



# First Year License Renewal Worksheet

Name: \_\_\_\_\_ License#: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

In your first year of licensing, the State of Nevada Real Estate Division requires you to complete 10 Sessions of Post Licensing, Modules A-O  
This worksheet is a convenient way to track your education information for license renewal.

**Below are the Sessions/Modules Course Names:**

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| 1. Professional Conduct, Etiquette, Ethics   | 6. Negotiation, Costs of Sale, Cost Sheets   |
| 2. Agency Relationships  | 7. Escrow, Title, Closing Process & Financing  |
| 3. Contracts, Qualifying Prospects, Writing and Presenting the Purchase Agreement                                    | 8. Regulatory Disclosures, Disclosures Required by Federal, State, & Local Governments & Advertising |
| 4. The Listing Process, Market Analysis & Inspections  | 9. Communications, Technology, Records & Time Management, Goal Setting, and Devising Action Plan     |
| 5. Buyer Representation, Buyer Brokerage Contracts, Fiduciary Duties, Disclosures, Agent Cooperation, New Home Tract | 10. Land, Property Management, Tax Opportunities, and Liabilities Related to the Client              |

Be sure to make copies of all original certificates and keep in a safe location, until you submit your renewal paperwork.

**First Year Post Licensing Sessions Information Chart**  
**Submission Due Date: \_\_\_\_\_**

Session	Module/Course	Date	Session	Module/Course	Date
Session 1			Session 6		
Session 2			Session 7		
Session 3			Session 8		
Session 4			Session 9		
Session 5			Session 10		

Renewal applications must be mailed with a postmark prior to your license expiration or completed online prior to your license expiration. Please check the Division website [www.red.nv.gov](http://www.red.nv.gov) for more details and documents required to be submitted for renewal.

Reference Form 580 from the Division for license renewals

**Note: All first year education must be taken through live instruction.**

For questions regarding your license renewal, contact the Nevada Real Estate Division at (702) 486-4033 or email at [realest@rd.nv.gov](mailto:realest@rd.nv.gov)  
Mailing address: 3300 W. Sahara Ave., Suite 350 Las Vegas, NV 89102