



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

www.red.state.nv.us

April 10, 2007

Dear Continuing Education Sponsor:

The Nevada Real Estate Division is soliciting bids to sponsor the course entitled *What Every Licensee Should Know! 2008* to be funded by the Education Research Fund (ERRF) for fiscal year 2008, and renewable for fiscal year 2009, if in the best interest of the State.

Mission of Education Research Funding

- ◆ To assure real estate education courses which provide the highest quality education for licensees to ethically and knowledgeably conduct real estate transactions in Nevada.
- ◆ Through education efforts, ensure awareness of relevant laws and practices by all licensees.
- ◆ To assure quality continuing education programs in all areas of the state.

ERRF Education Program Objectives

- ◆ To target qualified professionals in specialized topic areas to develop and present courses.
- ◆ To promote the "core curriculum" covering *What Every Nevada Real Estate Licensee Should Know* to educate licensees on the most critical, current information, as identified by the Division, Commission and industry practitioners.
- ◆ To offer education in targeted subject areas at an underwritten price that would reach as broad an audience of licensees as possible.
- ◆ To provide a direct service to real estate licensees by underwriting education from a program which they fund.

Funding Criteria

- ◆ Sponsor may submit for "flat grant" amount or "per head" funding. "Per head" funding is recommended for on-going institutional offerings. Funding will be paid per head on the invoiced and documented number of Nevada licensees who attend the class. Flat grant funding is recommended for providers who will travel to outlying areas. Funding will be paid on a per offering basis with consideration given to number of students projected to reach as well as mileage and room rental expenses. Receipts documenting expenses are required with invoice for both types of funding.
- ◆ If sponsor submitting a bid has been an ERRF education provider within the last 2 years (Fiscal Year 2006, 2007), course evaluation must indicate positive feedback. Positive feedback will be considered an overall rating of 4.0 and above on a scale of 5.0. Evaluations provided by the sponsor are used to determine the score.
- ◆ Funding granted to north/south areas of the state should reflect proportionate licensing population – except for consideration of provision of continuing education to outlying rural areas.

BIDS ARE SOLICITED FOR FISCAL YEARS 2008 and 2009 FOR COURSES OR TOPICS SPECIFIED AS FOLLOWS:

What Every Licensee Should Know! – 2008 & 2009 (WELSK)

This 6-hour Nevada Law and Legislation Update course is a curriculum developed by the Nevada Real Estate Division, with input from the Commission and industry practitioners. **WELSK** will be made available through ERRF providers with qualified instructors. *Attendance at an instructor training session provided by the Real Estate Division will be a prerequisite for instructing this course.* Training sessions will be made available at no cost in both north and south areas of the state. All instructors will be required to successfully complete instructor training on the course and agree to follow the established curriculum in its entirety and teach the established objectives. ***This course may only be offered under ERRF funding.*** This course will have a new CE number in FY 08 and FY 09 and therefore, may be repeated for licensing renewal credit each year.

The curriculum package provided by the Division will include course objectives, an instructor outline with time delineations for six hours of instruction, and a template copy of the student handout which the provider will be required to duplicate and provide to each student. Instructors will be provided a PowerPoint presentation on disk, as well as paper copies of the presentation. This presentation is provided to reduce preparation time but may be modified by the instructor, as desired. Instructors are encouraged to develop and utilize teaching techniques that cover the course material as well as incorporate participative strategies.

Sponsors will be required to provide electronically course rosters listing applicants who attend and successfully complete the course.

There will be a standardized enrollment fee. The fee will be based upon sponsor bids, as approved by the Real Estate Commission. Submit bids for this course for the number of students anticipated to attend throughout the fiscal year.

Application Process

All bids must be submitted with a completed continuing education application forms package. Application fees will be waived.

Funding Process

For Fiscal Year 2007, the Commission funded courses based upon a \$6.00 per credit hour per student basis, with additional consideration given for rural course offerings involving travel (mileage, room rental, overnight lodging, if necessary). **For FY 08 and FY 09, the Commission will consider funding courses based upon a higher dollar amount per credit hour per student if proper justification to support a higher dollar amount is provided.**

The funding application will ask whether you wish funding on a “per student” basis or a “flat grant” basis. The flat grant would be appropriate for anticipated large classes and for presentations involving considerable travel distance. Minimum attendance registration would be required of a flat grant course (25 in Las Vegas and Reno/Sparks and Carson City area; 12 in outlying areas). Billing and payment is

based upon the number of students who complete the course and with proof that they are Nevada licensees (active or inactive) up to the maximum funded. Both methods of funding require submittal of an invoice with receipts provided as proof of expenditure, original course evaluations, and a copy of the sign-in/out sheet for each session.

Submittal Information and Deadline

All courses to be given consideration for FY 08 and FY 09 must be submitted to the Real Estate Division Education Section by **3:00 P.M., June 1, 2007.**

The application forms and sample contract are attached or may be obtained by calling (702) 486-4033, extension 278. All bid applications must include:

- **ERRF Course Information Sheet**
- **Course History**
- **ERRF Course Cost Sheet**
- **Real Estate Continuing Education Application Package (including instructor application)**

The Real Estate Commission will consider proposals for approval at the July, 2008 meeting to begin the contract process. Course sponsors will be notified of the Commission decision within seven days following the hearing. Course sponsors are required to provide proof of insurance coverage.

Please submit the continuing education course bid along with all supporting material to:

Real Estate Division

Education Section

2501 East Sahara Ave. Room 101

Las Vegas NV 89104-4137

Remember: deadline for submittals is 3:00 P.M., June 1, 2007. Contract term will be one year, and renewable for one year if in the best interest of the State; HOWEVER, funded bids will not be effective until contract approval.

Thank you for your consideration of participation.

Sincerely,

Safia Anwari

Education and Information Officer