

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

**560G - Real Estate Property Management Pre-Permit Education  
Classroom Course Application**

The process starts when a complete application is submitted to the Real Estate Division, Education Section. When the file has been screened for completeness and if the course meets the standards for pre-licensing education as defined in NAC 645.800, it will be placed on the agenda of the Nevada Real Estate Commission's next meeting. Commission meetings are scheduled by the Commissioners (see Meeting schedule at [www.red.state.nv.us](http://www.red.state.nv.us)).

To comply with Nevada's open meeting laws, education applications must be received a minimum of 30 days prior to the scheduled meeting in order to be reviewed and placed on the agenda. *Since meeting dates can change and approval is not guaranteed, we strongly recommend that course dates not be scheduled nor advertised until approval is received.*

**NOTE:** Unless applicant is a "school" as defined by NAC 645.400.1, licensure by the Nevada Commission on Postsecondary Education (CPE) is required to provide education for original licensing in real estate. CPE licensure must be obtained prior to submitting the course application to the Real Estate Division. For more information, **CPE may be contacted at (702) 486-7330** or [www.cpe.state.nv.us](http://www.cpe.state.nv.us).

To ensure completeness of the application package, instructions on how to complete the form and a checklist are provided to assist with the process. If information exceeds the space available on the form, it may be submitted on a separate, clearly labeled attachment.

The following information and/or materials must be provided:

1. a copy of a current school license issued by the Commission on Postsecondary Education (CPE), including all branch school licenses;
2. a **complete and detailed 2-3 point outline** of the course syllabus with properly referenced NRS or NAC provisions, where applicable. Outline must show the instruction time (in minutes) per subject in accordance with NAC 645.800. Include title, author(s), publisher, and publishing date for any textbooks used;
3. a copy of the entire course content, including textbook, instructor manuals/notes, reference materials, and instructor aids such as PowerPoint presentations, charts, graphs, etc.;
4. a copy of all student handouts and/or course materials to be supplied to students, including, where applicable, a copy of the relevant laws and regulations pertaining to the subject-matter;
5. a copy of the final exam and answer key;

6. the proposed schedule of offerings for the approval period (July to June). The schedule must include: course title, date and time of class for each location;
7. a copy of the student catalog with all of the following:
  - cancellation and refund policies,
  - methods of testing and school grading system, including grading standards,
  - school policy on attendance and make-up sessions for missed classes,
  - description of the physical facility to be used for instruction. Include seating arrangement and student capacity of classrooms, audio-visual equipment, visual aids, and technical resources to be utilized;
8. if information protected by copyright is used in your course, a copy of written authorization from the copyright-holder allowing the use of the material;
9. copies of existing and/or proposed advertising;
10. a copy of the Sponsor's Certificate of Attendance (see the Division's sample certificate) which must contain all of the following:
  - name of Sponsor
  - name and license number of student
  - course title and Division-assigned (PL) number
  - number of approved credit hours and delivery method
  - date of completion of course
  - original signature of Sponsor's authorized signer (as provided to the Division)
  - statement per NAC 645.425: Course is approved by the Nevada Real Estate Commission.
11. **ANNUAL RE-APPROVAL:** Complete all forms as you would a new application. Submit changes made to course content and/or textbook. If course content and/or textbook has not changed, provide a statement to that effect. **Nevada law updates, where applicable, must be submitted.**

Mail or deliver the completed course application to the Division's Las Vegas address below.

Sponsors are encouraged to attend the Commission meeting at which their applications will be considered in order to answer questions the Commissioners may have. Decision letters are mailed within 2 weeks after the meeting.

For questions, clarifications or more information contact the Education section at (702) 486-4033.

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**Form 560G Checklist**

Check the Sponsor's column for all parts of the application that have been completed and/or included in the package before submitting to the Division.

|  | Sponsor | NRED |  | Sponsor | NRED |
|--|---------|------|--|---------|------|
| Application Form 560G - Completed  |         |      | Sample Attendance Sheet  |         |      |
| \$100 Fee  |         |      | Copyright authorization letter   |         |      |
| Application Form Signed and Dated  |         |      | Timed (2 to 3 point) Outline   |         |      |
| CPE License or Exemption   |         |      | Course Materials (instructor manual, presentations and other instructional aids) |         |      |
| Course Information Sheet   |         |      | Student Handouts   |         |      |
| Course Module Sheet  |         |      | Description of physical facility   |         |      |
| Signed/Dated Retention of Records  |         |      | Refund/Cancellation Policy   |         |      |
| Instructor Application(s) per NAC 645.426  |         |      | Attendance/make-up session Policy  |         |      |
| Instructor applicants' resumes with dates and detailed work history                |         |      | Testing methods and grading policy   |         |      |
| Copies of applicants' licenses, certificates, transcripts, degrees (as applicable) |         |      | Exam and answer key  |         |      |
| Sample Certificate of Attendance   |         |      |  |         |      |

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FOR NRED INTERNAL USE ONLY

Application Received Date: \_\_\_\_\_ Initials: \_\_\_\_\_

Duplicate Course:  Yes  No PL# \_\_\_\_\_ Duplicate Title:  Yes  No PL# \_\_\_\_\_  
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Application complete and accepted:  Yes  No Date: \_\_\_\_\_ Initials: \_\_\_\_\_

STATE OF NEVADA  
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**REAL ESTATE DIVISION**

**560G - REAL ESTATE PROPERTY MANAGEMENT PRE-PERMIT EDUCATION  
CLASSROOM COURSE APPLICATION**

*Course to Meet the Educational Requirements for obtaining a  
Nevada Property Management Permit*

*Please Print or Type*

Date: \_\_\_\_\_

**Sponsor Information**

1. Name of School/Sponsor: \_\_\_\_\_
2. Mailing Address: \_\_\_\_\_  
(St., City, State, Zip) \_\_\_\_\_
3. Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_
4. E-mail address: \_\_\_\_\_ URL: \_\_\_\_\_
5. Names of all owners of school: \_\_\_\_\_
6. Type of School (College, University, Adult Education, etc.): \_\_\_\_\_

**Course Information**

7. Provide the course title, credit hours requested and course fee:

| Course Title | Credit Hours | Course Fee | License Type        |
|--------------|--------------|------------|---------------------|
|              |              |            | Property Management |

**Instructor Information**

8. List instructor names below. Submit Instructor Application for each instructor with copy of resume, applicable license, degree, certificate and other documentation showing applicant meets instructor qualifications per NAC 645.426:

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***COURSE INFORMATION SHEET***

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

Date of Application: \_\_\_\_\_ For Approval Period: July 1, \_\_\_\_\_ to June 30, \_\_\_\_\_

Course Title: \_\_\_\_\_

| Instructor Names | Location(s) of Offerings |
|------------------|--------------------------|
|                  |                          |
|                  |                          |
|                  |                          |
|                  |                          |

Course Fee: \_\_\_\_\_ Hours of Classroom Instruction: \_\_\_\_\_

Number of Quizzes: \_\_\_\_\_ Number of Exams: \_\_\_\_\_

Attach a copy of each examination, with the correct answers stated or marked.

Minimum passing grade per test: \_\_\_\_\_ Final passing grade: \_\_\_\_\_

| REQUIRED TEXTS AND OTHER READINGS FOR THIS COURSE |        |                  |
|---|--------|------------------|
| Title   | Author | Publisher / Date |
|   |        |                  |
|   |        |                  |
|   |        |                  |
|   |        |                  |
|   |        |                  |

Statement of Course/Learning Objective: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PROVIDE A TWO-THREE-LEVEL CONTENT OUTLINE FOR EACH MODULE.**

**COMPLETE COURSE MODULE SHEET TO REFLECT INFORMATION IN CONTENT OUTLINE.**

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**PROPERTY MANAGEMENT PRE-PERMIT COURSE MODULE SHEET**

(NAC 645.800)

| <i>CLASS TOPIC</i>   | <i>SESSION NO.</i> | <i>REQUIRED HRS</i>   |
|--|--------------------|-----------------------|
| <b>Section One</b>   |                    | <u><b>4 Hours</b></u> |
| Contracts for management services  |                    |                       |
| Leases of real property  |                    |                       |
| Applications to rent real property   |                    |                       |
| The Fair Credit Reporting Act, 15 U.S.C. §§ 1681 et seq.   |                    |                       |
| The Fair Debt Collection Practices Act, 15 U.S.C. §§ 1692o, inclusive  |                    |                       |
| <b>Section Two</b>   |                    | <u><b>2 Hours</b></u> |
| Maintenance of records of money deposited in trust accounts  |                    |                       |
| The requirements for reporting to the Division set forth in Chapter 645 of NRS   |                    |                       |
| <b>Section Three</b>   |                    | <u><b>1 Hours</b></u> |
| Use of computerized systems for bookkeeping  |                    |                       |
| <b>Section Four</b>  |                    | <u><b>2 Hours</b></u> |
| Laws of State of Nevada governing property management  |                    |                       |
| <b>Section Five</b>  |                    | <u><b>2 Hours</b></u> |
| Disclosures required pursuant to NRS 645.252   |                    |                       |
| Disclosures related to environmental issues as governed by state and federal law   |                    |                       |
| <b>Section Six</b>   |                    | <u><b>5 Hours</b></u> |
| The Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101 et seq   |                    |                       |
| The Residential Landlord and Tenant Act as set forth in Chapter 118A of NRS  |                    |                       |
| The Nevada Fair Housing Law as set forth in Chapter 118 of NRS   |                    |                       |
| State and federal law governing unlawful discrimination based on sex, including, without limitation, sexual harassment   |                    |                       |
| <b>Section Seven</b>   |                    | <u><b>3 Hours</b></u> |
| Property management for a common-interest community as set forth in Chapter 116 of NRS   |                    |                       |
| <b>Section Eight</b>   |                    | <u><b>1 Hours</b></u> |
| The duties and responsibilities of a real estate broker, including the supervision of employees and real estate salesmen and real estate broker-salesman associated with the real estate broker. |                    |                       |
| <b>Section Nine</b>  |                    | <u><b>2 Hours</b></u> |
| The maintenance of real property   |                    |                       |
| The health and safety of a tenant  |                    |                       |
| Fire insurance   |                    |                       |
| Rental insurance   |                    |                       |
| Disability insurance   |                    |                       |
| <b>Section Ten</b>   |                    | <u><b>2 Hours</b></u> |
| Management of commercial property  |                    |                       |

**FOR TOPICS TESTED IN EXAM, GIVE APPROX. TIME (IN MINUTES) OR NUMBER OF ITEMS PER TOPIC IN THE EXAM.**

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## RETENTION OF PRE-LICENSING EDUCATION RECORDS

Course: \_\_\_\_\_

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

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

As a provider of pre-licensing education, the sponsor is required to maintain records of attendance as specified in Nevada Administrative Code:

### **NAC 645.404 Conditions of approval; evidence of licensure required from certain schools.**

1. If a school has applied for and received the commission's approval to offer courses to meet requirements for licensure under [chapter 645 of NRS](#), the school shall, as a condition of the approval:
  - (a) Maintain a record of each student's attendance and certification in any of those courses for 7 years after his enrollment and shall have such records open to inspection by the division, upon its request, during the school's business hours.
  - (b) Upon a transferring student's request, furnish the school to which he is transferring a copy of his attendance record and certification for each of those courses which he has completed.
  - (c) Upon a student's request, furnish the division a transcript of the record of his grades and attendance.
2. A school that does not meet the definition of a "school" set forth in either subsection 1 or 3 of [NAC 645.400](#) must provide evidence to the division that the school is licensed to operate by the commission on postsecondary education. (Added to NAC by Real Estate Comm'n, eff. 12-16-82; A 12-27-91)

**Signature verifies that attendance records are kept in accordance with NAC 645.404 and are kept at the following listed location. In addition, it is understood that written notice must be given to the Real Estate Division Education Section should any change in location occur.**

\_\_\_\_\_  
*Business Name*

\_\_\_\_\_  
*Street Address*

\_\_\_\_\_  
*City*

\_\_\_\_\_  
*State*

\_\_\_\_\_  
*Printed Name of Authorized Records Custodian*

\_\_\_\_\_  
*Job Title/Position with Sponsor*

\_\_\_\_\_  
*Signature of Authorized Records Custodian*

STATE OF NEVADA  
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**REAL ESTATE PROPERTY MANAGEMENT PRE-PERMIT EDUCATION  
INSTRUCTOR APPLICATION**

1. Name of Applicant: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Business Phone: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
Applicant's E-Mail Address: \_\_\_\_\_

2. Name and address of school/organization or sponsor for which the applicant will instruct:  
\_\_\_\_\_  
\_\_\_\_\_

3. Title of Course which the applicant will instruct: \_\_\_\_\_ **PL #:** PENDING IF NEW

4. PROOF OF QUALIFICATION **MUST BE ATTACHED** to include:
- Detailed resume with dates (from-to) of schooling and experience. **Describe experience in the field in which applicant is applying to instruct** so that resume clearly indicates how applicant is qualified to teach subject matter of course per NAC 645.426;
  - Copies of applicable documents (licenses, certificates, etc).

QUESTIONS 5, 6 AND 7 **MUST BE ANSWERED BY APPLICANT:**

5. Have you ever been refused approval of a license or certificate by any Federal, State, County or City agency?  
Yes  No  **If yes, attach an explanation.**
6. Has any license or certificate held by you been suspended, revoked or subject to discipline?  
Yes  No  **If yes, attach an explanation.**
7. Have you ever been subject to disciplinary action by any Federal, State, County or City agency?  
Yes  No  **If yes, attach an explanation.**

**INCOMPLETE SUBMISSION COULD RESULT IN DELAY OR DENIAL OF APPLICATION**

*I declare under penalty of perjury under law of the State of Nevada that the foregoing attached statement consisting of . pages is true and correct.*

Executed on: \_\_\_\_\_, 20 \_\_\_\_  
(Date) (Signature)  
(Print Name)

\*\*\*\*\*

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Date Application Approved/Denied: \_\_\_\_\_ Approved/Denied By: \_\_\_\_\_

***Certificate of Attendance***  
**REAL ESTATE PRE-LICENSING EDUCATION**

\_\_\_\_\_  
Name

has attended and successfully completed a classroom offering of:

**"TITLE"**

PL # \_\_\_\_\_

\_\_\_\_\_ HOURS

on

\_\_\_\_\_  
Date

This Course is Sponsored By (SPONSOR NAME & ADDRESS)

\_\_\_\_\_  
(ORIGINAL) Authorized Signature

**THIS COURSE IS APPROVED BY THE NEVADA REAL ESTATE COMMISSION**

