

**STATE OF NEVADA
DEPARTMENT OF BUSINESS AND INDUSTRY
REAL ESTATE DIVISION**

3300 W. Sahara Ave., Suite 325 * Las Vegas, Nevada 89102
(702) 486-4480 * Toll free: (877) 829-9907 * Fax: (702) 486-4520
E-mail: CICOmbudsman@red.nv.gov <http://red.nv.gov>

Community Manager Continuing Education Renewal Application

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

Course Title: _____

Course Number: CE. _____ - CAM Hours: _____

Course Designation: General NRS 116/NAC 116 Update

Approved Instructors: _____

To apply for renewal of this course, please read the instructions and requirements below carefully and respond to all questions and requests for information and materials.

1. State the number of course offerings ____ and the total number of students ____ that attended this course within the last renewal period.
2. Please submit a timed course outline in no more than 20-minute increments.

NOTE: The provider is responsible for ensuring that courses are updated to include current and relevant information. If the course fails to meet the standards set forth in NAC 116.234-116.244, and 116.274-116.287 and other related provisions, renewal may be denied.

3. Has your course content been affected by recent changes in law? Yes No.
If no, state how you determined the course content is not affected by the recent changes.

4. Have you made any content changes that significantly affect the previously approved course objectives and outcomes? Yes No.
If yes, please submit a complete current copy of the course with changes, instructor guide, and student handouts.

NOTE: If the course content changes significantly alter the objectives and outcomes, the course will be terminated and a new course application will be required.

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5. If adding new instructors, please enclose an Instructor Application (Page 4 of Form 579), resume and applicable certificates for each new instructor.
6. For classroom courses – Include a proposed schedule of course offerings. Notify the Office of the Ombudsman at least three weeks in advance of cancellations or additional offerings.
7. Have you made changes to the contact information? Yes No.
If yes, please submit these changes in writing with the application.

To apply for renewal: return this form, with course materials, to the Nevada Real Estate Division, Office of the Ombudsman’s Education and Information Officer at least two weeks before the **expiration date**. (NAC 116.274.2) and **enclose \$50.00 renewal fee with this form. DO NOT** send cash.

Sponsor Name: _____

Contact Name: _____

Address: _____

City, State & Zip Code: _____

Contact Phone Number: _____ Fax Number: _____

Email: _____ URL: _____

Incomplete renewal applications will not be processed. Fees are nonrefundable.

Authorized Signature of Sponsor

Date: _____

Print name of person signing