

COURSE CATALOG

Your Source for all Real Estate Education



 **Key
Realty School**
by Colibri Real Estate



Key Realty School is Nevada's Source for ALL Real Estate Related Educational needs. **Key Realty School** offers every educational requirement to activate or renew any license or certificate issued by the Nevada Real Estate Division.



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Key Realty School has administered education to over 60,000 students.

Key Realty School is committed to offering only the best education in all areas surrounding real estate and business. All Key instructors are regarded as some of the most knowledgeable and effective in their field of expertise. Key Realty School owns the Key publishing company. This direct relationship allows for some of the most up-to-date and accurate educational materials in the country. At Key Realty School you can be assured that you are always receiving the best in education.

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Phone: 702-313-7000 | **Toll Free:** 800-472-3893

The information contained in this catalog is deemed accurate at the time of publication. Students are encouraged to view the school website for the most current information as licensing law, requirements and course policies are subject to change. Key Realty School is licensed by the Nevada Commission on Post Secondary Education. All Real Estate courses designed to activate or renew a license, permit or certificate issued by the Nevada Real Estate Division, are approved by the Nevada Real Estate Commission. All courses to obtain licenses or similar designations in other states have been approved by the states authorized and required approving body. Over 60,000 students have attended Key Realty School of which approximately 15,000 have attended licensed Post Secondary programs. All tuitions subject to change, visit the admissions office or the school web site for current tuitions. Some statements of opinion have been taken from previous student evaluations. Prospective students are always encouraged to review state licensing requirements with the state licensing jurisdiction. All statements are accurate as of catalog printing. Please contact state agencies to verify any statement as of date read.



As a Key Realty Real Estate Licensing student, you get access to:



State-approved courses

More than 60,000 real estate professionals got their start with us.



Flexible learning options

Study in a format that best fits your learning style.



Excellent Ratings

Students love the course experience and flexible learning options we offer.



Dynamic training & tools

Learn with quality instructors, interactive course materials, and support tools.

Classroom Course

* Materials included

The Student can choose any **ONE** of the following options for attending the classroom.

4 Week Traditional : The student chooses either the morning or evening class and attends the course for four weeks to learn all four of the educational subjects required

2 Week Accelerated : The student attends BOTH morning and evening class and learns all four subjects in two weeks.

1 Week Cram : The student attends BOTH morning and evening class to learn the two most difficult subjects (Realty and Personal Property/State Law). The student then studies the two remaining subjects (Finance and Appraisal/Agency and Federal Laws) through home study.

The **Flex Schedule** is available to everyone. The student is not required to check in or out and may attend class anytime during the scheduled times. Arriving late or leaving early is allowed giving the student complete flexibility. When the student is not able to attend class, they may use all their book, audio and computer materials to study the subjects at home.

Home Study/Online Course

The **Home Study** course provides the student with all the course materials listed below. This course is completely self paced and always accessible allowing the student to complete the course as their time permits. The student uses these materials to study and learn the four subjects required. The school completion exam to receive the Certificate of Completion, can be taken online, by email, fax or in person at the school. This allows a true distance education experience. The Home Study/Online Course can be started anytime and is always available.



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Online Course Only

This option is the same as Home Study but without materials. The student is able to study and learn all four subject areas completely online. All the online courses may be accessed through any computer, at any location. Complete with MP3 audio files, streaming videos of classroom lessons, practice exams, reference material and specific course study for each of the four subjects required to pass the completion exam. Keep your hands free while your mind is active!



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Materials Included in Classroom or Home Study Course

All Enrollments in either the classroom or home study course receive the following materials:

- State/National Workbook
- Reference Textbook
- Digital Audio Files
- Over 2000 Practice Questions and Answers
- Online Practice Testing
- Online Reference Course and Streaming Video Recordings of Classroom Lessons

Commonly Asked Questions about Real Estate Licensing



Q : What amount of education does the state of Nevada require before an individual can become licensed?

A : In Nevada, you must complete 120 hours of education before getting your real estate license. By no means does this requirement state that a student must have a specific amount of live class-time hours. This requirement means that a student must understand the principles and practices (including Nevada law) of real estate before they can become licensed.

Q : How does the state measure a student's knowledge of the principles and practices of real estate?

A : The state's testing company administers one final exam, comprised of 120 multiple choice questions. This test contains 80 questions relative to national real estate principles and 40 questions relative to the state's real estate laws. A prospective licensee must score a 75% or better on both of these portions.

Q : Does a licensee have to be a resident of the state of Nevada or a citizen of the country to become licensed?

A : No, the licensee has to be legally capable of working in the United States.

Q : Can out of state licensees waive some of the Nevada real estate educational requirement?

A : Yes, depending on how many hours of pre-licensing education the prospective licensee took in another state. (See the out-of-state licensee page for more details.) Though the student can waive portions of the education, they must still complete the licensing exam at the state-approved testing center.

Q : Where is the Nevada real estate exam administered and how often is it given?

A : Any State of Nevada's chosen testing company. There are four locations in Nevada (two in Las Vegas) and many more across the United States.

Q : Must a prospective licensee find a broker to work under before getting started?

A : NO, It is strongly recommended that students select a broker that best suits their independent needs after attending the pre-licensing education program. Key Realty School has several school counselors who assist in finding the right brokerage company. The licensee must select a brokerage before they begin the practice of real estate. Nevada allows one year from the date that the student passes the licensing exam to make the decision of which brokerage to conduct business under.

Q : What are the costs of the examination and the license?

A : \$100 per exam which is payable to the current Nevada Testing Center. Student should see the website for current fee schedules pertaining to license application.

Q : Are there additional fees that I have to pay outside of my education, test and licensing fee?

A : No. Many licensees elect to join memberships or brokerage marketing plans which can better a licensee's success ratio. These memberships and marketing plans may have fees, but no additional fees are required by law to begin your practice as a licensed real estate professional. All additional fees are paid for at the sole discretion of the licensee.

Q : What are the differences between Key and the other pre-licensing courses offered?

A : Key Realty School's pre-licensing course has many benefits. Key Realty School guarantees that no other educational facility will include all of the book, audio, computer and online material with a pre-licensing course or your Key course is free. Key workbooks and study aids are specifically designed for Nevada testing and licensing. Many other schools provide text written and published for other states and hope the student can extract Nevada information. Key Realty School is proud to say that over 60,000 students have received their education through its superior instruction.

One Day Test Prep Class

For both State and National



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Key Realty school is renowned for its Nevada Testing Center exam review and test prep classes. These sessions are specifically designed to provide the student with insight necessary to pass the Nevada Testing Center formatted exam the first time. Be ready, be prepared and pass your exam. The test prep sessions are offered every other Saturday and are divided into **two segments**:

State Review

· This session is specifically designed to prepare the student for the 40 question State portion of the Nevada Testing Center licensing exam. The review is always held over a 3 hour session.

9am - 12pm

*See website for specific dates.

National Review

· This session is specifically designed to prepare the student for the 80 question National portion of the Nevada Testing Center licensing exam. The review is always held over a 5 hour session.

1pm - 6pm

*See website for specific dates.

Live Math Test Prep Class

The review is a 3-hour Real Estate Math exam prep seminar offered once a month from 9AM to 12pm on a Sunday. This session is specifically designed to help prepare the student for any math questions that may be on the license exam. The review will be on-site classroom only. Students who are unable to take the physical classroom should see the video option. Reservations are required.



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Real Estate Post Licensing



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Key Realty School offers the real estate in-class Post Licensing course for first year licensees. The Post Licensing course is designed for students renewing for the first time only. Students renewing the license after the first renewal are encouraged to view the continuing education programs available. This is THE PRACTICAL training program.

The POST course is by far the most practical real estate training course available through Key Realty School. This course is specifically designed to provide students with an understanding of the real estate field and sales process as they progress through their first year of practice. The course will provide practical insight into specific situations and how to better serve their clients throughout both the listing and sales process.

Nevada requires the student to sign in and out for all hours to receive the certificate for the post licensing education. Therefore, this course is an attendance required clock hour course. Students may complete the course in one session or module sessions. Key makes it easy to complete the Post licensing course. Students are encouraged to enroll prior to license expiration, which will allow for the most flexible schedule possible. Key Realty School offers the Post licensing course at the end of every month. Contact the school admissions office or visit the website to obtain exact course dates and times.

Real Estate Continuing Education



Classroom/Online Combo Packs

Available in Southern and Northern Nevada

The Nevada Real Estate Division requires 1/2 of all real estate continuing education to be completed via classroom instruction. Key Realty School has many turnkey options designed to supply all required hours through both classroom and online course work. These packages are specifically designed to meet ALL continuing education requirements in one set package. The classroom/online course package consists of online course work and classroom course work as mandated by the state of Nevada.

Online Package

The online packages always contain all requisites needed to fulfill the license renewal requirements. The online packages include course content files for each course subject. The student is emailed the content files for review and practice testing. After the student has reviewed the content, the student is encouraged to test through the school website to self generate their own certificate online and renew their license.

The Classroom Package

The CORE topics are always taught through LIVE instruction. The LIVE classes are taught 10 to 15 times per month OR the LIVE sessions can be taken via LIVE stream video (Digital Classroom) when permissible. Once a student enrolls in a COMBO continuing education package, the student is able to attend the continuing education as their schedule permits until the in-class requirement is completed. The COMBO enrollment includes a 2-year membership to the Nevada Real Estate Continuing education calendar, which allows the student to attend by reserving the sessions until all hours are completed. See the online Real Estate Continuing Education Calendar for specific course dates and availability.



Complete CE Pack See Website for Tuition

Custom packages, ranging from 3 hours to 72, can be created for any student. CE Enrollment can be completed Online, by phone or in person.



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New classes begin every month. Call the admissions office or visit the website for all classroom course calendars.

Broker Qualifying Courses

Key Realty School specializes in career advancement and our variety of Broker course topics can amend a student's prior college education or experience with the education needed to meet the Nevada broker requirements. The school can provide up to 27 broker qualifying credits and can custom design a broker qualifying course package to complement a student's prior college education and experience. Broker course work, broker exam preparation and broker office set up has been a specialty of Key Realty School for over 30 years.



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Home Inspection Education



This course is designed to prepare the student for the Structural Inspection Field in Nevada. On the next page is a description of Nevada's licensing requirements and the educational course students must complete prior to becoming licensed. Home Inspectors assess a particular attachment to land (under 10,000 sq ft), noting specific defects that will be disclosed to all interested parties. Nevada requires the completion of a three-step process to activate a Structural Inspection license.

Step One: (Struct 101)

The completion of at least 40 hrs of structural inspection education in preparation for the Nevada Licensing exam.

Step Two:

Passing the Nevada Structural Inspection exam with a 75% or better. (175 questions, given approximately one week after the end of the course)

Step Three: (Struct 102)

The completion of either 25 inspections with an existing inspector OR the equivalent in education.

Structural Inspection 101

*verify if your package includes the required textbooks or lecture manuals for course.



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This first inspection course is the academic training program. It provides the student with basics of inspection to comply with Nevada Real Estate Division's preliminary educational requirement and give the student all the necessary information to pass the Nevada Structural Inspection exam. Structural 101 is THE academic course. Key offers this course six times a year and it is traditionally taught over 2.5 weeks of study.

Structural Inspection 102

*includes all textbook and lecture manuals



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Many prospective licensees elect to meet Nevada's requirement of 25 inspections by taking Key Realty School's On-Site Inspection Course (Struct 102). This course meets all of Nevada's post-test requirements and is equivalent to 25 inspections with an existing inspector. Key's instructor for this course have been approved by the Nevada Real Estate Division. This class includes at least 8 onsite inspections with the full analysis of site inspected. The instructor guides each student through the entire inspection and then the class will discuss the inspections performed. The lecture covers the structural standards and procedures an inspector needs to perform when inspecting. The lecture also discusses the inspection report and its presentation to all interested parties. Structural 102 is THE practical course. Sample "generic" forms will be used in the onsite inspections.

Q : What does an inspector inspect?

A : The inspector starts with the exterior of the property then ventures into the structure itself. The inspector will visually inspect the roof, i.e., flashing, chimney, gutter and downspouts. Structural Inspectors also inspect the siding, trim, windows, doors, decks and driveways/walkways. After completing the exterior, an inspector visually inspects the interior components of the home such as walls, plumbing appliances, etc. In addition to noting visible defects, inspectors will often test each system inspected. Once the inspection is complete, the inspector will produce a written report that describes the systems and components of the home and their current condition.

Q : How many hours of education are required before a prospective licensee can take the licensing exam?

A : The state of Nevada requires a minimum of 40 hours of inspection education before an individual can take the state licensing exam. Key Realty School offers 60 hours of class because the course includes 20 hours of additional test prep training as well as 40 hours of classroom instruction.

Q : What other requirements must the prospective licensee complete before they are granted a license?

A : After taking the examination, the state of Nevada requires prospective licensees to complete one of the two training programs: either 25 inspections with an existing inspector or an onsite educational program equal to the 25 inspections. (Structural 102)

Q : How much does the average inspection cost and what can the inspector expect to retain from this fee?

A : The average inspection costs \$300. The inspector can expect to retain this whole fee if they are the sole owner of the inspection performed. If the inspector works under an existing inspection company, the inspector will split the inspection fee for the agreed upon percentage of amount.

Classes may be available via LIVE stream video when permissible. New classes begin every month. Call the admissions office or visit the website for all classroom course calendars.

Home Inspection Continuing Education



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*verify if your package includes the required textbooks or lecture manuals for course.

Key Realty School offers the NV Structural Inspection renewal course as required by license renewal regulations. This package is designed for NV Structural Inspectors needing to renew their license every two years. It consists of 20 Hours of IOS Continuing Education (with the required 3 hours of Safety & 2 Hours Law). Nevada requires the student to sign in and out for all hours to receive the certificate for the education. Therefore, this course is an attendance required clock hour course. See the online Home Inspection Continuing Education Calendar for specific course dates and availability.

Property Management Permit



This course is designed to teach the student all Nevada laws pertaining to Nevada property management and everything the student needs to know to pass the Nevada's state permit test. Nevada requires anyone representing the leasing activities or prospective leasing activities of multiple owners or multiple sites to maintain an active property management permit. The Nevada property management permit is an attachment to a Nevada Real Estate License. The course is taught over 24 hours of instruction, with the Nevada state permit test scheduled any day after course completion. The course is designed to satisfy the education required by the State of Nevada for the property management permit. After completing the course (100% attendance is mandatory), the student will be prepared to take the Nevada's property management permit exam. See website for tuition. The tuition includes a classroom manual covering the material you'll be responsible to know for the exam. The property management permit

exam can only be taken at the approved testing centers in Nevada. The cost of the exam is \$75.00. The state of Nevada requires: 24 hours of property management education and a score of 75% or better to activate the property management permit. See website for current fee schedule pertaining to permit application. At Key Realty School, students can trust in the quality of the education provided to them. We continually update our curriculum to represent the most current changes in state requirements, and we present the material in a way that is easy for students to understand and remember. All instructors are themselves qualified professionals who have experience in the field and can serve as a valuable resource of information to students. You can enroll in our property management course at the admissions office, using our online enrollment or by calling us at **800-472-3893**.



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Q : Must an individual possess a Nevada Real Estate license to take the property management class?

A : No. A prospective student does not need a Nevada real estate license to take the property management course. But, to activate the property management permit, the prospective student must have an active real estate license. Therefore the class can be taken for informational purposes or can be taken before the real estate license is activated. (One cannot receive compensation for property management unless they possess an active real estate license)

Q : Who needs a property management permit?

A : Anyone who intends or has been contracted to manage multiple owners of multiple sites and perform the management function. Defined: The leasing activities, the marketing, collecting of rents, analyzing prospective tenants, etc...

Q : What is the difference between a Permit and a Certificate?

A : The permit is an attachment to a real estate license that entitles the holder to perform any property management function. A certification is often a designation certificate issued by a non state or government approving body and thus does not legally permit any management activity without the permit.



Business Broker Permit



The Home Study course provides the student with all the course materials. This course is completely self paced and always accessible, allowing the student to complete the course as their time permits. The student uses the comprehensive workbook, practice questions and vocabulary review to study and learn the required Business Broker education. The school completion exam to receive the Certificate of Completion can be taken online, by email, fax, or in person at the school. This allows a true distance education experience. The Home Study/Online course can be started anytime and is always available.



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Q : Does a business broker permit applicant have to hold an active real estate license?

A : Yes, persons who wish to obtain a Nevada Business Broker Permit must hold an active Nevada Salesperson, Broker Sales person, or Broker license to apply for and activate the Nevada Business Broker Permit.

Q : What type of business can a real estate licensee sell without the business broker permit?

A : Nevada Real Estate licensees without a Business Broker permit can sell businesses that are designed to generate income based on their real property itself. Specifically, the entity that is to be sold must report at least half of all profit/loss ratios based on performance of the real property. Examples of this include: Hotels, Ranches, Apartment

Complexes and other businesses that involve the real property as its source for revenue.

Q : Can any licensee acquire the permit or does the licensee have to be a broker?

A : Any licensee can acquire the business broker permit so long as the licensee completes the education and exam requirements. The licensee must also be affiliated with a brokerage that permits business sales or the licensee must be a broker themselves.

Q : Is the curriculum of the course similar to real estate?

A : No. The Business Broker course curriculum is more accounting based than real estate as real property is rarely involved in the sale of businesses.

Community Management



This course is designed to complete the 60 hours of Community Association Management education that is required by the state of Nevada to activate a CAM certificate. CAM education is always offered in a 20 track or session format, in which the instruction will consist of the practices and laws of Community Association Management necessary to pass the certificate examination with the state of Nevada.

Classes fill up fast, so students must enroll in advance. Students can enroll online, over the phone or at the admissions office between the hours of 8AM to 5PM Monday through Friday. Class size is at the discretion of the admissions office and enrollment is based on a first-come, first-serve basis. You must register and pay for the course prior to the first day of class. The examinations for certificate are scheduled through the state testing service.

List of Track Content: See calendar online for track dates and times

- | | |
|---|-------------------------------|
| 1. Legal Basics | 11. Meetings |
| 2. People Skills and Communications | 12. Enforcement |
| 3. Human Resources and Ethics (CE Eligible) | 13. Mediation (CE Eligible) |
| 4. NRS 116A & NRS 116 | 14. Finances |
| 5. NAC 116 (CE Eligible) | 15. Budget and Reserves |
| 6. Other State of Nevada Statutes (CE Eligible) | 16. Maintenance |
| 7. Contracts (CE Eligible) | 17. Insurance |
| 8. Federal Laws (CE Eligible) | 18. Transition from Developer |
| 9. Use of Experts | 19. Resales (CE Eligible) |
| 10. Parliamentary Procedures | 20. Litigation |

Get Your Community Association Management Education through Our Interactive Class. Key Realty offers community management classes through livestream classes that give students the credits required by the state for their certification. All of our classes are taught by highly-qualified instructors who are recognized in the field for their own achievements and contributions. At Key Realty School, we focus all our materials on providing students with the best community management education possible. Through an interactive livestream classroom environment, students are exposed to the necessary materials for certification and are taught in a manner that encourages them to remember the material.

Classes are available in Northern and Southern Nevada. New classes begin quarterly. Call the admissions office or visit the website for all classroom course calendars.



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Education Outside of Nevada

Though Key Realty School is based in Nevada, our students have demanded our customer service for other popular United States jurisdictions. Through the school website or via correspondence, Key Realty School offers licensing or continuing education courses in all of the following: (Visit www.KeyRealtySchool.com to inquire about licensing or CE in any of the listed states)

Real Estate PRE-Licensing:

- California
- Florida
- Georgia
- Illinois
- Michigan
- Texas

Continuing Education:

- Arizona
- California
- Florida
- Georgia
- Illinois
- Indiana
- Maine
- Michigan
- Minnesota
- New York
- Oklahoma
- Pennsylvania
- South Carolina
- Texas
- Virginia



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Enrollment Information



Prospective students may enroll in any Key Realty School program through any of the following methods:

1. **Phone** - Call the admissions office of Key Realty School toll free at **800.472.3893** or local at **702.313.7000**. Speak to any school counselor about additional course information or enrollment.
2. **Online** - Log onto www.keyrealtyschool.com or scan the QR code | Review the website for additional course details or click on the online enrollment tab at the top of any page to enroll.
3. **In Person** - Visit the admissions office at one of the locations to speak with a school counselor about additional course information or enrollment. Scan the QR code to see which location works best for you.



Check out some of the resources available to Key Realty School students below:

1. **Student Resource Center** - Access information and documents to help with frequently asked questions, troubleshooting, and requesting information from Key Realty School.
2. **Job Placement** - Key Realty School partners with many companies to ensure all students have a wide range of company business plans to select from after course completion.



Refund Policy: Refund requests must be made on a form supplied by Key Realty School. All remaining tuition reimbursed via check only. Refunds can only be obtained during the first 60% of the course taken. Refunds will be prorated based on the start date noted on the enrollment form. Due to the availability of correspondence courses, classroom attendance is not an indicator of attendance. Refunds for correspondence are based on 8 hours per day of education. Refunds for classroom courses are based on the number of scheduled hours per day after the noted start date. There will be no refund given after 60% of the class has passed. All materials must be returned in a usable condition for a refund to be issued on the material. If the material cannot be returned the prices of the materials will be subtracted from the course tuition. A nonrefundable enrollment fee of 10% (of the entire tuition of the course) is always complete due to natural disaster, death, destruction or other means. Though this highlights the refund policy, the full description is located in the catalog of policies and procedures. Job placement is provided but not guaranteed. The admissions office of Key Realty School may grant credit for previous training. The school will reduce tuition and the length of the course if credit is granted. Key Realty School is approved by the Nevada and California Real Estate Commission and licensed by the Nevada Commission on Post Secondary Education. By signing the enrollment form you acknowledge this agreement and understand the contract. All policies can also be found online at www.KeyRealtySchool.com



Over 60,000 Students Have Taken Nevada Courses From KEY!
A Nevada company dedicated to serving Nevada's education needs.

