



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

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

Education Provider Application

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.
- Each course offered by the applicant must be submitted individually with all necessary materials included (hard copies). *A separate application form for course approval is provided on the MLD website www.mld.nv.gov*

Original Applications: Per [NAC 645A.085](#) and [NAC 645F.515](#), a provider that wishes to offer approved courses to meet the educational requirements for licensure or continuing education must apply to the Commissioner before offering any approved courses and annually thereafter **on or before December 31 for approval.** A General Information Application must be submitted along with a PE/CE Course Application for each proposed course.

Annual Renewals without changes: Per [NAC 645A.085](#) and [NAC 645F.515](#), an application for renewal must be submitted to the Commissioner **at least 5 weeks before the previous approval expires.** If the provider does not timely submit the application for renewal, the provider must apply for an original approval. If approved course content and/or materials have not changed since originally approved by the Division, an approved Education Provider shall complete the General Information Application only, and does not need to submit individual course applications.

Annual Renewal with material changes: Per [NAC 645A.090](#) and [NAC 645F.520](#), an application for renewal must be submitted to the Commissioner **at least 5 weeks before the previous approval expires.** If the provider does not timely submit the application for renewal, the provider must apply for an original approval. If previously approved course content and/or materials have anticipated changes, a General Information Application as well as a PE/CE Course Application and submittal packet must be submitted.

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

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

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

1. Provider Name:
2. Provider Phone number:
3. Provider Address:
4. Contact person and contact information including phone number and e-mail address:

5. Identify the ownership of the provider, including the business organization and the names and addresses of all directors, principals, officers, and others having an interest as an owner:

6. Is the Provider licensed to operate by the Commission on Postsecondary Education? Yes No
If so, please provide evidence of such licensure.

7. Please provide a list of instructors and indicate if each has been approved by the Commissioner or has applied for approval: *(if applying for approval, please note that instructors must be approved by the Commissioner before instructing any class.)* **Note: Moderators of webinars and/or creators of on-line/computer-based courses are considered instructors and need to receive approval from the Commissioner. A separate application form for instructor approval is provided on the MLD website www.mld.nv.gov**

8. Please provide the names of individuals authorized to sign Certificates of Completion for offered courses and their title/position with the provider.

9. Please indicate where student records will be located as well as the contact information for the person responsible for those records:

10. Please provide a description of classroom facilities. Descriptions should include seating capacity, hours of operation, security, accessibility, bathroom facilities, and available parking for attendees:

11. Please provide a list of all courses and course numbers available for licensees under NRS 645A and NRS 645F that are currently being offered and **do not** have or need any material changes in the information provided since the course was originally approved by the Commissioner.

By signing below, I declare that the courses listed above have had no material changes in the information provided to the Commissioner by the Education Provider, since the approval issued by the Division on

Name of Authorized Person submitting application: _____

Signature X _____

12. Please provide a list of all courses and course numbers intended for licensees under NRS 645A and NRS 645F, that are new or have material changes since originally approved, and need to be approved by the Commissioner before they are able to be offered. Be sure to attach an individual course application for each course listed.

13. Please carefully read and initial next to each statement below. Then, provide a signature and date that you understand and attest to each statement.

- I certify that neither the Education Provider nor any instructor employed by the Education Provider has been disciplined by any governmental agency or entity in Nevada or any other state at any time.
- I certify that the education course(s) will not be provided free of charge as an inducement for students or their employers to utilize the services of the Education Provider for any mortgage-related activities.
- I agree to report to the Division any material changes to the information contained in this application or a course application within 15 days after the occurrence.
- I certify that the course materials reflect current law and the marketplace. I further certify that the Education Provider will update the course materials and submit the same to the Division for approval, at least annually, to reflect all applicable changes in law and the marketplace.
- I consent to the auditing and/or evaluation of the course(s) and instructor(s) at any time by authorized representatives of the Division or its designee(s) and will make all records and materials requested for the review available.
- I certify that the Provider will maintain a record of each student's attendance and certification in any applicable courses for four years after the student's enrollment and shall have such records open to inspection by the Commissioner, upon request, during the Provider's business hours.
- I certify that the Provider will submit, at least quarterly, a tentative schedule of the courses that are offered.
- I certify that the Certificates of Completion for attendees will only be signed by the designated representatives of the Provider only if all requirements, including attendance, have been met.
- I certify that the Provider will not provide, distribute, disseminate or otherwise make available to students the answers to examination questions.
- I certify that the Education Provider has met all applicable requirements in law.
- I declare under penalty of perjury under the laws of the State of Nevada that I have read the foregoing and it is true and correct.

Name of Education Provider _____

Name of Person Authorized to Submit Application _____

Signature of Person Authorized to Submit Application X _____

Date: _____