

COMMUNITY MANAGER PRE-CERTIFICATION

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

Location TBA -702-895-3394

Web: continuingeducation@unlv.edu

Session	Title	Date	Time
1	Course Introduction/Overview	October 23, 2018	5:30 pm – 8:30 pm
2	The Executive Board, Elections and Removals	October 24, 2018	5:30 pm – 8:30 pm
3	HOA Meetings and Parliamentary Procedures	October 25, 2018	5:30 pm – 8:30 pm
4	Homeowner Rights & Responsibilities	October 30, 2018	5:30 pm – 8:30 pm
	No Class – Nevada Day	October 31, 2018	
5	Facilities Management	November 1, 2018	5:30 pm – 8:30 pm
6	Declarant Transition & Resales	November 6, 2018	5:30 pm – 8:30 pm
7	Financial Management 1	November 7, 2018	5:30 pm – 8:30 pm
8	Financial Management 2	November 8, 2018	5:30 pm – 8:30 pm
9	Recordkeeping & Reporting	November 13, 2018	5:30 pm – 8:30 pm
10	Insurance in the HOA	November 14, 2018	5:30 pm – 8:30 pm
11	REVIEW AND MIDTERM EXAM	November 15, 2018	5:30 pm – 8:30 pm
12	Reserve Studies – The CAM’s Perspective	November 20, 2018	5:30 pm – 8:30 pm
13	Reserve Studies – The Reserves Study Specialist	November 21, 2018	5:30 pm – 8:30 pm
14	NRS/NAC 116 Overview	November 27, 2018	5:30 pm – 8:30 pm
15	NRS/NAC 116A Overview	November 28, 2018	5:30 pm – 8:30 pm
16	State & Federal Laws – 1	November 29, 2018	5:30 pm – 8:30 pm
17	State & Federal Laws – 2	December 4, 2018	5:30 pm – 8:30 pm
18	Fair Housing, ADA, and HOPA	December 5, 2018	5:30 pm – 8:30 pm
19	Administration & Enforcement	December 6, 2018	5:30 pm – 8:30 pm
20	HR, Communications & Conflict Resolution	December 11, 2018	5:30 pm – 8:30 pm
21	Ethics and HOAs	December 12, 2018	5:30 pm – 8:30 pm
22	REVIEW AND FINAL EXAM	December 13, 2018	5:30 pm – 8:30 pm
23	REVIEW FOR STATE EXAM (OPTIONAL)	December 18, 2018	5:30 pm – 8:30 pm