

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

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**APPLICATION FOR ACCREDITATION OF  
APPRAISER PRELICENSING EDUCATION**

*Courses to meet the education requirements for obtaining a Nevada Real Estate Appraiser License*

Date: \_\_\_\_\_

1. School Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

2. Owner's Business Address \_\_\_\_\_

3. Purpose of School: \_\_\_\_\_

4. School Locations                  Phone                  Manager or Director                  Instructors

5.

Title of Course	Hours	Course Fee	License Type: Residential/ General	Course Type
<i>Sample</i>	<i>0</i>	<i>\$ 0.00</i>	<i>Residential/ General</i>	<i>Classroom/Correspondence / Interactive / Video</i>

6. Attach a schedule of courses for accreditation period (July to June). This schedule must include: Course title; Dates & Times of instruction for each school location.
7. The statutorily required fee of \$100.00 per course of instruction is enclosed. Total of \$ \_\_\_\_\_ enclosed. This fee applies to approval of a course of instruction offered in preparation for an initial license. This fee is NON-REFUNDABLE
8. Submit copies of all existing advertising and proposed advertising. Submit the student catalogue, which must contain the cancellation and refund policies. And, submit copies of student contracts.
9. Describe the physical facility you will use for instruction (number of students pre classroom, size of classroom, equipment, visual aids, and instructional devices).
10. Give the total cost of each course of study offered and state terms of payment. If the school cancels or refunds any portion of the cost of a course when a student fails to complete the course, list the refund schedule for all cancellations or refunds.
11. List school requirements for attendance, including policy on making up sessions missed.
12. Describe school's grading system, including the methods of testing and standards of grading.

13. List all locations for student records.

14. Attach a copy of the CURRENT School License issued by the Commission on Post Secondary Education (CPE), including all branch school licenses.

15. Submit one "Course Information Sheet" (page 3) for each course you wish to have accredited.

*I hereby affirm and swear that the information submitted with this application is true and accurate and contains no willful omissions*

Date: \_\_\_\_\_, 20 \_\_\_\_ Signed: \_\_\_\_\_

Title: \_\_\_\_\_

STATE OF \_\_\_\_\_ ss. County of \_\_\_\_\_

I certify that this is a true and correct copy of a document in the possession of

\_\_\_\_\_

*(name of person who presents the document)*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of Notarial Officer*

My Commission Expires: \_\_\_\_\_

(Seal)

**INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED**

***COURSE INFORMATION SHEET***

Date of Application: \_\_\_\_\_ For Renewal Period: \_\_\_\_\_

Course Title: \_\_\_\_\_

Instructor Names	Instruction Site

Course Fee: \_\_\_\_\_ Hours of Accreditation: \_\_\_\_\_

Hours of Classroom Attendance Required: \_\_\_\_\_

Number of Required Quizzes \_\_\_\_\_ Number of Required Exams: \_\_\_\_\_

Attach a copy of each examination, with the correct answers stated or marked.

Minimum passing grade per test \_\_\_\_\_ Overall for the course \_\_\_\_\_

REQUIRED TEXTS AND OTHER READINGS FOR THIS COURSE		
Title	Author	Publisher / Date

Statement of Course Objective:

**COURSE OUTLINE. PLEASE PROVIDE A THREE-LEVEL OUTLINE OF THE COURSE CONTENT AS WELL AS COMPLETING THE COURSE MODULE SHEET.**







**PRE-LICENSING LAW/ADMINISTRATIVE CODE**

<b>NRS 645C.200</b>	"School" defined.
<b>NRS 645C.205</b>	Approval of school required; application for approval.
<b>NRS 645C.210</b>	Conditions of approval of school.
<b>NRS 645C.215</b>	Education requirements of approval of schools
<b>NRS 645C.220</b>	Denial or withdrawal of approval.
<b>NRS 645C.225</b>	Approved schools: Advertising.
<b>NRS 645C.230</b>	Approved schools: Instructors.
<b>NRS 645C.232</b>	Revocation of approval of instructor; notice; appeal; hearing.
<b>NRS 645C.235</b>	Required instruction: Licensure as a residential appraiser.
<b>NRS 645C.237</b>	Required instruction: Certification as a residential appraiser
<b>NRS 645C.240</b>	Required instruction: Licensure as general appraiser
<b>NRS 645C.243</b>	Required instruction: Registration as intern.
<b>NRS 645C.245</b>	Acceptability of courses designed to fulfill educational requirements.
<b>NRS 645C.247</b>	Approval of credit for course not attended by applicant. The commission will approve credit for a course of instruction that an applicant did not attend if:
<b>NRS 645C.250</b>	Unacceptable courses.
<b>NRS 645C.255</b>	Restrictions on disclosure of examinations to persons associated with school.
<b>NRS 645C.260</b>	Notice of changes in school; annual renewal of approval.

**NAC 645C.200 “School” defined.** ([NRS 645C.210](#)) For the purposes of [NAC 645C.200](#) to [645C.260](#), inclusive, “school” includes:

1. The University of Nevada, 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. Any professional school or college located in this state or in another state which has standards for licensure or certification approved by the Appraisal Subcommittee of the Federal Financial Institutions Examination Council, or which is licensed or accredited by a real estate appraiser’s commission, a department of education or an equivalent agency of another state.
4. A nationally recognized appraiser’s organization which is a member of the Appraisal Foundation or an organization approved by the commission.

(Added to NAC by Comm’n of Appraisers of Real Estate, eff. 1-26-90; A by R036-00, 5-4-2000)

**NAC 645C.205 Approval of school required; application for approval.** Before any school offers or conducts a course of instruction designed to fulfill the educational requirements for licensure or certification under [chapter 645C of NRS](#), the school must be approved by the commission. The application for approval must be made on a form prescribed by the division. The application must include, and the commission may consider, the following information in determining the school’s eligibility 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 which 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; and
10. A statement of:
  - (a) The purpose of the school;
  - (b) The fees to be charged;
  - (c) The days, times and locations of classes;
  - (d) The number of quizzes and examinations;
  - (e) The grading systems, including the methods of testing and standards of grading;
  - (f) The requirements for attendance; and
  - (g) The location of the students’ records.

(Added to NAC by Comm’n of Appraisers of Real Estate, eff. 1-26-90; A 11-19-91)

**NAC 645C.210 Conditions of approval of school.** If a school has applied for and received the commission’s approval to offer courses to meet requirements for licensure or certification under [chapter 645C of NRS](#), the school shall, as a condition of the approval:

1. Maintain a record of each student’s attendance and certification in any of those courses. The records must be maintained for 10 years after his enrollment and must be open for inspection by the division, upon its request, during the school’s business hours.
2. Upon a transferring student’s request, furnish the school to which he is transferring a copy of his attendance record and certification for each of those courses which he has completed.
3. Upon a student’s request, furnish the division a transcript of the record of his grades and attendance.

(Added to NAC by Comm’n of Appraisers of Real Estate, eff. 1-26-90; A 11-19-91)

**NAC 645C.215 Educational requirements of approved schools.** ([NRS 645C.210](#))

1. A school which the commission has approved to give a course fulfilling the educational requirements for original licensing or certification shall require each student to attend the required number of hours of instruction and pass an examination in the course.
2. The school may certify only the number of hours for which the course has been approved by the commission.
3. The completion of a portion of a course is not acceptable to satisfy licensing or certification requirements.
4. As used in this section, an “hour of instruction” means 50 minutes or more. Fifteen hours of instruction equal one semester credit.

(Added to NAC by Comm'n of Appraisers of Real Estate, eff. 1-26-90; A 11-19-91; R119-00, 9-25-2000)

**NAC 645C.220 Denial or withdrawal of approval.**

1. If a school's application for approval of a course is denied, the school may file a written request for a hearing before the commission. The request must be filed within 20 calendar days after receiving the order of denial. The commission will hold the hearing within 90 calendar days after the request for hearing is filed unless the school makes a written request for a continuance and that request is granted. The commission will decide the matter within 90 calendar days after the hearing.

2. If the administrator determines that an approved school or course no longer complies with the standards prescribed in this chapter, he shall file a complaint seeking a temporary or permanent withdrawal of the approval. The commission will hear the complaint following a procedure similar to that used for the revocation or suspension of an appraiser's license or certificate.

(Added to NAC by Comm'n of Appraisers of Real Estate, eff. 1-26-90; A 11-19-91)

**NAC 645C.225 Approved schools: Advertising.** A school approved by the commission shall not make any misrepresentation in its advertising about any course of instruction which it offers to fulfill requirements for licensing or certification under this chapter. Any advertisement must specify that such courses have been approved by the commission of appraisers of real estate.

(Added to NAC by Comm'n of Appraisers of Real Estate, eff. 1-26-90; A 11-19-91)

**NAC 645C.230 Approved schools: Instructors.**

1. A school which conducts courses approved by the commission shall employ as instructors of those courses only persons who 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 commission:

(1) Current experience teaching subjects relating to the appraisal of real estate in the University and Community College System of Nevada or another institution which 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.

(2) Five years of full-time experience, other than in a secretarial position, working in a job directly related to the subject taught.

(3) Have a bachelor's degree in the field in which the person is instructing.

(4) Three years of experience teaching the specific subject.

2. Such a school shall limit guest lecturers who are not approved by the commission 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.

3. Such a school shall not employ, without the approval of the commission, an instructor who has been subject to discipline by any licensing board or commission within the 5 years immediately preceding the employment, or who has been subject to discipline by the commission more than twice.

(Added to NAC by Comm'n of Appraisers of Real Estate, eff. 1-26-90; A 8-4-94)

**NAC 645C.232 Revocation of approval of instructor; notice; appeal; hearing.**

1. The division may revoke its approval of a particular instructor who is employed by a school which conducts courses approved by the commission 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 shall 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. The instructor may appeal the decision of the division to revoke his approval by making a written demand to the commission 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, the commission will hold a hearing.

(Added to NAC by Comm'n of Appraisers of Real Estate, eff. 8-4-94)

**NAC 645C.235 Required instruction: Licensure as residential appraiser. ([NRS 645C.210](#))**

1. On or before December 31, 1990, a course of instruction, in order to comply with the requirements of paragraph (a) of subsection 1 of [NRS 645C.330](#), for an applicant for a license as a residential appraiser, must consist of at least 75 hours of instruction in the classroom, including instruction in the following subjects:

(a) Ethics;

(b) Principles of value;

(c) Methods of appraisal and reconciliation;

(d) The standards of professional practice and the laws of this state governing the licensing and certification of appraisers; and  
(e) Other subjects relating to appraisals.

At least 15 hours of instruction must be provided in the subjects described in paragraph (d).

2. On or after January 1, 1991, but before June 9, 1997, a course of instruction, in order to comply with the requirements of paragraph (a) of subsection 1 of [NRS 645C.330](#), for an applicant for a license as a residential appraiser, must consist of at least 75 hours of instruction in the classroom, including instruction in the following subjects:

- (a) Factors that influence the value of real estate;
- (b) Legal considerations of appraisals;
- (c) Types of value;
- (d) Economic principles;
- (e) The real estate market and its analysis;
- (f) The process of valuation;
- (g) Description of real estate;
- (h) Analysis of the highest and best use of real estate;
- (i) Mathematics and statistics related to appraisals;
- (j) Analysis of value by sales comparison;
- (k) Analysis of value by cost;
- (l) Analysis of value by income;
- (m) The valuation of a site;
- (n) The valuation of partial interests;
- (o) Standards and ethics relating to appraisals;
- (p) The laws of this state governing appraisals; and
- (q) Other subjects relating to appraisals.

3. On or after June 9, 1997, a course of instruction, in order to comply with the requirements of paragraph (a) of subsection 1 of [NRS 645C.330](#), for an applicant for a license as a residential appraiser, must consist of at least 90 hours of instruction in the classroom, including instruction in the following subjects:

- (a) Factors that influence the value of real estate;
- (b) Legal considerations of appraisals;
- (c) Types of value;
- (d) Economic principles;
- (e) The real estate market and its analysis;
- (f) The process of valuation;
- (g) Description of real estate;
- (h) Analysis of the highest and best use of real estate;
- (i) Mathematics and statistics related to appraisals;
- (j) Analysis of value by sales comparison;
- (k) Analysis of value by cost;
- (l) Analysis of value by income;
- (m) The valuation of a site;
- (n) The valuation of partial interests;
- (o) Standards and ethics relating to appraisals;
- (p) The laws of this state governing appraisals; and
- (q) Other subjects relating to appraisals.

(Added to NAC by Comm'n of Appraisers of Real Estate, eff. 1-26-90; A 11-19-91; R036-00, 5-4-2000)

**NAC 645C.237 Required instruction: Certification as residential appraiser.**

1. On or before December 31, 1990, a course of instruction, in order to comply with the requirements of paragraph (a) of subsection 2 of [NRS 645C.330](#) for an applicant for a certificate as a residential appraiser, must consist of at least 120 hours of instruction in the classroom, including instruction in the following subjects:

- (a) Ethics;
- (b) Principles of value;
- (c) Methods of appraisal and reconciliation;
- (d) The standards of professional practice and the laws of this state governing the licensing and certification of appraisers; and

(e) Other subjects relating to appraisals.

At least 15 hours of instruction must be provided in the subjects described in paragraph (d).

2. On or after January 1, 1991, a course of instruction, in order to comply with the requirements of paragraph (a) of subsection 2 of [NRS 645C.330](#) for an applicant for a certificate as a residential appraiser, must consist of at least 120 hours of instruction in the classroom, including instruction in the following subjects:

- (a) Factors that influence the value of real estate;
- (b) Legal considerations of appraisals;
- (c) Types of value;
- (d) Economic principles;
- (e) The real estate market and its analysis;
- (f) The process of valuation;
- (g) Description of real estate;
- (h) Analysis of the highest and best use of real estate;
- (i) Mathematics and statistics related to appraisals;
- (j) Analysis of value by sales comparison;
- (k) Analysis of value by cost;
- (l) Analysis of value by income;
- (m) The valuation of a site;
- (n) The valuation of partial interests;
- (o) Standards and ethics relating to appraisals;
- (p) The laws of this state governing appraisals; and
- (q) Other subjects relating to appraisals.

(Added to NAC by Comm'n of Appraisers of Real Estate, eff. 11-19-91)

**NAC 645C.240 Required instruction: Licensure as general appraiser. ([NRS 645C.210](#))**

1. On or before December 31, 1990, a course of instruction, in order to comply with the requirements of paragraph (a) of subsection 3 of [NRS 645C.330](#), of an applicant for a license as a general appraiser, must consist of at least 165 hours of instruction in the classroom, including instruction in the following subjects:

- (a) Ethics;
- (b) Principles of value;
- (c) Methods of appraisal and reconciliation;
- (d) The standards of professional practice and the laws of this state governing the licensing and certification of appraisers; and
- (e) Other subjects relating to appraisals.

At least 15 hours of instruction must be provided in the subjects described in paragraph (d).

2. On or after January 1, 1991, but before June 9, 1997, a course of instruction, in order to comply with the requirements of paragraph (a) of subsection 3 of [NRS 645C.330](#), of an applicant for a license as a general appraiser, must consist of at least 165 hours of instruction in the classroom, including instruction in the following subjects:

- (a) Factors that influence the value of real estate;
- (b) Legal considerations of appraisals;
- (c) Types of value;
- (d) Economic principles;
- (e) The real estate market and its analysis;
- (f) The process of valuation;
- (g) Description of real estate;
- (h) Analysis of the highest and best use of real estate;
- (i) Mathematics and statistics related to appraisals;
- (j) Analysis of value by sales comparison;
- (k) Analysis of value by cost;
- (l) Analysis of value by income;
- (m) The valuation of a site;
- (n) The valuation of partial interests;
- (o) Standards and ethics relating to appraisals;
- (p) The laws of this state governing appraisals; and
- (q) Other subjects relating to appraisals.

3. On or after June 9, 1997, a course of instruction, in order to comply with the requirements of paragraph (a) of subsection 3 of [NRS 645C.330](#), of an applicant for a license as a general appraiser, must consist of at least 180 hours of instruction in the classroom, including instruction in the following subjects:

- (a) Factors that influence the value of real estate;
- (b) Legal considerations of appraisals;
- (c) Types of value;
- (d) Economic principles;
- (e) The real estate market and its analysis;
- (f) The process of valuation;
- (g) Description of real estate;
- (h) Analysis of the highest and best use of real estate;
- (i) Mathematics and statistics related to appraisals;
- (j) Analysis of value by sales comparison;
- (k) Analysis of value by cost;
- (l) Analysis of value by income;
- (m) The valuation of a site;
- (n) The valuation of partial interests;
- (o) Standards and ethics relating to appraisals;
- (p) The laws of this state governing appraisals; and
- (q) Other subjects relating to appraisals.

(Added to NAC by Comm'n of Appraisers of Real Estate, eff. 1-26-90; A 11-19-91; R036-00, 5-4-2000)

**NAC 645C.243 Required instruction: Registration as intern.** ([NRS 645C.210](#)) On or after May 4, 2000, an applicant for registration as an intern pursuant to [NRS 645C.270](#) must include on his application evidence satisfactory to the division that he has successfully completed at least 75 hours of instruction in the classroom in the following subjects:

- 1. Factors that influence the value of real estate;
- 2. Legal considerations of appraisals;
- 3. Types of value;
- 4. Economic principles;
- 5. The real estate market and an analysis of that market;
- 6. The process of valuation;
- 7. Description of real estate;
- 8. Analysis of the highest and best use of real estate;
- 9. Mathematics and statistics related to appraisals;
- 10. Analysis of value by sales comparison;
- 11. Analysis of value by cost;
- 12. Analysis of value by income;
- 13. The valuation of a site;
- 14. The valuation of partial interests;
- 15. Standards and ethics relating to appraisals; and
- 16. Other subjects relating to appraisals.

(Added to NAC by Comm'n of Appraisers of Real Estate by R036-00, eff. 5-4-2000)

**NAC 645C.245 Acceptability of courses designed to fulfill educational requirements.**

- 1. The commission may accept a course of instruction designed to fulfill the educational requirements for licensure or certification without the prior approval of the course.
- 2. To be approved by the commission, except as otherwise provided in subsection 3, a course of instruction must consist of at least 15 hours of instruction. The time to take an examination in such a course may be applied toward the 15-hour requirement.
- 3. The commission may approve a course of instruction of less than 15 hours if the course consists of at least 3 hours of instruction concerning the laws of this state governing appraisal. A course consisting of less than 15 hours of instruction may not be applied toward satisfying the minimum hours of academic instruction required by [NRS 645C.330](#).

(Added to NAC by Comm'n of Appraisers of Real Estate, eff. 1-26-90; A 11-19-91)

**NAC 645C.247 Approval of credit for course not attended by applicant. The commission will approve credit for a course of instruction that an applicant did not attend if:**

- 1. Credit for the course was granted on or before July 1, 1990;

2. The commission is satisfied with the quality of the examination administered by the provider of the course; and
3. The applicant successfully completed the examination.

(Added to NAC by Comm'n of Appraisers of Real Estate, eff. 11-19-91)

**NAC 645C.250 Unacceptable courses.**

1. The commission will not accept an applicant's completion of a course of a kind which is designed to prepare students for examination, commonly known as a "cram course," to fulfill the educational requirements for an original license or certificate.
2. The following kinds of courses will not be accepted to fulfill units of education which are required for original licensing or certification:

(a) Courses designed to develop or improve clerical, office or business skills that are not related to the appraisal process, such as typing, shorthand, the operation of business machines, the use of computers, improvement of memory or writing letters; or

(b) Business courses in advertising or psychology.

(Added to NAC by Comm'n of Appraisers of Real Estate, eff. 1-26-90; A 11-19-91)

**NAC 645C.255 Restrictions on disclosure of examinations to persons associated with school.**

1. An owner, instructor, or affiliate of a school approved by the commission or other person associated with the school shall not take an examination for a license or certificate as an appraiser 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 license or certificate; and

(b) A written agreement to apply for a license or certificate upon passing the examination.

2. Such a school or anyone 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 Comm'n of Appraisers of Real Estate, eff. 1-26-90; A 11-19-91)

**NAC 645C.260 Notice of changes in school; annual renewal of approval.**

1. Within 15 calendar days after the occurrence of any material change in the school which would affect its approval by the commission, the school shall give the division written notice of that change.

2. To qualify for annual renewal of approval by the commission, a school must submit to the commission before July 1:

(a) A written certification, in a form prescribed by the division, declaring that the school has met 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 commission may deny renewal of approval to any school that does not meet the standards required by this chapter.

4. Within 60 calendar days after a decision is made to deny renewal of approval, the commission 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 Comm'n of Appraisers of Real Estate, eff. 1-26-90)