

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

Community Manager Continuing Education Renewal Application

Sponsor: _____

The following Nevada Community Manager CE course will expire on: _____
(Expiration Date)

Course Title: _____

Course Number: CE. _____ -CAM Course Designation: General Law & Leg.

Delivery Method: Classroom Internet Other: _____

1. Currently Approved Instructors (list only those instructors still affiliated with sponsor):

Add New Instructors (submit completed Instructor Application [Form 670](#)):

4. State the number of course offerings scheduled during the last renewal period: _____

5. Submit a timed course outline in no more than 20 minute increments to include content updates and changes, if any, since the original approval or last renewal.

6. Has the course content been affected by recent changes in law?

Yes No

If yes, provide copies of the revised course content with the updated content clearly marked or highlighted for Division review.

7. Have material changes been made to the course content that do not affect the previously approved course objectives and outcomes?

Yes No.

If yes, submit a complete copy of the course with changes, instructor guide, and student handouts. ([NAC 116A](#))

8. Have content changes been made that significantly affect the previously approved course objectives and outcomes?

Yes No

If yes, submit a complete copy of the course with changes, instructor guide, and student handouts.

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Note: If changes to the course content have significantly altered the previously approved course objectives and outcomes, the course will be terminated and a new application will be required to be submitted for approval by the CICCH Commission.

9. Has the sponsor's location and/or contact information changed since approval/last renewal?

Yes No

If yes, provide the current information below, and submit a completed and signed records retention form ([Form 848](#)), with this application.

Sponsor Name: _____

Contact Name: _____

Address: _____

City, State, & Zip Code: _____

Contact Phone Number: _____ Fax Number: _____

Email: _____ URL: _____

Submit the completed form and course materials to the CIC Education & Information Officer no later than two weeks prior to the course **expiration date** and **enclose \$50.00 renewal fee payable to NRED with this form. DO NOT** send cash. ([NAC 116A](#))

Mail or deliver to:
CIC Education Section, Real Estate Division
3300 W. Sahara Avenue, Suite 350
Las Vegas, Nevada 89102

Date: _____

(Authorized Signature of Sponsor)

(Print Name of Person Signing)

**INCOMPLETE RENEWAL APPLICATIONS WILL NOT BE PROCESSED.
FEES ARE NON-REFUNDABLE.**