



# **NORTHERN NEVADA REAL ESTATE SCHOOL**

## **2022 Course Catalog**

Business Hours:

Monday, Wednesday, Thursday 1:00pm – 5:00pm

Tuesday 1:00pm – 5:00pm

Closed Friday, Saturday & Sunday

Director: Justin Roper

Academic Director: Michelle Braselton Roper

Instructor: Michelle Braselton Roper

Substitute Instructor: Peter Stefani

3951 S. McCarran Blvd. Reno, NV 89502

775-829-1055

[www.northernnevadarealestateschool.com](http://www.northernnevadarealestateschool.com)

**EFFECTIVE January 1, 2022**

## **GENERAL INFORMATION:**

Northern Nevada Real Estate School's programs are approved by the Nevada Commission on Post-Secondary Education and the 120-hour Pre-License Real Estate Course is approved by the Nevada Real Estate Commission. The school has fully licensed instructors approved by the Nevada Real Estate Division.

In operation since 1974, the school is owned and operated by Justin Roper and Michelle Braselton Roper. The school's facility consists of 1,625 square feet and is located at 3951 S. McCarran Blvd. in Reno, Nevada (Air Center Plaza, at the corner of Longley Lane and S. McCarran Blvd.).

The school specializes in preparing the individual with all the current information and latest state regulatory practices regarding the sale of real estate in Nevada. Instruction is offered in a classroom environment with live instruction. Power Point presentations and an overhead projector will be used during instruction. Student interaction is encouraged and welcomed.

Two consecutive 5 week sessions, in real estate principles and real estate law, are approved for six semester credits by the Division of Real Estate. These programs are designated to qualify the student to apply for the salesman's real estate license for the State of Nevada and to prepare the student for a successful career in real estate.

### **Our classes for the 2022 calendar year are offered as follows:**

January 3 – March 10

April 4 – June 9

June 13 – August 18

September 19 – November 23

### **CLASS DATES SUBJECT TO CHANGE**

Registration is available in the office of the real estate school, up to and including the day that classes start for any given session. Online registration is also available at [www.northernnevadarealestateschool.com](http://www.northernnevadarealestateschool.com).

Students are welcome to join at any time. Should a student not start at a scheduled start date, they will be in a rolling program to complete the ten-week course. For instance, a student starts in week 4 of a given session: they will complete weeks 4-10 of the current session, then complete weeks 1-3 of the following session to account for the full ten weeks.

## **INSTRUCTORS & GUEST SPEAKERS:**

Michelle Braselton Roper is an attendee of the University of Nevada, Reno. She is a licensed real estate salesperson in the state of Nevada. Ms. Roper has been involved in the administrative duties of the real estate school for over ten years and is currently the primary Instructor of the school for preparatory courses for the state real estate examination. She is the third generation of her family to own and operate the real estate school.

Peter Stefani is approved as an instructor for the school and may, on occasion, act as a substitute teacher. Mr. Stefani is a licensed real estate broker in the state of Nevada.

Guest instructors are sometimes invited to share their expertise with the students.

## **OUR PROGRAM: Pre-License Real Estate (120 hours), incorporating 18 hours of Nevada Law**

Our objective is to provide the student with all current information and the latest state regulatory practice regarding the sale of real estate in the State of Nevada. The following subjects are covered during the ten weeks of instruction:

Real Estate Principles: 75 hours

- Brokerage and Laws of Agency
- Financing
- Mathematics
- Land Economics & Appraising (Valuation)
- Land Descriptions

Real Estate Law: 45 hours

- Nature of Real Property: Ownership, Use & Transfer
- Real Estate Law & Contracts: Applied Practice & Disclosures
- Acquisition & Transfer
- NRS Chapters 645, 645C, 645D, 113, 116, 119, & 119A
  - And the Nevada Administrative Code
- Federal Fair Housing Laws

## **TUITION:**

### **IF PAID IN FULL AT TIME OF ENROLLMENT:**

The cost of the course is \$529 if paid in full at the time of enrollment

### **IF PAYING THROUGH PAYMENT PLAN:**

Should you choose the payment plan, you are required to make an initial deposit of \$250. You understand that the balance is to be paid as two monthly installments of \$159.50 each, for a total of \$569. Payment in full will be required before you are issued a certificate of completion.

The school provides the students with all materials needed for the course, excluding a basic calculator.

## REFUND POLICY: As provided for in NRS 394.449

1. Each postsecondary educational institution shall have a policy for refunds which at least provides:
  - (a) That if the institution has substantially failed to furnish the training program agreed upon in the enrollment agreement, the institution shall refund to a student all the money the student has paid.
  - (b) That if a student cancels his or her enrollment before the start of the training program, the institution shall refund to the student all the money the student has paid, minus 10 percent of the tuition agreed upon in the enrollment agreement or \$150, whichever is less, and that if the institution is accredited by a regional accrediting agency recognized by the United States Department of Education, the institution may also retain any amount paid as a nonrefundable deposit to secure a position in the program upon acceptance so long as the institution clearly disclosed to the applicant that the deposit was nonrefundable before the deposit was paid.
  - (c) That if a student withdraws or is expelled by the institution after the start of the training program and before the completion of more than 60 percent of the program, the institution shall refund to the student a pro rata amount of the tuition agreed upon in the enrollment agreement, minus 10 percent of the tuition agreed upon in the enrollment agreement or \$150, whichever is less.
  - (d) That if a student withdraws or is expelled by the institution after completion of more than 60 percent of the training program, the institution is not required to refund the student any money and may charge the student the entire cost of the tuition agreed upon in the enrollment agreement.
2. If a refund is owed pursuant to subsection 1, the institution shall pay the refund to the person or entity who paid the tuition within 15 calendar days after the:
  - (a) Date of cancellation by a student of his or her enrollment;
  - (b) Date of termination by the institution of the enrollment of a student;
  - (c) Last day of an authorized leave of absence if a student fails to return after the period of authorized absence; or
  - (d) Last day of attendance of a student,↳ whichever is applicable.
3. Books, educational supplies or equipment for individual use are not included in the policy for refund required by subsection 1, and a separate refund must be paid by the institution to the student if those items were not used by the student. Disputes must be resolved by the Administrator for refunds required by this subsection on a case-by-case basis.
4. For the purposes of this section:
  - (a) The period of a student's attendance must be measured from the first day of instruction as set forth in the enrollment agreement through the student's last day of actual attendance, regardless of absences.
  - (b) The period of time for a training program is the period set forth in the enrollment agreement.
  - (c) Tuition must be calculated using the tuition and fees set forth in the enrollment agreement and does not include books, educational supplies or equipment that is listed separately from the tuition and fees.

Any refund due to the student will be based on the prorated number of classes attended of the thirty (30) classes required for the entire course. **ONCE THE STUDENT HAS ATTENDED 60% (OR 18) OF THE REQUIRED CLASSES NO REFUNDS WILL BE GIVEN FOR ANY REASON.**

### Example:

Student attends six (6) classes,  $6 \text{ divided by } 30 = .20 \text{ or } 20\%$   
Student obligation =  $\$529 \times 20\% = \$105.80$   
Student refund =  $\$529 - \$80 = \$423.20 \text{ refund}$

### **3-DAY CANCELLATION POLICY:**

If a student cancels his or her enrollment before the start of the training program or no later than three (3) days after signing the Enrollment Agreement, the institution shall refund to the student all the money the student has paid. Cancellation may occur when the student provides a written notice of cancellation to the campus. This can be done electronically, by mail, or by hand delivery. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage. The written notice of cancellation need not take any particular form and, however, expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.

### **STUDENT GRIEVANCE AND APPEALS:**

Our academy is dedicated to the fair treatment of and professional conduct with students. This policy and procedure pertains to grievances of a various nature including but not limited to: academic, discrimination, harassment, and bullying. Should any student have a complaint, the student is asked to discuss the matter with the Nevada Director/ School Official who will engage in an informal process to settle the dispute in good faith. That informal process will involve three steps:

1. Define the problem
2. Identify acceptable options for resolution

If, as a result of these discussions, the student does not feel that the issue has been satisfactorily resolved, the student can file a formal complaint to the Nevada Commission on Postsecondary Education at [www.cpe.nv.gov](http://www.cpe.nv.gov).

### **CLASSES:**

Classes are conducted three days a week for ten consecutive weeks. An individual may choose to attend either morning or evening classes, or a combination of the two, whichever suits their personal schedule. Morning sessions are scheduled at 9am. Evening classes are scheduled at 5:30pm. Classes are held on Monday, Wednesday and Thursday during the ten-week session. Exceptions will be made in the event a holiday falls on a regularly scheduled class day. School holidays include: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving and Christmas. The ten-week course will be held four times throughout the year.

## **ENTRANCE REQUIREMENT:**

Previous knowledge of real estate practices is not required. However, any prior educational background and experience will be considered in developing an individual's training. Students are required to be 18 years of age or older and have a high school diploma or equivalency, or take a Wonderlic exam at the school.

Review materials are given prior to completion of the course at no additional cost to the student.

### **NAC 645.410 Approved schools: General requirements for certification of students. ([NRS 645.190](#), [645.343](#))**

1. Except as otherwise provided in [NAC 645.412](#), a school which the Commission has approved to give a course fulfilling the educational requirements for original licensing shall require each student to attend the required number of hours of instruction and take at least two examinations in the course as a condition of receiving certification for the course.
2. The school may certify only the number of hours for which the course has been approved by the Commission.
3. The entire course must be completed by the applicant or licensee to satisfy the licensing requirements.
4. For the purposes of this section:
  - (a) An "hour of instruction" means 50 minutes or more; and
  - (b) One semester credit is equal to 15 hours of instruction.

### **NAC 645.435 Course required to obtain original license as salesperson. ([NRS 645.190](#), [645.343](#))**

1. A course of instruction in real estate principles, practices, procedures, law and ethics which is designed to meet the educational requirements of an applicant for an original license as a salesperson must consist of:
  - (a) At least 90 hours of classroom lectures; or
  - (b) The equivalent in a correspondence or extension course.
2. The content of the course must be divided among subjects listed in [NAC 645.210](#), including:
  - (a) At least 45 hours on the principles and practices of real estate, which must include:
    - (1) Brokerage and laws of agency, 21 hours.
    - (2) Valuation and economics, 12 hours.
    - (3) Finance, 12 hours.
  - (b) At least 45 hours on the law of property and the regulation of brokers and salespersons and the ethics of selling real estate, which must include:
    - (1) Ownership, transfer and use of property, 25 hours.
    - (2) [Chapters 113, 116, 119, 119A, 645, 645C](#) and [645D](#) of NRS and the regulations adopted pursuant thereto, 18 hours.
    - (3) Applied practice and statutory disclosures, 2 hours.

## **ATTENDANCE:**

As a student must attend a minimum of one hundred twenty (120) hours, we strongly encourage you to attend all scheduled classes. In the event you are unable to attend a classroom session, please notify the school as soon as possible. The school will work with you to arrange for make-up work, which will entail you sitting in on another classroom session to cover the required hours.

In the event you miss more than three (3) consecutive classes, you will be converted to a correspondence student and will complete your course as such. Our correspondence course is designed to be a self-study course that is completed on your own timeline. Attendance in any classroom lectures is not required but is encouraged. The correspondence course requires a minimum of four weeks to complete, with a maximum of one year from enrollment for completion.

## **PROGRAM COMPLETION:**

A student must attend a minimum of one hundred twenty (120) hours, complete all assigned homework and reading assignments and maintain an average of 75% or above on graded assignments. Also, three supervised examinations for the course are mandatory: two mid-term examinations and one final examination. A minimum grade of 75% is required on each examination to receive credit for this course. If these requirements are met and the student has fulfilled their obligations, they are eligible for certification of course completion. Failure to comply with these requirements will delay the student's certification.

In the event the requirements are not met, or satisfactory progress is not being made (maintaining an average of 75% or above), you shall schedule an appointment with the Academic Director to arrange for assistance. Students not meeting requirements or making satisfactory progress will not be allowed to continue in the program without meeting with the Academic Director. Shall the student not wish to meet with the Academic Director, the student will be withdrawn from the class and receive a refund as specified under the Refund Policy. Readmission at a later date will be subject to the full tuition amount.

All classes pertaining to this tuition must be completed WITHIN ONE YEAR. No refunds will be given, and no classes may be attended after this date. Any classes you wish to attend after the conclusion of one year will require payment of the class tuition IN FULL before classes may be restarted.

The school will give credit for previous training if approved by the Nevada Real Estate Division in writing.

All classes offered by this school have been approved by the Nevada Real Estate Commission. Graduates of the course will be certified for pre-licensing educational requirements in the State of Nevada.

## **STUDENT CONDUCT POLICY:**

Students are expected to conduct themselves as mature and law-abiding members of both the school and the general community, and to comply with requests of the administrative authorities of the school for maintenance of order on school premises. Behavior which jeopardizes the health or safety of the school community, or disrupts the educational activities and supporting services of the school, is subject to review and penalty. Students that violate the Student Conduct Policy will be terminated from the program.

## **TUITION RECOVERY FUND - STUDENT INDEMNIFICATION:**

In an event of a schools discontinued operation or a violation by the institution per NRS 394.383 to NAC 394.560, an account for student indemnification may be used to indemnify a current student or enrollee who has suffered damage as a result of: discontinuance of operation or violation by such institution of any provision of NRS 394.383 to 394.560.

## **PLACEMENT SERVICES:**

### **PLACEMENT IN A JOB IS NOT GUARANTEED, NOR PROMISED, TO ATTENDEES.**

The school will allow a limited number of local, licensed Real Estate Brokers to make recruiting presentations to the class. Please see a staff member for a list of scheduled brokers in each session.