

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

**FORM 671 – COMMUNITY MANAGER DISTANCE EDUCATION SUPPLEMENTAL COURSE APPLICATION**

**NAC 116A.040** - “Distance education” means instruction which is delivered by means of video, computer, television, correspondence, the Internet or other electronic means of communication, or any combination thereof, in such a manner that the person supervising or providing the instruction and the student receiving the instruction are separated by distance or by time, or by both distance and time.

**NAC 116A.235** - For any distance education course, the scope and depth of instructional materials must be consistent with the proposed learning objectives and the sponsor of the course must provide appropriate technical support to enable students to complete the course satisfactorily. An approved instructor must be reasonably available to respond timely to questions asked by students concerning the subject matter of the course and to direct students to additional sources of information.

Please answer the questions below:

1. Platform Used – Through which specific medium will the course be delivered to students? What is the design of the course?
  
  
  
  
  
  
  
  
  
  
2. Technical Support – Students must be provided information pertaining to any required computer hardware/software ahead of time. Who is the contact individual for technical support for this course (name and phone/email)?
  
  
  
  
  
  
  
  
  
  
3. Interactive Participation – Students must be able to have substantial interaction with the instructor, other students, or a computer program throughout the course. Explain how this interaction will take place:
  
  
  
  
  
  
  
  
  
  
4. Self-paced Study & Testing – (a) If this a computer-/internet-based course, include the web address below (syllabus must be submitted with application). (b) How did you determine the amount of time necessary for a student of average ability to complete the course? (c) How will you ensure that students have performed all tasks designed to ensure participation and mastery of the subject matter of the course? Describe what type of testing will be utilized to assess a student’s mastery of the material and any remedial processes if a student is deficient in mastering the material. *If this will be a virtual course taught in real-time, write “N/A” below.*
  - a.
  
  
  
  
  
  
  
  
  
  
  - b.
  
  
  
  
  
  
  
  
  
  
  - c.
  
  
  
  
  
  
  
  
  
  
5. Virtual Live Instruction - Satisfactory Completion – If students will have continuous audio and visual communication with the instructor during presentation of the course, what methods/procedures will be used to ensure that a student who receives credit for completing the course was actively engaged and learning throughout the presentation?