

UNLV COMMUNITY ASSOCIATION MANAGER PRE-CERTIFICATION COURSE

Classes meet Tuesday, Wednesday, and Thursday, 5:30 pm – 8:30 pm

Location: WebEx

702.895.3394 or continuingeducation@unlv.edu/register

#	Class Title	Date	Time	Instructor
1	Course Introduction/Overview	Tuesday, July 14, 2020	5:30 pm – 8:30 pm	Richardson
2	The Executive Board, Elections and Removals	Wednesday, July 15, 2020	5:30 pm – 8:30 pm	Gilchrist
3	HOA Meetings and Parliamentary Procedures	Thursday, July 16, 2020	5:30 pm – 8:30 pm	Gilchrist
4	Homeowner Rights & Responsibilities	Tuesday, July 21, 2020	5:30 pm – 8:30 pm	Gilchrist
5	Declarant Transition & Resales	Wednesday, July 22, 2020	5:30 pm – 8:30 pm	Osterode
6	Facilities Management	Thursday, July 23, 2020	5:30 pm – 8:30 pm	Osterode
7	Recordkeeping & Reporting	Tuesday, July 28, 2020	5:30 pm – 8:30 pm	Gilchrist
8	Financial Management 1	Wednesday, July 29, 2020	5:30 pm – 8:30 pm	Richardson
9	Financial Management 2	Thursday, July 30, 2020	5:30 pm – 8:30 pm	Richardson
10	Insurance in the HOA	Tuesday, August 4, 2020	5:30 pm – 8:30 pm	Williams
11	REVIEW AND MIDTERM EXAM	Wednesday, August 5, 2020	5:30 pm – 8:30 pm	Richardson
12	HR, Communications & Conflict Resolution	Thursday, August 6, 2020	5:30 pm – 8:30 pm	Gilchrist
13	Reserve Studies – The CAM’s Perspective	Tuesday, August 11, 2020	5:30 pm – 8:30 pm	Bates
14	Reserve Studies – The Reserve Study Specialist	Wednesday, August 12, 2020	5:30 pm – 8:30 pm	Forney
15	Fair Housing, ADA, and HOPA	Thursday, August 13, 2020	5:30 pm – 8:30 pm	Cheri Hauer
16	State & Federal Laws – 1	Tuesday, August 18, 2020	5:30 pm – 8:30 pm	Cheri Hauer
17	State & Federal Laws – 2	Wednesday, August 19, 2020	5:30 pm – 8:30 pm	Cheri Hauer
18	NRS/NAC 116 Overview	Thursday, August 20, 2020	5:30 pm – 8:30 pm	Cheri Hauer
19	NRS/NAC 116A Overview	Thursday, August 25, 2020	5:30 pm – 8:30 pm	Cheri Hauer
20	Administration & Enforcement	Tuesday, August 26, 2020	5:30 pm – 8:30 pm	Richardson
21	Ethics and HOAs	Thursday, August 27, 2020	5:30 pm – 8:30 pm	Bates
22	REVIEW AND FINAL EXAM	Tuesday, September 1, 2020	5:30 pm – 8:30 pm	Richardson
23	REVIEW FOR STATE EXAM (OPTIONAL)	Wednesday, September 2, 2020	5:30 pm – 8:30 pm	Richardson