

STATE OF NEVADA
DEPARTMENT OF BUSINESS AND INDUSTRY
REAL ESTATE DIVISION

RETENTION OF REAL ESTATE EDUCATION RECORDS

(To be submitted with written notification of change of location)

Course : _____ PL/POST/CE #: _____

Sponsor: _____

Contact Person: _____ Telephone Number: _____

As a provider of real estate licensing education approved by the Real Estate Commission, the sponsor is required to maintain records of attendance as specified in [NAC 645.404](#) for pre-licensing education; [NAC 645.4444](#) for post-licensing education; and [NAC 645.455](#) for continuing education.

Submit one copy of the completed and signed retention of education records form for each approved course with your notification of change of location to the Real Estate Division at the Las Vegas address below.

Signature verifies that attendance records are kept in accordance with [NAC 645.404](#), [NAC 645.4444](#) and/or [NAC 645.455](#) and are kept at the location stated below.

Each time a change in location occurs, a written notice must be given to the Real Estate Division, Education Section, with a completed records retention form for each approved course.

Business Name

Street Address

City

State

Printed Name of Custodian of Records

Title of Custodian of Records

Signature of Custodian of Records *Date*

Date change of location will take/took effect: _____

**Send completed and signed form to:
Education Section, Real Estate Division
3300 W. Sahara Ave., Suite 350, Las Vegas, Nevada 89102**