

COMMUNITY MANAGER PRE-LICENSING RENO SCHEDULE

Updated: August 3, 2017

Pre-licensing Classes are to be arranged through Key Realty Schools since it is necessary to go through a Secondary School when State of Nevada licensing classes are conducted. See the below information for that purpose. (You will be advised of the final room at the below location immediately before the class as it is based on the # of students enrolled.) The cost is \$549.00 for the series and **\$20.00 for each CE class that you need for credits**. The classes may not be held in order shown and not consistently three nights a week because of instructor conflicts. **Please make sure that the person taking the classes (not only the one signing the person up) gives Key Realty Schools their E-Mail addresses for the purpose of any changes during the classes as this happens in every session. There are no makeup classes. If you cannot take a particular class, you may want to take it in Las Vegas in September or you will have to wait until next year. The address to sign up for the CE classes is: <http://www.keyrealtyschool.com/courses/association-management/continuing-education>**

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702 313 7000 (Local) - 800 472 3893 (Toll Free)

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YOU MUST ALSO CONTACT SARA BARRY IF YOU WISH TO OBTAIN CE CREDITS ON ANY OF THE CLASSES HIGHLIGHTED IN RED AND SIGN UP WITH KEY REALTY SCHOOLS AT THE ABOVE LINK TO PAY THE \$20 PER CLASS FEE.

August 22, 2017

#1 - 9:00 a.m. - Noon. - Overview and Legal Basics

August 22, 2017

#2 - 1:00 p.m. - 4:00 p.m. People Skills and Communications

August 23, 2017

#3 - 9:00 a.m. - Noon. - Human Resources and Ethics

August 23, 2017

#6 - 1:00 p.m. - 4:00 p.m.-Other State of Nevada Statutes - **Class has 3 hours of Gen. Credits CE.0085000-CAM - The fee is \$20.00 payable to Key Realty Schools for the CE credits.**

August 24, 2017

#5 - 9:00 a.m. - Noon. - NAC 116 and NAC 116A Full Overview - **This class has 3 hours of General Credits CE. 01750000. CAM - General The fee is \$20.00 payable to Key Realty Schools for the CE credits .**

August 24, 2017

#4 - 1:00 p.m. - 4:00 p.m. - NRS 116A & NRS 116

August 29, 2017

#7 - 9:00 a.m. - Noon.. Contracts and Their Use in the CIC

August 29, 2017

#8 - 1:00 p.m. - 4:00 p.m.. Federal Laws and the US Constitution and the HOA - **This class has 3 hours of Gen. Credits CE.0089000-CAM The fee is \$20.00 payable to Key Realty Schools for the CE credits .**

August 30, 2017

#9 - 1:00 a.m. - 4:00. Uses of Experts & Maintenance in the CIC.

August 30, 2017

#10 - 1:00 p.m. - 4:00 p.m.- Parliamentary Procedures - 1st Test

(Class gets done early in order to conduct the test over #1 through #10 ONLY and will be held at 3:30 p.m. – Must have a 75% passing score.)

August 31, 2017

#11 - 9:00 a.m. – Noon.. – Meetings & Elections

August 31, 2017

#12 - 1:00 p.m. – 4:00 p.m.. – Enforcement

September 5, 2017

#13 - 9:00 a.m. – Noon. - ADR - Mediation in the CIC **This class has 3 hours of Gen. Credits CE.0189000-CAM**
The fee is \$20.00 payable to Key Realty Schools for the CE credits.

September 5, 2017

#16 – 1:00 p.m. – 4:00 p.m. – Reserve Studies and Funding Methods in the CIC – **This class has 3 hours of General CE Credits – CE. 00044000 –The fee is \$20.00 payable to Key Realty Schools for the CE credits.**

September 6, 2017

#14 – 9:00 a.m. – Noon. Financial Issues in the CIC - **This class has 3 hours of General CE Credits CE.0129000- The fee is \$20.00 payable to Key Realty Schools for the CE credits .**

September 6, 2017

#15 –00 1:00 p.m. – 4:00 p.m - Budget and Reserves in the CIC- **This class has 3 hours of General CE Credits CE.0128000- The fee is \$20.00 payable to Key Realty Schools for the CE credits .**

September 7, 2017

#17 - 9:00 a.m. – Noon. - Insurance & Risk Management in the CIC

September 7, 2017 #18 - 1:00 p.m. – 4:00 p.m. - Transition from Developer

September 12, 2017

#19 - 9:00 a.m. – Noon. - Re-sales & Disclosures **This class has 3 hours of General CE Credit Hours CE.0088000-CAM - The fee is \$20.00 payable to Key Realty Schools for the CE credits.**

September 12, 2017 #20 - 1:00 p.m. – 3:00 p.m. - Litigation & Construction Defects –**The Final test will be conducted after this final class AND COVERS ONLY CLASS #11 Through 20. Lecture will end at 3:00 p.m. to allow for the final test. STUDENTS MUST PASS BY 75% - WHEN THE STUDENTS PASS AND HAVE COMPLETED ALL 60 HOURS OF COURSE MATERIALS, THEY RECEIVE THEIR CERTIFICATE OF COMPLETION AND MUST USE THIS CERTIFICATE TO SUBMIT FOR THEIR LICENSE WITH THE PSI DOCUMENTS PROVING THAT THEY PASSED THE STATE OF NEVADA TEST.**

September 13, 2017 – Taught by Sara E. Barry, CMCA PCAM – Additional \$100 through Key Realty Schools

Test-Prep Class 9:00 – 3:30 p.m. – Special test prep to help students who want a review of the materials and opportunity to ask final questions before taking the State of Nevada Test. **It requires at least 10 students to be taught, however.**