

STATE OF NEVADA
DEPARTMENT OF BUSINESS AND INDUSTRY
REAL ESTATE DIVISION

3300 W Sahara Ave, Ste 350, Las Vegas, NV 89102
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(702) 486-4033
Website: <http://red.nv.gov/>

**FORM 591 - INSTRUCTOR APPLICATION FOR
INSPECTORS OF STRUCTURES & ENERGY AUDITORS**

QUALIFICATION: 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 and NV Real Estate Division Credential Number 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 course title)

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 to the:

Nevada Real Estate Division
IOS/EA Instructor Application
1818 College Parkway Ste 110
Carson City, NV 89706-6900

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

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

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

INCOMPLETE SUBMISSIONS COULD RESULT IN DELAY OR DENIAL OF APPLICATION

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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.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,

È 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)

*Nevada Law Chapter 645D is located on the Real Estate Division Website at:
http://red.nv.gov/Content/Administration/Statutes_and_Regulations/*

DO NOT SUBMIT THIS PAGE WITH INSTRUCTOR APPLICATION