

**TO:** The Nevada Real Estate Commission  
**FROM:** Safia Anwari, Education and Information Officer;  
 Ingrid Trillo, Program Officer  
**SUBJECT:** Education Summary – February 14-16, 2012

**DISCUSSION AGENDA EDUCATION COURSES**

**NEW REAL ESTATE PRE- LICENSING EDUCATION COURSES**

1. A+ Nevada Real Estate School  
 “Broker Management”

**Request:** 45 Hours Correspondence

**Recommendation:** Approve 45 hours, broker management pre-licensing by correspondence.  
 Content meets NAC 645.437 standards.

**Instructors:** Kenneth H. Gipe

**Objective:** This course is designed to fulfill the education requirements as stipulated in NRS 645.343(2) for an individual seeking a real estate broker license. The course presents the issues important to the overall start up and continued management of a real estate brokerage. The course instills in the student knowledge of personal growth (becoming leaders and managers), development of personal communication, brokerage organization planning (marketing and accounting), organizational control, risk management, and the appropriate roles brokers must take as manager of the brokerage.

**Content:**

Risk Management, Brokerage Policy, Errors/Omissions, Compensation, Employee Relationships, Business Arrangements	360
Protecting the Brokerage Firm	
Risk Management Culture	
Risk Management Defense	
Business Policy	
Compensation Management	
Personnel Policies	
Employment Process	
Recruiting & Selecting Agents	
Training & Orientation of Agents	
Legalities of having Employees	
Review & Quiz	
Business Plan	180

Planning Process	
Creating the Plan	
Implementing the Plan	
Review & Quiz	
Real Estate Brokerage Forms (Sales Contracts)	180
Exclusive Agency	
Exclusive Right	
Duties Owed	
SRPD	
Consent to Act	
Review & Quiz	
Real Property Financing (Overview)	360
Terminology	
FHA	
VA	
Conventional	
Net Sheets	
Review & Quiz	
Emerging Trends & Practices	360
Economic & Political Changes	
Changing Business Models & Services	
Changing Business Operations	
Review & Quiz	
Agency / Client Professional Relationships	360
Business Marketing Plan	
Marketing Client's Property	
Client Interests Protection	
Review & Quiz	
Federal Housing Laws, State Law Updates	720
Americans with Disabilities Act	
Civil Rights Act of 1866	
Dept. of Housing and Urban Development	
Fair Housing Act (including amendments)	
Equal Credit Opportunity	
VA, FHA	
NRS & NAC 645	
Review & Quiz	
Valuation of Real Estate	180
Value, Approaches to Value	
Appraisal Process	
TOTAL: 2700 min ÷ 50 class hr = 54.0 Hours	

2. A+ Nevada Real Estate School  
 “Nevada Real Estate Law”

**Request:** 18 Hours Correspondence

**Recommendation:** Approve for 18 hours, pre-licensing Nevada Law by Correspondence.  
 Content meets NRS and NAC 645 requirements.

**Instructors:** Kenneth H. Gipe

**Objective:** This course is designed to fulfill the 18 hours Nevada Law education requirement as stipulated in NRS 645.343(2)a for an individual seeking a real estate broker or salesman license. The course subject matter covers Nevada-specific laws (NRS 645, 119, 116) regarding laws that govern real estate agents in the representation of buyers and sellers in real estate transactions, details on the Nevada Real Estate Division, Commission, how laws are enacted, and laws that govern the overall actions of real estate agents.

**Content:**

NRS 113 – Sale of Real Property	60
Required Disclosures	
Open Ranges	
Zoning	
Gaming Enterprises	
Condition of Property	
NRS 116 – Common Interest Communities	60
Creation	
Management	
Purchaser Rights	
Liens	
Record Keeping	
NRS 119 – Vacant Land	60
Property Reports	
Developer – Licensee Regulations	
Advertising	
NRS 119A – Time Shares	60
Licensing Requirements	
Sales	
Advertising	
Escrow Accounts	
Description	
Owner Rights	
Management	
NRS 645, 645C&D – Real Estate Salesmen & Brokers	840
License Requirements	
Standards of Practice (agency, advertising, record keeping, disclosures, duties owed)	
Advance Fees	
Owner-Developers	
Real Estate Division and Real Estate Commission	
Nevada Law Overview	
Appraisals	
Property Inspectors	
TOTAL: 1080 min ÷ 50 class hr = 21.6 Hours	

## NEW REAL ESTATE CONTINUING EDUCATION COURSES

3. The CE Shop, Inc.  
“BPO’s: The Agent’s Role in the Valuation Process”  
**Request:** 8 Hours General Internet

**Recommendation:** For discussion because the course content does not incorporate any Nevada law on how to prepare BPOs per NRS 645.2515.

- **The title: Is it appropriate to use “valuation” in the title given Nevada’s specific definition of broker price opinion and Nevada’s mandatory license law for appraisals?**
- **The Commission Tabled at the November 2011 meeting to invite the Sponsor or writer of the course to attend.**

**NOTE: The Commission approved at the September, 2011 Meeting, GLVAR’S BPO Course, THE AGENTS ROLE IN THE VALUATION PROCESS CE.5287000-RE FOR 6 HOURS –GENERAL- CLASSROOM**

**Instructors:** Michael McAllister

**Objective:**

- Differentiate a BPO (Broker Price Opinion) from an appraisal of CMA (Comparative Market Analysis)
- Explain competence within the framework of the Code of Ethics
- Describe how competence is determined
- Outline the Value of Company Policies Pertinent to Risk Management
- Identify tools that are or are not useful in preparing effective BPO’s
- Explain when it is appropriate to incorporate information from AVMs when preparing BPOs
- Define key valuation terms and pricing concepts
- Describe circumstances in which real estate professionals should not accept BPO assignments from lenders
- Discuss criteria for choosing appropriate comps
- Explain considerations when adjusting comps
- Describe the components typically found in BPOs
- Select appropriate comps
- Adjust comps in determining the market value of a property

- Standards:**
- 1(a) Current information on real estate which will improve the professional knowledge of the licensee and enable him to give better service to the public.
  - 2(a) Ethics of selling real estate.
  - 2(b) Legislative issues which concern the practice of real estate or licensees, including pending and recent legislation.
  - 2(c) The administration of real estate law and regulations, including licensing and enforcement.
  - 2(e) The measurement and evaluation of the market for real estate, including evaluations of sites, market data and studies of feasibility.
  - 2(o) The use of calculators and other technologies as applied to the practice of real estate.

**Justification:** N/A

**Content:**

Roles and Responsibilities	
Introduction	10
Learning Objectives and Overview	5
BPOs and CMAs	5
Multiple Uses of BPOs	5
License Laws	5
Code of Ethics	10
Determining Competence	15
Company Policies and Risk Management	10
Record Retention	5
Summary of Module 1	5
Module Quiz	5
Tools	
MLS	5
Public Records	5
REALTORS Property Resources (RPR)	15
Automated Valuation Models (AVMs)	10
Other Resources	10
Valuation Terminology	10
Summary of Module 2	5
Module Quiz	5
BPO Assignment	
Sample Instructions for BPO	10
Managing Confidential Information	15
Lockbox Access	10
Choosing Appropriate Comparables	30
How Adjustments Are Determined	25
Other Factors in Determining Market Value	10
Photo Specifications	10
Summary of Module 3	5
Module Quiz	5
Putting it All Together	
BPO Elements	100
Exercise: Complete a BPO and Debrief Exercise	
Conclusion	30
Key Learning Points of the Course	10
Module Quiz 5	
Final Exam	80
TOTAL: 480 min ÷ 50 class hr = 9.6 Hours	

**CONSENT AGENDA EDUCATION COURSES**

4. The CE Shop, Inc.  
 “Nevada 2011 Legislative Update”  
**Request:** 3 Hours Law & Legislation Internet

**Recommendation:** Deny. Sponsor has provided course materials which comprise a very brief outline and reams of bills and statutes copied from the legislative website. There is no structure to the course, nor any discussion or detailed explanations of the laws passed in the 2011 legislative session. Sponsor has been notified.

**Instructors:** Michael McAllister

**Objective:** Comply with new regulations on cell phone usage while driving. Describe recent change to private development transfer fees. Establish familiarity with federal programs & locate sources for up-to-date information. Explain HOA & property management updates to affected parties. Summarize new rules affecting foreclosures & short sales. Clarify role of asset managers & apply new restrictions on SRPD waivers. Incorporate energy consumption audit requirements into your transactions.

- Standards:**
- 1(a) Current information on real estate which will improve the professional knowledge of the licensee and enable him to give better service to the public.
  - 1(b) Information that relates to pertinent Nevada laws and regulations.
  - 2(b) Legislative issues which concern the practice of real estate or licensees, including pending and recent legislation.
  - 2(c) The administration of real estate law and regulations, including licensing and enforcement.

**Justification:** 1a, 1b, 2b, 2c This three-hour course review the 2011 Legislative Session, summarizes recent federal bills that affect the real estate industry, and falls under Nevada requirements for CE on Law and Legislative topics.

**Content:**

Unit 1: Life and Taxes	30
Unit 1 Objectives	
Comply with new regulations on cell phone usage while driving	
Describe the recent change to private development transfer fees	
Apply stipulations to same-day escrow disbursements and payments to NRED in excess of \$10,000	
Outline	
Chapter 1: Licensee Life	
Lesson 1: Be Smart with Your Phone (SB 140)	
Lesson 2: No More Private Transfer Fees (AB 271)	
Chapter 2: Everyday Operations	
Lesson 1: Residential Disclosure Guide	
Lesson 2: Money Transfers (AB 214 and NRS 353.1467)	
Unit 2: Adjusting to the Economy	90
Unit 2 Objectives	

Establish familiarity with federal programs and locate sources for up-to-date information	
Summarize new rules affecting foreclosures and short sales	
Clarify the role of asset managers and apply new restrictions on SRPD waivers	
Outline	
Chapter 1: Federal Financial Programs	
Lesson 1: Dodd-Frank	
Lesson 2: Making Home Affordable	
Chapter 2: Distressed Properties in Nevada	
Lesson 1: The Face of Foreclosure	
Lesson 2: Short Sales and Foreclosures (SB 414, AB 273, & SB 136)	
Chapter 3: Asset Management	
Lesson 1: Introducing Asset Managers (SB 314)	
Lesson 2: No More Avoiding Seller's Real Property Disclosure (SB 314)	
Unit 3: Living in Community	60
Unit 3 Objectives	
Explain the HOA and property management updates to affected parties	
Incorporate the energy consumption audit requirements into your transactions	
Discuss Nevada's TRPA options and timelines	
Outline	
Chapter 1: Homeowner's Associations	
Lesson 1: HOA Package and Fees (SB 403, SB 222)	
Chapter 2: Keeping up the Property (AB 226, SB 417 & AB 360)	
Lesson 1: Property Management (AB 226, SB 417)	
Lesson 2: Homeowner Window to Fix Damage (AB 360)	
Chapter 3: Re-examining environmental Policies	
Lesson 1: TRPA Withdrawal Option (SB 271)	
Lesson 2: Goodbye Energy Consumption Forms (AB 432)	
TOTAL: 180 min ÷ 50 class hr = 3.6 Hours	

5. National Business Institute, Inc.  
 "Foreclosure Mediation Practice in Nevada"

**Request:** 7 Hours Law & Legislation Classroom

**Recommendation:** Deny. Content is good continuing education for licensed lenders but is not directly relevant to the day-to-day practices and knowledge of real estate licensees. Sponsor has been notified.

**Instructors:** Kristin Schuler-Hintz Carlos L. McDade Randy M. Creighton  
 Tisha Black Chernine Tiffany Ballenger

**Objective:** Upon completion of this course, attendees should be able to:

- Explain the latest legislative updates that impact Nevada's foreclosure mediation program.
- Identify successful negotiation techniques that allow a borrower to remain in their home.
- Describe how foreclosure mediation makes state and local foreclosure relief programs more accessible.

- Distinguish between the lender’s role and borrower’s perspective
- List the how the Federal Trade Commission views and regulates loan modification companies.

- Standards:**
- 1(a) Current information on real estate which will improve the professional knowledge of the licensee and enable him to give better service to the public.
  - 1(b) Information that relates to pertinent Nevada laws and regulations.
  - 2(a) Ethics of selling real estate.
  - 2(b) Legislative issues which concern the practice of real estate or licensees, including pending and recent legislation.
  - 2(c) The administration of real estate law and regulations, including licensing and enforcement.
  - 2(d) Real estate financing, including mortgages and other techniques.

**Justification:** Law & Leg. Update

**Content:**

The Foreclosure Process in Nevada	15
Legislative Update	60
Statute of Limitations	
Calculating Damages	
Collecting Deficiencies	
The Mediation Process	30
Rules	
History	
Applying for and Advocating at a Mediation Hearing	45
Tips and Techniques	
Required Forms and Supporting Documentation	
Lender’s Perspective of the Mediation Hearing	60
Bankruptcy in the Foreclosure Process	45
Advising Clients Regarding Asset Protection	45
Ethics	60
TOTAL: 360 min ÷ 50 class hr = 7.2 Hours	

6. Steven Kitnick Seminars, LLC  
 “Commission Hearings: Case Studies III”

**Request:**                   3 Hours                                   Broker Management & Ethics                   Classroom

**Recommendation:** **Approve – 3 hours – Broker Management or Ethics – Classroom. Sponsor has been notified that he (Mr. Kitnick) must issue a certificate for the designation for which the licensee signed up to take the class. The course content meets NAC 645 standards.**

**Instructors:**           Steven Kitnick

**Objective:**           This course will employ the case study method to learn pertinent laws, regulations & ethics of the profession; to know & understand responsibilities of brokers & salespersons; to identify & eliminate practices which harm the public & enable licensees to better serve them

- Standards:**
- 1(a) Current information on real estate which will improve the professional knowledge of the licensee and enable him to give better service to the public.
  - 1(b) Information that relates to pertinent Nevada laws and regulations.
  - 2(a) Ethics of selling real estate.
  - 2(c) The administration of real estate law and regulations, including licensing and enforcement.
  - 2(f) The administration of real estate brokerage, including the management of the office, trust accounts and employee's contracts.
  - 2(n) Agency and subjects related to agency.

**Justification:** This course meets the criteria set forth in NAC 645.450 sections 1a, 1b, 2a, 2c, 2f & 2n for continuing education in either broker management or ethics. Sponsor's Course Commission Hearings: Case Studies CE. 3977000-RE is a dual designation course.

**Content:**

Introduction & Housekeeping	5
Familiarize themselves with the instructor, housekeeping, course purpose, process & payoff	
Actions / Decisions Allegations / Stipulations	5
Know definitions of ; procedure	
Allegation # 1 ~ Discussion	3
Know example of deceitful, dishonest, fraudulent acts; duties owed; failure to disclose materials facts; failure to provide copies of signed documents to clients in timely manner; lack of reasonable skill & care	
Action # 1 ~ Discussion	3
Know example of breach of absolute fidelity to client; breach of duty of accounting; lack of reasonable skill & care in duties owed in brokerage agreement; abandonment of client	
Allegation # 2 ~ Discussion	3
Know example of deceitful, fraudulent acts; representing to a lender false documents that differ than the actual terms agreed on	
Action # 2 ~ Discussion	3
Know example of about failure to respond to Division investigation; impeding or attempting to impede an investigation; failure to respond to Notice of Hearing	
Allegation # 3 ~ Discussion	3
Know about deceitful & dishonest acts; representing to a lender false documents differ than the actual terms agreed on	
Allegation # 4 ~ Discussion	4
Know example of deceitful, fraudulent & dishonest acts; failure to use utmost care to protect public against fraud, misrepresentation or unethical practices	
Allegation # 5 ~ Discussion	3
Know example of activities that require a license and/or permit; ignoring Cease & Desist Order	
Allegation # 6 ~ Discussion	4
Know example of lack of broker supervision; duties owed; lack of & improper disclosures; concealing documents from Division investigation & forging documents; broker failure to establish policies, rules, procedures and systems	
Action # 3 ~ Discussion	4

Know example of deceitful, fraudulent, & dishonest acts; failure to sue utmost care to protect public from against fraud, misrepresentation or unethical practices; failure to respond to Division investigation; failure to appear Hearing	
Allegation # 7 ~ Discussion	3
Know example of deceitful, fraudulent, & dishonest acts; failure to use utmost care to protect public from against fraud, misrepresentation or unethical practices;	
Action # 4 ~ Discussion	4
Know about providing specialized professional services outside the licensee's field of experience or competence; acting as a "covered service provider" without a license; unlawful acceptance and handling of advance fee; false promises likely to influence, persuade or induce	
Action # 5 ~ Discussion	4
Know about unlawful handling of earnest money deposit; conversion; breach of duties owed; failure to turn in paperwork to broker	
Allegation # 8 ~ Discussion	3
Know about failure to disclose prior disciplinary action on application	
Action # 6 ~ Discussion	3
Know about failure to disclose prior criminal history on application for reinstatement	
Action # 7 ~ Discussion	3
Know example of deceitful, fraudulent acts; representing to a lender false documents that differ than the actual terms agreed on; failure to disclose source of compensation; failure to do utmost to protect public against fraud; lack of reasonable skill & care; gross negligence & incompetence	
Action # 8 ~ Discussion	3
Know example of deceitful, fraudulent acts; representing to a lender false documents that differ than the actual terms agreed on; failure to do utmost to protect public against fraud; breach of duty to be fair to all parties	
Allegation # 9 ~ Discussion	3
Know example of property manager's failure withhold client's monies; failure to perform repairs as requested; trust account violations; failure to provide Division with annual reconciliation	
Allegation # 10 ~ Discussion	3
Know example of activities that require an active broker's license and property manager permit	
Allegation # 11 ~ Discussion	3
Know example of restrictions on advertising; name of affiliated brokerage & licensee must be included	
Allegation # 12 ~ Discussion	4
Know example of deceitful, fraudulent acts; representing to a lender false documents that differ than the actual terms agreed on; failure to do utmost to protect public against fraud; breach of duty to be fair to all parties; receiving or expecting to receive compensation from a person other than employing broker	
Action # 9 ~ Discussion	3
Know example of accepting compensation without an active license; failure to appear at hearing	
Action # 10 ~ Discussion	4
Know about failure of absolute fidelity to client; gross negligence & incompetence; failure to protect public from fraud, misrepresentation, or unethical practices; failure to be fair to all parties	

Action # 11 ~ Discussion	4
Know about broker/property manager failure to remit monies; failure to balance trust account; engaged in deceitful & dishonest conduct	
Action # 12 ~ Discussion	4
Know about broker/property manager failure to remit monies in timely fashion to clients; failure to respond to client's inquiries re: money due; failure to respond to Division's investigation; engaged in deceitful & dishonest conduct; failed to properly supervise associate	
Action # 13 ~ Discussion	3
Know about broker failure to maintain signage; failure to establish office in a location easily accessible to public; provide Division with false information re: main office	
Allegation # 13 ~ Discussion	3
Know example of deceitful, fraudulent acts; representing to a lender false documents that differ than the actual terms agree on; failure to do utmost to protect public against fraud; breach of duty to be fair to all parties; failure to disclose affiliated business relationship & source of compensation	
Allegation # 14 ~ Discussion	3
Know example of deceitful, fraudulent acts; representing to a lender false documents that differ than the actual terms agreed on; failure to do utmost to protect public against fraud; breach of duty to be fair to all parties; know who can receive compensation	
Allegation # 15 ~ Discussion	3
Know about broker's failure to respond to Division's request for documents & info concerning a salesperson under the respondent/broker's license	
Allegation # 16 ~ Discussion	4
Know example of deceitful, fraudulent acts; representing to a lender false documents that differ than the actual terms agree on; failure to do utmost to protect public against fraud; breach of duty to be fair to all parties; improper disclosure of licensee status	
Allegation # 17 ~ Discussion	3
Know about proper permit required prior to engaging in property management activities	
Action # 14 ~ Discussion	3
Know about license and permit requirement for engaging in property management	
Allegation # 18 ~ Discussion	3
Know example of deceitful, fraudulent acts; representing to a lender false documents that differ than the actual terms agreed on; failure to do utmost to protect public against fraud; breach of duty to be fair to all parties; forged addenda regarding commissions to be paid to licensee	
Allegation # 19 ~ Discussion	3
Know example of deceitful, fraudulent acts; representing to a lender false documents that differ than the actual terms agreed on; failure to do utmost to protect public against fraud; breach of duty to be fair to all parties	
Allegation # 20 ~ Discussion	3
Know about broker affiliating with salespersons under another broker without the express knowledge and consent of the salesperson's broker	3
Allegation # 21 ~ Discussion	3
Know about contract law and agency relationships	
Action # 15 ~ Discussion	3
Know about failure to properly disclose multiple representation & familial relationship; failure to provide duties owed & consent to act forms & the residential disclosure guide; falsely informed Division re: disclosure of familial relationship	

Allegation # 22 ~ Discussion	3
Know about broker failure to supervise; broker allowing employees to engage in activities that require licensing; offered to assist unlicensed activity	
Allegation # 23 ~ Discussion	3
Know about breaching duty of absolute fidelity to client; secret profits; deceitful & dishonest acts	
Action # 16 ~ Discussion	3
Know about failing to respond to hearing notices	
Action # 17 ~ Discussion	3
Know about activities that require license; advertising real estate services without a license	
Action # 18 ~ Discussion	3
Know about grounds for disciplinary action; criminal offense	
Conclusion	5
Instructor evaluation, attendance sheet, certificate of attendance	
TOTAL: 151 min ÷ 50 class hr = 3.02 Hours	

7. The CE Shop, Inc.  
 “Online Risk Management”

**Request:** 3 Hours Ethics Internet

**Recommendation:** Approve – 3 hours –General- Internet. Sponsor has been notified that the course content does not warrant three hours of ethics and is recommended for a general designation. Design and delivery method are ARELLO certified. The course content meets NAC 645 standards

**Instructors:** Michael McAllister

**Objective:**

- Define internet risk and identify the four types of internet risk that impact a real estate professional’s activities
- Discuss issues raised by the misuse or misappropriation of content and potential violations of trademarks and copyrights
- Define plagiarism and describe the proper use of materials created by others
- Identify several internet activities that commonly impact Errors and Omissions insurance
- Discuss how to comply with the Federal Fair Housing Act in your Internet activity
- Identify issues raised by the Federal CAN-Spam Act, the Fair Housing Act and other policies
- Discuss Realtor Code of Ethics Articles 1, 12 and 15 – the advertising and communication article – and how it relates to communication via technological means
- Identify items that need to be on a website in order for it to be in compliance with various rules
- Identify steps that can help protect consumers personal information

**Standards:** 1(a) Current information on real estate which will improve the professional knowledge of the licensee and enable him to give better service to the public.  
 1(b) Information that relates to pertinent Nevada laws and regulations.  
 2(a) Ethics of selling real estate.

- 2(b) Legislative issues which concern the practice of real estate or licensees, including pending and recent legislation.
- 2(c) The administration of real estate law and regulations, including licensing and enforcement.
- 2(o) The use of calculators and other technologies as applied to the practice of real estate.

**Justification:** Course covers ethics topics. If it qualifies for Ethics Mandatory hours, that would be our preference otherwise General if not.

**Content:**

Defining Internet Risk and Copyright Issues	
What is Internet Risk?	20
Defining Internet Risk	
Four Types of Risk	
Obeying Copyright Laws on the Internet	30
What is a Copyright?	
What is Copyrightable?	
Copyright vs. Plagiarism Violations	
How to Use Copyrighted Materials	
Unit Exam	10
E&O Insurance and Regulatory Issues	
Errors and Omissions Insurance	20
E&O Coverage	
Does E&O Cover My Internet Activity	
Fair Housing	20
The Fair Housing Act	
Fair Housing and the Internet	
CAN-Spam Act	20
What is the CAN-Spam Act?	
How does the CAN-Spam Act Impact Your Activity	
Unit Exam	10
Ethical Internet Activity	
The Code of Ethics	20
Code of Ethics Discussion	
The Code of Ethics and the Internet	
Protecting Consumer Information	20
Responsibilities Incurred When Collecting Consumer Information	
Privacy Policies	
Best Practices	45
Website Best Practices	
Managing Your Online Image	
Protecting Your Image	
Unit Exam	10
Final Exam	20
TOTAL: 000 min ÷ 50 class hr = 0 Hours	

8. McKissock, LP  
 “Code of Ethics”

**Request:** 3 Hours General Internet

**Recommendation:** Approve – 3 hours – Ethics – Internet. Sponsor notified of designation change to Ethics. Design and delivery method is ARELLO certified. The course content meets NAC 645 standards.

**Instructors:** Richard McKissock

**Objective:** This course was designed to illustrate the ethics and professional standards of practice. The objective of this course is to provide students with an overview of the Code of Ethics and Standards of Practice of the National Association of REALTORS as it applies to the profession of real estate. Additionally, this course seeks to increase understanding of ethical behavior by providing sample scenarios and common illegal practices to guide the practical decision making of licensees

**Standards:** 1(a) Current information on real estate which will improve the professional knowledge of the licensee and enable him to give better service to the public.

**Justification:** NAC 645.450 2 (a)

**Content:**

Principles, Value and Ethics	5
Laws, Regulations, Standards, and Ethics	5
Business Ethics vs. Personal ethics	5
The National Association of REALTORS	5
Structure of the Code	5
Quiz	5
The Preamble	5
The Golden Rule	15
Quiz	5
Enforcement of the Code of Ethics	5
Two Types of Complaints	10
Before you File and Ethics Complaint	15
Mediation	5
Pathways to Professionalism	10
Quiz	5
Fair Housing Laws	10
Steering/Channeling	5
Blockbusting Panic Peddling	5
Redlining	5
Puffing	5
Commingling	5
Pocket Listing	5
Quiz	5
Final Exam	20
TOTAL: 170 min ÷ 50 class hr = 3.4 Hours	

9. McKissock, LP  
 “Getting Started with Property Management”  
**Request:** 6 Hours General Internet

**Recommendation:** Approve – 6 hours – Property Management – Internet. The course content meets NAC 645 standards.

**Instructors:** Susan Davis

**Objective:** This course is designed to provide the student with real estate continuing education on the topic of property management. We will begin by explaining why the use of a property manager is beneficial and how the manager can provide a property owner with an impressive management plan. Leases will be extensively covered. The student will read about the many types of clauses that may be included in a lease and how to effectively negotiate the terms of a lease.

**Standards:** 1(a) Current information on real estate which will improve the professional knowledge of the licensee and enable him to give better service to the public.

**Justification:** NAC 645.450 2(h)

**Content:**

Owner Benefits	5
The Management Plan	10
Refusing Management	10
Chapter One Quiz	5
Introduction	5
Statute of Frauds	5
Types of Leases	15
Assignment and Subleasing	5
Qualifying Tenants	5
Proposal to Lease	5
Drafting Leases	10
Lease Negotiations	25
Recording Leases	5
Disclosures	10
Chapter Two Quiz	5
Lease Clauses	125
Chapter 3 Quiz	5
Residential Housing Need	15
Residential Management Contracts	10
Policies	10
Setting Rents	15
The Rental Process	10
Uniform Residential Landlord and Tenant Act	15
After Occupancy	10
Chapter 4 Quiz	5
Final Exam	15
TOTAL: 360 min ÷ 50 class hr = 7.2 Hours	

10. Lorman Education Services  
 “Basic Commercial Leases”

**Request:** 7 Hours General Classroom

**Recommendation:** Approve – 7 hours – Contracts – Classroom. Sponsor notified that the course is recommended for Contracts. The course content meets NAC 645 standards.

**Instructors:** Kevin Goff Abran Vigil

**Objective:**

- Explore key issues in commercial leasing
- Get a practical overview of the pertinent provisions in leases from both the tenant and landlord’s perspective
- Discover how a commitment to ethical practices is important for attorneys, brokers and owners

**Standards:** 1(a) Current information on real estate which will improve the professional knowledge of the licensee and enable him to give better service to the public.

**Justification:** General

**Content:**

Overview of Commercial Leasing	215
What is a Lease?	
Real Property Interest	
Alternatives to Lease – Easements, Licenses, Management Agreements	
Lease Economics	
Minimum / Base Rent	
Operating Expenses and Other Pass-Through Costs	
Percentage Rent	
The Premises	
Identifying and Protecting the Common Areas	
Landlord “Concessions”	
Security for Tenant’s Obligations	
Services to be Provided by Landlord	
Details of the Lease – Avoiding Lease Pitfalls Through Careful Drafting	
Commencement of Lease Issues	
Construction of the Premises and Tenant Improvements	
Opening and On-Going Go-Tenancy Requirements	
On-Going Lease Issues	
Use Clauses	
Covenants to Open and Operate	
Repair Obligations	
Subletting and Assignment	
Landlord Relocation Rights	
Tenant Expansion Rights	
Landlord Financing Issues	



**Content:**

Overview of the Medias	60
Which Medias the consumer is using the most	
Basics of FaceBook	
How to communicate quickly, privately and keep a record of it	
How and why to connect with the consumer	
Ways to advertise in the consumers best interest	
How advertise on FaceBook	
Twitter and who is using it	60
How to use Twitter to communicate privately and keep a record of it	
Why you may want to use this Media	
Linkedin an overview	
How to create an account	
Who is using LinkedIn?	
How to connect with the consumer here	
How to communicate with LinkedIn Privately	
How to create a FaceBook Fanpage to market for your clients best interests	60
Expectations and overview of a FanPage	
YouTube account why it may be in your client's best interest to have one	
Why you may want to have a Google account	
What is Skype and how to use it	
How having a Blog may be in the consumers best interest	
10 minute question period	
TOTAL: 180 min ÷ 50 class hr = 3.6 Hours	

12. Rosen, Jay C.

“Procuring Cause: A Cause Worth Fighting For!”

**Request:** 4 Hours Law & Legislation Classroom

**Recommendation:** Approve – 4 hours – General – Classroom. Sponsor has been notified that “Procuring Cause” did not cover current laws and did not warrant a Law & Legislation Update designation. The course content meets NAC 645 standards.

**Instructors:** Jay C. Rosen

**Objective:** Students will learn the complexities of the concept of procuring cause and will shed misconceptions and “rules of thumb” that are pervasive in the beliefs of real estate licensees. Students will also gain an understanding of NAR’s mandatory arbitration rules for Procuring Cause Cases.

**Standards:**

- 1(a) Current information on real estate which will improve the professional knowledge of the licensee and enable him to give better service to the public.
- 1(b) Information that relates to pertinent Nevada laws and regulations.
- 2(c) The administration of real estate law and regulations, including licensing and enforcement.

**Justification:** Though not addressed by the NV Legislature in statute, Procuring Cause is very important and critical legal issue licensees must understand for use in their practice.

Misconceptions and inadequate “Rules of Thumb” are pervasive and need to be corrected.

**Content:**

Introduction: Instructor resume, class objective, cell phones off, 2 breaks, etc.	5
Review and discuss different definitions of Procuring Cause	20
Evolution of common law concept of Procuring Cause	10
Effective General Definition of Procuring Cause	15
BREAK 10 Minutes	
Nevada Court’s definition by decision [Noliner vs. Thomas, Ramezzano vs. Avansino, Bartsas vs. Leverton]	10
Case Study # 1 & Legal Review (Bartsas)	20
Case Study # 2 & Legal Review (Noliner)	20
BREAK 10 Minutes	
Case Study # 3 & Legal Review (Humphrey)	20
Case Study # 4 & Legal Review (Ramazzano)	20
BREAK 10 Minutes	
Procuring Cause for Realtors	10
NAR Arbitration guidelines and factors for consideration	30
10 ways to avoid PC Disputes	15
Rebel Without a [Procuring] Cause	5
TOTAL: 200 min ÷ 50 class hr = 4.0 Hours	

13. Cook & Company, Ltd.

“Nonviolent Property Management: Communication Skills for Property Managers”

**Request:** 3 Hours Property Management Classroom

**Recommendation:** Approve – 3 hours – Personal Development – Classroom. Sponsor notified of designation change. The course content meets NAC 645 standards.

**Instructors:** Judy Cook

**Objective:** This class is designed to be a risk-management course for the Property Manager. By communicating in a more effective manner, the property manager can reduce the risk of unnecessary lawsuits and/or claims of discrimination.

- Standards:**
- 1(a) Current information on real estate which will improve the professional knowledge of the licensee and enable him to give better service to the public.
  - 2(h) The management of real property, including leasing agreements, procedures for accounting and contracts for management.
  - 2(q) Personal development courses.

**Justification:** Property Management is the highest-risk specialty in the real estate industry. This course is a risk-management course, designed to lessen the incidents of fair housing claims and lawsuits against PMs.

**Content:**

Course Introduction, background, objective	10
discussion of major risk areas in property management, and importance of clear communication	5
Basic overview of concept of Nonviolent Communication	5
“Jackal” communication – explanation & examples	10
“Giraffe” communication – explanation & examples	10
The world of property management, and typical communication modes	5
BREAK 10 Minutes	
The “players” – discussion of the conflicting needs of the parties property managers deal with (owners, tenants, vendors)	5
Tools for communication (advantages/disadvantages)	10
1 <sup>st</sup> step in Nonviolent Communication: Observation (“What can go wrong?”)	15
2 <sup>nd</sup> step: Getting to what is being felt (in you, in the other)	10
Feelings & Needs – List review & discussion	5
BREAK 10 Minutes	
Express unmet needs (guessing other’s needs; when to verbalize and when to evaluate silently)	10
Stating a clear request	10
Responding to conflict: developing & demonstrating empathy	10
Getting to the solution	5
Property Manager’s tips to conflict resolution	5
Sessions article: “What kind of property manager are you?”	10
Saying “no” in Giraffe	5
Showing empathy for yourself	5
Expressing and receiving gratitude	5
Summary & Conclusion	5
TOTAL: 160 min ÷ 50 class hr = 3.2 Hours	

14. Steven Kitnick Seminars, LLC  
 “Advance Fees”

**Request:** 3 Hours Law & Legislation Classroom

**Recommendation:** Approve – 3 hours – General – Classroom. Sponsor has been notified that the course does not meet Law & Legislation; “Advance Fee” does not cover any new or pending laws; but it is general information. The course content meets NAC 645 standards.

**Instructors:** Steven Kitnick

**Objective:** This course will enable real estate licensees to know and understand the pertinent state and federal laws & regulations, position statements, & articles regarding advance fees with an emphasis on short sales. This course will enable licensees to better serve the public in these troubled times.

**Standards:** 1(a) Current information on real estate which will improve the professional knowledge of the licensee and enable him to give better service to the public.  
 1(b) Information that relates to pertinent Nevada laws and regulations.

- 2(b) Legislative issues which concern the practice of real estate or licensees, including pending and recent legislation.
- 2(c) The administration of real estate law and regulations, including licensing and enforcement.

**Justification:** This course meets the criteria set forth in NAC 645.450 section 1a, 1b, 2b, & 2c for the standards of continuing education in law and legislation.

**Content:**

Introduction	5
Familiarize them with the course topic, purpose, process, payoff, instructor & housekeeping	
Frequently Asked Questions	5
Know & understand FAQs to help stimulate an inquiry to foster an understanding of relevant state/federal laws & regulations governing advance fees	
Statutory & Regulatory Sources	1
Know & understand that the State of Nevada sources that govern & regulate advance fees	
Nevada Revised Statutes (NRS)	1
Know that the NRS are laws enacted by the state legislature	
Advance Fee Defined	5
Know & understand NRS 645.002 ~ Definition of advance fee	
Advance Fee Listing Defined	10
Know & understand NRS 645.004 ~ Definition of an advance fee listing	
Accounting of Advance Fee	5
Know & understand NRS 645.322; accounting of use of advance fee charged or collected	
License Requirement	3
Know & understand NRS 645.323; license required for acceptance of advance fee listing	
Forms of Brokerage Agreements, Accounting & Maintenance	5
Know & understand NRS 645.324; forms of brokerage agreements; reports of accounting; regulations; maintenance of agreements for review & audit; grounds for disciplinary action	
Nevada Administrative Code (NAC)	1
Know that NAC are regulations that outline how laws are administered	
Real Estate Administrator	2
Know that administrator prepares regulations	
Agreements for Advance Fees	15
Know & understand NAC 645.675; elements that an advance fee agreement must contain	
Rentals for Advance Fee	5
Know & understand NAC 645.678; duties of broker operating agency which lists rentals for advance fee	
Advance Fee Listing Agreement ~ Sample	15
Know & understand sample Advance Fee Listing (Retainer Agreement); Addenda to Listing Agreement or Buyer's Agency Agreement	
Real Estate Division Position Statement	15
Know & understand the NRED Position Statement ~ October 15 <sup>th</sup> , 2009 re: while	

acting under the authority of their license” as it relates to NRS 645F	
Federal Sources	3
Know & understand that the Federal Trade Commission & the Dept. of Housing & Urban Development have weighed in on the topic of advance fees and/or real estate commissions	
Federal Trade Commission (FTC)	15
Know & understand the FTC’s decision to forbear from enforcing some of the provisions contained in its Mortgage Assistance Relief Services (MARS) Final Rule (16 CFR 322) against real estate brokers and their agents who assist financially distressed consumers in obtaining short sales from their lenders or servicers	
National Association of Realtors	3
Know & understand that the NAR played a major role in FTC’s decision to forbear opinion of NAR’s Political Advocacy	
Dept. of Housing & Urban Development (HUD)	1
Know & understand Federal law related to real estate broker fees; HUD Handbook 4155.1	
HUD’s Clarification on Broker Fees Under The Real Estate Settlement Procedures Act (RESPA)	15
Know & understand how HUD clarified how real estate broker and agent commission fees are to be disclosed; doesn’t prescribe fees	
Discussion of FAQ’s	20
Participate in an interactive discussion; an attempt to answer the questions using course materials and critical thinking skills; to enable the licensees to comply with the law & regulations governing advance fees	
Conclusion	3
Closing remarks, instructor evaluations, attendance sheet ~ initial & time out certificates of Attendance	
TOTAL: 153 min ÷ 50 class hr = 3.06 Hours	

15. Steven Kitnick Seminars, LLC  
“Deficiency Judgments”

**Request:** 3 Hours Law & Legislation Classroom

**Recommendation:** Approve – 3 hours – Personal Development – Classroom. Content is good for the general knowledge of licensees to fulfill their personal development needs as practitioners. However, it does not meet the continuing education standards needed for Law and Legislative update information required to represent and inform clients.

**Instructors:** Steven Kitnick

**Objective:** This course will enable licensees to better serve the public by knowing & understanding AB 273 & SB 414 promulgated during the 2011 Legislative Session and their effect on foreclosure sales, trustee’s sales, sales in lieu of foreclosure, & deed in lieu of foreclosure.

**Standards:** 1(a) Current information on real estate which will improve the professional knowledge of the licensee and enable him to give better service to the public.  
1(b) Information that relates to pertinent Nevada laws and regulations.

- 2(b) Legislative issues which concern the practice of real estate or licensees, including pending and recent legislation.
- 2(c) The administration of real estate law and regulations, including licensing and enforcement.

**Justification:** This course meets the criteria set forth in NAC 645.450 sections 1a, 1b, 2b, & 2c for the standards of continuing education in law and legislation.

**Content:**

Introduction	5
Familiarize themselves with the course topic, purpose, process, payoff, instructor & housekeeping	
Unauthorized Practice of Law	5
Know that the contents of the course is for educational & informational purposes; know they should not interpret the law and/or advise their clients; know to recommend their clients seek legal counsel	
Definitions	20
Know definitions of recourse & non-recourse loan; release & full satisfaction; junior lien holder; lender; deficiency	
Nevada Revised Statutes	2
Know that laws are enacted by the Nevada State Legislative; changes must be made through legislative action	
NRS 40.451	5
Know definition of indebtedness as used in NRS 40.451 to .463, inclusive	
NRS 40.453	5
Know except as provided in NRS 40.495 that waiver of rights in documents relating to sale of real property is against public policy and unenforceable	
NRS 40.455(1)	5
Know that a judgment creditor or the beneficiary of the deed of trust must make application for a hearing to seek a deficiency judgment within 6 months after the date of the foreclosure sale or the trustee's sale held pursuant to NRS 107.080	
NRS 40.455(2)	5
Know if indebtedness is secured by more than one parcel, one interest, one mortgage or deed of trust, the 6 month period begins to run after the foreclosure sale or trustee's of the last parcel or other interest in the real property securing the indebtedness, but in no case filed more than 2 years after the initial sale	
AB 471 amending NRS Chapter 40.455	5
Know that AB 471 amended NRS 40 & applies only to an obligation secured by a mortgage, deed of trust or other encumbrance upon real property on or after October 1 <sup>st</sup> , 2009; Know that court may not award deficiency judgment if the property is a single family dwelling, owner-occupied at time of foreclosure or trustee's sale, purchase money loan(s), owner continuously occupied property as principal residence, did not refinance.	
NRS 40.457	5
Know that before a deficiency judgment can be awarded a hearing must be held; fair market value must be established as of the date of the foreclosure sale or trustee's sale; an independent appraisal may be required	
NRS 40.459	5
Know limitations on amount of money judgment; Court may not render judgment for	

more than 1) the amount by which the indebtedness which was secured exceeds the fair market value of the property sold with interest from the date of the sale or; 2) the amount which is the difference between the amount for which the property was actually sold and the amount of the indebtedness which was secured with interest from the sale, whichever is the lesser amount	
NRS 11.190(1b)	5
Know the period of limitation for an action upon a contract, obligation or liability founded upon an instrument in writing; exceptions	
NRS 11.200	5
Know the computation of time; date from the last transaction or the last item charged or last credit given	
AB 273 – Overview	5
Know that court will deduct any proceeds the lender received from an insurance policy from the amount owed by a debtor; no “double dipping”; caps the amount a 3 <sup>rd</sup> party can be awarded if they purchase the right to the debt; reduces the amount of time a junior lien holder has to file suit to seek a deficiency judgment to 6 months; law applies only to junior mortgage take out after June 10 <sup>th</sup> , 2011	
AB 273 amending NRS Chapter 40	15
Know when junior lien holders are prohibited from getting a deficiency judgment; know AB 273’s application is similar to AB 471 in its elements, but that it applies to junior lien holders and only to obligations incurred after June 10 <sup>th</sup> , 2011	
AB 273 amending NRS Chapter 40.457	10
Know the section 3 of AB 273 expands protection to homeowners by prohibiting collection of deficiencies on eligible junior mortgage not only after foreclosure sale or trustee’s sale, but also after a sale in lieu of a foreclosure (e.g. “short sale”), and a deed in lieu of foreclosure	
AB 273 amending NRS Chapter 40	5
Know definition of a sale in lieu of a foreclosure means a sale in which the sales price of the real property is insufficient to pay the full outstanding balance of the obligation and the costs of the sale; definition includes a deed in lieu of foreclosure	
AB 273 amending NRS Chapter 40	3
Know section 3.3 of AB 273 protects homeowners who are not protected by section 3’s anti-deficiency statute on: homeowner will only have to wait 6 months (instead of 6 yrs.) to find out in junior lien holder will file suit after a foreclosure sale, trustee’s sale, sale in lieu of foreclosure sale or deed in lieu of foreclosure	
AB 273 amending NRS Chapter 40.457	5
Know that with respect to junior lien holders the Court prior to issuing an award must look at whether lien holder received money from insurance company and whether lien holder purchased the debt	
Review	5
Know about AB 273 works together with other laws currently “on the books”	
SB 414 – Overview	5
Know that “financial institutions” are prohibited from “unreasonably delaying” its response to an offer for a short sale; prohibits deficiency judgments in certain cases	
SB 414 amending NRS 668 Short Sale Response	10
Know that section 3 of SB 414 prohibits a bank or other financial institution or its officers, managers or employees from unreasonably delaying its response to an offer for a sale in lieu of a foreclosure on real property secured by a residential mortgage loan, 90 days unless otherwise agreed to	

SB 414 amending NRS 40.455	15
Know that a judgment creditor or beneficiary of the deed of trust who applies for a deficiency judgment may not be awarded a deficiency judgment if the real property is a single family dwelling, the debtor was the owner at the time of the sale in lieu of a foreclosure, debt was secured with purchase money loan(s), debtor continuously occupied property as principal residence, debtor and bank entered into an agreement to sell; AND agreement does not state the amount still owed or does not authorize the bank to recover that amount due AND contains a conspicuous statement that has been acknowledged by the signature of the debtor which provides that the bank has waived its right to recover the amount owed AND sets forth the amount of recovery that is being waived	
Caveat Against Offering Legal Advice	5
Know not to offer legal advice or interpret the laws; predict whether or not deficiency will be granted; resist temptation to practice law	
Housekeeping	3
Fill out instructor evaluation; initial & time out on attendance sheet; receive certificate of attendance	
TOTAL: 163 min ÷ 50 class hr = 3.26 Hours	

16. CCIM Institute  
 “Preparing to Negotiate (Online)”

**Request:** 6 Hours General Internet

**Recommendation:** Approve – 6 hours – General – Internet. ARELLO certified for design and delivery method. The course content meets NAC 645 standards.

**Instructors:** Patricia A. Lynn

**Objective:** Upon completion of this course the student will be able to:

- Apply the CCIM Interest-based Negotiations Model to your negotiations preparations
- Interpret CCIM Interest Analysis Chart elements, and consider creative solutions for identified interest and issues
- Assess risks and action plans for potential conflicts

**Standards:** 1(a) Current information on real estate which will improve the professional knowledge of the licensee and enable him to give better service to the public.  
 2(q) Personal development courses.

**Justification:** Current information on real estate which will improve the professional knowledge of the licensee and enable him to give better service to the public and personal development for licensees.

**Content:**

Course Introduction / Technology Check	20
Course Introduction / Overview	20
Module 1: Interest Negotiation content and Model	20
CCIM Interest Negotiation Model – Three Step Process	20
Steps for Planning a Negotiation	20
Complete and Review: Practice Exercises – Module 1: Interest Negotiation content and	20

Model	
Complete Module 1: Interest Negotiation content and Model Assessment	20
Module 2: Step 1 Analyze Interest	15
Review Case Study: Handler Holdings and tenant – Goodman Consulting	15
CCIM Video: “Developing a Comfort Level with the Other Party”	
Activity: Identifying issues from common commercial real estate situations	10
Identify interests	10
Exercise: Complete Interest Analysis Chart	10
How non-monetary issues can expand value	5
Case Study: Choice Foods – Negotiating for a lease in Spring Grove Plaza	10
Complete Module 2 assessment	15
Module 3: Interest-based Negotiation Step 2 – Creating Actions	10
Creating Actions	
Defining actions	10
Developing a list of possible actions	5
Brainstorming actions	10
Brainstorming activity	10
Three steps to evaluating actions	5
Evaluate possible actions	5
Exercise: Choice Foods – Develop an analysis chart for Choice Foods	10
Complete Module 3 assessment	10
Module 4: Interest Based Negotiation Step 3 – Fighting Alternatives	10
What happens if there is no negotiated agreement?	5
Fighting alternative	5
Determining fighting alternatives – overview	10
Fighting Alternatives: Points to Remember	10
Exercise: Choice Foods	10
Complete Module 4 assessment	10
TOTAL: 365 min ÷ 50 class hr = 7.3 Hours	

17. CCIM Institute

“CI 101: Financial Analysis”

**Request:**                   34 Hours                                   General                                   Internet

**Recommendation:**   **Approve – 34 hours General – Internet. ARELLO certified for design and delivery method. The course content meets NAC 645 standards.**

**Instructors:**            Andre van Rensburg

**Objective:**

- Estimate the value of a property using sales comparison approach, direct capitalization, and discounted cash flow analysis
- Measure before and after tax investment performance of a property using a variety of measures; gross rent multiplier, cash on cash, capitalization rate, internal rate of return, net present value, and capital accumulation
- Understand the components and structure of commercial real estate loans
- Use the basic cash flow model to compare commercial real estate investments to other types of investments

- Apply commercial real estate investment fundamentals and tax regulations to real-world applications

**Standards:** 2(d) Real estate financing, including mortgages and other techniques.  
2(g) Real estate mathematics.

**Justification:** The course covers a general overview for financial analysis and also provides customized tools to allow attendee to select the best investment based on potential return.

**Content:**

Introduction / Overview	
Course Orientation	
Log on to course site and review navigation / introduction materials	15
Complete pre-course survey	
Introduce yourself to classmates on discussion board	15
Review technology set-up and set-up computer	
Module 1: Overview of the Real Estate Universe	
Two major decision makers in the real estate market	15
Real Estate as part of the capital market	15
Space versus Capital markets	10
Four Quadrants of Real Estate Investments	10
Complete Module 1 Self Assessment	10
Instructor – Led Virtual Session 1	
Review course agenda and objectives	15
Blackboard course site	15
Instructor / student introductions / group formation	15
Module 1: Overview of the Real Estate Universe	30
Pre-Study Session 2 (Homework Assignment)	
Listen to the 15-minute recorded sessions on Capital Markets, Cap Rates and Trends and Four Quadrants of Real Estate Investment	15
Read/Review Module Two: The Why and What of Real Estate Market Analysis	20
CCIM Strategic Analysis Model	10
Review /set-up Summit Apartments Case Study	15
Complete Summit Apartments Case Study – Task 1	15
Complete Analyzing Cap Rates activity	15
Instructor – Led Virtual Session 2	
Real Estate Market Concepts	10
Module Two: Real Estate Market Analysis	50
Review Summit Apartments Case Study – Task 1 Homework	10
Session Wrap-up / Homework Assignment	5
Pre-Study Session 3 (Homework Assignment)	
Complete Module Two Self-Assessment	15
Module Three: Investment Analysis Tools	
The Cash Flow Model	15
Time Value of Money	15
Compounding and Discounting	15
Six Functions of a Dollar: The basic types of TVM calculations are known as the six functions of the dollar. Three functions involve compounding, and three involve	20

discounting	
Introduction to Discounted Cash Flow Analysis	20
Review 3.1 – 3.33 Activities	20
Instructor – Led Virtual Session 3	
Module Two Self-Assessment	10
Module 3 Objectives	5
Module Three: Investment Analysis Tools	
CCIM Cash Flow Model T-bar	15
Time Value of Money	15
Compounding & discounting	15
Excel mechanics	10
Session Wrap-up / Homework assignment	5
Pre-Study Session 4	
Internal Rate of Return	20
Net Present Value	35
Complete Activity 3.4 – Calculating IRR and NPV	15
Complete Module 3 Self Assessment	40
Instructor – Led Virtual Session 4	
Module Three: Investment Analysis Tools	
Discounted Cash Flow Analysis	15
Internal Rate of Return	10
Calculating IRR with Variable Cash Flows	15
Proof of Internal Rate of Return	10
Net Present Value	20
Session wrap-up/homework assignment	5
Pre-Study Session 5	
Module 4: Introduction to the Real Estate Cash Flow Model & Summit Apartment Case Study	
Cash Flow Model, Part I: Without Financing Before Tax	10
Net operating income	5
Annual Property Operating Data Worksheet	10
Cash Flow Analysis Worksheet	10
View the recorded presentation on IRR and NPV	15
Complete activities 4.1 and 4.2	15
Complete Module 4 Self Assessment	60
Summit Apartment Case Study: Task 2-8	
Access and review recorded presentation on case study tasks 2-8	10
Task 2: Owner’s Operating Statement	5
Task 3: Annual Property Operating Date (APOD) Worksheet, Investor/Property/Potential Financing Assumptions and Market Information	10
Task 5: Cash Flow Analysis Worksheet (CFAW)	10
Task 6: Alternative Cash Sales Worksheet (ACSW) and Discounted Cash Flow Assumptions for Summit Apartments	10
Task 7: Use the CFAW solutions from Task 5 and the ACSW from Task 6 to construct a five year “Without Financing/Before Tax” T-bar and calculate the before-tax IRR. Then input your cash flows and before tax IRR in the appropriate spaces below	10
Calculate what an investor who has a 12 percent “Without Financing / Before Tax”	10

yield requirement could pay for the property to achieve the target yield.	
Instructor – Led Virtual Session 5	
Cash Flow Model Part 1: Without Financing/Before Tax	15
Net operating income	10
Calculating Cash Flows Using CCIM Business Forms	10
Determining Investment Value and Performance	10
Direct Capitalization	5
Introduction to Taxation (Module Five)	10
Session wrap-up/homework assignment	10
Pre-Study Session 6	
Module Five: Introduction to Tax & Summit Case Study: Task 9-12	
Read Module 5: Introduction to Tax	15
View presentations Cost Recovery: Depreciable Basis, Allocating Original Basis	10
View presentation Cost Recovery: Gain on Sale, Allocating Tax to Two Types of Gains	10
Original Basis and Cost Recovery: Gain on Sale, Allocating Tax to Two Types of Gains	15
Complete Activity 5.1 – Calculating and Allocating	10
Complete Activity 5.2 – Calculating Cost Recovery Deductions	10
Complete Module 5 Assessment	40
Summit Apartments Case Study Tasks 9: Use the DCF Analysis Assumptions and CFAW to prepare a five-year forecast of cash flows after tax. Note: “Without Financing / After Tax”	20
Summit Apartments Case Study Tasks 10: Refer to the DCF Analysis Assumptions and the partially completed ACSW to answer the following questions (“Without Financing / After Tax”)	15
Summit Apartments Case Study Task 11: Use the information from the Completed Task 9 CFAW and the completed task 10 ACSW to construct a “Without Financing / After Tax” T-bar. Calculate the “Without Financing / After Tax” IRR.	15
Summit Apartments Case Study Tasks 12: Using the “Without Financing / After Tax” IRR calculated in task 7 (see the T-bar) and the “Without Financing / After Tax” IRR calculate in task 11, calculate the without financing effective tax rate	20
Instructor – Led Virtual Session 6	
Tax World vs. Real World	5
Calculating After Tax Cash Flows from Operations	10
Basis – Calculation and Allocation	10
Cost Recovery – Calculation	10
Progressive Tax Rates	5
Calculating Sale Proceeds After Tax (w/out debt)	10
Cash Flow Model Part 2 – Without Financing After Tax	10
Effective Tax Rate	10
Session wrap-up / homework assignment	5
Pre-Study Session 7	
Module Six: Financial Real Estate Investments	
Review Module 6	20
Complete Module 6 Activities	85
Instructor – Led Virtual Session 7	
Types of Leverage	10

Commercial Real Estate Loan Structure	10
Calculating Loan Components	10
Determining Loan Amount	15
Discount Points and Loan Costs	15
Loan Underwriting	10
Session wrap-up / homework assignment	5
Pre-Study Session 8	
Module Seven: Investments Analysis with Financing & Summit Case Study Tasks 13-16	
Review Module 7	20
Complete Activity 7.1	10
Complete Module 7 Assessment	40
View Presentation on Case Study Tasks 13-16	20
Complete Summit Case Study Task 13: “With Financing/Before Tax”	10
Complete Summit Case Study Task 14: 5-year Sales Projections	10
Complete Summit Case Study Task 15: Sale amounts based on alternative cash flow method	10
Complete Summit Case Study Task 16: Construct a five year “With Financing/Before Tax” T-bar and calculate the before-tax IRR	10
Instructor – Led Virtual Session 8	
Cash Flow Model Part 3 – With Financing Before Tax	20
Cash on Cash – Plaza Suites	20
Cash Flow Model Part 4: With Financing After Tax	20
Calculating Tax Liability with Debt Financing	10
Session wrap-up / homework assignment	5
Pre-Study Session 9	
Module 8: Comparing Real Estate Investment & Summit Case Study Task 13-16	
Summit Case Study Tasks	
Case Study Task 17: Prepare a five year forecast of cash flow after tax	20
Case Study Task 18: Calculate sales amounts and determine sales proceeds after tax	15
Case Study Task 19: Determine after-tax IRR	20
Case Study Task 20: Determine tax impact of leverage based on fixed investor tax bracket	15
Review Module 8 Comparing Real Estate Investments	
Risk Considerations & Real Estate Values	15
Discount Rates & Selecting Discounting Rates	15
Internal Rate of Return and the Capital Accumulation Process	20
Instructor – Led Virtual Session 9	
DCF Analysis Spreadsheet Use	15
Before-tax cash on cash	15
Discount Rates	10
Selecting a Discount Rate	10
IRR and the Capital Accumulation Process	20
Session wrap-up / homework assignment	5
Pre-Study Session 10	
Module 8 Self-Assessment	45
Case Study Task 21: Calculate the capital accumulations and annual compound growth	20

rates of capital for Plaza Suites and Summit Apartments using a 6% reinvestment rate (discount rate)	
Course Review	
Module 1: Overview of the Real Estate Universe	10
Module 2: The Why and What of Real Estate Market Analysis	10
Module 3: Investment Analysis Tools	15
Module 4: Introduction to the Real Estate Cash Flow Model	20
Module 5: Introduction to Tax	10
Module 6: Financing Real Estate Investments	10
Module 7: Investment Analysis with Financing	15
Module 8: Comparing Real Estate Investments	10
Module 9: Summit Case Study	30
Instructor – Led Virtual Session 10	
Investment Fundamentals	10
The Cash Flow Model and Understand Time Value of Money	15
How to Make Informed Financing Decisions	15
Determine Investment Value and Measure Investment Performance	10
Understand analysis techniques using custom designed CCIM Excel – based programs	10
Comprehend Tax Implications	10
Housekeeping: Evaluations, continuing education, and additional information	5
TOTAL: 2075 min ÷ 50 class hr = 41.5 Hours	

18. McKissock, LP

“Closing Procedures and Settlement Costs (Updated)”

**Request:** 4 Hours General Internet

**Recommendation:** Approve – 3 hours – General – Internet. The design and delivery method is ARELLO certified. The course content meets NAC 645 Standards.

**Instructors:** Susan Davis

**Objective:** Upon completion of this course, the participant will be able to:

- Explain what motivates the consumer
- Identify skills required of real estate agents
- Explain the importance of risk management
- Summarize the reasons for the outcomes of actual cases
- Identify the legal terms associated with misrepresentation
- Discuss misrepresentation in its various forms
- Explain the importance of getting things in writing
- Identify the various types of relationships in real estate transactions
- List the necessary items in a property condition disclosures
- Explain how to ethically conduct business
- Identify the duties of an agent
- Summarize several methods of risk management to avoid potential problems

**Standards:** 1(a) Current information on real estate which will improve the professional knowledge of the licensee and enable him to give better service to the public.

**Justification:** This course is designed to fulfill continuing education requirements for Real Estate Agents. The objecting of this course is to examine the pitfall of misrepresentation with the purpose of helping agents not to innocently fall prey to its dangers. This course identifies procedures set up to protect them and examples of what can happen when they are not followed.

**Content:**

Introduction	5
Today's Average Consumer	5
Characteristics of Today's Consumer	5
What the Consumer Expects	5
What Consumers Want From Their Real Estate Agents	5
Crunching the Numbers on Agent Benefits	5
Today's Average Seller	5
What Sellers Want from Their Real Estate Agent	5
What Sellers Should Expect from Their Real Estate Agent	5
Possible Areas of Conflict	5
Chapter One Quiz	5
Introduction	5
Now, for the "Rest of the Story"	5
Definitions	10
Misrepresentation	5
Components of Misrepresentation	10
Effects of Litigation	5
Case # 1 – From Connecticut	5
Case # 2 – From Florida	5
Case # 3 – From Washington	5
Case # 4 – From New York	5
Case # 5 – From North Carolina	5
To Obey or Not to Obey	5
Case Study Roundup	5
Chapter Two Quiz	5
The House That Moved – The People Who Didn't	5
Case Review	5
Disclosures	5
Top Two Issues Leading to Misunderstandings	5
Agency (Relationship) Disclosure	10
Property Condition Disclosure	10
Get it in Writing	5
Chapter Three Quiz	5
Introduction	5
Business Ethics	5
Duties of an Agent	5
Breach of Duty	5
How to Reduce Risk	10
Chapter Four Quiz	5
Final Exam	20
TOTAL: 240 min ÷ 50 class hr = 4.8 Hours	

19. McKissock, LP  
 “Nevada Risk Management for Brokers”

**Request:** 3 Hours Broker Management Internet

**Recommendation:** Approve – 3 hours – Broker Management – Internet. The course content meets NAC 645 standards.

**Instructors:** Richard McKissock

**Objective:** This course presents an overview of those business issues and practices that are most commonly the basis for lawsuits and/or complaints to the Real Estate Commission.

**Standards:** 1(a) Current information on real estate which will improve the professional knowledge of the licensee and enable him to give better service to the public.

**Justification:** This course is designed to meet the mandatory requirement for real estate professionals.

**Content:**

Risk Management	5
Agency Issues	10
Agency Policy	10
Legal Liability	5
Errors and Omissions Insurance	10
Disclosure Issues	10
Third-Party Reviews	5
Quiz	5
Fair Housing	5
Advertising	10
Fair Housing Policies and Procedures	10
Quiz	5
Breach of Contract	5
Puffing	5
Pocket Listing	5
Earnest Money	10
Proper Handling of Earnest Money	10
Internet	5
Contract Preparation and Presentation	5
Managing Risk: Strategies	10
Quiz	5
Final Exam	30
TOTAL: 180 min ÷ 50 class hr = 3.6 Hours	

20. Steven Kitnick Seminars, LLC  
 “Who Can Negotiate Short Sales?”

**Request:** 3 Hours Contracts Classroom

**Recommendation:** Approve – 3 hours – Contracts – Classroom. The course content meets NAC 645 standards.

**Instructors:** Steven Kitnick

**Objective:** This course will enable real estate licensees to know and understand the pertinent laws, regulations, position statements, informational bulletins, & articles regarding licensed activities in the course of short sales. This course will enable licensee to better serve the public.

- Standards:**
- 1(a) Current information on real estate which will improve the professional knowledge of the licensee and enable him to give better service to the public.
  - 1(b) Information that relates to pertinent Nevada laws and regulations.
  - 2(b) Legislative issues which concern the practice of real estate or licensees, including pending and recent legislation.
  - 2(c) The administration of real estate law and regulations, including licensing and enforcement.
  - 2(d) Real estate financing, including mortgages and other techniques.

**Justification:** This course meets the criteria set forth in NAC 645.450, sections 1a, 1b, 2b, 2c, & 2d for the standards of continuing education in law and legislation.

**Content:**

Introduction & Housekeeping	3
Familiarize themselves with the instructor, & housekeeping	
Purpose	2
Know & understand the course purpose; to be more aware of pertinent laws, regulations; NRED position statements, informational bulletins, articles, & opinions re: licensed activities in the course of landing short sales	
Process	1
Feel comfortable in an interactive discussion	
Payoff	3
Know & understand the course payoff; to provide better service to consumers; the difference between licensed & unlicensed activities; to comply with NRS 645 & NRS 645F as well as any other laws & regulations relevant to real estate transactions; grow business instead of spending time & money dealing with misconduct gearings &/or litigation; earn 3 hrs of law & legislation C.E. credit.	
Division of Mortgage Lending Statement	5
Know that MLD licensees are claiming that activities of their unlicensed employees & independent contractors are ministerial or clerical in nature; use of term “processors”	
Real Estate Division Statement	5
Know that NRED has recently been reliably informed that some NRED licensees are delegating licensed activities to unlicensed assistants	
Question # 1: Am I in compliance?	5
Consider whether they are in compliance with current laws & regulations	

Question # 2: Does it matter if I am using or referring an individual or company that may be in violation of NRS 645 & NRs 645F or any other law or regulation	5
Know & understand that they may be disciplined for lack of compliance & breach of duties owed to clients & customers	
Responsibilities of broker regarding associated Licensees, employees and operation of business	3
Know & understand NAC 645.600	
Considerations in determining certain misconduct by licensee	5
Know & understand NAC 645.605	
Legislative & Regulatory Evolution	3
Know & understand why new laws & regulations were necessary to protect the public	
Mortgage Lending Division Statement	3
Know & understand that the Nevada Legislature in its attempt to address homeowner mortgage loan default and subsequent residential foreclosures, it enacted AB 152; MLD subsequently adopted permanent regulation RO52-09 eff. 8/25/09	
NRS 645F – Mortgage Lending & Related Professions was amended by AB 152	5
Know & understand that 75 <sup>th</sup> Session of the Nevada Legislature passed into law AB 152 amending NRS 645F	
NRS 645F.310 “Covered Service”	10
Know & understand the definition of “covered service”	
NRS 645F.320 “Foreclosure consultant”	10
Know & understand the definition of “foreclosure consultant”	
NRS 645F.365 “Loan modification consultant”	5
Know & understand the definition of “loan modification consultant”	
Question # 3: Is an employee of, or an independent contractor for, an independent licensee who undertakes a ministerial or clerical act on behalf of the licensee required to have an agent’s license under Chapter 645F	10
Know & understand that the terms do not include a person who performs only clerical or ministerial tasks; acts that require no discretion or exercise of judgment; title of job does not define; factors MLD will consider whether acts are ministerial or clerical; MLD recommends licensure since any situation may become non-ministerial or non-clerical	
<b>BREAK 15 minutes</b>	
NRS 645F.380 Applicability	10
Know & understand that the provisions in NRS 645F.300 to 645.450, inclusive do not apply to or include certain persons	
NRS 645F.380 does not include real estate licensees	3
Know & understand that real estate brokers, broker-salesman, & salesman were considered for inclusion in AB 152, but were deleted in the final version of the bill	
NRS 645B – Mortgage Brokers & Mortgage Agents – was amended by AB 523	3
Know that NRS 645B.01014 defined “clerical or ministerial tasks as communication with a person to obtain, and the receipt, collection and distribution of, information necessary for the processing or underwriting of a mortgage loan	
Question # 4: Can we infer that the definition Under NRS 645B.0104 is inclusive and can apply to “clerical or ministerial” tasks in the processing of a short sale?	10
Know & understand instructor’s personal opinion – not legal opinion or advice of the Division of Mortgage Lending	
Question # 5: Are short sale processing companies exempt from licensing under NRS 645F? What about title companies?	5

Know & understand the instructor's personal opinion not legal opinion or advice of the Div. of Mortgage Lending	
Short Sales not mentioned in NRS 645F	3
Know & understand that the definitions and covered services codified in NRS 645F do not address short sale transactions	
Question # 6: Do real estate licensees perform any activities found in NRS 645F?	10
Know & understand that real estate license activity may include contacting a creditor (lienholder) on behalf of a homeowner; negotiate a change in payment, loan amt., forbearance, loan maturity, or interest rate; arrange or attempt to arrange for any delay or postponement of the time of a foreclosure sale; give advice, explanation or instruction in any manner relating to the cure of a default, reinstatement of an obligation secured by a mortgage, full satisfaction of the obligation, or the postponement or avoidance of a foreclosure sale; save the homeowner's residence from foreclosure	
Question # 7: What activities may be performed by a real estate licensee "while acting under the authority of their license?"	10
Know & understand the Position Statement of the NRED effective 10/15/09	
"Acting on the Authority of a Real Estate License"	5
Know & understand what activities are permitted per NRED article in Open House newsletter Teresa Rice – December 2009	
Negotiating Short Sale and Foreclosures: Licensed Activity	5
Know & understand what activities are permitted per NRED article in Open House newsletter Safia Anwari – April 2010	
Unlicensed Assistants / Virtual Assistants	10
Know & understand what activities can & cannot be performed; per NRED informational bulletin #010 – May 5 <sup>th</sup> 2005	
Short Sale Issues & Updates	2
Know opinion of GLVAR Counsel Deanne Rymarowicz concerning the use of negotiators	
Question # 8: How am I conducting my business?	5
Reflect on their business practices and consider whether they are in compliance	
Housekeeping	3
Instructor Evaluation, Attendance sheet, Certificate of Attendance	
TOTAL: 167 min ÷ 50 class hr = 3.34 Hours	

21. Laughlin, Michael  
 "Mortgage Finance and Today's Laws"  
**Request:** 3 Hours General Classroom  
**Recommendation:** Approve – 3 hours – General – Classroom. The course content meets NAC 645 standards.  
**Instructors:** Michael Laughlin  
**Objective:** Provide education to Realtors relative to current laws, disclosures, restrictions and loan programs available in today's market.  
**Standards:** 2(d) Real Estate financing, including mortgages and other techniques.

**Justification:** Class specifically pertinent to mortgage finance as it effects the real estate industry.

**Content:**

Causes of Bubble Burst (Over inflation/marketing poor loan programs, etc.)	20
Actions to Correct Issues	15
Effects on Changes	20
Conventional and Government Loans	25
Correspondent vs. Broker	15
Income Criteria	15
Credit Criteria	20
Earnest Money Criteria	10
Rate / Fee Adjustments	10
TOTAL: 150 min ÷ 50 class hr = 3.0 Hours	

22. Randall van Reken Seminars  
 “2011 NRS Update”

**Request:** 3 Hours Law & Legislation Correspondence

**Recommendation:** Approve – 3 hours – Law & Legislation – Correspondence. The course content meets NAC 645 standards.

**Instructors:** Randall S. van Reken

**Objective:** This course gives the licensee the information and interpretations of NRS and NAC changes most impacting on a real estate practice. Changes from the 2011 legislative session include essential consumer protection and disclosure issues important to agents.

- Standards:**
- 1(a) Current information on real estate which will improve the professional knowledge of the licensee and enable him to give better service to the public.
  - 1(b) Information that relates to pertinent Nevada laws and regulations.
  - 2(a) Ethics of selling real estate.
  - 2(b) Legislative issues which concern the practice of real estate or licensees, including pending and recent legislation.
  - 2(c) The administration of real estate law and regulations, including licensing and enforcement.
  - 2(k) Real estate securities and syndications

**Justification:** Portions of over two dozen bills from the 2011 legislative session impacting 23 chapters of Nevada Revised Statutes and Nevada Administrative Code are incorporated into this material.

**Content:**

Introduction	10
Legislative Sessions	
2011 Overview of Changes	5
Nevada Real Estate Commission Regulations	
Changes to NRS 645 – Real Estate Brokers and Salespersons	35
AB 432 – Energy Consumption Evaluation Removed – Energy Auditors Created	
SB 314 – Asset Management Companies	

AB 214 – Same Day Escrow Disbursements by Escrow and Title Officers	
SB 368 – Discrimination Prohibitions Now Include Sexual Orientation and Gender Identity	
SB 140 – No Texting or Non-Hands-Free Phone Usage in Vehicles	
Regulation R0025-10 – Brokers Financial Condition	
Regulation R090-09 – Delivering the Real Estate Disclosure Guide	
Common Interest Community (HOA) Issues	15
SB 222 – Registration of Tenants with Association	
SB 403 – HOA Billing Statement is Binding	
Landlord-Tenant Issues	20
AB 226 – Landlord-Tenant Rights, Duties and Notices	
SB 150 – Landlord-Tenant Rights on Storage Facilities	
Foreclosure Issues	
SB 414 part one – Short Sale Offer Response Delays by Lenders	10
SB 414 part two – Lenders and Deficiency Judgments	10
AB 272 – Deficiency Judgment Limitations on Junior Lien holders	10
AB 373 – Foreclosure Vandalism	5
AB 388 and SB 307 – New Disclosures on Mediation Request form Required Delivered in Owner-Occupied Foreclosure	5
AB 308 – Loan Modification Consultants and Disclosures	10
Real Estate Laws and Adoptions	
AB 88 – Uniform Unsworn Foreign Declarations Act Adopted	5
AB 244 – Uniform Partition of Heirs Property Act Adopted	10
AB 271 – Private Transfer Fees Violation Public Policy	5
SB 88 – Adoption of the Uniform Real Property Transfer on Death Act	15
SB 86 – Changes to Eminent Domain Rights	5
AB 292 – Eminent Domain Appraisals	5
Miscellaneous Provisions of 2011	15
AB 142 – Increases the Minimum Level for Embezzlement or Obtaining Money Under False Pretenses	
AB 261 – Small Claims Court, Limits Increased	
SB 200 – Time Share Owner’s Privacy Act and Foreclosure Process Changes	
Final Examination	25
TOTAL: 220 min ÷ 50 class hr = 4.4 Hours	

23. Guild Mortgage  
“Mortgage 101 – Understanding the Full Pre-Approval Process”  
**Request:**                    3 Hours                    General                    Classroom
- Recommendation:**    **Approve – 3 hours – General – Classroom. The course content meets NAC 645 standards.**
- Instructors:**                Shayla Gifford
- Objective:**                    Understanding loan programs and how lenders review the 3 main criteria for a loan: Collateral, Credit, and Capacity.
- Standards:**                2(d)    Real estate financing, including mortgages and other techniques.

**Justification:** General**Content:**

Introduction	10
Why you need to be an expert on this	
Catch surprises long before they become an issue	
This knowledge gives you better communication with the buyer	
Steps to a “pre-qualification”	20
Online or written information	
Definition of a pre-qualification	
Steps to a full “pre-approval	25
3 things that are analyzed in giving a loan – 3 C’s	
DU approval	
Documents that need to be approved	
Credit	25
FICO Scores	
Tradelines	
Public Records – BK, Foreclosure, liens	
Short Sales	
Collections	
BREAK 10 Minutes	
Capacity	25
Calculating Debt Ratio	
Manual underwrite vs. automated underwrite	
Employment Stability and history	
Collateral	20
Health/Safety issues – FHA	
Required repairs – all loan types	
Economic Life	
Condos	
Loan Types	25
FHA	
VA	
Conventional	
USDA Rural Housing	
Questions to ask a lender when you get a Pre-qual letter	10
DU approval	
Client meeting	
Advice to give every buyer	10
No inquiries, no purchases on credit, no cash deposits	
Closing / Questions	10
TOTAL: 180 min ÷ 50 class hr = 3.6 Hours	

24. Guild Mortgage

“Core Systems – Generate 50 Leads Per Month”

**Request:** 3 Hours Personal Development Classroom

**Recommendation:** Approve - 3 hours – Personal Development – Classroom. The Course content meets NAC 645 standards.

**Instructors:** Shayla Gifford

**Objective:** Systems, Tools and Structures on how to create referral partners with business people, current and past clients. Time Management / prospecting tool / Database Management

**Standards:** 2(q) Personal development courses.

**Justification:** Personal Development Course

**Content:**

Overview	10
Real estate is a contact sport. The more contacts / leads we have the better we improve our skill and the more transactions we can close	
Motivation piece. It’s not hard to stand out, if you are working hard, answering your phone and being consistent in your effort	
What we will cover	
Round table discussion on Lead Sources	10
Brainstorm on all areas we get leads	
Narrow down and focus: Current client referrals, Database, Business People	
Explain Accounts and Channel Accounts	
Creating a lot of activity – Contacts – that will generate leads	15
Greatness tracker	
“Green Time” vs. “Red Time”	
Time Management	15
Structure of day / Time Management / Theme Days	
Power Hour	
BREAK 15 Minutes	
Asking for the referral	20
How and when to ask for Current Client referrals. Role play a “Tuesday update” script	
Identifying key relationships – All about your Form	
Creating Referral Partners	25
Setting up appointments for referral sources (ie. CPAs, financial planners, lenders, bankers, etc) Role Play	
What to say when you meet with a referral source. What is your Bait? Listening / how can you held them?	
BREAK 10 Minutes	
Database	15
How many and who in the database	
What do I send the Database	15
How do we contact them: Mail, Call, Visit	
Lead Tracker	15
How to manage incoming calls	

How to determine a Hot/lead. The more hoops they jump through the more committed they are to you	
Closing	15
Do the Greatness tracker. Get an accountability Partner	
When you don't know who to call / pull out your top 25 people	
Questions	
TOTAL: 155 min ÷ 50 class hr = 3.1 Hours	

25. Ben C. Scheible Seminars  
 "Case Studies in Agency"

**Request:** 3 Hours Agency Classroom

**Recommendation:** Approve – 3 hours – Agency – Classroom. The course content meets NAC 645 standards.

**Instructors:** Ben C. Scheible

**Objective:** Students will be able to apply principles of agency relationships and duties owed to practical "real world" situations

- Standards:**
- 1(a) Current information on real estate which will improve the professional knowledge of the licensee and enable him to give better service to the public.
  - 1(b) Information that relates to pertinent Nevada laws and regulations.
  - 2(b) Legislative issues which concern the practice of real estate or licensees, including pending and recent legislation.
  - 2(c) The administration of real estate law and regulations, including licensing and enforcement.
  - 2(n) Agency and subjects related to agency.

**Justification:** This course deals strictly with real estate agency issues with a heavy emphasis on NRS 645.252-645.254.

**Content:**

Introduction	5
Module One: Fundamental Principles of Agency Relationships	
Statutory definition NRS 645.0045	5
Issues with application of definition	10
Case study one: I thought he was my agent!	10
Module Two: Agency Relationships Recognized by Nevada Law	
Single agency	5
Acting for more than one party to the transaction NRS 645.252(1)(d)	10
Assigned agency NRS 645.253	5
BREAK 15 Minutes	
Case study two: Two agents in the same office	15
Case study three: One agent and two buyers	15
Real estate agency relationships not recognized in Nevada law (Transaction/non agency)	5
Case study four: Will you just help us with the paperwork?	10
BREAK 15 Minutes	

Module Three: Selected Key Agency Duties	
Key duties owed to all parties NRS 645.252	10
Additional duties owed to clients	10
Case study five: But the client told me not to tell him!	15
Case study six: Don't show me low ball offers	15
Conclusion	5
TOTAL: 150 min ÷ 50 class hr = 3.0 Hours	

26. Ben C. Scheible Seminars  
 "The O&A Says What?"

**Request:** 3 Hours Contracts Classroom

**Recommendation:** Approve – 3 hours – Contracts – Classroom. The course content meets NAC 645 standards.

**Instructors:** Ben C. Scheible

**Objective:** To learn basic rules of contract interpretation. To apply contract interpretation rules to typical situations encountered in practice.

- Standards:**
- 1(a) Current information on real estate which will improve the professional knowledge of the licensee and enable him to give better service to the public.
  - 1(b) Information that relates to pertinent Nevada laws and regulations.
  - 2(a) Ethics of selling real estate.
  - 2(b) Legislative issues which concern the practice of real estate or licensees, including pending and recent legislation.
  - 2(p) The preparation of real estate contracts.

**Justification:** This course deals almost exclusively with the preparation and interpretation of real estate contracts.

**Content:**

Introduction	5
Module One: Basic Rules of Contract Interpretation	
The goal of interpreting a contract	5
1. The plain meaning rule	10
2. The ordinary meaning of words	3
3. Uncertainties construed against the drafter	2
4. Contract read as a whole	3
5. Uphold rather than defeat the contract	2
6. Specific provisions control over general provisions	5
7. Parol evidence rule	10
BREAK 15 Minutes	
Module Two: Selected Provisions in the RSAR O&A	
Disposition of Earnest Money Deposit in the Event of Default (Buyer Default)	10
Disposition of Earnest Money Deposit in the Event of Default (Seller Default)	10
Module Three: Remedies for a Breach of Contract	
Legal remedies	5
Equitable remedies	5

Module Four: More Contract Provisions	
BREAK 15 Minutes	
Seller's Real Property Disclosure Form	10
Examination of Title	10
Common-Interest Community Disclosure – The Resale Package	10
Inspections and Final Walk Through	10
Destruction of Improvements	10
Physical Possession	10
Verification of Information	10
Conclusion	5
TOTAL: 150 min ÷ 50 class hr = 3.0 Hours	

27. Ben C. Scheible Seminars  
 “Ethics and the Law”

**Request:** 3 Hours Ethics Classroom

**Recommendation:** Approve – 3 hours – Ethics – Classroom. The course content meets NAC 645 standards.

**Instructors:** Ben C. Scheible

**Objective:** To identify ethical principles that underlie legal responsibilities. To understand how courts apply ethical principles.

- Standards:**
- 1(a) Current information on real estate which will improve the professional knowledge of the licensee and enable him to give better service to the public.
  - 1(b) Information that relates to pertinent Nevada laws and regulations.
  - 2(a) Ethics of selling real estate.
  - 2(b) Legislative issues which concern the practice of real estate or licensees, including pending and recent legislation.
  - 2(c) The administration of real estate law and regulations, including licensing and enforcement.
  - 2(n) Agency and subjects related to agency.

**Justification:** The course is related to ethics as expressed through the NRS and NAC, and Supreme Court rulings.

**Content:**

Introduction and Structure of Course	5
Objectives / Modules	5
Module One: Money Matters	
I'm just trying to make a buck [Randonov vs. Nev. Real Estate Commission (1963) 79 Nev. 132]	5
Thanks for the referral	5
The earnest money deposit that went on vacation [Real Estate Div. vs. Jones (1982) 98 Nev. 260]	10
Module Two: Procuring Cause	
General background and Supreme Court rulings on procuring cause and the ethics connection	15

BREAK 15 Minutes	
But I thought I was the procuring cause	10
You're kidding me; the buyer just lied?	10
OK, then what is procuring cause?	15
[Carrigan vs. Ryan (1993) 109 Nev. 797]	
This case will show a practical, real life application of the legal and ethical principles surrounding procuring cause	
We worked for years on this transaction	10
[Morrow vs. Barger (1987) 13 Nev. 247]	
This is one of the most often cited Supreme Court cases in real estate litigation	
Hey wait a minute that's my client!	10
Module Three: Offers and Other Contract Related Matters	
Don't give me any offers after I have accepted one	10
This case will also include a discussion of the relationship between this case and the new law which allows clients to waive a licensee's duty to present all offers. [(See NRS 645.255 and NRS 645.254(4)]	
BREAK 15 Minutes	
Module Four: Multiple Representation	
Discussion of the Real Estate Division's Statement on Multiple Representation in Real Estate Transaction in Nevada	10
Do I want a high price or a low price? Representing two buyers	10
Confidentiality vs. Disclosure	10
Conclusion	10
TOTAL: 150 min ÷ 50 class hr = 3.0 Hours	

28. Greater Las Vegas Association of REALTORS®  
 “Rebooting Your Real Estate Mojo”  
**Request:** 3 Hours Personal Development Classroom  
**Recommendation:** Approve – 3 hours – Personal Development – Classroom. The course content meets NAC 645 standards.  
**Instructors:** Terry Watson  
**Objective:** Upon completion of this course, participants will be able to identify and list:
  - Social media techniques to give your clients more exposure
  - Social media mistakes that irate the public and waste their time
  - How to revamp you customer service so that it does want the consumer wants
  - Inside secrets of a website that educates the consumer
  - 3 questions that define the consumers online experience**Standards:** 1(a) Current information on real estate which will improve the professional knowledge of the licensee and enable him to give better service to the public.  
 2(q) Personal development courses.

**Justification:** What if you could surgically design your career in a way that cuts the unnecessary toil, uncertainty, mind numbing hours, and wasted resources for the public? The consumer does not want to be sold. They want to be informed, and given tools and disclosures to help with decisions. What you NEED is a Real Estate Do Over! After attending this session you will have IMMEDIATE tools to put your customer service mojo on steroids. This laugh till you snort session will provide iron clad techniques for the REAL WORLD issues your client face...

**Content:**

What is most important to the consumer?	20
A military grade process that will exceed the consumers marketing goals	20
Why a marketing plan must meet the consumers needs to be effective	20
BREAK 10 Minutes	
Top 4 social media mistakes that waste the public's time	20
A silver bullet method for educating the public	20
Inside secrets of viral marketing that your clients will love!	20
BREAK 10 Minutes	
Crazy simple steps to provide disclosures so they are actually understood!	20
The three questions that define your career	20
The public does not care about the agent or the agent bragging. It is all about meeting their needs and wants. It's time for a Do Over, only dead fish swim with the stream!	20
TOTAL: 180 min ÷ 50 class hr = 3.6 Hours	

29. Greater Las Vegas Association of REALTORS®  
 “Marketing 2.0”

**Request:** 3 Hours Personal Development Classroom

**Recommendation:** Approve – 3 hours – Personal Development – Classroom. The course content meets NAC 645 standards.

**Instructors:** Nobu Hata

**Objective:** Learn how to meet the demands of the new buyer and seller using the free and almost free resources at the agents disposal, ethically and as a member of the Nevada community.

**Standards:** 1(a) Current information on real estate which will improve the professional knowledge of the licensee and enable him to give better service to the public.  
 2(q) Personal development courses.

**Justification:** Students will learn how to use technology and existing consumer websites to better serve the public, community, and client. Plus learnt o protect them during the contract.

**Content:**

Website 2.0	
Discuss consumer trends, NAR profiles	5
Website Optimization Strategies	10
Understanding Analytics and “Being Found”	10
Email Marketing and Print Marketing	10

Ethics Update	15
BREAK 5 Minutes	
Social Media and Mobile for 2011 and Beyond	
The Ins & Outs of: Facebook, Twitter, and LinkedIn and how to manage them	5
Determine which social media platform is best for your business	10
New Social Media Platforms that you should understand and the future of Social Media	15
Strategies for engaging Social Media	15
Social Media Policy 101	10
Mobile & Smart Phone Marketing	15
BREAK 5 Minutes	
Reputation, Client and Listing Management	15
The importance of Online Monitoring in today's market	10
How to get Positive Reviews	10
Buyer/Seller pep talk and monitoring of their online use	10
Protecting your listings	5
TOTAL: 170 min ÷ 50 class hr = 3.4 Hours	

30. Kraus, Paul R.

“Financing HUD Properties”

**Request:** 3 Hours General Classroom

**Recommendation:** Approve – 3 hours – General – Classroom. The course content meets NAC 645 standards.

**Instructors:** Paul R. Kraus

**Objective:** Familiarize licensees with the full range of financing options for HUD properties, giving them creative options for closing as many HUD deals as possible, helping them avoid deals they cannot close, highlighting the importance of proper inspection.

**Standards:**

- 1(a) Current information on real estate which will improve the professional knowledge of the licensee and enable him to give better service to the public.
- 1(b) Information that relates to pertinent Nevada laws and regulations.
- 2(n) Agency and subjects related to agency.
- 2(p) The preparation of real estate contracts.

**Justification:** The prevalence of HUD properties in our market, and their likely continued prevalence, makes this course both timely and helpful to agents seeking to explore all areas of the current market to find their clients a property.

**Content:**

Overview	10
Some Basics on HUD and HUD Properties	10
Financing Options for HUD Properties	
Part I: General Discussion	10
Part II: 203(b) Financing	20
Part III: 203(k) General Discussion	10
Part IV: 203(k) Benefits	10
Part V: 203(k) Streamlined	20

Part VI: Full 203(k)	20
Part VII: Full 203(k) FAQ's	20
Part VII: Full 203(k) Summary and Conclusion	10
Part VIII: Conventional Financing	10
Part IX: Other Financing Options and Manu Homes	20
Inspections, Appraisals, and Construction Coordination	10
TOTAL: 180 min ÷ 50 class hr = 3.6 Hours	

31. Kraus, Paul R.  
 "Selling and Closing HUD Properties"

**Request:** 3 Hours General Classroom

**Recommendation:** Approve – 3 hours – General – Classroom. The course content meets NAC 645 standards.

**Instructors:** Paul R. Kraus

**Objective:** Familiarize licensees with the nuts and bolts and the unique aspects of purchasing a HUD home, including bidding on HUDHomestore.com, filling out the HUD contract, and the unique features of a HUD escrow.

**Standards:** 1(a) Current information on real estate which will improve the professional knowledge of the licensee and enable him to give better service to the public.  
 1(b) Information that relates to pertinent Nevada laws and regulations.  
 2(n) Agency and subjects related to agency.  
 2(p) The preparation of real estate contracts.

**Justification:** The prevalence of HUD properties in our market, and their likely continued prevalence, makes this course both timely and helpful to agents seeking to explore all areas of the current market to find their clients a property.

**Content:**

Overview	10
Some Basics on HUD and HUD Properties	10
Who Can Buy or Sell a HUD Property	10
NAID and Broker Registration	
Part I: Broker NAID Registration on <a href="http://www.HUDHomestore.com">www.HUDHomestore.com</a>	10
Part II: Registration to Bid on <a href="http://www.HUDHomestore.com">www.HUDHomestore.com</a>	10
Bidding and Submitting Offers on a HUD Property	
Part I	10
Part II	10
Part III	10
Part IV	20
Filling Out the Contract, Addenda, and Other Forms	
Part I	10
Part II	10
Part III	10
What to Expect at Escrow or Close	
Part I: General Discussion	20

Part II: Specific Help Suggestions	20
Property Preservation	10
TOTAL: 180 min ÷ 50 class hr = 3.6 Hours	

32. Marquardt, Holly A.

“How to Complete a HUD Sales Contract Package”

**Request:** 3 Hours Contracts Classroom

**Recommendation:** Approve – 3 hours – Contracts – Classroom. The course content meets NAC 645 standards.

**Instructors:** Holly Marquardt Rhonda Berlino

**Objective:** Learn differences between a HUD required contract and GLVAR contract; definitions and requirements needed to fill out the HUD contract online; when & how to use approved forms; properly informing clients as to their contractual obligations, due diligence and process of the contract.

**Standards:**

- 1(a) Current information on real estate which will improve the professional knowledge of the licensee and enable him to give better service to the public.
- 2(o) The use of calculators and other technologies as applied to the practice of real estate.
- 2(p) The preparation of real estate contracts.

**Justification:** NAC 645.450 1(a) current info which improves knowledge & enables better service to public by licensee; 2(o) use of technology in RE practices; 2(p) the preparation of real estate contracts.

**Content:**

HUD Sales Contract	
Please download the electronically fill-able sales contract package from the “addendums” tab on <a href="http://www.HUDHomestore.com">www.HUDHomestore.com</a> or from <a href="http://www.blbresources.com">www.blbresources.com</a>	10
When data is entered on the cover page of the electronically fill-able sales contract package, it will auto-populate the appropriate fields of the sales contract package, and you will not need to manually input data	
Line 1: Please type in the purchaser(s) name(s) and complete property address of the property they are purchasing.	
Line 2: Please enter name(s) and style in which title will be taken. Common examples of style in which title may be taken	
Please advise your client to seek legal counsel if they have questions regarding the style in which they should take title	
Line 3: Please enter purchase price and amount of earnest money deposit	20
Please also indicate that the earnest money deposit shall be held by HUD’s Designated Closing Agent	
Line 4: Check the appropriate box. If purchaser is obtaining FHA insured (203b) financing, see diagram. Check FHA insured financing box and 203(b) box.	
The lines for down payment amount, mortgage amount, months and repair escrow amount should be left blank	
Line 4: If purchaser is applying for FHA insured financing with a repair escrow, check	

the boxes	
Line 4: If purchaser is applying for 203(k) financing, check the boxes	20
Line 4: If purchase is paying cash or applying for non-FHA financing (i.e. conventional mortgage loan, VA, Rural Development, etc)	
Line 5: Please enter requested closing costs, up to 3% of the purchase price	
Line 6a: Selling agent commission up to 3% of the purchase price, unless otherwise noted.	
Line 6b: Listing agent commission 3% of the purchase price, unless otherwise noted	
<b>BREAK 10 Minutes</b>	
Line 7: Subtract Lines 5, 6a and 6b from Line 3 to determine the net amount due to HUD and enter on this line	10
Line 8: Check the appropriate box for occupancy, as submitted in the bid	
Line 9: Time of Closing	20
Line 10: Check the appropriate box for back-up status, whether buyers want their offer to be back up to the accepted offer if they do not win the initial bid	
Line 11: If property was built prior to 1978, check the box for Lead Based Paint is attached, if built in 1978 or later, check box for is not attached	
Line 12: Purchaser(s) must initial on Purchaser(s) line. Please do not initial on Seller's line.	
Line 13: Purchaser Information	
Line 13: Please DO NOT have Purchaser(s) sign on the "Seller" line or in the "Authorizing Signature & Date" box. This is to be used by the authorized HUD signing agent ONLY.	
Other Contract Notes	
Conditions of Sale	20
Electronic Filing of HUD-9548 Contract Addendum	20
Radon Gas and Mold Notice and Release Agreement	
Addendum to the Sales Contract – Individual Owner Occupant Certification	
HUD Forfeiture and Extension Policy	
<b>BREAK 10 Minutes</b>	
For Your Protection: Get a Home Inspection	10
FSM Inspection Request Forms	
Lead Based Paint (LBP) Disclosure	10
Appraisal Request Form	
Agency Disclosure	
Proof of Funds	20
Earnest Money (EMD)	
Where do I deliver or mail the original signed sales contract & Addenda, if I have the winning bid?	
How to submit your bid on <a href="http://www.HUDHomestore.com">www.HUDHomestore.com</a>	15
Learning tools and Additional Forms	
<b>TOTAL: 175 min ÷ 50 class hr = 3.5 Hours</b>	

33. OnlineEd, Inc.  
 “Silver State Legislative Update - 2011”  
**Request:** 3 Hours Law & Legislation Internet  
**Recommendation:** Approve – 3 hours – Law & Legislation – Internet. The course content meets NAC 645 standards.

**Instructors:** Marilee Mascarenhas N. Jeffrey Sorg

- Objective:** At the conclusion of the course, the student will be able to:
- Describe Nevada’s legislature and legislative process
  - Describe Nevada’s rule making process
  - Identify and explain the major changes to law regarding Nevada common-interest communities
  - Identify and explain the major law changes affecting distressed properties such as foreclosures, short sales and REOs
  - Identify and discuss the miscellaneous new and amending laws that have an impact on real estate and real estate practice relating to:
    - License Renewal
    - Tax Issues
    - Real Estate Law related changes
    - Landlord Tenant Law
    - Other minor Legislative changes

- Standards:**
- 1(a) Current information on real estate which will improve the professional knowledge of the licensee and enable him to give better service to the public.
  - 1(b) Information that relates to pertinent Nevada laws and regulations.
  - 2(c) The administration of real estate law and regulations, including licensing and enforcement.

**Justification:** Law and Legislation update resulting from the 2011 Nevada Legislative Session

**Content:**

Segment 1: The Process of Updating Nevada Real Estate Law	15
Introduction	
The Legislative Process	
The Legislative Process: After a Bill is Drafted	
The Administrative Rule Making Process	
The Process of Changing Regulations	
Segment 2: Common Interest Communities	40
Introduction	
Private Transfer Fees – AB 271	
Revisions to Uniform Common-Interest Ownership Act – SB 204	
Financial Statement Reviews – SB 89	
Rented and Leased Units – SB 222	
Resale Package Fee Disclosure – SB 403	
Technical Changes to NRS 116.31153 – SB 30	
Segment 3: Distressed Properties	55
Introduction	

The Real Property and Foreclosure Omnibus Bill – AB 284	
Deficiency Judgments on Foreclosures – AB 273	
Deficiency Judgments on Short Sales – SB 414	
Asset Management and Asset Managers – SB 314	
Real Estate Owned Property (REOs) – SB 136	
Segment 4: Miscellaneous Issues Impacting Real Estate Practice	70
Introduction	
License Renewal Issues – First Time Renewals and Subsequent Renewals	
Tax Issue – AB 561	
The Handling of Escrow Funds – AB 214	
Fair Housing Law Class Expansion – SB 368	
Uniform Partition of Heirs Property Act – AB 244	
Unsworn Foreign Declarations Act – AB 88	
Mortgage Assistance Relief Service Providers – FTC MARS Rules	
Mortgage Assistance Relief Service Providers – AB 308	
Landlord Tenant – AB 226	
Use of Cell Phones in a Motor Vehicle – SB 140	
TOTAL: 180 min ÷ 50 class hr = 3.6 Hours	

34. Nevada Association of REALTORS®  
 “GRI III – The Contract Class”

**Request:** 15 Hours Contracts Classroom

**Recommendation:** Approve – 15 hours – Contracts – Classroom. The course content meets NAC 645 standards.

**Instructors:** JC Melvin Ben Scheible Soozie Jones Walker  
 Fafie Moore

- Objective:** Upon completion of this class, students will be able to do the following:
- Define the elements of a contract and list essentials of a binding agreement.
  - Identify the necessary steps in completing a residential purchase agreement clearly and concisely.
  - Describe possible sequences of events and requirements (acceptance, rejection, counter-offer and multiple counter-offers).
  - Define NAC requirements regarding offer acceptance/rejection.
  - Define each party’s rights and obligations under the terms and conditions in the contract with the caveat that you are not an attorney.
  - Define a licensee’s responsibility under NRS & NAC regarding receipt and deposit of earnest money deposit.
  - Define potential risk of loss under NRS 113.040 (Vendor & Purchaser Risk Act).
  - Identify rights of assignment in the Purchase Agreement.
  - Define the creation of agency and termination relevant to NRS.
  - Describe the relationship of Nevada agency law to common law agency.
  - Define confidentiality requirements to present/past clients.
  - Identify the relationships that a licensee may have with a buyer/seller in a real estate transaction.
  - Define rights of a broker to assign single agency.

- Identify agency disclosure requirements for each type of relationship.
- Define the proper use and timing of agency disclosure forms.
- Identify liability of non-disclosed agency activity by licensees within the brokerage firm and following the changes of broker employment.
- List penalties for breaching a statutory duty.
- Define material fact.
- Identify the duties a licensee owes both parties (buyer or seller) for discovery and disclosure of material facts in a real estate transaction.
- Differentiate between opinions (not actionable) and misstatements of fact (actionable).
- List types and identify key components and importance of property disclosure forms.
- Define seller's obligations and buyer's rights under NRS 113.150.
- Define Nevada's stigmatized property as specified in NRS and NAC.
- Identify steps to take toward limiting broker liability for misrepresentations.
- Define brokerage agreements and types.
- Define the parties to the agreement and the duties and responsibilities of each.
- Identify the duties an agent owes to a client who enters into a brokerage agreement.
- Differentiate between seller and buyer agreements and licensee's statutory duties under each.
- Differentiate between REALTOR and Non-REALTOR brokerage agreements and identify potential areas of concern by licensees and client/customers.
- Define and list any rules and regulations regarding listing information required by Nevada.

**Standards:** 2(p) The preparation of real estate contracts.

**Justification:** This course covers Nevada Real Estate Contracts.

**Content:**

Introduction	10
Essential Elements of a Binding Contract	50
Essential Elements of Contract	
Type of Contracts	
Statute of Frauds	
Nevada's Electronic Transactions Act	
Steps to Complete Residential Purchase Agreement	50
Determine exactly what client wants to do	
Agree on negotiation strategy	
Clause-by-clause, line-by-line review No Blanks	
Sequence of Events	50
Offer by buyer	
Counteroffer by seller	
Offer, counteroffer, counter to counteroffer	
Multiple offers	
Multiple counteroffers	
Offer/Acceptance and Rejection NAC 645.632	50
Notification of rejection of offer (NAC 645.632)	
Notification of rejection of counteroffer (NAC 645.632)	

Parties Rights and Obligations	50
See handouts	
Remedies for breach of contract	
Earnest Deposit Money	50
Salesperson and Broker-Salesperson Duties	
Broker's Duties	
Earnest Deposit Money	50
Salesperson and Broker-Salesperson Duties	
Broker Duties	
Risk of Loss	50
Before close of escrow	
After close of escrow	
Buyer occupancy before close of escrow	
Seller occupancy after close of escrow	
Assignment of Contract	50
General rule	
Application in Las Vegas and Reno	
Conclusion	10
Introduction	5
Creation and Termination of Agency Relationships	15
Definitions	
Creation of the agency relationship	
Termination of agency relationships	
Nevada Agency Law	35
Background Edina case	
The common law of agency	
Nevada's elimination of common law duties	
Statutory duties of real estate licensees	
Influence of common law on statutory duties	
The Confidentiality Requirement	10
Agency Relationships with Buyers and Sellers	15
Assigned Agency	15
Agency Disclosure Requirements	15
The Proper Use and Timing of Agency Disclosure Forms	20
The forms	
Timing	
Liability for Non-Disclosed Agency Activity	20
Penalties for Breaching a Statutory Duty	15
Conclusion	10
Introduction	5
Material Fact	5
Duty of Discovery and Disclosure Owed by Licensee to Buyer and Seller	15
Opinion vs. Fact	20
General Rule	
Exception for Professionals	
Guidelines to Limit Liability Exposure for Opinions	
Property Disclosure Forms	15
Seller's Real Property Disclosure Form	20

Stigmatized Property	20
Not required to disclose	
Require to Disclose Methamphetamine production unless	
Steps to Limit Broker Liability for Misrepresentation	15
Conclusion	5
Introduction	5
Brokerage Agreements and Types	15
Parties to the Brokerage Agreement and Responsibilities	10
Duties Owed by Agent to Client Who Enters Brokerage Agreement	25
Carry out terms of brokerage agreement	
Promote the interests of the client	
Differentiate Between Seller and Buyer Agreements and Licensee's Duties Under Each	10
REALTOR and Non-REALTOR Agreements	10
List Information Rules in Nevada	10
Conclusion and Summary	5
TOTAL: 855 min ÷ 50 class hr = 17.1 Hours	

35. Nevada Association of REALTORS®  
 “GRI IV – Essential Legal Issues”

**Request:** 8 Hours Ethics Classroom

**Recommendation:** Approve – 8 hours – Ethics – Classroom. The course content meets NAC 645 standards.

**Instructors:** JC Melvin Ben Scheible Soozie Jones Walker  
 Fafie Moore

- Objective:** Upon completion of this course, you will be able to do the following:
- Define the provisions of the Civil Rights Act and their effect on today’s real estate activities.
  - Identify the key provisions of the Fair Housing Act of 1988.
  - Describe the history of Federal Fair Housing Laws and regulations.
  - List activities that constitute steering and blockbusting.
  - Identify provisions of the Americans with Disabilities Act relating to public accommodations.
  - List protected classes under the Federal Fair Housing Law and any additional protected classes identified by state or municipal laws.
  - Identify fair housing exemptions.
  - Define obligations of sellers and duties of licensees in marketing residential properties.
  - Define discriminating advertising terms, phrases, symbols and/or illustrations.
  - Identify list of acceptable Housing and Urban Development (HUD) terminology that does not convey discriminatory preferences or impose limitations.
  - List benefits of establishing disciplined policies and practices such as the Equal Professional Service (EPS) model.
  - Define potential fair housing penalties and damages under Nevada and federal laws.
  - Understand why diversity is so important to today’s real estate professional.

- Be able to recognize and understand cultural differences and how they impact the buying and/or selling process.
- Develop strategies for working with those from different cultures.
- Be able to apply the multicultural communication model: Approach people as individuals first, listen, observe, clarify, consider cultural heritages, develop dialogues and relationships.
- Identify limits of changing/drafting contractual terms.
- Identify limits of providing legal conclusions regarding the rights, responsibilities and obligations under the contract.
- Differentiate between duties owed to the public and to other REALTORS® under then National Association of REALTORS® (NAR) Code of Ethics.
- Identify 2005 updates and changes and their effect on REALTOR® practices.
- Define NAR’s Code of Ethics obligations of a REALTOR® to the client, customer, and other REALTORS®.
- List the steps and procedures of the complaint process via local board/association grievance committee and professional standards committee hearings.
- Define “mediation” and identify when it is used appropriately.
- Define “mandatory arbitration” and “voluntary arbitration” and identify when each is appropriately used among REALTORS®, their clients, and their customers.

- Standards:**
- 1(a) Current information on real estate which will improve the professional knowledge of the licensee and enable him to give better service to the public.
  - 1(b) Information that relates to pertinent Nevada laws and regulations.
  - 2(a) Ethics of selling real estate.

**Justification:** The course deals with 2(a) the ethics of selling real estate as pertains to cultural diversity, fair housing regulations and the code of ethics.

**Content:**

Introduction	5
What Do You Know About Fair Housing	30
Pretest	
History of Housing in America	
What Does it Mean?	35
Summary of Prohibited Activity	
The Protected Classes	
Exemptions to the Fair Housing Act	30
Older Persons	
Private Owners	
Religious Organizations and Private Clubs	
Other Federal Acts Regarding Fair Housing	20
Equal Opportunity Act	
Americans With Disability Act	
Discriminatory Practices	15
Blockbusting	
Steering	
Redlining	
Advertising and Fair Housing	20

Discriminatory Language	
Advertising Guidelines Checklist	
Equal Opportunity in Housing Poster	
Guaranteeing Equal Professional Service	25
Case Study	
Equal Service Checklist	
Equal Professional Service Model	
Prospect Equal Service Report Forms	
Investigative and Enforcement Process	10
Review of Pretest	5
Conclusion and Summary	5
Introduction	5
History of Fair Housing in America	5
Statistical Analysis of the Multicultural Situation	15
Looking at Ourselves First	20
Perceptions	
Stereotypes	
Cultural Differences and How They Pertain to Us	10
Synopsis of Cultural Differences	
United States	5
African Americans	10
Asians	10
Middle Easterners	5
Israel	5
Hispanics and Latinos	5
Native Americans	5
Europeans	5
Feng Shui	5
Dealing with Cultural Differences	35
In Greeting	
Business Cards	
Eye Contact	
Decision Making	
Working With Women in the Transaction	
Negotiating	
Conclusion	
Introduction	10
History and Background of the Code of Ethics	25
History of the National Association of REALTORS® and the Code of Ethics	
Business Ethics	
Structure of the Code of Ethics	
Summary of Preamble and Articles of Code	65
Breakout Workgroup	
Report	
Enforcement of Code of Ethics	55
Introduction	
Grievance Committee	
Professional Standards Hearing Process	

Types of Discipline and Costs	
Governmental Agency	
Arbitration Hearing Process	
Mediation	
Introduction	2.5
Essential Elements of a Valid Contract	15
Case Studies	30
Conclusion	2.5
TOTAL: 550 min ÷ 50 class hr = 11.0 Hours	