

TO: Administrator Real Estate Education Subcommittee (AREES)

FROM: Annalyn Carrillo, Education and Information Manager
Kimberly Smith, CE Program Supervisor

SUBJECT: Education Summary

NEW REAL ESTATE CONTINUING EDUCATION COURSES

APPROVALS

GREATER LAS VEGAS ASSOCIATION OF REALTORS

1. Effective Negotiating for Real Estate Professionals
Request: 7 Hours GENERAL Classroom

Determination: APPROVED CE.6516000-RE

Instructors: JIMMY J DAGUE

Objective: At the conclusion of this course, students will be able to: Recall the importance of possessing superior communication skills; Identify & apply the styles & principles of negotiation; Conduct an effective negotiation; State tactics on dealing deadlock; apply skills for dealing with difficult negotiators; Manage multi-party negotiations; Name cultural influences on negotiations.

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(g) Real estate mathematics.

2(o) The use of calculators and other technologies as applied to the practice of real estate.

| SUBJECT/TOPICS | INCREMENTS |
|--|-------------------|
| Welcome, Introduction & Energizing Activity | 15 min |
| 1. Communication Styles and Skill Development | 85min |
| <ul style="list-style-type: none"> ▪ DiSC Overview ▪ Identifying & Relating to Traits in Others ▪ Adapting to Others ▪ Challenging Others ▪ Communication Skill Development | |
| BREAK #1 | 15 |
| mins | |
| 2. Principles and Phases of Negotiation | 120 |
| min | |
| <ul style="list-style-type: none"> ▪ Negotiation Practice #1 | |

- Negotiation Styles
- Negotiation Strategies
- Principles of Negotiation

LUNCH

60

mins

3. Conducting an Effective Negotiation

80 min

- How to Negotiate
- Negotiation Practice #2
- Dealing with Deadlock
- Dealing with Difficult Negotiators

BREAK #2

15 min

4. Managing Multi-Party Negotiations/Cultural Influences on Negotiation

100

min

- Managing Multi-Party Negotiations
- Negotiation Practice #3
- Cultural Dimensions Overview
- Cultural Factor Activity
- Negotiation Practice #4

**Questions/Conclusions/Dismissed
mins**

20

TOTAL: 510 Mins ÷ class hr = 7 Hours

APPROVALS

GREATER LAS VEGAS ASSOCIATION OF REALTORS

2. PROPERTY MANAGEMENT - RISKY BUSINESS

Request: 3 Hours PROPERTY MANAGEMENT Classroom

Determination: APPROVED CE.6519000-RE

Instructors: LEE K BARRETT, DAVID P BOYER, RICHARD J BRENKUS, TERI L BRENKUS, JIMMY J DAGUE, DEIRDRE M FELGAR, SOOZI JONES-WALKER, KEITH L KELLEY, MYRNA KINGHAM, ALDO M MARTINEZ, FAFIE MOORE, LINDA NAUMANN, LINDA A RHEINBERGER, NEIL J SCHWARTZ

Objective: To be aware of the Property Management activities that expose the property manager and broker to the most risk. To develop a set of practices and procedures for property managers and broker that are designed to manage and minimize risks in Property Management.

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(f) The administration of real estate brokerage, including the management of the office, trust accounts and employee's contracts

- 2(u) Disclosure required during the sale or lease of real property, including, without limitation, information required pursuant to [NRS 116.4103](#), [116.4109](#) and [116B.760](#);

| SUBJECT/TOPICS | COURSE TIMED INCREMENTS |
|---|-------------------------|
| Introductions/Classroom Procedures/Housekeeping | 5 Mins |
| Five Keys to Risk Management Overview | 5 Mins |
| <ul style="list-style-type: none"> a. Managing the Business b. Handling the Money c. Landlords & Landlord Relationships d. Tenants & Tenant Relationships e. Managing the Property | |
| Managing the Business Risks | 10 Mins |
| <ul style="list-style-type: none"> a. Setting it up b. Hiring and retaining qualified staff c. Do all PM staff understand the laws? d. What should licensed staff know? e. How does unlicensed staff function? f. Hire adequate staff g. Failure to supervise | |
| Managing the Money | 15 Mins |
| <ul style="list-style-type: none"> a. Choosing the Right Accounting System <ul style="list-style-type: none"> 1. Cloud based 2. Individual user logins 3. Supports monthly and annual audits b. Preventing Embezzlement c. Pay Special Attention to the Security Deposit Trust Account d. Avoid Commingling and Conversion e. Monthly Reconciliations f. Annual Reconciliations g. Building in Checks and Balances | |
| The Landlord Relationship - Part 1 | 15 Mins |
| <ul style="list-style-type: none"> a. What about the Landlord <ul style="list-style-type: none"> 1. Is he/she a trustee? 2. Is he/she a micro-manager? 3. End toxic relationships quickly b. Existing Tenants c. Existing Lease Agreements d. Property Management Agreement Considerations <ul style="list-style-type: none"> 1. Have an outstanding PMA 2. Go through the PMA in person when possible 3. Evaluate Owner's Goals and Objectives 4. Get on the same page with the owner | |
| BREAK # 1 | 10 Mins |
| The Landlord Relationship - Part II - Taking on a new Property | 15 Mins |
| <ul style="list-style-type: none"> a. Proof of Landlord Insurance | |

| | |
|--|---------|
| <ul style="list-style-type: none"> b. Determining the Reserve Deposit c. Managing Multiple Properties for the Same Owner d. Foreclosure | |
| Managing Tenant Risks | 15 Mins |
| <ul style="list-style-type: none"> a. Tenant Screening and Leases <ul style="list-style-type: none"> 1. The Lease Application 2. Tenant Selection 3. Emergency Contact Info 4. The Lease Agreement <ul style="list-style-type: none"> 1. Go through the Lease in person 2. Get on the same page with the tenant 3. Restrictions 4. Smoking <ul style="list-style-type: none"> a. Medical Marijuana b. Recreational Marijuana 5. Pets 6. Service Animals (Does the Application Address this?) 7. Explain the Security Deposit 8. Lease Terminations Issues 9. Proactively address failed tenant relations 10. Failure to manage the Lease Agreement | |
| Moving In | 10 Mins |
| <ul style="list-style-type: none"> a. Pre-Move-in Inspection b. Property Condition Report <ul style="list-style-type: none"> 1. Complete it prior to moving in 2. Allow tenants at least five-days to call out any maintenance & repair issues c. Photos and video | |
| Moving Out | 10 Mins |
| <ul style="list-style-type: none"> a. Pre-Move-Out Inspection/Walk Through with the Tenant b. Final Move-Out and Property Condition Report | |
| BREAK # 2 | 10 Mins |
| Returning the Security Deposit | 10 Mins |
| <ul style="list-style-type: none"> a. Handle Timely b. What is Normal Wear and Tear c. Avoiding Complaints and Court Appearances | |
| Early Termination of Lease - Domestic Violence | 5 Mins |
| <ul style="list-style-type: none"> a. NRS 118A.345 b. Extends to Harassment & Stalking | |
| The Property Risks 1 | 10 Mins |
| <ul style="list-style-type: none"> a. Current condition b. Habitability issues c. Environmental issues d. Maintenance & repairs | |
| Insurance | 10 Mins |
| <ul style="list-style-type: none"> a. Landlord b. Minimum \$500,000 - \$1,000,000 | |

| | |
|---|----------------|
| c. Additional named interest or insured d. Indemnity clause e. Tenant f. Flood g. Home Warranty | |
| The Property Risks II | 10 Mins |
| a. Maintenance & Inspections b. Pay Special Attention to Health & Safety Issues c. Preventative Maintenance 1. Reduces Repair & Replacement Costs 2. Avoids Interruptions to Tenants d. Routine Inspections 1. Use Checklist 2. Interior and Exterior 3. What to Inspect e. Smoke Detectors f. Carbon Monoxide Detectors g. Maintenance Requests h. Contractors & NRS 624 | |
| Questions/Conclusions | 5 Mins |
| TOTAL: 00 Mins ÷ 50 class hr = 3 Hours | |

APPROVALS

GREATER LAS VEGAS ASSOCIATION OF REALTORS

3. Our Ethical World

Request: 3 Hours ETHICS Classroom

Determination: **APPROVED CE.6518000-RE**

Instructors: LEE K BARRETT, DAVID L BERG, KATHRYN C BOVARD, DAVID P BOYER, RICHARD J BRENKUS, TERI L BRENKUS, JIMMY J DAGUE, DEIRDRE M FELGAR, SOOZI JONES-WALKER, KEITH L KELLEY, MYRNA KINGHAM, KEITH E LYNAM, ALDO M MARTINEZ, JC MELVIN, BOBBI MIRACLE, FAFIE MOORE, LINDA NAUMANN, ALEXANDRA R NIKOLOV, NORMA JEAN OPATIK, GEORGIA PURPURA, DEVIN J REISS, LINDA A RHEINBERGER, NEIL J SCHWARTZ, JULIE YOUNGBLOOD

Objective: The student will be able to clearly defiance ethics and describe ethical standards to their clients. Students will identify the Code of Ethics and recent changes.

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(n) Agency and subjects related to agency.

SUBJECT/TOPICS

**COURSE TIMED
INCREMENTS**

| | |
|--|---------|
| Overview of class objectives, expectations and mindset | 10 Mins |
| 1. Definition and history of ethics | 15 Mins |
| a. History of ethics and foundation of study of ethics | 15 Mins |
| b. Where are we now and ethics in industry | 10 Mins |
| BREAK #1 | 10 Mins |
| 2. Review of Code of Ethics and History | 10 Mins |
| a. COE Articles 1-9 Duties to client | 20 Mins |
| b. COE Articles 10-14 Duties to public | 10 Mins |
| c. COE Articles 15-17 Duties to REALTOR | 10 Mins |
| BREAK # 2 | 10 Mins |
| | 10 Mins |
| 3. Ethics in Action | 00 Mins |
| a. Exercise #1-Procuring Cause | 15 Mins |
| b. Exercise #2-The offer and Answering for the client | 15 Mins |
| c. Exercise #3-Your “ahas” and action steps | 15 Mins |
| Questions/Conclusions | 05 Mins |
| TOTAL: 150 Mins ÷ 50 class hr = 3 Hours | |

APPROVALS

GREATER LAS VEGAS ASSOCIATION OF REALTORS

4. ESCROW - WHAT IS IT?"

Request:

3 Hours

GENERAL

Classroom

Determination: APPROVED CE.6517000-RE

Instructors: LEE K BARRETT, DAVID L BERG, KATHRYN C BOVARD, DAVID P BOYER, RICHARD J BRENKUS, TERI L BRENKUS, JIMMY J DAGUE, DEIRDRE M FELGAR, SOOZI JONES-WALKER, KEITH L KELLEY, MYRNA KINGHAM, ALDO M MARTINEZ, JC MELVIN, BOBBI MIRACLE, FAFIE MOORE, LINDA NAUMANN, ALEXANDRA R NIKOLOV, NORMA JEAN OPATIK, GEORGIA PURPURA, DEVIN J REISS, LINDA A RHEINBERGER, NEIL J SCHWARTZ, JULIE YOUNGBLOOD

Objective: As a result of this course, Agent should be able to clearly communicate to their clients, first what Escrow is and what Escrow does. Next, the Agent will examine the critical parts involved in the Escrow process, from OPENING, to Preliminary Title Report, to clearing liens and Vesting options, to signing and closing.

A flow chart for the Process and a table for Vesting Choices is also reviewed as well as the terminology.

Finally, Agents will discuss WHICH concerns THEY should explain and which should be referred to the licensed Escrow Officer as well as the Agent will be able to discuss the most common Red Flags to their Clients as to what could possibly come up during this 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.

SUBJECT/TOPICS

| | |
|---|---------|
| Introductions/Classroom Procedures | |
| 1. | 15 Mins |
| a. Icebreaker b. Course Objectives c. How much do you know? | |
| 2. | 10 Mins |
| a. Why do we need Escrow? b. What is Escrow? | |
| 3. | 15 Mins |
| a. What does the Escrow Officer do? b. Escrow and Agent Flow Chart | |
| 4. | 10 Mins |
| a. Glossary and Terms | |
| BREAK# 1 | 10 Mins |
| 5. | 10 Mins |
| a. Statutes Affecting Escrow | |
| 6. | 10 Mins |
| a. Oh, Oh, Escrow is Falling Apart | |
| 7. | 10 Mins |
| a. Questions an Agent Shouldn't Answer | |
| 8. | 10 Mins |
| Escrow Red Flags | |
| 9. | 10 Mins |
| a. Vesting Options | |
| BREAK# 2 | 10 Mins |
| 10. | 15 Mins |
| a. Exercises 1 & 2 | |
| 11. | 10 Mins |
| a. Residential Purchase Timeline | |
| 12. | 10 Mins |
| The Agent's Role | |
| 13. | 15 Mins |
| a. Exercises 3 & 4 | |
| TOTAL: 150 Mins+ 50 class hr = 3 Hours | |

APPROVALS

GREATER LAS VEGAS ASSOCIATION OF REALTORS

5. THE ETHICAL TRANSACTION - PROCESS AND DECISION FOR THE BUYER AND SELLER”

Determination: APPROVED CE.6520000-RE

Instructors: LEE K BARRETT, DAVID L BERG, KATHRYN C BOVARD, DAVID P BOYER, RICHARD J BRENKUS, TERI L BRENKUS, JIMMY J DAGUE, DEIRDRE M FELGAR, SOOZI JONES-WALKER, KEITH L KELLEY, MYRNA KINGHAM, KEITH E LYNAM, ALDO M MARTINEZ, JC MELVIN, BOBBI MIRACLE, FAFIE MOORE, LINDA NAUMANN, ALEXANDRA R NIKOLOV, NORMA JEAN OPATIK, GEORGIA PURPURA, DEVIN J REISS, LINDA A RHEINBERGER, NEIL J SCHWARTZ, JULIE YOUNGBLOOD

Objective: As a result of attending this continuing education program the participant will be able to: 1. The student will be able to clearly define ethics and the real estate transaction for the seller and buyer. 2. Student will accurately describe ethical standards to their clients for the process of the transaction. 3. Clearly identify the Articles of NAR Code of Ethics. 4. Identify real life ethical situations in practice in current market. 5. Students will identify the Code of Ethics and the client making 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(a) Ethics of selling real estate.

2(t) Issues relating to consumer protection.

SUBJECT/TOPICS**COURSE TIMED INCREMENTS**

| | |
|--|---------|
| Overview of class objectives, expectations and mindset | 10 Mins |
| 4. Code of Ethics | |
| f. Code of Ethics - Articles 1 - 9 - How we treat the Client | 20 Mins |
| g. Code of Ethics - Articles 10 - 14 - How we treat the Public | 10 Mins |
| h. Code of Ethics - Articles 15 - 17 - How we treat REALTORS® | 10 Mins |
| Break # 1 | 10 Mins |
| 5. Seller Process | |
| h. Our ethical obligation to Seller | 10 Mins |
| i. Code of Ethics - Article 1 - Seller - Scenario # 1 | 10 Mins |
| j. Code of Ethics - Article 1 - Seller - Scenario # 2 | 10 Mins |
| k. Code of Ethics - Article 1 - Seller - Scenario # 3 | 10 Mins |
| l. Seller Value added | 10 Mins |
| Break # 2 | 10 Mins |
| 6. Buyer Process | |
| h. Our ethical obligation to Buyer | 15 Mins |
| i. Code of Ethics - Article 9 - Scenario # 1 | 10 Mins |
| j. Code of Ethics - Article 9 - Scenario # 2 | 10 Mins |
| k. Code of Ethics - Article 9 - Scenario # 3 | 10 Mins |
| l. Buyer value added | 5 Mins |

| | |
|---|---------|
| Questions/Wrap up and Evaluations | 10 Mins |
| TOTAL: 150 Mins ÷ 50 class hr = 3 Hours | |

APPROVALS

NAIOP

6. "COMMERCIAL LEASING"
Request: 4 Hours CONTRACTS Classroom

Determination: APPROVED CE.5129001-RE

Instructors: ELIZABETH FIELDER

Course Objective(s): To give participants an understanding of issues and concerns that effect the real estate industry with regards to cybersecurity. This class will have a primary focus on the overall concerns effecting the real estate industry, a complete understanding State and Federal legal requirements regarding wire fraud, proper documentation disposal and client data protection.

- 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(g) Real estate mathematics.
 - 2(p) The preparation of real estate contracts.

SUBJECT/TOPICS

COURSE TIMED INCREMENTS

| | |
|---|---------|
| Introductions/Classroom Procedures/Housekeeping | 5 Mins |
| 1. The Increasing threat of Cyber Crime | 25 Mins |
| A. IC3 Reporting Trends | 5 Mins |
| B. Legislative and Standard Solutions | 5 Mins |
| C. PII and InfoSec | 5 Mins |
| D. Global Breaches by type and industry | 5 Mins |
| E. New and Growing Threats | 5 Mins |
| 2. State and Federal Record Keeping Requirements. | 20 Mins |
| A. State Statistics | 10 Mins |
| B. Nevada Requirements | 10 Mins |
| BREAK (not included in 1-hour class) | 10 Mins |
| 3. Cybersecurity Industry Concerns | 30 Mins |
| A. Business and Email Process Compromise | 5 Mins |
| B. POS / Fraud Concerns | 5 Mins |
| C. Wire Fraud | 10 Mins |
| D. Brandjacking | 10 Mins |
| 4. Device Security and personal profile in the Real Estate industry | 20 Mins |
| A. Platform Security | 05 Mins |
| B. Network Security | 05 Mins |
| C. Alternative Product threats | 05 Mins |
| D. Social Media concerns | 05 Mins |
| BREAK (not included in 1-hour class) | 10 Mins |
| 5. Credit and Data Breaches | 50 Mins |
| A. Data Breaches | 20 Mins |
| B. Equifax Specific | 15 mins |
| C. Freezing your Credit | 15 mins |
| Questions | 10 Mins |
| TOTAL: 180 Mins ÷ 50 class hr = 3 Hours | |

APPROVALS

WINDERMERE PRESTIGE PROPERTIES

7. "WHAT IT TAKES TO SUCCEED IN LUXURY REAL ESTATE"
Request: 3 Hours GENERAL Classroom

Determination: APPROVED CE.6530000-RE

Instructors: MICHELE MELNICK, KERRI L RICHARDS, ROBYN C YATES

Objective:

Course Objective(s): This class is a journey in evaluating fears and mastering mindset. We accomplish this by providing solutions to the most common concerns and obstacles that prevent agents from working with affluent clients. We help increase confidence by providing a foundation of knowledge along with a process that the agent can start executing immediately to assist them on their path.

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.

| <u>SUBJECT/TOPICS</u> | <u>COURSE TIMED INCREMENTS</u> |
|--|--------------------------------|
| 1. Introductions/Definitions <ul style="list-style-type: none">• Introductions and Course Objections summary. | 10 min |
| 2. Intro of Series & What are your Fears | 10 Min |
| 3. Strengths Workshop, <ul style="list-style-type: none">• Angela Duckworth Bio & Research• Developing Grit & Quiz | 20 Min |
| 4. The Benefits of Selling Luxury | 20 Min |
| BREAK – 10 Min | |
| 5. What are You Getting Into? <ul style="list-style-type: none">• Las Vegas Luxury Market Threshold MLS Exercise | 20 Min |
| 6. Overcoming: Lack of Experience, Building Confidence | 20 Min |
| BREAK – 10 Min | |
| 7. Obtaining Clients & Creating a Plan <ul style="list-style-type: none">• Luxury Client Profiles• | 20 Min |
| 8. Working with Sellers 101 | 20 Min |
| 9. Working with Buyers 101 | 20 Min |

TOTAL: 180 Mins ÷ 50 class hr = 3.6 Hours

APPROVALS

WINDERMERE PRESTIGE PROPERTIES

8. "HOW TO MARKET LUXURY PROPERTIES"

Request: 3 Hours

GENERAL

Classroom

Determination: APPROVED CE.6529000-RE

Instructors: MICHELE MELNICK, KERRI L RICHARDS, ROBYN C YATES

Course Objective(s): This class will be a discussion on the process of marketing a luxury home. Agents will learn techniques and tips on how to seek out the unique attributes of a home and how to bring it to market. We will share and demonstrate samples of how to showcase the details, and bring it to life.

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.

| <u>SUBJECT/TOPICS</u> | <u>COURSE TIMED INCREMENTS</u> |
|--|--------------------------------|
| 1. Introductions/Definitions <ul style="list-style-type: none">• Introductions and Course Objections summary. | 10 min |
| 2. Class Overview, Collection Overview | 10 Min |
| 3. Pre-Market Setting a Timeframe, Being Proactive | 20 Min |
| 4. Educating the Seller Upfront on Expectations | 20 Min |
| BREAK – 10 Min | |
| 5. Providing Information the Buyer Can't Get Online <ul style="list-style-type: none">• Board exercise | 20 Min |
| 6. Marketing the Dream & Lifestyle <ul style="list-style-type: none">• Creative Writing Workshop | 20 Min |
| BREAK – 10 Min | |
| 7. Staging, Photography and Video <ul style="list-style-type: none">• Sample Video | 20 Min |
| 8. Market Ready <ul style="list-style-type: none">• Online & Print Marketing | 20 Min |
| 9. Showings <ul style="list-style-type: none">• Recap & Summarize, questions & Answer Session | 20 Min |

TOTAL: 180 Mins ÷ 50 class hr = 3.6 Hours

APPROVALS

WINDERMERE PRESTIGE PROPERTIES

9. "THE CUSTOM HOME BUILDING PROCESS & HIGH END LOCATIONS"

Request: 3 Hours GENERAL Classroom

Determination: APPROVED CE.6528000-RE

Instructors: MICHELE MELNICK, KERRI L RICHARDS, ROBYN C YATES

Course Objective(s): This CE class is designed to provide agents with the fundamentals as a well broad overview of luxury real estate products available in the Las Vegas Valley. Attendees will learn the general process of a luxury custom home build including timeframes, permitting and financing. They will learn the general nuances of golf communities, and an introduction to high rises and available products.

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.

| <u>SUBJECT/TOPICS</u> | <u>COURSE TIMED INCREMENTS</u> |
|--|--------------------------------|
| 1. Introductions/Definitions | 10 min |
| • Introductions and Course Objections summary. | |
| 2. Collection Overview, Welcome Guest Speaker | 10 Min |
| 3. Guest Speaker – Custom Home Builds | 20 Min |
| 4. Custom Home Builds Continued | 20 Min |
| | BREAK – 10 Min |
| 5. Golf Communities 101 | 20 Min |
| 6. Overview of Available Luxury Communities | 20 Min |
| | BREAK – 10 Min |
| 7. Luxury Communities Continued | 20 Min |
| 8. High Rises 101 | 20 Min |
| 9. Overview of Available High Rises | 20 Min |

TOTAL: 180 Mins ÷ 50 class hr = 3.6 Hours

APPROVALS

WINDERMERE PRESTIGE PROPERTIES

10. "THE NEEDS OF TODAY'S LUXURY CONSUMER"

Request:

3 Hours

GENERAL

Classroom

Determination: APPROVED CE.6527000-RE

Instructors: MICHELE MELNICK, KERRI L RICHARDS, ROBYN C YATES

Course Objective(s): Take a journey with us as we learn who the affluent are on a global scale, what their mindset was, and how it has changed. And the evolution of what is being considered "luxury" by today's standards. We will discuss how current trends will shape what it takes to become and remain relevant in today's luxury world.

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.

| <u>SUBJECT/TOPICS</u> | <u>COURSE TIMED INCREMENTS</u> |
|--|--------------------------------|
| 1. Introductions/Definitions | 10 min |
| • Introductions and Course Objections summary. | |
| 2. Class Overview, Collection Overview | 10 Min |
| 3. How Do We Know? | 20 Min |
| 4. A Global Look at the Affluent | 20 Min |
| BREAK – 10 Min | |
| 5. A Change in Mindset | 20 Min |
| 6. The Top 5 Trends In Mindset | 20 Min |
| BREAK – 10 Min | |
| 7. Re-defining The Luxury Brand | 20 Min |
| 8. Consumer Expectations | 20 Min |
| 9. What About Real Estate | 20 Min |
| 10. Brainstorming Workshop | |
| TOTAL: 180 Mins ÷ 50 class hr = 3.6 Hours | |

APPROVALS

WINDERMERE PRESTIGE PROPERTIES

11. "CODE OF ETHICS - PROFESSIONAL CONDUCT, BUSINESS ETIQUETTE & REAL LIFE SCENARIOS"

Request: 3 Hours ETHICS Classroom

Determination: APPROVED CE.6526000-RE

Instructors: KERRI L RICHARDS

Course Objective(s): 1) Understand founder's goals, significance and structure of NAR Code of Ethics 2) Increase his/her understanding and application of Code of Ethics Articles 1-17 and corresponding Standards of Practice 3) Become familiar with NAR Pathways to Professionalism including respect to public, property and peers 4) Identify proper etiquette and professional conduct in real life scenarios

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

| <u>SUBJECT/TOPICS</u> | <u>COURSE TIMED INCREMENTS</u> |
|--|--------------------------------|
| 1. Introductions/Definitions | 10 min |
| • Introductions and Course Objections summary. | |
| 2. Overview of NAR Code of Ethics | 20 Min |
| Article 1 | |
| 3. Article 2-9 Duties to the Client | 20 Min |
| BREAK – 10 Min | |
| 4. Articles 10-14 Duties to the Public | 25 Min |
| Video The Customer's Perception Is Your Reality | |
| 5. Article 15-17 Duties to Realtors | 25 Min |
| BREAK – 10 Min | |
| 6. NAR Pathways to Professionalism | 20 Min |
| Respect for the Public | |
| Respect for Property | |
| Respect for Peers | |
| Video : Pathways to Professionalism | 05 Min |
| 7. Real Life Scenarios Review and Discuss | 25 min |
| 8. Course Objectives Review | 10 Min |
| TOTAL: 180 Mins + 50 class hr = 3.6 Hours | |

APPROVALS

DEFENSE IN HEELS

12. "WOMEN'S HANDS-ON SELF-DEFENSE"

Request:

1 Hours

GENERAL

Classroom

Determination: APPROVED CE.6514000-RE

Instructors: PATTI STEWART

Objective: Hands-on self-defense training for female agents. Agents will learn how to defend themselves in attack situations.

Standards: 2(q) Personal development courses.

SUBJECT/TOPICS

COURSE TIMED INCREMENTS

| | |
|---|---------|
| Introductions/Classroom Procedures/Housekeeping | 10 Mins |
| 7. Awareness Training | 40 Mins |
| i. What is Awareness | 10 Mins |
| j. Open House Safety | 10 Mins |
| k. How to be a bad target/ What bad guys look for | 10 Mins |
| l. Signs of an attacker | 10 Mins |
| BREAK | 10 mins |
| 2. Hands-on Training | 50 Mins |
| a. First Position | 15 Mins |
| b. Second Position | 15 Mins |
| c. Third Position | 15 Mins |
| d. Extra time | 5 Mins |
| BREAK | 10 mins |
| 3. Hands on Training continued | 50 Mins |
| a. Hair Pull | 15 Mins |
| b. Forced to Kneel | 15 Mins |
| c. Weapons | 15 Mins |
| Questions/Conclusions | 10 Mins |
| TOTAL: 150 Mins ÷ 50 class hr = 3 Hours | |
| | |
| | |

APPROVALS

FIRST AMERICAN TITLE COMPANY - RENO

13. "PROS AND CONS OF REPRESENTING MORE THAN ONE CLIENT"

Determination: APPROVED CE.6515000-RE

Instructors: JANICE A COPPLE

Objective: Teach agents the law of agency when representing more than one client in the same transaction. Review best practices to protect the clients and the agent.

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

| SUBJECT/TOPICS | COURSE TIMED INCREMENTS |
|--|--------------------------------|
| Introductions/Classroom Procedures/Housekeeping | 10 min |
| 5. What does Nevada law say? <ol style="list-style-type: none"> a. NRS 645.252 b. Duties of licensee acting as agent in real estate transaction. A licensee who acts as an agent in a real estate transaction: <ol style="list-style-type: none"> c. (d) Except as otherwise provided in NRS 645.253, that the licensee is acting for more than one party to the transaction. If a licensee makes such a disclosure, he or she must obtain the written consent of each party to the transaction for whom the licensee is acting before he or she may continue to act in his or her capacity as an agent. d. the written consent of each party to the transaction for whom the licensee is acting before he or she may continue to act in his or her capacity as an agent. The written consent must include: <ol style="list-style-type: none"> (1) A description of the real estate transaction. (2) A statement that the licensee is acting for two or more parties to the transaction who have adverse interests and that in acting for these parties, the licensee has a conflict of interest. (3) A statement that the licensee will not disclose any confidential information for 1 year after the revocation or termination of any brokerage agreement entered into with a party to the transaction, | |
| 1. You know it as dual agency <ol style="list-style-type: none"> a. But to the real estate division it's called multiple representation b. Position Statement from the Nevada Real Estate Division <ol style="list-style-type: none"> i. Dual agency is a common law term. In 1995 NRS 645.251 abrogated the common law setting forth that "a licensee is not required to comply with any principles of common law that may otherwise apply to any of the duties of a licensee as set forth in NRS 645.252, 645.253, and 645.254 and the regulations adopted to carry out those sections." ii. Thus, the prevailing law in Nevada regarding agency duties of a licensee is STATUTORY. The term "dual agency" is not used anywhere in NRS 645. | 20 min |
| 6. So What Does That Mean? | |

- a. Agents frequently refer to representing a buyer and seller or two buyers making offers on the same property as “dual agency”.
 - b. In Nevada it is not Dual Agency.
 - c. It is multiple representation.
7. Different types of multiple representation recognized in Nevada
 - a. The most typical is where a broker seeks to represent both the buyer and seller.
 - b. Not as prevalent but more common in sellers markets (where there are more buyers than properties), is when the broker represents two or more buyers in competition with each other for a single property.
 - c. Nevada real estate law recognizes representing two buyers writing offers on the same property as a “conflict of interest”.
 - d. Theoretically, a broker could also simultaneously represent a seller and multiple competing buyers.
 - e. Regardless of which parties are being represented, seller and buyer or another mixture, each party must be given a Consent to Act form and the opportunity to reject this type of agency relationship.
 - f. If two or more of your buyers want to write an offer on the same home with you, you are “acting for two or more parties to the transaction who have adverse interests and that in acting for these parties, the licensee has a conflict of interest.” (NRS 645.252.1.d.2)
4. Two buyers wanting to make offers on the same house
 - a. You need to have a consent to act form and a duties owed form signed prior to writing the offers
 - b. How and when do you explain the need for a consent to act form to multiple buyers? 20 min.
5. Example:
 - a. You show the house to Buyer #1 at 10am and they say they want to think about it.
 - b. You show the same house to Buyer #2 at 1pm and they want to make an offer so you go back to your office with them
 - c. While you’re writing the offer for Buyer #2... Buyer #1 sends you a text message telling you they want to make an offer
 - c. Yikes!!
6. What do you tell Buyer #2?
 - a. They’re still sitting at your desk...
 - b. What do you say to them?
7. What you “legally” have to do
 - a. Explain that you showed the house to another buyer earlier that day that now wants to write an offer too.
 - b. Explain to them that now you have a conflict of interest.
 - c. Prepare the consent to act form, explain it and have them sign it. 20 min.
 - d. If they’re reluctant, tell them you can refer buyer #1 to another agent in your office so you will only be representing them

8. What is Buyer #2 feeling?
 - a. They hadn't even considered that you are working with another buyer
 - b. Or that you would show the other buyer their "dream home"
 - c. They leave your office feeling "miffed"
9. After Buyer #2 Leaves Your Office you call Buyer #1
 - a. What do you say to them?
 - b. You have to tell them you just finished writing an offer on the same house for another buyer
 - c. You have to disclose to them that writing an offer for them requires a consent to act form that you will be representing them and another buyer
10. What are your best options?
 - a. It might be better to offer to refer them to another agent in your office to write the offer for them.
 - b. But most agents don't want to give away business.
 - c. If you decide to represent both of the buyers...
 - d. Be sure to have both sign a duties owed and a consent to act
 - e. Tell both buyers you are also representing another buyer. 20 min.
11. Example of how representing two buyers on the same property can go wrong?
12. My first case as a commissioner:
 - a. Agent wrote two offers for two different buyers on the same property
13. How does using the same agent benefit buyers and sellers?
 - a. Using the same agent can streamline the transaction
 - b. Many agents feel that when a buyer and seller are both working with the same agent, forms and documents can be prepared and signed more quickly, and offers and counteroffers can be communicated more quickly.
 - c. what ordinarily happens in a home sale transaction is that a buyer will prepare an offer, with the help of the buyer's agent. The buyer's agent will then send this document to the seller's agent, who will then share it with the seller. When you take out one of the middlemen, communication is faster and more efficient.
 - d. An agent will usually have more information about the property than an agent acting solely for the buyer would
 - e. the agent may agree to a reduced commission because the agent isn't sharing the commission with another agent and is getting paid for acting on behalf of each party
14. Buyers may have more negotiating power 20 min.
 - a. The agent can help the buyer craft an offer that will be attractive to the seller.
 - b. This is particularly advantageous when multiple buyers place multiple offers on a property.
15. What's the downside for clients?
 - a. they will not receive special, confidential information from the other side just because you share an agent
 - b. When an agent owes a duty of loyalty to two parties who have opposite, competing interests, the agent may have difficulty advancing the interests of either party, or worse, end up choosing the interests of one party over another.

16. What's the downside for you? 20
min.
- a. **You are at more risk and liability**
 - b. **Non-disclosure of pertinent facts**
 - c. **Disclosure of confidential information**
 - d. **Allegations of "favoritism"**
17. Example of what can go wrong
- a. **Email from seller to one of my agents:**
 - b. **"If you are not understanding my emails, you have cost me thousands of dollars, and when I have continued to cooperate and close this deal, at closing, you went and hid and did not help your buyer or your seller finalize the deal. That is the saddest thing I have ever seen in my life. "**
20 min.
18. Some background
- **Seller was unhappy with the work a handyman did. The seller authorized \$1100 and the total bill, when received, was \$1986. seller refused to pay the overage. Plus, the agent wasn't at the closing.**
19. **NRS 645.252 Duties of licensee acting as agent in real estate transaction**
2. **NAC 645.605 Considerations in determining certain misconduct by licensee.** **20**
min **20 min**
21. **NRS 645.630 Authorized disciplinary action; grounds for disciplinary action; orders imposing discipline deemed public records.**
- BREAK** (not included in 1-hour class)
22. **Most common form of multiple representation** **20 min**
- a. **Seller/buyer**
 - b. **When do you get the duties owed form and consent to act form signed by the seller?**
 - c. **When do you get the duties owed form and consent to act form signed by the buyer?**
23. **Arrange to have one of the parties be "unrepresented"**
- a. **If you're representing the seller and show the property to a buyer that wants to write an offer, Talk to the buyer about being unrepresented in the transaction**
 - b. **You can still write the offer for them and answer general questions regarding financing, inspections, etc.**
3. min
4. min
- TOTAL: 160 Mins ÷ 50 class hr = 3 Hours**

APPROVALS

KAPLAN PROFESSIONAL SCHOOLS

14. "EVERYDAY ETHICS IN REAL ESTATE V2.1"

Determination: APPROVED CE.6521000-RE

Instructors: JOHN MATHIS - CE INSTRUCTOR

- Objective:** 1. Discuss the difference between ethics, morality, and the law and the impact that corporate scandals have on the public's attitude toward ethics in the business world.
2. Outline specific guidelines for ethical business practice and give examples of professional associations that provide a code of ethics for their members.
 3. Describe ethical issues that exist in the classroom and in the sports world and how they are being addressed.
 4. Discuss the role of professional organizations and state regulators in protecting the rights of clients and customers involved in real estate transactions.
 5. Provide examples of the obligations and responsibilities of residential and commercial agents as buyer agent, seller agent, dual agent, or designated agent, including property managers and leasing agents.
 6. Identify potential ethical issues facing appraisers, settlement attorneys/title company agents, and lenders.
 7. Describe the origins of the National Association of REALTORS® Code of Ethics, the ethics training now required of all NAR members, and a brief summary of the NAR Pathways to Professionalism.
 8. Provide examples of Articles 1–9 of the NAR Code—Duties to Clients and Customers.
 9. Provide examples of Articles 10–14 of the NAR Code—Duties to the Public.
 10. Provide examples of Articles 15–17 of the NAR Code—Duties to REALTORS®.
 11. Outline the procedures for processing ethics complaints and requests for arbitration along with recommended sanctions for persons found in violation of the NAR Code of Ethics.
 12. Discuss actual case interpretations for an alleged violation of Articles dealing with Duties to Clients and Customers.
 13. Discuss actual case interpretations for an alleged violation of Articles dealing with Duties to the Public and Duties to REALTORS®.
 14. Describe aggressive business practices that may affect the ethical behavior of agents under changing market conditions.
 15. Discuss and give examples of different real estate business models.
 16. Recognize other areas that present ethical challenges.

- 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.

SUBJECT/TOPICS

**COURSE TIMED
INCREMENTS**

| | |
|---------------------------------|---------|
| Course Orientation | |
| Unit 1: Ethics in Today's World | 42 Mins |

| | |
|---|----------------|
| Ethics, Morality, and The Law | 10 Mins |
| Ethical Business Practices | 10 Mins |
| Ethical Issues in The Classroom and Sports World | 10 Mins |
| Practice Questions | 2 Mins |
| Interactive Exercises | 0 Mins |
| Unit Exam | 10 Mins |
| Unit 2: Ethics and the Real Estate Professional | 59 Mins |
| Protecting Rights of Clients and Customers | 14 Mins |
| Obligations and Responsibilities of Residential and Commercial Agents (Part I) | 14 Mins |
| Obligations and Responsibilities of Residential and Commercial Agents (Part II) | 14 Mins |
| Practice Questions | 2 Mins |
| Interactive Exercises | 0 Mins |
| Unit Exam | 15 Mins |
| Unit 3: National Association of REALTORS® Code of Ethics | 61 Mins |
| National Association of REALTORS® Code Of Ethics | 11 Mins |
| NAR Code: Duties to Clients and Customers | 11 Mins |
| NAR Code: Duties To The Public | 11 Mins |
| NAR Code: Duties To Realtors® | 11 Mins |
| Practice Questions | 2 Mins |
| Interactive Exercises | 0 Mins |
| Unit Exam | 15 Mins |
| Unit 4: Endorsement and Event Marketing | 36 Mins |
| Processing Ethics Complaints and Requests for Arbitration | 8 Mins |
| Violations of Articles Dealing With Duties to Clients and Customers | 8 Mins |
| Violations of Articles Dealing With Duties to the Public and to Realtors® | 8 Mins |
| Practice Questions | 2 Mins |
| Interactive Exercises | 0 Mins |
| Unit Exam | 10 Mins |
| Unit 5: Current Ethics Issues | 42 Mins |
| Aggressive Business Practices Affecting Ethical Behavior | 10 Mins |
| Real Estate Business Models | 10 Mins |
| Ethical Challenges Today | 10 Mins |
| Practice Questions | 2 Mins |
| Interactive Exercises | 0 Mins |
| Unit Exam | 10 Mins |
| Final Exam | 60 Mins |

APPROVALS

KAPLAN PROFESSIONAL SCHOOLS

15. “PROTECTING ELDERS FROM REAL ESTATE SCAMS ONLINE VIDEO COURSE V1.0”

Request: 4 Hours GENERAL Internet

Determination: APPROVED CE.6522000-RE

Instructors: JOHN MATHIS - CE INSTRUCTOR

- Objective:** 1. Describe how real estate licensees can protect older adults from being deprived of their resources through fraud or undue influence.
 2. Explain how to report financial abuse and suspected financial abuse.
 3. Describe the 13 most common types of elder scams and how elders can take steps to prevent 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.
 1(b) Information that relates to pertinent Nevada laws and regulations.
 2(q) Personal development courses.

| SUBJECT/TOPICS | COURSE TIMED INCREMENTS |
|--|-------------------------|
| Course Orientation | |
| Unit 1: Elder Abuse and the Law | 23 Mins |
| m. Elder Abuse and Fraud under the Law | 13 Mins |
| n. Defining Financial Abuse | 10 Mins |
| Unit 2: Reporting Financial Abuse | 48 Mins |
| m. Real Estate Financial Abuse Indicators | 19 Mins |
| n. Changes in Lifestyle Financial Abuse Indicators | 13 Mins |
| o. How to Report Elder Abuse | 16 Mins |
| Unit 3: Common Types of Elder Scams | 201 Mins |
| Introduction | 8 Mins |
| IRS Impersonation Scam, Part 1 | 16 Mins |
| IRS Impersonation Scam, Part 2 | 14 Mins |
| IRS Impersonation Scam, Part 3 | 10 Mins |
| Robocalls, Part 1 | 14 Mins |
| Robocalls, Part 2 | 16 Mins |
| Sweepstakes Scams, Part 1 | 18 Mins |
| Sweepstakes Scams, Part 2 | 11 Mins |
| "Can You Hear me?" Scams | 7 Mins |
| The Grandparent Scam | 7 Mins |
| Computer Tech Support Scams | 15 Mins |
| Romance and Confidence Scams, Part 1 | 15 Mins |
| Romance and Confidence Scams, Part 2 | 10 Mins |
| Financial Exploitation of Elders Scams | 11 Mins |
| Senior Identity Theft | 19 Mins |
| Government Grant Scams | 8 Mins |
| Missing Mail Scams | 8 Mins |
| Telemarketing Scams | 6 Mins |

| | |
|---------------|---------|
| Funeral Fraud | 10 Mins |
|---------------|---------|

APPROVALS

NOVA HOME LOANS

16. “CYBERSECURITY-PROTECTING CLIENT INFORMATION IN TODAY’S DIGITAL LANDSCAPE

Request: 3 Hours GENERAL Classroom

Determination: **APPROVED CE.6523000-RE**

Instructors: THOMAS HIGGINS

Course Objective(s): To give participants an understanding of issues and concerns that effect the real estate industry with regards to cybersecurity. This class will have a primary focus on the overall concerns effecting the real estate industry, a complete understanding State and Federal legal requirements regarding wire fraud, proper documentation disposal and client data protection.

- 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.

| | INCREMENTS |
|---|-------------------|
| Introductions/Classroom Procedures/Housekeeping | 5 Mins |
| 1. The Increasing threat of Cyber Crime | 25 Mins |
| A. IC3 Reporting Trends | 5 Mins |
| B. Legislative and Standard Solutions | 5 Mins |
| C. PII and InfoSec | 5 Mins |
| D. Global Breaches by type and industry | 5 Mins |
| E. New and Growing Threats | 5 Mins |
| 2. State and Federal Record Keeping Requirements. | 20 Mins |
| A. State Statistics | 10 Mins |
| B. Nevada Requirements | 10 Mins |
| BREAK (not included in 1-hour class) | 10 Mins |
| 3. Cybersecurity Industry Concerns | 30 Mins |
| A. Business and Email Process Compromise | 5 Mins |
| B. POS / Fraud Concerns | 5 Mins |
| C. Wire Fraud | 10 Mins |
| D. Brandjacking | 10 Mins |
| 4. Device Security and personal profile in the Real Estate industry | 20 Mins |
| A. Platform Security | 05 Mins |
| B. Network Security | 05 Mins |
| C. Alternative Product threats | 05 Mins |
| D. Social Media concerns | 05 Mins |
| BREAK (not included in 1-hour class) | 10 Mins |
| 5. Credit and Data Breaches | 50 Mins |
| A. Data Breaches | 20 Mins |
| B. Equifax Specific | 15 mins |
| C. Freezing your Credit | 15 mins |
| Questions | 10 Mins |
| TOTAL: 180 Mins ÷ 50 class hr = 3 Hours | |

APPROVALS

RENO/SPARKS ASSOCIATION OF REALTORS

17. "ISSUES IN BROKER MANAGEMENT"

Request: 3 Hours

BROKER MANAGEMENT

Classroom

Determination: APPROVED CE.6524000-RE

Instructors: BEN C SCHEIBLE

Course Objective(s): 1. To identify and explain broker legal responsibilities. 2. To explain issues of licensee classification as an independent contractor or employee. 3. To analyze emerging trends that impact broker management. 4. To identify topics that should be included in an office policy manual.

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

| SUBJECT/TOPICS | COURSE TIMED INCREMENTS |
|--|-------------------------|
| Introductions/Classroom Procedures/Housekeeping | 05 Mins |
| 1. Education and Supervision | 00 Mins |
| a. Teach | 05 Mins |
| b. Supervise | 05 Mins |
| c. Monitor | 05 Mins |
| 2. Worker Classification | 00 Mins |
| a. The task force | 05 Mins |
| b. What's at stake? | 10 Mins |
| c. Common law and the IRS | 05 Mins |
| d. The entertainers' case | 05 Mins |
| e. Nevada's independent contractor presumption | 10 Mins |
| f. IRS statutory non-employee classification | 05 Mins |
| BREAK | 10 Mins |
| 3. Emerging Trends | 00 Mins |
| a. Class action antitrust lawsuit | 20 Mins |
| i. Current impact - Redfin and Northwest MLS | 10 Mins |
| b. Tax on services | 10 Mins |
| c. Lowe's realty? | 05 Mins |
| d. Growth of RREITS | 05 Mins |
| e. Portals and data | 05 Mins |
| f. New business models | 10 Mins |
| BREAK | 10 Mins |
| 4. Policy Manuals | |
| a. What a policy manual should do | 05 Mins |
| b. Agency issues | 15 Mins |
| c. Social media template from NAR | 05 Mins |
| d. Dress code? | 05 Mins |
| Questions/Conclusions | 05 Mins |
| TOTAL: 180 Mins = 3 Hours including two 10-minute breaks | 180 Mins |

APPROVALS

RENO/SPARKS ASSOCIATION OF REALTORS

18. "THERE OUGHTA BE A LAW FOR THAT!"

Request: 3 Hours

LAW AND LEGISLATION

Classroom

Determination: APPROVED CE.6525000-RE

Instructors: BEN C SCHEIBLE

Course Objective(s): 1. Identify and describe new laws passed by the Nevada Legislature in 2019. 2. Explain how an idea becomes a law. 3. Discuss miscellaneous legal issues facing the real estate profession.

- Standards:**
- 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.

| SUBJECT/TOPICS | COURSE TIMED INCREMENTS |
|--|-------------------------------|
| Introductions/Classroom Procedures/Housekeeping | 05 Mins |
| PART I NEW LAWS | |
| 1. New Laws Directly Affecting Licensees | |
| a. Professionalism SB230 | 15 Mins. |
| b. Resale package AB335 | 05 Mins |
| c. Void CCRs SB117 | 10 Mins |
| d. Misclassification task force | 05 Mins |
| 2. Common-Interest Communities | 10 Mins |
| a. HOAs and Pets AB161 | |
| 3. Property Management/Leases | 20 Mins |
| a. Evictions SB074 | |
| b. Summary evictions SB151 | |
| c. Renting issues SB256 | |
| d. Pets SB367 | |
| BREAK | 10 Mins |
| 4. Affordable Housing | 10 Mins |
| a. Definition SB473 | |
| b. Impact fees SB103 | |
| 5. Taxes | 10 Mins |
| a. Real property taxes SJR14 | |
| b. Change of Ownership SB199 | |
| 6. Miscellaneous | 15 Mins |
| a. Fire districts AB004 | |
| b. Government shutdowns AB393 | |
| c. Vehicle towing SB212 and SB395 | |
| PART II HOW AN IDEA BECOMES A LAW | 10 Mins |
| BREAK | 10 Mins |
| PART III MISCELLANEOUS ISSUES | |
| 7. Tips to Stay Out of Jail | 20 Mins |
| 8. Worker Classification | 20 Mins |
| Questions/Conclusions | 05 Mins |
| TOTAL: 180 Mins including two 10-minute breaks = 3 hours | 180 Mins |