

STATE OF NEVADA
DEPARTMENT OF BUSINESS AND INDUSTRY
REAL ESTATE DIVISION

1179 Fairview Drive, Ste. E * Carson City, NV 89701 * (775) 687-4280
2501 E. Sahara Ave, Ste. 102 * Las Vegas, NV 89104 * (702) 486-4033
e-mail: realest@red.state.nv.us <http://www.red.state.nv.us>

Division use only:

Receipt # _____
Credential # _____
Processor initials _____
Date _____

APPRAISER CONTINUING EDUCATION NEW COURSE APPLICATION

***INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.
THE COURSE APPLICATION FEE IS NON-REFUNDABLE.***

School Name:		Date:
Owner's Name:		School's Fax:
School's Mailing Address:		
Education Contact:		Contact's Email:
School's Main Phone:		Contact's Phone:
School Locations & Phone #s:		
Purpose of School:		

Title of Course:			
Delivery Method: <input type="checkbox"/> Classroom <input type="checkbox"/> Internet <input type="checkbox"/> Home Study			Hours of Instruction:
Level of Difficulty: <input type="checkbox"/> Beginner <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced			
Course Objective: On completion of this course students will be able to:			
Subject Classification: <input type="checkbox"/> Residential <input type="checkbox"/> General <input type="checkbox"/> Both <input type="checkbox"/> Ethics/Standards			
Ethics/Standards Justification:			
Course Fee:		Maximum Number of Participants:	

Is the course accredited, approved, or offered by any appraiser commission, trade commission or the Appraisal Qualifications Board? Yes No (If yes, please explain.)

When:	Where:	Approval #:
Additional Info:		

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Explain procedure for verifying attendance and complying with attendance requirements.
(Note: minimum acceptable procedure is signing in at the beginning of the AM and PM session.)

Required Materials to be submitted with Application:

Material:	Enclosed?	Comments:
Detailed Course Outline	<input type="checkbox"/> Yes	
Student Handouts & Course Materials (one copy)	<input type="checkbox"/> Yes	
List of Scheduled Course Dates and Locations	<input type="checkbox"/> Yes	
Proposed Advertising	<input type="checkbox"/> Yes	
Statement of Refund or Cancellation Policy	<input type="checkbox"/> Yes	
Course Evaluation Form	<input type="checkbox"/> Yes	
List of Currently Approved Instructors and New Instructor Applications (who intend to teach course)	<input type="checkbox"/> Yes	
Attendance Certificate Sample** (see requirements below)	<input type="checkbox"/> Yes	
Distance Education ONLY: AQB or IDECC approval letter	<input type="checkbox"/> Yes	
Application Fee: \$100.00 (made payable to NRED)	<input type="checkbox"/> Yes	

**** Attendance Certificates must include all of the following:**

- Name of offering entity
- Title of course or seminar
- State approval number
- Name and license number of participant
- Date of instruction
- Number of hours of instruction
- Original signature of person authorized to sign for offering entity
- Statement: COURSE APPROVED BY THE NEVADA COMMISSION OF APPRAISERS

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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.

Signature: _____ **Date:** _____

Print Name: _____

Applications should be sent to:

**Appraisal Officer
Nevada Real Estate Division
1179 Fairview Drive, Suite E
Carson City, NV 89701-5453**

For questions call:

(775) 687-4280 ext 308