

# Nevada Real Estate CIC Sponsor Approved Course

## Welcome packet



# Table of content

## Nevada Real Estate CIC New Sponsor Packet

1. Sponsor cheat sheet – RNED website
2. Confirmation of Approval -Sponsor reminders
3. Continuing Education Calendar (CE)
4. Calendar Information Requirements
5. Copy of Attendance Verification report (579c)
6. Student Evaluation Form ( 592a)
7. Certificate of Completion
8. Evaluation Summary ( 592b)
9. Roster Instruction Form ( 785-CAM)
10. Renewal Application – (645)
11. Retention of Community Manager Education Records (848)
12. Items Sponsor sends to Division
13. NAC 116a Regulation reference listing
14. Contact us

# Nevada Real Estate Welcome

We would like to congratulate you!

Your requested course has been approved for  
Community Manager Continuing Education credit.

We hope the following information will aid you  
when presenting your course.

## Sponsors

[www.red.nv.gov](http://www.red.nv.gov)

Sections -> Community Managers -> CIC Sponsors CE Education Forms

### Education - CIC

Number	Form Name	Revision Date	Pages
579	Community Manager Continuing Education Application	04/05/2016	13
579B	Instructions and Applicable NAC for 579	04/05/2016	10
579C	CAM Continuing Education Attendance Verification Report	07/25/2014	1
592A	CIC Classroom Content and Instructor Evaluation	03/02/2016	1
592B	CIC Classroom Content and Instructor Evaluation Summary	03/02/2016	1
592C	CIC Distance Education Content and Instructor Evaluation	03/02/2016	1
592D	CIC Distance Education Content and Instructor Evaluation Summary	03/02/2016	1
642	Community Manager Pre-Certification Education for Classroom Offerings	04/05/2016	10
645	Community Manager Continuing Education Renewal Application	04/05/2016	2
740-CAM	Community Association Manager Education Classroom Attendance Verification Report (Note: This is an Excel spreadsheet. When prompted, choose SAVE)	12/14/2014	1
785-CAM	Community Association Manager Education Instructions for Preparing and Submitting Rosters for Electronic Upload	02/19/2016	1
785A-CAM	Community Association Manager Education Roster Upload Template (Note: This is an Excel spreadsheet. When prompted, choose SAVE)	12/14/2014	1
848	Retention of Community Manager Education Records	04/29/2014	1
905	Community Manager Pre-Certification Education Providers	07/15/2015	1

Locate all the required forms on NRED website



# Confirmation of Approval

Once a course has been approved, the sponsor will receive a formal letter in writing.

The letter will include the new assigned CE course number and reminders.

# Example of Letter



June 14, 2016

**THE NEW SPONSOR  
101 MADEUP DRIVE  
LAS VEGAS, NV 89444**

The following course was approved **September 13, 2016** by the Commission of Common-Interest Communities and Condominium Hotels for Community Manager Continuing Education credit.

**“HOW TO SETUP A NEW COURSE”  
CE-CAM 3 HOURS  
(Classroom)**

The course has been assigned the above Community Manager Continuing Education Number, which must be used in all advertising and on each certificate.

Instructors approved to teach this course are:

**JOE DOE**

Included with this approval is a sample master course certificate. Certificates must contain all the information that is on the sample master certificate. All certificates require an original signature from the course instructor. Now that you have completed the application and approval process, please review the record of attendance requirements of the sponsor (NAC 116A.230) and the Duties of a sponsor (NAC 116A.240). All courses are subject to audit at any time (NAC 116A.285). Please provide your course schedule to the Division no later than 15 days before the course is offered. (NAC 116A.285)

If you have any questions, please contact the Ombudsman's Office at (702) 486-4480, or [stacee.spoerl@red.nv.gov](mailto:stacee.spoerl@red.nv.gov).

# Example of Approval Letter-continued



**COMMUNITY MANAGER**  
***CONTINUING EDUCATION***  
COURSE CERTIFICATION

**“HOW TO SETUP A NEW COURSE”**  
(Classroom)

**3 HOURS**

*Sponsored by:*

Has been approved by the COMMISSION OF COMMON INTEREST COMMUNITIES AND  
CONDOMINIUM HOTELS

For Community Manager Continuing Education credit.

The Real Estate Division has assigned your course the following number:

**CE-CAM**

Approved instructors to teach this course are

**JOE DOE**

The course approval is effective **September 13, 2016** and will expire **September 13, 2017**.

Stacee Spoerl

# Example of Approval Letter

***Certificate of Attendance***  
**COMMUNITY MANAGER  
CONTINUING EDUCATION**

---

Name \_\_\_\_\_ License Number \_\_\_\_\_

Attended and successfully completed a Classroom offering of

**“HOW TO SETUP A NEW COURSE”**

**3 HOURS**

**CE-CAM**

**ON**

\_\_\_\_\_

**DATE**

This course is sponsored by:

\_\_\_\_\_

Authorized Signature (Original)

THIS COURSE IS APPROVED BY THE COMMISSION OF COMMON INTEREST COMMUNITIES AND  
CONDOMINIUM HOTELS



# Sponsor Reminders

- A reminder that all certificates require an original signature from the course instructor.
- Review record of attendance requirements (NAC 116.284)
- Review **NAC 116A.285** Sponsor Responsibilities
- Review **NAC 116A.300** Evaluation of course and instructor by students
- Review **NAC 116A.305** Certificate of completion of course
- Review **NAC 116A.265** Requirements for instructors and guest lecturers; advertising
- Review **NAC 116A.275** Instructors: Responsibilities

# CE Course Calendar

## **NAC 116A.285**

The sponsor of an approved course:

If the course is a course of instruction in a classroom, shall provide notice of the course to the Division not later than 15 days before the course is offered.

# CE Course Calendar Information

Information needed for course CE calendar:

Date of course

Time of course

CE# Designation

Class Name

Hours of credit

Provider- with email contact information

Location of course

Please note there is a separate calendar for courses held in the Reno area

STATE OF NEVADA  
DEPARTMENT OF BUSINESS AND INDUSTRY  
REAL ESTATE DIVISION  
COMMON INTEREST COMMUNITY AND CONDOMINIUM HOTELS PROGRAM  
<http://www.red.nv.gov>

For Calendar Placement - Please Contact

[ombclasses@red.nv.gov](mailto:ombclasses@red.nv.gov)

**Updated 4/05/2016**

## COMMUNITY MANAGER CONTINUING EDUCATION CALENDAR

### Las Vegas

Date	Time	CE# - Designation	Class Name	Hours	Provider	Location
2/3/2016	5:00pm-8:00pm	CE.0123456-CAM General	How to Setup a Course	3	Made-up Sponsor <a href="mailto:Madeupsponsor@yahoo.com">Madeupsponsor@yahoo.com</a>	The New Sponsor 101 Madeup Drive Las Vegas, NV 89142

We recommend course dates not be scheduled or advertised until approval is received.

8/11/2016

# Forms to use

- Attendance
- Attendee Evaluations
- Evaluation Summary
- Roster instructions
- Roster upload
- Renewal application

\*no template is available for certificate-sponsor  
will create

Day of  
course

# Attendance – 579c

## COMMUNITY ASSOCIATION MANAGER CONTINUING EDUCATION ATTENDANCE VERIFICATION REPORT

Sponsor  
will fill out  
top  
section

Sponsor: \_\_\_\_\_ Instructor: \_\_\_\_\_  
Course Title: \_\_\_\_\_ CAM# \_\_\_\_\_ Credit Hours: \_\_\_\_\_  
Date: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_  
Signature of Instructor: \_\_\_\_\_

### ATTENDEES

CERT Y/N	Name (Printed or Typed)	Certificate Number	Sign In	Time In	Initial Out	Time Out

NOTE: [116A.230 3\(d\)\(4\)](#) Attendance Report shall be maintained by the sponsor for a period of 4 years.

# Evaluation of Course

**NAC 116A.300 Evaluation of course and instructor by students. ([NRS 116.615](#), [116.665](#), [116A.200](#))**

1. Each approved course and each instructor of an approved course must be evaluated by students on a form prescribed by the Division and provided by the sponsor during every course offering.

2. The sponsor shall mail or deliver copies of the completed evaluations to the Division within 10 working days after the last day of class for the course.

(Added to NAC by Comm'n for Common-Interest Communities by R129-04, eff. 4-14-2005; A by Comm'n for Common-Interest Communities & Condo. Hotels by R166-09, 5-5-2011)—(Substituted in revision for NAC 116.284)

# Student Evaluation Form -592a

End of course  
allow attendee  
the time to fill  
out evaluation  
form

Nevada Real Estate Division  
2501 E Sahara Avenue Las Vegas Nevada 89104 702-486-4480

## COMMON- INTEREST COMMUNITY

### CLASSROOM CONTENT AND INSTRUCTOR EVALUATION

POSTLICENSING EDUCATION  CONTINUING EDUCATION (Check relevant box)

COURSE TITLE: \_\_\_\_\_  
 CAM \_\_\_\_\_ HOURS: \_\_\_\_\_ DATE: \_\_\_\_\_  
 CLASS#: \_\_\_\_\_  
 SPONSOR: \_\_\_\_\_  
 INSTRUCTOR: \_\_\_\_\_

<u>I. INSTRUCTOR:</u>	<u>Excellent</u>	<u>Average</u>	<u>Not Acceptable</u>
Demonstrated knowledge of course content	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Encouraged feedback and questions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Responded satisfactorily to questions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gave examples to illustrate a point	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Followed course outline	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Timely start and finish of class sessions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Preparation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to control disruptions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>II. CONTENT/MATERIALS:</u>			
Clear course outcomes/learning objectives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organization of materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Practical value of content	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Value of resource materials*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Content and materials current	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

For "Not Acceptable" rating(s) state your reasons.

Other comments regarding the course/instructor.

Name (optional) \_\_\_\_\_ Date: \_\_\_\_\_

Sponsor  
will  
maintain  
these  
evaluation  
in their  
record

Distance  
learning  
would fill  
out form  
592c

# Evaluation Summary Form-592b

Nevada Real Estate Division  
2501 E Sahara Avenue Las Vegas Nevada 89104 702-486-4480

## COMMON- INTEREST COMMUNITY

### CLASSROOM CONTENT AND INSTRUCTOR EVALUATION SUMMARY

POSTLICENSING EDUCATION  CONTINUING EDUCATION (check relevant box)

COURSE TITLE: \_\_\_\_\_  
 CE#: \_\_\_\_\_ HOURS: \_\_\_\_\_ DATE: \_\_\_\_\_  
 SPONSOR: \_\_\_\_\_ INSTRUCTOR: \_\_\_\_\_  
 NUMBER OF LICENSED ATTENDEES: \_\_\_\_\_ NUMBER OF EVALUATIONS ON FILE: \_\_\_\_\_

I. <u>INSTRUCTOR:</u>	<u>Excellent</u>	<u>Average</u>	<u>Not Acceptable</u>
Demonstrated knowledge of course content	_____	_____	_____
Encouraged feedback and questions	_____	_____	_____
Responded satisfactorily to questions	_____	_____	_____
Gave examples to illustrate a point	_____	_____	_____
Followed course outline	_____	_____	_____
Timely start and finish of class sessions	_____	_____	_____
Preparation	_____	_____	_____
Ability to control disruptions	_____	_____	_____
II. <u>CONTENT/MATERIALS:</u>			
Clear course outcomes/learning objectives	_____	_____	_____
Organization of materials	_____	_____	_____
Practical value of content	_____	_____	_____
Value of resource materials*	_____	_____	_____
Content and materials current	_____	_____	_____

"Not Acceptable" rating reasons: Provide licensee comments exactly as on evaluation forms.

1. \_\_\_\_\_  
 2. \_\_\_\_\_  
 3. \_\_\_\_\_  
 4. \_\_\_\_\_  
 5. \_\_\_\_\_  
 6. \_\_\_\_\_  
 7. \_\_\_\_\_  
 8. \_\_\_\_\_  
 9. \_\_\_\_\_  
 10. \_\_\_\_\_

Other comments about the course/instructor: Provide licensee comments exactly as on evaluation forms.

1. \_\_\_\_\_  
 2. \_\_\_\_\_  
 3. \_\_\_\_\_  
 4. \_\_\_\_\_  
 5. \_\_\_\_\_  
 6. \_\_\_\_\_  
 7. \_\_\_\_\_  
 8. \_\_\_\_\_  
 9. \_\_\_\_\_  
 10. \_\_\_\_\_  
 11. \_\_\_\_\_  
 12. \_\_\_\_\_  
 13. \_\_\_\_\_

Sponsor would total evaluations from form 592a or 592c

Distance learning would use form 592d for summary count

Sponsor sends the summary results to the Division



# Certificate Of Completion

NAC 116A.305 Certificate of completion of course: Prerequisite activities of student; appeal of denial.  
(NRS 116.615, 116.665, 116A.200,116A.410)

1. To receive a certificate of completion for an approved course, a student must: (a) Direct his or her attention to the instruction being provided and refrain from engaging in activities unrelated to the instruction; and (b) Refrain from engaging in activities which are distracting to other students or the instructor, or which otherwise disrupt the orderly conduct of a class, including, without limitation, the use of voice pagers, beepers and telephones.
2. An instructor shall deny the award of a certificate of completion to a student who fails to satisfy the conditions set forth in subsection 1.
3. If an instructor denies the award of a certificate of completion to a student, the student may, within 30 days after that denial, file a written request with the Administrator to review the matter. If the written request contains allegations which, if true, would qualify the applicant to receive a certificate of completion, the Administrator shall set the matter for an informal hearing before him or her to be conducted as soon as practicable.

## **NAC 116A.230 Approval of and requirements for course; record of attendance or completion**

The certified copy of the record of attendance or record of completion of a sponsor must contain the:

- (a) Name of the sponsor;
- (b) Name of the holder of a certificate and his or her certificate number;
- (c) Number of hours of credit for continuing education for which the course is approved;
- (d) Dates of instruction for a course of instruction in a classroom;
- (e) Date of completion of the course for a course of distance education;
- (f) Title of the course or seminar;
- (g) Number of the sponsor assigned by the Division and a statement that the course was approved by the Commission;
- (h) Signature of the person authorized to sign for the sponsor;
  
- (i) Grade received by the holder of a certificate or a statement of whether the holder of a certificate passed the class if an examination was given; and
- (j) Manner in which instruction for the course was delivered.

# Certificate Of Completion

***Certificate of Completion***  
**REAL ESTATE**  
**CONTINUING EDUCATION**

\_\_\_\_\_  
Licensee Name                      License No.

has taken and successfully completed a  
(insert delivery method: Correspondence, Internet, or CBT, etc. here) offering of:

\_\_\_\_\_  
Course Title

CE # \_\_\_\_\_

\_\_\_\_\_  
Approved hours

(Course Designation: Agency, Contracts, Ethics, etc.)  
on

\_\_\_\_\_  
Date class offered/completed

This Course is Sponsored By (SPONSOR NAME & ADDRESS)

\_\_\_\_\_  
(ORIGINAL) Authorized Signature

**THIS COURSE IS APPROVED BY**  
**THE NEVADA REAL ESTATE COMMISSION**

SAMPLE

Certificate of Completion

# Instructions for Preparing and Submitting Rosters for CAM Electronic Upload

STATE OF NEVADA  
Department of Business and Industry, Real Estate Division

## Instructions for Preparing and Submitting Rosters for CAM Electronic Upload

### To Prepare Completed Course Roster

1. Prepare roster exactly as form [785A-CAM](#) template provided by the Division.

<b>CAM Certificate Number</b> <i>No leading zeros, no spaces. (CAM.1234) No suffix</i>	<b>Student's Last Name Only</b> <i>As it appears on the real estate license. No spaces (McDonald vs. Mc Donald or Jones-Smith vs. Jones Smith) No suffix (Jr., Sr., II)</i>	<b>Course Number</b> <i>Enter full course number, for each student on roster. No spaces (CE.0123456-CAM)</i>	<b>Date Course Completed</b> <i>Enter date course completed for each student on roster (MM/DD/YYYY) Example: (02/05/2014)</i>
CAM.9876	DOE	CE.0123456-CAM	02/19/2016

2. Prepare a separate roster for each course completed.
3. Complete each row with student's license number and last name, the course number and the date student completed the course, as follows.
  - o **CAM Certificate Number:** CAM Certificate number without leading zeros or spaces. *Example (CAM.9876). No suffix, (such as SUPR, PROV, or TEMP).*
  - o **Last Name:** Last name of the licensee as it appears on the real estate license with no spaces. *Example: (McDonald vs. Mc Donald or Jones-Smith vs. Jones Smith). No suffix, such as (Jr., Sr., II).*
  - o **Course Number:** The Division-assigned course number as shown on course approval letter with no spaces. Must enter full course number for each student on roster. *Example: (CE.0123456-CAM).*
  - o **Course Date:** The date licensee completed the live or distance education course: (Month/Day/Year). *Example (02/05/2014). Must enter full date on each row for each student on the roster.*
4. Save the spreadsheet in Excel format (xlxs).

### Submit Completed Course Roster in Excel Format to the Division by Email

1. Submit each roster under a separate email.
2. Enter **course number and course title** in the subject line of your email.
3. Submit the email with the roster attached to [ombclasses@red.nv.gov](mailto:ombclasses@red.nv.gov) (No reply email). You may request "read receipt" if confirmation of receipt is required. *DO NOT send the roster email to any other Division email address. If you do the roster will not be uploaded.*

Timeline to Submit Completed Course Roster and Sponsor Attestation

Form 785a-CAM Upload Template (Note: This is an Excel spreadsheet. When prompted, choose SAVE)

Sponsor will read information listed on form 785-CAM on how to prepare and submit roster uploads

# Renewal of course

- The Division will send out a written letter informing the sponsor that the course is up for renewal and if the sponsor would like to renew the deadline for renewal.
- NAC 116A.295 Courses: Re-approval by Division if no changes. (NRS 116.615, 116.665, 116A.200) The Division shall, on behalf of the Commission, reapprove an approved course if no changes in the course have occurred since the course was last approved or reapproved. (Added to NAC by Comm'n for Common-Interest Communities by R129-04, eff. 4-14-2005)

# Community Manager Continuing Education Renewal Application-645

Sponsor will send in the application for renewal before the deadline for renewal

## Community Manager Continuing Education Renewal Application

The following Nevada Community Manager CE course will expire on: \_\_\_\_\_  
(Expiration date)

Course Title: \_\_\_\_\_

Course Number: CE. \_\_\_\_\_ - CAM Hours: \_\_\_\_\_

Course Designation:  General  NRS 116/NAC 116 Update

Approved Instructors: \_\_\_\_\_

To apply for renewal of this course, please read the instructions and requirements below carefully and respond to all questions and requests for information and materials.

1. State the number of course offerings \_\_\_\_ and the total number of student's \_\_\_\_ that attended this course within the last renewal period.
2. Please submit a timed course outline in no more than 20-minute increments.

**NOTE:** The provider is responsible for ensuring that courses are updated to include current and relevant information. If the course fails to meet the standards set forth in NAC116A.285 and other related provisions such as NAC116A.290, renewal may be denied.

3. Has your course content been affected by recent changes in law? \_\_\_\_ Yes \_\_\_\_ No.  
If no, state how you determined the course content is not affected by the recent changes.

\_\_\_\_\_  
\_\_\_\_\_

4. Have you made any content changes that significantly affect the previously approved course objectives and outcomes? \_\_\_\_ Yes \_\_\_\_ No.  
If yes, please submit a complete current copy of the course with changes, instructor guide, and student handouts.

Reminder: sponsors of pre-certification courses are required to get approval using form 642 application

# Community Manager Continuing Education Renewal Application-645

Instructor changes:

If there are instructor changes then you must go to form 579 and print out page 3 and send that in with renewal application

Content changes:

If there are content changes, you must submit the new information and it will be reviewed and submitted for approval.

# RETENTION OF COMMUNITY MANAGER EDUCATION RECORDS

STATE OF NEVADA  
DEPARTMENT OF BUSINESS AND INDUSTRY  
REAL ESTATE DIVISION

## RETENTION OF COMMUNITY MANAGER EDUCATION RECORDS

(To be submitted with written notification of change of location)

Sponsor will fill out this form if the records for the approved course changes locations

Course : \_\_\_\_\_ CE #: \_\_\_\_\_

Sponsor: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

As a provider of community manager pre-licensing and continuing education approved by the Real Estate Division, the sponsor is required to maintain records of attendance as specified in [NAC 116A.230](#).

**Submit one copy of the completed and signed retention of education records form for each approved course with your notification of change of location to the Real Estate Division at the Las Vegas address below.**

Signature verifies that attendance records are kept in accordance with [NAC 116A.230](#) and are kept at the location stated below.

Each time a change in location occurs, a written notice must be given to the Real Estate Division, Education Section, with a completed records retention form for each approved course.

\_\_\_\_\_  
*Business Name*

\_\_\_\_\_  
*Street Address City State*

\_\_\_\_\_  
*Printed Name of Custodian of Records Title of Custodian of Records*

\_\_\_\_\_  
*Signature of Custodian of Records Date*

Date **change** of location will take/took effect: \_\_\_\_\_

Form 848



# Sponsor Sends to Education and Information Officer for CIC

1. Summary evaluation form-592
2. Roster upload -785a
3. Any scheduled course dates
4. Retention of Community Manager records
5. Schedule course
6. Renewal application

# Continuing Education NAC Reference

**NAC 116A.230** Approval of and requirements for course; record of attendance or completion

**NAC 116A.232** Contents of course; unacceptable courses and activities.

**NAC 116A.235** Distance education course: Requirements and considerations for approval.

**NAC 116A.240** Approved course: Duties of sponsor

**NAC 116A.245** Notice of policy concerning cancellations and refunds.

**NAC 116A.250** Restrictions on receipt of credit for course; final examination.

**NAC 116A.255** Credit for attendance at meeting of Commission.

# Approved Courses and Instructors

## NAC Reference

- NAC 116A.265** Requirements for instructors and guest lecturers; advertising.
- NAC 116A.270** Instructors: Approval by Division; periodic review and evaluation.
- NAC 116A.275** Instructors: Responsibilities.
- NAC 116A.280** Instructors: Withdrawal of approval.
- NAC 116A.285** Courses: Responsibilities of sponsor; renewal of approval; review and audit; grounds for withdrawing or refusing to renew approval; discipline of sponsor.
- NAC 116A.290** Courses: Withdrawal of approval.
- NAC 116A.295** Courses: Re-approval by Division if no changes.
- NAC 116A.300** Evaluation of course and instructor by students.
- NAC 116A.305** Certificate of completion of course: Prerequisite activities of student; appeal of denial.

# Contact us

Nevada Real Estate Division CIC Education Section

702-486-4480

2501 E. Sahara Avenue

Las Vegas, NV 89104

[Cameducation@red.nv.gov](mailto:Cameducation@red.nv.gov)