

Nevada Real Estate Division

Posting of course completion policy

Per NAC 645.313, licensees are required to submit copies of all of their CE certificates to the Division upon renewal, regardless of whether you renew online or by mail. The education history reflected on your division online "My Account" is **not** proof of completion and should be used for reference ONLY.

The aforementioned can also be confirmed with the Nevada Real Estate Division 702 486 4033

All Key Realty School systems are automated wherein the completion of any course is reported to the Nevada real estate division at 1159PM the day of course completion / certificate issue date. Though Key Realty School reports automatically to the Nevada Real Estate Division, it is at the discretion of the Nevada Real Estate Division as to whether the Division posts said completions. The Nevada Real Estate Division systems are not automated and thus staffing or timing issues could present the Nevada Real Estate Division from physically posting course completions to a licensee file.

Though certificates are sent to the division it is still the responsibility of the licensee to supply ALL certificates to the Nevada Real Estate Division.

In lite of this, the Nevada Real Estate Division has created a system for which the licensee can upload their own course completions. Please use the following link for step by step directions as to uploading course certificates to the Nevada Real Estate Division licensee profile page:

<http://www.keynv.com/UploadingCertificates.pdf>

Alternatives to digital upload / online renewal :

Use the renewal form 580 to renewal the license via mail or in person at the Nevada Real Estate Division. The licensee must provide physical certificates (a printed certificate) for all continuing education courses at the time of renewal.

Link to state form 580: <http://red.nv.gov/uploadedFiles/rednvgov/Content/Forms/580.pdf>