

STATE OF NEVADA  
Department of Business and Industry, Real Estate Division

## Guidelines for Submitting Course Rosters to the Nevada Real Estate Division

1. A sponsor shall submit a course roster **within 3 business days** after course completion (NAC 645.455).
  - a. The roster must be submitted in a format approved by the Division (form 785A available at <https://red.nv.gov/uploadedFiles/rednv.gov/Content/Forms/785a.xlsx>).
  - b. Complete each row with the student's license number, last name, the course number, and the date the student completed the course.
2. Double check the roster for accuracy before submitting to the Division. Please see some tips below to prevent common errors:

**License Lookup**

Real Estate License Number	Student's Last Name Only	Course Number	Date Course Completed
<small>No leading zeros (S.123456) No suffix (Corp or LLC)</small>	<small>No spaces (McDonald vs. McDonald) or Jones-Smith vs. Jones Smith) No suffix (Jr., Sr., II)</small>	<small>Should ONLY include licensee's last name. No spaces (CE 0123456-RE) or (POST.01234-RE)</small>	<small>Course number is missing "-RE". Example: 02/05/2014</small>
S.0123456	SMITH	CE.1234567	02/02/2022
BS.0123654	ROBERT PAULSON	CE.1234567-RE	02/02/2022
S.333444	ROBERTS	CE1234567-RE	02/02/2022
B.321.23.LLC	JONES JR.	CE.1234567-RE	02/02/2022

License number should NOT contain suffix.

Last name should NOT contain suffix.

Course number is missing the period.

- a. For license numbers, omit the preceding zeros following the letter prefix (S., BS., B.).
  - b. Do not include any suffixes with the license number (Corp or LLC).
  - c. Use the license lookup feature at <https://red.prod.secure.nv.gov/Lookup/LicenseLookup.aspx> to verify last name and license number before submitting.
  - d. Submit course numbers in the correct format (CE.1234567-RE or POST.12345-RE).
  - e. Course dates must be correctly listed in the following format (MM/DD/YYYY).
3. Only rosters emailed as an excel spreadsheet (.xlxs) to [education@red.nv.gov](mailto:education@red.nv.gov) will be accepted. Include the **course number and course title** in the subject line of the email. Do not submit the roster to any other Division email address.
4. When notified by the Division, the roster must be **corrected and resubmitted** as an excel spreadsheet (.xlxs) **within 5 business days** following the same guidelines above.
5. **The Division does not possess staffing capacity to modify or correct rosters on behalf of sponsors. It is the sole responsibility of the sponsor to ensure accurate rosters are submitted.**

**FAILURE TO COMPLY WITH THESE GUIDELINES MAY RESULT IN THE IMPOSITION OF AN ADMINISTRATIVE FINE NOT TO EXCEED \$500.00 PER VIOLATION (NAC 645.695[1]).**