

Community Manager Pre-Certification Education Certificate Program

Academic Plan as of spring 2025

Program Description:

Learn the basic community association management skills and the requirements for community management found in NRS 116, 116A, and NAC 116 and 116A. This certificate is required for those who are involved in common-interest community management (HOAs). The course meets Nevada's mandated 60-hour classroom education requirement. Upon successful completion of this course, you are eligible to take the exam to become a certified community association manager.

You will learn basic business management and the requirements for community management found in NRS 116, 116A and NAC 116 and 116A. This 60-hour course meets the State's pre-certification requirements for Community Association Managers. Upon completion of this course, you will be eligible to take the exam to become certified by the State's Real Estate Division.

Program Learning Outcomes:

By the end of the Community Manager Pre-Certification Certificate Program, students will be able to:

- Meet the education requirements in NRS 116A and NAC 116A and will obtain State certification as a community manager.
- Apply the provisions in NRS 116 and NAC 116 to the management of common-interest communities.
- Apply core business practices to solve problems within common-interest communities and have the core knowledge necessary to obtain employment as a community manager.
- Understand how to comply with various State and Federal laws governing common-interest communities.

Prerequisites and Admissions Requirements:

High School Diploma or equivalent.

Program Requirements:

To earn the Community Manager Pre-Certification Certificate you must successfully complete the required course **Community Manager Preparation Course (RP1100)** for a total of 60.0 contact hours (6.0 CEUs).