

**SECOND REVISED PROPOSED REGULATION OF
THE REAL ESTATE COMMISSION**

LCB File No. R157-08

August 18, 2011

EXPLANATION – Matter in *italics* is new; matter in brackets ~~[omitted material]~~ is material to be omitted.

AUTHORITY: §§1 and 10, NRS 645.190; §§2, 3, 8 and 12-17, NRS 645.190 and 645.575; §§4 and 5, NRS 645.190 and 645.780; §6, NRS 645.190 and 645.400; §7, NRS 645.190 and 645.605; §9, NRS 645.190, 645.343 and 645.575.

A REGULATION relating to real estate; authorizing the Real Estate Division of the Department of Business and Industry to provide on its website certain information concerning courses that satisfy educational requirements for holders of a license, permit, certificate or registration issued by the Division; revising the definition of “school” and providing a definition of “sponsor” for the purposes of provisions governing educational requirements for applicants for and holders of a license, permit, certificate or registration issued by the Division; revising the educational requirements for the renewal of a license of a real estate broker, real estate broker-salesperson and real estate salesperson whose license has been placed on inactive status; and providing other matters properly relating thereto.

Section 1. Chapter 645 of NAC is hereby amended by adding thereto the provisions set forth as sections 2 to 5, inclusive, of this regulation.

Sec. 2. *As used in NAC 645.400 to 645.467, inclusive, and sections 2 to 5, inclusive of this regulation, unless the context otherwise requires, the words and terms defined in NAC 645.400 and section 3 of this regulation have the meanings ascribed to them in those sections.*

Sec. 3. *“Sponsor” includes any person or governmental entity that is approved by the Commission to offer courses that meet the requirements of postlicensing education and continuing education required pursuant to this chapter and chapter 645 of NRS.*

Sec. 4. The Division may provide information on the website created and maintained pursuant to NRS 645.780 concerning courses which satisfy the educational requirements, if any, for the issuance of an original license, permit, certificate or registration pursuant to this chapter and chapter 645 of NRS and courses for continuing education and postlicensing education offered for licensees and holders of a permit, certificate or registration issued pursuant to this chapter and chapter 645 of NRS. The information may include, without limitation:

- 1. The name of each sponsor of a course;*
- 2. Whether the course is designated as satisfying educational requirements for the issuance of an original license, permit, certificate or registration, as a course for continuing education or as a course for postlicensing education;*
- 3. Whether the Commission has granted approval of the course for educational requirements for the issuance of an original license, permit, certificate or registration, for continuing education or for postlicensing education; and*
- 4. The following details concerning those courses for which the Commission has granted approval for educational requirements for the issuance of an original license, permit, certificate or registration, for continuing education or for postlicensing education:*
 - (a) The number of the course assigned by the Division;*
 - (b) The title of the course and the name of the sponsor of the course;*
 - (c) If the course is designated as a course for continuing education, whether the Commission granted approval for the course in the area of ethics, professional conduct or the legal aspects of real estate, and, if so, the area of study for which the course was approved;*

(d) If the course is designated as a course for postlicensing education, the module for which the Commission granted approval;

(e) The number of hours of credit for the issuance of an original license, permit, certificate or registration, for continuing education or for postlicensing education for which the course is approved; and

(f) The manner in which instruction of the course will be delivered.

Sec. 5. 1. The Division may allow licensees and holders of permits, certificates and registrations issued pursuant to the provisions of this chapter and chapter 645 of NRS to use the website created and maintained pursuant to NRS 645.780 to verify information concerning credits for continuing education or postlicensing education obtained during the current renewal period and the renewal period immediately preceding the current renewal period. The information provided may include, without limitation:

(a) The name of the licensee or holder of the permit, certificate or registration and the number of that person's license, permit, certificate or registration;

(b) The title of the course, the name of the sponsor of the course and the number of the course assigned by the Division;

(c) If the course was designated as a course for continuing education, whether the Commission granted approval for the course in the area of ethics, professional conduct or the legal aspects of real estate, and, if so, the area of study for which the course was approved;

(d) If the course was designated as a course for postlicensing education, the module for which the Commission granted approval;

(e) The number of hours of credit for continuing education or postlicensing education obtained by the licensee or holder of the permit, certificate or registration;

(f) The date of completion of a course of continuing education or postlicensing education taken by the licensee or holder of the permit, certificate or registration; and

(g) The number of hours of credit for continuing education or postlicensing education for which the course was approved.

2. Within 10 business days after the completion of an approved course for continuing education or postlicensing education, the sponsor of the course shall electronically submit to the Division, in a format approved by the Division, the information set forth in paragraphs (a) to (f), inclusive, of subsection 1 for each licensee and holder of a permit, certificate or registration who attended the course for credit.

Sec. 6. NAC 645.150 is hereby amended to read as follows:

645.150 1. The Division may investigate the financial responsibility of each applicant for a license as a real estate broker. If the Division determines that an applicant is not financially responsible, it may require that the applicant be licensed as a real estate ~~broker-salesman~~ *broker-salesperson* until he meets the requirements of financial responsibility as determined by the Commission. The Division may require an applicant for a license as a real estate broker to submit a credit report to the Division at his own expense.

2. An applicant for a license as a real estate broker shall be deemed financially responsible if he can show liquid assets sufficient to maintain an office *in this State* for at least 180 days. The applicant's cash on hand must be on deposit at least 90 days before the date of the application. Anyone denied a license for lack of financial responsibility does not waive his right

to appeal pursuant to NRS 645.440 by acceptance of a license as a real estate ~~broker-salesman.~~
broker-salesperson.

3. The Administrator may require other proof of the honesty, truthfulness and good reputation of any applicant, including the officers and directors of any corporation, or the members of any partnership or association making an application, before accepting an application for a license.

4. As used in this section, “liquid assets” means assets that are the equivalent of cash or easily converted into cash. The term:

(a) Includes, without limitation, money in a checking, savings or money market account and certificates of deposit.

(b) Does not include a line of credit.

Sec. 7. NAC 645.185 is hereby amended to read as follows:

645.185 1. A certificate authorizing an out-of-state broker to cooperate with a Nevada broker is valid for 12 months after the date of issuance. The fee paid for the issuance covers that period. The certificate is not transferable.

2. An out-of-state broker holding such a certificate shall immediately report any change in his address to the Administrator.

3. If, at any time during which a cooperative certificate is in effect, the out-of-state broker or the Nevada broker wishes to terminate the relationship, he must give written notice of the termination to the Division and the broker with whom he has been cooperating and the out-of-state broker shall immediately surrender his certificate to the Division.

4. If the license of the out-of-state broker expires or is inactivated, suspended, revoked or cancelled, he shall immediately give written notice to the Division of each Nevada broker with whom he is cooperating and surrender his cooperative certificate to the Division.

5. The Administrator may not issue a cooperative certificate to an out-of-state association, partnership or corporation which is licensed as a broker. Only a natural person who is a broker may be issued such a certificate.

6. When acting under a cooperative certificate, an out-of-state broker shall work through the cooperating Nevada broker or a licensee associated with a Nevada broker. The Nevada broker is in charge of the transaction from beginning to end.

7. Any money received in a cooperative transaction may be handled only by the cooperating Nevada broker in accordance with NRS 645.310.

8. Each out-of-state broker, while cooperating with a Nevada broker, is governed by the provisions of this chapter and chapter 645 of NRS. Any violation of such a provision by the out-of-state broker subjects his cooperative certificate and the Nevada broker's license to fine or suspension, or both, or revocation. By accepting a cooperative certificate, the out-of-state broker shall be deemed to have appointed the Nevada broker as his agent for service of all notices and process in any proceeding initiated by the Division pursuant to chapter 645 of NRS.

9. A cooperating out-of-state broker may authorize only one ~~broker-salesman~~ *broker-salesperson* or one ~~salesman~~ *salesperson* employed by him to act in his behalf. The authorization must be on a form supplied by the Division, and a copy must be sent to the Division before the authorized representative of the out-of-state broker may conduct any transaction. The authorized representative shall carry the completed form with him whenever he

is in Nevada for the purpose of conducting his real estate business. The Division shall establish the time during which the authorization is valid. Such an authorization is renewable.

10. An out-of-state broker may cooperate with more than one Nevada broker and a Nevada broker may cooperate with more than one out-of-state broker. Each arrangement is considered a separate agreement for which the appropriate form must be completed and submitted, the appropriate fee paid and a separate cooperative certificate obtained.

11. An out-of-state broker may not use a cooperating broker's certificate as authority to sell *or lease* or attempt to sell *or lease* real estate in Nevada to a resident of Nevada. Such a certificate may be used only for the purpose of allowing the out-of-state broker or ~~[salesman]~~ *salesperson* to offer real estate in Nevada for sale *or lease* to a person other than a resident of Nevada.

Sec. 8. NAC 645.313 is hereby amended to read as follows:

645.313 The Division shall not renew the license of an active broker, ~~[broker-salesman]~~ *broker-salesperson* or ~~[salesman]~~ *salesperson* unless he submits to the Division proof of compliance with the requirements for continuing education set forth in ~~[NRS 645.575 and the regulations adopted pursuant thereto.]~~ *NAC 645.448.*

Sec. 9. NAC 645.400 is hereby amended to read as follows:

645.400 ~~[For the purposes of NAC 645.400 to 645.467, inclusive, "school"]~~ *"School"* includes:

1. Any university, school or community college which is a part of the Nevada System of Higher Education, or any other university or college bearing the same or an equivalent accreditation.

2. Any professional school or college licensed *to operate* by the ~~[Nevada]~~ Commission on Postsecondary Education.

~~[3.—Any out-of-state professional school or college licensed or accredited by a real estate commission, a department of education or an equivalent agency of any other state.]~~

Sec. 10. NAC 645.404 is hereby amended to read as follows:

645.404 1. If a school has applied for and received the Commission’s approval to offer courses to meet requirements for licensure under chapter 645 of NRS, the school shall, as a condition of the approval:

(a) Maintain a record of each student’s attendance and certification in any of those courses for 7 years after his enrollment and shall have such records open to inspection by the Division, upon its request, during the school’s business hours.

(b) Upon a transferring student’s request, furnish the school to which he is transferring a copy of his attendance record and certification for each of those courses which he has completed.

(c) Upon a student’s request, furnish the Division a transcript of the record of his grades and attendance.

2. A school that does not meet the definition of a “school” set forth in ~~[either]~~ subsection 1 ~~[or 3]~~ of NAC 645.400 must provide evidence to the Division that the school is licensed to operate by the Commission on Postsecondary Education.

Sec. 11. NAC 645.440 is hereby amended to read as follows:

645.440 1. Except as otherwise provided in subsection 2, before any school offers or conducts a course of instruction designed to fulfill the educational requirements for issuance of an original license under chapter 645 of NRS, the school must be approved by the Commission.

2. Unless the course is a course in broker management, the Commission may accept such a course from any of the following schools without prior approval of the school:

(a) Any university, school or community college of the Nevada System of Higher Education, or other university or college bearing the same or equivalent accreditation.

(b) Any other school offering a course in real estate, business or economics if the course is ~~is~~ ~~—(1) Approved by any real estate commission or division in any state of the United States or province of Canada; or~~ ~~—(2) In~~ ~~in~~ the judgment of the Commission, equivalent in quality to the courses of colleges or universities accredited by any regional accrediting agency recognized by the United States Department of Education.

(c) The American Institute of Real Estate Appraisers, the American Society of Appraisers, the Appraisal Institute, the International Association of Assessing Officers or the Society of Real Estate Appraisers for courses in real estate appraisal consisting of not less than 45 hours of instruction. Forty-five hours of instruction shall be deemed to be the equivalent of 3 semester credits in appraisal.

Sec. 12. NAC 645.4442 is hereby amended to read as follows:

645.4442 1. Except as otherwise provided in subsection 2, each first-year licensee shall take a prescribed postlicensing course of education that focuses on practical applications of real estate transactions. The postlicensing course:

(a) Must not repeat the content of the course work required to meet the educational requirements for an original license;

(b) Must constitute ~~the~~ 30 hours of education ; ~~required pursuant to NRS 645.575;~~

(c) Must be offered in modules; and

(d) Must be provided through live instruction in which the licensee and the instructor are in the same room, except that first-year licensees who live in a rural area may, with the prior written approval of the Division, take the postlicensing course as an interactive or televideo course that involves interaction with the instructor and other students.

2. The requirement for postlicensing education set forth in subsection 1 does not apply to a first-year licensee who:

(a) Holds a real estate license issued by another state or territory of the United States, or the District of Columbia, on the date on which the first-year licensee obtains a real estate license issued by the State of Nevada;

(b) Held a license as a real estate broker, real estate ~~broker-salesman~~ *broker-salesperson* or real estate ~~salesman~~ *salesperson* issued by the State of Nevada within the 5 years immediately preceding the date on which the first-year licensee obtained a license as a real estate ~~salesman;~~ *salesperson;* or

(c) Is licensed as a real estate ~~broker-salesman~~ *broker-salesperson* and obtained the qualifications for licensure as a real estate ~~broker-salesman~~ *broker-salesperson* pursuant to the provisions of subsection 4 of NRS 645.343.

3. The postlicensing course may include material that has not previously been approved or allowed for continuing education credit. Courses approved for postlicensing education will not be accepted or approved as a course for continuing education.

4. The curriculum for postlicensing education must contain at least 15 modules that include, without limitation:

- (a) Real estate contracts, including the writing and presenting of a purchase agreement and qualifying prospects;
- (b) The listing process, market analysis and inspections;
- (c) Communication, technology and records management, including time management, goal setting and devising a plan of action;
- (d) Buyer representation, including the buyer's brokerage contract, fiduciary duties, disclosures, cooperation between agents and new-home tracts;
- (e) Professional conduct, etiquette and ethics;
- (f) Advertising, 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 sale, costs of sale and cost sheets;
- (h) Agency relationships;
- (i) Land;
- (j) Regulatory disclosures, including disclosures required by federal, state and local governments;
- (k) Property management and the management of common-interest communities;
- (l) Escrow, title and closing processes;
- (m) Financing;
- (n) Negotiation; and
- (o) Tax opportunities and liabilities related to the client.

Sec. 13. NAC 645.4444 is hereby amended to read as follows:

645.4444 1. An application for the approval of a course for postlicensing education must be submitted to the Division on a form provided by the Division for review and presentation to the Commission.

2. The Commission will not grant retroactive approval for a course in postlicensing education.

3. The Commission will grant credit for a course for postlicensing education only if the sponsor of the course:

(a) Certifies the attendance of the licensees who take the course for credit.

(b) Maintains for at least 4 years a record of attendance which contains the following information with respect to each licensee who has taken the course for credit:

(1) The name of the licensee in attendance and the number of his license;

(2) The title and number of the course;

(3) The hours of instruction attended and the dates of attendance by the licensee; and

(4) A statement that the licensee has successfully completed the course.

(c) Assures the Commission that an approved instructor will preside throughout the course.

(d) Requires each licensee who takes the course to:

(1) Take a closed-book final examination with a proctor present at a location designated by the sponsor in its application for approval filed with the Division and to receive a score of at least 75 percent to pass the course;

(2) Prove his identity before he is allowed to take any examination; and

(3) Complete the entire course to receive credit for taking the course.

(e) Gives credit for only the number of hours for which the course has been approved by the Division to a licensee who completes the course.

(f) Publishes a policy for retaking an examination which a licensee has failed.

4. If a course for postlicensing education has been approved, the sponsor of the course shall provide a certified copy of the record of completion to the licensee upon his completion of the course. The Division shall accept the certificate *or an electronic submission from the sponsor to the Division pursuant to subsection 2 of section 5 of this regulation* as proof of completion of the course by the licensee. The ~~certificate of a sponsor~~ *proof of completion* must contain:

(a) The name of the sponsor;

(b) The name of the licensee and his license number;

(c) The title of the course and the number of hours for which the course has been approved;

(d) The dates of instruction;

(e) The number of the sponsor assigned by the Division and a statement that the course was approved by the Commission;

(f) The signature of the person who is authorized to sign for the sponsor; and

(g) A statement indicating that the licensee fulfilled the requirements to pass the course.

Sec. 14. NAC 645.445 is hereby amended to read as follows:

645.445 1. To renew an active license ~~[, the licensee must provide the Division with proof that he has met the requirements set forth in paragraph (a) of subsection 1 of NRS 645.575.]~~
~~—2.—To~~ *or to* reinstate a license which has been placed on inactive status, a person must provide the Division with proof that he has met the *educational* requirements set forth in ~~[paragraph (b) of subsection 1 of NRS 645.575.]~~

~~—3.— For the purpose of compliance with this section, 50 or more minutes of actual instruction constitutes a clock hour and initial licensing refers to the first issuance of a real estate license of any kind in Nevada.~~

~~—4.] NAC 645.448.~~

2. A licensee may petition the Administrator for an extension of time in which to comply with the requirements for continuing education. The Administrator may grant such an extension if he finds the licensee has a severe hardship resulting from circumstances beyond his control which has prevented him from meeting the requirements.

Sec. 15. NAC 645.448 is hereby amended to read as follows:

645.448 1. Except as otherwise provided in subsection 3, a real estate ~~[salesman]~~ *salesperson* who wishes to renew his license must complete at least 24 hours of continuing education at approved educational courses, seminars or conferences during the license period for the license ~~[]~~ *described in NRS 645.780*. Not less than 12 of the hours must be devoted to ethics, professional conduct or the legal aspects of real estate, including:

(a) Three hours in the area of agency relationships;

(b) Three hours in the area of Nevada law with an emphasis on recent statutory and regulatory changes;

(c) Three hours in the area of contracts; and

(d) Three hours in the area of ethics.

2. Except as otherwise provided in subsection 3, a real estate broker or real estate ~~[broker-salesman]~~ *broker-salesperson* who wishes to renew his license must complete at least 24 hours of continuing education at approved educational courses, seminars or conferences during the

license period for the license ~~[]~~ *described in NRS 645.780*. Not less than 15 of the hours must be devoted to ethics, professional conduct or the legal aspects of real estate, including:

- (a) Three hours in the area of agency relationships;
- (b) Three hours in the area of Nevada law with an emphasis on recent statutory and regulatory changes;
- (c) Three hours in the area of contracts;
- (d) Three hours in the area of ethics; and
- (e) Three hours in the area of broker management.

3. The requirements for continuing education set forth in subsections 1 and 2 do not apply to the renewal of a license upon the expiration of the initial license.

4. If a license has been placed on inactive status and the licensee wishes to have the license reinstated, the licensee must comply with the following requirements:

(a) If the license was on inactive status for ~~[1-year]~~ *2 years* or less, ~~[all]~~ *any part* of which was during the period of the initial license, the licensee must complete the 30-hour postlicensing course described in NAC 645.4442.

~~(b) If the license was on inactive status for more than 1 year but less than 2 years, any part of which was during the period of the initial license, the licensee must complete at approved educational courses, seminars or conferences:~~

~~——(1) The 30-hour postlicensing course described in NAC 645.4442; and~~

~~——(2) At least 18 hours of continuing education. Not less than 12 of the hours must be devoted to ethics, professional conduct or the legal aspects of real estate, including:~~

~~——(I) Three hours in the area of agency relationships;~~

~~————(II) Three hours in the area of Nevada law with an emphasis on recent statutory and regulatory changes;~~

~~————(III) Three hours in the area of contracts; and~~

~~————(IV) Three hours in the area of ethics.~~

~~(e)~~ If the license was on inactive status for 2 years or less, no part of which was during the period of the initial license, the licensee must complete at least 24 hours of continuing education at approved educational courses, seminars or conferences. Not less than 12 of the hours must be devoted to ethics, professional conduct or the legal aspects of real estate, including:

- (1) Three hours in the area of agency relationships;
- (2) Three hours in the area of current Nevada law with an emphasis on recent statutory and regulatory changes;
- (3) Three hours in the area of contracts; and
- (4) Three hours in the area of ethics.

~~(d)~~ (c) If the license was on inactive status for more than 2 years, any part of which was during the period of the initial license, the licensee must complete at approved educational courses, seminars or conferences:

- (1) The 30-hour postlicensing course described in NAC 645.4442; and
- (2) At least 24 hours of continuing education. Not less than 12 of the hours must be devoted to ethics, professional conduct or the legal aspects of real estate, including:

- (I) Three hours in the area of agency relationships;
- (II) Three hours in the area of current Nevada law with an emphasis on recent statutory and regulatory changes;

(III) Three hours in the area of contracts; and

(IV) Three hours in the area of ethics.

~~[(e)]~~ (d) If the license was on inactive status for more than 2 years, no part of which was during the period of the initial license, the licensee must complete at least 48 hours of continuing education at approved educational courses, seminars or conferences. Not less than ~~[(12)]~~ 24 of the hours must be devoted to ethics, professional conduct or the legal aspects of real estate, including:

(1) ~~[(Three)]~~ Six hours in the area of agency relationships;

(2) ~~[(Three)]~~ Six hours in the area of current Nevada law with an emphasis on recent statutory and regulatory changes;

(3) ~~[(Three)]~~ Six hours in the area of contracts; and

(4) ~~[(Three)]~~ Six hours in the area of ethics.

5. Not more than 3 hours of any of the required hours set forth in this section for continuing education may be taken in courses for personal development.

6. *If a real estate salesperson, real estate broker or real estate broker-salesperson wishes to renew his or her permit to engage in business as a business broker at the same time that the person renews his or her license, the real estate salesperson, real estate broker or real estate broker-salesperson must, in addition to satisfying the requirements for continuing education set forth in subsection 1 or 2, as appropriate, satisfy the requirements for renewal of such a permit as described in NAC 645.915, including any additional requirements for continuing education.*

7. For the purpose of compliance with this section, 50 or more minutes of actual instruction constitutes a clock hour.

8. As used in this section, “initial license” means the license of a person who is a first-year licensee and who:

(a) Did not hold a real estate license issued by another state or territory of the United States, or the District of Columbia, on the date on which the first-year licensee obtained a real estate license issued by the State of Nevada;

(b) Had not held a license as a real estate broker, real estate ~~broker-salesman~~ *broker-salesperson* or real estate ~~salesman~~ *salesperson* issued by the State of Nevada within the 5 years immediately preceding the date on which the first-year licensee obtained a license as a real estate ~~salesman;~~ *salesperson;* or

(c) Is licensed as a real estate ~~broker-salesman~~ *broker-salesperson* and obtained the qualifications for licensure as a real estate ~~broker-salesman~~ *broker-salesperson* pursuant to the provisions of subsection 2 of NRS 645.343.

Sec. 16. NAC 645.455 is hereby amended to read as follows:

645.455 1. An application for the approval of a course for continuing education must be submitted to the Division on a form provided by the Division for review and presentation to the Commission.

2. The Commission may grant retroactive approval for a course for continuing education.

3. The Commission will grant credit for a course for continuing education only if:

(a) The course consists of at least 3 hours of distance education or instruction in a classroom.

(b) For a course of instruction in a classroom, the sponsor of the course:

- (1) Certifies the attendance of licensees who take the course for credit.
 - (2) Maintains for at least 4 years a record of attendance which contains the following information with respect to each licensee who has taken the course for credit:
 - (I) The name of the licensee in attendance and the number of his license.
 - (II) The title and number of the course.
 - (III) The hours of instruction attended and dates of attendance by the licensee.
 - (IV) A statement that the licensee has successfully completed the course, if applicable.
 - (3) Assures the Commission that an approved instructor will preside throughout the course.
- (c) For a course of distance education, the sponsor of the course:
- (1) Requires each student to:
 - (I) Take a closed-book final examination with a proctor present at a location designated by the sponsor in its application for approval filed with the Division and receive a score of at least 75 percent to pass the course;
 - (II) Prove his identity before he is allowed to take any examination;
 - (III) Complete an entire course to receive credit for taking the course; and
 - (IV) Complete each course within an established minimum and maximum time.
 - (2) Gives credit for only the number of hours for which the course has been approved by the Division to a licensee who has completed the course.
 - (3) Publishes a policy for retaking an examination which a licensee failed.
 - (4) Maintains for at least 4 years a record of completion of the course which contains the following information with respect to each licensee who has taken the course for credit:

(I) The name of the licensee who completes the course and the number of his license.

(II) The title and number of the course.

(III) A statement that the licensee has successfully completed the course which includes, without limitation, the date that the course was completed and the number of hours completed.

4. If a course is approved, the sponsor shall provide a certified copy of the record of attendance or record of completion to the licensee upon his completion of the course. The Division shall accept the certificate *or an electronic submission from the sponsor to the Division pursuant to subsection 2 of section 5 of this regulation* as proof of the attendance of the licensee or completion of the course by the licensee for the purpose of renewal or reinstatement of his license. If the course is taken at a university or community college, the proof of attendance must be a certified transcript. The ~~certificate of a sponsor~~ *proof of attendance* must contain the:

(a) Name of the sponsor;

(b) Name of the licensee and his license number;

(c) Number of hours of credit for continuing education for which the course is approved;

(d) Dates of instruction for a course of instruction in a classroom;

(e) Date of completion of the course for a course of distance education;

(f) Title of the course or seminar;

(g) Number of the sponsor assigned by the Division and a statement that the course was approved by the Commission;

(h) Signature of the person authorized to sign for the sponsor;

(i) Grade received by the licensee or a statement of whether the licensee passed the class if an examination was given; and

(j) Manner in which instruction for the course was delivered.

Sec. 17. NAC 645.463 is hereby amended to read as follows:

645.463 1. ~~[A course may not be taken for credit to meet the requirements for continuing education more than once during any two consecutive periods for renewal of a license.~~

~~—2.]~~ 2. Courses taken to satisfy requirements for renewal or reinstatement of a license must be completed within ~~[2]~~ 4 years immediately before the latest date for renewing or reinstating the license.

~~[3.]~~ 3. A licensee may receive credit for continuing education only upon certification by the sponsor that the licensee has attended and completed at least 90 percent of the course.

~~[4.]~~ 4. The sponsor shall determine whether a final examination is required for the completion of a course.