

## **SPRING 2025 UNLV COMMUNITY ASSOCIATION MANAGER PRE-CERTIFICATION COURSE**

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

**Location: Virtual through Zoom**

**702.895.3394 or [continuingeducation@unlv.edu/register](mailto:continuingeducation@unlv.edu/register)**

#	Class Title	Date	Time	Instructor
1	Course Introduction/Overview	Tuesday, Feb. 4, 2025	5:30 pm – 8:30 pm	Gilchrist
2	The Executive Board, Elections and Removals	Wednesday, Feb. 5, 2025	5:30 pm – 8:30 pm	Heydarian
3	HOA Meetings and Parliamentary Procedures	Thursday, Feb. 6, 2025	5:30 pm – 8:30 pm	Gilchrist
4	Homeowner Rights & Responsibilities	Tuesday, Feb. 11, 2025	5:30 pm – 8:30 pm	Heydarian
5	Declarant Transition & Resales	Wednesday, Feb. 12, 2025	5:30 pm – 8:30 pm	Greengrass
6	Facilities Management	Thursday, Feb. 13, 2025	5:30 pm – 8:30 pm	Greengrass
7	Recordkeeping & Reporting	Tuesday, Feb. 18, 2025	5:30 pm – 8:30 pm	Gilchrist
8	Financial Management 1	Wednesday, Feb. 19, 2025	5:30 pm – 8:30 pm	Fertick
9	Financial Management 2	Thursday, Feb. 20, 2025	5:30 pm – 8:30 pm	Heydarian
10	Insurance in the HOA	Tuesday, Feb. 25, 2025	5:30 pm – 8:30 pm	Pearce
<b>11</b>	<b>REVIEW AND MIDTERM EXAM</b>	<b>Wednesday, Feb. 26, 2025</b>	5:30 pm – 8:30 pm	Gilchrist
12	HR, Communications & Conflict Resolution	Thursday, Feb. 27, 2025	5:30 pm – 8:30 pm	Gilchrist
13	Reserve Studies – The CAM’s Perspective	Tuesday, March 4, 2025	5:30 pm – 8:30 pm	Bates
14	Reserve Studies – The Reserve Study Specialist	Wednesday, March 5, 2025	5:30 pm – 8:30 pm	Forney
15	Fair Housing, ADA, and HOPA	Thursday, March 6, 2025	5:30 pm – 8:30 pm	Cheri Hauer
16	State & Federal Laws – 1	Tuesday, March 11, 2025	5:30 pm – 8:30 pm	Cheri Hauer
17	State & Federal Laws – 2	Wednesday, March 12, 2025	5:30 pm – 8:30 pm	Cheri Hauer
18	NRS/NAC 116 Overview	Thursday, March 13, 2025	5:30 pm – 8:30 pm	Zanetti
19	NRS/NAC 116A Overview	Tuesday, March 18, 2025	5:30 pm – 8:30 pm	Zanetti
20	Administration & Enforcement	Wednesday, March 19, 2025	5:30 pm – 8:30 pm	Bates
21	Ethics and HOAs	Thursday, March 20, 2025	5:30 pm – 8:30 pm	Bates
<b>22</b>	<b>REVIEW AND FINAL EXAM</b>	<b>Tuesday, March 25, 2025</b>	5:30 pm – 8:30 pm	Gilchrist
23	<b>REVIEW FOR STATE EXAM (OPTIONAL)</b>	Wednesday, March 26, 2025	5:30 pm – 8:30 pm	Gilchrist