



ADVANCED DCAL

Eligibility Requirement:

Two years as a DCAL

Membership Requirements:

- Provide proof of attending at least two Advanced DCAL classes taken in the past 24 months.
- Provide proof of attending a 3 hour legal update seminar in the past 24 months.

And one of the following:

- Attend at least 3 hours of additional education (classes, seminars, Manager Breakfasts/Lunches) in the past 24 months or
- Write an article for the CAI Chapter Magazine in the past 24 months or
- Serve on a CAI Committee for 2 years.

Maintaining an Advanced DCAL Certification:

Identical to Advanced DCAL Membership Requirements.

Presentation of Certification:

Volunteers who have fulfilled the listed requirements for DCAL or Advanced DCAL will be awarded their designations at a Chapter Breakfast or Luncheon in the North or South by the Chapter President or at the next DCAL, Advanced DCAL or homeowner class if the Designee prefers.



Download your application today!
www.cai-nevada.org



**Community Associations Institute
Nevada Chapter**

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www.cai-nevada.org



A Certification for Community Association Leaders.

Not just education... but also recognition for time well spent!



DCAL

Minimum Education Requirements:

- The Essentials Class – 8 hours
- Finances in the CIC – 3 hours
- Building Community – 3 hours
- Ethics in the CIC – 3 hours
- Meetings & Elections – 3 hours
- Risk Management & Insurance – 3 hours
- Rules Creation & Enforcement – 3 hours

And one of the following:

- Attendance at one CICCH Commission Meeting (not a workshop) – 3 hours minimum or
- Research and submit one article for Chapter Magazine (can be as little as one paragraph, but something that was learned while serving as a CIC volunteer).

Membership Requirements:

Mandatory membership in CAI, either individual member of Community membership, for at least one year.

Maintaining a Certification:

- Attend at least 3 hours of a legal update seminar after a new legislation is enacted. Proof must be provided by the provider of the seminar on an approved form.
- Attend annually at least 3 hours of additional education relating to CIC management (from a volunteer's perspective). It can be a 3 hour CAI class (Manager Breakfast/Lunch, homeowner seminar, or Advanced DCAL class), or a series of CAI educational workshops totaling 3 hours.



Applicability of Rules

The Code of Ethics for DCALs

The Nevada Chapter of Community Associations Institute Education Committee and the Board of Directors has adopted official rules of conduct that shall apply to all DCAL Designees equally, while serving as a Director, Committee Member, Community Manager, Business Partner, or other volunteer of a Common Interest Community, and the Code of Ethics continues in effect even after the end of any term(s).

A DCAL candidate, who has fulfilled all of the pre-certification requirements and signed this document, shall observe these rules of conduct and Code of Ethics even after his or her term as a Director, Committee Member, Community Manager, Business Partner, or Volunteer ends as long as the DCAL Certification remains in effect.

A person can remain a DCAL as long as the individual is willing to remain dedicated to the common interest community industry to further promote the aspect of positive living in a common interest community. The DCAL shall continue to seek and promote education in the industry as well.

Rules

General Standards

A DCAL shall comply with the current Nevada Administrative Code NAC 116 and all of the provisions, including, but not limited to NAC 116.400 and NAC 116.405. This includes compliance with governing documents, NRS 116 and any other State of Nevada laws pertaining to Common Interest Communities.

Integrity & Objectivity

A DCAL Designee shall perform his or her duties in a manner that is complete and sound with honesty, integrity and sincerity.

Technical Standards

A Designee shall comply with all standards that are currently in force or may from time to time be promulgated by CAI and the Nevada Chapter of CAI. The current 10 Commandments of CAI are those technical standards that have been adopted for compliance along with all provisions that may be changed from time to time by the State of Nevada in NRS 116 and NAC 116.

A DCAL Designee

Shall:

1. Be consistent in all of his or her dealings.
2. Be faithful in attendance at board meetings and/or committee meetings.
3. Insist that professional management be responsible to the Board of Directors.
4. Allow the professional manager to manage.
5. Keep a watchful eye on the financial reports.
6. Communicate with fellow board members and homeowners.
7. Deal honestly with all individuals whether within or outside of your community.
8. Resist using your position for personal gain.
9. If serving on the board, remember that you are a board member operating in a Nevada corporate environment.
10. Encourage all board members to obtain education and knowledge of their management roles in a Common Interest Community.

Conflicts of Interest

DCAL Designees shall avoid any real, perceived or apparent conflicts of interest with their position. Recommendations of vendors, suppliers or contractors that have any financial or third party relationship to a DCAL Designee, or employee of a Designee, must be disclosed to all members in the community before election, during a Board or Committee term, and afterwards, if the conflict could be perceived to be a financial or other benefit to the Designee while holding that position within the Association.

Gratuities

No Designee, or employee of any Designee, may accept any unearned fees or other forms of remuneration other than reimbursement of authorized actual expenses incurred acting under the direction of his/her community's board.

Disciplinary Action

Any Designee who violates any of the above rules may, after a hearing, be subject to disciplinary action which includes suspension of the DCAL certification and notice of that suspension in the Chapter Magazine and/or on the Chapter website.

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