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American School of Real Estate Express, LLC

School and Course Catalog

Nevada
Volume 22 – July 2021

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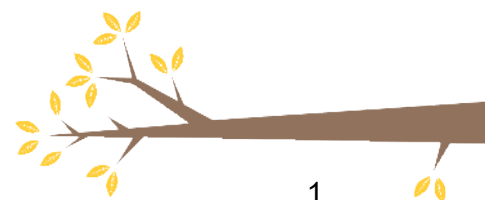


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Mission Statement

The mission of American School of Real Estate Express (hereinafter referred to as either Real Estate Express or the School) is to help customers achieve more in their days and careers. We do this through products and job aids that help professionals become licensed, stay licensed, and gain the skills to perform at the top of their fields.

Privacy Policy

Read our privacy policy in its entirety on our website: <https://www.realestateexpress.com/privacy-policy/>.

Course Approvals

Real Estate Express has received approvals from real estate regulatory boards in 35 states for our online (asynchronous and synchronous) courses in Real Estate Salesperson/Broker Pre-License, Post-License, and Continuing Education. Our courses are also approved by the Association of Real Estate License Law Officials (ARELLO) and/or the International Distance Education Certification Center (IDECC) in the states where it is required by law.

The program listed in this catalog has been approved for Real Estate Express to offer by the Nevada Real Estate Division toward the required education for the Nevada real estate salesperson license.

Faculty and Administrative Staff Information

Prospective Student Phone Number:	844-701-2946 Mon – Fri 8:00 am – 8:00 pm (CT), Sat 10:00 am – 5:00 pm (CT)
Enrolled Student Phone Number:	866-739-7277 Mon – Fri 8:00 am – 5:00 pm (CT), Sat 9:30 am – 4:00 pm (CT)
Customer Service Email:	RealEstateExpressSupport@ExpressSchools.com
Lead Instructors:	William “Bill” Wilkis Brian “BJ” Rosow David Rosow
Instructor Email:	NVInstructor@RealEstateExpress.com
Owner:	McKissock, LLC
Office Staff:	Jolita Brazzano, Faculty Director Jim Gallagher, Head of Real Estate National Brands Jennifer Hoff, President of Real Estate Lori Jeffers, Curriculum Manager Kristin Pope, Customer Service Operations Manager Priscilla Ruiz, Customer Service Supervisor Lindsey Spahr, Head of Real Estate Operations Katelyn Taylor, Senior Regulatory Compliance Associate Jackie Vincent, Regulatory Compliance Supervisor



Non-Discrimination and ADA Policy

Real Estate Express will not discriminate based on age, color, creed, familial status, gender identity, handicapping condition, language, marital status, national origin, race, religious preference, sex, or sexual orientation in the establishment of fees, entrance qualifications or standards for successful completion of this or any course.

Course Delivery Descriptions

The Nevada Real Estate Sales Pre-Licensing Education Program content is delivered to students through distance education in a couple different ways:

Asynchronous Online – (“Online”) Self-paced internet courses that students access at any time from the student dashboard. Students are separated from the instructor by both distance and time.

Synchronous Livestream – (“Livestream”) Internet courses administered synchronously through a WebEx platform, allowing students to take courses remotely in real-time in a virtual classroom setting. Students are separated from the instructor (and classmates) by distance only, not time.

School Calendar and Observed Holidays

Our offices are closed in observance of the following United States holidays: New Year's Day, Martin Luther King Jr Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day After Thanksgiving, Christmas Eve, and Christmas Day. Emails and phone calls will be answered the next day our office is open.

Students enrolled in Online courses can access those courses even if our offices are closed. Livestream classes will not meet on any of the observed holidays listed above.

Enrollment Period and Duration of Course Access

Online Courses

There is an open enrollment period for our Online real estate courses. Students can register for these courses 24 hours a day, 7 days a week, 52 weeks a year.

If enrolled in multiple courses, they will open one-at-a-time upon completion of the previous course in the sequence. Access to the first course expires 6 months after the enrollment date, if not complete before then. Subsequent courses expire 6 months after the completion date of the previous course in the sequence. Course extensions are available for purchase per course if additional time is needed, by calling **866-739-7277** during regular business hours.

Livestream Courses

There is an open enrollment period for our Livestream real estate courses up until 2 days before the 1st day of class unless the maximum seat capacity is reached prior to that date. At that point, our website will show the course as “Sold Out.”

Students will attend the class sessions for each course in accordance with the schedule for that class. After the final class session for a course, students will have up to 7 days to pass the proctored final exam for that course.



Facilities

Students can work on their course(s) from any computer, smartphone, or tablet with an internet connection – whether it is at home, work, public library, etc. Therefore, a description and floor plan of our facilities does not apply.

We strongly recommend that Livestream students use a computer for their courses.

Equipment Needed

Students will need a device with Internet access to take these courses (ex. computer, smartphone, or tablet). Technical issues may arise if not running updated versions of the major browsers or operating systems, and we may be limited in the assistance we can offer until those systems are up to date.

Operating Systems

Windows Vista, 7, 8, 10

Microsoft no longer supports Windows XP (still may work, but we do not support and recommend you upgrade)

Mac OS X 10.4 to 10.9

(Linux Distributions not currently supported, but may work because our software is browser based)

Browsers

General rule to which browsers we support is as follows:

The current major build minus 1 is what we officially support for each major browser (Internet Explorer, Mozilla Firefox, Google Chrome, and Safari). Example: If the current version of Firefox is 29, we will support versions 29 and 28.

Other Hardware and Plugins (Livestream)

Livestream students will need a (web)camera and microphone. They will also either need to download WebEx, install the WebEx App, or ensure that they can join WebEx through their browser. Visit <https://help.webex.com/en-us/nrbgeodb/Join-a-Webex-Meeting> for help.

Internet Connection

We cannot guarantee our courses will run on dial-up service as they are optimized for broadband. Minimum Broadband Specs of 500 Kbps download and 384 Kbps upload. Recommended 1 Mbps download and 768 Kbps upload. Wireless Broadband can run slowly on videos depending on connection speeds. 4G Network recommended for wireless.

Technical Support

If you need assistance, email RealEstateExpressSupport@ExpressSchools.com or call 866-739-7277 during business hours. Our Customer Service staff will work with Technical Support to help resolve your issue.

Questions about real estate or the course content should be directed to the course instructor.

Credit for Previous Education and Training

The Nevada Real Estate Division requires that students complete a 90-hour real estate pre-license course before they are eligible to take their state licensing exam and apply for a license. Effective October 1, 2021, the education requirement will increase from 90 hours to 120 hours. The additional 30 hours consist of 15 hours in Preparation of Contracts and 15 hours in Agency: Foundation of Brokerage/Agent Relationships and Risk Reduction.

Real Estate Express does not grant credit for previous education and training.

Entrance Requirements

There are no prerequisite requirements to take this course, and no special computer knowledge or program training is necessary. In fact, if you can move a mouse, point and click, and type a few words on your keyboard, you are more than qualified.

You must be at least 18 years of age and pass a background and fingerprint check to be licensed in Nevada, after completing the pre-license course. After you pass the course, you can schedule your licensing exam with Pearson VUE, the chosen license examination provider for the State of Nevada. Their candidate handbook is provided with your course materials, or you can visit their website: <https://home.pearsonvue.com/nv/realestate>. For more detailed information about obtaining a real estate sales person's license, visit the Nevada Real Estate Division's website: http://red.nv.gov/Content/Real_Estate/Salesperson/Initial_License_Requirements/.

Tuition and Fees

Tuition for this course ranges from **\$229.00 to \$514.00** (based on the package selected). Tuition includes all the online supplemental materials, completion certificate, technical support, and customer care support.

Additional fees apply for course extensions, which are detailed in the **Attendance Policy** section of this catalog. Additional fees apply for final exam resets, which are detailed in the **Procedure for Course Final Exam** section of this catalog. Fees for course extensions or exam resets are not eligible for refund.

Proctor fees (if applicable), license exam fees and state licensing fees are paid to separate entities and are not included in tuition.



Funding

As a Non-Degree school, tuition is paid at registration by credit/debit card. We do not offer any funding.

Attendance Policy

Online Courses

Our Online courses are self-study internet courses and, as such, there is no way to have “missed sessions” or absences for these classes. Once registered, access to the student's Nevada pre-license Online program is available for six months. Students can work at their own pace and complete their coursework at any time in that six-month period. Course extensions are available



for purchase, if needed, according to the chart below by calling **866-739-7277** during regular business hours:

Course Title	Fee for Additional 7 Days	Fee for Additional 30 Days	Fee for Additional 60 Days
90-hour Nevada Pre-License Course	\$30	\$50	\$100

Fees for course extensions are not eligible for refund.

Livestream Courses

Students must attend the first day of class to receive credit for that course. If a student is not present at the start time on the first day of a course, that person will be deemed absent and withdrawn from the course.

Additionally, students must attend 90% of the total course time to receive credit for a course. Students should ensure they can attend the required classroom hours before registering for a class. All time missed will be counted towards the total allowable absent time for each course. Students will not be allowed to take an exam if they have not met attendance requirements.

Attendance is monitored using WebEx software for every course session, including late arrivals and early departures. It is the responsibility of the student to ensure they have reliable internet access for the duration of the course. Any time spent logged out of the course will count against your attendance. Total time will be calculated from reports pulled when the course is concluded. It is the student's responsibility to track their time logged into the course. The school will not provide an update on attendance.

We recommend students download WebEx and use a computer to access the course. We also strongly encourage students to sign on to the webinar 10 minutes prior to the start time of class to ensure everything is in proper order.

Progress Policy

Online Courses

As these are self-study internet courses, there is not a schedule of progress to which students must adhere. Pre-license courses are accessible for six months from the enrollment date. Students can work at their own pace and complete their course at any time in that six-month period.

If a student is unable to complete the course in that time, course extensions may be purchased to continue work in the course, as detailed in the **Attendance Policy**. Students may purchase extensions prior to or after course expiration, however extensions must be purchased prior to course expiration to prevent interruption of the program.

Fees for course extensions are not eligible for refund.

Livestream Courses

Students must attend 90% of the total course time to receive credit for a course. Students should ensure they can attend the required classroom hours before registering for a class. All time missed will be counted towards the total allowable absent time for each course. Students will not be allowed to take an exam if they have not met attendance requirements.

Attendance is monitored using WebEx software for every course session, including late arrivals and early departures. It is the responsibility of the student to ensure they have reliable internet access for the duration of the course. Any time spent logged out of the course will count against your attendance. Total time will be calculated from reports pulled when the course is concluded. It is the student's responsibility to track their time logged into the course. The school will not provide an update on attendance.

Rules of Student Conduct and Conditions for Probation or Dismissal

Students are expected to complete all coursework. Inappropriate student behavior is grounds for termination and forfeiture of your education. Inappropriate behavior includes but is not limited to cheating, fraud, use of profane language in written and verbal interactions with our instructors, other students, partners, staff, or website, verbally abusive language toward instructors, other students, partners, or staff, threatening, and bullying. Students with repeated offenses will be dismissed at the school's discretion.

Grading System and Criteria

Online Courses

To complete an Online course and receive a completion certificates, students must successfully complete the following requirements:

- Read all chapters,
- Pass all chapter quizzes and practice exams (if applicable), and
- Pass the proctored course final exam with a grade of 80% or higher.

Livestream Courses

Students will attend the class sessions for the pre-license course in accordance with the schedule for that class. Before the last day of class, students are required to complete and submit the required course project. After the final class session for a course, students will have up to 7 days to pass the proctored final exam with a score of at least 80%. Students will not be allowed to take an exam if they have not met attendance requirements.

Procedure for Quizzes and Practice Exams

Online Courses

Each chapter of the Online course is followed by an online multiple-choice quiz. Once submitted, the system displays the percentage score at the top, then displays feedback on the questions answered correctly and incorrectly. If the quiz was passed, the next chapter become available. If the quiz was failed, the student can click the "Take Review Quiz" button and retake the quiz or opt to review the chapter again by clicking the "Review Chapter Info" button. Access to the next chapter will remain locked until the quiz for the current chapter has been passed.

If the Online course contains a practice exam, it will be accessible after completion of all chapter readings and chapter quizzes and before the final exam. The Practice Exam is an online multiple-choice quiz that must be passed before the final exam will be accessible.

Livestream Courses

Instructors will ask review questions throughout the class sessions and encourage student participation and interaction. Additionally, students have access to an online practice quizzes course made up of optional online multiple-choice quizzes that correspond with each chapter topic to reinforce mastery.

Procedure for Proctored Course Final for Pre-License Course

The Nevada Real Estate Division requires that **pre-license courses conclude with a proctored and timed final examination**, allowing three hours to complete the exam. A minimum score of 80% is required to pass proctored final exam. Up to 2 attempts at the proctored final exam for a course are included in course tuition. Exams taken with proctors that do not meet the following criteria will be marked as failed attempts and updated to a score of 0%. If a student is unable to pass either of the two attempts (in accordance with the proctoring policy) for a course, the student may purchase additional attempts in sets of two for \$50.

We recommend scheduling exam during our office hours, so that assistance is available should you experience a problem. If you decide to schedule your exam outside of our office hours, phone support will not be available. Allow approximately one minute per question (example: a 50-question exam would require 50 – 60 minutes).

Online Courses

We offer two proctoring options for our Online courses. The first is through our online proctoring partner, MonitorEDU. The second is to find and schedule an appointment with an in-person proctor in your area.

Online Proctoring with MonitorEDU

Proctoring through MonitorEDU costs \$15.00 per exam and does not require an advance appointment. You must have two internet-connected devices with cameras. You will use one device to take the exam. You will use the second device to monitor the testing area. For example, you can take your exam on a tablet or laptop/desktop and use your smartphone as the second device. If you are unsure if your device will work, use the Test Device button found under How It Works on the MonitorEDU webpage. When you are ready to start your exam, follow these steps to connect with MonitorEDU:

1. Click the MonitorEDU link in your course. Do **not** go beyond that page in your course until your proctor tells you to.
2. On the webpage that opens, click on the link to pay for your exam.
3. As soon as you pay, return to the webpage, and click on the Start Exam Now button on the homepage.
4. Fill in the three lines on form that pops up.
 - a. Use your full name you used to register for your course.
 - b. Enter your phone number.
 - c. Enter the name of your course:

- a. Nevada Salesperson Prelicense
 - b. Nevada Preparation of Contracts
 - c. Nevada Agency Course
5. A proctor will reach out to you via a chat where they send you links to open a full video chat on both of your devices.
 6. Once the chats are established, follow the directions of the proctor.

In-Person Proctoring

First, print out the following files from the Documents section of your course dashboard:

- Proctor – Final Exam Policy
- Proctor Instructions (for you to give to your proctor before your exam)

Distance Learning has strict policies regarding proctor selection. **An acceptable proctor is a disinterested third party with no conflict of interest who:**

- verifies that the person taking the exam is the person registered for the course;
- observes the student taking the exam while he/she is taking the exam;
- ensures that the student does not use aids of any kind;
- ensures that any calculator used is nonprogrammable;
- ensures that the limitations on the final exam are not exceeded;
- certifies to the education provider that all requirements for the final exam have been met;
- submits to the provider a signed statement to that effect; and
- ensures that any student's mobile device, cell phone, or camera is shut down and put away while at the test site.

Relatives, spouses, friends, neighbors, and co-workers are NOT acceptable proctors. The proctor may NOT be a real estate licensee or affiliated with any brokerage firm or real estate school. The proctor CANNOT be any past, present, or future employer of the student.

Types of ACCEPTABLE PROCTORS include:

1. A certified librarian;
2. A public school administrator or faculty member;
3. A college/university faculty member;
4. A monitor from a qualified online test monitoring service.



Generally, public libraries do not charge to proctor exams, while most universities, colleges and Sylvan Learning Centers will charge anywhere from \$5 – \$100. **You are responsible for any proctoring fees associated with having your final exam proctored.**

Livestream Courses

We have partnered with MonitorEDU to provide free online proctoring of Livestream course final exams. Details and a link to the proctor are provided with the final exam. Students have 7 days after the last day of class to pass the proctoring final exam.



Requirements for Graduation and Completion Certificates

Pre-license students must score at least 80% on the proctored course final exam in the presence of an acceptable proctor. After the course final exam has been passed (and the proctor's information verified), a completion certificate will be available on the student's home page. Students can print as many copies of their course completion certificate as needed. Completion certificates are needed to apply for a license. Students can print as many copies of their course completion certificate as needed. Pearson VUE licensing exam information is provided in the supplemental materials section of a student's course.

Transferability of Credit

Real Estate Express does not guarantee the transferability of its credits to any other institution unless there is a written agreement with another institution. Real Estate Express does not have a written agreement with any other institution. Full credit is provided for courses completed in their entirety in the form of a completion certificate. We do not offer partial credit, nor is partial credit transferable to another educational institution.

Livestream Course Cancellation and Rescheduling Policy

Real Estate Express reserves the right to cancel or reschedule a Livestream course as needed. If Real Estate Express cancels a Livestream course, a full refund will be issued. If Real Estate Express reschedules a Livestream course before the start date, the student may elect to continue with the new schedule or request a full refund. If a Livestream course is rescheduled during the duration of the class, the student may continue as scheduled or elect to transfer their enrollment to another Livestream course at no additional charge.

Unforeseen events such as instructor illness or technical issues may cause Real Estate Express to reschedule a future Livestream course or alter the schedule of a Livestream course in progress. Real Estate Express will make a reasonable effort to accommodate the students and complete the Livestream course instruction, however, such completion may require changes in dates or instructor, and the student is expected to abide by school's attendance requirements.

Withdrawal Refund and Transfer Policy

Real Estate Express's refund policy is in accordance with Nevada Law, NRS 394.449. To review Chapter 394 of the Nevada Revised Statutes in its entirety, go to <https://www.leg.state.nv.us/NRS/NRS-394.html>.

If Real Estate Express has substantially failed to furnish the training program agreed upon in the enrollment agreement or otherwise impaired the ability of a student to complete the training program within the period of time agreed to in the enrollment agreement, including, without limitation, by reducing the number of courses offered, reducing the authorized enrollment in courses or increasing the number of required courses, Real Estate Express shall refund to a student all the money the student has paid.

To request to withdraw from a course and receive a refund, the student must contact Real Estate Express first via email at RealEstateExpressSupport@ExpressSchools.com and then by phone at **866-739-7277**. Upon review of the request, the student will be contacted within one business day and notified of the eligible refund amount. Items included in packages cannot be separated



as individual purchases. The date of the notification to the student verifying the withdrawal is considered the official termination date of the student’s enrollment.

Students who have not started the Online coursework and request to withdraw from a course within three (3) business days of enrollment are entitled to a refund of all the money the student has paid minus 10% of the tuition agreed upon in the enrollment agreement or \$150, whichever is less. Livestream students who request to withdraw before the first day of the first class are entitled to their choice of either transferring to another class at no charge or a full refund of all tuition and fees paid.

If a student withdraws or is expelled by the School after starting the Online coursework and within 109 days of enrollment (within 60% of the program period) or after the first day of the first Livestream course and within 60% of the program, Real Estate Express shall refund to the student a pro rata amount of the tuition agreed upon in the enrollment agreement, minus 10% of the tuition agreed upon in the enrollment agreement or \$150, whichever is less (see chart). The refund is based on the official termination date of the student’s enrollment.

If a student withdraws or is expelled by the School after 109 days of enrollment in Online coursework (after 60% of the program period) or after 60% of the Livestream course, Real Estate Express is not required to refund the student any money and may charge the student the entire cost of the tuition agreed upon in the enrollment agreement.

A student whose termination date is....		Is entitled to a refund of:
Online Course	Livestream Course	
Before starting the Online coursework AND within 3 days of enrollment	Before the first day of the first day of class	100% of tuition minus 10% of tuition or \$150, whichever is less
Within the first 18 days after enrollment	Within the first 10% of the program	90% of tuition minus 10% of tuition or \$150, whichever is less
Between 19 and 45 days after enrollment	After 10% but within the first 25% of the program	80% of tuition minus 10% of tuition or \$150, whichever is less
Between 46 and 91 days after enrollment	After 25% but within the first 50% of the program	50% of tuition minus 10% of tuition or \$150, whichever is less
Between 92 and 109 days after enrollment	After 50% but within the first 60% if the program	25% of tuition minus 10% of tuition or \$150, whichever is less
110 or more days after enrollment	After 60% of the program period	NO refund (If paid in full, cancellation charge is not applicable)

If a refund is owed, the institution shall pay the refund to the person or entity who paid the tuition within 15 calendar days after the:

- a) Date of termination by a student or his or her enrollment;
 - b) Date of termination by the School of the enrollment of a student;
 - c) Last day of an authorized leave of absence if a student fails to return after the period of authorized absence; or
 - d) Last day of attendance of a student,
- whichever is applicable.

Books, educational supplies, or equipment for individual use purchased separately from a package are not included in the policy for refund, and a separate refund must be paid by Real Estate Express to the student if those items were not used by the student. Disputes must be resolved by the Administrator on a case-by-case basis.

The period of a student's attendance must be measured from the first day of instruction as set forth in the enrollment agreement through the student's last day of actual attendance, regardless of absences.

The period of time for a training program is the period set forth in the enrollment agreement.

Tuition must be calculated using the tuition and fees set forth in the enrollment agreement and does not include books, educational supplies or equipment that is listed separately from the tuition and fees of a package.

NRS 394.553 Account for Student Indemnification.

1. The Account for Student Indemnification is hereby created in the State General Fund. The existence of the Account does not create a right in any person to receive money from the Account. The Administrator shall administer the Account in accordance with regulations adopted by the Commission.
2. Except as otherwise limited by subsection 3, the money in the Account may be used to indemnify any student or enrollee who has suffered damage as a result of:
 - (a) The discontinuance of operation of a postsecondary educational institution licensed in this state; or
 - (b) The violation by such an institution of any provision of [NRS 394.383](#) to [394.560](#), inclusive, or the regulations adopted pursuant thereto.
3. If a student or enrollee is entitled to indemnification from a surety bond pursuant to [NRS 394.480](#), the bond must be used to indemnify the student or enrollee before any money in the Account may be used for indemnification.
4. In addition to the expenditures made for indemnification pursuant to subsection 2, the Administrator may use the money in the Account to pay extraordinary expenses incurred to investigate claims for indemnification or resulting from the discontinuance of the operation of a postsecondary educational institution licensed in this state. Money expended pursuant to this subsection must not exceed, for each institution for which indemnification is made, 15 percent of the total amount expended for indemnification pursuant to subsection 2 or \$10,000, whichever is less.
5. No expenditure may be made from the Account if the expenditure would cause the balance in the Account to fall below \$10,000.
6. Interest and income earned on the money in the Account, after deducting any applicable charges, must be credited to the Account.

7. The money in the Account does not lapse to the State General Fund at the end of any fiscal year.
(Added to NRS by 1995, 323)

NAC 394.652 Account for Student Indemnification: Duties of Administrator upon closure of institution; arrangement for students to attend alternate institution; refunds. (NRS 394.411, 394.553)

1. Upon notification of the closure of a licensed institution in which students are currently enrolled, the Administrator shall take reasonable steps to:
 - (a) Notify each student that he or she may be entitled to a refund from the Account;
 - (b) Obtain records relating to enrollment, academic progress, and payments of money for tuition and other fees for each student; and
 - (c) Arrange for the students to receive education at another licensed institution.
2. If the Administrator arranges for students to receive education at an alternate licensed institution pursuant to paragraph (c) of subsection 1:
 - (a) Money from the Account may not be used by the Administrator to pay for the alternate education.
 - (b) A student may, but is not required to, attend the alternate licensed institution.
3. A student is not eligible for a refund from the Account if:
 - (a) A reasonable arrangement has been made for the student to attend an alternate licensed institution;
 - (b) The student has completed at least a majority of the academic requirements of the program agreed upon in the enrollment agreement; or
 - (c) The student does not notify the Administrator within 1 year after the official date of closure of the licensed institution that he wishes to be considered for a refund.
4. The Commission will review applications for refunds at regularly scheduled meetings of the Commission.
5. Refunds must be made to the person or entity who paid the tuition and other fees to the licensed institution, as documented by receipts or other documents available to the Administrator.
6. As used in this section, "Account" means the Account for Student Indemnification created by [NRS 394.553](#).
(Added to NAC by Comm'n on Postsecondary Educ., eff. 1-23-96)

Placement Assistance

Real Estate Express does not offer placement assistance. We make no guarantee, expressed or implied, of future employment.



Course Catalog

Nevada Real Estate Sales Pre-Licensing Education

Program Goal

Our Nevada Real Estate Sales Pre-Licensing Education coursework is expressly designed for potential licensees as defined by the Nevada Real Estate Division, for the purpose of sitting for the real estate salesperson's licensing exam. Anyone who desires to assist others in the sale, leasing, management, or exchange of real estate must hold at least a real estate salesperson's license.

90-Hour Nevada Pre-License Course

Course Description

This course covers all subjects mandated by the Nevada Real Estate Division and includes instruction in real estate law, types of interest and ownership in real estate, home ownership, legal descriptions, titles, liens, taxes, encumbrances, listing advertising, appraisal, finance, closings, and professional code of ethics.

Course Chapters

This course contains 25 chapters, a practice exam, and a proctored course final exam:

Chapter 1 – Nevada License Law and Regulations and the Nevada Real Estate Division

Chapter 2 – Nevada License Types, Requirements and Duties

Chapter 3 – Nevada Real Estate Education

Chapter 4 – Agency in Nevada

Chapter 5 – Agency and Escrow Regulations

Chapter 6 – Nevada Real Property Sales, Common Interest Development Sales, and Subdivided Land Sales

Chapter 7 – Nevada Time-Share and Campground Membership Sales

Chapter 8 – Real Estate, Property and Ownership

Chapter 9 – Estates and Bundle of Rights

Chapter 10 – Instruments and Transfer and Deeds

Chapter 11 – Trade and Professional Organizations, and Ethics in Real Estate

Chapter 12 – Fair Housing and Non-Discrimination Laws

Chapter 13 – Real Estate Contracts in Nevada

Chapter 14 – Nevada Required Real Estate Disclosures

Chapter 15 – Brokerage and Broker-Salesperson Relationships and Compensation

Chapter 16 – Listing and Buyer Agency Agreements

Chapter 17 – Leasehold Estates and the Nevada Residential Landlord and Tenant Act

Chapter 18 – Property Management

Chapter 19 – Real Estate Finance

Chapter 20 – Government Participation in Real Estate Finance

Chapter 21 – Conventional Loans, the Secondary Mortgage Market and Financing Laws

Chapter 22 – Land and Environmental Issues and Laws

Chapter 23 – Valuation and Appraisals

Chapter 24 – Math Formulas and Equations

Chapter 25 – Prelicense Review

100-Question Practice Exam

Proctored Course Final Exam

Course Objectives

By the time you have completed this course, you will have learned:

1. The terms and applicable definitions related to real estate and the practice of real estate in Nevada.
2. The educational, age and other requirements necessary to apply for a Nevada real estate salesperson license.
3. The educational, age and other requirements mandated to apply for a Nevada real estate broker-salesperson license.
4. The educational, age and other requirements mandated to apply for a Nevada real estate broker license.
5. The examination, experiential, and additional requirements to be licensed as a real estate salesperson, broker-salesperson, or broker in Nevada.
6. The legal requirements for real estate branch offices (and real estate licensee's association with a branch office).
7. The duties and responsibilities of a real estate salesperson.
8. The legal requirements concerning continuing education, license renewal, and various license statuses.
9. The detailed statutes about the approval of real estate schools, education, and course requirements.
10. The importance of the Real Estate Education, Research and Recovery Fund and the Advisory Committee.
11. The Nevada standards of practice, including disclosures, advertising regulations, record-keeping rules, and Division inspections.
12. The Nevada statutes that address money handling, including deposits, advance fees, and trust accounts.
13. Complaints and investigations of real estate licensees, including administrative fines and other disciplinary actions.
14. The regulation of owner-developers and qualified intermediaries in Nevada.
15. The regulation of property managers, property management permit requirements, and educational requirements.
16. The Nevada Revised Statutes Chapter 113, Sales of Real Property, and its corresponding Nevada Administrative Code.
17. The importance and requirements of the Uniform Vendor and Purchaser Risk Act.
18. The required disclosures when a property is offered for sale concerning the condition of a residential property, zoning and land use classifications, and additional disclosures required by county.
19. The remedies in the event of the seller's nondisclosure or delayed disclosure of property defects.
20. The provisions of the Nevada Revised Statutes Chapter 116 - Common-Interest Ownership (Uniform Act) and the related Administrative Code regulations.
21. The definitions and limitations set forth by Nevada law with regard to common interest communities, including timeshares, condominiums, cooperatives, and planned communities.
22. The legal regulations for the creation, alterations, and termination of common-interest communities.
23. Provisions for the management of common-interest communities, including the power held by a common-interest community's executive board or other organization to oversee the community.

24. The legal mandates concerning the management of common-interest developments in regard to liabilities, insurance, and fiscal affairs; liens and foreclosures; books and record-keeping; and other rights and/or restrictions as they apply to development owners, associations, and others.
25. The administration, regulations, and enforcement of NRS Chapter 116 for common-interest developments.
26. The powers and duties of the Commission in dealing with common-interest communities.
27. The requirements for community managers, including standards of practice and provisions for handling misconduct and suspensions.
28. The investigation into violations of the common-interest development laws and regulations, plus the provisions for disciplinary actions.
29. The rules and regulations (from the Nevada Revised Statutes and Nevada Administrative Code) that govern the State of Nevada.
30. How to obtain and keep your real estate license current by following educational and licensing mandates.
31. Your duties and obligations to your customers and clients.
32. Your obligation to disclose commissions earned to all parties in a transaction.
33. The regulations concerning agency disclosure to all consumers.
34. The obligations set forth under Fair Housing, environmental, and other federal and state laws.
35. How to knowledgably and legally work as a real estate licensee in Nevada.
36. How to use the standard forms provided by your broker to complete real estate transactions.
37. Which duties you legally may and may not perform under the Nevada Revised Statutes and the Nevada Administrative Code.
38. When you should call on experts in other professions - from a lawyer to a surveyor to an environmental specialist - rather than perform tasks you are not authorized to perform.

Preparation of Contracts (15 hours)

Course Description

As a real estate professional, you will be required to handle and understand various real estate contracts. Whether you are new to the real estate market or an established expert, you must understand the fundamentals of the contracts used in Nevada real estate transactions. This course reviews the most common Nevada forms every Nevada real estate student must know before taking the state licensing exam and becoming a licensed, practicing real estate agent in Nevada. The contracts we will review include listing agreements, property management agreements, lease agreements, disclosures, and various addendums, as well as other key forms. Since many disputes in a real estate transaction can be tied back to contracts, this is essential information for you to know.

Course Chapters

This course contains 9 chapters and a proctored course final exam:

- Chapter 1 – Exclusive Authorization and Right to Sell, Exchange, or Lease Brokerage Listing Agreement (ER)
- Chapter 2 – Exclusive Agency Listing Agreement (EA)
- Chapter 3 – Residential Property Management Agreement
- Chapter 4 – Residential Lease Agreement
- Chapter 5 – Property Condition Report

- Chapter 6 – Addendums to Purchase Agreement
- Chapter 7 – Other Residential Forms
- Chapter 8 – Miscellaneous Forms
- Chapter 9 – Disclosures and More

Course Objectives

By the time you have completed this course, you will have learned:

1. Describe the information that needs to be included in the Exclusive Right to Sell Listing Agreement
2. Describe the information that needs to be included in the Exclusive Agency Listing Agreement
3. Explain the responsibilities of the broker and tenant as noted in the Residential Property Management Agreement
4. Review the fees and terms that are part of the Residential Lease Agreement
5. List the key components of the Property Condition Report
6. Summarize the situations where an addendum should be used.
7. Describe the purpose of the Consent to Act form
8. List the information required on the forms Duties Owed by a Nevada Real Estate Licensee and Supplemental List of Licensees Party to the Duties Owed by a Nevada Real Estate Licensee
9. Summarize the seller's responsibilities as detailed in the Seller's Real Property Disclosure form
10. Compare and contrast the various forms used to make necessary disclosures.
11. Identify the disclosures made in form 584 regarding Common-Interest Communities and form 584a regarding property in a Condominium Hotel.

Agency: Foundation of Brokerage/Agent Relationships and Risk Reduction (15 hours)

Course Description

This course on Contract Law is designed as a practical guide that will cover all facets of the law of agency. It will visit the history of agency law and common law and give an overview of the development of the agency arrangement throughout the years. The course will explain the key elements of fiduciary responsibility, as well as the consequences for failing to carry out those responsibilities. Participants will explore the different ways an agency relationship may be formed and terminated. This course will go on to discuss the benefits and responsibilities surrounding a buyer's agency relationship and will detail the various buyer relationships that exist. Finally, participants will be given a brief overview of the current trends related to managing risk and data protection within the real estate market today.

Course Chapters

This course contains 13 chapters and a proctored course final exam:

- Chapter 1 – Contract Law Overview
- Chapter 2 – Developing Agency Relationships
- Chapter 3 – Buyer Agency
- Chapter 4 – Exploring Agency Concepts and Disclosure
- Chapter 5 – Exploring Agency Relationships
- Chapter 6 – The Creation of Agency Representation in Real Estate

Chapter 7 – Representation Disclosure and Non-agency Relationships
Chapter 8 – Avoiding Conflicts of Interest, Lawsuits, and Sanctions
Chapter 9 – Brokerage Agreements
Chapter 10 – Compensation
Chapter 11 – Agency and Broken Relationships
Chapter 12 – Minimizing Risk in Agency Relationships
Chapter 13 – Protecting Agency Relationships Through Data Security

Course Objectives

By the time you have completed this course, you will have learned:

1. Describe how common law affects real estate law.
2. Define terms used within this chapter.
3. Identify the six keys of a fiduciary responsibility.
4. Explain the importance of due care.
5. Recall the ways an agency relationship can be created or terminated.
6. Explain the differences between the types of agency relationships.
7. Recognize the risks in accepting a dual agency relationship.
8. Discuss how designated agency can be safer than dual agency.
9. Discuss the benefits afforded to clients by buyer's agents.
10. Identify the opportunities of buyer's agency.
11. Identify the general provisions of a buyer contract.
12. Recognize the possibilities for fee arrangements within a buyer agency situation.
13. Describe why the usage of various types of listing agreements have changed over the years and list and explain the elements of real estate agency representation.
14. Explain the role the multiple listing service had in defining which party brokers and salespersons represented in a real estate transaction.
15. Discuss the reason why an FTC report published in 1983 led to many changes in real estate agency representation and disclosure requirements for real estate professionals.
16. Describe how jurisdictional differences determine the issue of agency representation.
17. Explain the obligations a salesperson has to his client vs. his customer and distinguish which party an agent represents in a transaction.
18. Apply the concepts of fiduciary relationships and responsibilities to different situations.
19. Identify common mistakes that can unintentionally imply false representation.
20. Describe the proper methods to establish an agency representation relationship and recognize which party an agent represents in a transaction.
21. Identify who owns agency agreements in a firm.
22. Explain why proper agency disclosures have become such a critical element of practicing real estate.
23. Identify the parties to whom the salesperson must disclose their agency representation and predict when and how to disclose the salesperson's agency relationship.
24. Describe and discuss non-agency relationships in the real estate transaction and recall whether your jurisdiction allows non-agency relationships.
25. Identify situations that cause conflicts with regard to agency representation for real estate professionals and describe methods for addressing representational conflicts.
26. List the obligations of an agent to a principal.
27. Identify actions that could constitute a breach of fiduciary duties and describe the consequences of breach of fiduciary duties.
28. Compare and contrast various types of brokerage agreements.

29. Recall criteria related to the payment of compensation to real estate licensees.
30. Calculate commission, commission rates, and sales price.
31. Compare and contrast the use of different types of listing agreements.
32. Recall the purpose of a buyer agency agreement.
33. Recall criteria related to the payment of compensation to real estate licensees.
34. Recognize the need to disclose compensation.
35. Calculate commission, commission rates, and sales price using T-Math.
36. Explain the legal concept of agency.
37. Recall terms used in agency/brokerage relationships.
38. Describe types of agency/brokerage relationships.
39. Identify the ways to create agency/brokerage relationships.
40. Identify the ways to terminate agency/brokerage relationships.
41. Differentiate between real estate agents as statutory nonemployees for IRS purposes and as independent contractors for state licensing purposes.
42. Identify the importance of a broker's duties to clients and other parties to the minimization of risk in agency relationships.
43. Recall brokerage-related issues that can put licensees at risk for discipline or litigation.
44. Identify provisions of various federal laws that are particularly pertinent to real estate licensees.
45. Recall the people and processes involved in a civil lawsuit.
46. Recognize strategies for protecting yourself and your clients when showing property.
47. Define personally identifiable information.
48. Recognize provisions of the Gramm-Leach-Bliley Act and the Fair and Accurate Credit Transaction Act
49. Describe elements of a sound privacy policy, including a social media policy.
50. Recognize items to include in a data security program.
51. List several types of internet scams along with ways to avoid them.
52. Describe electronic signature technology.