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/](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 here

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

Renew a License

Please select which license you wish to renew from the following list.

<table>
<thead>
<tr>
<th>Completed</th>
<th>License</th>
<th>Renewal Date Range</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start</td>
<td>CE.3213421-RE</td>
<td>08/01/2019 - 07/31/2020</td>
<td></td>
</tr>
</tbody>
</table>
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.

![Form 526A](image)
Nevada Real Estate Division Continuing Education Online Renewal Process

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

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
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.
Nevada Real Estate Division Continuing Education Online Renewal Process

**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.

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**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Renewal - CE.3214321-RE</td>
<td>$50.00</td>
</tr>
<tr>
<td>COURSE ACREDITATION - RENEWAL</td>
<td></td>
</tr>
<tr>
<td>Convenience Fee - 1.5% Surcharge for Credit Cards</td>
<td>$0.75</td>
</tr>
<tr>
<td><strong>Subtotal:</strong></td>
<td><strong>$50.75</strong></td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td><strong>$50.75</strong></td>
</tr>
</tbody>
</table>

Pay Invoice
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 converted 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.