

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

**RETENTION OF EDUCATION RECORDS
(Community Manager/Reserve Study Specialist)**

(To be submitted with written notification of change of location)

Sponsor: _____

Course: _____ CE/PL: _____

Contact Person: _____ Phone: _____

As a provider of education, approved by the Nevada Commission for Common-Interest Communities and Condominium Hotels, the sponsor is required to maintain records of attendance as specified in [NAC 116A.195](#) for pre-certification and [NAC 116A.230](#) for continuing education for community managers and [NAC 116A.425](#) for reserve study specialist.

Submit one copy of the completed and signed retention of education records form for **each approved course** with your notification of **change of location** to the Real Estate Division – CIC Education section at the Las Vegas address below or email to CAMEducation@red.nv.gov.

Signature verifies that attendance records are kept in accordance with [NAC 116A.195](#), [NAC 116A.230](#), and/or [NAC 116A.425](#) are kept at the location stated below.

Each time a change in location occurs, a written notice must be given to the Real Estate Division, CIC Education Section, with a completed records retention form for each approved course.

Business Name

Street Address *City* *State*

Printed Name of Custodian of Records *Title of Custodian of Records*

Signature of Custodian of Records *Date*

Date change of location will take/took effect: _____

Real Estate Division
CIC Education Section
3300 W. Sahara Avenue, Suite 350 Las Vegas, NV 89102
Or
Email to: CAMEducation@red.nv.gov