

DEPARTMENT OF BUSINESS AND INDUSTRY
REAL ESTATE DIVISION

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IMPORTANT REMINDER
JULY 1st BEGINS END OF 2-YEAR
EDUCATION TERM AND SUBMISSION OF
PROOF OF COMPLETION TO DIVISION

Active licensees, whose second and subsequent license renewals occurred from July 2011 onward, are informed that the requirement to submit proof of completion of their 24 hours of continuing education by the end of the 2nd anniversary month of their license renewal becomes effective July 1, 2013.

This means, for example, if a license was renewed in July 2011, the first 2-year education term (of the 4-year license renewal period) ends on July 31, 2013. By that date the licensee is required to have completed 24 hours of continuing education and submitted proof of completion to the Division. For licenses renewed in August 2011, the 2-year education term ends on August 30, 2013, and so on.

Proof of completion of education - the certificates issued by sponsor - must be provided to the Division no later than the end of the 2nd anniversary month of license renewal.

The certificates must be delivered by USPS mail, common carrier with tracking or in person to the Division's Las Vegas office at 2501 E. Sahara Avenue, Las Vegas, NV 89104, marked for the attention of the Real Estate Education Section. Certificates submitted by fax or email will not be accepted.

Licensees are responsible for ensuring that their continuing education includes at least 12 hours in the mandatory designations of Agency, Contracts, Ethics, and Law and Legislative Update; and no less than 50% of the 24 hours of education is taken by live instruction. Permit holders must submit 3 hours of the designated education as part of the required 24 credit hours. Licensees are responsible to timely obtain the required education and supply proof to the Division. No courtesy reminder notification is sent by the Division.

Failure to comply will result in immediate involuntary inactivation of the license and an administrative fine.

05/23/13

INFORMATIONAL BULLETIN #28

LICENSE RENEWAL EDUCATION FAQs ANSWERED

Renewal Status	Renewal Period	Education Required	Live or Distance Education?	Rural Exception	To be completed	Education completed – what next?*	When?	Additional Education?
1 st	2 years	30-hrs Post-licensing	Live only unless rural exception granted by Division	Written request to Division prior to enrolling in course	By end of 1 st anniversary month of license issue	Proof of completion to Division	By end of 1 st anniversary month of license issue	None
		12-hrs CE in mandatory areas: Agency, Contracts, Ethics, Law & Legislation + See “Additional Education?” for mandatory CE needed over and above the 12 hours, as applicable	Live or distance education	Not applicable	Anytime during renewal period and before license expiration	Proof of completion to Division	Before license expiration or with renewal application	<i>Broker-Salesperson?</i> 3-hrs Broker Management <i>Property Manager?</i> 3-hrs Property Management <i>Business Broker?</i> 3-hrs Business Broker
2 nd and subsequent	4 years: CE to be in two 2-year periods	First 2-year period Total 24-hrs as follows: 12-hrs in mandatory areas: Agency, Contracts, Ethics, Law & Legislation Add to mandatory, if: <i>Broker or Broker-Salesperson:</i> 3-hrs Broker Management <i>Property Manager:</i> 3-hrs Property Management <i>Business Broker:</i> 3-hrs Business Broker as applicable Remaining CE may be in electives	At least 50% (12 hrs in any designation) by live instruction	None	By end of 2 nd anniversary month of license renewal	Proof of completion to Division	By end of 2 nd anniversary month of license renewal	None
		Second 2-year period Same as in first 2-year period Courses taken in first 2-year period may not be repeated in second	At least 50% (12 hours) by live instruction	None	Before license expiration	Proof of completion to Division	Before license expiration or with renewal application	None

*Proof of completion – the certificate issued by sponsor - may be delivered by USPS mail, common carrier with tracking or in person to Licensing Section in the Las Vegas office.
Above education requirements apply to active licenses.
For reinstatement of inactive license, contact Licensing Section.