

STATE OF NEVADA
DEPARTMENT OF BUSINESS AND INDUSTRY
REAL ESTATE DIVISION
3300 W. Sahara Ave., Suite 350, Las Vegas, Nevada 89102
(702) 486-4033 / realest@red.nv.gov / <http://red.nv.gov/>

APPRAISER *PRE-LICENSING* EDUCATION COURSE
RENEWAL APPLICATION: IN-STATE PROVIDERS

RENEWAL PERIOD ONE YEAR
INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED
THE COURSE APPLICATION FEE IS NON-REFUNDABLE

School's Legal Name:

Date:

Main Office Address:

City:

State:

Zip Code:

Mailing Address:

City:

State:

Zip Code:

School Main Phone:

School Fax:

Owner Name:

Education Contact:

Contact's Phone:

Contact's Email:

Location of Business and Student Records:

City:

State:

Zip Code:

Location and Phone Numbers of All Class Sites:

Type and Purpose of School:

Title of Course	NV Approval Number	Hours	Course Fee	License Type	Delivery Method
<i>Must match title used in advertisements.</i>				<i>Residential or General</i>	<i>Classroom/Synchronous, Internet, Webinar</i>

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1. Has the school's accreditation or license by any public authority been revoked, suspended, or denied?

☐ Yes ☐ No

2. Has the course material changed?

☐ Yes ☐ No

If **yes**, please attach a complete and detailed outline of each course syllabus, teaching material and the student handouts.

3. Are any of the courses approved by the AQB of the Appraisal Foundation, ACE/CREDIT, or IDEC?

☐ Yes ☐ No

If **yes**, please attach the approval letter(s).

Required Materials to be Submitted with Application.

Materials	Enclosed?	Comments
List of Scheduled/Proposed Course Dates and Locations	<input type="checkbox"/>	
School License for renewal period issued by the Commission on Post-Secondary Education. For further info: 702-486-7330	<input type="checkbox"/>	
Proposed Advertising	<input type="checkbox"/>	
Timed Course Information Sheet (one for each course): provided	<input type="checkbox"/>	
Instructor Applications and Supporting Documents	<input type="checkbox"/>	
The Following School Information:		
Facility: Describe and include number of students per classroom, size of classroom, equipment, visual aids, instructional devices, etc.	<input type="checkbox"/>	
Cost: Detail cost for each course of study offered and state terms of payment. If the school cancels or refunds any portion of the cost of a course when a student fails to complete the course, list the refund schedule for all cancellations or refunds.	<input type="checkbox"/>	
Contracts & Certificates: Copies of student contracts and sample completion certificate.	<input type="checkbox"/>	
Attendance: List school's requirements, including policy on making up missed sessions.	<input type="checkbox"/>	
Grading: Describe school's system and standards, including the methods of testing.	<input type="checkbox"/>	
Final Examination Policy: including re-examination policy	<input type="checkbox"/>	
Records Retention Policy	<input type="checkbox"/>	
Application Fee: \$100.00 per course (made payable to NRED)	<input type="checkbox"/>	

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- ☐ I consent to auditing and/or evaluating by authorized representatives of NRED.
- ☐ I agree to report any material changes of the information contained in this application to NRED prior to presenting the amended course.
- ☐ I agree to retain attendance records for at least five years from the date of the offering for each participant.
- ☐ I agree to provide certificates of attendance completed in compliance with NAC 645C.315(4) with original authorized signatures only for students who have completed this course.
- ☐ I agree to comply with the provisions of NAC 645C.

Print Name:

Signature:

Date:

Applications and checks should be sent to:

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