

This document is designed to provide answers to commonly asked questions and answers. This document is deemed reliable at the time of development. All licensing law should be confirmed through the local and federal governing bodies accordingly

Property Management Q and A

Q Where does the student get their materials?

A Once enrolled, students may pick up their materials in the Admissions Office of the school, anytime Monday-Friday between 8am and 6pm.

Q What are the hours of the classroom?

A Classes are held Friday 5pm to 10pm and Sat/Sun 9am to 7pm

Q Are students required to bring a laptop to class?

A No, students are not required to bring a laptop, however, they MAY bring a laptop or other smart device to the classroom if they desire.

Q What if student has to miss a class or is late to class?

A In order to receive credit for the education, the course must be completed in full (hours required by the Real Estate Division). Attendance is mandatory. If a student misses a day, that absence must be made up by making arrangements with the instructor.

Q How does student access their completion certificate?

A Students will log into their personal dashboard using the access codes emailed to them at enrollment. The completion certificate will be posted for printing to the dashboard upon completion of the class.

Q Student is unable to print certificates. Now what?

A If for some reason the student is unable to print certificates, please contact Admissions wherein Key Realty School can print Certificates for the student to take to the Nevada Real Estate Division.

Q Does Key Realty School upload certificates to the Nevada Real Estate Division for the student?

A Students are required to print and turn their certificate into the Nevada Real Estate Division with the application form and fee. While the system does upload, the student is still responsible for making sure the division receives the certificate.

Q What are the costs of the examination and the license?

A The exam is \$75 payable to the Nevada approved testing company. See the state website for any proposed or passed fee scheduled: www.Red.state.nv.us Application Form 545. A Nevada Real Estate license is required prior to applying for the Property Manager Permit. The Property Manager application will not be accepted along with the original application for a real estate license. Fee: \$40.00

Q Does Key Realty School have any test prep classes for the license exam?

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A If student did not enroll in package that includes the test prep then the Student may enroll in test prep by clicking on the following link: <http://www.keyrealtyschool.com/courses/property-management/test-prep-seminar/>

Q **What does the exam consist of?**

A Student must obtain a passing score of 75% or better. There are (50) scored items. The exam also contains (5-10) pretest items. The pretest items are not identified and will not affect a candidate's score in any way. Exam results valid for 12 months only.

Q **How do students sign up for the Nevada licensing exam given by the state approved testing center?**

A Students can enroll for the Nevada licensing exam by following the strict policies and procedures of the state approved testing center. These policies and procedures are located in your dashboard "general orientation" portion of the online study.

Q **Does a student have to be a resident of the state of Nevada or a citizen of the country to become licensed?**

A No, the licensee has to be legally capable of working in the United States, however, a Nevada Real Estate license is required prior to applying for the Property Manager Permit.