

COMMUNITY MANAGER PRE-LICENSING LV SCHEDULE

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 \$577.00 for the series! The Classes are held Tuesday, Wednesday, and Thursday. They will begin at 5:00 PM until 8:00 PM each day.

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 and phone number 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 during the 2024 Spring offering.

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

Michael Federwitz, School Counselor Key Schools of Nevada
3320 East Flamingo RD, Las Vegas, NV 89121 (702 313 7000 (Local)) – Email@keyrealtyschool.com

| <u>Class Title</u> | <u>Date</u> | <u>Time</u> |
|--|---------------|--------------------|
| Overview and Legal Basics | June 4,2024 | 5:00 PM to 8:00 PM |
| People Skills and Communications | June 5,2024 | 5:00 PM to 8:00 PM |
| Human Resources and Ethics | June 6,2024 | 5:00 PM to 8:00 PM |
| NRS 116A & NRS 116 | June 11,2024 | 5:00 PM to 8:00 PM |
| NAC 116 and NAC 116A Full Overview | June 12, 2024 | 5:00 PM to 8:00 PM |
| Other State of Nevada Statutes | June 13,2024 | 5:00 PM to 8:00 PM |
| Contracts and Their Use in the CIC | June 18,2024 | 5:00 PM to 8:00 PM |
| Contracts and Their Use in the CIC | June 19,2024 | 5:00 PM to 8:00 PM |
| Uses of Experts & Maintenance in the CIC | June 20,2024 | 5:00 PM to 8:00 PM |
| 1 st Test | June 25,2024 | 5:00 PM to 8:00 PM |
| Parliamentary Procedures | June 26,2024 | 5:00 PM to 8:00 PM |
| Board Meetings, Members Meetings & Elections | June 27,2024 | 5:00 PM to 8:00 PM |
| Enforcement | July 2,2024 | 5:00 PM to 8:00 PM |
| Financial Issues in the CIC | July 3,2024 | 5:00 PM to 8:00 PM |
| Budget and Reserves in the CIC | July 9,2024 | 5:00 PM to 8:00 PM |
| Reserve Studies and Funding Methods in the CIC | July 10,2024 | 5:00 PM to 8:00 PM |
| Insurance & Risk Management in the CIC | July 11,2024 | 5:00 PM to 8:00 PM |
| Transition from Developer | July 16,2024 | 5:00 PM to 8:00 PM |
| Re-sales & Disclosures | July 17,2024 | 5:00 PM to 8:00 PM |
| Litigation & Construction Defects | July 18,2024 | 5:00 PM to 8:00 PM |
| CAM Test Prep | July 20,2024 | 8:00 AM to 3:00 PM |