

## 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](mailto:continuingeducation@unlv.edu)

Session	Title	Date	Time
1	Course Introduction/Overview	Tuesday, February 5, 2019	5:30 pm – 8:30 pm
2	The Executive Board, Elections and Removals	Wednesday, February 6, 2019	5:30 pm – 8:30 pm
3	HOA Meetings and Parliamentary Procedures	Thursday, February 7, 2019	5:30 pm – 8:30 pm
4	Homeowner Rights & Responsibilities	Tuesday, February 12, 2019	5:30 pm – 8:30 pm
5	Facilities Management	Wednesday, February 13, 2019	5:30 pm – 8:30 pm
6	Declarant Transition & Resales	Thursday, February 14, 2019	5:30 pm – 8:30 pm
7	Financial Management 1	Tuesday, February 19, 2019	5:30 pm – 8:30 pm
8	Financial Management 2	Wednesday, February 20, 2019	5:30 pm – 8:30 pm
9	Recordkeeping & Reporting	Thursday, February 21, 2019	5:30 pm – 8:30 pm
10	Insurance in the HOA	Tuesday, February 26, 2019	5:30 pm – 8:30 pm
<b>11</b>	<b>REVIEW AND MIDTERM EXAM</b>	Wednesday, February 27, 2019	5:30 pm – 8:30 pm
12	Reserve Studies – The CAM's Perspective	Thursday, February 28, 2019	5:30 pm – 8:30 pm
13	Reserve Studies – The Reserves Study Specialist	Tuesday, March 5, 2019	5:30 pm – 8:30 pm
14	NRS/NAC 116 Overview	Wednesday, March 6, 2019	5:30 pm – 8:30 pm
15	NRS/NAC 116A Overview	Thursday, March 7, 2019	5:30 pm – 8:30 pm
16	State & Federal Laws – 1	Tuesday, March 12, 2019	5:30 pm – 8:30 pm
17	State & Federal Laws – 2	Wednesday, March 13, 2019	5:30 pm – 8:30 pm
18	Fair Housing, ADA, and HOPA	Thursday, March 14, 2019	5:30 pm – 8:30 pm
19	Administration & Enforcement	Tuesday, March 19, 2019	5:30 pm – 8:30 pm
20	HR, Communications & Conflict Resolution	Wednesday, March 20, 2019	5:30 pm – 8:30 pm
21	Ethics and HOAs	Thursday, March 21, 2019	5:30 pm – 8:30 pm
22	<b>REVIEW AND FINAL EXAM</b>	Tuesday, March 26, 2019	5:30 pm – 8:30 pm
23	<b>REVIEW FOR STATE EXAM (OPTIONAL)</b>	Wednesday, March 27, 2019	5:30 pm – 8:30 pm