

COMMUNITY MANAGER PRE-LICENSING LV SCHEDULE

Updated: September 13, 2019

Pre-licensing Classes are to be arranged through Key Realty Schools since it is necessary to go through a Secondary School when State of Nevada licensing classes are conducted. See the below information for that purpose. (You will be advised of the final room at the below location immediately before the class as it is based on the # of students enrolled.)

The cost is \$549.00 for the series and \$20.00 for each CE class that you need for credits. The classes may not be held in order shown and not consistently three nights a week because of instructor conflicts.

Please make sure that the *person taking the classes* (not only the one signing the person up) gives Key Realty Schools their E-Mail addresses for the purpose of any changes during the classes as this happens in every session.

There are no makeup classes. If you cannot take a particular class, you may want to take it in Las Vegas in September, or you will have to wait until next year.

The address to sign up for the CE classes is: <http://www.keyrealtyschool.com/courses/association-management/continuing-education>

Michael Federwitz, School Counselor
Key Schools of Nevada

3320 E. Flamingo , Las Vegas, NV 89121
702 313 7000 (Local) - 800 472 3893 (Toll Free)
702 933 0567 (Fax) - email@keyrealtyschool.com

YOU MUST ALSO CONTACT SARA BARRY IF YOU WISH TO OBTAIN CE CREDITS ON ANY OF THE CLASSES HIGHLIGHTED IN RED AND SIGN UP WITH KEY REALTY SCHOOLS AT THE ABOVE LINK TO PAY THE \$20 PER CLASS FEE.

February 4, 2020

#1 – 5:00 p.m. – 8:00 p.m. - Overview and Legal Basics

February 5, 2020

#2 – 5:00 p.m. – 8:00 p.m. People Skills and Communications

February 6, 2020

#3 - 5:00 p.m. – 8:00 p.m. - Human Resources and Ethics

February 11, 2020

#4 - 5:00 p.m. - 8:00 p.m. – NRS 116A & NRS 116

February 12, 2020

#5 - 5:00 p.m. - 8:00 p.m. - NAC 116 and NAC 116A Full Overview

This class has 3 hours of Nevada Law CE Credits – CE. 01750000.CAM – The fee is \$20.00 payable to Key Realty Schools for the CE credits.

February 13, 2020

#6 – 5:00 p.m. - 8:00 p.m.-Other State of Nevada Statutes –

Class has 3 hours of Nevada Law CE Credits – CE.0085000-CAM – The fee is \$20.00 payable to Key Realty Schools for the CE credits.

February 19, 2020

#7 - 5:00 p.m. - 8:00 p.m. Contracts and Their Use in the CIC

February 20, 2020

#8 - 5:00 p.m. - 8:00 p.m. Federal Laws and the US Constitution and the HOA

This class has 3 hours of Nevada Law CE Credits – CE.0089000-CAM – The fee is \$20.00 payable to Key Realty Schools for the CE credits.

February 25, 2020

#9 - 5:00 p.m. – 8:00 p.m. Uses of Experts & Maintenance in the CIC.

February 26, 2020

#10 - 5:00 p.m. – 7:00 p.m.- Parliamentary Procedures – 1st Test

(Class gets done early in order to conduct the test that covers materials over #1 through #10 ONLY and will be held at 7:00 or 7:30 p.m. – Must have a 75% passing score.)

February 27, 2020

#11 - 5:00 - 8:00 p.m. – Board Meetings, Members Meetings & Elections

This class has 3 hours of Nevada Law CE Credits – CE.0129000-CAM – The fee is \$20.00 payable to Key Realty Schools for the CE credits.

March 3, 2020

#12 - 5:00 - 8:00 p.m. – Enforcement

March 4, 2020

#13 - 5:00 - 8:00 - ADR - Mediation in the CIC #13 - 5:00 - 8:00 - ADR - Mediation in the CIC

This class has 3 hours of General CE Credits – CE.0189000-CAM – The fee is \$20.00 payable to Key Realty Schools for the CE credits.

March 5, 2020

#14 – 5:00 – 8:00 p.m. Financial Issues in the CIC

This class has 3 hours of General CE Credits – CE.0129000- CAM – General credits - The fee is \$20.00 payable to Key Realty Schools for the CE credits.

March 10, 2020

#15 – 5:00 - 8:00 p.m. - Budget and Reserves in the CIC

This class has 3 hours of General CE Credits – CE.0128000- CAM – The fee is \$20.00 payable to Key Realty Schools for the CE credits.

March 11, 2020

#16 – 5:00 - 8:00. – Reserve Studies and Funding Methods in the CIC

This class has 3 hours of General CE Credits – CE. 00044000-CAM – The fee is \$20.00 payable to Key Realty Schools for the CE credits.

March 12, 2020

#17 - 5:00 p.m. – 8:00 p.m. - Insurance & Risk Management in the CIC

This class has 3 hours of General CE Credits – CE.0298000-CAM – The fee is \$20.00 payable to Key Realty Schools for the CE credits.

March 17, 2020

#18 - 5:00 - 8:00 - Transition from Developer

March 18, 2020

#19 - 5:00 - 8:00 - Re-sales & Disclosures

This class has 3 hours of General CE Credits – CE.0088000-CAM – The fee is \$20.00 payable to Key Realty Schools for the CE credits.

March 19, 2020

#20 - 5:00 - 7:00 - Litigation & Construction Defects - **7:15 p.m.** - The final test will be conducted after this final class **and covers only classes 11 through 20.** Lecture will end at 7:00 p.m. to allow for the final test. **Students must pass by 75% - When the students pass and have completed all 60 hours of course materials, they receive their certificate of completion and must use this certificate to submit for their license along with the Pearson Vue documents proving that they passed the State of Nevada test.**