

**FORM 613 – REAL ESTATE POSTLICENSING EDUCATION
COURSE APPLICATION (Classroom Only)**

Course to Meet the Educational Requirements for first renewal of a Nevada Real Estate license

Date _____

Sponsor Information

- 1. Name of sponsor: _____
- 2. Mailing Address: _____
City, State & Zip: _____
- 3. Telephone: _____ Fax: _____
- 4. E-mail: _____ URL: _____
- 5. Business Type (School, Brokerage, Title Company, etc.) _____
- 6. Contact Name (REQUIRED): _____

Course Information

- 7. Title of Course: _____
- 8. Credit Hours Requested: _____
- 9. Select the requested session (refer to [NAC 645.4442](#) and NRED's [10-Session Program](#)):

- | | | | |
|--|--|--|---|
| <input type="checkbox"/> SESSION 1:
MODULE E | <input type="checkbox"/> SESSION 4:
MODULE B | <input type="checkbox"/> SESSION 7:
MODULE L
MODULE M | <input type="checkbox"/> SESSION 10:
MODULE I
MODULE K
MODULE O |
| <input type="checkbox"/> SESSION 2:
MODULE H | <input type="checkbox"/> SESSION 5:
MODULE D | <input type="checkbox"/> SESSION 8:
MODULE J
MODULE F | |
| <input type="checkbox"/> SESSION 3:
MODULE A | <input type="checkbox"/> SESSION 6:
MODULE N
MODULE G | <input type="checkbox"/> SESSION 9:
MODULE C | |

- *10. Instructor Names: _____
- 11. Location(s) of Offerings (City, State): _____

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

- 12. Hours of Classroom Instruction: _____
- 13. Course Fee: \$ _____

REQUIRED:

14. A timed content outline of topics (with a break-down of sub-topics) to be covered in no more than 20 minute increments. Include within the timed outline:

- a. Course objective(s);
- b. Final exam with time allotted for completion and discussion.

15. A final exam at the end of each session. Provide a copy of the final exam with the answer key or correct answers marked. The minimum pass grade must be 75%.

16. Mark checkboxes in the “Sponsor Checkbox” column for application form items completed and materials submitted.

Retention of Postlicensing Education records

Sponsor verifies that attendance records will be retained in accordance with [NAC 645.4444](#) at Sponsor’s location address given below.

Written notice of any change in location must be provided to the Real Estate Division, Education Section.

17. Address of location at which records will be held:

_____ (City, State, Zip)

_____ (Printed Name of Authorized Records Custodian)

_____ (Signature of Authorized Records Custodian)

Regulatory Compliance

18. By signing and submitting this form to the Division, Sponsor agrees to comply with all Sponsor duties including, but not limited to, using:

- a. Evaluation report form [612A](#) or the information prescribed in the form;
- b. Attendance report form [740](#) or the information prescribed in the form;
- c. Certificate of completion provided with course approval notification or the information prescribed in it;
- d. Evaluation summary report form [612C](#) or the information prescribed in the form; and

Submitting completed class rosters on form [785A](#) using instructions provided in form [785](#).

Course application fee is \$100 per application. Total amount enclosed : \$ _____

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

_____ (Print Name)

Executed on _____ (Date)

_____ (Signature of person authorized to submit application)

Form 613 Checklist

Sponsor Checkbox	Check for all items that have been completed, are included or applicable before submitting application to the Division.	NRED Checkbox
<input type="checkbox"/>	Sponsor Information completed	<input type="checkbox"/>
<input type="checkbox"/>	Course Information completed	<input type="checkbox"/>
<input type="checkbox"/>	Course Session and Modules selected	<input type="checkbox"/>
<input type="checkbox"/>	Instructor Applications with Resumes (licenses, certificates, as relevant)	<input type="checkbox"/>
<input type="checkbox"/>	Retention of Records – completed and signed	<input type="checkbox"/>
<input type="checkbox"/>	Form 613 completed, signed and dated	<input type="checkbox"/>
<input type="checkbox"/>	\$100 Fee	<input type="checkbox"/>
<input type="checkbox"/>	Timed Content Outline (see item 14. on page 2) REQUIRED!	<input type="checkbox"/>
<input type="checkbox"/>	Course Materials (course workbook, textbook, presentation slides, videos/CDs, as applicable)	<input type="checkbox"/>
<input type="checkbox"/>	Student Handouts	<input type="checkbox"/>
<input type="checkbox"/>	Refund/Cancellation Policy	<input type="checkbox"/>
<input type="checkbox"/>	Description of physical facility	<input type="checkbox"/>
<input type="checkbox"/>	Copyright Authorization from owners of materials used (if applicable)	<input type="checkbox"/>
<input type="checkbox"/>	Final Exam with Answer Key	<input type="checkbox"/>

**Submit completed application, with materials and fee to:
Education Section, Real Estate Division
3300 W. Sahara Ave., Suite 350, Las Vegas, NV 89102**

FOR NRED INTERNAL USE ONLY

Application complete and accepted: Yes No

Date: _____ Initials: _____