

STATE OF NEVADA  
DEPARTMENT OF BUSINESS AND INDUSTRY  
REAL ESTATE DIVISION

**RETENTION OF TIMESHARE EDUCATION RECORDS**

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

Course : \_\_\_\_\_ PL/ CE #: \_\_\_\_\_

Sponsor: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

As a provider of timeshare pre-licensing and continuing education approved by the Real Estate Division, the sponsor is required to maintain records of attendance as specified in [NAC 119A.380](#).

**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 119A.380](#) 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**