



STATE OF NEVADA
DEPARTMENT OF BUSINESS AND INDUSTRY
REAL ESTATE DIVISION

788 Fairview Drive, Suite 200 * Carson City, NV 89701-5453 * (702) 687-4280
2501 East Sahara Avenue, Suite 102 * Las Vegas, NV 89104-4137 * (702) 486-4033
e-mail: realest@govmail.state.nv.us <http://www.state.nv.us/b&i/red/>

RE: Community Association Manager Continuing Education Application

Dear Continuing Education Provider:

Enclosed are the forms, Statutes, and Regulations you will need to apply for Community Association Manager Continuing Education in Nevada.

The approval process starts with the completed application submission to the Real Estate Division, Education Section. When the file has been screened for completeness, it will be placed on the agenda of the Nevada Real Estate Commission's next hearing. Commission hearings are scheduled approximately quarterly (see Hearing schedule and application deadline dates, attached).

Due to Nevada's open meeting laws, education applications must be received a minimum of 30 days prior to the scheduled hearing in order to be reviewed and placed on the agenda. *Since hearing dates can change and approval is not guaranteed, we strongly recommend that course dates not be scheduled or a course advertised until approval is received.*

Course application packages must be submitted as complete and must contain the following:

1. Course Application form;
2. Instructor application and resume for each instructor; resume should clearly indicate how the instructor is qualified to teach the subject matter of the course;
3. Retention of Continuing Education Records form, verifying the keeping of attendance records and their location;
4. Statement of Course Objective which clearly states
 - a) the subject of the offering
 - b) the relationship to real estate which reflects a qualifying course standard
 - c) what a participant should be able to get from the course (i.e.: "obtain knowledge," "understand the process," "perform..." etc.);
6. Detailed course outline showing accurate course content *with time delineation* for each section/subsection;
7. Student Handout(s), including relevant laws and/or regulations for law/ethics designations;
8. Visual aids and/or instructor notes;
9. Certificate of Attendance template containing appropriate requirements;
10. Attendance Verification / Sign-in, Sign-out log; and,
11. Student evaluation form.

Course applicants are invited and encouraged to attend the hearings.

If you have any questions, please call Education at (702) 486-4033, selection 2.

Sincerely,

Matt Di Orio, Education and Information Officer

attachments



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COMMUNITY ASSOCIATION MANAGER CONTINUING EDUCATION
COURSE APPLICATION

Please Print or Type.

Date: _____

1. Name of offering entity / sponsor: _____
2. Address: _____
3. Telephone: _____ Fax: _____
4. E-mail: _____ URL: _____
5. Name of person authorized to submit application: _____
6. Title of Course: _____
7. Hours of Instruction: _____ Classroom Computer Interactive Correspondence
(Maximum of 7 hours in one day, unless a one-hour exam is included and approved.)
8. Course Objective:

9. Requested classification: General Law/Ethics

Justification for Law/Ethics designation:

10. A **detailed outline of the course *with time delineation*** is required with supporting documentation (instructor manual/notes, reference material, etc.) which provides an in-depth overview of course content. Courses requesting Law/Ethics designation must detail specific information covered in those areas.
11. Attach **one copy** of student handouts or course material that will be given to each student.

12. The following items must be submitted with this application:

- Attendance Certificate template sample
- Statement of refund or cancellation policy
- Course evaluation form
- Procedure for verifying attendance / sign-in, sign-out log
- Course outline with time delineation
- Retention of continuing education records form (page 5 of this package)
- One copy of student materials
- Proctor form template if submitting correspondence course

13. Attendance Certificate must contain all of the following:

- Name of offering entity/sponsor
- Name of participant and license number
- Course, Title, & Division approved course identification (CAM) number
- Number of hours of instruction and date of course
- Original signature of person authorized to submit application as listed in item 4 above
- Statement: **Course Approved by the Nevada Real Estate Commission**

14. List Instructor name(s) and attach Instructor Application, resume, and copy of appropriate licensure

15. * I consent to auditing and/or evaluating by authorized representatives of the Real Estate Division.

* I agree to report any material changes of the information contained in this application to the Real Estate Division prior to presenting the amended course.

* I agree to retain attendance records for at least three years from the date of the offering.

* I agree to provide totally completed certificates with original authorized signatures only to students who have completed this course.

* I agree to comply with the provisions of NAC 116.

Submitted by:

Signature

Date

Print Name

.



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COMMUNITY ASSOCIATION MANAGER
INSTRUCTOR APPLICATION

1. PROOF OF QUALIFICATION **MUST BE** ATTACHED. A full resume and applicable documents (licenses, certificates, etc) must accompany all applications. Documents must clearly indicate how instructor is qualified to teach subject matter of course.

2. Name of Applicant: _____
Mailing Address: _____

Home Phone: _____ Business Phone: _____ Fax Number: _____

3. Name and address of school or organization for which you will instruct:

4. Title of Course which you will instruct:

5. Have you ever been refused approval or a license to teach, or has such approval or license been suspended or revoked or subject to discipline? _____ If yes, attach explanation.

6. Have you ever been subject to disciplinary action by the Real Estate Commission or Commission of Appraisers? _____ If yes, attach explanation.

7. I hereby affirm and swear that the information submitted with this application is true and accurate and that no willful omissions have been made.

Signature _____ *Date*

INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED
(WHICH WILL DELAY THE PROCESSING OF YOUR APPLICATION)

DIVISION USE ONLY
Date Application Approved: _____ Date of Notification: _____

Approved By: _____

RETENTION OF CONTINUING EDUCATION RECORDS

Course: _____ CAM Number _____

Sponsor: _____

Contact Person: _____ Telephone Number: _____

As a provider of continuing education, the sponsor is required to maintain records of attendance as specified in Nevada Administrative Code:

NAC 116.210 Record of attendance.

1. If the commission approves a course designed to fulfill the educational requirements for the issuance or renewal of a certificate, the sponsor of the course shall provide a certified copy of the record of attendance of a student to that student upon his successful completion of the course. The division shall accept the certified copy as proof of the attendance of the student for the purpose of obtaining or renewing a certificate.
2. The record of attendance must contain the:
 - (a) Name of the sponsor;
 - (b) Name of the student and, if the student is the holder of a certificate, the number of his certificate;
 - (c) Number of hours of instruction;
 - (d) Dates of instruction;
 - (e) Title of the course;
 - (f) Number assigned to the sponsor by the division and a statement that the course was approved by the commission;
 - (g) Grade received by the student or a statement of whether the student passed the course if an examination was given; and
 - (h) Signature of the person authorized to sign for the sponsor.
3. The sponsor shall maintain a record of the attendance of each student in a course for 5 years after his enrollment in the course and shall make such records available for inspection by the division, upon its request, during regular business hours.

(Added to NAC by Real Estate Comm'n by R058-98, eff. 7-1-98)

Signature verifies that attendance records are kept in accordance with NAC 116.210 and are kept at the following listed location. In addition, it is understood that *written notice must be given to the Real Estate Division Education Section*, should any change in location occur.

Business Name

Street Address

City

State

Printed Name of Authorized Person

Title with Sponsoring Agency

Signed Name of Authorized Person

Guidelines for Student Catalog for Correspondence Courses - Continuing Education

The **student catalog** must be included with all distance learning programs. It must contain the following information:

- Name, address, telephone number, e-mail address (if applicable), and business hours of school
- Name and means of contact (telephone number, e-mail address) of accredited instructor who can be reached for questions during the course of study. Include "office hours" or suggested times when the instructor can be reached by the student if instructor is not readily available.
- Step-by-step instructions as to how the student should proceed with the correspondence study
- List all curriculum materials included in the package: student catalog, textbook(s), student handbooks, supplemental laws, etc.
- Provide suggested reading and quiz schedule by chapters/lessons
- Procedure to take/submit quizzes (minimum 1 required)
- Procedure to schedule/take/submit final **proctored** exam (required)
- Minimum time allowed to complete work
- Maximum time allowed to complete work (address any extension options)
- Refund policy
- Any added features you offer, such as review sessions, practice tests
- An Arrangement to Proctor form to be submitted to the school when ready to take final exam and to be kept on file with student record

Common questions to be answered in the student catalog are: "What is in my package?" "What if all the materials are not here?" "What do I do first?" "How long do I have to complete the course?" "What if I have questions about the material?" "What if I don't pass the proctored final test for the course?"

******SAMPLE******
NEVADA REAL ESTATE DIVISION
STUDENT EVALUATION REPORT

COURSE TITLE _____ CAM # _____

SPONSOR: _____ DATE _____

INSTRUCTOR: _____

I. INSTRUCTION EVALUATION	<u>Excellent</u>	<u>Good</u>	<u>Average</u>	<u>Fair</u>	<u>Poor</u>
Ability to hold class attention	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Knowledge of the subject	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to answer questions/interact	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Preparation and Presentation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use of Visual Aids	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

II. THE COURSE MATERIAL

Course content	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Handouts/Booklets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Met stated course objectives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall evaluation of the course	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

III. RECOMMENDATIONS ON COURSE

1. How could this course be improved? _____

2. How does this course enable the licensee to better serve the public? _____

3. Comments: (list on reverse side of form if needed) _____

SIGNATURE: _____ DATE: _____

*****SAMPLE*****

Certificate of Attendance
COMMUNITY ASSOCIATION MANAGER
CONTINUING EDUCATION

Name

Certificate No.

has successfully completed and attended

"TITLE"

CAM # _____ (DESIGNATION)

HOURS Credit

on

Date

This Course is Sponsored By:

SPONSOR
&
ADDRESS

(ORIGINAL) Authorized Signature

THIS COURSE IS APPROVED BY THE NEVADA REAL ESTATE COMMISSION

COURSE OFFERINGS FOR CALENDAR

Please complete and submit your course offerings for more than 1-month if possible

All information must be as submitted and approved.

Sponsor : _____

Course Title: _____

CAM Approval Number: _____ Hours Approved: _____

Telephone Number for course information: _____

Date of Presentation: _____

Location of Presentation: _____

You can attach a listing of your course offerings by date, title, designation and CE number.

Once you have received continuing education approval and schedule offerings, please complete and return this form to:

*Nevada Real Estate Division
Education Section
2501 E Sahara Ave, Ste 101
Las Vegas NV 89104-4137*

- or -

Fax to (702) 486-4275

- or -

e-mail to realest@govmail.state.nv.us

SAMPLE
CERTIFICATION OF TEST PROCTOR

A student who takes a correspondence or home study program course must pass a proctored closed-book examination. The proctor must complete and provide to the school a certification form approved by the Real Estate Division for each examination administered by the proctor.

Instructions to School. When a student completes the course work, fill out the blanks in this section and provide the form to the proctor with the examination.

Name of School:

Name of Course: _____ *CAM Course Number*

Name of Licensee: _____ *CAM Certificate Number*

Instructions to Proctor. After an examination is administered, complete and return this certification and the examination to the school in a sealed exam packet.

I certify that:

1. I am a disinterested third party in the administration of this examination. I am not related by blood, marriage or any other relationship to the licensee which would influence me from properly administering the examination. I am not a real estate licensee nor am I affiliated with a real estate brokerage.
2. The licensee showed me positive photo identification prior to completing the examination.
3. The enclosed examination was administered under my supervision on _____.
The licensee received no assistance and had no access to books, notes or reference material.
4. I have not permitted the examination to be compromised, copied, or recorded in any way or by any method.

Printed Name of Proctor

Address

City, State, and Zip

Signature of Proctor

State of _____

County of _____

(Notary Seal)
} SS

Subscribed and sworn to before me this _____ day of _____, 20_____.

Notary Public My appointment expires on _____

CONTINUING EDUCATION LAW/ADMINISTRATIVE CODE

NRS 116.31139	Property management for common interest-community: Requirements; regulations; exceptions.
NAC 116.120	Education and experience required for applicant. (NRS 116.31139)
NAC 116.200	Approval of courses.
NAC 116.210	Record of attendance.
NAC 116.220	Qualifications of instructors.
NAC 645.446	Notice of changes in school; annual renewal of approval.
NAC 116.230	Credit for courses; final examination.

NRS 116.31139 Property management for common-interest community: Requirements; regulations; exceptions.

1. An association may employ a person engaged in property management for the common-interest community.
2. Except as otherwise provided in this section, a person engaged in property management for a common-interest community must:
 - (a) Hold a permit to engage in property management that is issued pursuant to the provisions of chapter 645 of NRS;or
 - (b) Hold a certificate issued by the real estate commission pursuant to subsection 3.
3. The real estate commission shall provide by regulation for the issuance of certificates for the management of common-interest communities to persons who are not otherwise authorized to engage in property management pursuant to the provisions of chapter 645 of NRS. The regulations:
 - (a) Must establish the qualifications for the issuance of such a certificate, including the education and experience required to obtain such a certificate;
 - (b) May require applicants to pass an examination in order to obtain a certificate;
 - (c) Must establish standards of practice for persons engaged in property management for a common-interest community;
 - (d) Must establish the grounds for initiating disciplinary action against a person to whom a certificate has been issued, including, without limitation, the grounds for placing conditions, limitations or restrictions on a certificate and for the suspension or revocation of a certificate; and
 - (e) Must establish rules of practice and procedure for conducting disciplinary hearings. The real estate division of the department of business and industry may investigate the property managers to whom certificates have been issued to ensure their compliance with the standards of practice adopted pursuant to this subsection and collect a fee for the issuance of a certificate by the commission in an amount not to exceed the administrative costs of issuing the certificate.
4. The provisions of subsection 2 do not apply to:
 - (a) A person who is engaged in property management for a common-interest community on October 1, 1999, and is granted an exemption from the requirements of subsection 2 by the administrator upon demonstration that he is qualified and competent to engage in property management for a common-interest community.
 - (b) A financial institution.
 - (c) An attorney licensed to practice in this state.
 - (d) A trustee.
 - (e) An employee of a corporation who manages only the property of the corporation.
 - (f) A declarant.
 - (g) A receiver.
5. As used in this section, "property management" means the physical, administrative or financial maintenance and management of real property, or the supervision of those activities for a fee, commission or other compensation or valuable consideration.

(Added to NRS by 1997, 3113; A 1999, 3007)

NAC 116.120 Education and experience required for applicant. (NRS 116.31139)

1. Except as otherwise provided in subsection 2, an applicant must:

(a) Have successfully completed at least 24 hours of instruction in courses in property management as it relates to the management of a common-interest community that have been approved by the commission, including, without limitation:

- (1) at least 8 hours of instruction relating to federal, state and local laws applicable to property management as it relates to the management of a common-interest community, including, without limitation, instruction relating to:
 - (I) The Americans with Disabilities Act of 1990, 42 U.S.C. §12101 et seq.;
 - (II) The Uniform Common-Interest Ownership Act as set forth in chapter 116 of NRS;
 - (III) The Nevada Fair Housing Laws set forth in chapter 118 of NRS;
 - (IV) The Residential Landlord and Tenant Act as set forth in chapter 118A of NRS;
 - (V) The disclosure of required information in real estate transactions;
 - (VI) Defects in construction;
 - (VII) Alternative dispute resolution for claims relating to residential property within a common-interest community as set forth in NRS 38.300 to 38.360, inclusive;
 - (VIII) Corporation law;
 - (IX) Industrial insurance; and
 - (X) Health and safety.
- (2) At least 16 cumulative hours of instruction in the following subjects:
 - (I) the maintenance of real property;
 - (II) Accounting, including, without limitation, budgets for revenues, expenditures and reserves;
 - (III) Governmental relations concerning issues that affect a common-interest community, including, without limitation zoning and planning;
 - (IV) The management of facilities;
 - (V) The management of human resources;
 - (VI) Governing documents;
 - (VII) Risk management; and
 - (VIII) The types of insurance that must be maintained by a common-interest community pursuant to NRS 116.3113

(b) Provide evidence that he has been engaged in the management of a common-interest community or has held a management position in a related area for:

- (1) The 12 months immediately preceding the date of his application; or
- (2) At least 2 of the 4 years immediately preceding the date of his application.

2. An applicant may provide evidence of any other combination of education and experience that the division may deem to be equivalent to the requirements set forth in this section.

(Added to NAC by Real Estate Comm'n by R058-98, 6-26-98, eff. 7-1-98; A by R136-99, 4-3-2000)

NAC 116.200 Approval of courses. (NRS 116.31139)

1. Any course designed to fulfill the educational requirements for the issuance or renewal of a certificate must be approved by the commission. The approval by the commission of such a course is effective for 2 years after the original approval or a reapproval.

2. An application for the original approval of such a course must be submitted to the division on a form prescribed by the division. The division shall assign a number to the sponsor of each course that it approves.

3. A sponsor of an approved course must submit an application for reapproval to the division on a form prescribed by the division and attach to that form an updated outline for the course. An application for reapproval must be filed at least 2 weeks before the previous approval expires. If a sponsor fails to submit an application for reapproval in a timely manner, the sponsor must apply for an original approval.

4. The division may audit an approved course to ensure that the course, instructor or sponsor continues to meet the requirements of this chapter.

5. The sponsor of a course approved by the commission shall require each student to complete an evaluation of the course on a form approved by the division. The sponsor shall retain the evaluations for 3 years after the date on which the course was provided and shall make the evaluations available for inspection by the division, upon its request, during regular business hours.

6. The commission may withdraw its approval of a course if it finds through an audit or evaluations completed by students in the course that:

(a) The quality of the curriculum or instruction is unsatisfactory; or

(b) Any of the provisions of this chapter governing courses designed to fulfill the educational requirements for the issuance or renewal of a certificate have been violated.

7. If the commission denies or withdraws approval of a course, the sponsor may file a written request for a hearing before the commission pursuant to the procedures set forth in NAC 645.415.

(Added to ANC by Real Estate Comm'n by R058-98, 6-26-98, eff. 7-1-98)

NAC 116.210 Record of attendance. (NRS 116.31139)

1. If the commission approves a course designed to fulfill the educational requirements for the issuance or renewal of a certificate, the sponsor of the course shall provide a certified copy of the record of attendance of a student to that student upon his successful completion of the course. The division shall accept the certified copy as proof of the attendance of the student for the purpose of obtaining or renewing a certificate.

2. The record of attendance must contain the:

(a) Name of the sponsor;

(b) Name of the student and, if the student is the holder of a certificate, the number of his certificate;

(c) Number of hours of instruction;

(d) Dates of instruction;

(e) Title of the course;

(f) Number assigned to the sponsor by the division and a statement that the course was approved by the commission;

(g) Grade received by the student or a statement of whether the student passed the course if an examination was given; and

(h) Signature of the person authorized to sign for the sponsor.

4. The sponsor shall maintain a record of the attendance of each student in a course for 5 years after his enrollment in the course and shall make such records available for inspection by the division, upon its request, during regular business hours.

(Added to NAC by Real Estate Comm'n by R058-98, eff. 7-1-98)

NAC 116.220 Qualifications of instructors (NRS 116.31139) An instructor of a course that has been approved by the commission to fulfill the educational requirements for the issuance or renewal of a certificate must possess:

1. A good reputation for honesty, integrity and trustworthiness; and

2. At least one of the following qualifications, unless granted a special exception by the division:

(a) A bachelor's degree in the field in which the person is instructing or directly related field.

(b) A license from this state or another state that authorizes the holder to teach the subject being offered.

(c) Five years of full-time experience, other than in a secretarial position, working in a job directly related to the subject taught.

(d) Three years of experience teaching a course in the management of a common-interest community or a directly related subject.

(e) A designation by a nationally recognized organization that has been approved by the division which would qualify the instructor to engage in the management of a common-interest community pursuant to the requirements of that organization.

(Added to NAC by Real Estate Comm'n by R058-98, 6-26-98, eff. 7-1-98)

NAC 116.230 Credit for courses; final examination (NRS 116.31139)

1. A course that has been approved by the commission to fulfill the educational requirements for the issuance or renewal of a certificate may not be taken for credit more than once unless the material in the course has been changed or updated significantly.
 2. A holder of a certificate may receive credit for a course only upon certification by the sponsor that the holder of the certificate has attended and completed at least 90 percent of the course.
 3. The sponsor shall determine whether a final examination is required for the completion of a course.
- (Added to NAC by Real Estate Comm'n by R058-98, eff. 7-1-98)