STATE OF NEVADA
DEPARTMENT OF BUSINESS AND INDUSTRY – REAL ESTATE DIVISION
COMMON-INTEREST COMMUNITIES AND CONDOMINIUM HOTELS

FORM 579 – COMMUNITY ASSOCIATION MANAGER CONTINUING EDUCATION COURSE APPLICATION

Date _____

Sponsor Information

1. Name of sponsor: _____
2. Mailing Address: _____

   City, State & Zip: _____
3. Telephone: _____ Office: _____ Cell: _____
4. E-mail: _____ Fax: _____
5. Contact Person: _____ URL: _____

Course Information

6. Course Title: _____
7. Requested hours of classroom instruction or distance education: _____
8. Course Objectives / Learning Outcomes: _____

_____

9. Course Fee Range: $ _____

10. Select the qualifying standards in **NAC 116A.232** under which this course is being submitted for approval:

☐ 1a ☐ 1b ☐ 2a ☐ 2b ☐ 2c ☐ 2d ☐ 2e ☐ 2f ☐ 2g ☐ 2h ☐ 2i

☐ 2j ☐ 2k ☐ 2l ☐ 2m ☐ 2n ☐ 2o ☐ 2p ☐ 2q ☐ 2r ☐ 2s

11. Select 1 Requested Designation:
    - ☐ Law & Legislative Update
    - ☐ General

12. Select 1 Delivery Method:
    - ☐ Classroom Instruction
    - ☐ Distance Education (select 1 below)

    a. ☐ Internet b. ☐ Correspondence c. ☐ Other _____

3300 W. Sahara Ave., Suite 350, Las Vegas, Nevada 89102 • (702) 486-4033 • CAMEducation@red.nv.gov

Instructor Information

13. List instructor applicants below and submit completed instructor application Form 670 for each applicant:

_____

_____

_____

Individual instructor application for each instructor is required.

Retention of continuing education records

Sponsor verifies that attendance records will be retained in accordance with **NAC 116A.230** at Sponsor's location address given below.

Written notice of any change in location must be given to the Real Estate Division, CIC Education Officer.

14. Address of location at which records will be held:

_____

(City, State, Zip)

_____ _____

*(**Printed Name** of Authorized Records Custodian)* *(**Signature** of Authorized Records Custodian)*

Regulatory Compliance

15. By signing and submitting this form to the Division, Sponsor agrees to comply with all Sponsor duties, including, but not limited to, using:

a. Evaluation report form **592A** or **592C** or the information prescribed in the form;
b. Attendance report form **579C** or the information prescribed in the form;
c. Certificate of completion provided with the course approval notification or the information prescribed in it;
d. Evaluation summary report for **592B** and **592D** or the information prescribed in the form;
e. And completed class roster on form **785A-CAM** using instructions provided in form **785-CAM**.

If course is by distance education delivery, you must also complete:
1. **Distance Education Questionnaire, Form 671 (required, unless course delivery is ARELLO certified);**
2. **Application for Secure Electronic Method of Administering Final Exam, Form 672, if applicable;**
3. **Certificate of Test Proctor, Form 673, if applicable.**

16. Course application fee is $100 per application.* Amount enclosed: $ _____ payable to NRED

"I declare under penalty of perjury under the laws of the State of Nevada that the foregoing is true and correct."

_____ _____ _____

*(**Print** Name)* *(**Signature** of personal authorized to submit application)* *(Date)*

INCOMPLETE SUBMISSIONS COULD RESULT IN DELAY OR DENIAL OF APPLICATION.
***COURSE APPLICATION FEE IS NON-REFUNDABLE.**

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Form 579 Checklist

Sponsor Checkbox	Check for all items that have been completed, are included or applicable before submitting application to the Division.	NRED Checkbox
☐	Sponsor Information completed	☐
☐	Course Information completed	☐
☐	Course objectives	☐
☐	Qualifying Standards selected	☐
☐	Requested Designation selected	☐
☐	Delivery Method	☐
☐	Retention of Records – completed and signed – Form 848	☐
☐	$100 Fee	☐
☐	Form 579 completed, signed and dated (page 2)	☐
☐	Instructor Applications (resume, license, certificate, etc. ***for each instructor***) – Form 670	☐
☐	ARELLO Certification or Distance Education Questionnaire	☐
☐	Application for Secure Electronic Method of Administering Final Exam (if applicable) – Form 672	☐
☐	Certificate of Proctor (if applicable) – Form 673	☐
☐	Course Outline (segments of 5-20 minutes)	☐
☐	Course Materials (plus videos/CDs as applicable)	☐
☐	Sample Student Handouts	☐
☐	Sample Refund/Cancellation Policy	☐
☐	Copyright Authorization Letter (if applicable)	☐
☐	Exams, Quizzes and Answers (if applicable)	☐

Submit completed application, with materials and fee to:
CIC Education and Information Officer, Office of the Ombudsman, Real Estate Division
3300 W. Sahara Ave., Suite 350, Las Vegas, Nevada 89102

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FOR NRED INTERNAL USE ONLY

Duplicate Course: ☐ Yes ☐ No CE# _______________ Duplicate Title: ☐ Yes ☐ No CE# _______________

Application Complete and accepted: ☐ Yes ☐ No Date:_________________ Initials:_________

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