

# **Nevada Real Estate Academy**

## **Real Estate Course Catalog** **EFFECTIVE DATE 01/01/2017**



**Owner**  
**Mark Stark**

**Instructors**  
**Michelle Casolari**  
**Aldo Martinez**  
**Forrest Barbee**  
**Laurette Mormon**  
**Janice Higdon**

**3185 St. Rose Parkway Suite #100**  
**Henderson, Nevada 89052**

**Office: 702-796-7777**                      **Fax: 702-796-7765**  
**Email: Michelle@BHHSNV.com**    **Web: www.NVREAcademy.com**

**Office Hours:**  
**Monday-Friday 8:00 a.m. - 4:00 p.m.**

**Licensed by the Commission on Postsecondary Education**  
**Accredited by the Nevada Real Estate Commission**  
**An Americana LLC Affiliate**

## ***Real Estate Salesperson Pre-Licensing Courses***

**The Following Courses are Available through  
Classroom Instruction or Home Study/Correspondence**

### **Real Estate Principles, Practices and Law (90 Hours) PL.9000058-RE & PL.9000059-RE**

This course will satisfy the entire requirement of 90 hours of instruction in required real estate subjects. This course will also help the student prepare to take the licensing examination.

**Topics covered:** Brokerage and Law of Agency; Valuation and Economics; Finance; Property Ownership, Transfer and Use; Applied Practices; and Nevada Real Estate Law (see below).

### **Nevada Real Estate Law (18 Hours) PL.1800043-RE & PL.1800044.RE**

This is a separate course, which meets the educational requirements for those license applicants who have had other educational requirements met with course work in other states and need only take Nevada Real Estate Law.

**Topics covered:** Nevada Revised Statutes (NRS) 645 and Nevada Administrative Code (NAC) 645 - Brokers; Salesman; Intermediaries, General Provisions. NRS 119 and NAC 119 - Sale of Subdivided Land. NRS 119A and NAC 119A - Time Shares.

## ***Property Management Pre-Permit Course***

**The Following Course is Available through  
Classroom Instruction Only!**

### **Nevada Property Management Pre Permit Course (24 Hours) PL.2400021-RE**

This course will satisfy the entire requirement of 24 hours of instruction in required property management subjects.

**Topics covered:** Nevada laws pertaining to property managers, property management contracts and agreements, disclosures, property management for common interest communities, landlord-tenant laws, fair housing laws, record keeping and trust accounting, commercial property management and risk management for property mgrs.

### **Tuition**

#### **Real Estate Principles, Practices and Law – 90 hours (Includes Nevada Real Estate Law)**

Classroom & Correspondence / Tuition \$199 + Texts \$175 + Admin Fee \$25 = Total Cost \$399.00

#### **Nevada Real Estate Law – 18 hours**

Classroom & Correspondence / Tuition \$125 + Texts \$50 + Admin Fee \$25 = Total Cost \$200.00

#### **Nevada Property Management Pre-Permit Course – 24 hours**

Classroom / Tuition \$125 + Texts \$50 + Admin Fee \$25 = Total Cost \$200.00

*Fees may be paid by check, money order, Visa, MasterCard, Discover Card or American Express! **There will be a \$25 fee for any returned check***

## **Entrance**

You may enroll by contacting the school, executing an enrollment agreement and paying the required fees. You may also enroll by using the "secure registration form at our web site, [www.NVREAcademy.com](http://www.NVREAcademy.com). Fees are due by the first day of class or before materials are picked up or shipped to a home study/correspondent student. Seating is limited, so to assure a seat in the class, enrollment and payment of fees should be completed at least two weeks prior to the start of the first class, but no-later-than three days prior to the beginning of any class. You should possess basic reading, writing and mathematical skills in order to achieve this course. By signing the enrollment agreement, you are stating that you possess those basic skills.

## **Texts**

You will be supplied a textbook for all courses and a study guide for the courses that require one. The fees for the material are included in your total fees. Refund for texts will be granted provided that the texts are returned unused and undamaged no later than the first day of class. There shall be no refund for texts for home study correspondence students (see refund policy, below).

## **Refund Policy for Students Enrolled in Classroom Instruction**

If the student cancels enrollment prior to start of instruction, there will be refund of the above fees, less a registration fee of 10% of the tuition amount. After the start of instruction and before 60% of the course has been completed which is the 12th session for the 90 Hour Evening Student or the 6th session for the Day Student; 16th Session for the 18 Hour Evening Student or the 10th session for the Day Student, the school has received a refund request in writing from the student, a refund will be made less: 1.) 10% of the tuition as a registration fee; 2.) a pro rata amount of the tuition determined by the first day of instruction to the last day of attendance by the student. No refund of tuition will be granted after 60% completion of the program. Refund for texts will be granted provided that the texts are returned unused and undamaged no later than the first day of class. If the Academy cancels the selected course, there will be a full refund to the student. Nevada Real Estate Academy will issue all refunds within 15 calendar days upon receipt of the written cancellation request.

## **Refund Policy for Home Study/Correspondent Students**

Refunds will be based upon: a twenty-one (21) day period of time, which is the minimum completion time for the 90 Hour Course. Three (3) day period of time for the 18 Hour Course. The time begins to run the day that the student has picked up or has received the course materials. All of the above apply, except the course will be 60% complete as of the 12th calendar day for the 90 Hour Course and the 2nd calendar day for the 18 Hour Course after the student has received the curriculum. Refund for texts will be granted provided that the texts are returned unused and undamaged no later than the first day of class. Nevada Real Estate Academy will issue all refunds within 15 calendar days upon receipt of the written cancellation request.

## **Student Indemnification Account**

Should a student suffer damage as a result of closure of the school, or a violation of NRS 394.383 through NRS 394.560, or any regulations adopted pursuant thereto, the student may make application to the Administrator of Commission on Postsecondary Education for indemnification.

## **Placement Referral Service**

As a student attending The Nevada Real Estate Academy, you are invited to consult with the Director about your real estate career. However, we do not guarantee placement with any real estate office. For your information, Berkshire Hathaway Home Services Nevada Properties (702-796-7777) does offer a pre-licensing tuition reimbursement program and continuous sales training programs for newly licensed affiliates. Nevada Real Estate Academy is associated with Berkshire Hathaway Home Services Nevada Properties, however you are free to affiliate with any Broker or Developer of your choice.

## **Facility**

We have 3 facilities. The first is located at **3185 St. Rose Parkway Suite #100 Henderson, Nevada 89052** and consists of 10,034sq. ft. of classroom and administrative areas and has a maximum classroom capacity of 60 pre-licensing students. The school has appropriate audio-visual equipment for your enjoyment and enrichment during the classroom sessions. The second is located at **10777 West Twain, Suite#333 Las Vegas, Nevada 89135** and has a maximum classroom capacity of 25 pre-licensing students. This classroom also has appropriate audio-visual equipment for your enjoyment and enrichment during the classroom sessions. The Third facility located at **8850 West Sunset Road, Suite#200 Las Vegas, Nevada 89148** has seating for approx. 60 students and contains state of the art visual and audio equipment.

## **Privacy Policy**

The Nevada Real Estate Academy (“We/Us”) considers the confidentiality and security of the information provided in your registration (“Registration Information”) to be of the utmost importance. We use the Registration Information to allow us to service you as the consumer in our offered courses, to allow reporting to the Nevada Real Estate Division, and other Nevada real estate related licensing bodies and forums, for future communications in compliance with the Telephone Consumer Protection Act and for billing purposes. At no time do We disclose Registration Information to the general public. We will not sell, exchange or otherwise distribute your Registration Information, except to the extent required by law. Please contact Us at 702 796 7777 with questions or concerns regarding the use of Registration Information. It is your responsibility to protect the security of your login information relating to your Registration Information. Please note that e-mails and other communications you send to us are not encrypted. Please note that we review our privacy practices from time to time, and that these practices are subject to change. Any change, update, or modification will be effective immediately upon posting on our Site. We will notify you of any material change to this Privacy Policy by posting a notice on our Site’s homepage for a reasonable period of time following such update, and by changing the effective date (located at the bottom of this page). Be sure to return to this page periodically to ensure familiarity with the most current version of this Privacy Policy. Payments to Us are processed through a third party secured vender. The current vendor is authorize.net, which can change without notice. For information on the current billing third party vendor contact Us at 702 -796-7777.

## **School Holidays**

**The school will observe the following holidays:**

New Years Day/ Martin Luther King Day/ Memorial Day/ Independence Day / Labor Day / Nevada Day / Veterans Day / Halloween / Thanksgiving Day / Christmas Day

## **Attendance Requirements**

**Classroom instruction.**

If you elect to enroll in the classroom curriculum, you are required to attend 100% of the classes. You must sign in and out of each class. You are allowed to make up to two (2) missed classes in subsequent scheduled classes provided that you make up the classes and complete the entire program within 12 months after enrollment.

## **Home Study/Correspondence Instruction**

Although no classroom attendance is required, Nevada Real Estate Academy allows the Home Study/ Correspondent Student to attend any or all-live classroom sessions free of charge, 90-hour correspondent Students may complete the course work no sooner than 3 weeks and no later than one-year of the enrollment date. The 18-hour student may complete the course no sooner than 3 calendar days and no later than one-year of the enrollment date. Should any correspondent student not complete the program within the one-year time frame, the student will be required to repurchase and retake the entire program. As stated above, Correspondent students may sit in on any and all live class sessions free of charge.

## **Class Schedule for 2017 - Principles, Practices, and Law (90 Hours)**

**The 18 hour course will meet during the 90-hour schedule.  
Contact academy for a calendar of those sessions.**

### **Evening Class (3 1/2 Weeks - 18 Evenings) 5:00 pm-10:00 pm**

**January 3rd—January 26th—SW Classroom**

**February 6th—February 28th—St. Rose Classroom**

**March 6th—March 29th - SW Classroom**

**April 3rd—April 26th—St. Rose Classroom**

**May 1st—May 24th—SW Classroom**

**June 5th—June 28th—St. Rose Classroom**

**July 5th—July 28th—SW Classroom**

**August 7th—August 30th—St. Rose Classroom**

**September 5th—September 28th—SW Classroom**

**October 2nd—October 25th—St. Rose Classroom**

**October 30th —November 22nd—SW Classroom**

## **Class Schedule for 2017 - Principles, Practices, and Law (90 Hours)**

The 18 hour course will meet during the 90-hour schedule.  
Contact academy for a calendar of those sessions.

### **Day Class ( 2 1/2 Weeks - 12 Days) 8:00 am– 5:00 pm**

January 3rd—January 18th—St. Rose Classroom

February 6th—February 22nd—SW Classroom

March 6th—March 21st - St. Rose Classroom

April 3rd—April 18th—SW Classroom

May 1st—May 16th—St. Rose Classroom

June 5th—June 20th—SW Classroom

July 5th—July 20th—St. Rose Classroom

August 7th—August 22nd—SW Classroom

September 5th—September 19th—St. Rose Classroom

October 2nd—October 17th—SW Classroom

November 1st—November 16th—St. Rose Classroom

## **Class Schedule for 2017 - Nevada Property Management Pre-Permit Course (24 Hrs)**

### **Day Class (3 Days) 8:00am-5:00pm—Thursday through Saturday**

March 16th—March 18– Summerlin Classroom

### **Night Class (4 Days) 4:00pm-10:00pm—Monday through Thursday**

TBD

## **Attendance Requirements**

### **Classroom instruction.**

Students enrolled in the classroom curriculum are required to attend 100% of the classes. You must sign in and out of each class and complete the entire program within 12 months after enrollment to receive credit.

## **Student Conduct and Performance**

Students are expected to maintain decorum and dress appropriately for a classroom setting. The administration has the right to request that a student leave the classroom for disorderly or inappropriate conduct. Questions may be asked during the lecture if the question is appropriate to the subject being discussed. Otherwise, questions may be asked of the instructor during the scheduled breaks. Additional test questions will be given at the end of most sessions. These questions will measure the depth of your understanding of the material presented. The quizzes will be corrected in-class the next day. For the pre licensing programs you will also be given homework, which includes a reading assignment for the topic (s) of the next session, as well as assignments in your student guide covering the material presented in class that day. The assignment will be reviewed at the beginning of the next session. Your maximum learning rate will be enhanced by faithfully completing your homework assignments and to be on-time for each classroom instruction session.

## **No Guarantee of Passing the Examination**

There are no guarantees, neither expressed nor implied, that the student who successfully passes the course will pass the licensing examination.

## **Testing-Classroom Instruction and Correspondence Programs - Pre Licensing**

There will be two Progress Examinations given at the 8th session (covering sessions 1-8) and 12th session (covering sessions 9 - 12) and one practice examination after the 16th Session. The exams will be completed by the student at home and returned to the school for grading no later than the beginning of the next session. The grades will be entered into the student's file and transcript. A grade of 75% or more is considered passing. If you are having difficulty with the material, consult with the school staff. If you score less than 75%, and with permission of the school administrator, you may take the test again. The 18-hour Student will have one practice examination to complete.

There will be a comprehensive closed book final examination on the last day of the course including 80 Questions of a national nature and 40 questions from state law. **Exam may be taken only once per day!**

The Nevada Real Estate Law course (18 Hours) will have only the final exam of 40 questions covering Nevada Law. Required passing score is 75%. If you score less than 75%, you may retake the exam at a later date, with permission of the school. **Exam may be taken only once per day!**

## **Testing-Classroom Instruction - Nevada Property Management Pre-Permit Course**

There will be 10 quizzes given at the end of each completed chapter. The quizzes will be completed by the student and will be discussed in class. A grade of 75% or more is considered passing. If you are having difficulty with the material, consult with the school staff.

There will be a comprehensive closed book final examination on the last day of the course including 100 Questions. **Exam may be taken only once per day!**

**Any student found compromising the integrity of the test by dishonesty, will be immediately dismissed from The Nevada Real Estate Academy and denied a Certificate of Completion.**

## **Certificate of Completion**

A certificate of completion will be issued to the student when all of the requirements have been met for the Course (s) in which the student is enrolled.

## **Audio Taping**

Audio taping of the class is permissible, provided that there are no distractions to other students. Connecting an audio recorder to an electrical outlet is permissible if there is an available outlet at the wall, next to the student's seat. Please inform the instructor of your desire to audiotape a session.

## **Parking**

When attending classes at The Nevada Real Estate Academy it is requested by management that students **park in open parking spaces only and avoid those that are reserved for guests or employees.**

## Typical Start Up Costs for a Nevada Real Estate Agent

<b>Real Estate Academy</b>	<b>\$399.00 (Approx)</b>	
<b>Real Estate Examination Fee</b>	<b>\$100.00 (Pearson Vue Testing Center)</b>	
<b>Background Investigation / Prints</b>	<b>\$65.00 (Approx)</b>	
<b>Nevada Real Estate Division</b>	<b>\$125.00 S</b> <b>\$145.00 BS</b>	<b>1 Year</b>
<b>G.L.V.A.R</b>	<b>\$300.00</b> <b>\$200.00</b> <b>\$565.00</b>	<b>Application Fee</b> <b>NVAR Administration Fee</b> <b>Annual Dues*</b>
<b>SentriLock Key</b>	<b>\$50.00</b>	<b>Semi Annual**</b>
<b>SentriLock System</b>	<b>\$100.00`</b> <b>(Paid directly to G.L.V.A.R)</b>	<b>Refundable Deposit</b>
<b>SentriLock Lock Box</b>	<b>\$140.53</b> <b>(Includes Tax—Purchase as Necessary)</b>	<b>Per Box</b>
<b>Multiple Listing Service</b>	<b>\$220.00</b> <b>(Semi-Annual Billing)</b>	<b>Semi-Annual**</b>

(\* Prorated Monthly Annual Fee - \*\* Prorated Monthly Semi—Annual Fee April/October)

<b>State of Nevada Business License</b>	<b>\$200.00</b>	<b>Annual</b>
<b>Clark County or</b>	<b>\$45.00</b> <b>\$150.00</b>	<b>Application fee</b> <b>Annual</b>
<b>City of Las Vegas</b>	<b>\$50.00</b> <b>\$150.00</b>	<b>Application fee</b> <b>Annual</b>
	<b>(Zoning determines which entity is paid)</b>	
<b>City of Henderson</b>	<b>\$100.00</b>	<b>Annual</b>

**BHHS Nevada Properties - Annual Marketing & Tech Fee \$720.00 Lead Agent; \$600.00 Team Associate**

**The undersigned student understands the content of this catalog & acknowledges receipt.**

\_\_\_\_\_  
Student Signature

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## **Real Estate Licensing Information**

### **ALL APPLICANTS: (originals only)**

1. Application must be notarized and completed by applicant (Form 549)
2. Two fingerprint cards processed by a government or law enforcement agency, within the last year
3. Original exam results (for exam scheduling, contact PSI testing service: 1-800-733-9267 or www.psiexams.com
  - a) Pass Nevada State exam within last 12 months.
  - b) Pass National exam (from any state) within last 12 months.

### **SALESPERSON: (copies accepted)**

1. Proof of pre-licensing education by transcripts, certificates, or licensing history.
  - a) 45 hours or 3 college credits Real Estate Principles.
  - b) 45 hours or 3 college credits Real Estate Law (must include 18 hours Nevada law).
2. Pre-licensing education from another state may be accepted.

### **BROKER/ SALESPERSON: (Copies of transcripts or certificates are acceptable. Licensing histories must be an original document.)**

1. Proof of pre-licensing education by transcripts, certificates, or licensing history. (64 college credits)
  - a) 45 hours or 3 college credits Real Estate Principles
  - b) 45 hours or 3 college credits Real Estate Law (must include 18 hours Nevada law).
  - c) 45 hours or 3 college credits Real Estate Appraisal course.
  - d) 45 hours or 3 college credits Broker Management course.
  - e) 15 college credits in other real estate related courses such as business, economics, management, accounting, finance, and marketing.
  - f) 37 college level units from any college, military education, technical school, etc.
2. Experience may be used in place of education certificates (8 years = 64 college credits).
  - a) For every 2 years of real estate licensed experience, Nevada will allow 16 college credits towards all education with the exception of 45 hours Broker Management and 18 hours Nevada real estate law.
  - b) Must show proof experience was:
    1. Full time.
    2. The real estate license is current.
    3. Use form 509 (for salesman or broker/salesman).
    4. A certified licensing history of licensure.
    5. Dates of proof must be within a 90 day period of application.

### **BROKER:**

1. See 1 and 2 of broker/salesperson.
  2. Must furnish proof of 2 years of active fulltime experience within the last 4 years.
  3. Submit location of records form 512
  4. Complete confidential financial statement form 558
  5. Furnish proof of current 90-day average balance from current banking institution.
  6. Copy of filing from Secretary of State or County Clerks Office.
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1. Must hold a Valid/Active Nevada Real estate License
  2. Show proof of attending an accredited 24-hour Property Management pre-permit course
  3. Show proof of passing the Nevada Property Management state examination within 1 year of date of application.

### **PROPERTY MANAGEMENT PERMIT:**

#### **Typical Costs for a Nevada Property Management Permit**

<b>Property Management Pre-Permit Course</b>	<b>\$200.00 (Approx)</b>	
<b>Property Management Examination Fee</b>	<b>\$75.00</b>	
	<b>(Pearson Vue Testing Center)</b>	
<b>Nevada Real Estate Division</b>	<b>\$40.00</b>	<b>Application for Permit</b>