

STATE OF NEVADA
DEPARTMENT OF BUSINESS AND INDUSTRY
REAL ESTATE DIVISION

3300 W. Sahara Ave., Suite 350, Las Vegas, Nevada 89102 * (702) 486-4033
e-mail: realest@red.nv.gov * <http://red.nv.gov/>

**APPRAISER *PRE-LICENSING* EDUCATION COURSE
RENEWAL APPLICATION: IN-STATE PROVIDERS**

***RENEWAL PERIOD JULY 1 – JUNE 30
INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED
THE COURSE APPLICATION FEE IS NON-REFUNDABLE***

School's Legal Name:		Date:	
Owner's Name:		School's Fax:	
Main Office Address:			
Mailing Address:			
Education Contact:		Contact's Email:	
School's Main Phone:		Contact's Phone:	
Location of Business and Student Record:			
Locations & Phone #s of all Class sites:			
Type & Purpose of School:			

Title of Course: Course Title should match title that will be used in Advertisements.	NV Approval #	Hours	Course Fee	License Type: Res or Gen	Delivery Method: Classroom, Internet, Home Study

STATE OF NEVADA
DEPARTMENT OF BUSINESS AND INDUSTRY
REAL ESTATE DIVISION

3300 W. Sahara Ave., Suite 350, Las Vegas, Nevada 89102 * (702) 486-4033
e-mail: realest@red.nv.gov * <http://red.nv.gov/>

1. Has the school's accreditation or license by any public authority been revoked, suspended, or denied?

YES NO

2. Has the course material changed?

YES NO

If yes, please attach a complete and detailed outline of each course syllabus, teaching material and the student handouts.

3. Are any of the courses approved by the AQB of the Appraisal Foundation, ACE/CREDIT or IDEC?

YES NO

If yes, please attach the approval letter(s).

Required Materials to be Submitted with Application:	Enclosed?	Comments:							
List of Scheduled/Proposed Course Dates and Locations	<input type="checkbox"/> Yes								
School License for renewal period issued by the Commission on Post Secondary Education. For further info: 702-486-7330									
Proposed Advertising	<input type="checkbox"/> Yes								
Course Information Sheet (one for each course): provided	<input type="checkbox"/> Yes								
Instructor Applications and Supporting Documents	<input type="checkbox"/> Yes								
The Following School Information:	<input type="checkbox"/> Yes								
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Facility: Describe and include number of students per classroom, size of classroom, equipment, visual aids, instructional devices, etc.</td> </tr> <tr> <td style="padding: 2px;">Cost: Detail cost for 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.</td> </tr> <tr> <td style="padding: 2px;">Contracts & Certificates: Copies of student contracts and sample completion certificate.</td> </tr> <tr> <td style="padding: 2px;">Attendance: List schools requirements, including policy on making up missed sessions.</td> </tr> <tr> <td style="padding: 2px;">Grading: Describe school's system and standards, including the methods of testing.</td> </tr> <tr> <td style="padding: 2px;">Final Examination Policy: including re-examination policy</td> </tr> <tr> <td style="padding: 2px;">Records Retention Policy</td> </tr> </table>			Facility: Describe and include number of students per classroom, size of classroom, equipment, visual aids, instructional devices, etc.	Cost: Detail cost for 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.	Contracts & Certificates: Copies of student contracts and sample completion certificate.	Attendance: List schools requirements, including policy on making up missed sessions.	Grading: Describe school's system and standards, including the methods of testing.	Final Examination Policy: including re-examination policy	Records Retention Policy
Facility: Describe and include number of students per classroom, size of classroom, equipment, visual aids, instructional devices, etc.									
Cost: Detail cost for 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.									
Contracts & Certificates: Copies of student contracts and sample completion certificate.									
Attendance: List schools requirements, including policy on making up missed sessions.									
Grading: Describe school's system and standards, including the methods of testing.									
Final Examination Policy: including re-examination policy									
Records Retention Policy									
Application Fee:\$100.00 per course (made payable to NRED)	<input type="checkbox"/> Yes								

STATE OF NEVADA
DEPARTMENT OF BUSINESS AND INDUSTRY
REAL ESTATE DIVISION

3300 W. Sahara Ave., Suite 350, Las Vegas, Nevada 89102 * (702) 486-4033
e-mail: realest@red.nv.gov * <http://red.nv.gov/>

- I consent to auditing and/or evaluating by authorized representatives of NRED.
- I agree to report any material changes of the information contained in this application to NRED prior to presenting the amended course.
- I agree to retain attendance records for at least five years from the date of the offering for each participant.
- I agree to provide certificates of attendance completed in compliance with NAC 645C.315 4. With original authorized signatures only for students who have completed this course.
- I agree to comply with the provisions of NAC 645C.

Authorized Signature: _____ Date: _____

Print Name: _____

Applications should be sent to:

Nevada Real Estate Division
3300 W. Sahara Ave., Suite 350
Las Vegas, Nevada 89102