

# **FAQS FOR EDUCATION SUBMITTAL FOR MID-TERM (2 YEAR PERIOD) EDUCATION REQUIREMENTS FOR 4 YEAR LICENSE**

## **Implementation of LCB File #R093-10**

INFORMATIONAL BULLETIN #29

**Q: When may I submit my certificates (proof of completion) of education to the Division?**  
A: At any time during the 2-year period that all education requirements have been completed.

**Q: May I submit certificates as I complete my education?**  
A: No. The licensee must submit the entire package of certificates all together as proof of completion of all required hours and designations for required education.

**Q: When must the education have been completed?**  
A: The education must have been completed and the certificates must have been issued by the approved education sponsor during the 2-year education period.

**Q: Do I pay any fee when I submit my mid-term education certificates?**  
A: No.

**Q: Is there a form to submit with the mid-term education certificates?**  
A: No. Every certificate issued by an approved sponsor must have the licensee's name and license number on it. That is how the Division knows for whom to record the certificate credit.

**Q: Will I get a receipt when I submit my certificates?**  
A: No; the Division will not be issuing a receipt.

**Q: How can I verify that my education has been received?**  
A: In the fall of 2013, the Division will inform licensees how they can set up their "My Account" to have access to view their electronic licensing file. Licensees will be able to verify what education has been recorded to their licensing file.

**Q: Am I required to submit the original certificates to the Division, or may I submit a copy?**  
A: The Division prefers the original certificates, but will accept a clear readable copy. The Division strongly recommends that the licensee keep a copy of every certificate submitted for your records. The Division is unable to make copies or to return what has been submitted.

**Q: Will I need to submit my first two-year period certificates again when I renew my license after four years?**  
A: No. The first two-year period certificates will be recorded in the Division's data system. The Division does not need to see those certificates again. The Division, however, strongly recommends that the licensee keep a copy of each certificate submitted for your records until you have successfully renewed your license after the four-year license term.

**Q: I have a four-year license. I have “heard” that the mandatory designated hours must be taken by live classroom education. Is that correct?**

A: No. The requirement in the regulation is that at least half (50 percent) of the total hours of required continuing education during the 2-year period must be taken through live instruction.

**Q: If I hold a permit (Property Management or Business Broker), does the 3 hours of mandatory education for the permit count as part of my required hours?**

A: Yes. If you are a subsequent renewing licensee with a 4-year renewal period, then the 3 hours of required permit education does count as part of the required 24 hours every two years.

**Q: How do I provide my certificates to the Division to satisfy the mid-term education requirement?**

A: Certificates must be sent by United States Postal Service mail – or – common carrier with tracking (Fed Ex, UPS) – or – in person at the Las Vegas office at 2501 East Sahara Avenue, Las Vegas to the Real Estate Education Section. Using certified or receipt required mail is your option.

**Q: Why can't I fax or e-mail my certificates to the Division?**

A: At this time, the Division does not have the capability to handle that. The on-line application system and electronic capabilities will continue to be developed and expanded in the future.

**Q: What happens if I do not submit to the Division proof of completion of the required education by the end of the 2-year period?**

A: A licensee who fails to comply with the requirements for continuing education is subject to inactivation of the license by the Division and an administrative fine in the amount of \$100.

**Q: If my license is inactivated for failure to comply, how do I reactivate it?**

A: In order to reactivate the license, proof of the education that was due must be submitted and the administrative fine paid. Should an inactivation be necessary, the licensee – with copy to the broker – will receive notification from the Division. More serious consequences occur if it is a broker whose license is inactivated, as all licensees who work under the supervision of that broker are also inactivated. A licensee who conducts licensed activity after the inactivation of the license is subject to further penalty for unlicensed activity before the Real Estate Commission.

**Q: What if I mail my certificates on the last day of the month they are due?**

A: Just as with a license renewal with a fee, the Division uses the post-marked date by the delivery service (United States Postal Service, Fed Ex, UPS) to determine when an item was sent and whether it was timely. The Division date-stamps all documents submitted in person at the Las Vegas office of the Real Estate Division. Those are the dates that are used to determine whether documentation was received timely.

**Q: What happens if my certificates are lost in the mail?**

A: It is the licensee's responsibility to ensure that documents are submitted timely to the Real Estate Division. You may use a tracked method of sending certificates, such as USPS certified mail/return receipt or Fed Ex or UPS to verify delivery. The Division strongly recommends that the licensee keep a copy of each certificate submitted for your records.

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