

TO: The Nevada Real Estate Commission
FROM: Safia Anwari, Education and Information Manager;
Ingrid Trillo, Program Officer
SUBJECT: Education Summary – January 07-09, 2015

DISCUSSION AGENDA EDUCATION COURSES

NEW REAL ESTATE PRE- LICENSING EDUCATION COURSES

1. ABC Real Estate School
“Real Estate Appraisal”

Request: 45 Hours Internet

Recommendation: Approve 45 hours of broker upgrade credits by internet delivery.
Content meets NAC 645 standards.

Instructors: Cynthia Weber

Objective:

- Name and describe the 3 Nevada real estate license
- Name and describe the activities involved in at least two areas of real estate specialization
- Name at least one real estate specialty that requires a holder to receive both a real estate license and an additional permit or certificate
- Name at least 1 trade organization
- Define appraisal, value, and market value.
- Cite the licensing requirements for real estate appraisers in Nevada and the legislation that affects appraisal practices.
- Differentiate between an appraisal and a competitive market analysis
- Outline the appraisal process
- List the four characteristics of value in the real estate market
- Differentiate between market value and market price and between cost and value
- Define and give examples of the principles of value used when appraising real estate
- List and describe the steps involved in the sales comparison approach to value
- List and describe the steps involved in the cost approach to value
- Distinguish between reproduction cost and replacement cost
- Describe the three types of depreciation and the difference between curable and incurable depreciation
- List and describe the steps involved in the income approach to value.

- State the formulas for determining a gross rent multiplier and a gross income multiplier and how they are used in appraising
- Describe the process of reconciliation
- Differentiate between market price and market value
- Explain why the value of real property does not remain constant
- Define the supply and demand model

Content:

Directions	10
Table of Contents	
Chapter 1: Introduction to Real Estate Business	20
What type of license should I pursue?	
What credentials do I need?	
Salesperson's License	
Broker-Salesperson's License	
Broker License	
Should I Choose a Specialty Area?	
How do I choose a broker and an office?	
What type of license do I need?	20
Testing Company Information	10
Test-taking skills	20
Division forms	10
Chapter 2: Appraisal and Valuation	20
Appraisal and Valuation	
Vocabulary	20
Types of value	20
Competitive Market Analysis (also called a CMA)	20
Licensees are NOT appraisers!	10
Principles Which Impact Value	20
Demand	20
Utility	20
Scarcity	20
Future Benefit / Anticipation	20
Change	20
Competition	20
Conformity	20
Consistent Use	20
Extras	20
Substitution	20
Supply vs. Demand	20
How does this relate to commercial units for lease?	20
Location, Location, Location	20
What else impacts value?	60
Highest and best use	40
Economic theory	20
Market Cycles	20
Market Price vs. Market Value	20
Quiz	20

Chapter 3: The Appraisal Profession	
Definitions	20
Definition of Appraisal	20
Property rights are measureable	
Purposes and Uses of Appraisals	40
Quiz	20
Do foreclosures and short sales impact appraisals?	20
Links to Appraisal Trade Organizations	10
Chapter 4: Appraisal Concepts	
Theoretical Concepts of Value and Definitions	20
Traditional Approaches to Value	20
The Appraiser's Role in the Real Estate Profession	20
True forces affecting value	20
Appraisal Report	20
Types of Appraisal Reports (and USPAP Terminology)	20
Purposes and Uses of Appraisals	20
Principles of Valuation	120
Principle of four-stage life cycle	20
Basic Valuation Definitions	20
Purposes and Characteristics of Value	20
Forces Influencing Value	20
Factors Influencing Value	130
Additional Factors Important for Agricultural or Farm Lands	20
Economic Trends Affecting Real Estate Value	20
Regional, National and Global Economics	20
Factors Influencing City Growth and Development	20
Site Analysis and Valuation	20
Legal Data of Site Analysis	20
Physical Factors Involving the Site	10
Methods of Site Valuation	10
Adjustments	10
Architectural Styles and Functional Utility	10
Architectural Styles	20
Roof Types	10
Building Quality	20
Functionality Utility	20
Functional Utility Checklist	20
Broker's Guidelines for Considering Physical Characteristics of Real Property for FHA Insurance Purposes	20
The Appraisal Process and Methods	20
Methods of Appraising Properties	20
The Sales Comparison Approach	20
The Procedure	20
The steps	20
Sales Comparison Data Appraisal Rating Grid	20
Reconciliation	10
Cost Approach	10
The Procedure in Brief	10

Cost New Bases	20
Steps in the Cost Approach	20
Depreciation	
Appraisal and Income Tax Views – “Book” vs. Actual Depreciation	10
Methods of Calculating Accrued Depreciation	10
Reproduction or replacement cost method	10
What is the replacement cost new and the present value of this property?	
Abstraction	10
Income (Capitalization) Approach	10
The Overall Rate Formula	10
Income Approach Process	10
Income Approach Applied	10
Residual Techniques	10
Building Residual Technique	10
Finding the Building Capitalization Rate – Example	10
Yield Capitalization Analysis	10
Gross Rent and Gross Income Multipliers	10
Steps in Using the Gross Rent Multiplier	20
Reconciliation	10
Appraisal of Manufactured Homes and Mobile Homes	10
Appraising Single Family Residences and Small Multi-Family Dwellings	10
Single Family Residence	10
Inspection of property	10
Verification through public records	
Inspection of comparable sales	10
Application of approaches to value	10
Definition of small multi-family dwelling	10
Reasons for purchasing residential properties	10
Appraisal procedure for small residential income properties and single family residences	10
Amenities of multi-family dwellings	
Additional Practice Problems	20
Applying the Income (Capitalization) Approach	
Solution	20
Background	
How to Become an Appraiser in Nevada	10
Chapter 5: Practice	
3 Major Methods of Estimating Value	20
Which one should I use?	10
Sales Comparison Approach	10
Selling motives	10
Units of Comparison	10
Economic Basis	10
Examples of Methods	20
Procedure	
Sales Comparison Approach Example 1	10
Sales Comparison Approach Example 2	10
Evaluating vacant land	20
2 nd Approach: Replacement Cost Approach	20

Cost Approach Steps	20
Creating a new property	20
Methods	20
How is depreciation calculated?	20
Causes	20
Is the depreciation Curable?	20
Cost Approach Examples	10
Other Cost Approach Examples	10
3 rd Approach: Income Approach	20
Income approach	20
Gross Rent Multiplier	10
Calculating Income Approach	20
Example to Calculate Cap Rate	
Income Approach Example	20
Income Approach	
Income Problems Quiz 3	20
Income Problems Quiz 4	20
Gross Rent Multiplier (also called Gross Income Multiplier)	20
Math Quiz 5	20
Math Quiz 6: Income	20
Reconciliation: Combination of the 3 types of Valuation Approaches	20
Quiz 7: Reconciliation	20
Math Practice Quiz 8: How do I round decimals to the nearest cent?	20
Math Practice Quiz 9	20
Math Practice Quiz 10	20
Percentage and other math problems	20
Quiz 11: Valuation and Market Analysis	20
Chapter 6: Economics Topics You-tube Videos	20
Click on and Watch this Video: Price vs. Demand	20
Click on and Watch this Video: price of Related Products and Demand	20
Click on and Watch this Video: Law of Supply	20
Click on and Watch this Video: Factors Affecting Supply	20
WEB Links for Licensees	20
Glossary	20
Comment Page	
TOTAL: 2760 min ÷ 50 class hr = 55.2 Hours	

NEW REAL ESTATE POST- LICENSING EDUCATION COURSES

2. Pioneer School of Real Estate
“30-Hr Post-Licensing Course”
Request: 30 Hours Classroom

Recommendation: Approve 30 hours postlicensing education. Content meets NAC 645 standards.

- Module:**
- (a) Real Estate Contracts, including the Writing and Presenting of a Purchase Agreement and Qualifying Prospects.
 - (b) The listing process, Marketing Analysis and Inspections
 - (c) Communication, Technology and Records Management, Including Time Management, Goals Setting and Devising a Plan of Action
 - (d) Buyer Representation, Including the Buyer’s Brokerage Contract, Statutory Duties, Disclosures, Cooperation Between Agents and New-Home Tracts
 - (e) Professional Conduct, Etiquette and Ethics
 - (f) Including Regulation Z of the Truth in Lending Act of the Federal Trade Commission Issued by the Board of Governors of the Federal Reserve System, 12 C.F.R. Part 226, Fair Housing, the Multiple-Listing Service, Internet Websites and Electronic Mail
 - (g) Proceeds of sales, Costs of Sale and Cost Sheets
 - (h) Agency Relationships
 - (i) Land
 - (j) Regulatory Disclosures, Including Disclosures Required by Federal, State and Local Government
 - (k) Property Management and The Management of Common-Interest Communities
 - (l) Escrow, Title and Closing Process
 - (m) Financing
 - (n) Negotiation
 - (o) Tax Opportunities and Liabilities Related to the Client

Instructors: Evelyn Murphy Sharon Green

Objective: To educate first year agents with knowledge to conduct real estate business legally & ethically in order to protect the public.

Content:

Real Estate Contracts, Including the Writing and Presenting of a Purchase Agreement and Qualifying Prospects (Module A)	
Overview of Contracts	
Types of brokerage agreements	10
Purchase agreements	15
Other	10
Review and analysis of contract components	10
When is legal advice and assistance from a licensed attorney appropriate and necessary?	5
Writing the Purchase Agreement	
Preparing to write the purchase agreement	10
Identify comparables or prepare a CMA (Competitive Market Analysis) for the buyer	5
BREAK 10 Minutes	
Writing the purchase agreement (agency discussion appropriate here)	40
Buyer’s estimated closing costs	30
Qualifying Prospects	
Lender’s approval Letter	5
Do’s and Don’ts related to lenders	5
Predatory Lending Practices	10
Presenting the Purchase Agreement	15

Negotiation (Module N)	
Negotiating skills (agency discussion appropriate here)	
Basic steps of good negotiations	15
Reading people	10
The art of listening	10
Silence is golden	5
Presenting offers & counteroffers	
To a seller (NRS 645.635.1, 2, 3; NAC 645.630 & 645.632)	20
FSBOs & other business models	20
Counteroffers to a buyer	20
Multiple offers	10
Backup offers	5
Agency considerations	5
Communication, Technology and Records Management Including Time Management Goal Setting and Devising a Plan of Action (Module C)	
Creating a database	
Prospecting	
Follow Up	10
Time Management	10
Budgeting your money	15
BREAK 10 Minutes	
Developing a business plan part 1	20
Developing a business plan part 2	10
Developing a business plan part 3	15
Advertising (Module F)	
Federal	15
State	15
MLS	10
Internet & E-Mail	20
Professional Conduct, Etiquette and Ethics (Module E)	
Ethics and Agency Relationships	15
Ethics and Fair Housing	15
Ethics and Property Defects	15
Ethics and Relationships with Competitors	20
BREAK 10 Minutes	
Ethics and Relationships with Colleagues	15
Resolving Conflict	15
Applying Etiquette While Showing Property	15
Agency Relationships (Module H)	
Creation of Agency	35
Disclosure of Agency and Related Duties (NRS 645.251 – 645.259)	55
Disclosure Process and Sequence (NRS 645.252 & NAC 645.637)	10
Variations of Relationships and Disclosure Process	10
Written Company Policy & Procedures on Agency Relationships? (NAC 645.600)	10
Proceeds of Sale, Costs of Sale, and Cost Sheets (Module G)	
What are Net & Cost Sheets	
Function, purpose of these worksheets	20
Review several styles and formats of net and cost sheets	20

Types of Transactions	
Cash	5
Conventional	5
FHA	10
VA	10
Assumption	10
Seller financed	10
Other	5
Costs associated with each type of transaction	
Demonstrate calculation of: cash, conventional , FHA, VA, Assumption, financed, and other costs for seller net sheet	15
Demonstrate calculation of: cash, conventional , FHA, VA, Assumption, financed, and other costs for buyer cost sheet	15
The Listing Process, Market Analysis and Inspections (Module B)	
Statutory Duties Owed Disclosures (NRS 645.251 – 645.259)	
Licensee acting for one party	5
Licensee acting for more than one party	10
Different licensees assigned by the broker to separate parties	10
Review	15
Preparing to take a listing	
What to ask the seller prior to the listing appointment	5
Gathering preliminary information	15
Pre-listing meeting with seller or pre-listing packets	5
CMA and pricing property	10
Seller's estimated net proceeds	5
BREAK 10 Minutes	
Listing Presentation and Marketing Plan	
Duties Owed Disclosure Form	5
Brokerage agreement	15
Presenting your marketing plan and follow up plan	15
What things will remain or convey with the property	5
Fair Housing issues	20
Antitrust and price fixing	15
Laws regarding disclosure of property condition	15
Regulatory Disclosures, Including Disclosures Required by Federal, State and Local Governments (Module I)	
Federal Disclosures	
Real Estate Settlement Procedures Act	15
Truth-in-Lending Act	15
Lead-based paint hazards booklet and form	15
HUD "For Your Protection: Get a Home Inspection" form	10
State Disclosures	
Duties Owed, Consent to Act, Confirmation Process (NRS 645.252 & NAC 645.637)	15
Seller Real Property Disclosure (NRS 113.100 – 113.150)	10
Common-Interest Community Information Statement (NRS 116.41095)	5
Zoning Disclosure (NRS 113.070)	5
Gaming Disclosure (NRS 113.080)	5
Disclosure Booklet (SB 332, sec. 3)	10

Used Manufactured / Mobile Home Disclosure (AB 114, sec 5)	10
Constructional Defects (NRS 40.600 – 40.695)	5
Open Rangeland Disclosure (NRS 113.065)	5
Limitation on liability for failure to disclose certain facts	15
Local Disclosures	
Building & zoning Codes, transportation beltways; planned or anticipated land use within proximity of subject property	15
Environmental Issues, flood zones, wood burning devices such as fireplace inserts, wood stoves, emissions; underground storage tanks; well & septic	15
Safety, noise, nuisance, airport flight paths; agricultural land use	10
Finance (Module M)	
Overview of types of Loan Programs	20
The Buyer	20
The Seller	20
FHA, VA & other financing program differences	20
Do's and Don'ts related to lenders	20
Managing your financing related escrow issues	20
Tax Opportunities and Liabilities Related to the Client (Module O)	60
Tax advantages of owning real estate	
Primary Residence	
Other Investment Property	
Exchanges	
Other Considerations	
Regulatory Disclosure (Module J)	
Why Disclose	20
Federal Disclosures	20
State Disclosures – Duties Owed	20
State Disclosures – Agency Relationship	20
State Disclosures – SRPD	10
State Disclosures – Construction and New sales	20
State Disclosures – Other	20
Local Disclosures – Environmental Issues	20
Local Disclosures – Building and Zoning	20
What may or may not be disclosed	20
Property Management and the Management of Common-Interest Communities (Module K)	
Property Management (NRS 645.6052 – 645.6056 & NAC 645.800 – 645.807)	
Function of property manager (NRS 645.019 & 645.0195)	20
Property management agreement requirements (NRS 645.0192 & 645.6056)	10
Permit required (NRS 645.6052, 645.6054)	5
Community Association Management (SB 325 creating NRS Chapter 116A)	
Function of the community association manager (SB 325, Sec. 8 & 12)	10
Community association management and agreement requirements (NAC 116.047 & 116.305)	5
Certificate required (SB 325, Sec 23)	10
Escrow, Title and Closing Processes (Module L)	
Buyer considerations (customs and practices vary)	15
Seller considerations	15
Good communications make for a smooth closing	10

Closing	10
Post-closing follow-up	10
Buyer Representation, Including the Buyer's Brokerage Contract, Statutory Duties, Disclosures, Cooperation Between Agents and New-Home Tracts (Module D)	
Review of Statutory Duties Owed Disclosure when representing the buyer	15
Introduce the buyer brokerage agreement	20
Communication Skills	20
Buyer presentation – Educating the buyer part 1	15
BREAK 10 Minutes	
Buyer presentation – Educating the buyer part 2	20
Fair Housing & ADA (Americans with Disabilities Act)	15
Showing Property	15
FSBO's & New Home Tracts	10
CMA for Buyer	20
Estimating closing costs	20
TOTAL: 1795 min ÷ 50 class hr = 35.9 Hours	

NEW REAL ESTATE CONTINUING EDUCATION COURSES

3. Key Realty School, LLC

“Review of Business Brokerage”

Request: 3 Hours Business Broker Correspondence

Recommendation: Approve – 3 Hours – Business Broker – Correspondence. The course content meets NAC 645 standards.

Instructors: Toby Tatum – Nevada – Business Broker

Objective: This course will provide students with a review of business sales and the methods of practice surrounding business sales in the state of Nevada.

Standards: 1(a) Current information on real estate which will improve the professional knowledge of the licensee and enable him to give better service to the public.
2(e) The measurement and evaluation of the market for real estate, including evaluations of sites, market data and studies of feasibility.

Content:

Review of Business Brokerage and Business Sales	10
Understand the Definitions and aspects of revisions to the law governing business brokerage	
Note differences between selling real estate and business	
Understand Financial Statements	40
Understand the language of finance and financial analysis as it relates to businesses	
Note the importance of reading and understanding financial statements and drawing correct conclusions about the business	
Review the interpretation of financial statements	
Read and comprehend use and differences of profit & loss statements, balance sheets, cash flow statements, etc.	
Learn about fixed and variable costs, review samples included	

Introduction to the Balance Sheet	35
Understand use of balance sheet and the basic format	
Review and comprehend the line items, fixed operating expenses and sub-categories included on balance sheet	
Review and understand sample balance sheets included	
Accrual Accounting vs Cash Accounting	25
Understand difference between accrual accounting vs. cash accounting and when to use them	
Review included sample of cash flow analysis	
Note examples of poorly formatted financial statements	
Review sample of commonly formatted income statement	
Introduction to Recasting the Financial Statements	30
Understand fundamental difference between publicly traded corporations and privately owned businesses	
Review scope of GAAP	
Read and understand reportable profit reducing tactics that some business owners use	
Understand definition and use of recasting as compared to actual reported revenue expenses	
Review and understand use of special adjustments to owner salary and prerequisites	
Division Splits, Carve-Outs and Transfer Pricing	10
Understand definitions and use of division splits, carve outs and transfer pricing as it pertains to business financial statements	
Sample Documents	10
Review and understand included sample documents to include net profit, discretionary earnings, EBITDA, EBIT and alternative recasting format	
Practice Exam	20
Take and Review the Course Practice Exam	
TOTAL: 180 min ÷ 50 class hr = 3.6 Hours	

4. Council of Residential Specialists
 “Converting Leads Into Closing CRS 120”

Request: 8 Hours General Classroom

Recommendation: **Approve – 8 Hours – General – Classroom. This course is for certification. The course content provides personal development and provides the importance of communication with leads that affects your day to day practice. The course content meets NAC 645 standards.**

Instructors: Lee Barrett Chandra Hall Mike Selvaggio

Objective: Upon successful completion of this course, you will be able to:

- Develop systems for capturing, converting, and tracking leads
- Implementing customer-focused campaigns that provide consistent touches via various channels
- Integrate technical tools to enhance the efficiency and responsiveness of your lead management
- Set priorities for lead conversion and create an action plan for achieving them

- Standards:** 1(a) Current information on real estate which will improve the professional knowledge of the licensee and enable him to give better service to the public.
 2(p) The preparation of real estate contracts.
 2(q) Personal development courses.

Content:

Introduction, Logistics, Course Objectives	15
Chapter 1: What is a Lead?	
Lead Lifecycle	15
Lead Types and Sources	15
Agent Examples	15
Tracking Leads	15
Chapter 2: Working with Databases	
Building a Database	15
The Importance of Systems	15
BREAK 15 Minutes	
Analyzing and Maintaining Your Database	15
Attracting Leads and Expanding the Database and Agent Example	15
Chapter 3: Lead Tracking and Nurturing	
Inquiry First Response: Automated and Manual	15
Drip Campaigns	15
Agent Examples	15
Additional Lead Nurturing Tips and Hiring Help to Boost Conversions	15
BREAK 60 Minutes	
Chapter 4: Digital Leads	
Systematize Your Follow Up	15
Websites and Agent Example	15
Other Sites	15
Social Media	15
BREAK 15 Minutes	
Chapter 5: Traditional Leads	
Direct Mail, Farming, and Agent Examples	15
Phone	15
Events and Open Houses	15
Networking and Affiliates	15
Chapter 6: Closing and Beyond	
Stay Top of Mind	15
Referrals	15
Orphan Clients	15
Assessment and Action Plan	15
Exam	30
TOTAL: 405 min ÷ 50 class hr = 8.1 Hours	

5. Council of Residential Specialists
 “Win-Win Negotiation Techniques CRS 121”
Request: 8 Hours General Classroom

Recommendation: Approve – 8 Hours – General – Classroom. This course is for certification. The course content meets NAC 645 standards.

Instructors: Lee Barrett Chandra Hall Mike Selvaggio

- Objective:** Upon successful completion of this course, you will be able to:
- Learn about other parties needs and identify their interests
 - Prepare for negotiations by exploring actionable solutions and creating a game plan
 - Respond more effectively to issues that commonly arise during your transactions
 - Establish and maintain rapport with other parties in a negotiation

- Standards:**
- 1(a) Current information on real estate which will improve the professional knowledge of the licensee and enable him to give better service to the public.
 - 2(a) Ethics of selling real estate.
 - 2(p) The preparation of real estate contracts.
 - 2(q) Personal development courses.

Content:

Introduction, Logistics, Course Objectives	15
Chapter 1: Setting Goals and Expectations	
Your Role as an Agent	15
Facilitate a Win-Win	15
Building Trusting Relationships	15
Negotiation Mistakes	15
Key Moments in a Negotiation	15
Chapter 2: Defining Positions and Interests	
Competitive Versus Cooperative	15
Positions Versus Interests	15
BREAK 15 Minutes	
Personality Types	15
Chapter 3: Uncovering Interests	
Learn About the Other Party’s Interests	15
The Same Position Can Be Driven by Different Interests	15
Ask More Questions	15
Listen Actively and Effectively	15
Plan the Initial Contact	15
BREAK 60 Minutes	
Chapter 4: Preparing for the What-ifs	
Adapt to Evolving Interests	15
Reframing	15
A Few Guiding Principles	15
Scripts and Dialogues	15
Chapter 5: Sample Scenarios and Role Play	
Sample Seller Position: Listing As Is	15
BREAK 15 Minutes	
Sample Seller Position: Don’t Want to Lower Price	15
Sample Buyer Position: Want the Seller to Pay Closing Costs	15

Sample Buyer Position: Only Want to See Move-in Ready Homes	15
Chapter 6: Negotiating Sustained Relationships	
Using Interests to Maintain Relationships	15
Communication Styles	15
Referrals and Feedback	15
Create an Action Plan	15
Exam	30
TOTAL: 420 min ÷ 50 class hr = 8.4 Hours	

6. Council of Residential Specialists
 “Building a Team to Grow Your Business CRS 122”

Request: 8 Hours General Classroom

Recommendation: Approve – 8 Hours – General – Classroom. This course is for certification. The course content meets NAC 645 standards.

Instructors: Lee Barrett Chandra Hall Mike Selvaggio

Objective: Upon successful completion of this course, you will be able to:

- Recognize signs that it is time for you to hire
- Assess which type of hire and which team structure would work best for your business
- Apply techniques for soliciting qualified candidates and conducting successful interviews
- Analyze options for team member compensation, work status, licensing, contracts, and job titles and responsibilities
- Establish effective management practices related to onboarding, retention, accountability, and work flow
- Make effective decisions about your team culture and resources

Standards: 1(a) Current information on real estate which will improve the professional knowledge of the licensee and enable him to give better service to the public.
 2(p) The preparation of real estate contracts.
 2(q) Personal development courses.

Content:

Introduction, Logistics, Course Objectives	15
Chapter 1: Making the Decision to Hire	
Potential Advantages of Building a Team	15
Initial Considerations & Learning Activity (Initial Goals)	15
Assessing Readiness	15
Business & Personal Indicators	15
Chapter 2: Team Structures	
Learning Activity: Leadership	15
Potential Structures for Real Estate Teams	15
BREAK 15 Minutes	
Virtual and On-site Team Members	15
Learning Activity: Task Assessment	15

Chapter 3: Preparing for the Hiring Process	
Job or Project Description & Learning Activity	15
Compensation	15
W2 versus 1099	15
Buyer Agent Compensation & Other Types of Rewards	15
BREAK 60 Minutes	
Chapter 4: Recruiting	
Where to Find Candidates	15
Selecting a Contractor or Virtual Assistant	15
First Round of Interviewing & Learning Activity	15
Second Round of Interviewing & Learning Activity	15
Checking References & Selecting the Best Candidate	15
BREAK 15 Minutes	
Chapter 5: Managing a Team	
Workflow	15
Team Meetings	15
Accountability	15
Onboarding	15
Factors That Impact Retention & Learning Activity	15
Chapter 6: Developing a Team Culture	
Learning Activity: Creating a Team Culture	15
Internal & External Team Culture	15
Creating an Action Plan	15
Exam	30
TOTAL: 420 min ÷ 50 class hr = 8.4 Hours	

7. Black & LoBello
 “Property Transfers, Estate Planning: Asset Protection for Real Estate Professionals”
Request: 3 Hours Personal Development Classroom

Recommendation: Approve – 3 Hours – Personal Development – Classroom. The course content meets NAC 645 standards.

Instructors: Tisha Black, Esquire Jeffrey J Whitehead, Esquire

Objective: This course will provide students with a peripheral understanding of property transfers, estate planning and asset protection, in such a way that pertains to the knowledge, activities and expertise of real estate licensees. Students will gain a basic understanding of estate planning a probate, with a special emphasis on information that is helpful in real estate transactions. Students will also develop a greater understanding of the topics of a course, which will help them provide service to clients, refer clients to appropriate professionals and avoid the unauthorized practice of law.

Standards: 1(a) Current information on real estate which will improve the professional knowledge of the licensee and enable him to give better service to the public.
 1(b) Information that relates to pertinent Nevada laws and regulations.
 2(a) Ethics of selling real estate.
 2(c) The administration of real estate law and regulations, including licensing and enforcement.

- 2(i) The exchange of real property.
- 2(p) The preparation of real estate contracts.

Content:

Estates in Property (NRS 111)	15
Fee Simple	
Joint Tenancy	
Tenants in Common	
Community / Separate Property Concerns (NRS 123.030)	
Leasehold Interests	
Conveyancing and Property Transfers	
Methods to Transfer Property : Voluntary Transfers	20
Voluntary	
Involuntary	
Tax Considerations	10
Declaration of Value Form (NRS 375.060; NRS 375.110)	
Powers of Attorney	5
Probate	
What is probate?	20
Types of Probate in Nevada	
Costs of Probate	
Probate Transfers of Real Property	10
Buying/Selling Property Out of an Estate	
Estate Administration	
BREAK 10 Minutes	
How, Why and When to Avoid Probate	
Benefits and Disadvantages of Property Relative to Real Property	10
Timeframes	
Probate Complications	
Non-Probate Transfers of Real Property	30
Proper Title	
Joint Ownership / Rights of Survivorship	
Deed on Death (NRS 111.655)	
Beneficiary Designations	
Transfers by Trust	
Estate Planning	30
Proper Titling	
Basic Trusts and Other Estate Planning Tools	
Asset Protection Concerns in Real Estate	15
Insurance	
Assets Protected by State or Federal Law	
Homestead (NRS 115)	
Conclusion, Related Ethical and Legal Concerns	15
Providing Well-Rounded Service to Clients	
Identifying Certain Legal Issues	
Unauthorized Practice of Law	
TOTAL: 170 min ÷ 50 class hr = 3.4 Hours	

8. Black & LoBello
 “Nevada Foreclosure Considerations for Real Estate Licensees”

Request: 3 Hours General Classroom

Recommendation: Approve – 3 Hours – General – Classroom. The course content meets NAC 645 standards.

Instructors: Tisha Black, Esquire Kevin L Hernandez, Esquire

Objective: This course will provide students with an overview of the Nevada foreclosure process and related concerns such as Nevada Foreclosure Mediation, including a legislative update.

- Standards:**
- 1(a) Current information on real estate which will improve the professional knowledge of the licensee and enable him to give better service to the public.
 - 1(b) Information that relates to pertinent Nevada laws and regulations.
 - 2(b) Legislative issues which concern the practice of real estate or licensees, including pending and recent legislation.
 - 2(d) Real estate financing, including mortgages and other techniques.

Content:

Pre-foreclosure Process	20
Borrower’s Bill of Rights	
Nevada Foreclosure Mediation program	
Considerations Regarding Alternatives to Foreclosure	35
Reinstatement, Forbearance, Repayment Plans	
Mortgage Modification	
Partial Payments, Short Payoff	
Deed-in-Lieu of Foreclosure	
Foreclosure Process	15
Non-Judicial Foreclosure	
Judicial Foreclosure	
NRS 107 as amending SB 321 Limitations on Foreclosure Timeline	
Legal Update	25
Priority Litigation	
Recording Requirements	
Real Estate Settlement Procedures Act (RESPA) and Truth In Lending Act (TILA)- (second Mortgages)	
Home Mortgage Disclosure Act (HMDA)	
Bankruptcy Considerations	20
Chapter 7 and Chapter 13	
Working with the Trustee	
Noteworthy Litigation	45
Priority Claims in Foreclosure	
Standing Claims in Foreclosure	
Wrongful Foreclosure, Abuse of Process & Frivolous Claims	
Ethics	20
Conflicts of Interest	

Client Obligations	
TOTAL: 180 min ÷ 50 class hr = 3.6 Hours	

9. Black & LoBello
 “Credit Insights for the Post-Recession Realtor”
Request: 3 Hours General Classroom

Recommendation: Approve -3 Hours – General – Classroom. The course content meets NAC 645 standards for General.

Instructors: Tisha Black, Esquire YanXiong (Michael) Li, Esquire
 Kevin L. Hernandez, Esquire

Objective: This course will enable real estate agents to assist their clients in post-recession bankruptcy issues. This course will also enable real estate agents to assist their clients in post-recession consumer credit issues.

- Standards:**
- 1(a) Current information on real estate which will improve the professional knowledge of the licensee and enable him to give better service to the public.
 - 1(b) Information that relates to pertinent Nevada laws and regulations.
 - 2(b) Legislative issues which concern the practice of real estate or licensees, including pending and recent legislation.
 - 2(d) Real estate financing, including mortgages and other techniques.

Content:

Getting Cozy with the Bankruptcy Code	
Introduction	10
Employment and Compensation	25
Document, Document, Document	
Are you a “professional?”	
Terms of Engagement	
Employment Application	
Interim and Final Fee Applications	
Conflicts	
Bankruptcy Estate	25
U.S.C. 362(k) Violation	
U.S.C. 347 Preferences	
U.S.C. 348 Fraudulent Conveyance	
The 180-day Clawback	
U.S.C. 362(d) Relief	
Lien Stripping	25
Strip-off vs. Cramdown	
What we know – Chapter 7 vs. Chapter 13	
What’s on the Horizon – McNeal	
Chapter 20’s	
Rise in Bankruptcy Mediation	
Do I Have to Present This Offer?	10
Offer is on a different form	
Offer doesn’t conform to requests in MLS	

Earnest money isn't enough	
Questions & Answer Session	10
Credit Reporting Violations and Qualifying for Residential Home Mortgages	
Overview of the Fair Credit Reporting Act (FCRA)	25
The FCRA regulates the collection, dissemination, and use of consumer information, including consumer credit reports	
Consumer Disputes	20
If you believe information in your credit report is incorrect, you should dispute this information either on your own or through a qualified credit repair specialist	
Litigation Under FCRA	30
If the disputed information is not removed, a complaint may be filed under FCRA	
The FCRA is a federal statute. Therefore, claims under the FCRA are most often filed in federal court to avoid "removal" from state court.	
A lawsuit under the FCRA is filed against the reporting agencies (Equifax, Experian, Trans Union, etc.) and the furnisher of the erroneous information (lenders, creditors, etc.)	
Common Reporting Errors	20
Same debt reporting twice	
Negative information reported after seven (7) years;	
Note: Bankruptcy reporting remains on your credit file for 10 years	
Debt reporting as "owed" when it has been paid in full	
Debt sold to collections, but still reporting as "owed" by the original creditor;	
Derogatory marks ("30, 60, 90, etc.") reporting when loan has been paid during that time period	
"Foreclosure" reporting when the home was sold as a short sale	
Note: I a Notice of Default was issued, the reporting agency may report that "foreclosure proceedings have been initiated," even if the property ultimately sells through a short sale or other means	
Reporting is contrary to a settlement agreement or contract between parties	
TOTAL: 200 min ÷ 50 class hr = 4.0 Hours	

10. Black & LoBello
 "Ethical Concerns for Real Estate Licensees with an Emphasis on Community Property Issues"
Request: 3 Hours Ethics Classroom
Recommendation: Approve – 3 Hours – Classroom – Ethics. The course content meets NAC 645 standards for ethics. The course content meets NAC 645 standards.
Instructors: Tisha Black, Esquire Maximiliano D. Couvillier, Esquire
Objective: Discuss common ethical issues and dilemmas with inactive opportunity to discuss situations with licensed attorneys
Standards: 1(a) Current information on real estate which will improve the professional knowledge of the licensee and enable him to give better service to the public.
 1(b) Information that relates to pertinent Nevada laws and regulations.
 2(a) Ethics of selling real estate.
 2(n) Agency and subjects related to agency.

Content:

Tips for Realtors to Avoid Lawsuits	
Disclose Everything	20
Do No Offer Opinions	10
Avoid Bad Clients	20
Manage Your Work Load & Area of Expertise	20
Be Current on Continuing Education	10
If It Is Not in Writing, It May Not Exist	10
Consult An Attorney	5
Community Property 101 for Realtors	
What is Community Property (NRS 123.220)	20
Titling Documents Do Not Necessarily Control Real Property Ownership	20
Transmutation and Commingling Alters the Characterization of Property	20
When the Realtor is the Referee	20
TOTAL: 175 min ÷ 50 class hr = 3.5 Hours	

11. Black & LoBello
 “Contracting and The Closing Process”

Request: 3 Hours Contracts Classroom

Recommendation: **Approve – 3 Hours – Contracts – Classroom. The course content meets NAC 645 standards.**

Instructors: Tisha Black, Esquire Steven J Mack, Esquire

Objective: Students will gain an understanding of contract principles and closing requirements for a successful transaction

Standards: 1(a) Current information on real estate which will improve the professional knowledge of the licensee and enable him to give better service to the public.
 1(b) Information that relates to pertinent Nevada laws and regulations.
 2(i) The exchange of real property.
 2(p) The preparation of real estate contracts.

Content:

Procuring Cause	60
Threshold rule	
Showing property	
Writing the offer(s)	
Making the deal happen	
Buyer’s Broker Agreement	
Negotiating Commission	10
Can the seller negotiate commission	
Negotiating commission in the offer / counteroffer	
Multiple Counteroffers	10
When to use	
Pitfalls	
Not binding until...	
When to Present Offers Received	10

Offers received same day	
Offers received on different days	
Receiving multiple offers at same time	
Setting times to receive offers (is this a good idea)	
Do I Have to present This Offer?	10
Offer is on a different form	
Offer doesn't conform to requests on MLS	
Earnest money isn't enough	
When a Seller Won't Leave	10
Tenant or guest?	
Eviction	
Penalties in agreements	
Time of the Essence and Timely Performance	10
Dealing with Limited Service Brokers	20
Problems at Walk-Through or Closing and How to Close on Time	10
Repairs not completed	
New problems	
Items missing from home (where's my washer or that isn't the fridge)	
Hey, window covering's included the drapes, don't they?	
Can You Disclose too much?	10
Square Footage Issues	10
Assessor	
Appraiser	
Builder	
Owner	
Actual	
What to do with Unresponsive or Difficult Agent	10
TOTAL: 180 min ÷ 50 class hr = 3.6 Hours	

12. Dague, Jimmy
 “Negotiating – Techniques, Tactics, Gambits and Counter Gambits”
Request: 3 Hours General Classroom
Recommendation: Approve – 3 Hours – General – Classroom. The course content meets NAC 645 standards.
Instructors: Jimmy Dague
Objective: Students will be able to identify and list the top 10 strategies. Students will be able to apply those strategies at the proper time for their clients.
Standards: 1(a) Current information on real estate which will improve the professional knowledge of the licensee and enable him to give better service to the public.

Content:

State CE rules – Introduce Instructor	5
Course Overview and Learning Objectives	5
The GOAL of a Negotiation – Why win-win is important	15

The Goal of the Negotiator	15
Interests vs. Positions	10
BREAK 10 Minutes	
Personality Profiles exercise	15
Bargaining Formats	15
Neuro-Linguistic Programming (NLP) skills	10
The effect of Culture on a Negotiation	10
Deadlocks and my friends children	5
Competing Interests vs. Adverse Interests	5
BREAK 10 Minutes	
The “Mary” Exercise	5
Agency Relationships	10
1 st 3 Strategies and Exercise 1	10
2 nd 3 Strategies and Exercise 2	10
Final Strategies and Exercise 3 & Course Wrap	15
TOTAL: 160 min ÷ 50 class hr = 3.2 Hours	

13. Dague, Jimmy

“Selling New Homes vs. Resales”

Request: 3 Hours General Classroom

Recommendation: Approve – 3 Hours – General – Classroom. The course content meets NAC 645 standards.

Instructors: Jimmy Dague

Objective: Students will be able to distinguish between Agency representation vs. Referral relationships. Students will be able to compute “cost of ownership” vs. monthly payments.

Standards: 1(a) Current information on real estate which will improve the professional knowledge of the licensee and enable him to give better service to the public.

Content:

State CE rules – Introduce Instructor	5
Course Overview and Learning Objectives	5
A few thoughts about Agency Relationships vs. Referral Agreements	20
What are the differences between the two Markets? New Home sales vs. Resales	20
BREAK 10 Minutes	
How much do you need to know about New Construction and Building Techniques	20
Energy efficiency – possibly the greater equalizer	20
Builder warranties and Gaming Map overlays	10
BREAK 10 Minutes	
Introducing Clients to the New Home arena	15
What to watch for on a Builder Sales Contract	20
The Shootout – Class discussion on the Pros and Cons of each Market – tailored to individual Buyer/Clients	15
TOTAL: 150 min ÷ 50 class hr = 3.0 Hours	

14. Dague, Jimmy
 “Top Six Technology Platforms to Better Serve Your Clients”
Request: 3 Hours General Classroom
Recommendation: Approve – 3 Hours – General – Classroom. The course content provides licensing with technology that relates to their day to day practice as a licensee. The course content meets NAC 645 standards.
Instructors: Jimmy Dague Jack Lindberg
Objective: Students will be able to install the top 3 apps for the profession. Students will be able to market their Sellers properties more effectively more effectively using Facebook.
Standards: 1(a) Current information on real estate which will improve the professional knowledge of the licensee and enable him to give better service to the public.

Content:

State CE Class rules – Introduction of Presenters	5
Course overview	5
Student assessment – where are you right now with your skill sets/quiz	10
Overview of Three top mobile apps	10
Installing Homesnap	10
Using Homesnap	10
BREAK 10 Minutes	
Installing “Ever note”	10
Tutorial / workshop – Using Ever Note	20
Using the Facebook app Facebook Tools – Lists vs. Groups – Why a FB Fan page is not for individual agents	10
HootSuite app for Social Media Management	20
BREAK 10 Minutes	
e-Mail vs. SMS/Texting	5
Signing up for MailChimp – Free email marketing service	10
Group SMS services / Mobo Mix	5
Evaluating Your Web Site and comparing-contrasting to other sites	20
REALTOR.com app is not for Realtors	10
TOTAL: 160 min ÷ 50 class hr = 3.2 Hours	

15. Schwartz, Neil
 “Do You Really Understand Your Duties Owed”
Request: 3 Hours Agency Classroom
Recommendation: Approve – 3 Hours – Agency – Classroom. The course content meets NAC 645 standards.
Instructors: Neil Schwartz
Objective: To help licensee’s to understand how to use the Duties Owed form and to explain their duties to their clients and customers.

Standards: 2(n) Agency and subjects related to agency.

Content:

Intro and objectives	10
History of Agency Law	15
Introduction of the Duties Owed Form	15
Duties Owed Form (cont'd)	10
Complete Duties Owed Form	10
Standard of Care	10
What do I disclose	20
What are my additional Duties	10
Continue Additions Duties	5
Licensee's Duties to Client	15
Timing	5
What are material and relevant facts?	5
Working within your scope	10
Questions and Review	10
TOTAL: 150 min ÷ 50 class hr = 3.0 Hours	

16. Schwartz, Neil
 "The Buyer Brokerage Agreement...Getting It Signed"

Request: 3 Hours Contracts Classroom

Recommendation: Approve – 3 Hours – Contracts – Classroom. The course content meets NAC 645 standards.

Instructors: Neil Schwartz

Objective: To aid licensees in understanding of the importance of having a signed Buyer Brokerage Agreement

Standards: 2(p) The preparation of real estate contracts.

Content:

Opening Activities / Objectives	10
Defining an Agents Job	10
The Importance of a Good Presentation	20
Prospecting	10
BREAK 10 Minutes	
Prospecting continued	10
The Buyer Presentation and Interview	15
The Duties Owed	20
Why a Buyer Brokerage	5
BREAK 10 Minutes	
The Agreement	20
The Power of the Negative	10
Watch Your Scope	10
Questions and Closing Activities	10
TOTAL: 150 min ÷ 50 class hr = 3.0 Hours	

17. Schwartz, Neil
 “Do Ethics and Professionalism Still Mean Something”
Request: 3 Hours Ethics Classroom
Recommendation: Approve – 3 Hours – Ethics – Classroom. The course content meets NAC 645 standards.
Instructors: Neil Schwartz
Objective: At the end of the course, the licensees should have a better understanding about the importance of acting in an Ethical and Professional manner
Standards: 2(a) Ethics of selling real estate.

Content:

Intro/Objectives	10
Definition of Ethics	10
Definitions of Professionalism	10
Recognizing Ethics / Professionalism in Real Estate	20
BREAK 10 Minutes	
An Intro to the Rules of the Road (NRS, NAC, MLS, COE)	10
It’s All in the Details...the Duties Owed	20
Case Studies From the Commission	20
BREAK 10 Minutes	
The Code of Ethics Preamble	10
Code of Ethics Case Studies	20
Pathways to Professionalism and Closing	20
TOTAL: 150 min ÷ 50 class hr = 3.0 Hours	

18. First Centennial Title
 “What Are Fiduciary Duties?”
Request: 3 Hours Agency Classroom
Recommendation: Approve – 3 Hours -Agency– Classroom. This course provides licensee’s ethical responsibilities combined into the agency duties to their buyers, sellers or owners who have placed their trust and confidence in them to manage and protect their property or money. The course content meets NAC 645 standards.
Instructors: Janice Copple
Objective: Review common law, state law and Realtor Code of Ethics laws regarding fiduciary duties. Discuss Nevada court cases involving these duties. Discuss case studies as a group.
Standards: 2(n) Agency and subjects related to agency.

Content:

What are Fiduciary Duties?	20
Definition	
Definitions	
Where did we get these duties?	20
Statutory	
Common Law	20
Realtor Code of Ethics	
Statutory Duties	
NAC 645.605 Consideration in determining certain misconduct by licensee.	
NAC 645.605 (6)	
NAC 645.605	
Realtor Code of Ethics	20
Article 1	
Article 2	
Article 3	20
Article 4	
Article 5	
Article 6	
Article 7	
Article 8	20
Article 9	
Article 11	
Article 12	
Article 13	
Common Law Fiduciary Duties	20
Six Common Law Duties	20
Loyalty	
Obedience	
Disclosure	
Confidentiality	
Diligence	
Accounting	
Examples of Common Violations	20
Some Nevada Cases	
Case Studies	
TOTAL: 180 min ÷ 50 class hr = 3.6 Hours	

19. First Centennial Title

“Real Estate Commission Hearings Class 3”

Request: 3 Hours Ethics Classroom

Recommendation: Approve – 3 Hours – Ethics – Classroom. Sponsor would like to be considered for both Ethics and Broker Management, has provided a second application for consideration. The course content meets NAC 645 standards.

Instructors: Janice Copple

Objective: Discuss statutes regarding licensee violations, complaint procedures, hearing

Standards: 2(c) The administration of real estate law and regulations, including licensing and enforcement.

Content:

Commission Hearings Cases	20
NRS 645.610 Investigation of actions of licensees and other persons	
NRS 645.620 Maintenance by Division of record of complaints, investigations and denials of applications.	
NRS 645.625 Certain Records relating to investigation deemed confidential; certain records relating to disciplinary action deemed public records	
Public Record	20
NRS 645.630 Authorized disciplinary action; grounds for disciplinary action; orders imposing discipline deemed public records	
NAC 645.680 Form for complaints	
NRS 645.680 Complaint, Notice of Hearing	
NRS 645.685 – Answer	
NRS 645.690 – Hearing	20
NRS 645.700 – Service of Process	
NRS 645.720 – Enforcement of Subpoenas	
NRS 645.740 – Decision of Commission	
NRS 645.760 – Appeals	
NRS 645.770 – Revocation of license, reapplying for a new license	20
What the Real Estate Commission Does	
Life of a Commissioner	
Continuing Education	
Notice: Meeting agenda	
Hearings	20
Property Management Case	
Complaint against Nancy L. Anderson	
See Handout	
Committed gross negligence	20
Voluntary revocation of property management permit	20
Short Sale Fraud Wife	
Cynthia Hosbrook	
See handout	
Respondent provided false information	
Any and all licenses	
Short Sale Fraud Husband	20
Robert Hosbrook	
See handout	
Respondent provided false information	
Andy and all licenses	
No Property Management Permit	20
Caralee Kecman	
See handout	
Fines	

WELSK / Ethics	
Agreed to not apply for a property management permit for 5 years	
Unlicensed activity	
Dee Schander	
See handout	
TOTAL: 180 min ÷ 50 class hr = 3.6 Hours	

20. First Centennial Title

“Real Estate Commission Hearings Class 3”

Request: 3 Hours Broker Management Classroom

Recommendation: Approve – 3 Hours – Broker Management – Classroom. Sponsor would like to be considered for both Broker Management and Ethics, has provided a second application for consideration. The course content meets NAC 645 standards.

Instructors: Janice Copple – Nevada- Broker Salesperson

Objective: Discuss statutes regarding licensee violations, complaint procedures, hearing

Standards: 2(c) The administration of real estate law and regulations, including licensing and enforcement.

Content:

Commission Hearings Cases	20
NRS 645.610 Investigation of actions of licensees and other persons	
NRS 645.620 Maintenance by Division of record of complaints, investigations and denials of applications.	
NRS 645.625 Certain Records relating to investigation deemed confidential; certain records relating to disciplinary action deemed public records	
Public Record	20
NRS 645.630 Authorized disciplinary action; grounds for disciplinary action; orders imposing discipline deemed public records	
NAC 645.680 Form for complaints	
NRS 645.680 Complaint, Notice of Hearing	
NRS 645.685 – Answer	
NRS 645.690 – Hearing	20
NRS 645.700 – Service of Process	
NRS 645.720 – Enforcement of Subpoenas	
NRS 645.740 – Decision of Commission	
NRS 645.760 – Appeals	
NRS 645.770 – Revocation of license, reapplying for a new license	20
What the Real Estate Commission Does	
Life of a Commissioner	
Continuing Education	
Notice: Meeting agenda	
Hearings	20
Property Management Case	
Complaint against Nancy L. Anderson	

See Handout	
Committed gross negligence	20
Voluntary revocation of property management permit	20
Short Sale Fraud Wife	
Cynthia Hosbrook	
See handout	
Respondent provided false information	
Any and all licenses	
Short Sale Fraud Husband	20
Robert Hosbrook	
See handout	
Respondent provided false information	
Andy and all licenses	
No Property Management Permit	20
Caralee Kecman	
See handout	
Fines	
WELSK/Ethics	
Agreed to not apply for a property management permit for 5 years	
Unlicensed activity	
Dee Schander	
See handout	
TOTAL: 180 min ÷ 50 class hr = 3.6 Hours	

21. First Centennial Title
“Contract + Blunders and How to Avoid Them”
Request: 3 Hours Contracts Classroom
Recommendation: Approve – 3 Hours – Contracts – Classroom. The course content meets NAC 645 standards.
Instructors: Janice Copple
Objective: Review statutes and regulations regarding contract requirements. Review and discuss problem areas with residential transactions and disclosures.
Standards: 2(p) The preparation of real estate contracts.

Content:

Basics Contract Elements	20
General Contract Law requires the 4 “p’s”	
Nevada Contract Law Requirements	
Quoted from the Nevada Law & Reference Guide 2012	
A party’s insanity, intoxication or lack of authority can make the contract void	20
Statute of Frauds	
Writing required	
Considerations	
Earnest Money is presented with an offer to indicate the gen	

Substituting Contracts	20
Signing and Legal Entities	
Co-Ownership	
Trusts and Guardianships	
Guardian	
Corporations	20
Partnerships	
Limited Liability Company	
Probate Executors or Administrators	
Governments	
After Acquired Title	20
Broker's Rights Under the Purchase Agreement	
Public Policy	
Discrimination	
If the Property is Destroyed	
If a Principal Dies	20
"As Is" Clause	
Unconscionability	
Public Policy	
Discrimination	
Specialized Contracts	20
Unimproved Lots and Subdivisions	
Common Contract Issues	
NRS 645.254	
NRS 645.635	
Code of Ethics	20
Multiple Offers	
NRS 645.254	
When Taking the Listing	
Sellers Making the Decisions – Examples of Options	
Agent Communication	
Presenting Offers	20
Confidentiality	
Backup Offers	
Simple Enough	
NRS 645.6	
Realtor Code of Ethics	
Changes in Terms of the Primary offer	
Suggested Backup Offer Wording	
TOTAL: 180 min ÷ 50 class hr = 3.6 Hours	

22. First Centennial Title
“Buyers Expect What?”
Request: 3 Hours Agency Classroom
Recommendation: Approve – 3 Hours – Agency – Classroom. The course content meets NAC 645 standards.

Instructors: Janice Copple

Objective: Discuss agency statutes and regulations. Discuss problem areas in transactions with buyers and offer suggestions on how to resolve and prevent them.

Standards: 2(n) Agency and subjects related to agency.

Content:

Buyers Expect What?	20
What Services We Provide Buyers	
What We're Legally Responsible to Do	20
NRS 645.252 – Duties	
Buyer's Brokerage Agreement	
NRS 645.254 – Brokerage Agreements	20
More Law	
NRS 645.630 Authorized Disciplinary Action	20
NRS 645.633 Unprofessional and Improper Conduct	
NRS 645.635	
What We Are Ethically Responsible to Do	20
Code of Ethics and Standards of Practice NAR	
Standard of Practice 1-8	20
Article 7	
Article 9	
What We Think Buyers Expect From Us	20
The survey says what they want from us...	
You're the Professional	20
Selling Real Estate Would Be Easy If...	
How To Keep Your Clients Emotions Under Control	
Et al... Respect, Trust, Emotions, Triggers, Expectations, Responsibility	20
TOTAL: 180 min ÷ 50 class hr = 3.6 Hours	

23. Cook & Company, Ltd.
“Maintenance Tips & Tricks for the Residential Property Manager”

Request: 3 Hours Property Management Classroom

Recommendation: Approve – 3 Hours – Property Management – Classroom. The course content meets NAC 645 standards.

Instructors: Judy Cook – Nevada – Broker and Property Manager

Objective: This course is designed to provide the PM with the tools needed to become Proactive, rather than reactive, when addressing maintenance needs of managed residential homes.

Standards: 1(a) Current information on real estate which will improve the professional knowledge of the licensee and enable him to give better service to the public.
1(b) Information that relates to pertinent Nevada laws and regulations.
2(h) The management of real property, including leasing agreements, procedures for accounting and contracts for management.

Content:

Introduction / Housekeeping	5
What we'll cover	5
In-House systems and procedures	10
Property Data (info on new managed property)	10
Landlord's Disclosures – discussion of viability of “LRPD”	10
Owner Counseling (including preventive maintenance, rent-ready condition, home warranties and owner-performed maintenance)	20
Property Inspections – both vacant and occupied	20
BREAK 15 Minutes	
Tenant Counseling – At least inception, at move-out, Tenant Handbooks, and Preventive Maintenance & Trouble Shooting	20
Vendor Selection and Management – Licensing, Insurance, Vendor agreements, fair housing concerns	15
Preventive Maintenance Tips	15
Maintenance Tips & Tricks - Trouble Shooting	20
Wrap-up and Conclusion	10
TOTAL: 160 min ÷ 50 class hr = 3.2 Hours	

24. Cook & Company, Ltd.
 “How to Avoid the \$1,000 Fine, and more...Trust Accounting in Nevada”
Request: 3 Hours Property Management Classroom

Recommendation: Approve – 3 Hours – Property Management – Classroom. Sponsor would like to be considered for both Property Management and Broker Management, has provided a second application for consideration. The course content meets NAC 645 standards.

Instructors: Judy Cook – Nevada – Broker and Property Manager

Objective: This course is based on the NRED publication “Trust Accounting and Compliance...” and is intended to replace the ERRF-funded course which is no longer offered in the north.

- Standards:**
- 1(a) Current information on real estate which will improve the professional knowledge of the licensee and enable him to give better service to the public.
 - 1(b) Information that relates to pertinent Nevada laws and regulations.
 - 2(c) The administration of real estate law and regulations, including licensing and enforcement.
 - 2(f) The administration of real estate brokerage, including the management of the office, trust accounts and employee’s contracts.
 - 2(h) The management of real property, including leasing agreements, procedures for accounting and contracts for management.

Content:

Introduction / Housekeeping	5
What we'll cover	5
What are trust funds	5

The contract governs	5
What if Broker has ownership interest?	5
Establishing the trust account	5
Trust vs. Custodial Accounts	10
Timely deposits & the paper trail	5
Records and accounting basics	10
What is “reconciliation?” / Negative account balances	5
Embezzlement – tools for prevention	5
Unclaimed funds	5
BREAK 15 Minutes	
Commingling and Conversion (Separate handout: Case Study – “The Well-Meaning Property Manager”)	15
What can the Real Estate Division audit and inspect?	5
Property Management – Trust accounts & DPM	5
Minimum provisions of Property Management Agreement	5
1099 requirements for Property Managers	5
Annual reconciliation report to NRED	5
NRED Forms	10
Completing Form 546	15
Tenant security deposits – max amounts, accounting, transfer, common issues / complaints	10
Closing the trust account’s	5
Current compliance issues for Property Managers	10
Summary and conclusion	5
TOTAL: 165 min ÷ 50 class hr = 3.3 Hours	

25. Cook & Company, Ltd.
“How to Avoid the \$1,000 Fine, and more...Trust Accounting in Nevada”
Request: 3 Hours Broker Management Classroom
- Recommendation:** Approve – 3 Hours – Broker Management – Classroom. Sponsor would like to be considered for both Broker Management and Property Management, has provided a second application for consideration. The course content meets NAC 645 standards.
- Instructors:** Judy Cook-Nevada –Broker and Property Manager
- Objective:** This course is based on the NRED publication “Trust Accounting and Compliance...” and is intended to replace the ERRF-funded course which is no longer offered in the north.
- Standards:**
- 1(a) Current information on real estate which will improve the professional knowledge of the licensee and enable him to give better service to the public.
 - 1(b) Information that relates to pertinent Nevada laws and regulations.
 - 2(c) The administration of real estate law and regulations, including licensing and enforcement.
 - 2(f) The administration of real estate brokerage, including the management of the office, trust accounts and employee’s contracts.
 - 2(h) The management of real property, including leasing agreements, procedures for accounting and contracts for management.

Content:

Introduction / Housekeeping	5
What we'll cover	5
What are trust funds	5
The contract governs	5
What if Broker has ownership interest?	5
Establishing the trust account	5
Trust vs. Custodial Accounts	10
Timely deposits & the paper trail	5
Records and accounting basics	10
What is "reconciliation?" / Negative account balances	5
Embezzlement – tools for prevention	5
Unclaimed funds	5
BREAK 15 Minutes	
Commingling and Conversion (Separate handout: Case Study – “The Well-Meaning Property Manager”)	15
What can the Real Estate Division audit and inspect?	5
Property Management – Trust accounts & DPM	5
Minimum provisions of Property Management Agreement	5
1099 requirements for Property Managers	5
Annual reconciliation report to NRED	5
NRED Forms	10
Completing Form 546	15
Tenant security deposits – max amounts, accounting, transfer, common issues / complaints	10
Closing the trust account's	5
Current compliance issues for Property Managers	10
Summary and conclusion	5
TOTAL: 165 min ÷ 50 class hr = 3.3 Hours	

26. Myer, Kandas
 “Dual Agency (Multiple Representation) What’s the Fuss?”

Request: 3 Hours Agency Classroom

Recommendation: Approve – 3 Hours – Agency – Classroom. The course content meets NAC 645 standards.

Instructors: Lavon K. Myer Rodney Bruce Lee

Objective: After completing this course the agent will be able to 1) Identify the problematic areas of multiple representation; 2) Analyze NV requirements for multiple representation and 3) Include compliant practices.

Standards: 1(a) Current information on real estate which will improve the professional knowledge of the licensee and enable him to give better service to the public.
 1(b) Information that relates to pertinent Nevada laws and regulations.
 2(n) Agency and subjects related to agency.

Content:

Objectives & Introduction	10
What Does NV Law Say?	20
Multiple Representation NRS 645.252.1.(d)	
Consent to Act Form NV RED Form 524	
Conflict of Interest (Dual Agency Court Cases-Edina Realty)	20
Anatomy of Consent to Act & signatures NRS 645.252(1)(d)	
Gross Negligence NRS 645.252(1)€	
BREAK 10 Minutes	
Brokerage Agreements NRS 645.005	10
Agency Disclosure Duties Do Not Change in a Multiple Representation (NV RED Form 525)	20
Disclosure Issues in the Transaction (Duties Owed)	20
BREAK 10 Minutes	
Disclosure Issues Continued	20
Material Facts NRS 645.252, NRS 645.254	
NAC 645.605 (6) Absolute fidelity	15
Lemon v. Landers 1965	
Holland Realty v. Nevada Real Estate Commission (1968)	
Whenever the licensee has a personal interest NAC 645.605 (4)(e)	10
NRS 645.252 (1)(c); NAC 645.637; & Tahoe Village Realty v. DeSmit, 95 Nev. 131, 134, 590 P.2d 1158(1979)	
Disclose Personal Relationship NRS 645.252 (1)(c)	
Sources of Compensation NAC 645.605 (4)(e)	
Practical	10
Role Play: Break into Groups of two	
Agents role play Explaining “Multiple Representation” to a client and signing the proper forms (Duties Owed, Consent to Act):	
Create written disclosure for business associations, personal interest, etc. if needed	
Conclusion & Questions	5
TOTAL: 160 min ÷ 50 class hr = 3.2 Hours	

27. Myer, Kandas
 “The Buyer’s Broker Agreement”
Request: 3 Hours Contracts Classroom
Recommendation: Approve – 3 Hours – Contracts – Classroom. The course content meets NAC 645 standards.
Instructors: Lavon K. Myer Rodney Bruce Lee
Objective: After the class, agents will be able to 1) Define the Buyer’s Broker Agreement; 2) Comprehend NV legal requirements for exclusive agency contracts and 3) Practically apply their knowledge
Standards: 1(a) Current information on real estate which will improve the professional knowledge of the licensee and enable him to give better service to the public.
 1(b) Information that relates to pertinent Nevada laws and regulations.
 2(p) The preparation of real estate contracts.

Content:

Objectives & Anti-trust	10
Define a Buyer's Broker Agreement (BBA)	
Comprehend the legal considerations required for an Exclusive (BBA)	
Discuss and apply the manner of presentation of the BBA to a client	
Anti-trust (No set Commission Amounts)	
Definition – Buyer's Broker Agreement (BBA)	20
NRS 645.005 "Brokerage agreement" defined	
NRS 645.009 "Client" defined	
NRS 645.320 Requirements for exclusive agency representation	
Exclusive agency agreements must be in writing	
Your responsibilities to the Buyer	20
Initial consultation	
Property research	
Hours needed?	
Property viewing	
Guiding the valuation process	
Writing the contract	
Negotiating the contract	
Decide Your Personal Commission Amount	
BREAK 10 Minutes	
Presentation Suggestion	10
Duties Owed... Always First Before Any Written Agreement is Entered Into	
Buyer's Broker Agreement... Required in Writing if Exclusive Agency is Requested	
Sample BBA (Buyer's Broker Agreement) Provisions	20
Client and Licensee	
Beginning and termination date	
Description of property to be acquired	
Terms and Conditions	
Compensation to Broker	20
Limitation of Exclusivity	
BBA Disclosure about Commission rates	
Licensee's Obligations	
Fulfill duties as required by law and code	
BREAK 10 Minutes	
Sample BBA (Buyer's Broker Agreement) Provisions (Continued)	15
May cooperate with other licensees to find property	
Will divide fees as acceptable between licensees	
Shall disclose any additional compensation from anyone other than client	
Client has been given Duties Owed	
Other Buyers	
Client Obligations	15
Provide relevant financial and personal information to acquire the property	
To view and consider properties	
To negotiate in good faith if property is acceptable	
If completion is prevented by client default, client shall pay compensation due	
Attorney Fees	

If action is required to enforce the agreement	
Prevailing party shall be entitled to reasonable attorney fees	
Entire and Superseding	15
Contents of BBA constitutes whole agreement	
Supersedes all previous	
Only modified in writing	
Caution (Talk to an Attorney)	
Signature Block & Time notation	
Practical Agent Role Play	10
Break into groups of two	
One agent plays the client	
The other offers exclusive Buyer's Agency (Complete forms)	
Switch partners and switch roles	
Conclusion	5
TOTAL: 160 min ÷ 50 class hr = 3.2 Hours	

28. Myer, Kandas
 "Posing for the Centerfold...Division Disciplinary Action"

Request: 3 Hours Ethics Classroom

Recommendation: Approve – 3 Hours – Ethics – Classroom. The course content meets NAC 645 standards.

Instructors: Lavon K. Myer Rodney Bruce Lee

Objective: Identify ethical real estate violations; identify ethical real estate infractions; understand discipline; effect changes in practice

Standards: 1(a) Current information on real estate which will improve the professional knowledge of the licensee and enable him to give better service to the public.
 1(b) Information that relates to pertinent Nevada laws and regulations.
 2(a) Ethics of selling real estate.

Content:

Introduction & Objectives	15
NV Real Estate Division Statement	
The Centerfold of the "Open House"	
Objectives:	
Identify ethical real estate violations	
Identify ethical real estate infractions	
Understand the Disciplinary Actions taken	
Effect Changes in Business Practices Prone to Error	
Public Record Disclaimer	
HOA Fraud in the Desert	15
Introductory Description	
Disciplined cases	
Commission for Common-Interest Communities & Condominium Hotels	
Wire Fraudsters	20
Definition	

Title 9 Criminal Resource Manual – 18 U.S.C. 1343 – Elements of Wire Fraud	
Loss of Money Not Required	
Penalties	
Guilty Plea = License Revocation	
Disciplined cases	
BREAK 10 Minutes	
Let's Do This Dance Together	15
NAC 645.855 & NRS 645.190 Broker Attendance at Disciplinary Hearing Required	
Disciplined Cases	
NAC 645.600 Responsibilities of broker regarding associated licensees, employees and operation of business (NRS 645.050, 645.190)	
Discussion	
Doing It Without a License or Permit	15
NRS 645.020 "Real estate" defined	
NRS 645.030 "Real estate broker" defined	
NRS 645.035 "Real estate broker-salesperson" defined	
NRS 645.040 "Real estate salesperson" defined	
NRS 645.019 "Property management" defined	20
NRS 645.0192 "Property management agreement" defined	
NRS 645.0195 "Property manager" defined	
NRS 645.230 Unlawful to engage in certain conduct without license or permit	
BREAK 10 Minutes	
Disciplined: (Doing real estate or property management w/o license)	20
Just Bad Business	20
Disciplined Cases	
Conclusion & Questions	20
Case Not Inclusion of All Infractions	
Remain Vigilant and Protect the Public	
Brokers Stay Current with Law & Code	
Brokers Review System & Procedures	
TOTAL: 160 min ÷ 50 class hr = 3.2 Hours	

29. Kaplan Professional Schools
 "Understanding 1031 Tax-Free Exchanges v2.5"

Request: 3 Hours General Internet

Recommendation: Approve – 3 Hours – General – Internet. This course was formerly approved by the Commission as Understanding 1031 Tax-Free exchanges v2.2 as CE.5505000-RE for 3 hours of general credit; internet delivery that expired on November 30, 2014. The course submitted is an upgraded version of the original course. The course content meets NAC 645 standards.

Instructors: John Mathis

Objective: This continuing education title explores the history, evolution, rules, and forms of the strategy used to defer tax liability until a later date. Loaded with real-life examples and calculations, this text allows agents to learn the vocabulary and application of tax-free exchanges so they are better able to answer client questions

- Standards:** 2(i) The exchange of real property.
2(l) Accounting and taxation as applied to real property.

Content:

General Discussion of Taxes	
Describe the various types of taxes, the differences between earned income and unearned income, and the types of unearned income	14
Explain the difference between long-term and short-term capital gains	8
Calculate the capital gain on a real estate transaction	8
Summarize the choices an investor client has upon the sale of investment property	6
Case Study 1	4
Comprehension Quiz 1	
Exam 1	
Installment Sales	
Summarize the choices investor clients have upon the sale of their investment properties	11
Describe a typical installment sale situation	8
List and explain the advantages and disadvantages of an installment sale	11
Case Study 2	4
Comprehension Quiz 2	
Exam 2	
The 1031 Tax-Free Exchange	
List the major historical events that affected the use of 1031 exchanges	4
Identify the major provisions of the law	6
List the four classes of real estate per IRS	6
Understand a basic/straight/simultaneous exchange and the concept of “boot”	10
Describe the role Starker played in the evolution of the exchange, including the reverse Starker Exchange	8
Case Study 3	4
Comprehension Quiz 3	
Exam 3	
The Law and the Rules	
Describe the impact and meaning of the major words found in the law (e.g. held, like-kind)	6
Describe how leases for more than 30 years and personal property can qualify for tax-free exchange treatment	6
Discuss the identification rule, the three-property rule, the 200% rule, and the 95% rule	8
Discuss the 45-day and the 180-day clock	8
Describe the handling of the proceeds of sale and qualifications of the “safe harbor”	4
Explain the transfer of the cost basis and depreciation from the old to the new property	4
Case Study 4	4
Comprehension Quiz 4	
Exam 4	
The Paperwork	
Describe the IRS Form 8824 Tax-Free Exchange	8
Describe the wording needed in the various contracts of sale for the relinquished and replacement property	8
Explain the purpose and use of the exchange agreement, the property assignment forms,	8

and the addendum to closing statement form	
Case Study 5	4
Comprehension Quiz 5	
Exam 5	
TOTAL: 180 min ÷ 50 class hr = 3.6 Hours	

30. Kaplan Professional Schools
 “Virtual Brokerage: How to Do It v1.0”

Request: 3 Hours General Internet

Recommendation: Approve – 3 Hours – General – Internet. The content provides general information regarding a brokerage without any NAC 645.600 information. The course content meets NAC 645 standards for general designation.

Instructors: John Mathis

Objective: Welcome to the changing world of real estate brokerage! Virtual brokerages have answered the call of today’s client whose expectations have never been more demanding or steep. Come learn about the evolution of virtual brokerages and what has made it so appealing to so many real estate professionals in a virtual brokerage are armed to work for their clients utilizing sophisticated technology, enabling lightning-fast communication, immediate response to inquiries, electronic document expediting and more!

Learn what brokers need to know and what agents should understand about their duties and liabilities in a virtual brokerage environment. You’ll learn to identify the advantages and recognize the challenges as well as what it takes to thrive in this setting. You’ll discover what systems and technologies are necessary for successful virtual brokerage operation. Also, you’ll examine how an array of communication tools and resources facilitate effective communication and transactions, providing a seamless experience for the client.

You’ll recognize potential risks and identify solutions specific to virtual brokerage, while learning about appropriate broker management of salespeople, liabilities of overseeing conduct, and policy compliance to adhere to ethical and legal principles. Join us to learn about the critical factors of successful virtual brokerages and how your clients will benefit.

Standards: 2(f) The administration of real estate brokerage, including the management of the office, trust accounts and employee’s contracts.

Content:

Today’s Virtual Brokerage	
Recognize the evolution of virtual brokerages and client expectations	20
Identify the advantages and challenges of a virtual brokerage	20
Technology and Communication	
Identify the required systems and technologies necessary for successful virtual brokerage operation	25
Recognize communication tools and resources to facilitate effective communication	15
Managing Risk	
Identify potential issues and solutions specific to virtual brokerages	25

Recognize appropriate broker management of salespeople, overseeing conduct, and policy compliance	25
The Optimized Virtual Brokerage	
Identify factors that create successful virtual brokerages	10
Recognize typical practices of licensees in a virtual brokerage	10
Final Exam	
TOTAL: 150 min ÷ 50 class hr = 3.0 Hours	

31. USA Homeownership Foundation, Inc. DBA VAREP
 “Military and Veterans Housing Certification (MVHC)”

Request: 8 Hours General Classroom

Recommendation: Approve – 8 Hours – General – Classroom. VAREP – stands for Veterans Association of Real Estate Professional. Sponsor has submitted a second application for internet designation. The course content meets NAC 645 standards.

Instructors: Son D. Nguyen

Objective: The Military and Veterans Housing Certification (MVHC) is designed for a comprehensive understanding of the Department of Veterans Affairs’ (VA) Home Loan Guarantee Program as well as military culture. This will enable real estate professionals to have an industry recognized course needed to effectively serve the housing needs of our military and veteran communities. Our goal is to educate and empower attendees to embrace the VA loan program instead of shying away from it after taking this course.

Standards: 1(a) Current information on real estate which will improve the professional knowledge of the licensee and enable him to give better service to the public.
 2(d) Real Estate financing, including mortgages and other techniques.

Content:

Chapter 1: VA Home Loan Program	60
VA Home Loan Program History	
Veteran Demographics	
Active Military Demographics	
Reserve and Guard (Select Reserve) Member Demographics	
Military Families Demographics	
VA Home Loan Program Statistics	
Chapter 2: VA Home Loan Program	90
VA Home Loan Program	
Eligible Loan Purposes	
Ineligible Loan Purposes	
Basic Requirements for a VA Loan Approval	
VA Loan Occupancy Requirement	
Persons Eligible for VA Loan	
The Certificate of Eligibility (COE)	
What the COE Tells the Lender	
Proof of Service Requirements	
VA Loan Restoration	

Maximum Guaranty on VA Loans	
Benefits of a VA Home Loan	
Chapter 3: VA Home Loan Program	90
VA Loan Underwriting	
General Income Guidelines	
Debts and Obligations	
Judgments, Federal Debts and Tax Liens	
Credit	
Chapter 4: VA Home Loan Program	90
VA Allowable Fees / Closing Costs	
VA Non-Allowed Fees	
What Happen to Fees and Charges if the Loan Never Closes?	
VA Seller Concessions	
The VA Funding Fee	
Other VA Loan Guaranty Programs	
Comparing VA Loan to FHA	
Compared to Conventional Loan Program	
Chapter 5: VA Appraisals and Minimum Property Requirements	60
VA Appraisals	
Minimum Property Requirements	
Chapter 6: Writing a Great VA Loan Offer	30
Writing the VA Offer	
Dispelling VA Loan Myths	
Tips to Getting a VA Loan Offer Accepted	
The Purchase Agreement	
Fees, Costs, and Credits	
VA Amendment aka The VA Escape Clause	
Chapter 7: Service Member Civil Relief Act (SCRA)	30
Chapter 8: Marketing to the Military and Veteran Communities	30
Veteran Consumers	
Military Consumers	
Marketing Tips	
Exam	
TOTAL: 480 min ÷ 50 class hr = 9.6 Hours	

32. USA Homeownership Foundation, Inc. DBA VAREP
“Military and Veterans Housing Certification (MVHC)”
Request: 8 Hours General Internet
Recommendation: Approve – 8 Hours – General – Internet. VAREP – stands for Veterans Association of Real Estate Professionals. Sponsor submitted a second application for Classroom designation. The course content meets NAC 645 standards.
Instructors: Son D. Nguyen

Objective: The Military and Veterans Housing Certification (MVHC) is designed for a comprehensive understanding of the Department of Veterans Affairs' (VA) Home Loan Guarantee Program as well as military culture. This will enable real estate professionals to have an industry recognized course needed to effectively serve the housing needs of our military and veteran communities. Our goal is to educate and empower attendees to embrace the VA loan program instead of shying away from it after taking this course.

- Standards:**
- 1(a) Current information on real estate which will improve the professional knowledge of the licensee and enable him to give better service to the public.
 - 2(d) Real Estate financing, including mortgages and other techniques.

Content:

Chapter 1: VA Home Loan Program	60
VA Home Loan Program History	
Veteran Demographics	
Active Military Demographics	
Reserve and Guard (Select Reserve) Member Demographics	
Military Families Demographics	
VA Home Loan Program Statistics	
Chapter 2: VA Home Loan Program	90
VA Home Loan Program	
Eligible Loan Purposes	
Ineligible Loan Purposes	
Basic Requirements for a VA Loan Approval	
VA Loan Occupancy Requirement	
Persons Eligible for VA Loan	
The Certificate of Eligibility (COE)	
What the COE Tells the Lender	
Proof of Service Requirements	
VA Loan Restoration	
Maximum Guaranty on VA Loans	
Benefits of a VA Home Loan	
Chapter 3: VA Home Loan Program	90
VA Loan Underwriting	
General Income Guidelines	
Debts and Obligations	
Judgments, Federal Debts and Tax Liens	
Credit	
Chapter 4: VA Home Loan Program	90
VA Allowable Fees / Closing Costs	
VA Non-Allowed Fees	
What Happen to Fees and Charges if the Loan Never Closes?	
VA Seller Concessions	
The VA Funding Fee	
Other VA Loan Guaranty Programs	
Comparing VA Loan to FHA	
Compared to Conventional Loan Program	
Chapter 5: VA Appraisals and Minimum Property Requirements	60

VA Appraisals	
Minimum Property Requirements	
Chapter 6: Writing a Great VA Loan Offer	30
Writing the VA Offer	
Dispelling VA Loan Myths	
Tips to Getting a VA Loan Offer Accepted	
The Purchase Agreement	
Fees, Costs, and Credits	
VA Amendment aka The VA Escape Clause	
Chapter 7: Service Member Civil Relief Act (SCRA)	30
Chapter 8: Marketing to the Military and Veteran Communities	30
Veteran Consumers	
Military Consumers	
Marketing Tips	
Exam	
TOTAL: 480 min ÷ 50 class hr = 9.6 Hours	

33. The CE Shop, Inc.
 “Did You Serve? Identifying Home Buying Advantages for Veterans”

Request: 3 Hours General Internet

Recommendation: Approve – 3 Hours – General – Internet. The course content meets NAC 645 standards.

Instructors: Michael McAllister

Objective: This course empowers real estate professionals to provide valuable support to Veterans and military families by providing them with the skills to understand the VA home loan program and it’s process.

Standards: 1(a) Current information on real estate which will improve the professional knowledge of the licensee and enable him to give better service to the public.
 1(b) Information that relates to pertinent Nevada laws and regulations.
 2(d) Real estate financing, including mortgages and other techniques.
 2(p) The preparation of real estate contracts.

Content:

Unit 1: Understanding Military Service	
The Basics of Military Life	20
What it means to serve	10
Leaving the Service	10
Utilizing VA Benefits	10
Unit Exam	5
Unit 2: The VA Home Loan Program: Overview	
History of the VA Home Loan Program	10
Advantages of the VA Home Loan Program	30
Certificate of Eligibility	15
Financial and Employment Considerations	20
Documentation	5

Underwriting	10
Closing	5
Unit Exam	5
Unit 3: Finding and Purchasing the Perfect Home for the Veteran	
Understanding the Veteran's Needs/Wants in a Home	20
Structuring the Contract/Purchase Agreement	10
The VA Appraisal, Myths and Misconceptions	5
Appraisal Valuation	5
Minimum Property Requirements and Appraisal Repairs	10
Unit Exam	5
Final Exam	10
TOTAL: 220 min ÷ 50 class hr = 4.4 Hours	

34. The CE Shop, Inc.
 "Military Relocation Professional (MRP)"

Request: 7 Hours General Internet

Recommendation: **Approve -7 Hours – General – Internet. This course is National Association of Realtors (NAR) that allows 3 sponsors per State to offer this course for certification. This course is currently approved by the Commission for Greater Las Vegas Association of Realtors (GLVAR as CE.5691000-RE for 7 hours, general credit by classroom delivery. The course content meets NAC 645 standards.**

Instructors: Michael McAllister

Objective: The goal of the Military Relocation Professional Certification Core Course is to educate real estate professionals about working with current and former military service members to find the housing solutions that best suit their needs and take full advantage of military benefits and support. Students will learn how to provide the real estate services – at any stage in the service member's military career – that meet the needs of this niche market and win future referrals.

Standards: 1(a) Current information on real estate which will improve the professional knowledge of the licensee and enable him to give better service to the public.
 1(b) Information that relates to pertinent Nevada laws and regulations.
 2(d) Real estate financing, including mortgages and other techniques.
 2(p) The preparation of real estate contracts.

Content:

Module 1: The Military Organization	
The All-Volunteer Military	2
The Army Family Covenant	2
Four Important Acronyms	5
Ranks and Pay Grades	5
Pay and Allowances	5
Housing Allowance	3
Types of Discharges	2
Does Military Culture Affect Transactions?	3

The Military Market	5
Fast Facts About Military Service Members and Families	2
Profile of Military Families	3
Military Retirees	2
Housing for Military Families	5
Module Quiz	5
Module 2: Private Sector Housing for the Military	
Living Off Base in Private Sector Housing	10
Rent or Buy?	5
Sell or Rent?	3
Basic Allowance for Housing (BAH)	5
Service for Military Buyers and Sellers	5
Build a Referral Base	3
What Buyer's Reps Need to Know	5
Module Quiz	5
Module 3: PCS – Working with Military Sellers	
PCS Relocation – When and Where?	5
Getting Ready to PCS	10
Family Matters	5
Military Sellers and Buyers – What They Want	5
Winning and Marketing Listings	5
Module Quiz	5
Module 4: PCS – Working With Military Buyers	
Starting the Military Buyer's Home Search	5
Asking the Right Questions	5
Qualifying the Buyer	10
Get Ready for Power Shopping	3
Absent Spouse	3
Making an Offer	7
Negotiation Strategy	3
Contract to Closing	5
Post-Transaction Support	3
The Last PCS	5
Does the Military Downsize?	10
Case Studies	10
Module Quiz	5
Module 5: VA Financing: Eligibility and Entitlement	
Benefits of VA Home Loans	5
Steps in the VA Home Loan Process	5
Determine Eligibility and Entitlement	10
Determine Entitlement	10
Finding the Right Home	5
Module Quiz	5
Module 6: VA Financing: Loan Application, the Appraisal, and Closing	
Apply for the Loan	3
What Does the VA Guarantee?	10
Request the Appraisal	10
Pay Funding Fees and Closing Costs	8

Origination Fee	5
Closing the Sale	5
Selling Restores Entitlement	5
Sale with a VA Mortgage Assumption	5
VA Compromise (Short) Sale	5
Module Quiz	5
Final Exam	60
TOTAL: 360 min ÷ 50 class hr = 7.2 Hours	

35. Reno/Sparks Association of REALTORS®
 “Understanding the Property Management and Residential Lease Agreements”
Request: 3 Hours Contracts Classroom
Recommendation: Approve – 3 Hours – Contracts – Classroom. Sponsor would like to be considered for a contracts designation and does not wish to have property managements as a designation. The course content meets NAC 645 standards.
Instructors: Barbara Holland – NV B/PM/CAM
Objective: Understanding of the terms and covenants of the property management contract and the residential lease/rental agreement.
Standards: 1(a) Current information on real estate which will improve the professional knowledge of the licensee and enable him to give better service to the public.
 1(b) Information that relates to pertinent Nevada laws and regulations.
 2(p) The preparation of real estate contracts.

Content:

Legal relationship between Property Manager, Property Owner and Tenant	20
Trust Account, Financial Reports to Property Owner	20
Importance of credit reports and screening	15
BREAK 10 Minutes	
Filling out Contracts	20
Maintenance, Utilities, Insurance whose responsible	15
Collecting rent, Inspecting premises, Keys, Pets	20
BREAK 10 Minutes	
Notice to vacate, refunding or not refunding deposits	15
Differentiate between a financial review and an audit, what each entails	15
Foreclosure addendum, and other addendums	20
TOTAL: 160 min ÷ 50 class hr = 3.2 Hours	

36. Reno/Sparks Association of REALTORS®
 “Ethics, Short Sales, REO and Advertising”
Request: 3 Hours Ethics Classroom
Recommendation: Approve – 3 Hours – Ethics – Classroom. The course content meets NAC 645 standards.

Instructors: Helen Graham Kenneth L. Amundson Alice A. Griffin
 Rodney B. Lee Lavon K. Myer Michael P. Nolan
 Daniel D. Rider Ben C. Scheible

Objective: Law and ethics correlation, Grounds for discipline, Short Sales, Social Media.

Standards: 2(a) Ethics of selling real estate.
 2(p) The preparation of real estate contracts.

Content:

Fundamental Principles	10
Laws and ethic correlation	20
Sources	10
Grounds for Discipline	10
BREAK 10 Minutes	
Case Study – Referrals NRS 645-633	15
Case Study – That’s my Client – NRS 645.320; NRS 645.635(2); Article 16	15
Short Sales	10
Case Study – Multiple Offers – NRS 645.254; NRS 645.254(2), NAC 645.605(6), Article 1	10
BREAK 10 Minutes	
Conclusion Case Study - Mu Multiple Offers – NRS 645.254; NRS 645.254(2), NAC 645.605(6), Article 1	10
Social Media	10
Case Study – Listing Agent Disclosures – NRS 645.252(1), NRS 645.255, Article 2	20
Social Media Covered?	10
Questions and Answer Session	10
TOTAL: 160 min ÷ 50 class hr = 3.2 Hours	

37. Reno/Sparks Association of REALTORS®
 “Contracts – More Than Just Paper”

Request: 3 Hours Contracts Classroom

Recommendation: Approve – 3 Hours – Contracts – Classroom. The course content meets NAC 645 standards.

Instructors: Helen Graham Kenneth L. Amundson Alice A. Griffin
 Rodney B. Lee Lavon K. Myer Michael P. Nolan
 Daniel D. Rider Ben C. Scheible

Objective: Contract essentials, Forms needed and how to use them, SRPD, Acceptance/Counter Offers

Standards: 2(p) The preparation of real estate contracts.

Content:

Quiz	10
Contract Essentials	10
Duties Owed	10
Consent to Act	10

Waiver Form / Authorization to Negotiate	10
BREAK 10 Minutes	
Script	10
Closing/Proceeds	10
The Purchase Agreement Introduction	10
Loan and Approval	10
Price and Terms	10
BREAK 10 Minutes	
Conditions and Contingencies	10
Inspect / Verify	10
SRPD / Repairs	10
Additional Terms	10
Acceptance / Counter Offers	10
Questions and Answer Session	10
TOTAL: 160 min ÷ 50 class hr = 3.2 Hours	

38. McKissock, LLC
 “How is the Legalization of Marijuana Affecting the Real Estate Market”

Request: 3 Hours General Internet

Recommendation: Approve – 3 Hours – General – Internet. Sponsor did include NRS/NAC 453A and what another 23 States have approved or proposed for Statues and Regulations. This course is ARELLO certified for design and delivery method. The course content meets NAC 645 standards.

Instructors: Robert Fleck

Objective: Marijuana, cannabis and hemp (all different names for essentially the same plant) has a long history in the United States, with periods where it was encouraged, discouraged, criminal, and most recently legalized in some states. This class covers a brief history of marijuana then goes on to discuss the conflict between federal and state laws. Next, an overview of commercial real estate matters, followed by residential real estate topics will be covered. The last chapter goes over some basics for those who may consider specializing in this new and growing real estate specialty.

Standards: 1(b) Information that relates to pertinent Nevada laws and regulations.

Content:

Chapter 1 – Background and History	
History of Marijuana Legislation in the United States	15
Ground-Breaking State Laws	5
The Regulation Hierarchy: How does it work?	15
Marijuana and Federal Funding	10
Quiz	5
Chapter 2 – Implications for Commercial Real Estate	
States that have passed laws allowing marijuana	10
Working with Commercial real Estate Clients: Growers	10
Working with Commercial real Estate Clients: Retailers	5
Landlord Issues	5

Banking Issues	5
Quiz	5
Chapter 3 – Implications for Residential Real Estate	
Growing marijuana as a homeowner	5
The Issue of Grow Houses	10
Property Insurance	5
Growing, Consuming or Selling Restrictions under a Lease, HOA, or Neighborhood Covenant	10
Quiz	5
Chapter 4 – New Niche Market: Marijuana-Friendly Real Estate Agents	
Working with Clients and Customers	5
420	10
Training	10
Networks	5
Quiz	5
Final Exam	20
TOTAL: 180 min ÷ 50 class hr = 3.6 Hours	

39. McKissock, LLC

“It’s High Tide you Got the Facts about Homeowner’s Flood Insurance”

Request: 3 Hours General Internet

Recommendation: **Approve – 3 Hours – General – Internet. The course content provides general information regarding disclosure of a flood zone and the risks your clients may need to protect themselves. The course content meets NAC 645 standards.**

Instructors: Robert Fleck

Objective: This course will educate real estate professionals how to identify a property’s flood risk, how to disclose flood risk to prospective buyers.

Standards: 1(a) Current information on real estate which will improve the professional knowledge of the licensee and enable him to give better service to the public.

Content:

Chapter 1 Flooding and Flood Risks	
Understand what causes flooding including coastal flooding	10
Define flood risks	15
Understand the flood mapping and zone sites	20
Flooding and Flood Risk Quiz	10
Chapter 2 Flood Insurance and Disclosure Requirements	
Understand the National Flood Insurance Program (NFIP)	10
Homeowner Flood Insurance Affordability Act 2014	15
Flood insurance requirements placed on realtors and mortgage lenders	10
2014 flood bill will impact flood insurance rates	5
Flood insurance and Disclosure Requirements Quiz	10
Chapter 3 Guiding Your Clients Through Flood Insurance	
Flood insurance requirements for prospective buyers	15

Educate your buyers prior to buying a home in a flood zone	20
How to help your customer correct an incorrect flood zone determination	10
Guiding Clients Through Flood Insurance Quiz	10
Final Exam	20
TOTAL: 180 min ÷ 50 class hr = 3.6 Hours	

40. Mevorah, Jason
 “Mevorah’s Mortgage Montage”

Request: 3 Hours General Classroom

Recommendation: Approve – 3 Hours – General – Classroom. The course content meets NAC 645 standards.

Instructors: Jason Mevorah Scott Robinson Kathleen Spicuzza

Objective: Basic, general knowledge for understanding VA, FHA, and Conventional loans. Understanding a pre-qualification letter and working with a Mortgage Loan Officer.

Standards: 1(a) Current information on real estate which will improve the professional knowledge of the licensee and enable him to give better service to the public.
 2(d) Real estate financing, including mortgages and other techniques.
 2(g) Real estate mathematics.

Content:

Module 1	
Introduction to FHA Loans	
Introduction of Presenter and Course Objectives	5
FHA Requirements	5
Benefits of an FHA Loan	5
Costs of an FHA Loan	5
Types of Loans that FHA will fund	5
Recap of FHA Loans	5
FHA Definitions	5
Questions from the Audience	10
BREAK 15 Minutes	
Module 2	
Introduction of VA Loans	
VA Requirements	5
Benefits of a VA Loan	5
VA Loan Requirements	5
Inspection Requirements	5
VA Appraisals	5
Types of Loans that VA will Fund	5
VA Definitions	5
Review of Differences Between FHA and VA Loans	10
BREAK 15 Minutes	
Module 3	
Introduction of Conventional Loans	
Conventional Loans	15

LPMI	5
Jumbo Loans	5
Module 4	
Pre-Qualification Letters	
Questions to Ask Your Lender	5
Signs You Have a Bad Pre-Qualification Letter	5
Module 5	
Working with a Lender	
How to Work with a Mortgage Loan Officer	5
Questions from the Audience	5
Module 6	
Final review	15
TOTAL: 150 min ÷ 50 class hr = 3.0 Hours	

41. New Direction IRA, Inc.
 “Broker’s Guide to Real Estate Purchase for IRAs and 401k Plans”

Request: 3 Hours General Classroom

Recommendation: Approve – 3 Hours – General – Classroom. The course content meets NAC 64 standards.

Instructors: Clay Malcolm Bill Humphrey Catherine Wynne

Objective: Participants will gain knowledge of IRS laws relating to IRA account purchases, including prohibited transactions. Participants will also learn the financial benefits of maximizing invest opportunities.

- Standards:** 1(a) Current information on real estate which will improve the professional knowledge of the licensee and enable him to give better service to the public.
 2(d) Real estate financing, including mortgages and other techniques.

Content:

Introduction	5
IRA Basics	25
Applicable IRS Reg. Sections	5
BREAK 10 Minutes	
Prohibited Transactions and Disqualified persons	20
Partnering with an IRA	5
Investing Process	10
BREAK 10 Minutes	
Debt in an IRA	15
Paying for Expenses in a Real Estate IRA	15
IRA Distribution basics	5
BREAK 10 Minutes	
Case Studies 1-7	20
How Self Direction affects your business	5
Q&A Group Discussion	15
Summary	5
TOTAL: 150 min ÷ 50 class hr = 3.0 Hours	

42. Lied Institute for Real Estate Studies, UNLV
 “Forecast 2015 – Southern Nevada’s Commercial Market Landscape: Now and Beyond”

Request: 3 Hours General Classroom

Recommendation: Approve – 3 Hours – General – Classroom. This is a one-time annual event for Lied Institute for Real Estate Studies at UNLV. This event will be held on January 15, 2015 at the Orleans Hotel in Las Vegas, Nevada. The course content meets NAC 645 standards.

Instructors: Kyle Nagy Charles W. Van Geel Mark Dotzour
 John Restrepo Marcus Conklin Adam Malan
 Randy Broadhead Jennifer Levine Scott Gregson

Objective: To provide economical real estate education that will enable the licensee to provide better service to the public.

Standards: 1(a) Current information on real estate which will improve the professional knowledge of the licensee and enable him to give better service to the public.

Content:

Registration, Continental Breakfast, Networking	
Welcome	15
Key Note Speaker -	60
National Aspects of current and projected commercial real estate trends and lending practices	
BREAK 15 Minutes	
Market Report	30
State and local historical economic conditions and what can be projected for 2015	
State and local financial conditions and how it relates to the commercial real estate industry	
Panel Discussion – will review the commercial real estate industry of 2014 and what commercial real estate professionals can expect in 2015 in the different sectors represented by the panelists. The individual panelists will respond to questions from the audience	90
Adam Malan, Retail	
Randy Broadhead, Office	
Jennifer Levine, Industrial	
Kyle Nagy, Finance	
Scott Gregson, Land	
TOTAL: 195 min ÷ 50 class hr = 3.9 Hours	

43. RESE Property Management
 “Embracing our Code of Ethics”

Request: 3 Hours Ethics Classroom

Recommendation: Approve – 3 Hours – Ethics – Classroom. The course content meets NAC 645 standards.

Instructors: Anthony du Preez

Objective: To understand the specifics of our code of ethics better, and to learn nuances that will improve daily operations. Licensees will be able to expose articles of code and improve understanding.

Standards: 2(a) Ethics of selling real estate.

Content:

Introduction	15
Duties to clients and customers	20
To introduce Article 1 of the GLVAR Code of Ethics with reference to Standards of Practice 1.1 through 1.6	
NRS 645.252 and NRS 645.254 and NRS 645.257	
Duties to clients and customers	20
To introduce Article 1 of the GLVAR Code of Ethics with reference to Standards of Practice 1.7 through 1.16	
NRS 645.252 and NRS 645.254 and NRS 645.257	
Duties of disclosure – Article 2 of GLVAR Code of Ethics	15
To introduce Standards of Practice 2.1 through 2.5	
NRS 645.259	
Co-operation with other brokers – Article 3	10
To introduce Article 3 of GLVAR Code of Ethics	
Disclosure of Interest – Article 4, 5, 6 + 7 of GLVAR Code of Ethics	10
To discuss Articles	
Trust Accounts – Article 8	5
Written Agreements – Article 9 of GLVAR Code of Ethics	15
Discuss Standards of Practice 9.1	
NRS 645.257	
Written Agreements – Article 9 of GLVAR Code of Ethics	10
Discuss Standards of Practice 9.2	
NRS 645.257	
Duties to Public – Non Discrimination – Article 10 of GLVAR Code of Ethics	20
Discuss Standards of Practice 10.1 through 10.4	
NRS 645.321 and Fair Housing	
Services we can offer – Article 11 of GLVAR Code of Ethics	10
Advertising and Marketing – Article 12 of GLVAR Code of Ethics	5
NRS 645.315	
Avoid the Practice of Law – Article 13 of GLVAR Code of Ethics	3
Agree to be co-operative in investigations – Article 14 of GLVAR Code of Ethics	2
Duties to Realtors	10
Misleading other Realtors – Article 15 of GLVAR Code of Ethics	
Articles 16 and 17	5
Conclusion	5
TOTAL: 180 min ÷ 50 class hr = 3.6 Hours	

44. Sterling Education Services, Inc.
 “Landlord-Tenant Law: how to Prosper in the New Market”

Request: 7 Hours General Classroom

Recommendation: Approve – 7 Hours – General – Classroom. Sponsor would like the Commission to this course General credit designation, does not wish to obtain a Property Management designation. The course content meets NAC 645 standards.

Instructors: Sarah Carrasco, Esquire Michael D. Knox, Esquire

Objective: Learning how to draft airtight leases while knowing what options are available when a tenancy goes bad, can reduce damage caused by defaults and evictions and help avoid problems before they start.

- Standards:**
- 1(b) Information that relates to pertinent Nevada laws and regulations.
 - 2(h) The management of real property, including leasing agreements, procedures for accounting and contracts for management.
 - 2(p) The preparation of real estate contracts.

Content:

Leases: An Ounce of Prevention	90
Landlord-tenant Law Legislative Update	
Pre-Lease considerations	
Screening and qualifying prospective tenants legally	
Fair Housing Act and low income housing programs	
Special circumstances	
Questions and answers	
BREAK 10 Minutes	
The Landlord's and the Tenant's Rights and Obligations	90
Landlord obligations	
Landlord obligations after eviction	
Tenant rights and obligations	
Questions and answers	
BREAK 60 Minutes	
Evictions	90
Lease violations and defaults	
Landlord lockouts and illegal evictions, forcible entry	
Eviction process	
Questions and answers	
BREAK 10 Minutes	
Tenant or Landlord Bankruptcy	70
The effect of a bankruptcy stay and what you can do	
Lifting the automatic stay and regaining possession	
Tenant's duty to pay rent during the pending bankruptcy	
Assumption and rejection of the lease	
Ethical Consideration in Landlord-Tenant Law	60
Negotiating with a pro se tenant at court	
Conflicts of interest, un-represented, dual representation, and competency	
Fee arrangements and getting paid	
Ethical situations	
TOTAL: 400 min ÷ 50 class hr = 8.0 Hours	

45. Advantage Credit, Inc.
 “Increase Buying Power – Understand Credit Scores”

Request: 3 Hours General Classroom

Recommendation: Approve – 3 Hours – General – Classroom. This course was formerly approved by the Commission as CE.5678000-RE for 3 hours of general credit, by classroom delivery, and expired on September 30, 2014. The course content meets NAC 645 standards.

Instructors: James Dworkin Charlie Brandes

Objective: Learn what makes up credit scores, FICO 08 & 09 models, FNMA Loan Quality Initiative, Credit Disputes, Short sale vs. Foreclosure & Identity Theft. Will teach participants how a credit score can significantly impact the home purchase or refinance process.

Standards: 1(a) Current information on real estate which will improve the professional knowledge of the licensee and enable him or her to give better service to the public.
 2(d) Real estate financing, including mortgages and other techniques;
 2(g) Real estate mathematics;
 2(q) Personal development courses.

Content:

Introduction	11
Overview of website	
Agenda	
The Market	
What is Credit?	5
Revolving Credit	
Charge Cards	
Service Credit	
Installment Credit	
The Players	4
The 3 Bureaus	
The Federal Trade Commission	
The Consumer Financial Protection Bureau	
What are Credit Scores?	6
Fair Isaac	
FICO Scores	
Fannie Mae & Freddie Mac	
What Makes up Your Credit Score?	6
Percentages of different actions	
Healthy mix	
Delinquencies on your Credit	7
Delinquencies and FICO Scores	
Recent Changes	6
IRS Announcement	
Experian Rental Reporting	

Future possible changes	
FICO 9 and 8 Score Model Changes	10
FICO 9	
BREAK 10 minutes	
FICO 8	
FNMA Loan Level Pricing Adjustment or Risk Based Pricing	5
Buying Power FICO Score Impact	8
Example of Credit Report	3
Credit Tips	4
FNMA Loan Quality Initiative	5
Credit Disputes	14
How Bankruptcy Affects Your Credit	4
Short Sale vs. Foreclosure	4
How do Debt Relief Programs Impact my Credit Score?	7
Not Recommended	
Recommended	
BREAK 10 minutes	
Prevent Identity Theft	23
Tips	
Prevent Data from being sold to others	
Security Freeze	
Common Credit Questions	12
Rescoring	9
Credit Tips to Live By	3
Overview of Topics Covered	4
Questions	10
TOTAL: 163 min ÷ 50 class hr = 3.26 Hours	

46. Rheinberger, Linda
 “Property Management Trust Accounting and Record Keeping”
Request: 3 Hours Broker Management Classroom
Recommendation: Approve – 3 Hours – Broker Management – Classroom. Sponsor would like to be considered for both Broker Management and Property Management, has provided a second application for consideration. The course content meets NAC 645 standards.
Instructors: Linda Rheinberger – Nevada – Broker Salesperson and Property Manager
Objective: To Bring Awareness and Skill to Practitioners and Manager Who Work with Consumer Funds in Trust Accounting and Records Keeping While Safeguarding These Funds in Accordance With the law.
Standards: 1(a) Current information on real estate which will improve the professional knowledge of the licensee and enable him to give better service to the public.
 1(b) Information that relates to pertinent Nevada laws and regulations.
 2(f) The administration of real estate brokerage, including the management of the office, trust accounts and employee’s contracts.

- 2(g) Real estate mathematics.
- 2(h) The management of real property, including leasing agreements, procedures for accounting and contracts for management.
- 2(l) Accounting and taxation as applied to real property.
- 3(a) Any course in real estate or a directly related subject if the course has been previously approved by the Commission.

Content:

Trust Funds and Trust Accounts: NRS / NAC Provisions, Forms	25
Standards for Client Deposits and Trust Accounts	
Audits and Inspection	
Advance Fees	
Filing and Completing Trust Account Reconciliations; Check Signing	
NRED Forms	
Types of Funds and Accounts	25
Company (Proprietary) Funds, Operating Account	
Trust (Client) Funds, Operating Trust Account	
Trust (Customer) Funds, Deposit Trust Account	
Advance Fees	
Custodial Accounts	
Broker Trust Accounts	
Distinguishing the Nature of the Funds	
Bookkeeping Procedures	
BREAK 10 Minutes	
Building and Maintaining Accurate Trust Account Totals	25
Checks and Balances	
Risk Reduction	
Insurance	
Documenting Files	
Emergency Repairs / Maintenance	
Account Reviews: Replenishing Depleted Reserves and Deposits	
Composition of Accounts	
Debits and Credits to Trust Accounts	25
Best Practices	
Trust Accounting and Record Keeping for Nevada Brokers Manual	
Due Dates	
Property Management Status: Who Files a Tar?	
BREAK 10 Minutes	
In-Class Exercises-Preparing Tar for Operating and Deposit Trust Accounts; Custodial Accounts	
Exercise I	15
Exercise II	15
Exercise III	15
Case Study	5
Trust Accounting FAQs and Q&A Session	10
TOTAL: 160 min ÷ 50 class hr = 3.2 Hours	

47. Rheinberger, Linda
 “Property Management Trust Accounting and Record Keeping”
Request: 3 Hours Property Management Classroom

Recommendation: Approve – 3 Hours – Property Management – Classroom. Sponsor would like to be considered for both Property Management and Broker Management, has provided a second application for consideration. The course content meets NAC 645 standards.

Instructors: Linda Rheinberger – Nevada – Broker Salesperson and Property Manager

Objective: To Bring Awareness and Skill to Practitioners and Manager Who Work with Consumer Funds in Trust Accounting and Records Keeping While Safeguarding These Funds in Accordance With the law.

- Standards:**
- 1(a) Current information on real estate which will improve the professional knowledge of the licensee and enable him to give better service to the public.
 - 1(b) Information that relates to pertinent Nevada laws and regulations.
 - 2(f) The administration of real estate brokerage, including the management of the office, trust accounts and employee’s contracts.
 - 2(g) Real estate mathematics.
 - 2(h) The management of real property, including leasing agreements, procedures for accounting and contracts for management.
 - 2(l) Accounting and taxation as applied to real property.
 - 3(a) Any course in real estate or a directly related subject if the course has been previously approved by the Commission.

Content:

Trust Funds and Trust Accounts: NRS / NAC Provisions, Forms	25
Standards for Client Deposits and Trust Accounts	
Audits and Inspection	
Advance Fees	
Filing and Completing Trust Account Reconciliations; Check Signing	
NRED Forms	
Types of Funds and Accounts	25
Company (Proprietary) Funds, Operating Account	
Trust (Client) Funds, Operating Trust Account	
Trust (Customer) Funds, Deposit Trust Account	
Advance Fees	
Custodial Accounts	
Broker Trust Accounts	
Distinguishing the Nature of the Funds	
Bookkeeping Procedures	
BREAK 10 Minutes	
Building and Maintaining Accurate Trust Account Totals	25
Checks and Balances	
Risk Reduction	
Insurance	
Documenting Files	
Emergency Repairs / Maintenance	

Account Reviews: Replenishing Depleted Reserves and Deposits	
Composition of Accounts	
Debits and Credits to Trust Accounts	25
Best Practices	
Trust Accounting and Record Keeping for Nevada Brokers Manual	
Due Dates	
Property Management Status: Who Files a Tar?	
BREAK 10 Minutes	
In-Class Exercises-Preparing Tar for Operating and Deposit Trust Accounts; Custodial Accounts	
Exercise I	15
Exercise II	15
Exercise III	15
Case Study	5
Trust Accounting FAQs and Q&A Session	10
TOTAL: 160 min ÷ 50 class hr = 3.2 Hours	

48. Steven Kitnick Seminars, LLC
 “Buyer Agency in New Home Sales”

Request: 3 Hours Agency Classroom

Recommendation: Approve – 3 Hours – Agency – Classroom. The course content meets NAC 645 standards.

Instructors: Steven Kitnick

Objective: To increase the licensee’s knowledge and understanding of Nevada laws of agency; duties owed to client’s, customers, and all parties to a real estate transaction with an emphasis on new home construction real estate transactions and; to improve the professional knowledge of licensees and enable her or him to provide better service to consumers in the course of assisting a buyer in the purchase of a new home from a builder.

Standards: 1(a) Current information on real estate which will improve the professional knowledge of the licensee and enable him to give better service to the public.
 1(b) Information that relates to pertinent Nevada laws and regulations.
 2(n) Agency and subjects related to agency.

Content:

Introduction & Overview	5
Agency Defined	5
Broker Agreement Defined	5
Real Estate Broker Defined	5
Real Estate Broker-Salesperson Defined	3
Client Defined	3
Agency Relationships in Nevada	15
New Home Agency Relationships	7
Duties Owed by a Nevada Real Estate Licensee	20
Know & understand the duties owed to clients & all parties to a real estate transaction	

with an emphasis on new home sales	
Builder / Seller Representative	10
Buyer Agency	10
Buyer Agency – Negotiation	5
Buyer Agency – Inspection	5
Buyer Agency – Contract	5
Buyer Agency – Cost	5
New Homes May Not be Listed in MLS	15
Know & understand that builders have their own employees to sell their homes & market their homes to consumers, but may offer compensation to “co-op” brokers whether the homes are listed in the MLS or not	
Know & understand if the home is not listed in the MLS, then the Buyer’s agent may be at the mercy of the new home builder’s rules & policies	
Know & understand if the new home builder places the property into the MLS, then they must adhere to the local MLS rules & policies	
Eleven Benefits of Buyer’s Agency	10
Discussion # 1	7
Know & understand if and when buyer’s agency is created; does registering a prospective Buyer at a new homes sales tract to help secure a “co-op fee” create a Buyer Agency relationship?	
Discussion # 2	7
Know & understand whether receiving a commission or referral fee from a new home builder requires that an agent represent the buyer in the new home sales transaction	
Discussion # 3	5
Know & understand what paperwork would be required to be kept on file (according to the Nevada Real Estate Division) in the cases of Buyer Agency or simply as a referral agent in a new home sales transaction	
Conclusion	5
Closing comments, announcements, instructor evaluation, attendance sheet, & certificate of attendance	
TOTAL: 157 min ÷ 50 class hr = 3.14 Hours	

49. Steven Kitnick Seminars, LLC
“Closing Costs in 10 Minutes or Less!”

Request: 3 Hours General Classroom

Recommendation: Approve – 3 Hours – General – Classroom. This course was formerly approved by the Commission as CE.3276000-RE for 3 hours of general credit, by classroom delivery, and expired on May 31, 2013. The course content meets NAC 645 standards.

Instructors: Steven Kitnick

Objective: To increase the professional knowledge & skill of licensees in order to provide the consumer with accurate & reliable financial information on which to make informed buying & selling decisions.

- Standards:** 1(a) Current information on real estate which will improve the professional knowledge of the licensee and enable him to give better service to the public.
 2(d) Real estate financing, including mortgages and other techniques.
 2(g) Real estate mathematics.

Content:

Introduction & Housekeeping	5
Familiarize themselves with the instructor, housekeeping, course purpose, process, & payoff	
Closing Costs Terms	5
Know history & definition of terms such as allowable, non-allowable, negotiable & how they can be a source of confusion & misunderstanding	
“Rule of Thumb” – Seller	5
Know formula to Seller’s Net Proceeds / Cost Sheet (“SPN/CCS”)	
Seller’s Net Proceeds	20
Explain & compute an accurate & reliable “SPN/CCS”	
Seller’s Net Proceeds (Cash or Conventional Loan Buyer)	10
Prepare “SNP/CCS” (Cash or Conventional Loan Buyer) in 10 Minutes or Less!	
“Rule of Thumb” – Buyer	5
Know formula to Buyer’s Closing Cost Sheet (“BCCS”)	
Buyer’s Closing Cost Sheet	20
Explain & compute an accurate & reliable “BCCS” w/Cash or Conventional Loan	
Buyer’s Closing Cost Sheet	10
Prepare “BCCS” (Conventional Loan) in 10 Minutes or Less!	
FHA – Insured	20
Explain & compute an accurate & reliable “BCCS” w/FHA-insured loan buyer including computing upfront MIP & monthly MIP payments & impound ds	
Buyer’s Closing Cost Sheet	10
Prepare “BCCS” (FHA-insured Loan Buyer) including PITI in 10 Minutes or Less!	
VA-Guaranteed	20
Explain & compute an accurate & reliable “BCCS” w/VA-guaranteed loan buyer including computing VA Funding Fee & impounds	
Buyer’s Closing Cost Sheet	10
Prepare “BCCS” (VA-guaranteed Loan Buyer) in 10 Minutes or Less!	
Seller’s Closing Cost Sheet (Short Sale Transaction)	15
Know, explain & compute an accurate & reliable “CCS” for a potential short sale transaction indicating the Seller may receive zero proceeds, may be required by lienholder(s) to bring cash to closing, may be required to sign a promissory note, and/or may be responsible for any deficiency for short payoff	
Conclusion	5
Closing Remarks, Instructor Evaluation, Initial & Time Out, Certificate of Attendance	
TOTAL: 160 min ÷ 50 class hr = 3.2 Hours	

50. Steven Kitnick Seminars, LLC
 “Avoiding Earnest Money Deposits Disputes”

Request: 3 Hours Contracts Classroom

Recommendation: Approve – 3 Hours – Contracts – Classroom. The course content meets NAC 645 standards.

Instructors: Steven Kitnick

Objective: To know and understand: 1) the character of an earnest money deposit; 2) when an earnest money deposit may be at risk; and 3) how to avoid an earnest money deposit dispute
To engage in an analysis of specific areas of the Residential Purchase Agreement that may affect the disposition of a Buyer’s Earnest Money Deposit
To increase the professional knowledge of licensees, and thus enabling them to better serve the public, close more transactions, and reduce liability to parties to the real estate transaction.

Standards: 1(a) Current information on real estate which will improve the professional knowledge of the licensee and enable him to give better service to the public.
2(p) The preparation of real estate contracts.

Content:

Introduction	5
Caveat	3
What is an Earnest Money Deposit (“EMD”)?	2
What is “Good Faith”?	1
What is an “Implied Covenant of Good Faith & Fair Dealing”?	5
“EMD” as a Source of Payment for Damages	5
Liquidated Damages	5
Is An “EMD” Required to Form a Binding Contract?	5
What is the Consideration in the Residential Purchase Agreement (“RPA”)?	3
What Form Can Consideration Take?	2
Exchange of Promises – Bilateral Contract	2
Analyzing the GLVAR “RPA” for Potential “EMD” Issues	3
Earnest Money Deposit (“EMD”)	5
Additional Financial Terms & Conditions	5
Escrow	3
Common Interest Communities (“CIC”)	5
Buyer’s Due Diligence	15
Cancellation of Agreement	3
Default – Mediation	15
Default – If Seller Defaults	
Default – If Buyer Defaults	5
Instruction to Escrow	8
Duty to Execute Documents	8
Things to Know About “EMD” Disputes	
Where is “EMD” Deposited?	3
Broker / Agent Have No Authority	2
Cancelled Transactions	3
Default	7
Who Decides Who Defaulted?	3
What Happens if There’s a Dispute Over the “EMD”?	5
Who Can Direct Payment of the “EMD”?	7

What Happens If There's a Dispute Over the "EMD"?	3
Small Claims Court	2
What Happens When a Party Prevails in Small Claims Court?	2
Dispute Resolution Recap	5
Housekeeping	5
TOTAL: 160 min ÷ 50 class hr = 3.2 Hours	

51. Steven Kitnick Seminars, LLC
 "FIRPTA: Foreign Sellers & Uncle Sam"

Request: 3 Hours General Classroom

Recommendation: Approve – 3 Hours – General – Classroom. The course content meets NAC 645 standards.

Instructors: Steven Kitnick

Objective: To improve the professional knowledge of licensees in the understanding of the Foreign Investment Real Property Tax Act ("FIRPTA"), in order to provide better service to the public.

Standards: 1(a) Current information on real estate which will improve the professional knowledge of the licensee and enable him to give better service to the public.
 2(l) Accounting and taxation as applied to real property.

Content:

Introduction	5
Disclaimer	5
History	5
What if FIRPTA?	3
What is a Foreign Person?	2
Who is Not a Foreign Person?	2
Who Must File?	2
Here's How it Works	3
When Must the Buyer File?	1
What is the Amount to Withhold?	3
Withholding of Tax on Dispositions of U.S. Real Property Interests	3
What happens if too much is withheld or too little?	1
Rates of Withholding	1
For Additional Information on Withholding Rules	1
What forms Must be Completed?	2
Where to File?	2
What About Multiple Foreign Sellers?	1
Tax Identification Number (TIN)	2
Exceptions to the Rule	5
Actual Knowledge That Certification is False	2
What is a Qualified Substitute?	3
What is a Withholding Certificate?	2
Penalties	2
Recap – What is FIRPTA?	2

Liability of Agents	5
Who is an Agent?	2
Who is Not Considered on Agent?	2
Agents Can Be Liable for Tax	1
Who is a Withholding Agent?	2
Does FIRPTA Apply to Short Sales?	5
Pending Applications for FIRPTA Withholding Certificates	2
Escrow Company Has No Obligation	1
Foreign Seller Obligations	3
Foreign Seller's Liability	1
Buyer's (Domestic or Foreign) Obligations	3
Real Estate Licensees Liability	12
Problems for Buyer's Real Estate Agent	2
Issues for the Real Estate Agent	5
Real Estate Agent's Responsibility to Eliminate Client (Buyer) Risk	5
How to Eliminate Buyer's Risk	3
Real Estate Agent Negligence	3
Agents Doing High-End Homes or Non-Residential Sales	2
FIRPTA for Real Estate Investors, Brokers & Agents	5
GLVAR Residential Purchase Agreement FIRPTA Provision	7
FIRPTA for Real Estate Investors, Brokers & Agents	3
Let's Recap! Responsibilities of Parties Involved in a U.S. Real Estate Transaction With a Foreign Seller	2
FIRPTA Horror Stories & Best Practices	15
Housekeeping	3
TOTAL: 154 min ÷ 50 class hr = 3.08 Hours	

52. Barrett Seminars
 "You and Me and the Law Makes Three"

Request: 3 Hours Contracts Classroom

Recommendation: Approve – 3 Hours – Contracts - Classroom. The course content meets NAC 645 standards.

Instructors: Lee K. Barrett Kevin L. Child Jimmy Dague
 Mark J. Carmen Cynthia Bologna-Rosenfeld

Objective: Education on law and definitions.

Standards: 2(c) The administration of real estate law and regulations, including licensing and enforcement.

Content:

Course overview and Ice breaker	10
Philosophies of Law	15
Court system and procedures	15
Keeping yourself out of court	10
BREAK 10 Minutes	

Ethics Law and Business	10
Case Study	5
Negligence	10
Contracts Offer Acceptance	10
Consideration	5
Statute of Frauds	5
Interpretation and Third Party	5
BREAK 10 Minutes	
Video	2
Discharge of Contract	13
Breech of Contracts	10
Warranties	10
Agency	10
Questions	5
TOTAL: 150 min ÷ 50 class hr = 3.0 Hours	

FOR DISCUSSION AND POSSIBLE ACTION

53. Barrett Seminars
“Home 4 Work”

Request: 3 Hours General Classroom

Recommendation: **Approve – 3 Hours – Personal Development – Classroom. Sponsor has been notified that this course is being recommended for Personal Development designation. Sponsor has provided a letter to the Commission requesting to be considered for General designation and plans to attend the Commission meeting. This course was formerly approved as CE.5432000-RE for 3 hours of personal development credit, classroom delivery, expired on April 30, 2014. The course content meets NAC 645 standards.**

Instructors: Lee K. Barrett Kevin L. Child Jimmy Dague
Cynthia Bologna-Rosenfeld

Objective:

- Identify Steps To Participate in the Campaign
- Reach Out to Employers and Help Them Develop A Plan
- Conduct Home-Buying Workshops At the Employer’s Place of Business
- Access Flexible Financing That Can Increase Affordability For Potential Home Buyers

Standards: 1(a) Current information on real estate which will improve the professional knowledge of the licensee and enable him to give better service to the public.

Content:

Welcome & Introduction	5
Identify Steps to Participate in the Campaign	10
Reach Out To Employers and Help Them Develop An EAH Plan	
Conduct Home-Buying Workshops At the Employer’s Place of Business	

Access Flexible Financing That Can Increase	
Helping Buyers and Helping You	5
This Type of Program Will Help Buyers Understand the Opportunities In Today's Markets to Own My Also Provide Another Market For Real Estate Agents That Have Never Thought of Asking Business Owners to Help Their Key Employees Buy a Home	
Objectives:	10
Identify Steps To Participate in the Campaign	
Reach Out to Employers and Help Them Develop A Plan	
Conduct Home-Buying Workshops At the Employer's Place of Business	
Access Flexible Financing That Can Increase Affordability For Potential Home Buyers	
Why:	10
Why Would an Employer Want to Provide Assistance to Someone Buying a Home?	
Reason 1	
Reason 2	
Reason 3	
If You Were an Employee Would Be More Willing to Be Recruited to A Company That Would Consider Offering Such A Program	
Housing Trends Through Clark County and Nevada	10
Median Home Prices	
Summary Forecast Table	
30 Year Fixed Rate Mortgages	
Blended Rates Throughout the Years	
BREAK 10 Minutes	
Market Conditions	15
Median Market Action Index	
Market Action Index Explained	
Identifying The Steps Needed to Participate	10
Help Employers Develop A Plan	
Conduct Workshops At Employees Place of Work	
Search Out Affordable Financing	
How Does This Help You?	10
Expands Your Business	
You Sell More Houses	
Generate Referral Business	
Bottom Line – You Become the Bright Light	
Overcoming Obstacles	
Open Your Mind to the People You Can Help!	
Employer Benefits	10
Retention, Recruitment & Recognition	
Gives Business Owners A Head Start	
Importance of Retention	10
Retain Their Key Personnel	
The Employee Wants and Needs the Security of Home Ownership	
BREAK 10 Minutes	
Importance of Recruitment	5
Recruiting Allows for Change	
Workers Embrace Their Jobs	
How Could They Say No?	

Importance of Recognition	5
Success Leads to Recognition	
Employers Can Offer Many Forms of Recognition	
Cost Benefits	10
Turnover Costs	
Percentage of Eligible Employees	
Making A Plan	10
Must Know Where the Event Will Take Place	
Have an Employer Approved Agenda for the Event	
Reach Out to Employers	
How Can I Participate	5
Identify Employers	
Register Clients	
Meet the Employers	
Make Connections	
Home 4 Work's Role	15
Conduct A Preliminary Interview with the Employer	
Conduct A Presentation on Site of Employer or Off Site Location	
Coordinate Any Leads Generated, and, By Separate Agreement, Either Refer or Disperse Leads to Agents or Brokerages Confirmed by the Owner of the Business	
Benefits of a Home Buyer's Workshop	10
Potential Buyers will get firsthand experience with	
Evaluating readiness of homeownership	
Obtaining a credit report and correcting errors	
The homeownership process	
Questions	5
TOTAL: 170 min ÷ 50 class hr = 3.4 Hours	

54. Barrett Seminars

“Client Safety – Keeping Your Client (and You) Safe”

Request: 3 Hours General Classroom

Recommendation: **Approve – 3 Hours – Personal Development – Classroom. Sponsor has been notified that personal and client safety falls under personal development. Sponsor has provided a letter to the Commission requesting to be considered for General designation and plans to attend the Commission meeting. This course was formerly approved by the Commission as CE. 5431000-RE for 3 hours of general credit by classroom delivery and expired on April 30, 2014. The course content meets NAC 645 standards.**

Instructors: Lee K. Barrett Kevin L. Child Jimmy Dague

Objective: Participants will be able to respond appropriately to Client’s Safety questions student will be able to conduct an Open House safely.

Standards: 1(a) Current information on real estate which will improve the professional knowledge of the licensee and enable him to give better service to the public.
2(e) The measurement and evaluation of the market for real estate, including evaluations of sites, market data and studies of feasibility.

Content:

Course Overview and Ice Breaker	10
Police Video (Sheriff Doug Gillespie)	5
Community Involvement – Getting Involved – Programs Available	20
Home Safety – ABC’s of Home Safety – Tips & Techniques	15
Safe Neighborhood Program – “Take 5”	10
BREAK 10 Minutes	
Open House Safety – How Not to Be a Target	20
Parking Lot Safety – Female Strategies – Male Strategies	10
Your Car	10
Lock Bumping – Securing Your Home	10
BREAK 10 Minutes	
Meth Properties – Disclosures, Remediation, Safety Issues, Crystal Darkness, Marijuana Growing for Medical Purposes	10
Gangs & Graffiti	10
Safety Test	10
Social Media	10
Resources, Websites & County/State Agencies - Questions	10
TOTAL: 160 min ÷ 50 class hr = 3.2 Hours	

55. Steven Kitnick Seminars, LLC
 “Trust Fund Accounting & Record Keeping for Nevada Brokers”

Request: 3 Hours Broker Management Classroom

Recommendation: **Discussion: Sponsor would like to be considered for both Broker Management and Property Management, and has provided a second application for consideration. Course content meets NAC 645 standards, but sponsor is not a Property Manager and would need to be approved by the Commission. Sponsor has been notified his instructor approval for this course is up for discussion.**

Instructors: Steven Kitnick, Nevada – Broker Salesperson and California - Broker

Objective: This course is designed to improve the professional knowledge & understanding of Nevada real estate brokers so they may properly account for trust funds; to ensure that adequate record keeping is maintained which is part of the basic management of their brokerage office; to assist brokers in fulfilling their legal responsibilities in the handling of trust funds & record keeping; to assist brokers in knowing & understanding the statutory & regulatory requirements of Nevada license law for the handling of trust funds; and to enable Nevada real estate brokers to better serve the public.

Standards:

- 1(a) Current information on real estate which will improve the professional knowledge of the licensee and enable him to give better service to the public.
- 1(b) Information that relates to pertinent Nevada laws and regulations.
- 2(a) Ethics of selling real estate.
- 2(f) The administration of real estate brokerage, including the management of the office, trust accounts and employee’s contracts.

Content:

Housekeeping	3
Introduction	15
What Constitutes Trust Funds?	
Who Holds Trust Funds?	
Written Contract Governs	
Broker Has Ownership Interest	
Establishing a Trust Account	10
Notify the Division of Location of Trust Account	
Service Charges	
Interest & Other Economic Benefits	
Types of Funds & Accounts	15
Company (Proprietary) Operating Funds	
Company (Proprietary) Operating Accounts	
Client Funds	
Broker Trust Account	
Out of State Brokers	
Custodial Client Accounts	
Handling Trust Funds	10
Timely Deposits	
Accurate Accounting	
Record Keeping	35
Account Records	
Required Records	
Accounting Reconciliation “Keeping Your Balance”	
Embezzlement	
Accounting to Principals	
Unclaimed Money	
Commingling & Conversion	10
Audits & Inspections	20
Indexing & Numbering	
Inspections & Transaction Files	
Time Requirements for Record Keeping	
Property Management	35
Management Account Records	
Management Agreements	
Management Files	
Personnel & Income Tax Reports	
Individual Tenant / Lease Files	
Maintenance of Records	
Cash Journal	
Owner’s Ledger	
Tenant’s Ledger	
Bank Statements & Checks	
Security & Other Tenant Deposits	
Management Referrals	
Closing a Bank Account &/or Broker’s Office	3
Bankruptcy	

Closing an Office	
Conclusion	3
Housekeeping	2
TOTAL: 161 min ÷ 50 class hr = 3.22 Hours	

56. Steven Kitnick Seminars, LLC

“Trust Fund Accounting & Record Keeping for Nevada Brokers”

Request: 3 Hours Property Management Classroom

Recommendation: **Discussion:** Sponsor would like to be considered for both Property Management and Broker Management, and has provided a second application for consideration. Course content meets NAC 645 standards, but sponsor is not a Property Manager and would need to be approved by the Commission. Sponsor has been notified his instructor approval for this course is up for discussion.

Instructors: Steven Kitnick, Nevada – Broker Salesperson and California - Broker

Objective: This course is designed to improve the professional knowledge & understanding of Nevada real estate brokers so they may properly account for trust funds; to ensure that adequate record keeping is maintained which is part of the basic management of their brokerage office; to assist brokers in fulfilling their legal responsibilities in the handling of trust funds & record keeping; to assist brokers in knowing & understanding the statutory & regulatory requirements of Nevada license law for the handling of trust funds; and to enable Nevada real estate brokers to better serve the public.

Standards:

- 1(a) Current information on real estate which will improve the professional knowledge of the licensee and enable him to give better service to the public.
- 1(b) Information that relates to pertinent Nevada laws and regulations.
- 2(a) Ethics of selling real estate.
- 2(f) The administration of real estate brokerage, including the management of the office, trust accounts and employee’s contracts.

Content:

Housekeeping	3
Introduction	15
What Constitutes Trust Funds?	
Who Holds Trust Funds?	
Written Contract Governs	
Broker Has Ownership Interest	
Establishing a Trust Account	10
Notify the Division of Location of Trust Account	
Service Charges	
Interest & Other Economic Benefits	
Types of Funds & Accounts	15
Company (Proprietary) Operating Funds	
Company (Proprietary) Operating Accounts	
Client Funds	
Broker Trust Account	

Out of State Brokers	
Custodial Client Accounts	
Handling Trust Funds	10
Timely Deposits	
Accurate Accounting	
Record Keeping	35
Account Records	
Required Records	
Accounting Reconciliation "Keeping Your Balance"	
Embezzlement	
Accounting to Principals	
Unclaimed Money	
Commingling & Conversion	10
Audits & Inspections	20
Indexing & Numbering	
Inspections & Transaction Files	
Time Requirements for Record Keeping	
Property Management	35
Management Account Records	
Management Agreements	
Management Files	
Personnel & Income Tax Reports	
Individual Tenant / Lease Files	
Maintenance of Records	
Cash Journal	
Owner's Ledger	
Tenant's Ledger	
Bank Statements & Checks	
Security & Other Tenant Deposits	
Management Referrals	
Closing a Bank Account &/or Broker's Office	3
Bankruptcy	
Closing an Office	
Conclusion	3
Housekeeping	2
TOTAL: 161 min ÷ 50 class hr = 3.22 Hours	