

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

**Continuing Education Requirements & Best Practices Checklist**

- A course for continuing education must adhere to and be in accordance with NAC 116A.200.
- Pay the appropriate fee required by NAC 116A.515 for approval of courses.
- Complete and submit applicable forms (including but not limited to [579](#), [670](#), [672](#), [673](#) and [848](#)).

**CICCH/HOA Continuing Education Best Practices Recommendations**

**Course Content:** Ensure the content is relevant to community managers, focusing on topics that will equip managers to effectively carry out their duties and responsibilities whilst complying with the law and adhering to CC&Rs.

**Checklist for Course Submission**

On page 3 of Form 579 is a checklist with two columns to verify the information provided in the application. The first column, labeled 'Sponsor Checkbox,' is for the Sponsor to check off all items, information, and materials included in the application prior to submission to the Division.

**Course Format:** Specify whether the course is classroom, online, or both. Include details about the delivery platform for online courses.

**Interactive Elements:** Incorporate interactive elements such as case studies, role-playing, group discussions, and Q&A sessions to enhance engagement and practical understanding.

**Assessment Methods:** Include assessments such as quizzes, assignments, or practical projects to evaluate participants' understanding and retention of the course material.

**Instructor Qualifications:** Ensure instructors are qualified with relevant experience and credentials in accordance with NAC 116A.270.

**Course Duration and Scheduling:** Clearly outline the course duration and schedule (Timed Outline), ensuring it aligns with NAC 116A standards for continuing education and recommended Best Practices by the Division.

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**Citing Law/Regulation (NRS/NAC) and Referencing Source**

Where the law is discussed in the content, it is highly recommended to reference the specific NRS/NAC 116, 116A, 116B (and state, local laws and regulations) provision in the timed outline and in the content so that students are aware of the source of a transactional obligation or practice.

Compliance with NAC 116A standards and regulations; ensure all submissions comply with but not limited to:

- [NAC 116A.200](#)

- [NAC 116A.205](#)

- [NAC 116A.210](#)

- [NAC 116A.215](#)

- [NAC 116A.230](#)

- [NAC 116A.232](#)

- [NAC 116A.265](#)

- [NAC 116A.275](#)

- [NAC 116A.285](#)

- [NAC 116A.295](#)

**USE OF CURRENT FORMS**

Unless a Sponsor is filling out the course application or a related form online at <http://red.nv.gov>, the Division recommends ensuring that the most current version of the form is being used prior to completion. Only the current form is posted on the website and the revision date is given in the bottom left corner of the page.

**Note:** *This sheet is intended solely as a reference and a helpful guide for course providers. It is not required to be submitted to the Division and should be used for personal organization and clarity during the application process.*