



Established 1996

800 N Rainbow Blvd, Ste. 208 Office 6, Las Vegas, NV 89107 Office: (702) 256-2801 or 1-800-977-8835

Licensed by the Commission on Post-Secondary Education

Approved by the Nevada Real Estate Division on behalf of the Nevada Real Estate Commission

On the Web: <https://www.abcrealestateschool.com>

Admissions: Rick Weber (rick@abcrealestateschool.com)

Administrator & Instructor: Dr. Cindy Weber (cindy@abcrealestateschool.com)

CATALOG

DESCRIPTION OF NEVADA PRELICENSING COURSES

Real Estate Pre-licensing Course Package - 120 Hours

This course package consists of both the 90-hour and 30-hour courses below. It is a licensing requirement for new applicants.

Real Estate Principles, Practices, Procedures, Law & Ethics - 90 Hours

The 90 hour course is part of the 120-hour licensing requirement. Content includes: (1) Brokerage and Law of Agency 21 hours, (2) Valuation and Economics 12 hours, (3) Finance 12 hours, (4) Property Ownership, Transfer and Use 25 hours, (5) State Laws and Applicable NAC 18 hours, and (6) Applied Practice and Statutory Disclosures 2 hours.

Practical Applications: Contracts and Agency in Nevada - 30 Hours

The 30 hour course is part of the 120-hour licensing requirement. Topics consist of (1) 15-hours on the preparation of contracts in real estate transactions to the extent allowed in the capacity of a license, and (2) 15-hours on agency.

Real Estate Law & Ethics - 45 Hours

This course consists of 45 hours of real estate law. It has been designed to complete the requirements for an original real estate license, if the individual has received the remainder of hours of instruction from another source. It includes the 18-hour Nevada Law course. In addition to 18-hour Nevada Law topics, Real Estate Law topics consist of contracts, finance, escrow, forms of ownership, federal financing regulations, interests in real estate and legal descriptions.

Nevada Real Estate Law - 18 Hours

This course is designed for applicants who have completed a pre-licensing course that adequately meets the remainder of the Nevada licensing requirement and only requires proof of Nevada specific education, needs test preparation materials for the Nevada state specific portion of the exam, or are upgrading their Nevada license and need review information. Topics include: (1) Duties and powers of the Commission, (2) Licensing requirements, (3) Agency, (4) License practice, (4) Disclosures, (5) Contracts, (6) Record keeping, (7) and Special topics.

Broker Management – 45 Hours

This course is required for applicants applying for either a Broker or Broker-Salesperson's license. Business plans, federal laws, valuations, office policies, forms, financing, professional relationships and emerging trends are included topics.

Real Estate Appraisal – 45 Hours

This course is a broker upgrade course, designed for individuals who are applying for either a Broker or Broker-Salesperson's license and have not completed 64-credit specific hours of the required education; either through experience or education. Topics include general appraisal topics including appraisal and valuation, the profession and terminology.

Time Share Sales Agent – 14 Hours

This course is required for applicants for a Time Share Sales Agent License in Nevada. A Time Share Sales Agent exclusively sells new time shares. Content includes: (1) Principles and practices of selling timeshares 8 hours, and (2) Professional ethics and the applicable laws and regulations relating to timeshares including NRS 119A and the Applicable NAC.

Business Broker Permit – 24 Hours

This course is required for individuals who plan to apply for a Business Broker Permit in Nevada. Topics include (1) Understanding and recasting financial statements, (2) Business valuation: Determination of most probable selling price, (3) Structuring listing and purchase offer agreements, (4) Additional terms and conditions, (5) ethical issues, and (6) Nevada laws and regulations.

Our Mission: To offer practical, understandable, and useful real estate education.

Is the School Licensed? ABC Real Estate School is licensed by the Commission on Post-Secondary Education and classes are approved by the Nevada Real Estate Division on behalf of the Nevada Real Estate Commission.

When are the office/school hours? Office hours are 9:00 am – 5:00 pm Monday through Friday. We usually answer the phone and email, even when the office is closed. The office is closed on the following legal holidays: New Year's Day, Martin Luther King Day, Memorial Day, Juneteenth, 4th of July, Labor Day, Thanksgiving Day and Christmas Day.

What are the Entrance Requirements? Students must be a minimum of 17 years old to attend courses and 18 to apply for a license. Basic reading skills are recommended.

What is the school description? The school is located in a two-story office building on the corner of Rainbow and Washington. The school has access to multiple conference rooms; the largest seats up to 20 students. Live instruction has a maximum 20 to 1 teacher to student ratio.

How do I become an active Real Estate agent?

- Sign up for and pass the appropriate real estate course.
- Start the background investigation by having your fingerprints electronically taken in Nevada or send to the Division if in another state.
- Sign up for, and pass the state-sponsored real estate exam (including both the national and state portion).
- Fill out the license application, obtain a sponsoring Broker, and get your signature and Broker's signature notarized.
- Take or send your education certificate, passing exam scores, fingerprint cards or card code, and completed application to the Real Estate Division to apply for a license. A broker also needs a commercial location, proof of funds, credit report and financial statement.
- Join your local Association of Realtors if needed.

Who is the Administrator/Instructor/Substitute Instructor?

Administrator/Instructor: *Dr. Cindy Weber* is the School Administrator and instructor. She founded the school in 1996 and has been writing material and teaching real estate courses since that time. Cindy has approximately 40 years of licensed real estate experience and is presently licensed as a broker in three states, including Nevada. Her education includes a Doctorate in Education specializing in Instructional Technology and Distance Education from Nova Southeastern University, 2 B.S. degrees and an MBA from The University of Nevada, Las Vegas. She is also an experienced licensed secondary teacher in the state of Nevada.

Substitute Instructor: *Steven Kitnick* is the substitute instructor. Steven has over 16 years of experience as a Nevada real estate education instructor, with over 30 years of licensed real estate experience. In addition to a list of impressive education honors, Steven also holds many professional designations. He is an entertaining trainer, an effective real estate professional, a proven consultant, a respected author and has extensive experience giving testimony in matters related to Nevada real estate transactions.

What is the Attendance and Conduct Requirement? For Pre-licensing education, since all students are provided with online course access, classroom attendance is not required. If a student attends a live classroom session, he/she will be required to sign an attendance record. Students are expected to maintain a professional demeanor at all times. Upon unsatisfactory conduct, the student will be expelled and any refund will be issued per the refund policy.

What are the Grade Standards? Most courses require that the student score 75% on a multiple choice final exam. The number of quizzes varies with the course. A minimum percent correct of 75% is considered passing for any hand-in quiz and final exam. Final exams can be attempted a 2nd time, usually after a 1-hour wait. Students needing more attempts need to contact the school. There is also a minimum seat-time requirement for online courses.

Do we offer a Placement Service? We stay independent and unbiased with regards to placement. Since most agents are compensated by commission, the greater number of agents a broker supervises; the more money the broker earns. Most brokers are looking for agents to hire. It is the agents' choice. Find a convenient office, a broker that will train you, a manager that you will feel comfortable with questioning, and a contract you can cancel without penalty.

What are the Enrollment Procedures? Enroll online from the ABC Real Estate School. Upon ordering, the student will receive an email providing a link and log-in information for immediate access. *If included*, hard-copy materials will be mailed within 2 business days following receipt the order. Proof of payment is supplied by receipt only.

How do I obtain my Certificate of Completion? Students will receive their certificate of Completion upon successfully passing the final examination, passing any required quizzes, and after the required time has passed. No credit will be given by ABC Real Estate School for attending another school.

What are the Testing Methods? Quizzes can be found in the online course material. Final examinations are required for all courses and are completed online.

How do I take the Final Examination? Every course requires an online final exam for completion. Students need to earn a score of 75% on the final examination and any hand-in quiz in order to receive a certificate of completion.

What is the Account for Student Indemnification? Per NRS 394.441, there is an account for student indemnification. The account may be used to indemnify a 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.

How do I file a complaint? Complaints must be in writing, must include the student's name, email address and phone number, and be submitted to the school by mail or email. If the school deems it appropriate, the complaint will be forwarded to the Commission on Post-Secondary Education.

What is our Refund/Cancellation Policy?

Cancellation: Please provide all cancellation requests to ABC Real Estate School in writing by email to rick@abcrealestateschool.com

Refund:

Per NRS 394.449; for refund requests received before the start of a training program and within 3-days of purchase, all tuition will be refunded.

Books, educational supplies or equipment for individual use are not included in the policy for refund, and a separate refund will be paid by the institution to the student if those items were not used by the student. Material fee refund disputes will be resolved by the Administrator on a case-by-case basis.

If the course material has been accessed online and/or hard-copy materials have be sent, the material fee is non-refundable. If the course material has not been accessed, the material fee will be calculated based on the number of days since enrollment. See calculation below.

Time Periods:

What are the Minimum Completion Time Periods for Distance Education Courses?

120 hour Course: Time from enrollment to completion is 12 days.

30 hour Course: Time from enrollment to completion is 3 days.

45 hour Courses: Time from enrollment to completion is 6 days.

24 hour Course: Time from enrollment to completion is 3 days.

18 hour Course: Time from enrollment to completion is 3 days.

14 hour Course: Time from enrollment to completion is 2 days.

Classroom: (not presently offered)

Time Extension: If a student does not complete a course within the allotted time periods above, he/she will be given a time extension of 9-months from the date of enrollment to complete the course. If a student has not successfully passed the final examination at 9-months from the date of purchase, the student must re-purchase; and complete a new class, to obtain credit.

Refund Calculation:

If a student withdraws or is expelled by ABC Real Estate School after the first 3-days of the training program and before the training program enrolled in has offered 60% of the instruction (based on Minimum Completion Time Periods above), the student will receive a prorated refund of the tuition. No refund will be given after the training program enrolled in has offered more than 60% of the instruction.

If, for any reason, ABC Real Estate School cancels the course, a full refund will be made.

Price of tuition is based on the number of hours \$1 per hour: (Example: 120 hours = \$120 tuition, 14 hours = \$14 tuition). The material fee is the difference between the price of the course and the tuition.

NRS 394.449

If a refund is owed, ABC Real Estate School 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.

For the purposes of this section:

- (a) The period of a student's attendance will 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.

Example:

Sandy enrolled in a 120-hour pre-licensing course on July 1 and withdrew at the end of 6 days; on July 7. The 120-hour course can be completed in 12 days (based on the Time Periods). Tuition is \$120 and course material was accessed online. Sandy attended 50% of the program (6/12 = 50%), and her refund would be calculated as follows:

Tuition \$ 120.00
- 50% of Tuition (\$60)
= Refund to Sandy \$60.

NRS 394.449

If ABC Real Estate School 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.

As used in this section, "substantially failed to furnish" includes cancelling or changing a training program agreed upon in the enrollment agreement without:

- (a) Offering the student a fair chance to complete the same program or another program with a demonstrated possibility of placement equal to or higher than the possibility of placement of the program in which the student is enrolled within approximately the same period at no additional cost; or
- (b) Obtaining the written agreement of the student to the specified changes and a statement that the student is not being coerced or forced into accepting the changes, unless the cancellation or change of a program is in response to a change in the requirements to enter an occupation.



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ENROLLMENT AGREEMENT

Name: _____ Phone: _____

Billing Address: _____ City: _____ State: _____ Zip: _____

Shipping Address if different: _____ Email Address: _____

Total COSTS (Online Access & Hard Copy Materials) * minimum completion time (Enrollment is extended up to 9-months)

Table listing course costs: Real Estate Principles, Practices, Procedures, Law & Ethics (120-hr credit-90 hour hard-copy materials) (Tuition 120, Materials 254) (12 days*) \$374, Real Estate Law & Ethics (45 hour credit) (Tuition 45, Materials 179) (6 days*) \$224, Nevada Real Estate Law (18 hour credit) (Tuition 18, Materials 161) (3 days*) \$179, Broker Management (45 hour credit) (Tuition 45, Materials 179) (6 days*) \$224, Broker Management AND Nevada Law combination (Tuition 67, Materials 277) (6 days*) \$344, Time Share Sales Agent (14 hour credit) (Tuition 14, Materials 150) (2 days*) \$164

Total COSTS (Online Access Only - Without Hard Copy Materials)

Table listing course costs: Real Estate Principles, Practices, Procedures, Law & Ethics, 30-hr (120-hr credit) (Tuition 120, Materials 179) (12 days*) \$299, Practical Applications: Contracts and Agency in Nevada (30 hour credit Online Only) (Tuition 30, Materials 69) (3 days*) \$99, Real Estate Law & Ethics (45 hour credit) (Tuition 45, Materials 134) (6 days*) \$179, Nevada Real Estate Law (18 hour credit) (Tuition 18, Materials 111) (3 days*) \$129, Broker Management (45 hour credit) (Tuition 45, Materials 134) (6 days*) \$179, Real Estate Appraisal (45 hour credit) (Tuition 45, Materials 134) (6 days*) \$179, Broker Management AND Nevada Law combination (Tuition 67, Materials 202) (6 days*) \$269, Broker Management AND Real Estate Appraisal combination (Tuition 90, Materials 179) (6 days*) \$269, Time Share Sales Agent (14 hour credit) (Tuition 14, Materials 105) (2 days*) \$119, Business Broker Permit (24 hour credit) (Tuition 24, Materials 155) (3 days*) \$179

Course enrollment and instruction begins on _____. For refund purposes, the end of 60% of instruction falls on _____. This agreement shall be considered valid for the above noted session only. Full payment must be received on or before the first day of instruction.

Course enrollment is not transferable. Final exam testing and online access to online materials is included with all courses.

Per Costs above: TUITION \$ _____ Material Fee _____ TOTAL \$ _____

Paid by: _____ Cash _____ Check _____ MoneyOrder _____ AX _____ VISA _____

_____ Expiration date: _____ Code _____

CANCELLATION/REFUND POLICY

Cancellation requests must be in writing, must include the student's name, email address and phone number, and must be submitted to the school by email to rick@abcrealestateschool.com. The agreement to enroll may be cancelled not later than 3-days after signing the agreement.

When calculating a refund, ABC Real Estate School will follow the refund policy in the catalog.

ABC Real Estate School will not accredit any prior instruction in real estate training, nor guarantee that a student will successfully pass the state examination, upon completion of this course.

Job placement is neither guaranteed nor promised. ABC Real Estate School has the right to refuse service to anyone.

By signing this agreement and/or purchasing a class online, the student agrees to the contract terms as stated, acknowledges receipt of a copy of the course catalog and enrollment agreement dated September 26, 2023, read and understands the documents, and recognizes that the catalog is part of the enrollment agreement. The student or student's guardian (if under 18) and the school officer have reviewed each section of the agreement and have had the opportunity to ask questions prior to signing.

The successful completion of any course offered does not in any way certify a student to conduct business in the state of Nevada as a Real Estate Licensee. All students are required to satisfy all state requirements to obtain a real estate license.

Date: _____ Student Signature: _____

School Rep Signature: _____