



# First Year License Renewal Worksheet

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

In your first year of licensing, you will need to complete 10 Sessions of post licensing (Sessions 1-10) Use the worksheet below as a convenient way to keep track of your education information for license renewal. Be sure to make copies of original certificates and keep in a safe location.

<b>First Year Sessions</b>	
(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 Liabilities Related to Client

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

Session	POST #	Date	Session	POST #	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 postmarked and mailed, hand delivered, or completed on-line by the expiration date of your license and need to include copies or original education certificates. *Note: All first year education must be taken through live instruction.*

For questions regarding your license renewal, contact the Nevada Real Estate Division at [red.nv.gov](http://red.nv.gov) or (702) 486-4033. Mailing address: 3300 W Sahara Ave. Las Vegas, NV 89102