



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

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

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**Application for PE/CE Course Approval – Distance Education**

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).

**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.110](#) and [NAC 645F.540](#), 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. Providers need only submit a Provider Application listing the current courses that have not had, nor will need any changes made. As part of the application, the Provider will certify that the listed course(s) do not have nor need any changes.

**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.

Applications and all required material should be submitted to:

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

**This course application must be completed for each course being offered. Staple or attach this fillable application form to the top of each course submittal package. For each course submittal package, please include hard copies of the following if applicable:**

- lesson plans (including notes and outlines)**
- tests**
- quizzes**
- answer keys**
- presentations (including scripts)**
- hand-outs**
- advertisements**
- any other materials that will be presented to attendees**

**Check the appropriate course type for this application:**

- The provider is applying for a computer self-paced distance education course. This type of submittal requires a complete copy of the course be provided to the Commissioner in the medium to be used. If requested, all equipment and software necessary to enable the Commissioner to review the course must be made available.**
- The provider is applying for an Internet-based distance education course. This type of submittal requires complete access to courses via the Internet at no charge and at dates and times satisfactory to the Commissioner.**
- The provider is applying for another type of distance education course. This type of submittal requires complete access to courses via the appropriate medium at dates and times satisfactory to the Commissioner. If requested, all equipment and software necessary to enable the Commissioner to review the course must be made available.**
- I have verified that the requested materials are included with this submittal**

Please provide the following information for the course offered:

1. Provider Name:

Date:

2. Contact Person's Name and Contact Information:

3. Course Name:

4. Course Number:

5. Please indicate the licensee type(s) that this course will apply to:

- Escrow Agents
- Covered Service Providers
- Foreclosure Consultant
- Loan Modification Consultant

6. Please indicate the necessary requirement(s) this course will fulfill:

(refer to [NAC 645A.070](#) – [NAC 645A.080](#) and [NAC 645F.505](#) for guidance and clarification)

- Hours toward professional ethics; including fraud and consumer protection
- Hours toward Nevada law and regulations related to escrow agents and escrow agencies
- Hours toward Nevada law and regulations related to mortgage lending or activities of covered service providers, foreclosure consultants, and loan modification consultants
- Hours toward applicable federal law or regulations, practical application of escrow processes, or specialized area of practice
- Hours toward electives

7. Please indicate the number of hours this course will fulfill.

8. Please provide a tentative schedule including days, times, locations, and approved instructors of this course:

9. List the titles, authors, and publishers of all required textbooks:

10. Please list and explain the purpose for all fees to be charged for this course including fees for books and materials:

11. Describe the methods to be used to track and monitor developments in the industry, Division, and legislation likely to affect the course content.

12. Explain the requirements for attendance and how instructors will implement verification of the attendance requirements as well as the identification of attendees.

13. Please provide a detailed lesson plan with the time allotment for each section/subject covered in the course, instructor notes, and script if narrated. Include how the instructor will maintain the attention of the attendees and engage them throughout the course. Besides tests and quizzes, how is the instructor assessing if attendees are understanding the content presented?

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

14. Describe the design of the course. Is it modular with quizzes at the end of each module; is it lecture-based or does it use participative activities? What audio/visual aids, if any, are used in the presentation of the course?

15. Describe the type and frequency of interaction between the instructor and the students. Please include the instructor's response time.

16. Describe the support services that are available to students?

17. Describe the methods of assessing the student's understanding of content during the instruction?

18. How many examinations, quizzes or tests, will be given for this course:  
Explain the purpose of each examination and how it will be scored and weighted toward the overall course objective.

19. Will examinations be proctored?  Yes  No

If the examinations are proctored, please provide the Certificate of the Test Proctor and the location where testing will take place.

If the examinations are not proctored, please provide all necessary information to demonstrate that the exam is timed and contains satisfactory security measures to verify the test-takers identity.

20. Please provide a sample of the Certificate of Completion for this course. The certificate should include the following: the name of the education provider, the title of the course, the delivery method (live, on-line, etc.), the student's complete name and license number if applicable, the course dates, number of hours completed on each date, the date the Certificate of Completion was generated, and the statement "This course is approved by the Division of Mortgage Lending."

**I have verified that an attached sample is included with this submittal**

21. Each approved course and each instructor of an approved course must be evaluated by students on a form prescribed by the Commissioner. The form can be found in this application packet or on the MLD website [www.mld.nv.gov](http://www.mld.nv.gov) in the Education resources.

**I have verified that the form will be provided to course instructors and handed out to each attendee.**

## Instructor / Course Evaluation Form

As a follow-up to this course, your feedback would be appreciated and we ask that you complete the following evaluation form. The purpose of this evaluation is to receive comments from attendees on courses offered so that we can evaluate and improve our product and its delivery.

At the bottom of the evaluation form is a place for comments. You are encouraged to offer both suggestions for improvement as well any positive feedback letting us know what you found helpful in the course. The information obtained from this evaluation will be used to review and assess the quality and thoroughness of the information provided and to identify areas where improvements or changes may be implemented.

Title of Course: \_\_\_\_\_ Course Number: \_\_\_\_\_

Instructor: \_\_\_\_\_ Location: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Credit Hours: \_\_\_\_\_

<b>Instructor Evaluation</b>	<b>Excellent</b>	<b>Good</b>	<b>Average</b>	<b>Fair</b>	<b>Poor</b>
Demonstrated knowledge of course content					
Presented information in a logical way that was easy to understand					
Use varied techniques in addition to lectures such as role-playing, activities, or lesson aids					
Encouraged discussion and questions					
Responded satisfactorily to questions					
Gave real-world examples to illustrate concepts					
Followed the course outline					
Conducted himself or herself in a professional and courteous manner					
Kept to the scheduled times for starting, breaking, and ending class sessions					
Maintained control of the class; handled disruptions appropriately					

<b>Course Evaluation</b>	<b>Excellent</b>	<b>Good</b>	<b>Average</b>	<b>Fair</b>	<b>Poor</b>
Objectives of this course were consistent with expectations and content					
Practical value of content					
Content and materials provided were current and relevant to applicable laws and market conditions					

If you rated any parts of the evaluation as “average” or below, please explain the reason for your rating.

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What suggestions do you have to improve this course?

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What did you find helpful or useful while attending this course?

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Name: (optional) \_\_\_\_\_

Date: \_\_\_\_\_