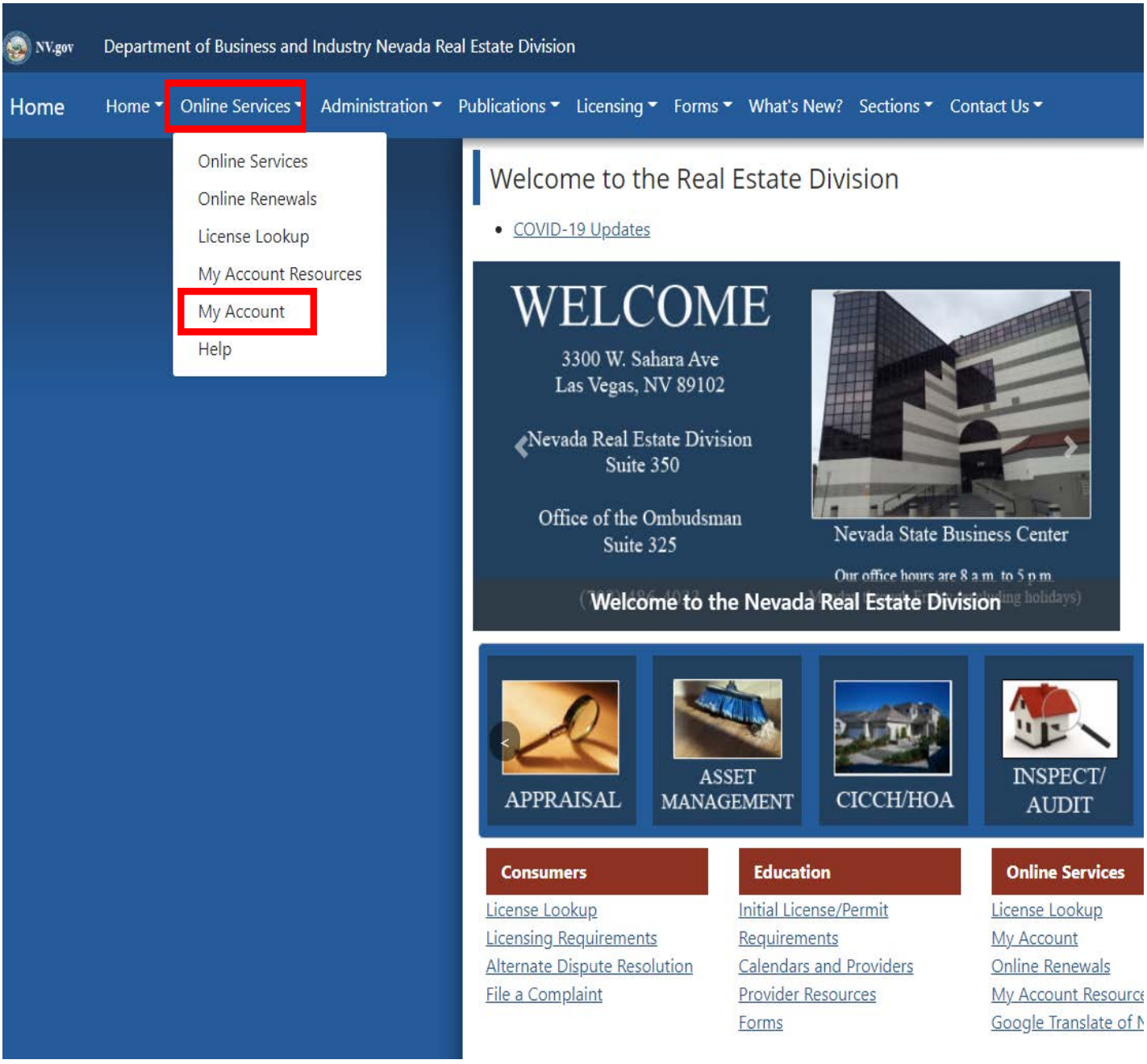
Nevada Real Estate Division Continuing Education Online Renewal Process

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 and Post-licensing 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 **Online Services**, as shown below, and select **My Account**.



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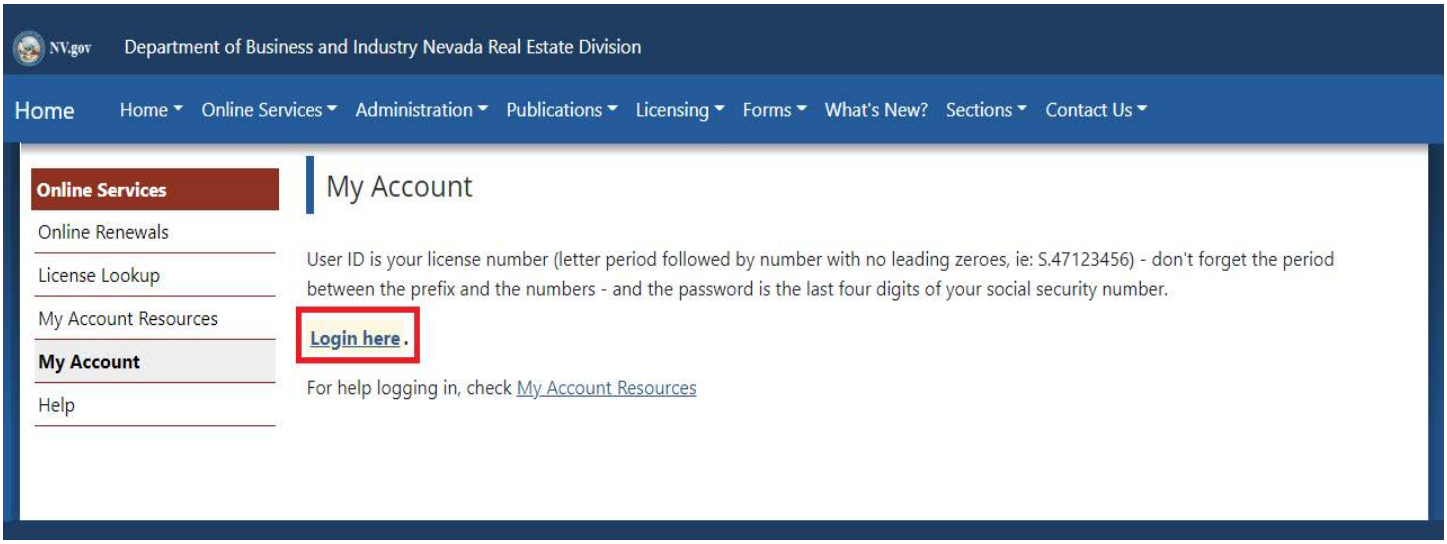
Step 3. From the My Account screen click **Login here**



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

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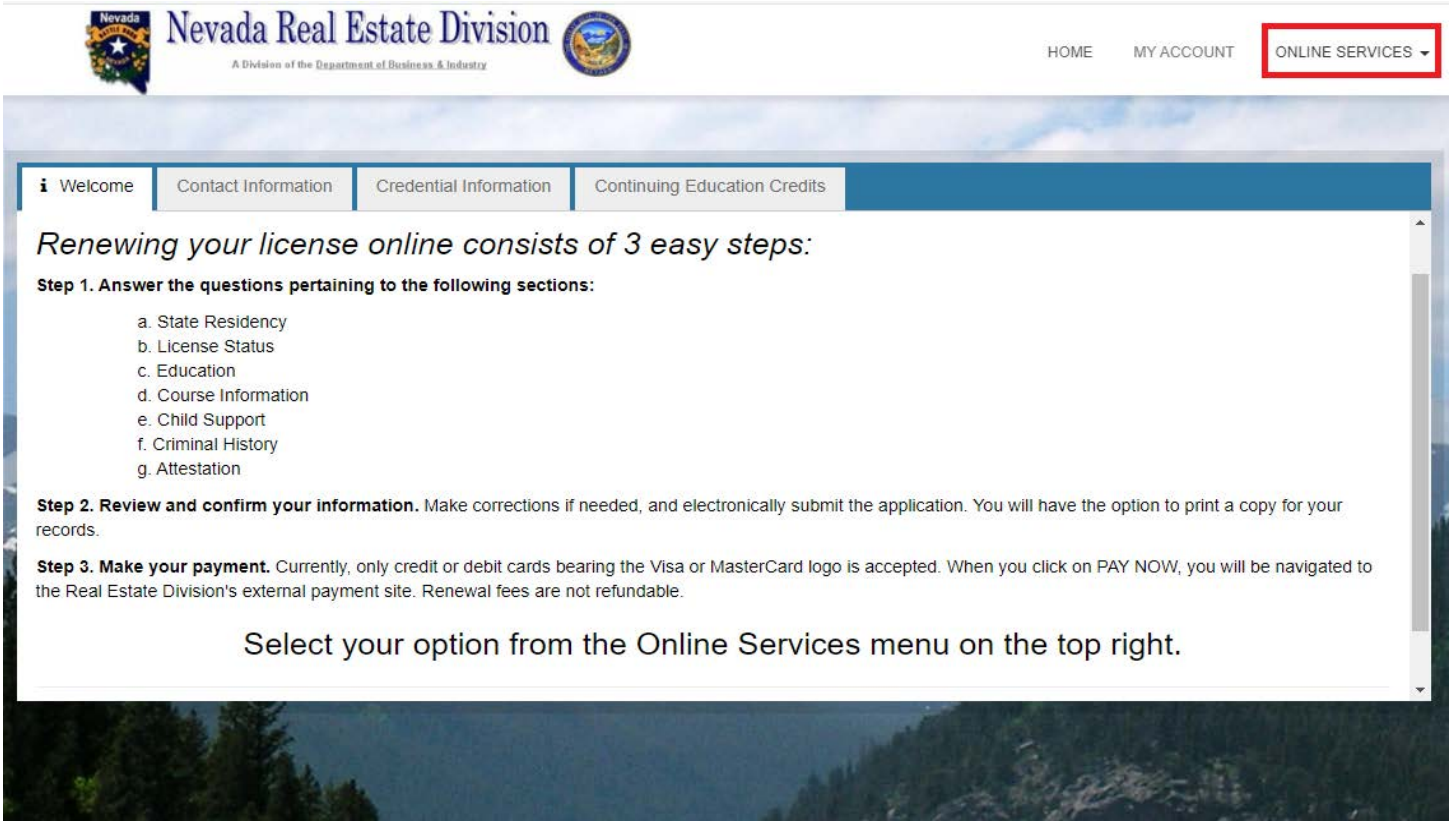
Step 5. If this is your first time logging in, you will be prompted to answer three security questions for future use should you become locked out and/or need to reset your password. Click **Save**.

Once complete, you will be brought to the user account screen. Here you may view your Credential other information regarding your user account.

Step 6. Click the **Online Services** menu on the top right.



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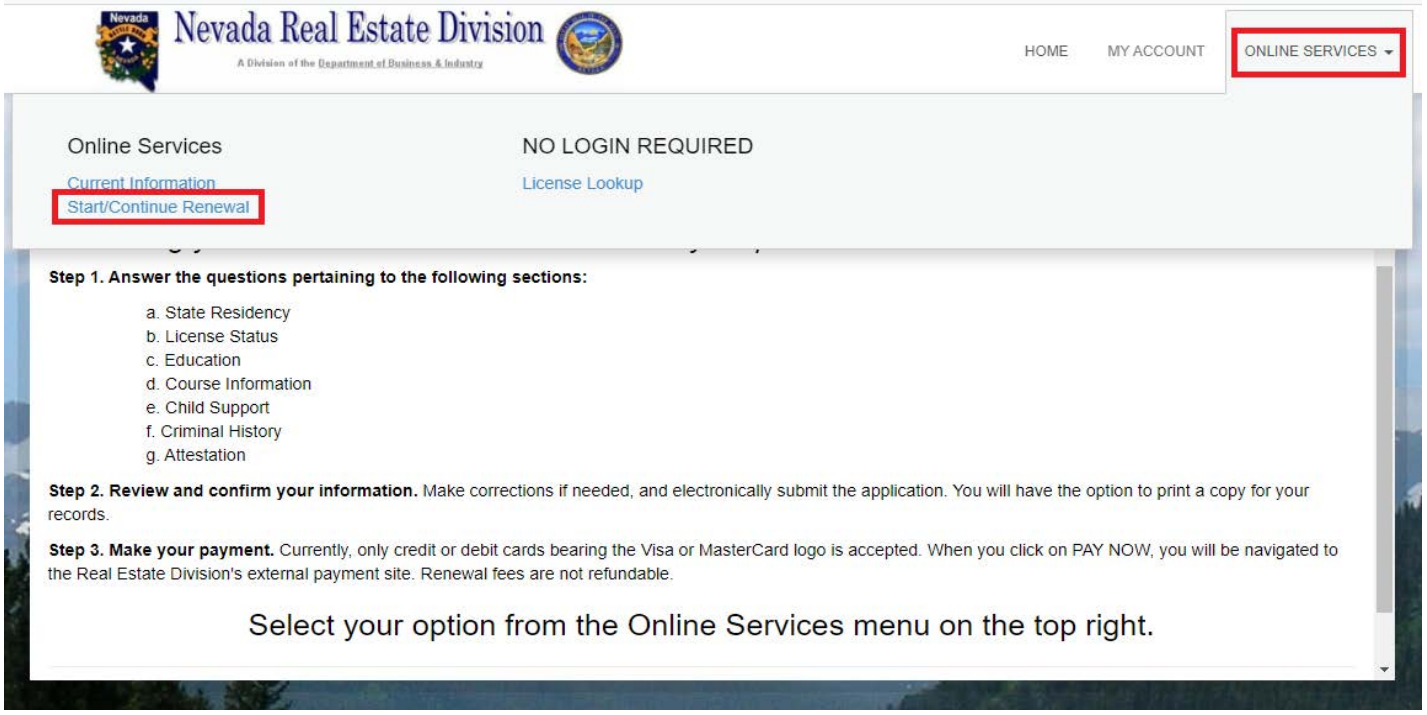
Step 7. After selecting **Online Services**, click **Start/Continue Renewal**



Step 8. Choose a course to renew from the Renew a License screen and click **Start**

Step 9. You will be required to answer any question marked with a red asterisk *. You may not move forward until all mandatory questions have been answered and documents have been uploaded. Once you have answered a required question click **Next** to proceed.

Please Note: You must include all instructors they would like approved to teach the course . Any instructor name omitted from the app will be withdrawn from the course. The sponsor will need to submit the Instructor Application form 635 and resumé for any instructor they wish to add that was not previously approved.

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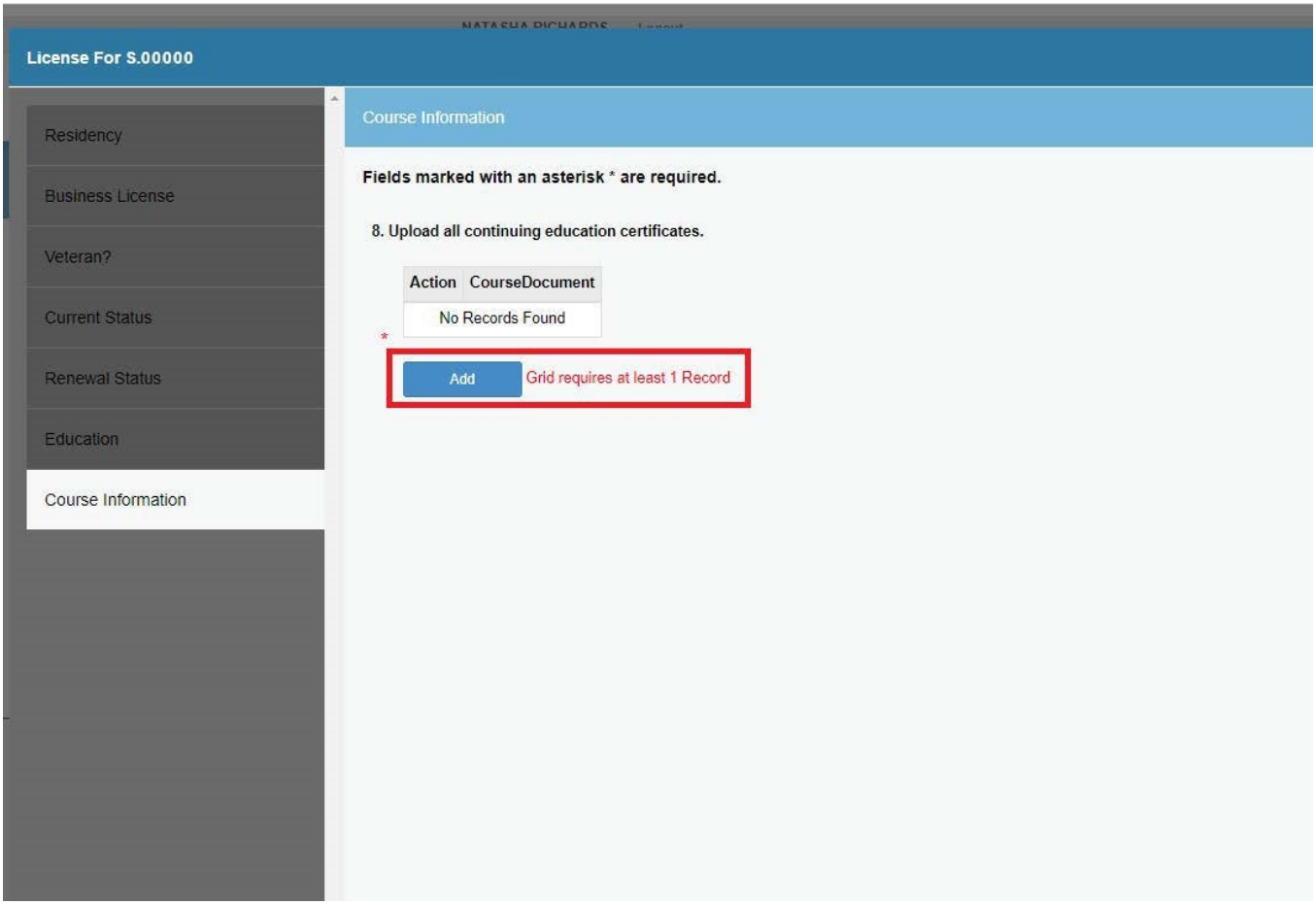


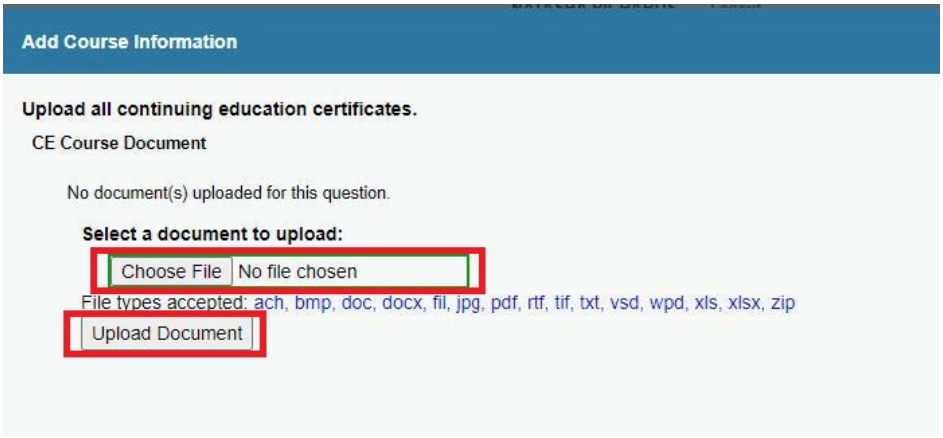
Step 10. From this screen, you may upload your CE Course Documents by clicking **Add.**

You are required 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.

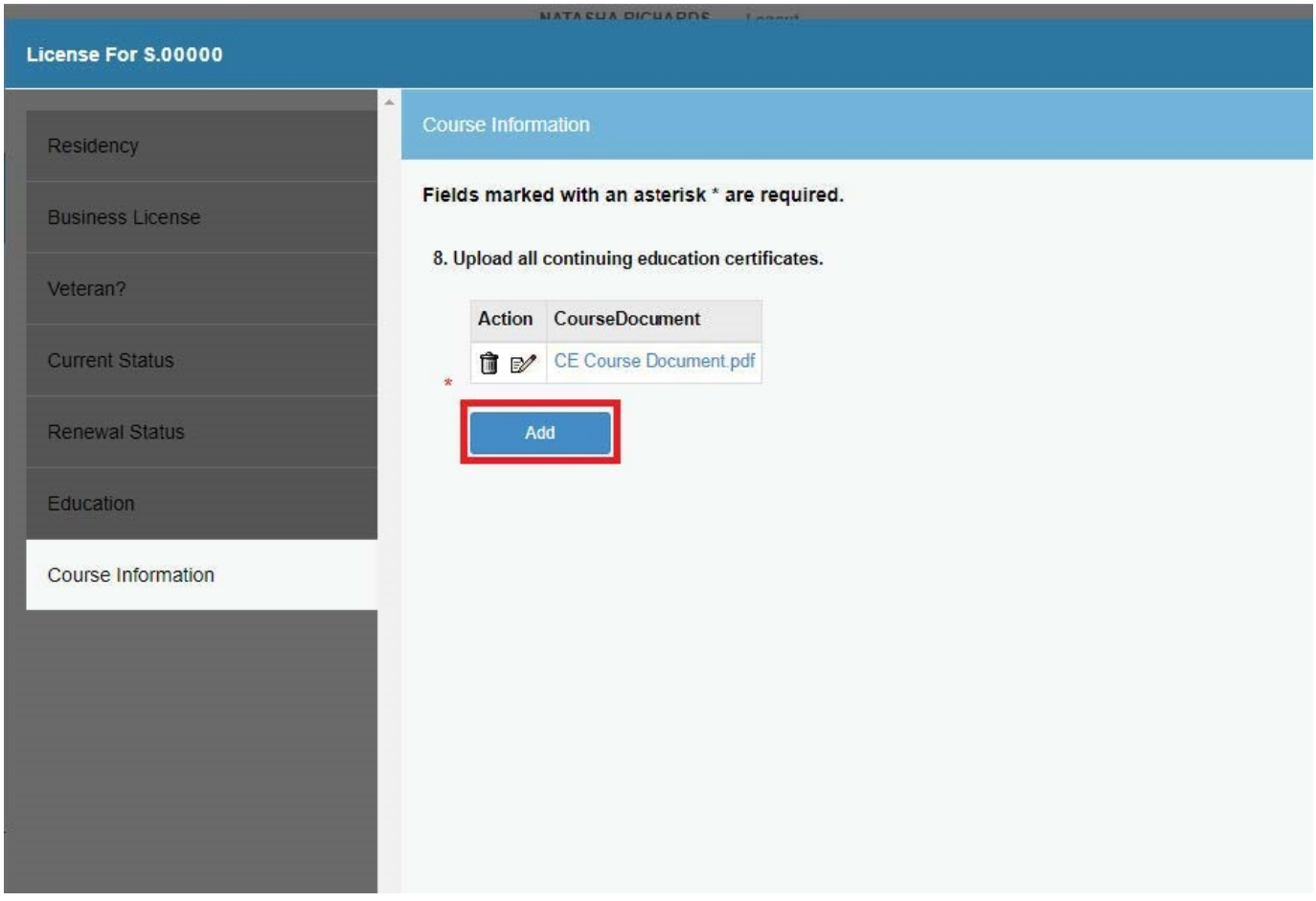
Please note: If you answer yes to question ten, ALL changes to the course must be clearly marked or highlighted for Division Review. This will streamline the renewal process and enable the Division to reapprove your course faster. Should you fail to clearly mark or highlight course changes, approval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

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

Step 11. Select **Choose File**, and then **Upload** once you are ready to proceed.



You may upload additional documents by selecting **Add.**



Step 12. Once you have uploaded all of your CE Documents, click **Next** and answer any required questions

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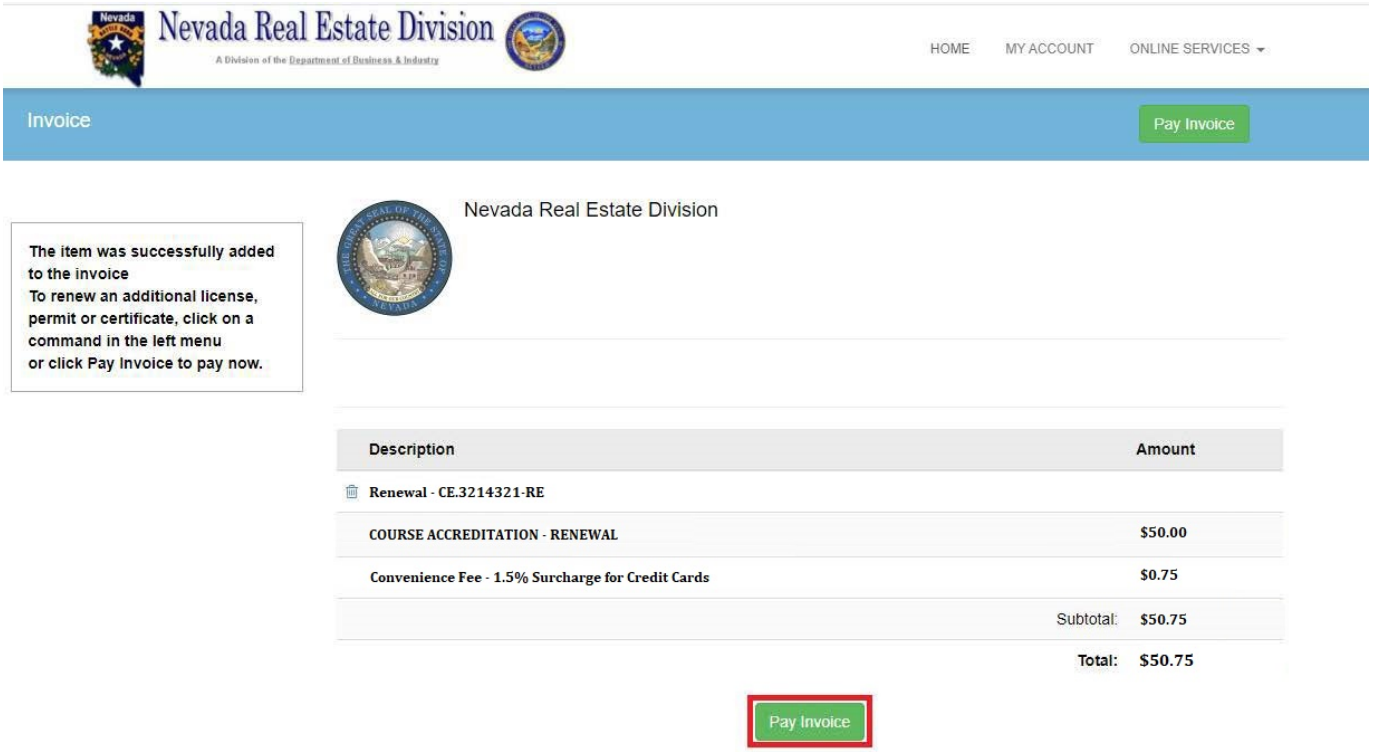
Step 13. From the invoice page, you may pay your renewal by Visa or Mastercard only. Please note a 1.5 percent surcharge will be assessed. Once you have completed the payment process the course will no longer be available for editing or review.



Please 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.**