evaluation Report on page 8 or the information prescribed in the form
<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, Sponsor 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.
- Allow a Nevada licensed inspector to attend any educational portion of course or conference.
- Submit electronic rosters (Form [785A-IOS](#)) per the instructions on Form [785-IOS](#) no later than three (3) business days after student completion to the e-mail address: IOSEducation@red.nv.gov

"I hereby declare under penalty of perjury under the laws of the State of Nevada that the information submitted with this application is true and correct and contains no willful omissions."

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 Continuing 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 and respond applicably to a. or b.**
 - a. **Classroom Course:**
 - i. Provide a detailed three-level timed outline (Topic 1 a, b, c, Topic 2 a, b, c, etc.).
 - ii. Include a copy of textbook(s), course materials, visual aids, and computer software programs.
 - iii. Submit class attendance rosters at the conclusion of a conference.
 - b. **Distance Education Course: Internet, Webinar, Audio/Video, or Computer-based (CD)**
 - i. How was a time study of instructional hours for the course completed? Justify the number. In the case of a webinar provide a course outline.
 - ii. What technical support services are available to the student?
 - iii. Describe the type, frequency, and availability of interactivity of the instructor with the students. In the case of an audio/video course explain how an approved instructor will be at the presentation site to supplement and control instruction.
 - iv. Submit a complete copy of the audio/video or CD based course.
 - v. Make available at the sponsor's expense all equipment and software necessary to enable the Division to review course.
2. For all courses provide a written copy of **quizzes and exams with correct answers** indicated.
3. Describe your procedures for **updating the course**.
4. Attach a **schedule of courses** for one year. This schedule must include the dates & times of instruction for each location.
5. State the sponsor's policy concerning **cancellation and refunds**.
6. List the **requirements and verification of attendance** including policy on making up sessions missed.
7. Explain the **grading systems**, including the methods of testing and standards of grading.
8. Describe the process by which an acceptable method of **final examination** is administered, e.g.:
 - Student completes written exam in presence of instructor.
 - Student completes written exam in-person proctored by a verified third party person. Use form on page 5 or the information prescribed in the form.
 - Student completes exam via the internet. Detail procedures, methods, and components utilized to secure the electronic format and test security to assure person testing is the enrolled student.
9. List other **jurisdictions** this course is approved by, if any.

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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.

DIVISION USE ONLY:

Date Application Approved: _____ Approved By: _____

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CERTIFICATION OF TEST PROCTOR

Nevada Administrative Code 645D.4365 requires that a holder of a certificate who enrolls in a distance education course must pass a proctored written examination. The proctor (over age 18) who is not related to the student must complete this form and return it to the sponsor. All proctor signatures are **required to be notarized**. This ensures proctor is a real and valid person.

Instructions to Sponsor: Complete the following:

Sponsor Name:

Sponsor Phone

Sponsor's preferred method by which Proctor should return form, e.g., by fax or email (list fax number or email address)

Student's Name and Real Estate Division Certificate #

Course Title and Real Estate Division CE Number:

Instructions to Proctor: Submitting this completed notarized form will allow sponsor to release the exam to you.

Proctor Name:

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 do not hold a Nevada Real Estate Division license/certificate.
2. The student will be required to show me positive photo identification prior to taking and completing the examination.
3. The examination will be administered under my supervision on _____ (date).
4. The student will receive no assistance in taking the examination.
5. I will not permit the examination to be compromised, copied, or recorded in any way or by any method.
6. After examination is administered, I will submit the completed examination to sponsor in the manner noted above.

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

Proctor Signature:

Date Executed:

(Note to Sponsor: This form must be kept on file with the student's record.)

Public Notary information and seal:

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***INSPECTORS OF STRUCTURES CONTINUING EDUCATION
ATTENDANCE VERIFICATION REPORT FORM***
Please use separate "morning" and "afternoon" sign-in sheets for full-day classes

Sponsor: _____

Course Title: _____

NRED Course No.: CE _____ -IOS _____ Total Hours: General _____ Safety _____ Law _____

Date: _____ Time: From _____ To _____ Location: _____

Name of Instructor: _____ Signature of Instructor: _____

Student's Last Name, First Name (Printed/typed)	Student Signature Sign-in	Time In	Student Initial Out	Time Out

This attendance report shall be maintained by the sponsor for a period of 3 years per NAC 645D.4365.

*****Sample*****

Certificate of Attendance

INSPECTORS OF STRUCTURES CONTINUING EDUCATION

Name

Certificate #

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

“TITLE OF COURSE”

{Date class completed}

CE.0XXX000-IOS

X Hours

Category: General/Safety/Law

Instructor: Name

**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 CONTINUING 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>	Not Applicable
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.

**CHAPTER 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.045 “Distance education course” defined. ([NRS 645D.120](#)) “Distance education course” means a course of instruction in which the student receives instruction at a location at which the instructor is not physically present. Such a course may include, without limitation, instruction provided via CD-ROM, the Internet or videoconference.

(Added to NAC by Real Estate Div. by R177-01, eff. 5-20-2002)

NAC 645D.055 “Inspection report” defined. ([NRS 645D.120](#)) “Inspection report” has the meaning ascribed to it in [NRS 645D.070](#).

(Added to NAC by Real Estate Div. by R177-01, eff. 5-20-2002)

Issuance and Renewal of Certificate

NAC 645D.300 Issuance of certificate by Division. ([NRS 645D.120](#), [645D.200](#))

1. The Division will grant a certificate to each applicant who complies with all provisions of this chapter and [chapter 645D](#) of NRS governing certification as a residential inspector, general inspector or master inspector.

2. Upon receiving the certificate, the certified inspector may conduct the business of a certified residential inspector, certified general inspector or certified master inspector, as applicable, in this state.

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

NAC 645D.310 Authority of certificate limited to person to whom issued or place of business specified. ([NRS 645D.120](#)) A certificate issued pursuant to this chapter must not give authority to do or perform any act specified in this chapter to any person other than the person to whom the certificate is issued, or from any place of business other than that specified therein.

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

NAC 645D.320 Form of certificate. ([NRS 645D.120](#), [645D.230](#)) The Division will issue a certificate to each eligible person in such form and size as is prescribed by the Division. Each certificate will, in addition to the information required pursuant to [NRS 645D.230](#):

1. Set forth the type of certificate; and
2. Have imprinted thereon the seal of the Division.

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

NAC 645D.330 Display of certificate. ([NRS 645D.120](#)) Each certified inspector shall display his certificate conspicuously in his place of business.

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

NAC 645D.335 Insurance: Failure to maintain; proof. ([NRS 645D.120](#), [645D.190](#))

1. The certificate of a certified inspector who fails to maintain, or whose employer fails to maintain, a policy of insurance required by [NRS 645D.190](#) expires by operation of law on the 60th day after the certified inspector ceases to be covered by the policy.

2. The proof of insurance submitted by an applicant for an original certificate or applicant for renewal of a certificate pursuant to [NRS 645D.190](#) must include the name of the applicant as it appears, or will appear, on his certificate.

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

NAC 645D.340 Compliance with local zoning requirements for location of certain offices. ([NRS 645D.120](#)) If a certified inspector chooses to establish an office in a private home or in conjunction with another business, his business location must comply with local zoning requirements.

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

NAC 645D.350 Training and evaluation of certified residential inspector and certified general inspector; form. ([NRS 645D.120](#))

1. Each certified general inspector or certified master inspector who is training and evaluating a certified residential inspector or a certified general inspector shall file with the Division a form provided by the Division that sets forth the amount of experience gained by the certified residential inspector or certified general inspector while that certified inspector is being trained and evaluated. A copy of the form must be given to the certified inspector being trained and evaluated, and a copy of the form must be maintained for 3 years by the certified general inspector or certified master inspector who conducted the training and evaluation.

2. The completed form must set forth:

(a) The type of structure being inspected; and

(b) Whether the certified inspector being trained and evaluated complied with the requirements of [NAC 645D.460](#) to [645D.580](#), inclusive, in making the inspection of the structure.

3. This section does not authorize a certified general inspector to provide training for or the evaluation of another certified general inspector.

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

NAC 645D.360 Change of employer, name or status; temporary working permit. ([NRS 645D.120](#))

1. A holder of a certificate may request a change of employer, name or status by completing and submitting the appropriate form supplied by the Division and paying the required fees.

2. If a holder of a certificate requests such a change and pays the required fee, the receipt issued by the Division constitutes a temporary working permit pending receipt of the requested certificate.

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

NAC 645D.370 Inactive status: Application; renewal of certificate required. ([NRS 645D.120](#))

1. A holder of a certificate may be placed on inactive status by applying to the Division on the appropriate form. The holder of a certificate is not entitled to a refund of any part of the fees paid for the unexpired term of his certificate.

2. A holder of a certificate who is on inactive status must apply for the renewal of his certificate on or before each anniversary of his certificate.

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

NAC 645D.380 Inactive status: Requirements for reinstatement. ([NRS 645D.120](#))

1. A holder of a certificate who is in good standing with the Division and who is on inactive status may apply to the Division to be reinstated to active status. The application must:

(a) Be on a form supplied by the Division;

(b) Be accompanied by the required fees;

(c) Be accompanied by a current, completed fingerprint card if the holder of the certificate has been on inactive status for at least 1 year; and

(d) Contain evidence that the requirements for continuing education have been fulfilled.

2. A holder of a certificate who is placed on inactive status for his failure to comply with this chapter remains inactive until an application for reinstatement has been approved by the Division.
(Added to NAC by Real Estate Div. by R214-97, eff. 5-11-98)

NAC 645D.390 Educational requirements for renewal or reinstatement of certificate. ([NRS 645D.120](#))

1. To renew an active certificate, a certified inspector must complete 20 hours of approved education, including, without limitation:

(a) At least 3 hours of instruction on issues relating to the safety of any inhabitants of a structure being inspected and the inspector conducting the inspection; and

(b) At least 2 hours of instruction on the provisions of this chapter and [chapter 645D](#) of NRS.

È The education must be completed in the 2 years immediately preceding the date of renewal.

2. To reinstate a certificate expired more than 60 days but less than 1 year, a certified inspector must complete 30 hours of approved education, including, without limitation:

(a) At least 3 hours of instruction on issues relating to the safety of any inhabitants of a structure being inspected and the inspector conducting the inspection; and

(b) At least 2 hours of instruction on the provisions of this chapter and [chapter 645D](#) of NRS.

3. As used in this section, “hour of approved education” means at least 50 minutes of actual time spent receiving instruction in a course approved by the Division.

(Added to NAC by Real Estate Div. by R214-97, eff. 5-11-98; A by R177-01, 5-20-2002, eff. 1-1-2003; R144-06, 9-18-2007)

Cancellation, Suspension or Revocation of Certificate

NAC 645D.400 Delivery of certificate to Division. ([NRS 645D.120](#)) If the certificate of a certified inspector is cancelled, suspended or revoked, he shall deliver his certificate to the Division. No refund will be given when a certificate is cancelled, suspended or revoked.

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

NAC 645D.410 Filing of affidavit for lost, destroyed or stolen certificate that must be surrendered. ([NRS 645D.120](#))

If a certificate must be surrendered and it is not, the holder of the certificate shall file an affidavit with the Division showing that the certificate has been lost, destroyed or stolen. The affidavit must contain the holder’s promise to surrender the certificate if it is recovered.

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

NAC 645D.420 Cancellation of certificate for failure to report change of address. ([NRS 645D.120](#)) If the Division determines that a certified inspector has discontinued business at the address at which he holds a certificate and this fact has not been reported to the Division, his certificate may be cancelled by the Division.

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

CONTINUING EDUCATION

NAC 645D.435 “Continuing education” defined. ([NRS 645D.120](#)) As used in [NAC 645D.435](#) to [645D.442](#), inclusive, unless the context otherwise requires, “continuing education” means the education required pursuant to [NAC 645D.390](#) for the renewal or reinstatement of a certificate.

(Added to NAC by Real Estate Div. by R177-01, eff. 5-20-2002)

NAC 645D.4355 Standards for courses of instruction. ([NRS 645D.120](#))

1. A course of instruction for continuing education must include:

(a) Current information concerning inspection practices that will improve the professional knowledge of the holder of a certificate and enable him to provide better service to the public.

(b) Information that relates to applicable state and federal laws and regulations relating to inspections or inspection practices.

2. The Division considers courses in the following areas to be acceptable for continuing education:

(a) Legislative issues that concern holders of certificates or the practice of inspecting structures, including, without limitation, pending and recent legislation;

(b) The administration of laws and regulations governing inspections of structures, including, without limitation, certification, enforcement, office management and employees’ contracts;

(c) The relationship of an inspection report to a real estate transaction;

- (d) 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, and studies of feasibility;
- (e) Real estate and inspection mathematics;
- (f) The nature of inspections;
- (g) The purpose and use of inspections;
- (h) Methods of inspection;
- (i) Construction; and
- (j) Computer software relating to inspections or inspection practices.

3. If the sponsor agrees to comply with all other requirements of approval, the Division will accept without specific approval any course in inspection practices or directly related subjects if the course has been previously approved by the Division.

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

NAC 645D.436 Unacceptable courses and activities. ([NRS 645D.120](#)) The following kinds of courses and activities do not meet the standards for continuing education:

- 1. A course designed to develop or improve clerical, office or business skills not related to the inspection process, such as typing, shorthand, the operation of business machines, the use of computers, speed reading, improvement of memory and writing letters.
- 2. A program of office training or other activity that is held as part of the general business of the holder of a certificate.
- 3. A course for the orientation of holders of certificates.
- 4. A course for the development of instructors.

(Added to NAC by Real Estate Div. by R177-01, eff. 5-20-2002)

NAC 645D.4365 Approval of distance education course or classroom course; proof of attendance. ([NRS 645D.120](#))

- 1. An application for approval of a distance education course or a classroom course for continuing education must be submitted to the Division on a form provided by the Division.
- 2. The Division will not give retroactive approval for such a course.
- 3. In determining whether to approve a course pursuant to this section, the Division will consider:
 - (a) Whether the course consists of at least 2 hours of instruction.
 - (b) Whether the sponsor of the course is willing to certify to the attendance of holders of certificates at the course.
 - (c) Whether the sponsor is willing to maintain for 3 years a record of attendance that contains:
 - (1) The name of each holder of a certificate in attendance and the number of his certificate.
 - (2) The title and description of the course.
 - (3) The hours of instruction attended by the holder of a certificate and the dates of his attendance.
 - (4) A statement or indication whether the holder of a certificate passed or failed the course, if applicable.
 - (d) Whether the sponsor of the course is willing to ensure that an approved instructor will preside throughout the course.
 - (e) In the case of distance education courses:
 - (1) Whether the holder of a certificate will be required to complete:
 - (I) A written examination proctored by a person approved by the Division; or
 - (II) If the course does not include such an examination, the course mechanisms required by the Division for accreditation of the course; and
 - (2) Whether the course is presented by an accredited college or university or has received approval for college credit from the American Council on Education's College Credit Recommendation Service.
 - (f) In the case of presentations by videotape, whether the sponsor will provide an approved instructor at the site of the presentation to supplement and control instruction in the course.
 - (g) Whether the course provides not more than 8 hours of instruction per day.
 - (h) Any other criteria that the Division deems appropriate.
- 4. For all approved courses, the sponsor shall provide a certified copy of the record of completing the course to the holder of a certificate upon his completion of the course. The Division will accept the certificate as proof of the holder's attendance for the purpose of renewing or reinstating his certificate. If the course is taken at a university or community college, the proof of attendance must include a certified transcript. The certificate of a sponsor must contain the:
 - (a) Name of the sponsor;
 - (b) Name of the holder of a certificate and his certificate number;
 - (c) Number of hours of instruction;
 - (d) Dates of instruction;
 - (e) Title of the course or seminar;

- (f) Sponsor's number assigned by the Division; and
 - (g) Original signature of a person authorized to sign for the sponsor.
5. The Division may grant approval for courses of continuing education offered by a nationally recognized organization of inspectors without considering a specific application.
(Added to NAC by Real Estate Div. by R177-01, eff. 5-20-2002; A by R144-06, 9-18-2007)

NAC 645D.437 Approval of course provided out of State. (NRS 645D.120)

1. Except as otherwise provided in [NAC 645D.4365](#) regarding distance education courses, an inspector may apply to the Division for the approval of a course of continuing education that is provided out of State if the inspector has:
 - (a) Attended or will attend the course outside Nevada;
 - (b) Taken or will take the course within the period prescribed by subsection 3 of [NAC 645D.441](#); and
 - (c) Submitted an application on a form supplied by the Division.
2. Under appropriate circumstances, the Division may give retroactive approval for a course attended out of State.
3. Except as otherwise provided in subsection 5, approval of a course pursuant to this section applies only to the specific:
 - (a) Course described in the application;
 - (b) Date on which the course was given; and
 - (c) Inspector who submitted the application.
4. In determining whether to approve a course attended out of State, the Division will consider:
 - (a) Whether the course consists of at least 2 hours of instruction.
 - (b) Whether the course meets the standards set forth in [NAC 645D.4355](#) and is acceptable under the provisions of [NAC 645D.436](#).
 - (c) Any available information regarding the qualifications of the instructor of the course.
 - (d) The sufficiency of the proof of attendance of the course by the applicant. To obtain credit for attendance of the course, the applicant must attend the required number of hours of instruction and take and pass any examination administered in the course.
 - (e) Any other criteria that the Division deems appropriate.
5. If the Division approves a specific course based on an initial application by an inspector pursuant to subsections 1 to 4, inclusive, it will approve an application submitted subsequently by another inspector who attended the same course if that inspector submits proof of his attendance of the same course.
6. If the Division approves a course pursuant to this section, the sponsor of the course:
 - (a) Is not required to comply with [NAC 645D.4385](#) and [645D.440](#) and subsection 2 of [NAC 645D.4405](#).
 - (b) Shall not advertise that the course has been approved by the Division.

(Added to NAC by Real Estate Div. by R177-01, eff. 5-20-2002)

NAC 645D.4375 Effective period of approval of course; reapproval; audit; withdrawal of approval. (NRS 645D.120)

1. The Division's approval of a course for continuing education is effective for 1 year after the original approval or a reapproval.
2. A sponsor must apply for reapproval on a form provided by the Division and describe on that form any changes in the course.
3. The approval or reapproval of any course of continuing education by the Division is subject to a condition that the Division may audit the course the first time the course is offered. If the Division does not audit a course during the first offering of the course in Nevada, the Division will deem the course approved.
4. 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 shown by evaluations.
 - (b) Violation of any of the provisions of this chapter governing continuing education.
5. In determining whether to withdraw its approval of a course deemed to be approved pursuant to subsection 3, the Division will follow the procedure set forth in [NAC 645D.700](#).
(Added to NAC by Real Estate Div. by R177-01, eff. 5-20-2002)

NAC 645D.438 Revocation of conditional approval of course after audit. (NRS 645D.120)

1. If the Division audits the first offering of a course provided in Nevada and determines that the course does not meet the standards for courses of continuing education set forth in this chapter, the Division will revoke the conditional approval of the course. Within 30 days after the conduct of the audit, the Administrator shall give the school written notice that approval of the course has been revoked and shall provide specific reasons for the revocation. The revocation of a course is effective upon receipt of the written notice by the school.

2. The Division will give credit for continuing education to a student who attended the course before the school received written notice of the revocation of the course.
3. The school may appeal the decision of the Division to revoke approval of a course pursuant to this section by making a written demand to the Division for a hearing within 20 calendar days after the school receives the written notice pursuant to subsection 1.
4. Within 90 days after receipt of a written demand for a hearing, the Division will hold a hearing.
(Added to NAC by Real Estate Div. by R177-01, eff. 5-20-2002)

NAC 645D.4385 Duties of sponsor of approved course. (NRS 645D.120) Except as otherwise provided in subsection 6 of [NAC 645D.437](#):

1. The sponsor of an approved course for continuing education shall:
 - (a) Not present a course for the main purpose of selling products and shall limit the announcement of products during the course to not more than 1 minute for each hour of credit;
 - (b) Not allow a holder of a certificate to pass the course by taking the examination without having the required attendance;
 - (c) Admit authorized personnel of the Division to audit and evaluate the presentation of the course; and
 - (d) Notify the Division within 15 calendar days after making any material change in the course.
2. Each sponsor shall provide evaluations for a course for continuing education and shall maintain a tabulation of the results of the evaluations for 2 years. The Division may request a review of those evaluations.
3. The sponsor shall determine whether a final examination is required for the completion of the course.
4. If a course offered by a professional organization has been approved for continuing education, the organization shall not restrict attendance of the course to members of that organization.
(Added to NAC by Real Estate Div. by R177-01, eff. 5-20-2002)

NAC 645D.439 Qualifications of instructor. (NRS 645D.120)

1. An instructor of a course for continuing education must possess:
 - (a) A good reputation for honesty, integrity and trustworthiness; and
 - (b) 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 that awards degrees. The person must demonstrate to the satisfaction of the Division the academic training or work experience that qualifies him to teach the course of continuing education.
 - (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 who has been subject to discipline by any licensing authority:
 - (a) Within the last 5 years; or
 - (b) More than twice,Ê shall not instruct a course of continuing education without the approval of the Division.
3. A sponsor of a course of continuing education shall limit guest lecturers who are not approved by the Division to a total of 10 percent of the instructional hours per approved course. A guest lecturer must be an expert in the subject that he teaches.
(Added to NAC by Real Estate Div. by R177-01, eff. 5-20-2002)

NAC 645D.4395 Revocation of approval of instructor: Grounds; notice; appeal; hearing. (NRS 645D.120)

1. The Division may revoke the approval of an instructor of a course of continuing education if:
 - (a) Any licensing authority has taken disciplinary action against the instructor; or
 - (b) 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 sponsor 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 calendar 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 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)

NAC 645D.440 Information required on materials used in course. ([NRS 645D.120](#)) Except as otherwise provided in subsection 6 of [NAC 645D.437](#), if a course has been approved and is being offered for continuing education, the sponsor must state on all the materials used in the course:

1. That the course is approved for continuing education in Nevada by the Division;
2. The number of hours of credit for continuing education for which the course is approved; and
3. The sponsor's number assigned by the Division.

(Added to NAC by Real Estate Div. by R177-01, eff. 5-20-2002)

NAC 645D.4405 Advertising of course. ([NRS 645D.120](#))

1. Any advertising, promotional brochure or form for registration for a course for continuing education must contain, in writing, the policy of the sponsor concerning cancellation and refunds.
2. Except as otherwise provided in subsection 6 of [NAC 645D.437](#), all advertising must specify that such courses have been approved by the Division.

(Added to NAC by Real Estate Div. by R177-01, eff. 5-20-2002)

NAC 645D.441 Requirements for receipt of credit. ([NRS 645D.120](#))

1. A holder of a certificate may receive credit for continuing education if he teaches an approved course. Credit will be given only once for teaching the same course. The holder of a certificate must submit proof that he taught the course during the applicable period of certification. The instructor may receive 1 hour of credit per each hour of instruction.
2. A course may not be taken for credit more than once in the same period of certification.
3. Courses taken to satisfy requirements for the renewal or reinstatement of a certificate must be completed within the 2 years immediately before the latest date for renewing or reinstating the certificate.
4. A holder of a certificate may receive credit for continuing education only upon certification by the sponsor that the holder of a certificate has attended and completed at least 90 percent of the course.

(Added to NAC by Real Estate Div. by R177-01, eff. 5-20-2002)

NAC 645D.4415 Allowable hours of credit. ([NRS 645D.120](#)) The Division will allow not more than:

1. Seven hours of credit per day of instruction for courses of continuing education given without a final examination; and
2. Eight hours of credit per day of instruction for courses of continuing education requiring a final examination.

(Added to NAC by Real Estate Div. by R177-01, eff. 5-20-2002)

NAC 645D.442 Credit for attending certain educational meetings or trade shows. ([NRS 645D.120](#)) The Division will grant credit for continuing education to a holder of a certificate for attending an educational meeting or trade show presented by a regionally or nationally recognized organization of inspectors if:

1. The educational portion of the meeting or trade show lasted at least 1 hour; and
2. The organization:
 - (a) Certifies to the attendance of the holder of a certificate; and
 - (b) Agrees to maintain a record of that attendance for not less than 3 years.

(Added to NAC by Real Estate Div. by R177-01, eff. 5-20-2002)

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)

NAC 645D.610 Disclosures required in advertisement. ([NRS 645D.120](#)) In any advertisement through which a certified inspector offers to perform services for which a certificate is required pursuant to this chapter, he shall disclose the name under which he does business and the type of certificate he holds.

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

NAC 645D.620 Maintenance of records; inspection and audit by Division. (NRS 645D.120)

1. A certified inspector shall keep at his place of business, or other location approved by the Division, a copy of the inspection report, work file and any other pertinent information relating to each inspection he conducts for at least 3 years after the completion of the inspection. Only one set of files need be maintained, but the information must be available to all participating inspectors.
 2. All inspections conducted by a certified inspector must be filed in an orderly fashion, including, but not limited to, numerically, chronologically by date or alphabetically, to permit an audit by a representative of the Division.
 3. The inspection report, work file and other pertinent information relating to an inspection must be open to inspection and audit by the Division upon its request during its usual business hours, as well as other hours during which the certified inspector regularly conducts his business.
 4. The certified inspector shall give written notice to the Division of the exact location of his records and may not remove them until he has delivered a notice that informs the Division of the new location.
- (Added to NAC by Real Estate Div. by R214-97, eff. 5-11-98; A by R144-06, 9-18-2007)

NAC 645D.630 Examination of office; form. (NRS 645D.120)

1. The Division may use a form of its design to conduct any office examination and require the certified inspector or his office manager to sign such a form.
 2. An examination must include, without limitation:
 - (a) The address of the office;
 - (b) The system used in filing records;
 - (c) Advertising; and
 - (d) The availability of current statutes and regulations at the place of business.
- (Added to NAC by Real Estate Div. by R214-97, eff. 5-11-98)

NAC 645D.640 Cooperation in examination of office and audits. (NRS 645D.120) A certified inspector shall, upon demand, provide the Division with the documents and the permission necessary to complete fully an office examination and audit of his records.

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

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)