

**Division use only:**

Receipt # \_\_\_\_\_  
Credential # \_\_\_\_\_  
Processor initials \_\_\_\_\_  
Date \_\_\_\_\_

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

788 Fairview Drive, Suite 200 \* Carson City, NV 89701-5453 \*(775) 687-4280  
2501 East Sahara Avenue, Suite 102 \* Las Vegas, NV 89104-4137 \*(702) 486-4033  
e-mail: realest@red.state.nv.us <http://www.red.state.nv.us>

**APPRAISER PRE-LICENSING EDUCATION**  
**NEW COURSE APPLICATION**

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

|   |                         |              |
|---|-------------------------|--------------|
| <b>School's Legal Name:</b>                         |                         | <b>Date:</b> |
| <b>Owner's Name:</b>                                | <b>School's Fax:</b>    |              |
| <b>Main Office Address:</b>                         |                         |              |
| <b>Mailing Address:</b>                             |                         |              |
| <b>Education Contact:</b>                           | <b>Contact's Email:</b> |              |
| <b>School's Main Phone:</b>                         | <b>Contact's Phone:</b> |              |
| <b>Location of Business and Student Record:</b>     |                         |              |
| <b>Locations &amp; Phone #s of all Class sites:</b> |                         |              |
|   |                         |              |
|   |                         |              |
| <b>Type &amp; Purpose of School:</b>                |                         |              |
|   |                         |              |

| <b>Title of Course:</b><br>Course Title should match title that will be used in Advertisements. | <b>Hours</b> | <b>Course Fee</b> | <b>License Type:</b><br>Res or Gen |
|---|--------------|-------------------|------------------------------------|
|   |              |                   |                                    |
|   |              |                   |                                    |
|   |              |                   |                                    |
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|   |              |                   |                                    |

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**1. For schools with a permanent location in Nevada:** Attach a copy of the **current school license** issued by the Commission on Post Secondary Education (CPE), including all branch school licenses.

**2. Has the school's accreditation or license by any public authority been revoked, suspended or denied?**  
 YES  NO

**Required Materials to be Submitted with Application:**

| Materials:   | Enclosed?                    | Comments: |  |   |   |  |   |  |                                 |
|--|------------------------------|-----------|--|---|---|--|---|--|---------------------------------|
| List of Scheduled/Proposed Course Dates and Locations  | <input type="checkbox"/> Yes |           |  |   |   |  |   |  |                                 |
| Proposed Advertising   | <input type="checkbox"/> Yes |           |  |   |   |  |   |  |                                 |
| Course Information Sheet (one for each course): provided   | <input type="checkbox"/> Yes |           |  |   |   |  |   |  |                                 |
| Instructor Applications and Supporting Documents   | <input type="checkbox"/> Yes |           |  |   |   |  |   |  |                                 |
| The Following School Information:  | <input type="checkbox"/> Yes |           |  |   |   |  |   |  |                                 |
| <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;"><b>Facility:</b> Describe and include number of students per classroom, size of classroom, equipment, visual aids, instructional devices, etc.</td> </tr> <tr> <td style="padding: 2px;"><b>Cost:</b> Detail cost for each course of study offered and state terms of payment. If the school cancels or refunds any portion of the cost of a course when a student fails to complete the course, list the <b>refund schedule</b> for all cancellations or refunds.</td> </tr> <tr> <td style="padding: 2px;"><b>Contracts &amp; Certificates:</b> Copies of student contracts and sample completion certificate.</td> </tr> <tr> <td style="padding: 2px;"><b>Attendance:</b> List schools requirements, including policy on making up missed sessions.</td> </tr> <tr> <td style="padding: 2px;"><b>Grading:</b> Describe school's system and standards, including the methods of testing.</td> </tr> <tr> <td style="padding: 2px;"><b>Final Examination Policy:</b> including re-examination policy</td> </tr> <tr> <td style="padding: 2px;"><b>Records Retention Policy</b></td> </tr> </table> |                              |           | <b>Facility:</b> Describe and include number of students per classroom, size of classroom, equipment, visual aids, instructional devices, etc. | <b>Cost:</b> Detail cost for each course of study offered and state terms of payment. If the school cancels or refunds any portion of the cost of a course when a student fails to complete the course, list the <b>refund schedule</b> for all cancellations or refunds. | <b>Contracts &amp; Certificates:</b> Copies of student contracts and sample completion certificate. | <b>Attendance:</b> List schools requirements, including policy on making up missed sessions. | <b>Grading:</b> Describe school's system and standards, including the methods of testing. | <b>Final Examination Policy:</b> including re-examination policy | <b>Records Retention Policy</b> |
| <b>Facility:</b> Describe and include number of students per classroom, size of classroom, equipment, visual aids, instructional devices, etc.   |                              |           |  |   |   |  |   |  |                                 |
| <b>Cost:</b> Detail cost for each course of study offered and state terms of payment. If the school cancels or refunds any portion of the cost of a course when a student fails to complete the course, list the <b>refund schedule</b> for all cancellations or refunds.  |                              |           |  |   |   |  |   |  |                                 |
| <b>Contracts &amp; Certificates:</b> Copies of student contracts and sample completion certificate.  |                              |           |  |   |   |  |   |  |                                 |
| <b>Attendance:</b> List schools requirements, including policy on making up missed sessions.   |                              |           |  |   |   |  |   |  |                                 |
| <b>Grading:</b> Describe school's system and standards, including the methods of testing.  |                              |           |  |   |   |  |   |  |                                 |
| <b>Final Examination Policy:</b> including re-examination policy   |                              |           |  |   |   |  |   |  |                                 |
| <b>Records Retention Policy</b>  |                              |           |  |   |   |  |   |  |                                 |
| Distance Education ONLY: AQB or IDECC approval letter  | <input type="checkbox"/> Yes |           |  |   |   |  |   |  |                                 |
| Application Fee:\$100.00 per course (made payable to NRED)   | <input type="checkbox"/> Yes |           |  |   |   |  |   |  |                                 |

- 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.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Applications should be sent to: **Appraisal Office  
Nevada Real Estate Division  
788 Fairview Drive, Suite 200  
Carson City, NV 89701-5453**

For questions call: 775-687-4280 ext 308

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**Course Information Sheet**

|                      |
|----------------------|
| Date of Application: |
|----------------------|

|               |
|---------------|
| Course Title: |
|---------------|

| Instructor Names | Instruction Site |
|------------------|------------------|
|                  |                  |
|                  |                  |
|                  |                  |
|                  |                  |

|  |
|--|
| <b>Delivery Method:</b> <input type="checkbox"/> Classroom <input type="checkbox"/> Internet <input type="checkbox"/> Home Study |
| <b>Hours of Accreditation:</b>   |
| <b>Course Fee:</b>   |
| <b>Number of Quizzes Required:</b>   |
| <b>Number of Exams Required:</b>   |
| <b>Minimum passing grade per test:</b>   |
| <b>Minimum overall passing grade for course:</b>   |

**Required Texts and Other Reading for this Course:**

| Title | Author | Publisher/Date |
|-------|--------|----------------|
|       |        |                |
|       |        |                |
|       |        |                |
|       |        |                |

|  |
|--|
| <b><u>Statement of course objective:</u></b> |
|  |

**Supporting Documentation must be attached:**

- 1. A hard copy of each examination with the answers marked (or an answer key.)**
- 2. Course Outline: Curriculum Content Outline.**
- 3. One hard copy of all student handouts and course materials.**