

CICCH – EDUCATION  
 3300 W. Sahara Ave.  
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**TO:** Common-Interest Community and Condominium Hotels Commission  
**FROM:** Ayana Band – Education and Information Officer  
**SUBJECT:** Education Summary – Approvals for **September through November 2024**

**NEWLY APPROVED COMMUNITY MANAGER CONTINUING EDUCATION COURSES (2)**

1.

<p><b>Sponsor:</b> Community Associations Institute (NV)  <b>Course Title:</b> ABC's of Declarant Transition  <b>Request:</b> 3 hours General Classroom/Internet  <b>Objective:</b> Upon completion of this class, participants will have a basic understanding of: •How an Association is created • Association documents • The transition from declarant control to homeowner control • Resale of existing units  <b>Standards:</b> Complies with the following provisions of NAC 116A.232: 1(a)Contains current information on the management of a common-interest community or an association of a condominium hotel that will improve the professional knowledge of a community manager and enable a community manager to give better service to his or her clients; (b) Contains information that relates to pertinent Nevada laws and regulations; 2(d) Reserve studies, (e) Insurance and risk management in common-interest communities and condominium hotels; (f) Administering the office of a community manager, including, without limitation, personnel management and recordkeeping; (k) Issues pertaining to declarants and developers of common-interest communities and condominium hotels; (m) The disclosures required in a transaction involving a unit in a common-interest community or condominium hotel; (o) Interpersonal communications,  <b>Instructors:</b> Anne Calarco, Donna Zanetti, Tonya Bates, John Leach, Shaari Rutter, Sharon Bolinger  <b>Determination:</b> <b>Approved – 3 Hours – General – Classroom/Internet</b></p>		
<b>Content Overview:</b>	<b>Minutes:</b>	
1 Class Intro, Disclaimers, Speaker intro	10	
2 The Association	45	
3 Knowledge Check	5	
4 Break	10	
5 Books, Records, & Other Documents	10	
6 Control Transfer and Contracts	35	
7 Knowledge Check	5	
8 Break	10	
9 The Resale Package	35	
10 Knowledge Check	5	
11 Questions	10	
<b>TOTAL</b>	<b>180</b>	

2.

<p><b>Sponsor:</b> Community Associations Institute (NV)  <b>Course Title:</b> Taking Your Association from Good to Great  <b>Request:</b> 3-hour General Classroom/Internet  <b>Objective:</b> This course will provide a better understanding of home-owner board members and the community manager, their respective roles and responsibilities, communications, and expectations to create a partnership in the best interest of the communities they serve.  <b>Standards:</b> 1(a) Contains current information on the management of a common-interest community or an association of a condominium hotel that will improve the professional knowledge of a community manager and enable a community manager to give better service to his or her clients; 1(b) Contains information that relates to pertinent Nevada laws and regulations; 2(a) The ethics of managing a common-interest community or the association of a condominium hotel; 2(c) The administration of laws and regulations concerning community managers and the management of a common-interest community or the association of a condominium hotel, including, without limitation, licensing and enforcement; 2(g) Accounting, including, without limitation, the preparation and monitoring of budgets, the monitoring of expenditures and reserves and the use of financial statements; 2(h) Inspecting a common-interest community or condominium hotel for the purposes of maintenance, planning or enforcing the governing documents; 2(n) Parliamentary procedures; 2(o) Interpersonal communications;  <b>Instructors:</b> Adam Clarkson, Sharon Bolinger  <b>Determination:</b> <b>Approved – 3- Hour – General – Classroom/Internet</b></p>		
<b>Content Overview:</b>	<b>Minutes:</b>	
1 Course Introduction	10	
2 Leadership Roles	15	
3 Fiduciary Duty	20	
4 Knowledge Check	5	
5 Break	10	
6 Leadership Responsibilities	30	
7 Effective Communication	15	
8 Knowledge Check	5	
9 Break	10	
10 Business Judgement Rule	15	
11 Education is Key	20	
12 Knowledge Check	5	
13 Panel Member Q &A	20	
<b>TOTAL</b>	<b>180</b>	