

**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**

**ARTI ACADEMICS**

1. LEAD GENERATION  
**Request:** 2 Hours GENERAL INTERNET

**Determination:** APPROVED CE.6575000-RE

**Instructors:** DAVID GRANT

**Objective:** Understanding the importance of converting leads and how to build a strong base of clients .

**Standards:** 2(q) Personal development courses.

**SUBJECT/TOPICS**

**COURSE TIMED INCREMENTS**

Introductions/Classroom Procedures/Housekeeping	10 Mins
1. What is lead generation?	20 Mins
a. Lead generation and marketing	6.6 Mins
b. Building a strong pipeline of clients and creating a strategy for lead generation	6.6 Mins
i. Marketing plan and connecting with clients (email, phone calls, door knocking)	6.6 Mins
2. Lead generation- best practices	20 Mins
a. What is ROI formula and how to measure success?	10 Mins
b. Discuss past clients, future clients, how to reach out? Community activities, social media campaigns, contacting expired leads and reach out to Sphere of influence	10 Mins
BREAK (not included in 1-hour class)	
	10 Mins
3. Lead Generation- best practices	20 mins
a. Activity: creating a strategy	6.6 Mins
b. Quality of leads	6.6 Mins
c. Market research resources and key takeaways	6.6 Mins
Questions/Conclusions	20 Mins
TOTAL: 100 Mins ÷ 50 class hr = 2 Hours	

**APPROVALS**

# DENNIS WALSH AND ASSOCIATES

2. RESIDENTIAL CONSTRUCTION CERTIFIED  
**Request:** 12 Hours GENERAL INTERNET

**Determination:** APPROVED CE.6576000-RE

**Instructors:** DENNIS WALSH

**Objective:** The bottom line is that Residential Construction Certified brings you the fundamental knowledge of the products you sell every day. In a world filled with real estate agents marketing themselves as residential real estate professionals who don't really know the product they're selling, this course gives you the opportunity to rise above the crowd.

- 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(e) The measurement and evaluation of the market for real estate, including evaluations of sites, market data and studies of feasibility.
  - 2(i) The exchange of real property.
  - 2(j) Planning and zoning for land use.
  - 2(m) The development of land.
  - 2(n) Agency and subjects related to agency.
  - 2(p) The preparation of real estate contracts.
  - 2(q) Personal development courses.

SUBJECT/TOPICS	COURSE TIMED INCREMENTS
Introductions/Course Procedures/Housekeeping	5 Min
1. Architectural Drawings	20 Min
<ul style="list-style-type: none"><li>• In understanding the residential design process, we discuss the three major factors that influence the design process/buyers needs</li><li>• We discuss how buyers can organize their design information and ideas into three categories: essential (need to have), desirable (like to have) and miscellaneous ideas.</li></ul>	
2. Dimensions and Scales	25 Min
<ul style="list-style-type: none"><li>• How to use an architectural scale ruler and discuss some of the various material and plan symbols we may run into on a blueprint.</li></ul>	
3. Architectural Drawings	20 Min
<ul style="list-style-type: none"><li>• To understand the process of creating architectural drawings we first look at steps in the drawing process.</li><li>• The designer moves from very general bubble drawings that allocate space in the home, next to preliminary drawings, then bid drawings that allow costs for the home to be estimated and finally working drawings from which the home is built</li></ul>	
4. Dimensions and Scales	25 Min
<ul style="list-style-type: none"><li>• We now turn to reading dimensions and scales, which is helpful in reading blueprints for buildings as well as understanding site design</li></ul>	
5. Site Design and Evaluation	30 Min
<ul style="list-style-type: none"><li>• Typical home site design drawings: topographical plan, concept plan, zoning plan and site development plan</li><li>• Learn how to read the contour lines in a topographical plan and how these reflect the elevation of a home site</li></ul>	

6. Dynamics of Construction Scheduling 20 Min
- There are several things you can suggest so that the buyers can actually help the process
  - Don't try to hold the builder to a tight schedule, expect delays and changes, and do your part to minimize delay by making selections and decisions on time.
7. Construction Scheduling Flowchart 60 Min
- An ideal schedule for the construction of a home to give you an understanding of the relationship between different activities that occur when a house is built
8. Foundations Types & Considerations 45 Min
- Different areas of construction to give you an understanding of the materials, methods, and terminology used when building a new home
  - We also discuss the primary foundation considerations: structural strength, waterproofing and energy efficiency.
9. Structure and Terminology 35 Min
- The next area important in selling new homes is understanding structural terminology.
  - Some of the parts we learn about include: ridge board, soffit, studs, joists, bridging, rafters, top plates, bottom plates and more.
  - Beyond the pieces and parts, we also learn about the structural loads of a home
10. Floor Construction 20 Min
- If you study the double layer floor system, you'll see there is a first a layer of floor material that is most often either ½" or 5/8" plywood
  - As the costs of materials and labor have increased, there's an alternative, which is a single layer floor. This is called "APA rated Sturd-i-Floor"
11. Roof Types and Sheathing 35 Min
- We begin by labeling some of the more common roof types that you may come across in new homes
  - Today's roof systems are often constructed using roof trusses instead of rafters
  - Roof sheathing is installed over top of the roof trusses or rafters
12. Stair Construction / Concrete Materials & Quality/ Pressure Treated Lumber 55 Min
- Some of the components of stairs include: runner, tread, riser and the difference between an open and closed stringer.
  - Pressure treated lumber is an important material in the construction of homes and seeks to eliminate the food source for microorganisms
  - Concrete is reinforced through the use of wire mesh and reinforcing bar. For concrete to last it needs to rest on a stable base especially in areas with a freeze-thaw cycle or expansive soils

13. **Manufactured Housing** **20 Min**
- Manufactured housing, what used to be known as pre-fab construction, comes in several varieties and there are many advantages to use factory built components and homes
  - As skilled labor for new home construction becomes more and more difficult to find, various forms of factory built construction become more important
14. **Roofing and Siding** **30 Min**
- We discuss roof terminology such as the open valley, the closed valley, the rake, exposure of shingles and more
  - We list some of the most common types of roofing and siding materials that are used in residential construction
  - A series of graphics are provided illustrating the most common exterior siding materials, highlighting some of the important details of quality construction
15. **Doors and Windows** **25 Min**
- We start off by looking at some of the common door and window openings you'll see in residential construction blueprints
  - Next we look at the common materials used in exterior and interior door construction. Exterior doors are most often metal clad, fiberglass clad or wood
  - We discuss several window types: casement, double hung, fixed and more
16. **Fireplaces** **20 Min**
- Fireplaces are either masonry or of the zero-clearance variety
  - There are many considerations when it comes to fireplaces such as ventilation and energy efficiency
17. **Electrical and Mechanical Systems** **35 Min**
- We discuss electrical and electrical symbols that may be found on the residential blueprint for a home
  - We have an overview of types of heating and cooling systems found in most homes today
  - We define some terms related to heating and cooling, an important term is HVAC, which is heating, ventilation and air conditioning
18. **Plumbing Symbols and Systems** **25 Min**
- We begin by looking at common plumbing symbols you'll find on residential construction blueprints
  - This followed by a step-by-step look at the typical symbols found on residential blueprints used to represent plumbing fixtures
19. **Insulation Methods and Materials** **30 Min**
- Energy efficient construction is important in today's new homes.
  - Ways to minimize the transfer of heat energy in buildings occurs in three primary ways
  - There are various insulation types and materials you will run into in residential construction. Blankets or batts are very common in the walls and ceilings of homes.
  - The importance of continuous eave ventilation and rooftop ventilation is emphasized and their impact on controlling moisture in the roof system is explained
20. **Interior Wall Surfaces, Cabinets, Floorings, Finishes and Trims** **60 Min**
- We identify various cabinet and countertop types and considerations. An overview of flooring materials is also provided, followed by a breakdown of types of paints, stains and finishes
  - References are provided for more information on lead paints and additional sources of product information
21. **Building, Zoning Codes & Occupancy** **15 Min**
- The course is finalized with a review of the various building inspections, as well as the typical requirements for occupancy

**\*\*Total of 10 Hours of Training. Please note, breaks are not included in the outline as the student can take breaks as needed.**

## APPROVALS

### DENNIS WALSH AND ASSOCIATES

3. CERTIFIED NEW HOME SPECIALIST

**Request:** 10 Hours GENERAL INTERNET

**Determination:** APPROVED CE.6577000-RE

**Instructors:** DENNIS WALSH

**Objective:** Familiarize Students with nuances of Various Real estate contracts

**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(e) The measurement and evaluation of the market for real estate, including evaluations of sites, market data and studies of feasibility.

2(i) The exchange of real property.

2(j) Planning and zoning for land use.

2(m) The development of land.

2(n) Agency and subjects related to agency.

2(p) The preparation of real estate contracts.

2(q) Personal development courses.

#### SUBJECT/TOPICS

#### COURSE TIMED INCREMENTS

Introductions/Course Procedures/Housekeeping	15 Min
1. The Marketing-Driven Concept	20 Min
• Focus on marketing	
• Focus on buyers needs	
• Focus on service	
• Focus on teamwork	
2. Housing Trends and Forecasts	20 Min
• Trends in new home construction	
• Trends in new home design	
3. Builders Responsibilities and Risks	30 Min
• What to expect from a good builder	
• Risks and challenges builders face	
• Typical profits earned by builders	
4. Understanding the Builder's Perspective	15 Min
• Working relationship between builder and RE professional	
• Our role as the "Sales and Marketing Manager"	
5. Area of Sales & Marketing Responsibility	15 Min
• Typical broker services important to builders	
• Most important services	
6. Housing trends and Forecasts	20 Min
• Trends in new construction	
• Trends in new home design	
7. Builders Responsibilities and Risks	30 Min
• What to expect from a good builder	
• Risks and challenges builders face	
• Typical profits earned by builders	
8. Understanding the Builder's Perspective	15 Min
• Working relationship between the builder and the RE Professional	
• Our role as the "Sales and Marketing Manager"	

9. Areas of Sales & Marketing Responsibility	15 Min
<ul style="list-style-type: none"> <li>• Market Research</li> <li>• Marketing Expertise &amp; Planning</li> <li>• Product Design &amp; Pricing Strategies</li> <li>• Solutions for Move-Up Buyers</li> <li>• Relocation Market</li> <li>• Broker Network</li> <li>• Trained Sales Professionals</li> <li>• Controlled Costs of Sales &amp; Marketing</li> </ul>	
10. Construction Financing	15 Min
<ul style="list-style-type: none"> <li>• Construction Loan</li> <li>• Construction Permanent Loan</li> </ul>	
11. Negotiating the Contract	10 Min
<ul style="list-style-type: none"> <li>• Negotiations and details of the contract</li> <li>• Scope of work and responsibilities of the parties</li> </ul>	
12. The New Home Construction Agreement	70 Min
<ul style="list-style-type: none"> <li>• Specifics of the scope of work and responsibilities of the parties</li> <li>• Identification – Parties of the contract, building site, scope of work</li> <li>• Financing – Construction financing, permanent mortgage commitment. Form - Sample Specifications and recommendations</li> <li>• Site Considerations – Deed restrictions, title conditions, utilities, survey, unknown conditions</li> <li>• Pricing and Payment Terms – Purchase price, allowances, deposits, progress payments, changes and extras. Forms - Sample construction loan payment request, inspection report and additional work authorization.</li> <li>• Construction – Commencement conditions, substitution of materials, selections, construction utilities.</li> <li>• Insurance and Risk of Loss – risk of loss responsibility, coverage limits, distribution of proceeds.</li> <li>• Completion – Stipulated completion date, substantial completion, occupancy provisions, acceptance by owner, incomplete items, escrow instructions. Forms – Standard final inspection report, holdback final inspection report.</li> <li>• Warranties</li> <li>• Dispute Resolution – Arbitration</li> <li>• Notices and Defaults</li> <li>• Acceptance and Binding Effect</li> <li>• Attachments</li> </ul>	

13. Successful Buyer/Builder Relations	10 Min
<ul style="list-style-type: none"> <li>• Well-written, detailed and comprehensive contract is essential</li> <li>• The keys to this include communication, honesty, trust and respect.</li> </ul>	
14. The Counselling Approach to Sales	20 Min
<ul style="list-style-type: none"> <li>• Seeing our role as a new home sales “counsellor” in helping prospective buyer</li> <li>• “Helping people make decisions that are good for them”.</li> </ul>	
15. The Critical Path to New Home Sales	10 Min
<ul style="list-style-type: none"> <li>• Preparation</li> <li>• Prospecting</li> <li>• Involvement</li> <li>• Qualifying</li> <li>• Demonstration</li> <li>• Closing</li> <li>• Service</li> </ul>	
16. Preparation / Market Research & Marketing Strategies	20 Min
<ul style="list-style-type: none"> <li>• Gathering information is the first step for preparing for sales</li> <li>• Research data includes, Demographics, Psychographics, Market information and competitive factors</li> </ul>	
17. Generating Qualified Prospects & Referrals	20 Min
<ul style="list-style-type: none"> <li>• We explore the various sources or prospects</li> <li>• Street traffic</li> <li>• Referrals</li> <li>• Cooperative broker network</li> </ul>	
18. Creative Marketing	20 min
<ul style="list-style-type: none"> <li>• We offer real world examples of marketing to include PR, promotions, direct mail, email, social media and online marketing</li> </ul>	
19. Closing Techniques	20 Min
<ul style="list-style-type: none"> <li>• Dennis Walsh encourages an approach to sales focused on helping people make decision that are good for them</li> <li>• He shares various closing strategies emphasizing honesty, integrity and caring about your clients</li> </ul>	
20. Overcoming Closing Barriers	20 Min
<ul style="list-style-type: none"> <li>• Identifies the psychology of buyers and various approaches to decision making</li> <li>• Shares various strategies focusing on helping people make the best decisions to meet their personal needs.</li> </ul>	

- |   |        |
|---|--------|
| 21. Counselling Approach to Involvement   | 25 Min |
| <ul style="list-style-type: none"> <li>• Developing Rapport</li> <li>• Defining our Roles</li> <li>• Establishing Mutual Respect</li> <li>• Building a Trusting Relationship</li> </ul>   |        |
| 22. Involvement Dialogue  | 15 Min |
| <ul style="list-style-type: none"> <li>• In this section we offer examples of what we might actually say to prospects to apply the previous concepts presented as we work to develop rapport, define our roles, establish mutual respect, and build a trusting relationship</li> </ul>  |        |
| 23. Qualifying  | 25 Min |
| <ul style="list-style-type: none"> <li>• if we're to help people meet their needs in a new home, we've got to be highly skilled at "qualification" which is asking the right questions and listening very carefully to uncover their needs, wants, concerns, etc.</li> <li>• We qualify on two important levels: factual and emotional</li> </ul>   |        |
| 24. Demonstration   | 30 Min |
| <ul style="list-style-type: none"> <li>• Demonstration is the process of translating features into benefit</li> <li>• We explore a critical path approach to demonstration that is designed to make the demonstration process both organized and thorough</li> <li>• Sample dialogues are offered to help students better understand how to apply these concepts in real world selling situations.</li> </ul> |        |
| 25. Handling Objections   | 20 Min |
| <ul style="list-style-type: none"> <li>• Most prospective buyers only begin to discuss objections when they are seriously considering what you have for sale</li> <li>• In handling objections properly, we first examine various comments or reactions that may appear to be objection, but are not</li> </ul>   |        |
| 26. Creating Urgency and Closing Dialogues  | 20 Min |
| <ul style="list-style-type: none"> <li>• Urgency is based on two emotions: desire to own and fear of loss</li> <li>• The "language of closing" includes tie downs and trial closing questions, which are forms of questions used to summarize the positive features, benefits and other considerations</li> </ul>   |        |
| 27. Organizational Forms & Checklist  | 20 Min |
| <ul style="list-style-type: none"> <li>• A series of organizational forms and checklists is presented with detailed guidelines on their best use in the day-to-day of new home sales.</li> <li>• Each of the forms is designed to include a group of reminders along the side of the form to help in applying some key CNHS concepts</li> </ul>   |        |

28. Effective Follow-Up	20 Min
<ul style="list-style-type: none"> <li>• One of the most important skills of a sales professional, regardless of industry or product, is effective follow-up</li> <li>• This is used to keep track of all customer contact information and is organized in a system that prioritizes prospects based on their timing and urgency.</li> </ul>	
29. Quality Customer Service	25 Min
<ul style="list-style-type: none"> <li>• The primary purpose of providing quality customer service is to realize not only customer satisfaction, but “customer delight”</li> </ul>	
30. Walk-Through and New Home Orientation	20 Min
<ul style="list-style-type: none"> <li>• A new home “Walk-Through” is an important tool that can be used to build greater customer satisfaction and minimize problems, errors or misunderstandings</li> <li>• A “New Home Orientation” is to emphasize the positive nature of the event and to minimize customer stress</li> </ul>	
31. Sales & Marketing Planner & Flowchart	10 Min
<ul style="list-style-type: none"> <li>• These are intended to help organize and track the planning and implementation of a comprehensive marketing program, customized to the needs of a particular project, builder and community.</li> </ul>	
32. Selling Your Services to Builders	30 Min
<ul style="list-style-type: none"> <li>• Researching the builder to determine that this is in fact a builder that you want to do business with</li> <li>• Applying this background research to then meeting and conducting a well organized interview with the builder.</li> </ul>	
33. Broker / Builder Responsibilities	15 Min
<ul style="list-style-type: none"> <li>• This section covers the various services that might be offered by a real estate professional in a sales and marketing services agreement with a builder</li> </ul>	
34. Keys to Success in New Home Sales	20 Min
<ul style="list-style-type: none"> <li>• The final segment of the CNHS course, the discussion here is a summary of some of the major concepts presented</li> </ul>	

\*Total of 12 Hours of Training. Please note, breaks are not included in the outline as the student can take breaks as needed.

**APPROVALS**

**FIRST AMERICAN TITLE COMPANY - RENO**

4. IS IT MATERIAL?

**Request:** 3 Hours AGENCY Classroom

**Determination:** APPROVED CE.6578000-RE

**Instructors:** JANICE COPPLE

**Objective:** Explain to licensees exactly what is and what is not a material fact. Discuss the importance of disclosure to clients and the laws that require it.

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

<b>SUBJECT/TOPICS</b>	<b>COURSE TIMED INCREMENTS</b>
<b>Introductions/Classroom Procedures/Housekeeping</b>	<b>10 min</b>
<ol style="list-style-type: none"> <li>1. Review and discuss NRS 645.254               <ol style="list-style-type: none"> <li>a. Shall disclose to the client material facts of which the licensee has knowledge concerning the transaction;</li> </ol> </li> <li>2. Review and discuss what a material fact is               <ol style="list-style-type: none"> <li>a. Explain should have know</li> </ol> </li> </ol>	<b>20 min</b>
<ol style="list-style-type: none"> <li>1.           <ol style="list-style-type: none"> <li>2. Review history of our duty to disclose</li> <li>3. Review how Things changed in the 60's</li> <li>4. Review and discuss <i>Easton v. Strassburger</i> <ol style="list-style-type: none"> <li>a. As per 152 Cal. App. 3d 90</li> <li>b. The case determined that not only did a licensee have the duty to disclose that which was actually known, but that the licensee also had an affirmative duty to disclose facts which could have been known in the exercise of reasonable diligence.</li> <li>c. It changed our industry</li> </ol> </li> <li>5. What the judge said about the agents               <ol style="list-style-type: none"> <li>a. "A real estate broker is a licensed person or entity who holds himself out to the public as having particular skills and knowledge in the real estate field. He is under a duty to disclose facts materially affecting the value or desirability of the property that are known to him or which through reasonable diligence should be known to him."</li> </ol> </li> <li>6. Discuss why it's important to get home inspections</li> <li>7. Material Facts Examples               <ol style="list-style-type: none"> <li>a. No matter who an agent represents in a transaction, the types of facts described below are material facts that must be disclosed to all parties.</li> </ol> </li> <li>8. Facts about the property itself               <ol style="list-style-type: none"> <li>a. A structural defect, a malfunctioning system, a leaking roof, or a drainage or flooding problem.</li> <li>b. Anything else you observe that could be a problem.</li> </ol> </li> <li>9. Red Flags to Look For               <ol style="list-style-type: none"> <li>a. Steep slopes</li> <li>b. Uneven floors</li> <li>c. Cracks in the foundation, ceiling or floors</li> <li>d. Doors that are hard to open or close</li> <li>e. Water Stains on ceilings or walls</li> <li>f. Odd smells</li> </ol> </li> <li>10. Facts that relate directly to the property</li> </ol> </li> </ol>	<b>20 min</b>

a. External factors that affect the use, desirability or value of a property.

b. Examples: A pending zoning change, the existence of restrictive covenants, plans to widen an adjacent street, or plans to build a shopping center on an adjacent property.

11. Facts that relate directly to the ability of a principal to complete the transaction. 20 min
- a. Any fact that might adversely affect the ability of a principal party to the transaction (seller or buyer) to finish the transaction.
  - b. Example:
  - c. A buyer's inability to qualify for a loan
  - d. Or the buyer's inability to close on a home purchase without first selling his or her currently- owned home
  - e. A seller's inability to due to the commencement of a foreclosure proceeding (posting of a notice of sale) against the seller.
  - d. The fact that a seller is behind in making mortgage payments is not a material fact until the foreclosure process has officially been started by posting a notice of foreclosure sale.

2. 20 min

13. Facts that are known to be of special importance to a party

- f. For example
- g. The fact that a residential property may not be used for a home business due to zoning or restrictive covenants normally would not be a material fact that an agent must specifically discover and disclose.

BREAK (not included in 1-hour class)

12. More About Home Inspections

- a. Seller Inspections
- b. Sometimes the seller will have the property inspected before listing. They do this so that they can fix problems before listing, or so buyers know upfront exactly what they're getting.
- c. The only issue is that the inspector is liable only to the person who paid for and ordered the inspection. The seller. If the inspector missed something, the buyer doesn't have any recourse.

13. Inspections done for a previous buyer

- a. When a transaction cancels, listing agents will sometimes share a home inspection done for a previous buyer.
- b. Don't do this!! 20 min
- c. You should certainly have the seller amend their SRPD disclosing any additional issues discovered by a home inspection.
- d. Or better yet, have the seller get their own home inspection if there are issues the seller isn't aware of, i.e. crawl space, roof.

## REAL ESTATE DIVISION

3. 20 min

What Isn't a Material Fact?

- e. There are several things that aren't considered material facts by statute.

14. NRS 40.770

- a. NRS 40.770 Limitation on liability of seller, seller's agent and buyer's agent for failure to disclose certain facts concerning property.
  - 1. Except as otherwise provided in subsection 6, in any sale, lease or rental of real property, the fact that the property is or has been:

4. 20 min

Questions/Conclusions

TOTAL: 160 Mins ÷ 50 class hr = 3 Hours

## APPROVALS

### FORREST'S TRAINING AND EDUCATION

5. NEVADA DESIGNED AGENCY, DISCLOSURES & LIABILITY-FORREST'S TRAINING AND EDUCATION  
**Request:** 3 Hours AGENCY INTERNET

**Determination:** APPROVED CE.6579000-RE

**Instructors:** FORREST L. BARBEE

**Objectives:** Participants will be able to:

1. Be aware of how Agency is created in Nevada.
2. Be cognizant of significant court cases related to Nevada Agency
3. Be cognizant of those things a licensee is liable for
4. Be cognizant of those things a licensee is not liable for
5. Be knowledgeable of disclosures that relate to Agency in Nevada
6. Have a working knowledge of the Duties Owed by a Nevada Real Estate Licensee.

**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.

2(t) Issues relating to consumer protection.

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](#);

<u>SUBJECT/TOPICS</u>	<u>COURSE TIMED INCREMENTS</u>
Orientation Procedures/Housekeeping	5 Min
1. Introduction to Nevada Agency <ul style="list-style-type: none"><li>▪ It all Changed January 1, 1996</li><li>▪ Common Law Agency</li><li>▪ The Edina Realty Dilemma</li><li>▪ Agency by Statute</li></ul>	10 Min
2. Am I in an Agency Relationship? <ul style="list-style-type: none"><li>▪ General Agency Law</li><li>▪ Dual Agency vs Multiple Representation</li><li>▪ Assigned Agency</li><li>▪ Change in Agency Relationship</li><li>▪ Agency vs Referral Status</li></ul>	15 Min
3. Duties for which Licensees are Liable <ul style="list-style-type: none"><li>▪ Duties Owed &amp; Sources</li><li>▪ NRS 645.252(1a)</li><li>▪ Consent to Act</li></ul>	10 Min

4. Duties for which Licensees are Not Liable	15 Min
<ul style="list-style-type: none"> <li>▪ Client's Misstatement</li> <li>▪ Items of Public Record</li> <li>▪ Property Inspections</li> <li>▪ Financial Audit of a Party</li> <li>▪ Providing Other "Professional" Services</li> </ul>	
5. Case – Jacobs v Locatelli	10 Min
<ul style="list-style-type: none"> <li>▪ Agency Agreement Between Co-Owners</li> <li>▪ Observations</li> </ul>	
6. Case – Santorii v MartinezRusso, LLC I	5 Min
<ul style="list-style-type: none"> <li>▪ Brokerage Vicarious Liability</li> <li>▪ Observations</li> </ul>	
7. Case – Keystone Realty v Osturhus	15 Min
<ul style="list-style-type: none"> <li>▪ Unintentional Agency Case</li> <li>▪ Observations</li> </ul>	
8. Case – Holland Realty v Nevada Real Estate Commission	15 Min
<ul style="list-style-type: none"> <li>▪ When is a Fact Material?</li> <li>▪ Disclosure of Licensee's Interest</li> <li>▪ Observations</li> </ul>	
9. Case – Fleshman v Hendricks	10 Min
<ul style="list-style-type: none"> <li>▪ Ready, Willing but Not Able</li> <li>▪ Observations</li> </ul>	
10. Should Have Known Case I	15 Min
<ul style="list-style-type: none"> <li>▪ Introduction</li> <li>▪ Septic or Sewer?</li> <li>▪ Observations</li> </ul>	
11. Should Have Known Case II	15 Min
<ul style="list-style-type: none"> <li>▪ Working with Contractors</li> <li>▪ Navigating the Minefield</li> </ul>	
12. Should Have Known Case III	15 Min
<ul style="list-style-type: none"> <li>▪ Recorded Property Restrictions</li> <li>▪ Case – SNWA Conservation Easement</li> </ul>	
13. Course Exam	15 Min
TOTAL: 170 Mins ÷ 50 class hr = 3.4 Hours	

## APPROVALS

### REMAX AMERICAN MADE

6. Nevada Real Estate License Laws, Rules and Regulations-How to lose your license and the process

**Request:** 3 Hours                      LAW AND LEGISLATION                      Classroom

**Determination:** APPROVED CE.6580000-RE

**Instructors:** LOIS HARPER, AMY GROVES

**Objective:** Review the laws, codes and discipline for Real Estate Licensees in NV

**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.

<u>SUBJECT/TOPICS</u>	<u>COURSE TIMED INCREMENTS</u>
<b>Introductions/Classroom Procedures/Housekeeping</b>	<b>05 min</b>
1. <b>RE Division duties and responsibilities</b>	<b>05 min</b>
2. <b>Commission duties and responsibilities</b>	<b>05 min</b>
3. <b>You break the law, you break the rules, you will pay the consequences</b>	<b>10 min</b>
▪ Main NRS statues discussion for disciplinary action	
▪ Licensing and disclosure of past when applying and renewing	
▪ Felonies and crimes	
4. <b>Grounds for Disciplinary Action</b>	<b>25 min</b>
▪ Review of ways to lose your license #1-25	
▪	
▪ BREAK	10 min
5. <b>Grounds for Disciplinary Action</b>	<b>30 min</b>
▪ Review of ways to lose your license #25-50	
6. <b>Considerations when reviewing disciplinary misconduct</b>	<b>15 min</b>
7. <b>Unlawful Acts and Penalties</b>	<b>10 min</b>
▪ BREAK	10 min
8. <b>Procedures of complaints</b>	<b>15 min</b>
9. <b>Review of fines</b>	<b>10 min</b>
10. <b>Case studies from recent Commission Hearings</b>	
11. <b>Discussion</b>	
Housekeeping/Questions/Conclusions	<b>30 min</b> 5 Min.

**TOTAL: 150 Mins ÷ 50 class hr = 3 Hours**

### APPROVALS

#### WEBCE

7. NEVADA AGENCY LAW

**Request:** 3 Hours

AGENCY

INTERNET

**Determination: APPROVED CE.6581000-RE**

**Instructors: SUSAN DAVIS, COURA GAYE SOW**

**Objective:** This course discusses the nature and scope of agency law in real estate practice. Topics include agency fundamentals, fiduciary duty, types of agency relationships, licensees' obligations and duties, and legal and ethical considerations. Upon completing this course, students will be able to: explain the fundamental aspects of agency law understand key concepts in real estate agency relationships apply aspects of agency law to real estate practice in Nevada.

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

<b>SUBJECT/TOPICS</b>	<b>COURSE TIMED INCREMENTS</b>
<b>Introduction</b>	
Course Objectives	<b>1 min</b>
<b>12. Chapter 1 Agency Fundamentals</b>	<b>18 min</b>
<ul style="list-style-type: none"> <li>▪ Overview; Chapter Objectives</li> <li>▪ Agency Defined</li> <li>▪ Creating an Agency Relationship</li> <li>▪ Creating Agency Relationships</li> <li>▪ Terminating an Agency Relationship</li> <li>▪ Summary</li> <li>▪ Chapter 1 Review Questions</li> </ul>	
<b>13. Chapter 2 Agency in Real Estate</b>	<b>18 min</b>
<ul style="list-style-type: none"> <li>▪ Overview; Chapter Objectives</li> <li>▪ The Nature of Agency in Real Estate</li> <li>▪ Evolution of Agency Relationships</li> <li>▪ Types of Agency Relationships in Nevada</li> <li>▪ Types of Real Estate Contracts</li> <li>▪ Summary</li> <li>▪ Chapter 2 Review Questions</li> </ul>	
<b>14. Chapter 3 Fiduciary Duty</b>	<b>23 min</b>
<ul style="list-style-type: none"> <li>▪ Overview; Chapter Objectives</li> <li>▪ Fiduciary Duty: The Highest Duty Known to the Law</li> <li>▪ Duties Owed by a Nevada Real Estate Licensee</li> <li>▪ Common Breaches of Fiduciary Duty</li> <li>▪ Consequences of Breaching Fiduciary Duty</li> <li>▪ Ways to Prevent Breach of Fiduciary Duty</li> <li>▪ Summary</li> <li>▪ Chapter 3 Review Questions</li> </ul>	
<b>15. Chapter 4 Seller Agency Relationships</b>	<b>18 min</b>
<ul style="list-style-type: none"> <li>▪ Overview; Chapter Objectives</li> <li>▪ Brokerage Listing Agreements</li> <li>▪ Broker Compensation</li> <li>▪ Broker Compensation</li> <li>▪ Disclosure of Agency Relationships</li> <li>▪ Electronic Brokerage Agreements</li> <li>▪ Commission or Fees</li> <li>▪ Terminating a Listing Agreement</li> </ul>	

- Meeting Your Fiduciary Duties
  - Summary
  - Chapter 4 Review Questions
16. **Chapter 5 Buyer Agency Relationships** **22 min**
- Overview; Chapter Objectives
  - Buyer-Brokerage Agreements
  - Disclosure of Agency Relationships
  - Common Terms in Buyer-Brokerage Agreements
  - Terminating a Buyer-Brokerage Agreement
  - Strategies for Meeting Fiduciary Duties to Buyers
  - Summary
  - Chapter 5 Review Questions
17. **Chapter 6 Antitrust in Real Estate** **16 min**
- Overview; Chapter Objectives
  - A Guide to Antitrust Laws in Real Estate
  - Federal Antitrust Laws
  - Ways to Avoid Antitrust Problems
  - Summary
  - Chapter 6 Review Questions
18. **Chapter 7 Common Claims in Real Estate Agency Relationships** **16 min**
- Overview; Chapter Objectives
  - Common Lawsuits in Real Estate Practice
  - Legal Cases Against Real Estate Licensees and Companies
  - Summary
  - Chapter 7 Review Questions
19. **Chapter 8 Ethics in Agency Relationships** **18 min**
- Overview; Chapter Objectives
  - Duties to Clients and Customers
  - Duties to the Public
  - Duties to REALTORS®
  - Summary
  - Chapter 8 Review Questions

**TOTAL: 150 Mins ÷ 50 class hr = 3 Hours**

### **APPROVALS**

#### **THE VA LOAN**

8. VA MORTGAGE FOR REAL ESTATE PROFESSIONAL

**Request:** 2 Hours **GENERAL**

Classroom

**Determination: APPROVED CE.6582000-RE**

**Instructors:** DAVID L SMITH

**Objective:** Knowledge of VA financing. Eligibility requirements for VA financing.

**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.

<b>SUBJECT/TOPICS</b>	<b>COURSE TIMED INCREMENTS</b>
<b>Introductions</b>	<b>10 min</b>
20. <b>The VA Loan</b>	<b>15 min</b>
▪ The VA Loan from the Lenders Perspective	
▪ Financing Overview	
▪ The VA Guarantee	
21. <b>Rules of The VA Loan</b>	<b>20 min</b>
▪ Veteran Time Served	
▪ Lending vs VA Guidelines	
▪ Common mistakes	
22. <b>Myths of a VA Loan</b>	<b>15 min</b>
▪ True/False Class activity	
▪ Builders/Condo approvals	
▪ Impact of foreclosure	
23. <b>Fees</b>	<b>15 min</b>
▪ VA Funding Fee	
▪ Service-Connected Disabilities	
▪ Ebenefits.va.gov	
24. <b>[Limits and Entitlement]</b>	<b>20 min</b>
▪ County Loan Limits	
▪ Tier 1 and Tier 2 Entitlement	
▪ Certificate of Eligibility	
25. <b>[Inspections and Appraisals]</b>	<b>15 min</b>
▪ Required Inspections	
▪ Appraisal and property requirements	

Questions/Conclusions

**TOTAL: 110 Mins ÷ 50 class hr = 2.20 Hours**