

Nevada Real Estate Division Administrative Guidance for Community Manager Continuing Education Courses

In an effort to continue working, supporting and responding to the needs and concerns of our industry during the Governor's current emergency declaration, the Ombudsman's Office is issuing guidance related to the offering of Continuing Education courses for Community Managers.

For health and safety reasons and in accordance with CDC guidelines pertaining to COVID-19, "classroom instruction" as stated in NAC 116A.230(3) will be afforded a new, expansive definition. ***This is a temporary definition change lasting only as long as social distancing measures are advised to be in place.*** This allowance is intended to ensure that community managers and reserve study specialists have access to sufficient education throughout their renewal period, without placing any undue burdens upon course sponsors.

The new, temporarily expansive definition is as follows: ***Classroom instruction shall include methods of course delivery where instructors and students can interact in real-time, either at the same physical location or through the use of digital technology.***

This guidance applies only to courses already approved by the Division to be taught in a classroom setting.

For sponsors considering expanding their delivery method based on the new, temporary definition above, please consider the following:

- Sponsors must use live-streaming services such as Zoom, Panopto, Vimeo Live, Skype, Google or any other service which allows the provider to be connected to all students simultaneously through real-time sight and sound.
- Sponsors must be able to verify attendance. The preferred system will track and record participant logins. If that technology is not available, the instructor or a proctor will be required to track and record continuous attendance for credit manually.
- Students must be able to ask questions, and instructors must be able to respond in real-time for all in attendance to hear and/or see.
- Only instructors already approved to teach the course may do so utilizing this new format.
- Class sizes may need to be limited depending on the capabilities of the streaming platform used.
- Incorporating student exercises every so often is a great way to ensure students remain actively engaged.

Any sponsor seeking to live-stream an approved CE course during this time must complete form [730](#) and email it to CAMEducation@red.nv.gov. The Division will then send an e-mail to confirm receipt for tracking purposes.

FAQ's

Question: *Is testing required when utilizing a live-streaming platform to teach a course?*

Answer: Only if the course runs 8 hours or longer on any given day (NAC 116A.230(1)(b)).

Question: *Do I need to upload my evaluation summary and rosters of attendance?*

Answer: Yes, like always, you must complete and submit [Form 592B](#) and [Form 785A-CAM](#) to CAMEducation@red.nv.gov as soon as the class is complete; at most within 10 days of the class being taught.

Question: *Do certificates of attendance need to reflect the change in delivery method?*

Answer: No, certificates should include the same information as was provided in the example in the original course approval letter.