

STATE OF NEVADA  
DEPARTMENT OF BUSINESS AND INDUSTRY  
**REAL ESTATE DIVISION**

**FORM 560A – REAL ESTATE BROKER MANAGEMENT PRE-LICENSING EDUCATION  
COURSE APPLICATION**

*Course to Meet the Educational Requirements for a Nevada Broker and Broker-Salesperson License*

Date \_\_\_\_\_

**Sponsor Information**

- 1. Name of school/sponsor: \_\_\_\_\_
- 2. Mailing Address: \_\_\_\_\_  
City, State & Zip: \_\_\_\_\_
- 3. Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_
- 4. E-mail: \_\_\_\_\_ URL: \_\_\_\_\_
- 5. Name(s) of school owner(s): \_\_\_\_\_
- 6. Type of School (College, University, Adult Education, etc.): \_\_\_\_\_

**Course Information**

- 7. Approval period: July 1, \_\_\_\_\_ to June 30, \_\_\_\_\_
- 8. License:  Broker  Broker-Salesperson
- 9. Course Title: \_\_\_\_\_
- 10. PL#: \_\_\_\_\_
- \*11. Instructor Names: \_\_\_\_\_
- 12. Location(s) of Offerings: \_\_\_\_\_

***\*Submit a completed instructor application form [635](#) for each instructor applicant named above.***

- 13. Credit Hours Requested: \_\_\_\_\_
- 14. Course Fee: \$ \_\_\_\_\_
- 15. Number of Required Quizzes: \_\_\_\_\_
- 16. Number of Required Exams: \_\_\_\_\_
- 17. Minimum pass grade per test: \_\_\_\_\_
- 18. Final Pass Grade: \_\_\_\_\_

*Minimum pass grade per NAC 645: 75%*

*Attach a copy of each quiz and examination, with the answer key or correct answers marked.*

**19. Required Texts and Other Readings for Course:**

Title	Author	Publisher/Date

20. Course Objectives: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

21. Delivery Method:  Live Instruction |  Distance Education (select one delivery method below)
- a.  Correspondence
  - b.  Internet
  - c.  Other: \_\_\_\_\_

For distance education delivery only, complete and submit the forms below:

- a. Distance Education Questionnaire (required, unless course delivery is ARELLO certified); and
- b. Application for Secure Electronic Method of Administering Final Exam and/or Certificate of Test Proctor.

**Retention of pre-licensing records**

Sponsor verifies that attendance records will be retained in accordance with [NAC 645.404](#) at Sponsor’s location address given below.

Written notice of any change in location must be given to the Real Estate Division, Education Section.

22. Address of location at which records will be held:

\_\_\_\_\_ (City, State, Zip)

\_\_\_\_\_ (Printed Name of Authorized Records Custodian)      \_\_\_\_\_ (Signature of Authorized Records Custodian)

**Regulatory Compliance**

23. By signing and submitting this form to the Division, Sponsor agrees to comply with all Sponsor duties including, but not limited to, using:

- a. Attendance report form [740](#) or the information prescribed in the form, if applicable; and
- b. Certificate of completion provided with course approval notification or the information prescribed in it.

Course application fee is \$100 per application. Total amount enclosed : \$ \_\_\_\_\_

“I declare under penalty of perjury under the laws of the State of Nevada that the foregoing is true and correct.”

\_\_\_\_\_ (Print Name)

Executed on \_\_\_\_\_ (Date)      \_\_\_\_\_ (Signature of person authorized to submit application)

**INCOMPLETE SUBMISSIONS COULD RESULT IN DELAY OR DENIAL OF APPLICATION.**  
**COURSE APPLICATION FEE IS NON-REFUNDABLE.**

**PRE-LICENSE BROKER MANAGEMENT COURSE MODULE SHEET**  
*(NAC 645.437)*

<i>CLASS TOPIC</i>	<i>SESSION NO.</i>	<i>REQUIRED HRS</i>
<u>1. Office Policy and Procedures, Risk Management, Errors and Omissions, Controlled Business Arrangements, Compensation, Employee-Employer relationships and Status of Independent Contractors</u>		<u>6 Hours</u>
<u>2. Creating Business Plans</u>		<u>3 Hours</u>
<u>3. Forms Used by Real Estate Brokerages</u>		<u>3 Hours</u>
<u>4. Financing Real Estate Transactions terminology , closing costs, transaction costs, and net sheets</u>		<u>6 Hours</u>
<u>5. State or Local Law Governing Real Estate Transactions</u>		<u>6 Hours</u>
<u>6. Federal Laws Governing Real Estate Transactions</u>		<u>6 Hours</u>
<u>7. Professional Relationships Between Agents and Their Clients</u>		<u>6 Hours</u>
<u>8. Valuation of Real Estate &amp; General Principles of Economics</u>		<u>3 Hours</u>
<u>9. Emerging Trends and Practices</u>		<u>6 Hours</u>

**PROVIDE A 2-3 POINT TIMED CONTENT OUTLINE TO REFLECT INFORMATION IN MODULE SHEET.  
 FOR TOPICS TESTED IN EXAM, GIVE APPROX. TIME (IN MINUTES) OR NUMBER OF ITEMS PER TOPIC.**

# **DISTANCE EDUCATION QUESTIONNAIRE**

***MUST BE COMPLETED IF SPONSOR DOES NOT HAVE DISTANCE EDUCATION CERTIFICATION***

See [NAC 645.443](#)

**I. What is your mission statement?:** \_\_\_\_\_

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**II. Describe the design of the course:** \_\_\_\_\_

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**III. What are your procedures for updating the course:** \_\_\_\_\_

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**IV. Describe the type and frequency of interactivity of the instruction with the students:**

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**V. How does the instruction provided teach mastery of the materials?:** \_\_\_\_\_

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**VI. What support services are available to students?:** \_\_\_\_\_

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**VII. How was a time study of the range of instructional hours for this course completed?: Justify the number of hours requested to be approved for this course.**

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# DISTANCE EDUCATION QUESTIONNAIRE

**VIII. Describe and document how each module of instruction has:**

**a) At least one learning objective.** \_\_\_\_\_

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**b) A structured learning method to enable the student to achieve the learning objective.**

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**c) A method of assessment of the student's performance during instruction.** \_\_\_\_\_

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**d) A method of remediation if student is deficient in mastering the course material to repeat the course until the student understands.**

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**e) A complete syllabus or student instruction manual (or both) provided in written form which includes accurate and clearly stated information about admissions, progression, completion, criteria, dismissal and any applicable licensing requirements.**

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**APPLICATION FOR SECURE ELECTRONIC METHOD OF ADMINISTERING  
FINAL EXAM FOR DISTANCE EDUCATION COURSES**

[NAC 645.412](#) requires a closed book final examination. [NAC 645.443](#) allows for a written final examination to be administered by a secure electronic method in lieu of a proctored exam.

Describe your proposal for administering testing in electronic format. Your proposal should detail the procedures, methods and components you plan to utilize to secure the electronic format and the test security to assure that the person testing is the student.

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Describe the elements and procedures you plan to utilize in grading the exam. Describe how the student will be notified of a pass or fail grade. What will be necessary for the student to re-test?

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Provide copies of exam(s) and answer key(s) [NAC 645.403.9](#).

# CERTIFICATE OF TEST PROCTOR

## Proctor Verification

Submitting this completed form will allow \_\_\_\_\_ to release the exam to the proctor via fax.  
(Name of school)

Nevada Administrative Code [\(NAC\) 645.412](#) requires that a student who enrolls in a distance education program must pass a proctored, closed-book final examination. The proctor (someone over 18 who is not related to the student / see section 1 below) must complete this form and fax the completed form to \_\_\_\_\_.

(Name of school)

(Phone Number)

All proctor signatures are **required** to be notarized. This insures the proctor is a real and valid person. All sections of this form must be completed for a test to be sent to the proctor.

### Instructions to proctor: Complete this form then email or fax the form

\_\_\_\_\_ will email or fax the exam to be proctored  
(Name of school)

\_\_\_\_\_  
**Name of the course taken**  
**(Use the students receipt or the title of the workbooks)**

### *Name of the student taking the test*

The proctor certifies that:

1. I am a disinterested third party in the administration of this examination. I am not related by blood, marriage or any other relationship to the examinee that would influence me from properly administering the examination. I am not a real estate licensee nor am I affiliated with a real estate brokerage firm.
2. The student taking the exam will show me positive photo identification prior to taking and completing the examination.
3. The enclosed examination will be administered under my supervision on the following date: \_\_\_\_\_.
4. The student received no assistance in taking the examination.
5. The test should be sent to my attention at: Fax \_\_\_\_\_ or Email \_\_\_\_\_.
6. \_\_\_\_\_ may contact me with questions via phone at the following number: \_\_\_\_\_.  
(Name of school)
7. I will not permit the examination to be compromised, copied, or recorded in any way or by any method.
8. After examination is administered, I will fax/email completed examination to your school.

\_\_\_\_\_  
**Printed Name of Proctor**

\_\_\_\_\_  
**Signature of Proctor**

\_\_\_\_\_  
**Address**

**City State Zip**

State of \_\_\_\_\_ }  
County of \_\_\_\_\_ }  
(Notary Seal)  
}SS

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_ My appointment expires on \_\_\_\_\_.  
Public Notary

**Form 560A Checklist**

<b>Sponsor Checkbox</b>	<b>Check for all items that have been completed, are included or applicable before submitting application to the Division.</b>	<b>NRED Checkbox</b>
<input type="checkbox"/>	Sponsor Information completed	<input type="checkbox"/>
<input type="checkbox"/>	Course Information completed	<input type="checkbox"/>
<input type="checkbox"/>	Course objectives	<input type="checkbox"/>
<input type="checkbox"/>	Delivery Method	<input type="checkbox"/>
<input type="checkbox"/>	Retention of Records – completed and signed	<input type="checkbox"/>
<input type="checkbox"/>	\$100 Fee	<input type="checkbox"/>
<input type="checkbox"/>	Form 560A completed, signed and dated	<input type="checkbox"/>
<input type="checkbox"/>	Course Module Sheet completed with timelines	<input type="checkbox"/>
<input type="checkbox"/>	Instructor Applications (resumes, licenses, certificates, etc.)	<input type="checkbox"/>
<input type="checkbox"/>	ARELLO Certification or Distance Education Questionnaire	<input type="checkbox"/>
<input type="checkbox"/>	Application for Secure Electronic Method of Administering Final Exam (if applicable)	<input type="checkbox"/>
<input type="checkbox"/>	Certificate of Proctor (if applicable)	<input type="checkbox"/>
<input type="checkbox"/>	CPE License or Exemption	<input type="checkbox"/>
<input type="checkbox"/>	Timed 2 to 3 point Content Outline	<input type="checkbox"/>
<input type="checkbox"/>	Course Materials (plus videos/CDs as applicable)	<input type="checkbox"/>
<input type="checkbox"/>	Sample Student Handouts	<input type="checkbox"/>
<input type="checkbox"/>	Sample Refund/Cancellation Policy	<input type="checkbox"/>
<input type="checkbox"/>	Description of physical facility (if applicable)	<input type="checkbox"/>
<input type="checkbox"/>	Copyright Authorization Letter (if applicable)	<input type="checkbox"/>
<input type="checkbox"/>	Exams, Quizzes and Answers	<input type="checkbox"/>

**Submit completed application, with materials and fee to:  
Education Section, Real Estate Division  
3300 W. Sahara Ave., Suite 350, Las Vegas, Nevada 89102**

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FOR NRED INTERNAL USE ONLY

Duplicate Course:  Yes  No PL# \_\_\_\_\_ Duplicate Title:  Yes  No PL# \_\_\_\_\_

Application complete and accepted:  Yes  No Date: \_\_\_\_\_ Initials: \_\_\_\_\_