

2011 POST Licensing Schedule

Thursday, February 17, 2011

9:00 am - 12:00 pm

Real Estate Contracts (Module A)

PT.01001-RE

In this course you will learn about subjects, such as: Evaluating various types of contracts, Preparing a Purchase Agreement, Qualifying a Buyer, Presenting a Purchase Agreement, and Property Disclosure Laws.

\$20.00 members

\$30.00 non-members

Thursday, February 17, 2011

1:00 pm - 4:00 pm

The Listing Process, Market Analysis & Inspections (Module B)

PT.02001-RE

This course provides significant information on three subjects - listings, market analysis and inspections. You will learn about: finding listings, the listing cycle, preparing for and listing presentation, giving a listing presentation, disclosures, general marketing skills, CMAs, home inspection, fair housing, and anti-trust.

\$20.00 members

\$30.00 non-members

Thursday, February 17, 2011

5:30 pm - 8:30 pm

Professional Conduct, Etiquette & Ethics (Module E)

PT.05001-RE

This Course covers a wide range of ethical topics and issues. It first discusses ethics in general terms. It then asks numerous ethical questions pertaining to a wide range of topics. Various NRS and NAC Sections are then included to both analyze and answer these and other ethical questions. Agency relationship issues are included and various agency forms. A short coverage of the REALTOR Code of Ethics is included as these standards are worth discussing under the subject of ethics for REALTORS and non-REALTORS. The course concludes with an ethical process evaluation and various exercises.

\$20.00 members

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Friday, February 18, 2011

9:00 am - 12:00 pm

Managing Your New Career (Module C)

PT.03001-RE

Help the agent understand the importance of good time management in starting a career; the importance of being accountable; the agent will understand the need for a database to control information; learn to keep good records; begin to develop a business plan; create goals and budgets; necessity of reviewing business plan at least quarterly; working with manager/broker for mentoring or coaching.

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Friday, February 18, 2011

1:00 pm - 4:00 pm

Working with Buyers (Module D)

PT.04001-RE

This course teaches you about Buyer Representation, Duties Owed, Confirmation, Consent to Act, Exclusive Buyers Agency Agreement, Residential Purchase Contract and Counteroffer, Multiple Counteroffer. You will also gain an understanding of the Buyers interview and the etiquette of showing properties.

\$20.00 members

\$30.00 non-members

Tuesday, February 22, 2011

9:00 am - 12:00 pm

Advertising Fair Housing & Anti-Trust (Module F)

PT.06001-RE

Agents will understand the Nevada law about advertising; understanding that the Broker is responsible for all advertising. Review ads for correction and practice writing ads. Review regulation Z as it pertains to real estate advertising. Review of the National Do Not Call Registry as well as company specific policy. (Samples of Communication Consent Forms)

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1:00 pm - 5:00 pm

Agency Relationships & Disclosures (Module H & J)

PT.17002-RE

Agents will understand the different types of agency. Understand the Duties Owed and Consent to Act Forms. Review of broker liability in disclosures. Understand the different types of misrepresentation. Review the Seller's Real Property Disclosure. Review the necessity of inspecting for "Red Flags". Understanding the value of disclosing in writing; keeping complete records, and recommending professionals. Review for disclosure forms used in transactions.

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Finance & Negotiations (Module M & N)

PT.17004-RE

The financial portion of this course discusses the various steps in the financial process. It also identifies the financial personnel and their various duties. It also includes various forms used in the financial process. The negotiations portion identifies negotiation skills and techniques. It also carefully reviews the steps in negotiation planning and after negotiation analysis. Various forms and applicable NRS and NAC sections are included.

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Thursday, February 24, 2011

9:00 am - 12:00 pm

Property Management & Land (Module I & K)

PT.17003-RE

The Property Management portion of this course discusses the history and development of Property management. It then discusses the requirement and function of a community association manager. The course includes related NRS and NAC sections as well as SB325. The land portion discusses the differences between land and residential properties. It then discusses and analyzes some of the unique issues associated with buying and selling land.

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Thursday, April 21, 2011

9:00 am - 12:00 pm

Understanding Escrow, Title & Closing Processes (Module G & L)

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9:00 am - 12:00 pm

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1:00 pm - 4:00 pm

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August

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9:00 am - 12:00 pm

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PT.06001-RE

Agents will understand the Nevada law about advertising; understanding that the Broker is responsible for all advertising. Review ads for correction and practice writing ads. Review regulation Z as it pertains to real estate advertising. Review of the National Do Not Call Registry as well as company specific policy. (Samples of Communication Consent Forms)

\$20.00 members

\$30.00 non-members

Friday, December 16, 2011

1:00 pm - 4:00 pm

Understanding Escrow, Title & Closing Processes (Module G & L)

PT.17001-RE

The escrow portion of this class is the two hour portion. It provides the student with considerable information to assist his buyer or seller during the escrow process. The escrow steps and what happens in escrow is explained. Title insurance and the types of insurance is also explained. Considerable discussion and forms conclude this section. The second portion of the class explains the purposes of worksheets. It then provides examples of these sheets. The class includes a HUD-1 Form and line by line explanation of this form.

\$20.00 members

\$30.00 non-members

Monday, December 19, 2011

9:00 am - 12:00 pm

Property Management & Land (Module I & K)

PT.17003-RE

The Property Management portion of this course discusses the history and development of Property management. It then discusses the requirement and function of a community association manager. The course includes related NRS and NAC sections as well as SB325. The land portion discusses the differences between land and residential properties. It then discusses and analyzes some of the unique issues associated with buying and selling land.

\$20.00 members

\$30.00 non-members

Monday, December 19, 2011

1:00 pm - 5:00 pm

Agency Relationships & Disclosures (Module H & J)

PT.17002-RE

Agents will understand the different types of agency. Understand the Duties Owed and Consent to Act Forms. Review of broker liability in disclosures. Understand the different types of misrepresentation. Review the Seller's Real Property Disclosure. Review the necessity of inspecting for "Red Flags". Understanding the value of disclosing in writing; keeping complete records, and recommending professionals. Review for disclosure forms used in transactions.

\$20.00 members

\$30.00 non-members

Tuesday, December 20, 2011

9:00 am - 12:00 pm

Tax Opportunities & Liabilities (Module O)

PT.15001-RE

This class looks at the basic tax issues a client should/would expect a licensee to know. You will be able to recognize the tax benefits of real estate ownership, the possible taxable events of real estate ownership, and the benefit of education on being a more effective agent. You will also leave with a basic understanding of real estate tax laws, opportunities/liabilities and tax principles as they affect licensees, clients and your ability to service them concerning tax matters.

\$20.00 members

\$30.00 non-members

Tuesday, December 20, 2011

1:00 pm - 5:00 pm

Finance & Negotiations (Module M & N)

PT.17004-RE

The financial portion of this course discusses the various steps in the financial process. It also identifies the financial personnel and their various duties. It also includes various forms used in the financial process. The negotiations portion identifies negotiation skills and techniques. It also carefully reviews the steps in negotiation planning and after negotiation analysis. Various forms and applicable NRS and NAC sections are included.

\$20.00 members

\$30.00 non-members