

## Key Schools of Nevada – PL 6400

**Las Vegas** -classes are listed below upon registration you will be notified of class location

**There are no makeup classes** (if you cannot take a particular class, you may want to take it in Las Vegas later in the year or the following year).

Sign up at: <http://www.keyrealtyschool.com/courses/association-management/continuing-education>

Michael Federwitz School Counselor

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Session	Title Examples	Date	Time
1	Overview and Legal Basics	August 14, 2019	9:00 a.m. – Noon
2	People Skills and Communications	August 14, 2019	1:00 p.m. – 4:00 p.m.
3	Human Resources and Ethics	August 15, 2019	9:00 a.m. – Noon
4	NRS 116A & NRS 116	August 15, 2019	1:00 p.m. – 4:00 p.m.
5	NAC 116 & NAC 116A Full Overview	August 20, 2019	9:00 a.m. – Noon
6	Other State of Nevada Statutes	August 20, 2019	1:00 p.m. – 4:00 p.m.
7	Contracts and Their Use in the CIC	August 21, 2019	5:00–8:00p.m.
8	Federal Laws and the US Constitution and the HOA	August 21, 2019	5:00–8:00p.m.
9	Uses of Experts & Maintenance in the CIC	August 22, 2019	9:00 a.m. – Noon
10	Parliamentary Procedures	August 22, 2019	1:00 p.m. – 3:00 p.m.
	<b>1<sup>st</sup> Test</b>	<b>February 22, 2019</b>	<b>3:00 pm</b>
11	Meetings & Elections	August 27, 2019	9:00 a.m. – Noon
12	Enforcement	August 27, 2019	1:00 p.m. – 4:00 p.m.
13	ADR Mediation in the CIC	August 28, 2019	9:00 a.m. – Noon
14	Financial Issues in the CIC	August 29, 2019	9:00 a.m. – Noon
15	Budget and Reserves in the CIC	August 29, 2019	1:00 p.m. – 4:00 p.m.
16	Reserve Studies & Funding Methods in the CIC	August 28, 2019	1:00 p.m. – 4:00 p.m.
17	Insurance & Risk Management in the CIC	September 3, 2019	9:00 a.m. – Noon
18	Transition from Developer	September 3, 2019	1:00 – 4:00 p.m.
19	Re-sales & Disclosures	September 4, 2019	9:00 a.m. – Noon
20	Litigation & Construction Defects	September 4, 2019	1:00 – 3:00 p.m.
	<b>FINAL EXAM</b>	<b>September 4, 2019</b>	<b>3:00 pm</b>