



First Year License Renewal Worksheet

Name: _____ License#: _____ Expiration Date: _____

The **first year** of licensing, the [State of Nevada Real Estate Division](#) requires you to complete 10 Sessions of POST Licensing (Session 1-10).

This worksheet is a convenient way to track your education information for license renewal.

First Year Sessions:

Session 1: Professional Conduct, Etiquette, Ethics

Session 2: Agency Relationships

Session 3: Contracts, Qualifying Prospects, Writing and Presenting the Purchase Agreement

Session 4: The Listing Process, Market Analysis & Inspections

Session 5: Buyer Representation, Buyer Brokerage Contracts, Fiduciary Duties, Disclosures, Agent Cooperation, New Home Tract

Session 6: Negotiation, Costs of Sale, Cost Sheets

Session 7: Escrow, Title, Closing Process & Financing

Session 8: Regulatory Disclosures, Disclosures Required by Federal, State, & Local Governments & Advertising

Session 9: Communications, Technology, Records & Time Management, Goal Setting, and Devising Action Plan

Session 10: Land, Property Management, Tax Opportunities, and Liabilities Related to the Client

Be sure to make copies of all original certificates and keep in a safe location, until you submit your renewal paperwork.

First Year Post Licensing Sessions Information Chart

Submission Due Date: _____

Session	POST #	Date	Session	POST #	Date
Session 1			Session 6		
Session 2			Session 7		
Session 3			Session 8		
Session 4			Session 9		
Session 5			Session 10		

Renewal applications must be mailed with a postmark prior to your license expiration or completed online prior to your license expiration. Please check the [Division website www.red.nv.gov](#) for more details and documents required to be submitted for renewal.

Reference Form 580 from the Division for license renewals

Note: All first year education must be taken "Live"

For questions regarding your license renewal, contact [Nevada Real Estate Division](#)

(702) 486-4033 or realest@rd.nv.gov

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REVISED 2023