

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

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## STUDENT / INSTRUCTOR STANDARDS OF CONDUCT

### To Receive a Certificate of Completion a Student Must:

- ❖ Direct his attention to the instruction being provided.
- ❖ Refrain from engaging in activities which are distracting to other students or the instructor, or which otherwise disrupt the orderly conduct of a class.

### An Instructor May Deny Awarding a Certificate of Completion to a Student Who:

- ❖ Does not direct his attention to the instruction being provided.
- ❖ Engages in activities which are distracting to other students or the instructor, or which otherwise disrupt the orderly conduct of a class.
- ❖ \*Uses cell phones and other electronic devices in class to conduct business or other activities not related to the topic of class discussion.

**\*Note:** If acceptable to the course sponsor and/or the instructor, the use of cell phones, laptops, tablets and other electronic devices in class is permitted to research information, take notes or obtain clarification regarding the topic of class discussion.

### The Procedure for a Student to Appeal the Denial of a Certificate:

- ❖ The student may, within 30 days after the denial, file a written request with the Administrator to review the matter.
- ❖ If the written request contains allegations which, if true, would qualify the applicant to receive a certificate of completion, the Administrator shall set the matter for an informal hearing before him to be conducted as soon as practicable.

### **NAC 645.4438 Approved courses: Award of certificate of completion and inclusion of name on roster of attendees. ([NRS 645.190](#), [645.575](#))**

1. To receive a certificate of completion for an approved course and have his or her name included on the roster of attendees which the sponsor of the course submits to the Division pursuant to paragraph (b) of subsection 4 of [NAC 645.455](#), a student must:

(a) Direct his or her attention to the instruction being provided and refrain from engaging in activities unrelated to the instruction; and

(b) Refrain from engaging in activities which are distracting to other students or the instructor, or which otherwise disrupt the orderly conduct of a class, including, without limitation, the use of cellular telephones, laptop computers, tablet computers or other electronic devices.

2. An instructor:

(a) Shall deny the award of a certificate of completion to a student who fails to satisfy the conditions set forth in subsection 1; and

(b) Shall not include the name of the student on the roster of attendees which the sponsor of the course submits to the Division pursuant to paragraph (b) of subsection 4 of [NAC 645.455](#).

3. If an instructor denies the award of a certificate of completion to a student, the student may, within 30 days after that denial, file a written request with the Administrator to review the matter. If the written request contains allegations which, if true, would qualify the applicant to receive a certificate of completion and credit for completing the course, the Administrator shall set the matter for an informal hearing before him or her to be conducted as soon as practicable.

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