



State of Nevada Department of Business & Industry
Division of Mortgage Lending

3300 W. Sahara Avenue, Ste. 285 Las Vegas, NV 89102 (702) 486-0782

Education Instructor Application

Per [NAC 645A.135](#) and [NAC 645F.565](#), an instructor must have written approval from the Commissioner before teaching an approved course. No retroactive approval for instructors will be granted.

In order to be processed, an application must be submitted and must be complete with all requested information and attachments. Incomplete Applications will not be processed.

Applicants are encouraged to:

- Read all instructions on the application carefully.
- Complete forms in full. Sign and date (dates to be current) all forms where applicable.
- Be sure to attach all requested documentation.

If you have any questions, please call the Division at (702) 486-0782.

Applications can be submitted to:

The Division of Mortgage Lending
Attn: Education and Information Officer
3300 W. Sahara Ave., Ste. 285
Las Vegas, NV 89102

Please use the fillable areas to provide the following requested information:

1. Name of applicant:

2. Mailing address:

3. Telephone number(s):

4. E-mail:

5. Are you licensed as an escrow agent? Yes No

If yes, please provide your license number. _____ *Note that as a licensed escrow agent, you may receive credit for your own continuing education requirements at the rate of two hours of credit for each one hour taught.*

6. Please list the name, address, and phone number for each Education Provider you will be associating with as an instructor as well as the courses you will be teaching:

7. Have you been disciplined by the Commissioner within the immediately preceding five years?

Yes No

8. Have you been disciplined by the Commissioner more than one time?

Yes No

9. Have you been determined in an administrative or judicial proceeding to have violated any statute, rule, regulation, or order pertaining to mortgage lending, real estate, or the practice of covered service providers, foreclosure consultants, loan modification consultants, or escrow agents in Nevada or any other state?

Yes No

10. If applying to teach a course relating to your principal occupation, please indicate which of the following will be provided as proof that you are eligible to teach an approved course per [NAC 645A.135 \(4\)](#) and [NRS 645F.565 \(4\)](#)

- A bachelor's degree or a more advanced degree, *plus* at least two years of full-time experience in the field in which you will be providing instruction
 - Teaching experience of at least 75 hours in the field in which you will be providing instruction within the three years immediately preceding the date of the application for approval *plus* at least three years of full-time experience in that field.
 - At least six years of full-time experience in the field, or a closely related field, in which you will be providing instruction
 - Any combination of at least six years of college-level course work and full-time experience in the field in which you will be providing instruction
- I have verified that the requested materials are included with this submittal**

11. Please provide the name, contact information, and relationship of three references that can speak to your honesty, integrity, and trustworthiness.

12. Please submit a resume with this application. The resume should outline your professional experience, education, and teaching experience in the field for which you will be providing instruction. If you are licensed in Nevada or any other state in the mortgage industry or a related field, please provide a copy of the license(s) and certification(s) along with your resume.

- I have verified that the requested materials are included with this submittal**

13. How will you ensure that class sessions are commenced in a timely manner and are conducted for the full amount of time that is approved?

14. How will you ensure that each approved course is taught according to the course plan and any instructor guide that was approved by the Commissioner, including furnishing to students the appropriate student materials?

15. How will you present information in a way that is thorough, accurate, logical, orderly, and understandable to attendees? How can you incorporate illustrative examples in your presentation? How do you plan to respond to questions from students?

16. Explain any instruction techniques, in addition to lectures, that you will use? (e.g., role playing, activities, etc.)

17. Explain your plan for managing and maintaining an appropriate learning environment and effective control of a class? Include how you would deal with someone who is being disruptive (e.g., cell phone use or taking control of the discussion). Include how you would deal with someone who is not focused on the class and distracted by something else (e.g., hand held devices or leaving the class).

18. Working with adults, how can you encourage them to learn?

19. Working with adults, how will you avoid offending the sensibilities of students?

20. Working with adults, how will you avoid personal criticism of any other person, agency, or organization?

21. Please carefully read and initial next to each statement below. Then, provide a signature and date that you understand and attest to each statement. ([NAC 645A.140](#) and [NAC 645F.570](#))

- I understand and acknowledge that the Commissioner will periodically review and evaluate any approved instructor.
- I understand and acknowledge that the Commissioner may deny or withdraw an instructor's approval who:
 - does not meet the standards set forth in NAC 645A.135 or NAC 645F.570
 - does an inadequate job of teaching the subject matter of an approved course, as evidenced by student evaluations or an audit conducted by the Commissioner
 - has been determined in any administrative or judicial proceeding to have violated any statute, rule, regulation, or order pertaining to mortgage lending, real estate, or the practice of covered service providers, foreclosure consultants, loan modification consultants, or escrow agents
 - has been convicted of, or entered a plea of guilty or nolo contendere to any crime involving fraud, deceit, misrepresentation, or moral turpitude
 - engages in inappropriate behavior in the classroom as evidenced by an audit conducted by the Commissioner
- I understand that I may appeal the decision of the Commissioner to deny or withdraw my approval as an instructor by filing an appeal with the Commissioner not later than 20 days after the date on which the denial or withdrawal of the approval becomes effective. I understand I have a right to a hearing.

Name of Applicant as an Instructor _____

Signature: X _____

Date: _____

22. I understand and acknowledge that if approved as an instructor by the Commissioner, I shall ensure that:

- Class sections are commenced in a timely manner and are conducted for the full amount of time that is approved.
- Each approved course is taught according to the course plan and any instructor guide that was approved by the Commissioner, including the furnishing to students of appropriate student materials
- I conduct myself in a professional manner that demonstrates the following basic teaching skills:
 - The ability to present instruction in a thorough, accurate, logical, orderly, and understandable manner using illustrative examples as appropriate and responding appropriately to questions from students
 - The ability to effectively use varied instructional techniques in addition to lectures, including class discussion, role-playing, and other engaging techniques
 - The ability to maintain an appropriate learning environment and effective control of a class
 - The ability to interact with adult students in a positive manner that encourages them to learn, demonstrates an understanding of varied student backgrounds, avoids offending

the sensibilities of students, and avoids personal criticism of any other person, agency, or organization

Name of Applicant as an Instructor _____

Signature: X _____

Date: _____

23. I understand and acknowledge that I am to provide each student who successfully completes an approved course with a Certificate of Completion in a form satisfactory to the Commissioner indicating that the student has successfully completed the applicable number of hours of instruction. To receive a Certificate of Completion for an approved course, a student must:

- Direct his or her attention to the instruction being provided and refrain from engaging in activities unrelated to instruction.
- Refrain from engaging in activities which are distracting to other students or the instructor; or which otherwise disrupts the orderly conduct of a class, including, without limitation the use of text messages, voice pagers, beepers, smartphones, and cellular phones.
- Not be absent from the classroom for more than 18 minutes per every three hours of instruction, not including break periods.

Name of Applicant as an Instructor _____

Signature: X _____

Date: _____