Nevada Real Estate Division Continuing Education Online Renewal Process

Welcome to the new Continuing Education online renewal process for the Nevada Real Estate Division. As we continue to move the Division into the future, we hope this first small step will help you in your ability to complete CE renewals with ease. ***Please note this process is ONLY for CE Course Renewals at this time.*** We hope to be able to launch other course renewal segments in the near future.

We have found all web browsers to work well with the process but, you must have the latest versions of your favorite browser to be most successful. We have found Google Chrome to work the best.
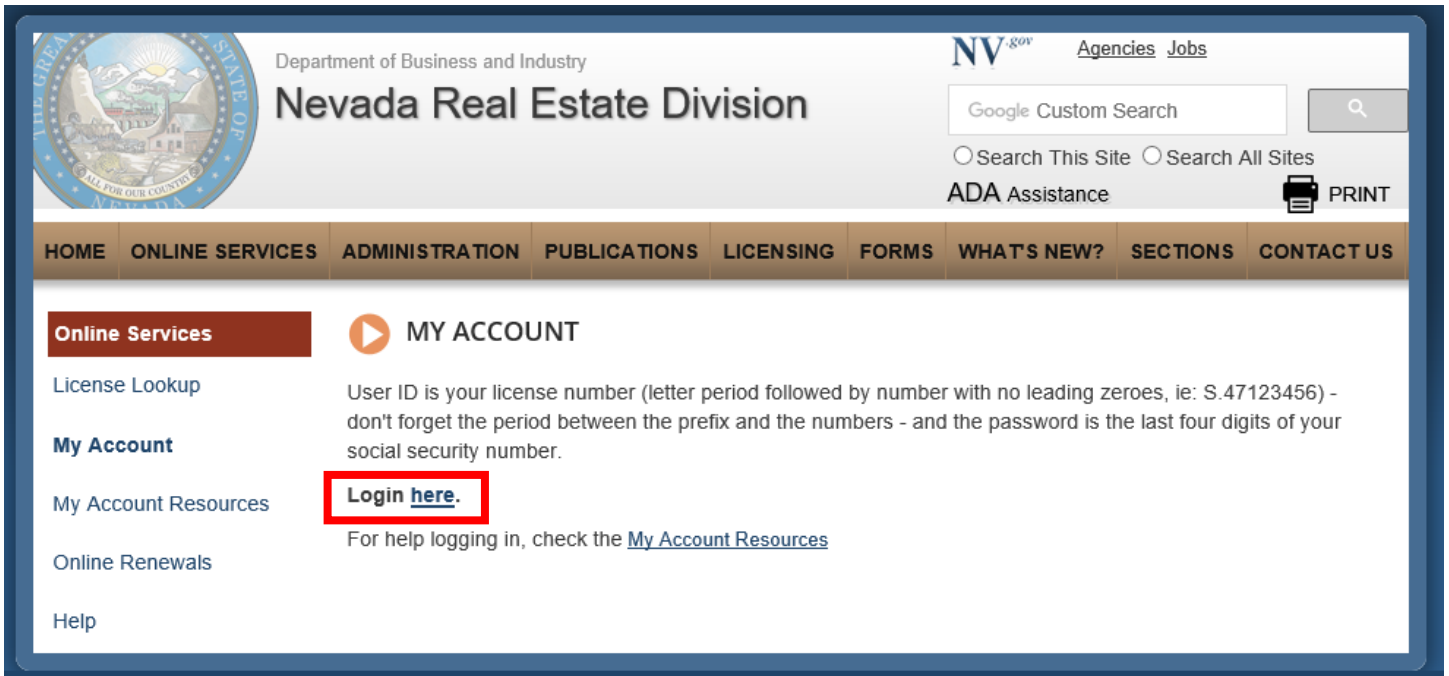
Step 1. Log in to http://red.nv.gov/. This is the official website for the Nevada Real Estate Division.
Step 2. Click or hover over Online Services, as shown below, and select My Account.

Step 3. From the My Account screen click Login <u>here</u>

Step 4. You will be navigated to the login screen where you will need to provide your user ID and password. Both will be issued to you ahead of time.

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Step 5. If this is your first time logging in, you will be prompted to answer three security questions for future use should you become locked out and/or need to reset your password. Click Save.

Step 6. Once complete, you will be brought to the user account screen. Here you can change your password or security questions and view other information regarding your user account. Next, click the Start/Continue Renewal link to view and work current renewals.

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Step 7. Choose a course to renew from the Renew a License screen and click Start

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Step 8. Once you enter the course information screen, you will be required to answer any question marked with a red asterisk *. You cannot move forward until all mandatory questions have been answered and documents have been uploaded.

Please note: Form 526A, the Timed Course Outline, must be submitted as a word document. This is the only document required on this page. The form can be opened, completed and uploaded from this screen. Click Next.

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Step 9. The course changes screen requires you to upload **ALL** other course materials you are familiar with from the original application checklist. This includes the following: ARELLO Certification or Distance Education Questionnaire, Course materials, handouts, refund/cancellation policy, exams, quizzes and answers, and all other applicable items submitted with your original course application.

Please note: If you answer yes to question nine, ALL changes to the course must be clearly marked or highlighted for Division Review. This will streamline the renewal process and enable the Division to reapprove your course faster. Should you fail to clearly mark or highlight course changes, approval may be delayed.

You may upload multiple documents to this section. PowerPoints must be converted to PDF prior to uploading. Click Next.

License for CE.3214321-RE

Course Changes

- • Course Information
- › Course Changes
- • Instructor Information
- • Sponsor Information
- • Attestation

9. Has the course content been affected by recent changes in law or legislation from its current version? *Or,* **have there been material changes to course content which has affected the previously approved course materials, objectives or outcomes?**

* ○ Yes ● No

10. If yes, submit complete course content clearly marked or highlighted indicating the revisions for Division review.

If no, submit complete course content for division review. **NAC 645.4432(1)(c), NAC 645.4432(3) & (5).**

* 🗑 📝 530 test.pdf

Select a document to upload:

[   ] Browse...

File types accepted: ach, bmp, doc, docx, fil, jpg, pdf, rtf, tif, txt, vsd, wpd, xls, xlsx

Upload Document

Previous | Next | Close and Save

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Step 10. On the Instructor Information screen, you will be required to list all currently approved instructors. If you wish to add a new instructor, you will be required to add their name and the application which can be opened, completed and uploaded to the system here. Click Next.

License for CE.3214321-RE

Instructor Information

- **Course Information**
- **Course Changes**
- **Instructor Information**
- Sponsor Information
- Attestation

11. Currently Approved Instructors. List only those instructors still affiliated with the course. Any instructor not included will be withdrawn as an approved instructor of the course.

*
```
Peter Pretend
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12. Add new instructors. You must submit completed Instructor Applications (**Form 635**) for each new instructor.

13. Instructor Applications

No document(s) uploaded for this question.

Select a document to upload:

[Browse...]

File types accepted: ach, bmp, doc, docx, fil, jpg, pdf, rtf, tif, txt, vsd, wpd, xls, xlsx

[Upload Document]

14. List guest speakers, if any, and the topic and duration of their instruction.

[Previous]   [Next]   [Close and Save]

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Step 11. The sponsor information screen will allow you to notify the Division of any changes in location or contact information. If you have made changes and select Yes, you may detail those changes in the sections below.

If your location has changed, you will also be required to provide an updated Form 648, the Retention of Real Estate Education Records. The form can be opened, completed and uploaded from this screen. Click Next.

License for CE.3214321-RE

Sponsor Information

- Course Information
- Course Changes
- Instructor Information
- ➤ Sponsor Information
- Attestation

15. Has the school's location and/or contact information changed since approval/last renewal?

If yes, provide the current information below and submit a completed and signed records retention form, 648.

* ○ Yes ● No

16. If applicable, upload Form 648, the Retention of Real Estate Education Records.

No document(s) uploaded for this question.

Select a document to upload:

[   ] Browse...

File types accepted: ach, bmp, doc, docx, fil, jpg, pdf, rtf, tif, txt, vsd, wpd, xls, xlsx

Upload Document

17. Contact Name and Job Title

[   ]

18. Enter the school's address.

[   ]

19. Primary Contact Phone Number

[   ]

20. Primary Contact Fax Number

[   ]

21. Primary Contact Email Address

[   ]

22. Website

[   ]

23. Contact Name and Job Title

[   ]

24. Secondary Contact Email Address

[   ]

Previous | Next | Close and Save

Nevada Real Estate Division Continuing Education Online Renewal Process

Step 12. Please attest and agree here in order to review your submission prior to payment.

License for CE.3214321-RE

Attestation

- Course Information
- Course Changes
- Instructor Information
- Sponsor Information
- Attestation

25. SWORN DECLARATION

I hereby certify under penalty of perjury that the answers contained in this application are true and correct; and:

I declare that I will faithfully comply with all the statutes and regulations of the State of Nevada pertaining to the conduct of real estate education providers in the State of Nevada.

* I AGREE

Previous | Add to Invoice | Close and Save

Nevada Real Estate Division Continuing Education Online Renewal Process

Step 13. Finally, you will have the opportunity to review your entries and selections prior to submission. If everything is as it should be, click Add to Invoice.

License for CE.3214321-RE

Review   [Print Review]

- Course Information
- Course Changes
- Instructor Information
- Sponsor Information
- Attestation
- ➤ Review

ATTENTION:
Please DO NOT add more than four courses to the invoice at a time. It may result in an error and prevent you from completing the renewal process.

Fees

COURSE ACCREDITATION - RENEWAL	$50.00
Convenience Fee - 1.5% Surcharge for Credit Cards	$0.75
	=========
Total Fees	**$50.75**

Course Information

1. Course Approved Hours
3

2. Course Delivery Method
Classroom

3. If Other, explain:
Question not answered

4. Course Designation
Agency

5. Course Enrollment Fee
$ 100

6. State the total number of Nevada licensees that attended this course during the last renewal period.
100

7. State the total number of course offerings during the last renewal period.
10

8. Submit Form 526A, the timed course outline template. Be sure to include content updates and changes, if any, since the original approval or last renewal. This form must be submitted as a WORD DOCUMENT.
526a.docx

Course Changes

9. Has the course content been affected by recent changes in law or legislation from its current version? Or, have there been material changes to course content which has affected the previously approved course materials, objectives or outcomes?
No

[Previous]   [Add to Invoice]   [Close and Save]

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Step 14. From the invoice page, you may pay your renewal by Visa or Mastercard only. Please note a 1.5 percent surcharge will be assessed. Once you have completed the payment process the course will no longer be available for editing or review.

Nevada Real Estate Division
A Division of the Department of Business & Industry

PRETEND SCHOOL
OF REAL ESTATE
My Account
LogOut

Invoice Summary
1 item:
$50.75

ONLINE SERVICES

Online Services
Current Information
Start/Continue Renewal

NO LOGIN REQUIRED
License Lookup

The item was successfully added to the invoice

To renew an additional license, permit or certificate, click on a command in the left menu or click Pay Invoice to pay now.

Invoice

Date: 7/24/2019   Invoice #: 44357

PRETEND SCHOOL OF REAL ESTATE

Description	Amount
🗑 **Renewal - CE.3214321-RE**	
COURSE ACCREDITATION - RENEWAL	$50.00
Convenience Fee - 1.5% Surcharge for Credit Cards	$0.75
Subtotal:	$50.75
Total:	**$50.75**

Pay Invoice

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Items of Note:
- Clicking Close and Save at the bottom of any online application will save your place and return you to the Renew a License page.
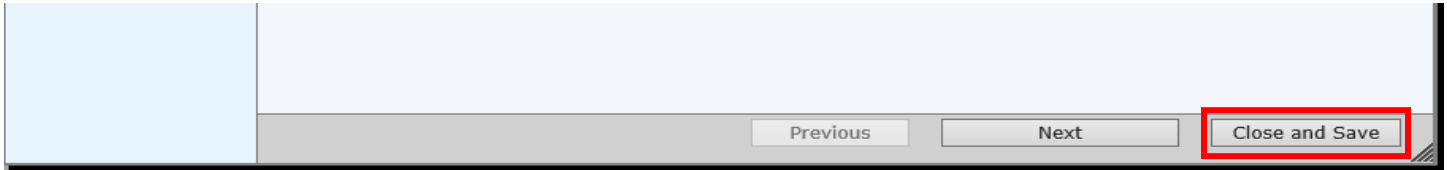
- By clicking **Continue**, you will pick up where you left off.
- By clicking **Restart**, you will clear **ALL** entries.

- **PowerPoint files cannot be uploaded** and must be convered and submitted as PDF.
- *Please do not add more than four courses to the invoice at a time.* **It may result in an error and prevent you from completing the renewal process.**